

## HOW TO WRITE REQUESTS FOR ADMISSIONS

This template was prepared by the Justice & Diversity Center, a nonprofit organization, and is not an official court form. It can be used in civil lawsuits in the Northern District Court of California. This template provides guidance only. Using this template does not guarantee any result.

### ★ HOW TO GET LEGAL INFORMATION & ADVICE

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This packet provides general guidance about asking parties to admit that certain statements related to the case are true. Before serving this document, make an appointment for free legal information and advice at one of the Legal Help Centers.

#### **APPOINTMENTS – Based on the courthouse where complaint was filed**

- ✦ San Francisco, Oakland, or Eureka-McKinleyville  
Federal Pro Bono Project | [fedpro@sfbbar.org](mailto:fedpro@sfbbar.org) | (415) 782-8982  
**NOTE:** Contact for scheduling only – no legal advice is given when scheduling.
  
- ✦ San Jose  
Federal Pro Se Program | (408) 297-1480  
Drop-in hours Tuesday and Thursday from 9:00 a.m. to 4:00 p.m.  
280 South 1st Street, 2nd Floor, Room 2070, San Jose

### ★ UNDERSTANDING LAWS & RULES

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The Legal Help Centers (see above) are the best resource for people without lawyers. There are other resources for understanding the laws and rules of the Court:

1. **Handbook for Pro Se Litigants** – The Handbook is a procedural guide for people who are representing themselves. It was prepared by the Court and is available at the Clerk’s Office or on the Court’s website at: <https://www.cand.uscourts.gov/pro-se-handbook/>.
2. **Legal Research Guide for Pro Se Litigants** – The Guide provides information for people who are representing themselves about how to do legal research, like finding statutes and decisions in other cases. It was prepared by the Justice & Diversity Center and is available at the Legal Help Centers and at: <https://www.cand.uscourts.gov/pro-se-litigants/legal-help-center-templates-packets/>.
3. **Federal Rules of Civil Procedure** – These Rules explain the procedures from filing through trial for all civil cases in the federal courts across the country, and are available at: <https://www.uscourts.gov/sites/default/files/rules-of-civil-procedure.pdf>.
4. **Civil Local Rules** – The Civil Local Rules follow the same numbering as the Federal Rules of Civil Procedure, but generally provide more detail. They apply in this District only, and are available at: <https://www.cand.uscourts.gov/rules/civil-local-rules/>.

## ★ WHEN TO MAKE REQUESTS FOR ADMISSIONS

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1. **Figure out when you can first make requests** – When the case was filed, the Clerk issued a document called an Initial Scheduling Order, which set the date of the Case Management Conference. Normally, you can serve discovery (such as these requests, requests for documents, or written questions) after this Conference, though the Court may set a different deadline at the Conference.
2. **Figure out the discovery deadline** – After the Conference, the Court will send out an updated Scheduling Order setting the “Discovery Cutoff.” You must send your final set of admissions thirty-three (33) days before the Discovery Cutoff (or hand-serve 30 days before).

## ★ HOW TO COMPLETE THE REQUEST FOR ADMISSIONS TEMPLATE

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**Unless specifically ordered by the Court, discovery requests and responses are only served on other parties in the case and are not filed with the Court.**

1. **Read the Pro Se Handbook** – Chapter 16, “What is Discovery?” explains more fully the discovery process.
2. **Fill in the case information** – On the top of the first page, write your name, address, and check the box for the division to which the case has been assigned. Write in the plaintiff’s and defendant’s names in the middle of the page. Then, write in the case number, the name of the responding party, and the set number. If this is the first Request for Admissions you have sent to this party, you will write “Set No. 1.”
3. **Section A: Write your Requests to admit facts or arguments** – Write simple requests for the other party to admit. For example, you can ask the other party to admit that a certain event happened, or did not happen, or to admit whether they have a certain opinion or are making a certain argument in this case. If this is not the first set of Requests for Admissions you are sending to this party, renumber the requests, starting with the number you left off on last time. There is not a specific limit on the number of requests, but the other party may object if responding would cause an unfair burden.
4. **Section B: Write your Requests to admit the genuineness of documents** – List and describe in order each document attached to the requests. As part of each description, state the document’s title (if there is one), the date of the document, and the number of pages. Put a sheet of paper with the attachment number, or a blank piece of paper, between each document.
5. **Review and sign your Requests** – Read the entire document to make sure your requests are clear, focused on this case, and that you are not repeating any requests. If you are using only either Section A or Section B, discard the page you are not using. Count the number of pages (not including documents you are attaching). On each page, write the page number and the total. Sign and date.
6. **Prepare the Certificate of Service** – A Certificate of Service is a document that confirms you served a certain document. To prepare the Certificate, follow the instructions on it. Requests for Admissions are served on the other parties in the case but are **not** filed with the Court. If there are multiple parties in the case, each party should receive a copy of the Requests for Admissions even if you are not directing the request to them.
7. **Mark your calendar** – The responding party has 30 days (33 days if you serve by mail) to send you a written response. If you need help with getting complete responses to your requests from the responding party, make an appointment at the Legal Help Center (see page 1).

## ★ SERVING YOUR REQUESTS

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1. **Copies** – Once the documents are complete, make one copy for each party in the case.
2. **Serve the Requests** – Be sure the Requests and Certificate are served on each party. Do **not** send a copy to the Court.

## ★ WHAT'S NEXT?

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The timeline below lists what generally happens after Requests for Admission are served. The Legal Help Centers (see page 1) can provide guidance about these steps and have many other templates for you to use.



## ★ STAY UP TO DATE

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1. **Communications** – Check your mail and tell the Court if you move. You must file a notice with the Clerk right away if your mailing address, email, or phone number changes or you may miss important deadlines, causing you to lose your case.
2. **Tracking** – Keep track of your case. A list of the documents that have been filed, and (usually) the documents themselves can be viewed online. Review the Pro Se Handbook Chapter 7 and contact the Legal Help Center to learn to access documents.
3. **Guidance** – Visit the Legal Help Center for more information about what happens next.

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Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

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Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Pro Se

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA**

Division [check one]:  San Francisco  Oakland  San Jose  Eureka-McKinleyville

\_\_\_\_\_  
\_\_\_\_\_  
Plaintiff,  
v.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Defendant.

Case No. \_\_\_\_\_

**REQUESTS FOR ADMISSIONS**

[name of responding party]

\_\_\_\_\_  
\_\_\_\_\_

**SET NO.** \_\_\_\_\_

Pursuant to Federal Rules of Civil Procedure 26 and 36 and Local Rule 36, [name of responding party] \_\_\_\_\_

shall respond to these requests within thirty (30) days of service.

**REQUESTS FOR ADMISSION**

Write out each issue you want the responding party to admit. In Section A, you can ask the responding party to admit that certain facts or opinions are true. In Section B, you can ask the responding party to admit that a document you attach to these requests is genuine. Add more pages to each section if needed.

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A. Admit that each of the following statements is true:

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B. Admit that each of the documents attached to this request is genuine:

Attachment 1. \_\_\_\_\_

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Attachment 2. \_\_\_\_\_

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Attachment 3. \_\_\_\_\_

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Attachment 4. \_\_\_\_\_

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Attachment 5. \_\_\_\_\_

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Attachment 6. \_\_\_\_\_

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Attachment 7. \_\_\_\_\_

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Attachment 8. \_\_\_\_\_

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Attachment 9. \_\_\_\_\_

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Attachment 10. \_\_\_\_\_

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[You must sign and date.]

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Pro Se

1 **CERTIFICATE OF SERVICE OF DOCUMENT OTHER THAN COMPLAINT**

2 Unless all parties to the case, including you, are electronic filers, you must serve each document you file by sending or  
3 delivering it to the opposing side. Complete this form and include it with the document that you file and serve.

4 1. **Case Name:** \_\_\_\_\_ v. \_\_\_\_\_

5 2. **Case Number:** \_\_\_\_\_

6 3. **What documents were served?** Write the full name or title of the document(s)  
7 \_\_\_\_\_  
8 \_\_\_\_\_

9 4. **How was the document served?** Check one:

10  Placed in U.S. Mail

11  Hand-delivered

12  Sent for delivery (e.g., FedEx, UPS)

13  Sent via email [if the other party has agreed to accept service by email]

14 5. **Who did you send the document to?**

15 Write the full name and contact information for each person you sent the document.

16 \_\_\_\_\_  
17 \_\_\_\_\_  
18 \_\_\_\_\_  
19 \_\_\_\_\_

20 6. **When were the documents sent?** \_\_\_\_\_

21 7. **Who served the documents?** Whoever puts it into the mail, emails, delivers, or sends for delivery should sign,  
22 and print their name and address. You can do this yourself.

23 I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

24 Signature: \_\_\_\_\_

25 Name: \_\_\_\_\_

26 Address: \_\_\_\_\_

27 \_\_\_\_\_