

Instructions: Requests for Documents

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



HOW TO GET LEGAL INFORMATION AND ADVICE

This packet provides general guidance about requesting documents from another party in the case. *Before serving this document*, make an appointment for free legal information and advice at one of the Legal Help Centers. If you need to request documents in an employment discrimination case or if you need to respond to a request for documents from the other side, you can get templates from the Legal Help Centers.



If the case is assigned to a judge in the San Francisco, Oakland, or Eureka federal courthouse, do one of the following:



Call the appointment scheduling line for the Federal Pro Bono Project: 415-782-8982



Sign up in the appointment book at either:

450 Golden Gate Ave., 15th Floor, Room 2796, San Francisco or
1301 Clay Street, 4th Floor, Room 470S, Oakland



Email us at federalprobonoproject@sfbbar.org

This email is to schedule appointments only-no legal advice is given over email.



If the case is assigned to a judge in the San Jose federal courthouse, do one of the following:



Call the appointment scheduling line for the Federal Pro Se Program: 408-297-1480



Monday to Thursday 9:00 am - 12:00 pm, drop in at

The Law Foundation of Silicon Valley, 152 North 3rd St., 3rd Floor, San Jose

Monday to Thursday 1:00 pm - 4:00 pm, drop in at

280 South 1st Street, 2nd Floor, Room 2070, San Jose



WHEN TO REQUEST DOCUMENTS

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 document requests 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 requests 33 days before the discovery cutoff (or hand-serve 30 days before).



HOW TO COMPLETE THIS REQUEST FOR PRODUCTION OF DOCUMENTS TEMPLATE

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- Fill in the case information.** Fill in all blanks on the first page.
 - Review the Definitions section.** Review the standard definitions, and add in any definitions specific to your case that will make it easier to understand your Requests.
 - Write your own Requests.** Write simple requests for categories of documents that are relevant to your case. If you need help writing your Requests, make an appointment at the Legal Help Center (see page 1). There is not a specific limit on the number of requests, but the other party may object if responding would cause an unfair burden.
 - Review, number the pages and sign.** Read the entire document to make sure your Requests are clear and focused on this case. Count the number of pages. On each page, write in the page number and the total. Sign and date.
 - Prepare the Certificate of Service.** Each document that you file must be “served” on each other party, usually by sending it in the mail. Follow the instructions on the Certificate of Service.
 - Mark your calendar.** The responding party has 30 days (33 days if you serve by mail) to send you a written response and copies of the documents. If you need help with getting complete responses to your requests, make an appointment at the Legal Help Center (see page 1).



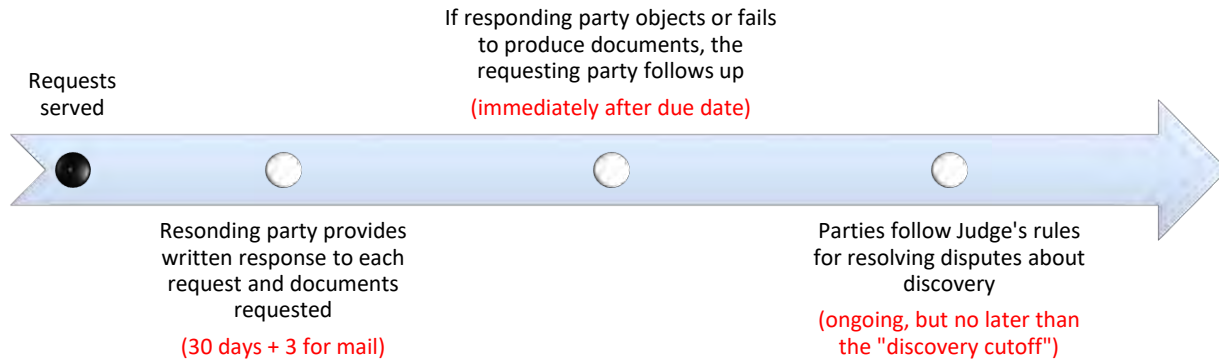
SERVING YOUR REQUESTS

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1. **Make copies.** Once the documents are complete, make one copy for each party to 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.***



TIMELINE: AFTER REQUESTS ARE SERVED

The timeline below lists what generally happens after Requests for Production 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

1. **Update your contact information.** File a notice with the Clerk right away if your address, email, or phone number changes, or you may miss important deadlines, causing you to lose your case.
2. **Check your mail.** Be sure to check regularly for documents from the Court and opposing side.
3. A list of all of the documents that have been filed, and (usually) the documents themselves can be viewed online. See Chapter 7 of the Handbook for Pro Se Litigants (see below), and contact the Legal Help Center for information about how to access the documents (see page 1).



UNDERSTANDING THE LAWS AND RULES

The Legal Help Centers (see page 1) 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 www.cand.uscourts.gov/prosehandbk.
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 <http://www.cand.uscourts.gov/Legal-Help-Center-Templates>.
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 <http://www.uscourts.gov/sites/default/files/rules-of-civil-procedure.pdf>.
4. **Local Rules.** The 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 <http://www.cand.uscourts.gov/localrules/civil>.

1 Your name: _____

2 Address: _____

3 _____

4 Phone Number: _____

5 E-mail Address: _____

6 Pro se

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UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

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

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_____) Case Number: _____

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_____) **REQUESTS FOR PRODUCTION OF**

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Plaintiff,

_____) **DOCUMENTS TO** [name of responding

15

vs.

_____) party]

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_____) _____

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_____) _____

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_____)

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_____) **SET NO.** _____

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_____)

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Defendant.

_____)

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INSTRUCTIONS

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Pursuant to Federal Rules of Civil Procedure 26 and 34 and Civil Local Rule 34, [name of
responding party] _____

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shall, within thirty (30) days, produce copies of the following documents at [your address]:

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Electronically stored information shall be produced in paper form.

REQUESTS FOR PRODUCTION OF DOCUMENTS

PAGE ___ OF ___ [JDC TEMPLATE]

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DEFINITIONS

1. The term “documents” is defined to have the same meaning and to be equal in scope to the terms “documents” and “electronically stored information” as used in Federal Rule of Civil Procedure 34(a).

2. The terms “concerning” means referring to, describing, evidencing, or constituting.

[You may write in your own definitions specific to this case.]

3. _____

4. _____

REQUESTS

1. All documents identified in your Initial Disclosures.

2. All documents concerning _____

3. _____

4. _____

5. _____

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10. _____

Date: _____ Sign Name: _____

Print Name: _____

CERTIFICATE OF SERVICE OF DOCUMENT OTHER THAN COMPLAINT

** You must serve each document you file by sending or delivering to the opposing side. Complete this form, and include it with the document that you file and serve.**

1. **Case Name:** _____ v. _____

2. **Case Number:** _____

3. **What documents were served?** Request for Production of Documents

4. **How was the document served?** *[check one]*

Placed in U.S. Mail

Hand-delivered

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

Sent by fax (if the other party has agreed to accept service by fax)

5. **Who did you send the document to?** *[Write the full name and contact information for each person you sent the document.]*

_____	_____
_____	_____
_____	_____
_____	_____

6. **When were the documents sent?** _____

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

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

Signature: _____

Name: _____

Address: _____