

## Responding to Requests for Admission

### Civil Self-Help Services

Hall of Justice  
813 6th Street  
Room 117, First Floor  
Sacramento, CA 95814



## What are Requests for Admissions?

Requests for Admissions are served after a Complaint is filed and before trial. This phase of litigation is called “Discovery.”

Requests for Admissions are used to ask a party to admit or deny facts of the case, or confirm whether a document is authentic.

If admitted as true or authentic, these facts and documents do not need to be proven or authenticated at trial. This helps reduce the number of disputed facts the Court needs to decide in the case and makes trials quicker and less expensive.

There is a form for Requests for Admission, [DISC-020](#), but more often, they are sent on pleading paper.

Parties do not file Requests for Admission with the Court. They should be sent to all active parties in the case (or their attorney, if they have one). Likewise, parties do not file the responses to these requests with the Court. They should be sent to all parties (or their attorneys).

## Responding to Requests for Admissions

If you receive Requests for Admissions, you can:

- Respond as described in [Code of Civil Procedure, section 2033.210](#).
- Ask for more time to respond.
- Move for a protective order.

To respond, you can:

1. Admit the matter as true in whole or in part.
2. Deny the matter as untrue in whole or in part.
3. State that you lack sufficient information or knowledge to determine if the matter is true or untrue. (See [Code Civil Procedure, section 2033.220](#) for requirements when giving this response.)

You may also object to the requests in whole or in part. Keep in mind that under [Code of Civil Procedure, section 2017.010](#) discoverable evidence DOES NOT have to be admissible evidence. It is discoverable if “reasonably calculated to lead to the discovery of admissible evidence.”

**Failing to respond can result in the Court deeming all questions as admitted. If all the questions are deemed admitted, there may no longer be an issue of “triable fact” (necessary for a case to go to trial).**

## Time to Respond to Requests of Admission

Unless otherwise agreed upon by all parties, the original verified response must be served on the requesting party, (and a copy on all other parties or their attorneys) within 30 days after personal service, or the extensions provided in Code of Civil Procedure, sections [1010.6\(a\)\(4\)\(B\)](#) and [1013\(a\)](#), depending on the method of service.

## Verification of Response

Your response must be given under oath and should include the following language at the end of the document, above a line with the date and your signature:

“I declare under penalty of perjury under the laws of the State of California that the forgoing answers are true and correct.”

If you do not include this language, your responses are considered “unverified.” Failing to verify responses can result in the Court deeming all questions as admitted. **If all the questions are deemed admitted, there may no longer be an issue of “triable fact” (necessary for a case to go to trial).**

**NOTE – DISC-001, Form Interrogatories may be served with Requests for Admissions. If the following box is checked on the Form Interrogatories, any time you do not admit a statement, you MUST provide evidence to support your denial.**

### 17.0 Responses to Request for Admissions

- 17.1 Is your response to each request for admission served with these interrogatories an unqualified admission? If not, for each response that is not an unqualified admission:
- state the number of the request;
  - state all facts upon which you base your response;
  - state the names, **ADDRESSES**, and telephone numbers of all **PERSONS** who have knowledge of those facts; and
  - identify all **DOCUMENTS** and other tangible things that support your response and state the name, **ADDRESS**, and telephone number of the **PERSON** who has each **DOCUMENT** or thing.

**Disclaimer: This Brochure is intended as general information only. Your case may have factors requiring different procedures or forms. The information and instructions are provided for use in the Sacramento County Superior Court. If you need further assistance consult a lawyer.**

<b>Hours</b>				
Mon	Tue	Wed	Thu	Fri
8:30-12:00	8:30-12:00	8:30-12:00	8:30-12:00	8:30-12:00
1:30-4:00	1:30-4:00	1:30-4:00	CLOSED	1:30-4:00

Hours are subject to change based on staff availability.

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