Motion to Compel Discovery Responses

Sometimes, as you conduct discovery in your civil case, the opposing side fails to respond to your formal discovery requests. If the opposing side does not respond to your form interrogatories, special interrogatories, or request for production, you may file a motion seeking an order compelling the opposing party to respond.

This Guide provides step-by-step instructions for seeking such an order. If the opposing side served responses that were incomplete or otherwise void (e.g., not verified), you would need to file a **motion to compel further responses**, which is not described in this Guide, and has different and strict deadlines and procedures. Please ask at the Reference Desk for information on that procedure.

Templates and Forms

- Meet and Confer Letter for Motion to Compel Discovery Responses Template (DOCX) (https://saclaw.org/sbs-motion-to-compel-discovery-responses-meet-and-confer-2/)
- Motion to Compel Discovery Responses (Interrogatories) Template (DOCX) (https://saclaw.org/sbs-motion-to-compel-discovery-responses-interrogatories-2/)
- Motion to Compel Discovery Responses (Request for Production) Template (DOCX) (https://saclaw.org/sbs-motion-to-compel-discovery-responses-production-2/)

Related Step-by-Step Guides

- Motion to Deem Facts Admitted (https://www.saclaw.org/resource_library/motion-to-deem-facts-admitted/)
- Proof of Service by Mail (https://www.saclaw.org/resource_library/serving-documents-by-mail/)
- Personal Service (https://www.saclaw.org/resource_library/personal-service/)

Step-by-Step Instructions

1 Meet and Confer

Before you file your motion, you must first attempt to "meet and confer" with the opposing counsel or self-represented party. This typically means sending a letter that informs the opposing attorney or self-represented litigant that the deadline to respond has passed, and providing him or her a reasonable time to respond, after which you would file a motion to compel responses.

Download a customizable template of a meet and confer letter from the link at the top of the page. A sample "meet and confer" letter is included at the end of this Guide.

A reasonable time to respond to your letter could be two weeks or longer if the interrogatories or requests for production are particularly complicated. The "meet and confer" requirement is your opportunity to demonstrate to the court that you are making a "reasonable and good faith attempt at an informal resolution." California Code of Civil Procedure (CCP) § 2016.040 (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=CCP&sectionNum=2016.040.) .

Although not required, it is a good idea to have someone who is over 18 and not a party to the case mail the letter for you, and complete a *Proof of Service by First Class Mail* (POS-030) (http://www.courts.ca.gov/documents/pos030.pdf) . That way, if you are forced to file a motion with the court, you can attach the proof of service as an exhibit to your motion. For more information, see the Step-by-Step guide on Proof of Service by Mail (https://www.saclaw.org/resource_library/serving-documents-by-mail/) .

2 Reserve Your Hearing Date and Determine Deadlines for Filing and Serving

This information is for Sacramento. If your case is in a different county, do not follow these instructions. Instead, call the clerk or visit the court website in your county to find the correct information.

Determine the department and time of the motion

In Sacramento, most motions are heard in the "Civil Home Court" department assigned to the case, which will be either department 8C, 8D, 16C, or 16D. Check your case file online (https://prod-portal-sacramento-ca.journaltech.com/public-portal/) to find which department your case is assigned to.

Effective April 13, 2026: Department 25 changed Department 8D; Department 28 changed to Department 8C; Department 53 changed to Department 16D; and Department 54 changed to Department 16C of the Tani G. Cantil-Sakauye Courthouse (500 G Street). If your case was filed before that date, **its assigned department has changed**, so check before scheduling a hearing.

More information about Civil Home Court department transition (https://saclaw.org/resource_library/new-civil-home-court-system-in-sacramento/)

A few types of motions are heard in other departments. Fifling Guidelines and Department Information (https://www.saccourt.ca.gov/divisions/civil/filing-guidelines-department-information)

Reserve the date for the hearing

For Motions to Compel Responses or Further Responses, you must reserve a court date in advance by calling the clerk of the assigned department at 916-874-7858 or 916-874-7848 prior to submitting moving documents to the Court. (Other motion dates are reserved online.)

Before you call, figure out if there are any days you will *not* be available during the next couple of months. For instance, you don't want to pick a date when you know you will be out of town.

You must choose a date far enough in the future that you can both ***file*** and ***serve*** your motion on time. Scheduling it four weeks in advance generally gives a comfortable margin for most types of motions. In practice, the first available date will very likely be further away than that.

Determine the legal deadline to file the motion in court

Tip: File the motion as soon as possible. Your reservation is not final until the motion has been filed and any fees paid.

The last legal day to file with the court is at least sixteen *court* (business) days prior to the motion date (CCP § 1005 (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=CCP&sectionNum=1005.)). "Court days" are Monday through Friday, excluding court holidays. To determine whether a particular filing date will meet this deadline, start counting backwards on the day before your hearing until you reach the sixteenth court day. (CCP § 12c (https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=12c.&lawCode=CCP))

For example, suppose your reservation is for Monday, June 18. You would start counting backward using the previous court day, Friday, June 15, as day one, as shown in the calendar below. Skip weekends and court holidays (there is one court holiday in this example, which is Memorial Day, May 28). The sixteenth court day before the hearing would be May 24, which would be the last day that the motion could be filed.



Make a note on your calendar to file the motion by this date. Do not miss this deadline. The court will cancel the hearing and you will have to start over.

Determine the legal deadline to serve the motion on the other parties or their attorneys

You must have all other attorneys (or self-represented parties) served with a copy of the motion, then have the server fill out a Proof of Service which you file along with the motion. This means that someone over the age of 18 who is not a party in the case must either mail or personally deliver a copy of the motion and related documents to them. There is a strict deadline to do this (earlier is always fine).

Personal service: 16 ***court*** days before the hearing, the same as the minimum filing deadline. The server can fill out Proof of Personal Service—Civil (POS-020 (https://www.courts.ca.gov/documents/pos020.pdf)).

Service by mail: 16 court days before hearing PLUS five ***calendar*** days before the hearing (more if the mailing address is outside California). (CCP § 1005 (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=CCP&sectionNum=1005.)). The server can fill out Proof of Service by First-Class Mail—Civil. (https://www.courts.ca.gov/documents/pos030.pdf)

"Calendar days" include weekends and holidays, but if the final day lands on a weekend or holiday, it is pushed back to the previous court day.

Make a note on your calendar to have the motion served by mail before the deadline. If you miss the mail deadline, you can still have the motion served by personal service up until 16 court days before the hearing. If you miss that deadline, you will have to cancel your court date and start over.

3 Prepare the Motion

There is no pre-printed form for this motion. You will need to customize a motion on "pleading paper." A template for such a motion is at the top of this Guide. Instructions and a sample motion are at the end of this Guide.

You must file a separate motion for each of the discovery responses you wish to compel. For example, if you served both form interrogatories and requests for production, and got no answer to either, you will need to file two separate motions.

Parts of a Motion

A written motion consists of four parts (the Notice of Motion and Motion are combined):

- Notice of Motion and Motion;
- Points and Authorities; and
- Declaration

The Notice of Motion lets the opposing party know when and where the motion is scheduled to be heard, while the Motion lets the court and the opposing party know what is being requested. In Sacramento, the Notice of Motion and Motion **must** end with the paragraph from Local Rule 1.06 (A) (https://www.saccourt.ca.gov/general-information/local-rules-standing-orders) informing the parties of the tentative

ruling system. That language is included in the templates and the sample at the end of this Guide.

The Points and Authorities explains to the court and the opposing party the legal basis of the motion, while the Declaration provides evidence, sworn under penalty of perjury (https://www.saclaw.org/glossary/perjury/) , supporting the motion.

Required elements of the Declaration: In this case, the declaration must specifically state that the discovery documents were served, and the date of service, and attach a copy of the signed proof of service as an exhibit. In addition, the declaration must specifically describe meet and confer efforts, and attach related documents as exhibits.

In the sample and templates, the four parts listed above have been combined into a single document. Although it is possible to include a proposed formal order, the Sacramento County Superior Court typically issues minute orders in response to motions to compel discovery, and does not require a formal order to be submitted.

Modify the Template Motion

There is no Judicial Council form for this procedure. Instead, the relevant documents must be typed on 28-line pleading paper. A customizable template may be downloaded from the link at the top of this Guide.

Select the proper template! Although the language of the motion is the same in both templates, the supporting points and authorities are very different. Points and authorities explain to the court and the opposing party the legal basis of your motion. The court cannot grant your motion without the proper legal basis. Be sure to use the proper template (for compelling responses to either interrogatories or requests for production) for your best chance of having the court grant your motion.

More information about how to fill the forms out is included on the sample at the end of this guide.

Important: Your Declaration must have a copy of signed Proof of Service showing the date and method by which the discovery was served attached as an Exhibit. You do not need to attach the requests themselves for a motion to compel response. See Step 4, below, for information on how to prepare the Exhibits.

4 Copy and Assemble Your Documents

Make enough copies of your Motion for each other party in the case. One of these copies is to be served on the other party's attorney (or the other party, if they do not have an attorney); the original is to be filed with the court. You can also make an additional copy for yourself. If you include it with the original, the court will stamp it and mail it back.

Staple each of the copies, but leave the original unstapled so the court can scan it.

Attaching Exhibits

Include Proof of Service of Original Request and Meet & Confer correspondence: All Motions to Compel Response must have at least two exhibits attached: 1. a copy of the signed Proof of Service demonstrating the date and method the discovery request was served on the responding party and 2. A copy of your meet & confer correspondence. You may need additional exhibits depending on your situation.

For each exhibit attached to your motion, you must place a page in front of the exhibit identifying it as Exhibit A, B, and so forth in alphabetical order.

5 Have the Motion Served and Attach the Proof of Service to the Original

Your motion must be served by a person over the age of 18 who is not a party to the case. Your server must complete a proof of service form, either *Proof of Service by First Class Mail* (POS-030) (http://www.courts.ca.gov/documents/pos030.pdf) or *Proof of Personal Service* (POS-020) (http://www.courts.ca.gov/documents/pos020.pdf). For more information on these Proofs of Service, see our guides for Serving Documents by Mail (https://www.saclaw.org/resource_library/serving-documents-by-mail/) and Service by Personal Delivery (https://www.saclaw.org/resource_library/personal-service/).

The proof of service form should be completely filled out, but not signed. **Make a copy of the unsigned Proof of Service for each service copy, and staple it after the last page of the service copy of the motion.** It is not necessary to copy the instruction page.

The server must then personally deliver or mail the service copy on the other party's attorney (or the other party, if they do not have an attorney).

The server then signs the Proof of Service form, and gives the signed Proof of Service to you.

Make a copy of the signed Proof of Service for you to keep as proof. Attach the signed original to the original motion after the last page.

6 File Your Motion in the Law and Motion Department

As long as your filing is received by the deadline (16 court days before the hearing), you can file at the counter, by dropbox, or by mail. But note that it must be **received** by the deadline. Postmarked does not count.

As of April 13, 2026, all civil moving papers, oppositions, and replies can be e-Filed, mailed to the Tani G. Cantil-Sakauye Courthouse, 500 G St., 2nd Fl., Sacramento, CA 95814, or filed in person.

Your options are:

- Wait in line to file with the clerk in the Filing Room (second floor).

- Drop your paperwork and payment in the dropbox on the second floor. Payment **must** be by check or money order. Your papers will be marked as filed on the day you place them in the box if they arrive before 5 p.m.
- Mail your paperwork and payment to: to the Tani G. Cantil-Sakauye Courthouse, 500 G St., 2nd Fl., Sacramento, CA 95814. Payment **must** be by check or money order. Your papers must **arrive** by the due date; the postmark will be ignored.
- Use the court's efiling system. This system is optional for self-represented litigants. Fees will be paid to the electronic filing service provider, which forwards them to the court.

Filing Fee: There is a $60 fee to file a motion.

Fee Waiver: If you are receiving government benefits such as Medi-Cal or are otherwise qualified because of low income, you can apply for a fee waiver. Turn the fee waiver request forms in with the motion instead of a fee payment. For more information, see our Step-by-Step guide on Fee Waivers (https://www.saclaw.org/resource_library/fee-waiver/) .

7 Opposition Papers and Your Optional Reply Papers

If any opposing counsel or self-represented party opposes your motion, he or she may serve and file an opposition at least **nine court days** prior to your motion. No fee is required to file an opposition. The opposition contains a memorandum of points and authorities and usually a declaration, but does not need the notice of motion or motion. Be sure to check your mail, and read any documents you receive carefully.

If the other attorney or party opposes your motion, you may choose to serve and file a reply to the opposition at least **five court days** prior to the motion. CCP § 1005 (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=CCP&sectionNum=1005.) . It must be served by overnight mail to reach the opposing party no more than one day after it is filed.

The reply is optional and is usually used to address new issues your opponent raised in the opposition. No fee is required to file a reply. See the our guide on Writing, Scheduling, and Opposing Motions (https://www.saclaw.org/resource_library/motions-in-civil-cases/) for more information.

8 Review the Tentative Ruling and Notify Court and Opponent if You Wish to Appear

Sacramento Superior Court uses a Tentative Ruling System. Pursuant to Local Rule 1.06 (https://www.saccourt.ca.gov/general-information/local-rules-standing-orders) , the court will make a tentative ruling on the merits of your matter by 2:00 p.m. the court day before the hearing. You may read the tentative ruling online, or may call (916) 874-7858 or (916) 874-7848 to hear it. More information is available at Sacramento County Superior Court's Cvil Home Court web page (https://www.saccourt.ca.gov/divisions/civil/civil-home-courts) (scroll down the page to the header for "Tentative Rulings & Oral Argument.")

In the tentative ruling, the judge will determine what funds, if any, are exempt from collection. The ruling will typically order the release of non-exempt funds to the creditor.

If you are happy with the tentative ruling, you do not need to do anything. You won't have to go to court unless ordered to appear in the tentative ruling or unless the other side calls you and the court between 2:00 p.m. and 4:00 p.m. the court day before your hearing date to request an oral argument in front of the judge. If that happens, attend the court hearing and be prepared to argue your case.

If you are not happy with the tentative ruling, and wish to present arguments in front of the judge, you must call all opposing counsel and/or self-represented parties, and the court clerk at the department where the hearing is held, no later than 4:00 p.m. the court day before your hearing and state that you are requesting oral argument on the motion.

Oral Argument Request Lines in the Civil Home Court Departments are:

- Department 8C: 916-874-8380
- Department 8D, 916-874-7719
- Department 16C, 916-874-1475
- Department 16D, 916-874-3056

If neither you nor the opposing counsel or self-represented party requests oral argument, the court will simply make the tentative ruling the order of the court, and no oral argument will be permitted.

9 Attend the Hearing, if Necessary

If neither party calls the court and opposing party to request oral argument, the court will simply make the tentative ruling the order of the court.

If you or the other party request oral argument, you can attend in person or remotely by video or phone call using the Zoom app. The tentative ruling will explain how to connect if you choose to use Zoom.

Arrive or log onto Zoom early. There will probably be other cases scheduled at the same time. Go into the courtroom or Zoom waiting room and check in with the bailiff or clerk..

When your name is called, be ready to speak and to answer any questions the judge has. You will only have a few minutes. After both sides speak, the judge may make a decision right away, or may “take it under consideration” and mail out the decision in a few days.

For Help

SH@LL (Self-Help at the Law Library) **(https://saclaw.org/services/civil-self-help/)**
609 9th Street, Sacramento CA 95814
(916) 476-2731 (Appointment Request Line)

Services Provided: SH@LL provides general information and basic assistance to self-represented litigants on a variety of legal issues. All assistance is provided by telephone. Visit “What we can help with (https://saclaw.org/services/civil-self-help/#canhelp) ” for a list of qualifying cases.

Eligibility: Must be a Sacramento County resident or have a qualifying case (https://saclaw.org/services/civil-self-help/#who) in the Sacramento County Superior Court.

For More Information

At the Law Library:

- **California Civil Discovery Practice** KFC 1020 .C35 Chap. 15
  Electronic Access: On the Law Library’s computers, using *OnLaw*.

- **California Civil Practice: Procedure** KFC 995 .A65 B3 Chap. 13
- **California Deposition and Discovery Practice** KFC1020 .D44 Chaps. 60 and 61
  Electronic Access: On the Law Library's computers, using *Lexis Advance.*
- **California Forms of Pleading and Practice** KFC 1010 .A65 C3 (Ready Reference) Chaps. 194 and 195
  Electronic Access: On the Law Library's computers, using *Lexis Advance.*
- **California Points and Authorities** KFC 1010 .B4 (Ready Reference) Chaps. 84 and 85
  Electronic Access: On the Law Library's computers, using *Lexis Advance.*
- **California Practice Guide: Civil Procedure Before Trial** KFC 995 .W45 Chap. 8
- **Handling Motions to Compel and Other Discovery Motions** KFC 1020 .M37
  Electronic Access: On the Law Library's computers, using *OnLaw*.
- **Younger on California Motions** KFC 1012. C35 Chap. 29

Samples

Meet-and-Confer Letter

Sample "Meet and Confer" Letter

Andy Attorney, Esq.
1234 Main Street
Sacramento, CA 95814

February 14, 2013

Re: Acme, Inc., v. Doug Defendant, Case # 34-2013-12345678

Dear Mr. Attorney:

I am the defendant in the above-referenced case. Your client, Acme, Inc., was served with my Request for Production, Set One, on January 3, 2013, 42 days ago. To date, you have not responded to the Request for Production.

This letter asks you to please respond to the Request for Production, Set One by March 1, 2013. If I do not receive these responses, I will file a motion in court to obtain compliance and sanctions as provided by California Code of Civil Procedure § 2031.300.

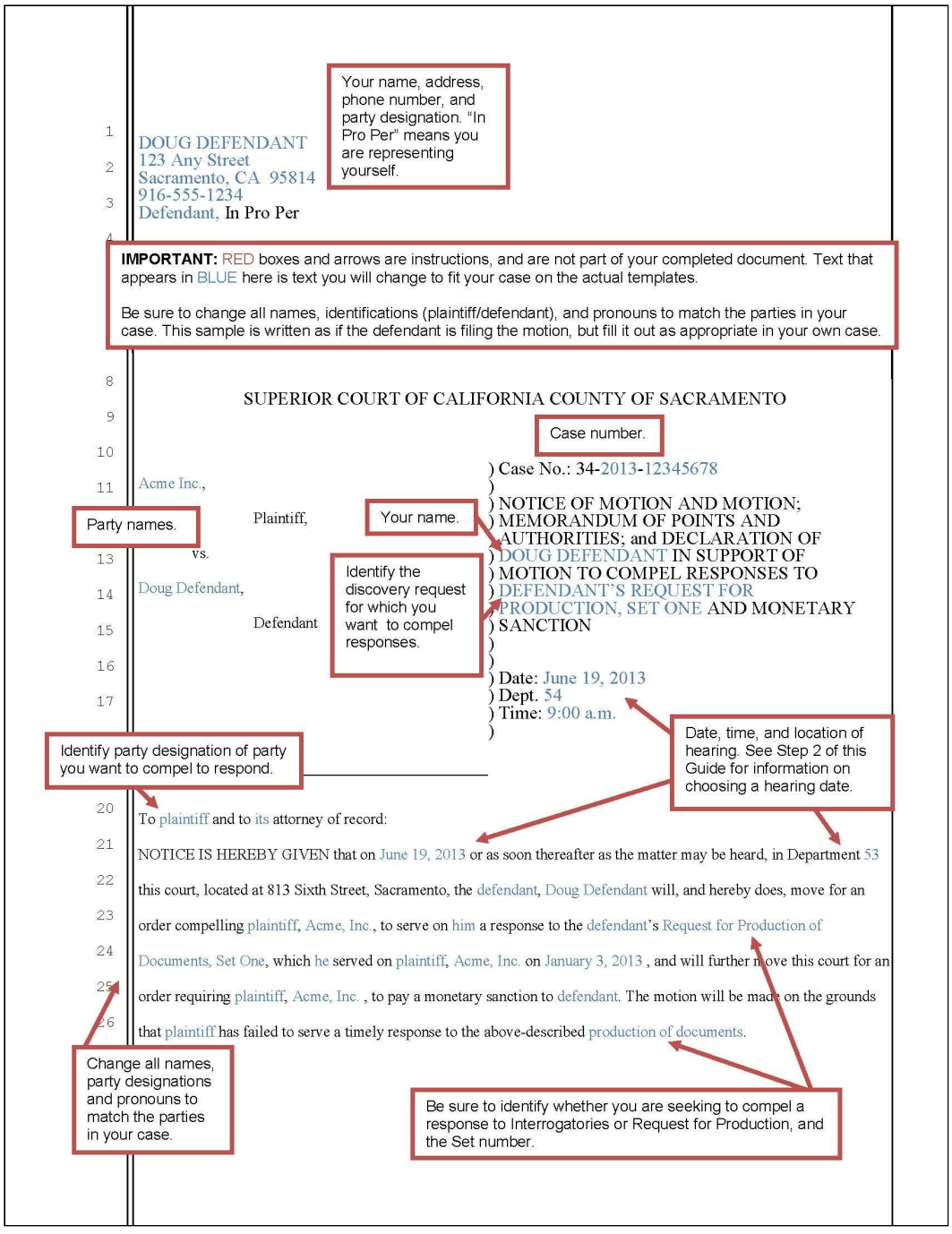
Yours truly,

Doug Defendant

Doug Defendant

Meet and Confirm Letter

Motion to Compel Responses to Request for Production



Motion to Compel Responses to Request for Production of Documents (page 1)

Your name.

The motion will be based on this notice of motion, on the declaration of DOUG DEFENDANT and the memorandum set forth below, on the records and file herein, and on such evidence as may be presented at the hearing of the motion.

NOTICE OF TENTATIVE RULING SYSTEM

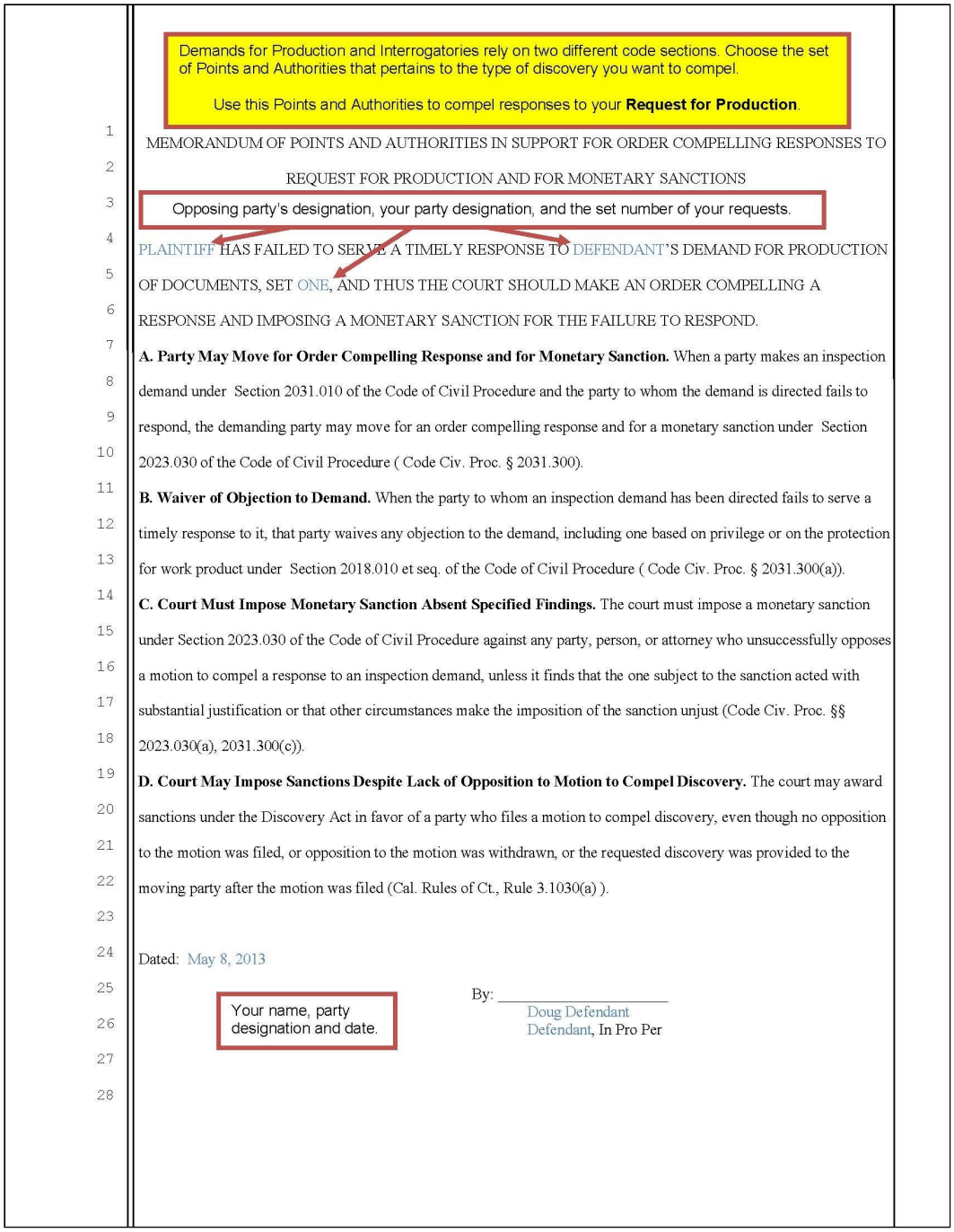
Pursuant to Local Rule 1.06 (A) the court will make a tentative ruling on the merits of this matter by 2:00 p.m., the court day before the hearing. The complete text of the tentative rulings for the department may be downloaded off the court's website. If the party does not have online access, they may call the dedicated phone number for the department as referenced in the local telephone directory between the hours of 2:00 p.m. and 4:00 p.m. on the court day before the hearing and receive the tentative ruling. If you do not call the court and the opposing party by 4:00 p.m. the court day before the hearing, no hearing will be held.

Dated: May 8, 2013

Your name, party designation and date.

By: _____
Doug Defendant
Defendant, In Pro Per

Motion to Compel Responses to Request for Production of Documents (page 2)



Demands for Production and Interrogatories rely on two different code sections. Choose the set of Points and Authorities that pertains to the type of discovery you want to compel.

Use this Points and Authorities to compel responses to your **Request for Production**.

MEMORANDUM OF POINTS AND AUTHORITIES IN SUPPORT FOR ORDER COMPELLING RESPONSES TO REQUEST FOR PRODUCTION AND FOR MONETARY SANCTIONS

Opposing party's designation, your party designation, and the set number of your requests.

PLAINTIFF HAS FAILED TO SERVE A TIMELY RESPONSE TO DEFENDANT'S DEMAND FOR PRODUCTION OF DOCUMENTS, SET ONE, AND THUS THE COURT SHOULD MAKE AN ORDER COMPELLING A RESPONSE AND IMPOSING A MONETARY SANCTION FOR THE FAILURE TO RESPOND.

A. Party May Move for Order Compelling Response and for Monetary Sanction. When a party makes an inspection demand under Section 2031.010 of the Code of Civil Procedure and the party to whom the demand is directed fails to respond, the demanding party may move for an order compelling response and for a monetary sanction under Section 2023.030 of the Code of Civil Procedure (Code Civ. Proc. § 2031.300).

B. Waiver of Objection to Demand. When the party to whom an inspection demand has been directed fails to serve a timely response to it, that party waives any objection to the demand, including one based on privilege or on the protection for work product under Section 2018.010 et seq. of the Code of Civil Procedure (Code Civ. Proc. § 2031.300(a)).

C. Court Must Impose Monetary Sanction Absent Specified Findings. The court must impose a monetary sanction under Section 2023.030 of the Code of Civil Procedure against any party, person, or attorney who unsuccessfully opposes a motion to compel a response to an inspection demand, unless it finds that the one subject to the sanction acted with substantial justification or that other circumstances make the imposition of the sanction unjust (Code Civ. Proc. §§ 2023.030(a), 2031.300(c)).

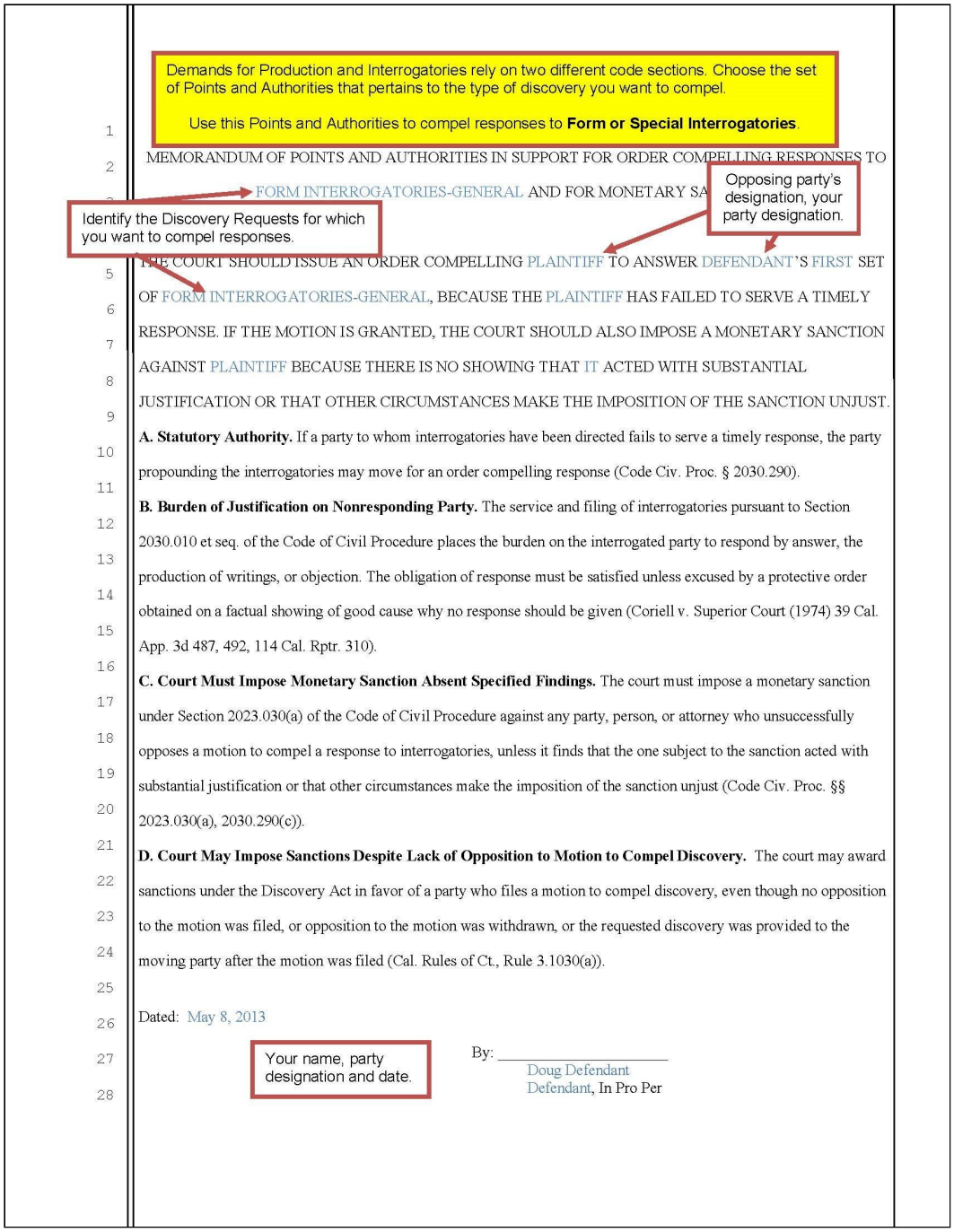
D. Court May Impose Sanctions Despite Lack of Opposition to Motion to Compel Discovery. The court may award sanctions under the Discovery Act in favor of a party who files a motion to compel discovery, even though no opposition to the motion was filed, or opposition to the motion was withdrawn, or the requested discovery was provided to the moving party after the motion was filed (Cal. Rules of Ct., Rule 3.1030(a)).

Dated: May 8, 2013

Your name, party designation and date.

By: _____
Doug Defendant
Defendant, In Pro Per

Motion to Compel Responses to Request for Production of Documents (page 3)



Demands for Production and Interrogatories rely on two different code sections. Choose the set of Points and Authorities that pertains to the type of discovery you want to compel.

Use this Points and Authorities to compel responses to **Form or Special Interrogatories**.

MEMORANDUM OF POINTS AND AUTHORITIES IN SUPPORT FOR ORDER COMPELLING RESPONSES TO FORM INTERROGATORIES-GENERAL AND FOR MONETARY SA

Identify the Discovery Requests for which you want to compel responses.

Opposing party's designation, your party designation.

THE COURT SHOULD ISSUE AN ORDER COMPELLING PLAINTIFF TO ANSWER DEFENDANT'S FIRST SET OF FORM INTERROGATORIES-GENERAL, BECAUSE THE PLAINTIFF HAS FAILED TO SERVE A TIMELY RESPONSE. IF THE MOTION IS GRANTED, THE COURT SHOULD ALSO IMPOSE A MONETARY SANCTION AGAINST PLAINTIFF BECAUSE THERE IS NO SHOWING THAT IT ACTED WITH SUBSTANTIAL JUSTIFICATION OR THAT OTHER CIRCUMSTANCES MAKE THE IMPOSITION OF THE SANCTION UNJUST.

A. Statutory Authority. If a party to whom interrogatories have been directed fails to serve a timely response, the party propounding the interrogatories may move for an order compelling response (Code Civ. Proc. § 2030.290).

B. Burden of Justification on Nonresponding Party. The service and filing of interrogatories pursuant to Section 2030.010 et seq. of the Code of Civil Procedure places the burden on the interrogated party to respond by answer, the production of writings, or objection. The obligation of response must be satisfied unless excused by a protective order obtained on a factual showing of good cause why no response should be given (Coriell v. Superior Court (1974) 39 Cal. App. 3d 487, 492, 114 Cal. Rptr. 310).

C. Court Must Impose Monetary Sanction Absent Specified Findings. The court must impose a monetary sanction under Section 2023.030(a) of the Code of Civil Procedure against any party, person, or attorney who unsuccessfully opposes a motion to compel a response to interrogatories, unless it finds that the one subject to the sanction acted with substantial justification or that other circumstances make the imposition of the sanction unjust (Code Civ. Proc. §§ 2023.030(a), 2030.290(c)).

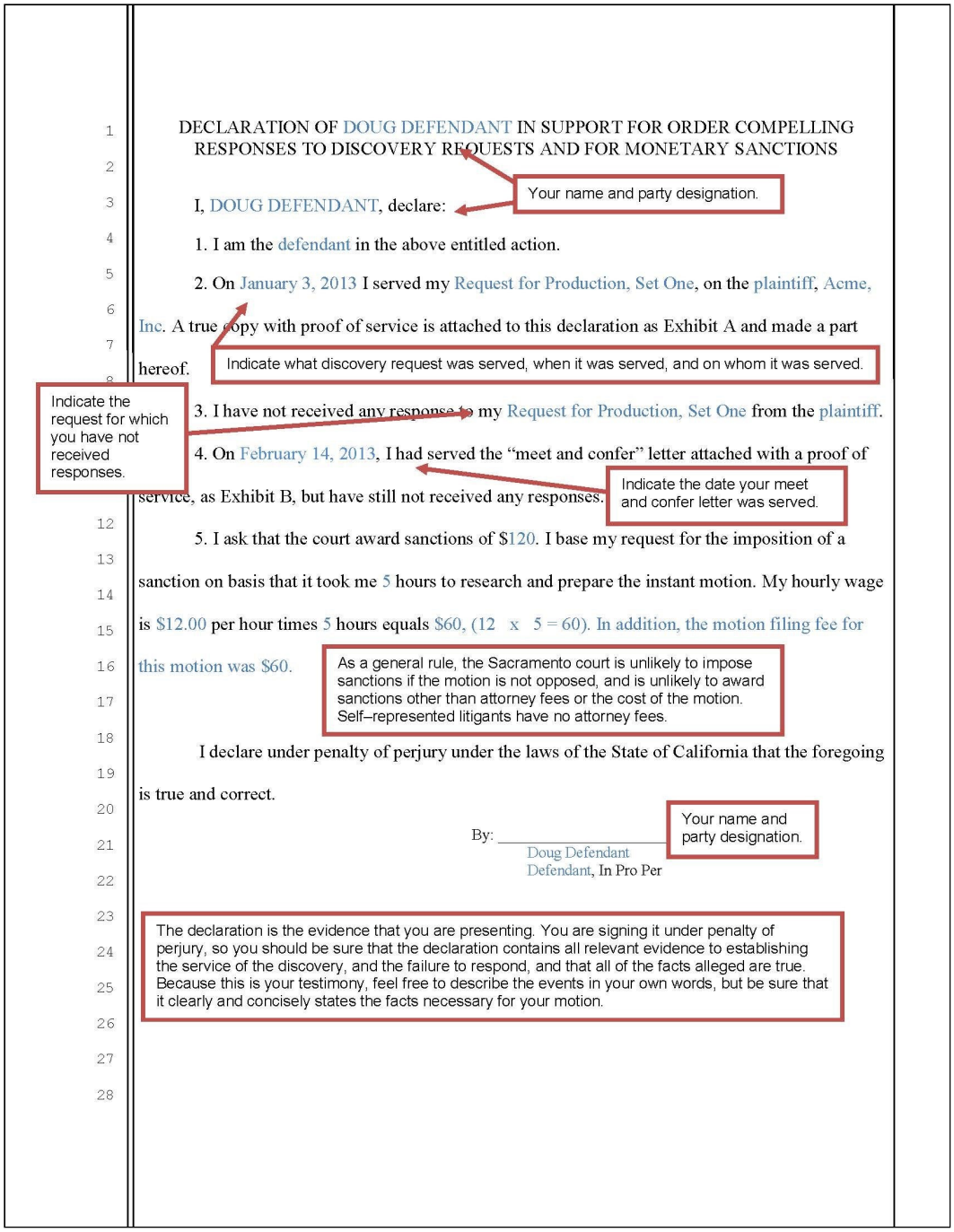
D. Court May Impose Sanctions Despite Lack of Opposition to Motion to Compel Discovery. The court may award sanctions under the Discovery Act in favor of a party who files a motion to compel discovery, even though no opposition to the motion was filed, or opposition to the motion was withdrawn, or the requested discovery was provided to the moving party after the motion was filed (Cal. Rules of Ct., Rule 3.1030(a)).

Dated: May 8, 2013

Your name, party designation and date.

By: _____
Doug Defendant
Defendant, In Pro Per

Motion to Compel Responses to Form Interrogatories (alternate page 3)



DECLARATION OF DOUG DEFENDANT IN SUPPORT FOR ORDER COMPELLING RESPONSES TO DISCOVERY REQUESTS AND FOR MONETARY SANCTIONS

Your name and party designation.

I, DOUG DEFENDANT, declare:

1. I am the defendant in the above entitled action.

2. On January 3, 2013 I served my Request for Production, Set One, on the plaintiff, Acme, Inc. A true copy with proof of service is attached to this declaration as Exhibit A and made a part hereof.

Indicate what discovery request was served, when it was served, and on whom it was served.

Indicate the request for which you have not received responses.

3. I have not received any response to my Request for Production, Set One from the plaintiff.

4. On February 14, 2013, I had served the "meet and confer" letter attached with a proof of service, as Exhibit B, but have still not received any responses.

Indicate the date your meet and confer letter was served.

5. I ask that the court award sanctions of $120. I base my request for the imposition of a sanction on basis that it took me 5 hours to research and prepare the instant motion. My hourly wage is $12.00 per hour times 5 hours equals $60, (12 x 5 = 60). In addition, the motion filing fee for this motion was $60.

As a general rule, the Sacramento court is unlikely to impose sanctions if the motion is not opposed, and is unlikely to award sanctions other than attorney fees or the cost of the motion. Self–represented litigants have no attorney fees.

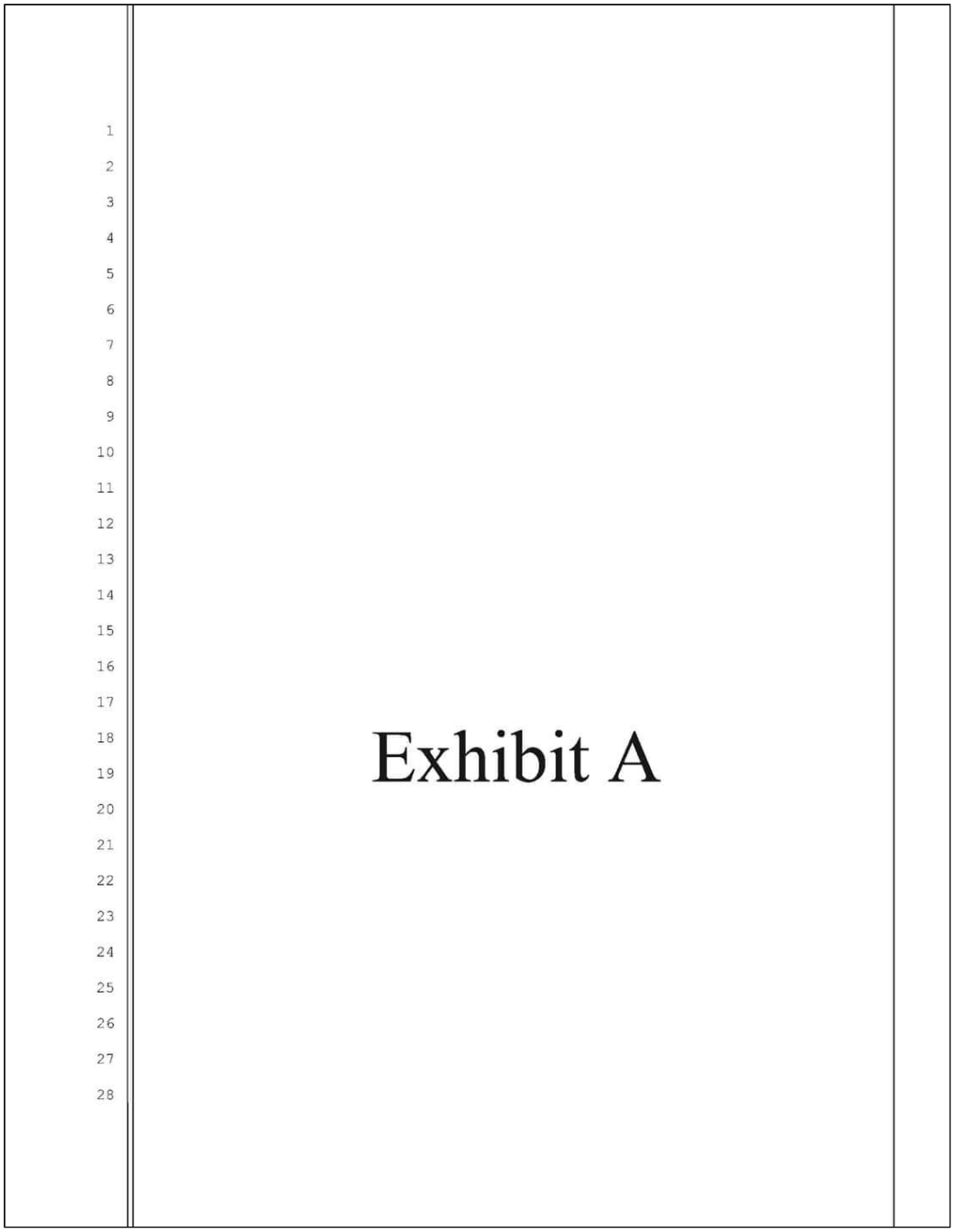
I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

By: _____
Doug Defendant
Defendant, In Pro Per

Your name and party designation.

The declaration is the evidence that you are presenting. You are signing it under penalty of perjury, so you should be sure that the declaration contains all relevant evidence to establishing the service of the discovery, and the failure to respond, and that all of the facts alleged are true. Because this is your testimony, feel free to describe the events in your own words, but be sure that it clearly and concisely states the facts necessary for your motion.

Motion to Compel Responses to Request for Production of Documents (page 4)



Motion to Compel Responses to Request for Production of Documents (page 5)

Attach a copy of your original discovery request here. Be sure to include the proof of service showing the date it was served on the other party.

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