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## **Responding to a Request for Discovery**

The other side has sent you a request for discovery materials. The documents and response are due on or before the deadline listed in the request. Gather any documents you have in your possession responsive to each of these requests. Please deliver the materials to our office no later than 14 days before the production deadline. This will give us time to organize, scan, and provide the documentation to the other side, if appropriate.

In order to save time and money, you should respond to the request as follows:

- 1) Make and/or print an extra copy of the request. Next to each request, indicate on the copy if: (a) you are providing the document, (b) you have already provided the document, (c) you have requested the document and will provide it at a later time, (d) the document is in the possession of the other party, or (e) the document does not exist.
- 2) Indicate the request number to which the documents apply. Please use "Post-it Notes" or a divider page to accomplish this.
- 3) Bring in the documents and the copy of the request with your notations **no later than 14 days before the deadline**.

You must make every effort to gather the information that has been requested so that it can be provided to the other side, if appropriate, and so we have complete information. If you do not have documentation such as bank accounts or credit card statements, it is not necessary to pay to obtain them; instead, alert us to the costs of obtaining those documents so that we can communicate those costs to the other side. If you have online access to requested materials, print them and provide them to us.

If you have any questions, please do not hesitate to give us a call.

Sincerely,  
FEIBLEMAN & CASE P.C.

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