

Instructions for Answering Interrogatories

In the discovery period of a civil action it is common for parties to request information from one another. Interrogatories are often served from one party upon his/her adversary during this time in order to find out specific information. Interrogatories are written questions brought forth by one party and served on the opposing party who must then provide written answers to the questions under oath. The opposing party has 30 days to write his/her response to the interrogatories and serve it to the other party.

Once you have appropriately answered the interrogatories it is up to you to make sure the other party receives your response. This may be done by mail, fax, or personal delivery.

Your response does not need to be filed with the courts. During this discovery period communication among parties should go back and forth between one another without the court's involvement unless a Motion to Compel or something similar is brought forth to the courts.

It is required that the opposing party supply complete answers to the interrogatories. The answers should be honest and as straight forward as possible. Any information known about the interrogatories must be passed on. When responding, however, choosing language that is favorable to your side is allowed as long as it is truthful and not deceptive.

If you cannot respond to an interrogatory you must provide sufficient information as to why you cannot respond. Wide-ranging broad statements like "unable to respond" are not acceptable. If you are unable to answer a specific question because you don't know or don't have access to the appropriate information, you must indicate the reasons. You may refer to a previous response when responding to an interrogatory providing the previous response sufficiently answers the later interrogatory. If acquiring information from an outside source that you question the validity of and wish not to be held accountable for, you may preface your response by explaining "The information for the following answer was obtained from..." or "I do not know the answer to this interrogatory, however I have been given information from..." If there are several parties that were served with identical interrogatories, then it may be answered jointly. The format for the Response to Interrogatories should mimic all other court documents.

Example:

