

Samples

1 PAUL SAMPLE
2 123 ANYSTREET
3 SACRAMENTO, CA, 95814
4 916-555-1212
5 Defendant, In Pro Per

6
7 SUPERIOR COURT OF CALIFORNIA
8 COUNTY OF SACRAMENTO

9
10 ACME, INC.) Case No.: 34-2010-00099999
11 Plaintiff(s))
12 vs.) DEFENDANT PAUL SAMPLE'S REQUEST
13 PAUL SAMPLE) FOR PRODUCTION OF DOCUMENTS OR
14 Defendant(s)) THINGS
15) SET ONE

16 PROPOUNDING PARTY: PAUL SAMPLE
17 RESPONDING PARTY: ACME, INC.
18 SET NUMBER: ONE (1)

19 To Plaintiff, Acme, Inc. and to its attorney of record:
20 Defendant, Paul Sample, demands that you produce and permit the inspection and copying
21 on behalf of himself/herself of the documents *and/or* tangible things in the categories described
22 below.

23 **PLACE AND TIME OF PRODUCTION:**
24 Production is to be by production of the original documents or things for inspection and
25 copying at: Fred's Copy Shop, 321 Alamo Blvd., Sacramento, CA 95815, on May 1, 2009 at
26 9:00 am. Requesting party or requesting party's agent will inspect and copy the documents and
27 then return forthwith to the responding party or responding party's agent the
28 or things. If unable to produce documents on this date, please contact the requesting party
this date to set up a mutually agreeable time and date.

Request for Production - 1

Your name, address, and phone number, and party designation (plaintiff or defendant). "In Pro Per" means you are representing yourself.

County.

Case number.

Party names.

Names of the propounding (asking) and responding parties, and the set number.

Describe what you are asking the responding party to do. This may be permitting you to inspect or copy items, or may be a description of the tests you wish to conduct, or that you wish to take photographs, etc.

You have three options for having documents or items produced. Below is a paragraph for each option. To avoid confusion, *remove the paragraphs for the options you do not choose*, as well as the check box for the option you do choose.

Option 1: Inspect and photocopy original documents at a legal photocopying service. List the location, date and time for production. Describe what you will be doing with the produced documents or things.

Request for Production (page 1)



1 Production may be satisfied by serving by mail to 123 Any Street, Sacramento, CA 95814,
2 legible copies of the items to be produced, accompanied by a written affidavit stating
3 are true copies, no more than thirty-five (35) days after service of this Request. If
4 is two-sided, a copy of both front and back is required. Originals may instead be produced
5 inspection and copying by the requesting party or requesting party's agent at Fred
6 321 Alamo Blvd., Sacramento, CA 95815, on May 1, 2009 at 9:00 am.
7
8 Inspection of the documents or tangible things described below is to be at their
9 location, 321 Anyotherstreet, Sacramento, CA 95815 on May 1, 2009 at 9:00 am. If unable to
10 produce documents and/or things on this date, please contact the requesting party before this date
11 to set up a mutually agreeable time and date.
12
13 **CATEGORY OF DOCUMENTS OR THINGS TO BE PRODUCED:**
14 1. Any and all non-privileged statements, correspondence, or other documents
15 were sent to the Defendant by the Plaintiff or Plaintiff's Assignor(s) regarding
16 the debt alleged in the Complaint within the five years preceding February 1, 2010.
17 2. Any and all non-privileged correspondence or other document in your possession
18 or control sent by the Defendant to the Plaintiff or the Plaintiff's assignors in
19 the five years preceding February 1, 2010.
20 3. Any and all non-privileged documents evidencing any payment on the debt or
21 account alleged in the Complaint by the Defendant in the five years preceding
22 February 1, 2010.
23 4. Any and all non-privileged documents identified in your responses to the Form
24 Interrogatories, Set One, served with this request.
25 Respectfully submitted,
26 Dated March 14, 2011
27 By: _____
28 Paul Sample, Defendant In Pro Per

Option 2: Receive photocopies of documents by mail, or if the other party prefers, originals may be produced for inspection and photocopying. Be sure to list the address to which documents should be mailed, or the address, date and time for production of originals.

Option 3: Inspect documents or other items at their current location. Be sure to list the address, date and time of the inspection.

List each document or item, or category of document or item, you wish produced. Be as specific as possible, and include enough information to make the requested documents easily identifiable.

The template includes space for four descriptions of the documents or things to be produced. Remove those you do not use, or add additional descriptions as needed.

Date, signature, and name of requesting party

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Request for Production (page 2)