

Instructions: Initial Disclosures

These forms were prepared by the Justice & Diversity Center, a nonprofit organization, and are not official court forms.

Checklist

This packet provides a general Initial Disclosures form. **This packet is also available in a fillable pdf version on the Court's website at www.cand.uscourts.gov/Legal-Help-Center-Templates.** This packet includes the following forms:

- **Initial Disclosures**
- **Certificate of Service**

General Instructions

A. The purpose of Initial Disclosures is for parties to exchange basic information early in the case and without having to wait for formal discovery requests. Providing this information helps the parties assess the case, including whether or not to pursue settlement. You are required to provide information that is reasonably available to you.

B. **Fill out each of the included forms COMPLETELY.** Suggestions are provided [*in brackets and italics that look like this*] to help you fill in the blanks. If a blank does not apply to you, write "not applicable." **Be sure to sign and date each form.**

C. **Serving the Papers.** Make sure that the Initial Disclosures form is served on the opposing party in one of the ways listed on the Certificate of Service. Have the person who served the Initial Disclosures fill out the Certificate of Service. You can serve the Initial Disclosures yourself. **Initial Disclosures should not be filed with the court.** Like most discovery, it is just exchanged between the parties. As with any paper in your case, keep a copy for yourself.

More Information

This packet does NOT tell you everything you need to know about Initial Disclosures. **Before you serve your Initial Disclosures**, we recommend that you:

- If your case is in the San Francisco/Oakland federal courthouse, make an appointment with the **Legal Help Center** for free legal information and advice by calling 415-782-8982 OR sign up at 450 Golden Gate Ave., S.F., 15th Floor, Room 2796 OR 1301 Clay Street, Oakland, 4th Floor, Room 470S. If your case is in San Jose, make an appointment with the **Federal Pro Se Program** by calling (408) 297-1480 OR by signing up at 280 South First Street, S.J., Room 2070.

- Read **Chapter 13** of the **Handbook for Pro Se Litigants** for an explanation of Initial Disclosures, available at the Clerk's Office or on the Court's website at www.cand.uscourts.gov/prosehandbk.

Your Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Pro Se *[Select one: Plaintiff or Defendant]*

United States District Court

Northern District of California

[Select one location: San Francisco / Oakland / San Jose / Eureka]

Plaintiff(s),
vs.
Defendant(s).

Case Number: _____

[“Plaintiff’s” or “Defendant’s”]

Rule 26(a)(1) Initial Disclosures

Pursuant to Federal Rule of Civil Procedure 26(a)(1), I hereby submit the following initial disclosures:

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INITIAL DISCLOSURES; CASE NO. _____

1. **Witnesses.** The name, address, and telephone number of each individual likely to have discoverable information that may support my claims, and the information they possess (unless they will be used solely for impeachment):

[Fill in the table below. Use additional pages as needed.]

Name of Individual Likely to have Discoverable Information	Contact Information (Address and Telephone Number)	Subject Matter of Discoverable Information

INITIAL DISCLOSURES; CASE NO. _____

PAGE ____ OF ____ [JDC TEMPLATE]

Rev. 6/2013

2. **Documents and things.** Copies, or descriptions by category and location, of all documents or things I have in my possession or control that I may use to support my claims (unless they will be used solely for impeachment):

[Fill in the table below. Use additional pages as needed.]

<u>Category</u> of Document, Electronically Stored Information, or Tangible Thing	<u>Location</u> of Document, Electronically Stored Information, or Tangible Thing

INITIAL DISCLOSURES; CASE NO. _____

PAGE ____ OF ____ [JDC TEMPLATE]

Rev. 6/2013

CERTIFICATE OF SERVICE

1 *Use this form to show that a paper or document (other than a complaint) was served (sent or
2 delivered) to an opposing party in accordance with Federal Rule of Civil Procedure 5.
3 A different form is needed to serve a complaint under Federal Rule of Civil Procedure 4.*

4 **Case name:** _____

5 **Case number:** _____

6 **What document was served?** (Write the full name or title of the document or documents, e.g.,
7 "Plaintiff's Opposition to Defendant's Motion for Summary Judgment.")

8 Title(s): _____

9
10 **How was the document served?** (Check one.)

- 11 Placed in U. S. Mail
12 Sent by fax
13 Hand-delivered
14 Sent by delivery service (e.g., FedEx or UPS)

15 **To whom was the document sent?** (Write the full name, address, and fax number of everyone
16 who was sent the document. Usually, they will be the lawyers for the opposing parties.)

17 _____

18 _____

19 _____

20 _____

21 **When were the documents served?** (When were they mailed, faxed, or delivered?)

22 Date: _____

23 **Who served the documents?** (Whoever puts it into the mail, faxes, hand-deliveres, or sends by
24 delivery service should print his/her name, address and sign. You can also do this yourself.)

25 I declare under penalty of perjury under the laws of the United States of America that the
26 information in this certificate of service is true and correct.

27 Signature: _____

28 Printed name: _____

Address: _____