

## **Sample List of Documents by YOUR NAME**

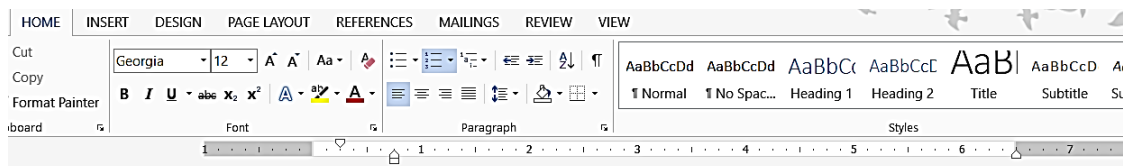
The following is a list of the documents relating to the matters in question in legal actions which are or have been in the possession, custody or power of the Plaintiff/Defendant when served to produce documents during the “Discovery” process:

1. The Plaintiff / Defendant has in his possession, custody or power the documents relating to the matters in question in this action enumerated in schedule 1 hereto.
2. The Plaintiff / Defendant objects to produce the documents enumerated in part 2 of the said schedule 1 on the ground that [insert the grounds of objection, e.g. privilege].
3. The Plaintiff / Defendant has had, but has not now, in his possession, custody or power the documents relating to the matters in question in this action enumerated in schedule 2 hereto.
4. Of the documents in the said schedule 2, those numbered [e.g. 5, 16, 29 and 34] in that schedule were last in the Plaintiff's/Defendant's possession, custody or power on [about May 2008] and the remainder on [19th June 2000].
5. Neither the Plaintiff/Defendant, nor any other person on his behalf, has now, or ever had, in his possession, custody or power any document of any description whatever relating to any matter in question, custody or power any document of any description whatever relating to any matter in question in this action, other than the documents enumerated in schedules 1 and 2 hereto.

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### **DIRECTIONS**

1. Start a NEW document. You may use the DEFAULT margins of 1” all around, BUT YOUR LETTERHEAD MUST COME UP TO ABOUT THE TOP 1/2” OF THE PAGE
2. At about 2” down the page, create the title, by-line, paragraph and enumerated list you see above.
3. Be sure your enumerations use a HANGING INDENT (1/4 inch indent on first line w/ 1/2” hanging indent on following lines. You should see the following on your ruler:



4. Use ARIAL BOLD size 14 (or similar Sans Serif font) for title/by-line as shown. Use GEORGIA size 12 (or similar serif font) for the body test.
5. Design a letterhead for the law firm: Dewey, Cheetum, and Howe. Their address & phone number is 400 Main Street, Durand, WI, 54736; Phone: (715) 444-4444