

# Discovery Request Checklist

## General

- ☐ Case caption and number
  - ☐ Parties to whom discovery is addressed
  - ☐ Date discovery was served
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## Document Requests

- ☐ Request for production of documents
  - ☐ Relevant date ranges specified
  - ☐ Define terms and scope
  - ☐ Number each request
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## Interrogatories

- ☐ Number each interrogatory
  - ☐ Clear and specific questions
  - ☐ Instruction for response format
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## Requests for Admission

- ☐ Number each admission request
  - ☐ Simple, direct statements for admission
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## Additional Items

- ☐ Certificate of Service included
- ☐ Proofread and review for completeness