

Instructions: Interrogatories (Written Questions to Other Parties)

This packet provides general guidance about asking written questions to another party in the case. *This template provides guidance only. Using this template does not guarantee any result in your case.*

WHEN TO SEND INTERROGATORIES

1. **Figure out when you can first serve interrogatories.** 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 interrogatories or document requests) 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 interrogatories 33 days before the discovery cutoff (or hand-serve 30 days before).

HOW TO COMPLETE THIS TEMPLATE FOR INTERROGATORIES

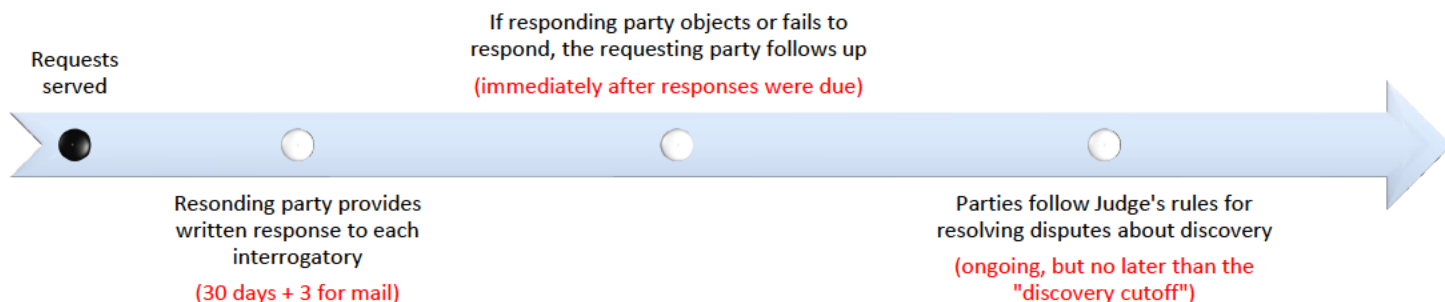
- Fill in the case information.** Fill in all blanks on the first page.
- Review the Definitions Section.** Review the standard definitions, and add in any definitions specific to your case that will make it easier to understand your interrogatories.
- Write your Interrogatories.** Write simple questions that may help you prove or defend your case. You may send up to 25 interrogatories to each party. You do not have to send them all at once. If this is not the first set of interrogatories you are sending *to this party*, renumber the interrogatories, starting with the number you left off on last time.
- Review, number the pages and sign.** Read the entire document to make sure your Interrogatories are clear, focused on this case, and that you are not repeating any questions. 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. If you need help with getting complete responses to your questions, make an appointment at the Legal Help Center (see page 1).

SERVING YOUR INTERROGATORIES

1. **Make copies.** Once the documents are complete, make one copy for each party to the case.
2. **Serve the Requests.** Be sure the Interrogatories and Certificate are served on each party. ***Do not send a copy to the Court.***

TIMELINE: AFTER INTERROGATORIES ARE SERVED

The timeline below lists what generally happens after Interrogatories 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

There are other resources for understanding the laws and rules of the Court:

1. **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>.
2. **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.nvd.uscourts.gov/localrules/civil>.

1 Your name: _____

2 Address: _____

3 _____

4 Phone Number: _____

5 E-mail Address: _____

6 Pro se

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8 **UNITED STATES DISTRICT COURT**
9 **DISTRICT OF NEVADA**

10 _____

Case Number: _____

11 _____

INTERROGATORIES TO

12 **Plaintiff,**

[name of responding party]

13 vs.

14 _____

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SET NO. ____

17 _____

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19 **Defendant.**

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22 Pursuant to Federal Rules of Civil Procedure 26 and 33 and Local Rule 33, *[name of*
23 *responding party]* _____

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

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I. DEFINITIONS

1. The terms “YOU” or “YOUR” mean *[name of the responding party]*

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including its present and former members, officers, agents, employees, and all other persons acting or purporting to act on its behalf, including all present or former members, officers, agents, employees, and all other persons exercising or purporting to exercise discretion, make policy, and/or make decisions.

2. The terms “DOCUMENT” and “DOCUMENTS” have the same meaning and are equal in scope to the terms “documents” and “electronically store information” as stored in Federal Rule of Civil Procedure 34(a).

3. When used in connection with a person or entity, the term “IDENTIFY” means to state the full and complete: (i) name; (ii) home address, telephone, and email address; (iii) employment address, telephone number, and email address; and (iv) relationship, if any, to the plaintiff or defendant.

4. When used in connection with a document, as defined by Federal Rule of Civil Procedure 34(a), the term “IDENTIFY” means to state: (i) the type of document; (ii) the general subject matter of the document; (iii) the date of the document; (iv) the author(s), according to the document; and (v) the person(s) to whom, according to the document, the document (or a copy) was to have been sent; or, alternatively, to produce the document.

[You can also create your own definitions.]

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II. INTERROGATORIES

[Write out each question as simply as possible. It may be useful to include information such names or dates to make your question clear. You can ask up to 25 interrogatories during the case. You do not have to ask them at all once.]

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Date: _____ Sign Name: _____

Print Name: _____

CERTIFICATE OF SERVICE

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I hereby certify that service of the INTERROGATORIES TO _____
was made on the ____ day of _____ 2022, _____, to the
following:

Date: _____ Sign Name: _____
Print Name: _____