

## HOW TO RESPOND TO REQUESTS FOR ADMISSIONS

- Requests for Admissions are a list of questions you must answer in writing.
- Requests for Admissions are part of “Discovery,” which is very common in court cases. If you are served with discovery, such as a Request for Admissions, you are required to respond. If you do not respond to a Request for Admissions by the deadline they will all be admitted as true. This could cause you to lose your case.
- For each question or statement you must either “Admit” or “Deny” that it is true. You are not required to provide any explanation for your answer.
- If you answer that you cannot admit or deny then you must provide an explanation why. If you leave it blank and do not explain why, the judge may consider you to have not answered at all. This could case you to lose your case.
- If only part of the question or statement is true because it includes an error such as an incorrect spelling or date then you should explain. For example:  

Q: Admit that you are the biological parent of John Smith, born on January 1, 2010.

A: I admit that I am the biological parent of John Smith but I deny that he was born on January 1, 2010.
- Finally, DO NOT file your answers to discovery. You should make a copy of all of your answers to keep for your records and send your original response to the other party, or their attorney if they are represented. The only thing you should file is a Certificate of Service stating the date you sent the other party your responses.

IN THE SUPERIOR COURT OF GWINNETT COUNTY  
STATE OF GEORGIA

\_\_\_\_\_

Plaintiff,

v.

\_\_\_\_\_

Defendant.

CIVIL ACTION  
FILE NUMBER: \_\_\_\_\_

**RESPONSE TO REQUESTS FOR ADMISSIONS**

My name is \_\_\_\_\_, and I am the Plaintiff/Defendant in the  
above-styled action. I respond to the Requests for Admissions served on me as follows:

1.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

2.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

3.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

4.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

5.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

6.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

7.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

8.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

9.

- Admitted

- Denied
- I cannot admit or deny because \_\_\_\_\_

10.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

11.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

12.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

13.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

14.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

15.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

16.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

17.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

18.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

19.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

20.

- Admitted

- Denied
- I cannot admit or deny because \_\_\_\_\_

21.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

22.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

23.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

24.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

25.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

26.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

27.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

28.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

29.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

30.

- Admitted
- Denied
- I cannot admit or deny because \_\_\_\_\_

31.

- Admitted
- Denied

I cannot admit or deny because \_\_\_\_\_

32.

Admitted

Denied

I cannot admit or deny because \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

Address/Phone/Email:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



IN THE SUPERIOR COURT OF GWINNETT COUNTY  
STATE OF GEORGIA

\_\_\_\_\_

Plaintiff,

v.

\_\_\_\_\_

Defendant.

CIVIL ACTION  
FILE NUMBER: \_\_\_\_\_

**CERTIFICATE OF SERVICE OF DISCOVERY**

On \_\_\_\_\_ (date) I sent my Response to

Request for Admissions to the other party. It was addressed as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

Address/Phone/Email:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_