

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
FAMILY COURT
DOMESTIC RELATIONS BRANCH**

_____)		
_____)		
Plaintiff,)		Case No. _____
v.)		Judge: _____
_____)		Next Event: _____
_____)		_____
Defendant.)		
_____)		

Pursuant to Rules 33, 34, and 36 of the District of Columbia Rules Governing Domestic Relations Proceedings, _____, the ___ **Plaintiff** ___ **Defendant** serves the following (check all that apply):

- _____ **FIRST SET OF INTERROGATORIES**
- _____ **FIRST SET OF REQUESTS FOR PRODUCTION OF DOCUMENTS**
- _____ **FIRST SET OF ADMISSIONS**

on _____, the ___ **Plaintiff** ___ **Defendant**.
_____’s obligations in responding to these Requests are below.

INSTRUCTIONS

1. Due Date. Pursuant to Rules 33 and 34 of the District of Columbia Rules Governing Domestic Relations Proceedings, you are directed to produce a written response to these Requests and make available for inspection and copying all of the Documents requested herein at _____, no later than **thirty (30) days** after service upon you of these Requests.

2. Separate and Complete Responses Required. Each response to each Request is to be set forth separately. Requests should not be combined for the purpose of supplying a common

response. Where a Request cannot be answered in full, state why, and furnish all available information.

3. Scope. The First Set of Interrogatories (each an “Interrogatory,” and collectively “Interrogatories”) contained herein requests information within your knowledge and the knowledge of your agents and attorneys. The First Set of Requests for Production of Documents (each a “Request for Production,” and collectively “Requests for Production”) seeks production of all Documents in your possession, custody or control, including, without limitation, electronic Documents, Documents in storage, and Documents held by agents, attorneys, or other persons on your behalf and subject to your control. In case of any ambiguity as to whether a Document is called for by these Requests, such Document is to be produced.

4. Drafts, Translations, and Non-Identical Copies. As to Requests for the Production of Documents under SCR-Dom. Rel. Rule 34, each Request seeks the production of all Documents described in the Request, including any drafts, translations, and non-identical copies. Any duplicates or copies of Documents are to be produced to the extent that they have handwriting, additions, or deletions of any kind different from the original Document being produced. Documents are to be produced in their entirety, with attachments, and are to be produced without any abbreviation, alteration, or redaction.

5. Objections. If you object to answering any Interrogatory or to producing Documents in response to any Request for Production, in whole or in part, you must specifically state your objection and all factual and legal bases for the objection. If you object only to a portion of an Interrogatory or a Request for Production, you must specify the part to which you object and answer or produce Documents in response to the remainder.

6. Claims of Privilege. If, in responding to or failing to respond to any of these Requests, you invoke or rely upon any privilege of any kind, state specifically the nature of the privilege, the bases on which you invoke, rely upon, or claim it, including statutory or decisional reference, and identify all documents or other information, including contacts and communications, that you believe to be embraced by the privilege invoked. If you withhold any

Document or information based on the attorney-client privilege, the attorney work product doctrine, or any other privilege or protection, you must identify the Document or information withheld and provide the following information: (i) a description of the Document or information, including the nature of the Document or information (*e.g.*, e-mail, letter, database, etc.); (ii) the author(s) and/or creator(s) of the Document or information; (iii) the recipient(s) or addressee(s) of the Document or information; (iv) the date of the Document or information; (v) the subject matter of the Document or information; (vi) the nature of all privileges or immunities claimed; and (vii) all such additional information as is necessary for Defendant to understand and, if appropriate, challenge the withholding of the Document or information.

7. Duty to Supplement. Following the service of your responses to these Requests, you are subject to the duty of supplementation. Additionally, these Requests are continuing and continuously renewed until the time of trial. Therefore, if and when you obtain any information that materially affects any response to these Requests, the affected response will be deemed no longer true and you must promptly supplement and update your response.

8. Document Delivery. Deliver each Document produced in a manner that preserves its sequential relationship with other Documents being produced, including the file folder and folder tab associated with its file location, and if not apparent on the folder or tab, accompanied by identification of the person or department from whose files it was taken and such additional source information as is necessary to enable the parties to determine the Document's original pre-production location. When Documents are produced pursuant to these Requests, the Documents are to be produced in a manner so that the Request to which they are responsive can be readily identified.

9. Missing Documents. If a Document called for by a Request For Production is known to have existed but cannot be located now, identify the Document and state the following: (1) whether the missing Document has been in your possession, custody or control; (2) where the missing Document was last known to be and the date when the Document was last known to be in

such location; (3) in whose possession, custody or control such a copy of the Document may be found; and (4) where applicable, whether the Document has been destroyed.

10. Preservation and Production of Electronic Documents. These Requests include within their scope electronically stored information, including all data stored, available from, or maintained by computer or other electronic means. You have an obligation to preserve and protect all such information for purposes of this litigation. You are, therefore, instructed to do the following:

a. Do not initiate any procedures that would alter any active, deleted, or fragmented files that might be relevant to this litigation;

b. Immediately cease any over-writing, alteration, deletion, or destruction of electronic media that may result in the alteration or loss of any electronically stored information, including any document retention or destruction policies you would normally follow in the ordinary course of business;

c. Do not dispose of any electronic media storage device that may contain electronically stored information that might be relevant to this litigation;

d. E-mails and other electronic Documents may appear to have been “deleted” from a desktop or other computer device; however, they are not necessarily irretrievable. Therefore, you should search for evidence on hard drives, networks, backup tapes, or wherever else data may be stored; and

e. These Requests cover Documents that may be stored on any electronic/computer media, including, but not limited to, stand-alone computers, laptops, networks, personal digital assistants, cell phones, voice mail systems, pagers, “BlackBerry” devices and “iPhones.”

DEFINITIONS

Throughout these Requests, including the definition of terms, the singular number includes the plural and the plural number includes the singular; the conjunctive (terms connected by “and”) includes the disjunctive (terms connected by “or”) and the disjunctive includes the conjunctive;

words used in the masculine gender include the feminine and words used in the feminine gender include the masculine; the present tense includes the past tense and the past tense includes the present tense, unless the clear meaning indicates otherwise. Wherever the word “including” appears, the meaning intended is “including, but not limited to.”

As used throughout these discovery requests, the following terms have the following meanings:

The terms “**AND**” and “**OR**” should not be interpreted to exclude any information from any answer or response. Both words should therefore be interpreted to mean “and/or” when necessary to prevent such exclusion.

“**DATE**” means the exact day, month and year if ascertainable, or, if not, the best approximation of the day, month or year, including any relationship to other events.

“**RELATE TO,**” “**RELATING TO,**” or “**RELATED TO**” mean constituting, defining, containing, embodying, reflecting, identifying, stating, supporting, describing, concerning, referring to, dealing with, or in any way pertaining to.

The term “**DOCUMENT**” means all written or graphic matter, however produced, or reproduced, of every kind and description in your actual or constructive possession, custody, care or control. This includes the complete original (or complete copy if the original is not available) and each non-identical copy regardless of origin or location. “Document” includes, without limitation: writings, correspondence, electronic mail (e-mail) messages, Internet messages, including instant messages, text messages, web pages, postings on Facebook and other social media webpages, voice mails, information on BlackBerry devices and iPhones or similar handheld digital devices, facsimiles, books, pamphlets, periodicals, reports, blueprints, sketches, laser discs, magnetic discs, magnetic strips, microfiche, invoices, statements, minutes, purchase orders, contracts, vouchers, checks, charge slips, expense account reports, hotel charges, receipts, working papers, memoranda, messages, notes, envelopes, business records, financial statements, agreements, leases, drawings, graphs, charts, drafts, maps, surveys, plats, statistical records, cost sheets, calendars, appointment books, diaries, time sheets or logs, telephone records or logs,

facsimile logs, photographs, sound tapes or recordings, films, tapes, computer printouts and any other data, including without limitation, data stored electronically or by other technical means for use with computers or otherwise from which information can be obtained or translated through detection devices into reasonably usable form, or any other tangible thing that constitutes or contains matters contained within the scope of Rule 26(b) of the District of Columbia Rules Governing Domestic Relations Proceedings.

“PERSON” shall mean natural persons, proprietorships, sole proprietorships, corporations, nonprofit corporations, municipal corporations, professional service corporations, limited liability companies, local, state, federal or foreign governments or governmental agencies, political subdivisions, general or limited partnerships, business trusts, trusts, estates, clubs, groups, unincorporated associations, or other business or public organizations.

“ENTITY” means PERSONS, as defined above, and all other entities or organizations, including but not limited to corporations, partnerships, and associations.

“COMMUNICATION(S)” means every manner of disclosure, transfer, or exchange of information, whether orally or in writing (including e-mail and text message).

“YOU” and **“YOUR”** means _____, and any agents, representatives, or anyone else authorized to act on _____ behalf.

“MINOR CHILD(REN)” means _____.

“EMPLOYER” means any person that has compensated, or is obligated to compensate, you for services.

“FRINGE BENEFITS” include: (1) contributions made by your employer to health insurance, life insurance, disability insurance, pension, profit sharing, or retirement plans; and (2) employer reimbursements or payments that reduce your personal living expenses such as use of a company car, expense accounts, and housing.

“IDENTIFY” (With Respect to Persons). When referring to a person, to “identify” means to give the person’s full name and present or last known address, and when referring to a natural person, additionally, the present or last known place of employment. Once a person has been

identified in accordance with this subparagraph, only the name of that person need be listed in response to subsequent discovery requesting identification of that person.

“**IDENTIFY**” (With Respect to Facts or Events). When referring to a fact or event, to “identify” means to describe the fact or event with reasonable particularity and to identify each person believed to have knowledge relating to the fact or event and each document that relates or refers to the fact or event.

“**IDENTIFY**” (With Respect to Documents). When referring to documents, to “identify” means to give information describing the (i) type of document; (ii) general subject matter of the document; (iii) date of the document; and (iv) author(s), addresses, and recipient(s) of the document.

The term “**LAWSUIT**” or the term “**ACTION**” means the above-captioned lawsuit: _____, Superior Court of the District of Columbia, Family Court, Domestic Relations Branch, Case No. _____.

The term “**PROPERTY**” includes: (1) accounts in any financial institution or brokerage, including certificates of deposit; (2) cash; (3) debts owed to you, secured or unsecured, actual or contingent; (4) home furnishings, jewelry, furs, stamp or coin collections, antiques, and works of art; (5) intellectual property, including patents, royalties, and copyrights; (6) interest in any entity, including partnerships, joint ventures, limited liability companies, and corporations; (7) interest in improved or unimproved real property, including leaseholds, condominiums, and time share interests; (8) life insurance and annuities; (9) military or federal retirement benefits; (10) pension plans, profit sharing plans, individual retirement accounts, and retirement plans; (11) securities, including stocks, bonds, mutual funds, United States Government obligations, options, and debentures; (12) vehicles, boats, aircraft, equipment, machinery, crops, livestock, and poultry; (13) worker’s compensation claims and tort or contract claims against another; and (14) any other interest or asset.

The term “**WAGES**” includes hourly wages, salary, bonuses, tips, incentive awards, fees, commissions, self-employment income, and overtime pay.