

KINSEY  
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OFFICES



## REQUEST FOR PRODUCTION AND INSPECTION OF DOCUMENTS

Sample Only  
Use At Your Own Risk



PROPOUNDING PARTY: \_\_\_\_\_

RESPONDING PARTY: \_\_\_\_\_

SET NUMBER: \_\_\_\_\_

TO DEFENDANT, \_\_\_\_\_, AND TO HIS ATTORNEY OF RECORD:

\_\_\_\_\_, \_\_\_\_\_ ("\_\_\_\_\_"), pursuant to Code of Civil Procedure § 2031.010 et seq., requests that you respond in writing to the following requests for production within the time prescribed by law, and that you produce all responsive tangible things and documents on \_\_\_\_\_, **20** at \_\_\_\_\_ .m., at \_\_\_\_\_.

Each document shall be produced as it is kept in the usual course of business or be organized and labeled to correspond with the categories in this demand. Defendant reserves the right to request additional documents.

In lieu of an appearance and production of the above items at the time specific, the requesting party will accept photocopies of such documents or tangible things produced to its attorneys prior to the date set forth above.

However, photocopies of photographs are unacceptable. Full compliance requires production of actual or duplicate photographs or negatives. Duplicate prints may be produce by responding party or will be made at defendant's own expense and all photographs or negatives will be returned immediately thereafter.

### **DEFINITION AND INSTRUCTIONS**

<>. As used herein, the terms "YOU" and "YOUR" mean \_\_\_\_\_, \_\_\_\_\_

<>. As used herein, the term "PLAINTIFF" means \_\_\_\_\_.

<>. As used herein, the term "COMPLAINT" means the Complaint filed on \_\_\_\_\_ in \_\_\_\_\_ Court, Case No. \_\_\_\_\_.

<>. As used herein, the term "ANSWER" means the Answer To Complaint filed on \_\_\_\_\_ by \_\_\_\_\_ in \_\_\_\_\_ Court, Case No. \_\_\_\_\_.

<>. As used herein "REAL PROPERTY" refers to the real property located at \_\_\_\_\_.

<>. As used herein the term "INCIDENT" means collectively all of the allegations contained in the COMPLAINT and all of the allegations and denials contained in the ANSWER.

<>. As used herein, the terms "WRITINGS" or "DOCUMENT(S)" mean "writing" as defined in Evidence Code section 250 and anything from which information can be obtained or derived, including without limitation the original and any addressed or non-identical copy of written, typed, printed or graphic matter, however produced or re-produced, and electrical or magnetic sound or video recordings, film or photographic prints, and any other writings and records of every kind and description which are now or were formally known by you to exist, and which can be located or discovered by reasonably diligent efforts.

<>. The terms "EVIDENCE", "CONSTITUTE", "MEMORIALIZE", "REFLECT", "REFER", "RELATE", "PERTAIN", "SUPPORT", and "CONCERN" shall be construed in their broadest possible sense so as to bring within the scope of each particular request all tangible things and DOCUMENTS which, if the terms were narrowly read, might otherwise be construed to be outside the scope of the request

<>. The term "and" shall be construed disjunctively as well as conjunctively as necessary to bring within the scope of each particular request all tangible things and DOCUMENTS which might be construed to be outside the scope of the request if the terms were read as disjunctive only or conjunctive only.

<>. If any request for DOCUMENTS is deemed to call for the production of privileged or work product materials and such DOCUMENTS are withheld on the basis of a claim of privilege or work product, identify in writing each DOCUMENT so withheld and for each provide the following information:

(a) the request to which the DOCUMENT is responsive;

- (b) the reason for withholding the DOCUMENT;
- (c) a statement of the basis for the claim of privilege, work product or other ground of non-disclosure; and,
- (d) a brief description of the DOCUMENT, including
  - (1) its date;
  - (2) number of pages, attachments, and appendages;
  - (3) the name of its author, authors, or preparers and an identification by employment and title of each such person;
  - (4) the name of each person who was sent, shown or advised of, the original or a blind copy or photocopy, carbon copy or electronic mail copy of the document, together with an identification of each such person;
  - (5) the present custodian; and,
  - (6) the subject matter of the DOCUMENT, and in the case of any document relating to or REFERRING to a meeting or conversation, identification of such meeting or conversation.

<>. In the event that any DOCUMENT(S) is not in your possession, custody or control or that of your employees, agency, or attorneys, please specify what disposition was made of it and by whom such DOCUMENT(S) is now possessed, held in custody or control

<>. If any DOCUMENT requested herein was at one time in existence, but has been lost, misplaced, discarded or destroyed, identify such DOCUMENT as completely as possible, providing as much of the following information as possible:

- (a) the request to which the DOCUMENT is responsive;
- (b) the type of DOCUMENT;
- (c) its date;
- (d) the date or approximate date it was lost, misplaced, discarded or destroyed;
- (e) the circumstances and manner in which it was lost, discarded or destroyed;
- (f) the reason or reasons for disposing of the DOCUMENT (if discarded or destroyed);

- (g) the identity of all persons authorizing or having knowledge of the circumstances surrounding the disposal of the DOCUMENT;
- (h) the identity of the person(s) who lost, discarded or destroyed the DOCUMENT; and,
- (i) the identity of all person having knowledge of the content thereof.

<>. These DOCUMENT requests are continuing in nature. If, after responding to these requests, you obtain any further DOCUMENTS responsive to these requests, you are required to produce all such subsequently acquired DOCUMENTS

### **REQUESTS FOR PRODUCTION OF DOCUMENTS**

**Request for Production No.<>:**

Any and all DOCUMENT(S) that REFER, RELATE, and/or PERTAIN to YOUR allegation in Page \_\_\_\_\_, Paragraph \_\_\_\_\_ of YOUR \_\_\_\_\_ [COMPLAINT, ANSWER, OR CROSS-COMPLAINT] that “ \_\_\_\_\_ ” [Exact language]

**Request for Production No.<>:**

All correspondence sent to or received from anyone other than the responding party's own attorney, which EVIDENCE, MEMORIALIZE, RELATE to PERTAIN to, or CONCERN the INCIDENT, and/or attending circumstances, and claimed damages arising from the INCIDENT

**Request for Production No.<>:**

Any and all written or otherwise recorded statements from named or identified witnesses who saw or can confirm the INCIDENT.

**Request for Production No.<>:**

Any and all maps, diagrams, drawings and/or statements of parties or witnesses available to you or in the possession, custody or control of yourself or your attorneys which REFER, RELATE to, or CONCERN the area, location or conditions where \_\_\_\_\_.

**Request for Production No.<>:**

Any and all Photographs, slides, movies, visual reproductions and video tapes depicting \_\_\_\_\_.

**Request for Production No.<>:**

Any and all DOCUMENTS EVIDENCING, REFERENCING, MEMORIALIZING, or REFERING to repairs estimates, bills, receipts, memoranda, and/or other notes or recordings reflecting damage to \_\_\_\_\_ which you claim was caused by \_\_\_\_\_.

**Request for Production No.<>:**

Any and all DOCUMENTS EVIDENCING, REFERENCING, MEMORIALIZING, or REFERING to any other monetary loss which you claim resulted from the subject incident which are not included in the previous category.

The above requested things are relevant, and are not privileged and are in the custody or control of the responding party herein.

Date: \_\_\_\_\_  
\_\_\_\_\_ [Plaintiff's name]  
Plaintiff *In Pro Per*

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