Requests for Admission - Blank preview

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[DRAFT NOTICE: Draft prepared with self-help software. Not legal advice. Have an attorney review before filing. Delete this note before you sign.]

[Name of court]
[County, district, or division, if your court's captions include one; otherwise delete this line]
Case No. [Case number]
[Name of first party], [Plaintiff or Petitioner]
v.
[Name of second party], [Defendant or Respondent]

[FIRST, SECOND, ETC.] REQUESTS FOR ADMISSION

TO: [Name of the party receiving these requests, and their attorney's name and address, if any]

[Your full name], [Your role in the case, such as Petitioner or Respondent], self-represented, serves these requests for admission on [name of the receiving party] under [the rule your court uses for requests for admission; cite it yourself and verify it]. Each matter is to be admitted or denied in writing within [number] days after service, or by any other deadline set by the applicable rules or a court order.

[Some courts require requests for admission to include specific wording or to be served separately from other discovery; check your court's rules. Delete this note before you sign.]

Requests

REQUEST FOR ADMISSION NO. 1: Admit that [state one fact].

REQUEST FOR ADMISSION NO. 2: Admit that [state one fact].

REQUEST FOR ADMISSION NO. 3: Admit that the document attached as Exhibit [letter or number] is a genuine copy of [describe the document].

[Add or remove requests as needed, one fact or document per request. Delete this note before you sign.]

Served by:

[Your full name]
[Your role in the case, such as Petitioner or Respondent], self-represented
[Mailing address where you receive court papers]
[Phone number]
[Email address]

Date: [Date you sign]

Certificate of Service

I certify that on [date of service], I served a copy of this set of requests for admission on each person listed below by [method of service your court's rules allow, such as mail, hand delivery, email, or electronic filing service].
[Name of each person served, and the mailing address or email address used for service]

[Your full name]
Date: [Date you sign this certificate]