## **Responding to Requests for Interrogatories and Production of Documents**

Please note that <u>discovery responses are due within 30 days</u>. Failure to provide timely discovery responses is extremely detrimental to your case, and can provide such consequences as incurring sanctions and attorney's fees that could be levied against you, and up to that you may be barred from presenting evidence at trial.

Please review all requests upon receipt. For the Interrogatories, please answer the questions individually and completely. Please copy and paste the interrogatories into a word document, type your responses under each question, and email them to our office. As to the Document Requests, please forward all requested documents in your possession to our office as soon as possible. If you have any questions as to how to answer any of these requests, contact the office immediately.