

Instructions: 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 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 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.



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 MAKE REQUESTS FOR ADMISSIONS

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



HOW TO COMPLETE THIS REQUESTS FOR ADMISSION TEMPLATE

- Fill in the case information.** Fill in all blanks on the first page.
- 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 admission 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.
- 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.
- Review, number the pages and sign.** 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 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. If you need help with getting complete responses to your requests, make an appointment at the Legal Help Center (see page 1).



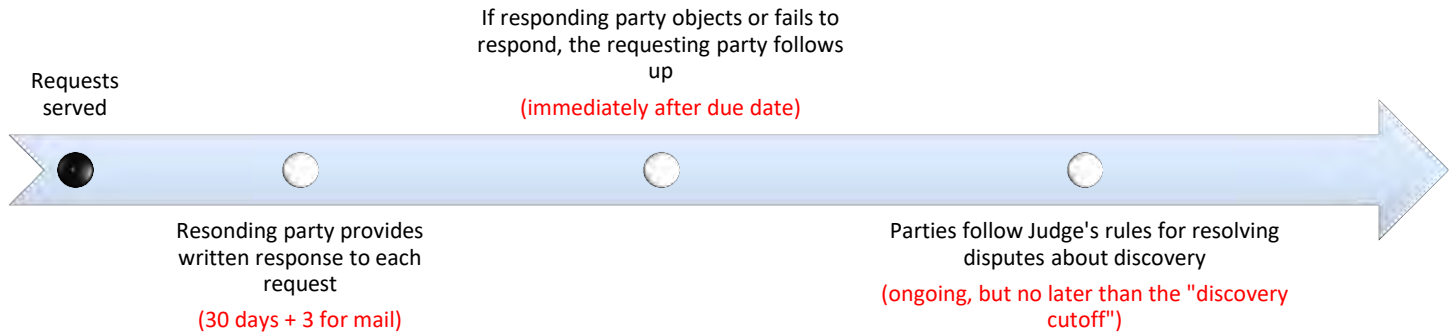
SERVING YOUR REQUESTS

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 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

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: _____

13

_____) **REQUESTS FOR ADMISSION**

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Plaintiff,) [name of responding party]

15

vs.) _____

16

_____) _____

17

_____) _____

18

_____) **SET NO.** _____

19

_____) _____

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_____) _____

21

Defendant.) _____

22

Pursuant to Federal Rules of Civil Procedure 26 and 36 and Local Rule 36, [name of

23

responding party] _____

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

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REQUESTS FOR ADMISSION

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[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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2. _____

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

Attachment 1. _____

Attachment 2. _____

Attachment 3. _____

Attachment 4. _____

Attachment 5. _____

Attachment 6. _____

Attachment 7. _____

Attachment 8. _____

Attachment 9. _____

Attachment 10. _____

[You must sign and date.]

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?** Requests for Admissions

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: _____