

STATE OF VERMONT

SUPERIOR COURT  
Unit

CIVIL DIVISION  
Case No. \_\_\_\_\_

Plaintiff Name	V.	Defendant Name
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REQUEST TO PRODUCE OR ALLOW INSPECTION OF DOCUMENTS  
Vermont Rule of Civil Procedure 34

1. I am the ☐ plaintiff ☐ defendant in this case.
2. ☐ I ask you to send me copies of these documents or this electronically stored information: *(attach additional sheets if needed)*  
\_\_\_\_\_  
\_\_\_\_\_  
Mail or email them to me at this address: \_\_\_\_\_
3. ☐ I ask you to let me (or another person on my behalf) inspect or copy each of these documents or this electronically stored information: *(attach additional sheets if needed)*  
\_\_\_\_\_  
\_\_\_\_\_  
I ask to do so at this date, time and place: \_\_\_\_\_
4. You must respond within:  
☐ 30 days of being served with this request *(if served any time after complaint is filed)*  
☐ 42 days of being served with this request *(if served at the same time as the summons and complaint)*

Date  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

## NOTICE

You must respond to this request by the deadline stated in paragraph 4. If you do not respond by the deadline, the Court can:

- Order you to pay the reasonable expenses caused by your failure to respond, such as the attorney fees for the other party.
- Refuse to allow you to support or oppose any claims or defenses.
- Refuse to allow you to introduce evidence.
- Strike your pleadings or parts of your pleadings.
- Stay the case (put the case on hold) until you obey the request.
- Dismiss the case.
- Decide the case against you.

### Responding to the request

You must respond in writing to the request by saying you are complying or objecting to each request. List each request from paragraphs 2 - 3 individually.

- If you are complying with a request, explain how you are complying.
- If you are objecting to a request, explain why you object.

### Example of a written response

1. Request for copy of the lease for 123 Main Street between plaintiff and defendant.  
I have enclosed a copy of the lease.
2. Request for copies of all personal records of defendant.  
I object to this request because [reason].
3. Request to inspect business records of ABC Services on December 25 at 2:00 am.  
I object to this request because [reason].

### Talk to an attorney

This process can be complicated. Consider talking to an attorney for help. You can find information about the ways to get the help of an attorney on the Judiciary's Finding Legal Help web page:

[www.vermontjudiciary.org/self-help/finding-legal-help](http://www.vermontjudiciary.org/self-help/finding-legal-help).