



# Samples

**DISC-020**

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State & Address): <b>Paul Sample</b> <b>123 Any Street</b> <b>Sacramento, CA 95814</b> TELEPHONE NO.: <b>916-555-1234</b> FAX NO. (Optional): E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name): <b>In Pro Per</b>	FOR COURT USE ONLY COURT NAME, ADDRESS, AND BRANCH: <b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF Sacramento</b> STREET ADDRESS: <b>720 Ninth Street</b> MAILING ADDRESS: <b>720 Ninth Street</b> CITY AND ZIP CODE: <b>Sacramento, CA 95814</b> BRANCH NAME: <b>Civil</b>
SHORT TITLE: <b>Acme, Inc. v. Sample</b>	CASE NUMBER: <b>34-2012-12345678</b>

**REQUESTS FOR ADMISSION**

Truth of Facts       Genuineness of Documents

Requesting Party: **Paul Sample**  
 Responding Party: **Acme, Inc.**  
 Set No.: **One**

**INSTRUCTIONS**

Requests for admission are written requests by a party to an action requiring that the other party admit or deny the truth of certain facts or the genuineness of certain documents. For more information regarding requests for admission, including responses to requests, and other details, see Code of Civil Procedure sections 437.010-437.020 and 437.030-437.040 relating to those sections. An answering party should consider carefully whether to admit or deny the truth of facts or the genuineness of documents. With limited exceptions, an answering party will not be allowed to change an answer to a request for admission. There may be penalties if an answering party fails to admit the truth of any fact or the genuineness of any document when requested to do so and the requesting party proves that the fact is true or the document is genuine. These penalties may include, among other things, payment of costs and attorney's fees. If, however, the answering party must respond in writing to requests for admission within 30 days after service in an unlawful detainer action. There may be significant penalties if an answering party fails to respond to each request for admission. These penalties may include, among other things, payment of costs and attorney's fees. Answers to Requests for Admission must be given under oath. The answering party should use the following language at the end of the response:

I declare under penalty of perjury under the laws of the State of California that the foregoing answers are true and correct.

(DATE) \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_

These instructions are only a summary and are not intended to provide complete information about requests for admission. This Requests for Admission form does not change existing law relating to requests for admissions, nor does it affect an answering party's right to assert any privilege or to make any objection.

**REQUESTS FOR ADMISSION**

You are requested to admit within 30 days after service of this Request for Admission that:

- Each of the following facts is true (if more than one fact is true, list each fact):  
 If requesting Truth of Facts, check box 1.
- Continued on Attachment 1  
 The original of each of the following documents (document consecutively):  
 If requesting Genuineness of Documents, check box 2.  
 Continued on Attachment 2

Paul Sample (TYPE OR PRINT NAME)      *Paul Sample* (SIGNATURE OF PARTY OR ATTORNEY)

Page 1 of 1

Form Approved for Optional Use  
Judicial Council of California  
DISC-020 (Rev. January 1, 2008)

**REQUESTS FOR ADMISSION**

Code of Civil Procedure,  
§§ 94-95, 2033.010-2033.420, 2033.710

Requests for Admission (DISC-020) (page 1)



ATTACHMENT 1

1. Admit that you were involved in a vehicle collision with the Plaintiff on June 20, 2008.
2. Admit that on June 20, 2008, you were driving a red 2008 Toyota Prius automobile, California license 6ABC123.
3. Admit that you are the owner of the 2008 Toyota Prius automobile California license 6ABC123.
4. Admit that the accident on June 20, 2008 was caused when your rear bumper of a 2005 Ford Taurus, California license 5XYZ987
5. Admit that the Plaintiff was the driver of the 2005 Ford Taurus.
6. Admit that the collision on June 20, 2008, was caused by your n
7. Admit that as a result of the collision June 20, 2008, the Plaintiff experienced damages in the amount of \$4,500.00
8. Admit that as a result of the collision June 20, 2008, the Plaintiff injuries resulting in \$18,532.28 in medical expenses.

If you checked "Truth of Facts" and the box for paragraph 1 on the DISC-020 form, label a page "Attachment 1."

Each request must be consecutively numbered. If you will be asking about the genuineness of documents in a separate attachment, you may want to label these requests more descriptively, (e.g., "Request for Admission No. 1"), to avoid confusion in the responses.

Write out each fact you wish the other party to admit is true. When writing these facts, be as clear and concise as possible. Each request must be for a single fact; do not include multiple facts, compound questions, or subparts. If you find that you are using "and," "or," or lots of commas or semi-colons, your request probably includes more than one fact.

It is often easiest to phrase each request as "Admit that..." This can help ensure that you are asking the other party to admit or deny a fact, rather than to provide new information.

Use your Requests for Admission to establish the elements of your cause of action or affirmative defense, or to disprove the other party's causes of action or affirmative defenses.

To determine what facts you will need to prove in your case, consult:  
**Judicial Council of California Civil Jury Instructions (CACI)** KFC 1047 .A65 W48  
 Electronic Access: [www.courts.ca.gov/partners/juryinstructions.htm](http://www.courts.ca.gov/partners/juryinstructions.htm).

For more information, see the Legal Research Guide on Jury Instructions on our website at [saclaw.org/jury-instructions](http://saclaw.org/jury-instructions).

Attachment 1 (Truth of Facts)



ATTACHMENT 2

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- 9. Admit that the photograph attached as Exhibit A is a true copy of the photograph of the intersection of 9<sup>th</sup> and F Street in Sacramento.
- 10. Admit that the document attached as Exhibit B is a true copy of the handwritten note that you provided to the plaintiff on June 20, 2008.
- 11. Admit that the photograph attached as Exhibit C is a true depiction of the 2008 Toyota Prius California license 6ABC123, as it looked on the street immediately after the vehicle collision that is the subject of this lawsuit.

If you checked "Genuineness of Documents" and the box for paragraph 2 on the DISC-020 form, label a page "Attachment 2."

Each request must be consecutively numbered. Do not duplicate any numbers used in another attachment. If you asked for admissions in a separate attachment, you may want to label these requests more descriptively, (e.g., "Request for Genuineness of Documents No. 1"), to avoid confusion in the responses.

Identify each document you wish the other side to admit is genuine. Each request must be for a single document; do not include compound requests or subparts. If you find that you are using "and," "or," or lots of commas or semi-colons, your request probably needs to be re-phrased. Each document must be attached as an Exhibit.

It is often easiest to phrase each request as "Admit that..." This can help ensure that you are asking the other party to admit or deny a fact, rather than to provide new information.

If a party admits that a document is genuine, the genuineness of that document does not need to be proven at trial, but the facts stated in the document are not established. For example, admitting a contract is genuine does not admit that the clauses of the contract are enforceable, or admitting that a written statement by a person is a genuine copy of that statement does not admit that the facts in the statement are true.

When attaching exhibits, place a sheet of pleading paper with "Exhibit A" (or "B," or however the Exhibit is identified) typed near the bottom in front of each exhibit.

Attachment 2