

# Index

## **ABUSE OF DISCOVERY**

- Attorney ethics, abusive conduct, § 4.185
- Failure to make discovery, enforcement and sanctions, § 7.27
- Interrogatories, § 2.4-2.7

## **ABUSIVE CONDUCT**

- Depositions, this index

## **ACKNOWLEDGED DOCUMENTS**

- Genuineness of documents, requests for admissions, § 6.5

## **ADMISSIONS**

- Adoptive Admissions, this index
- Depositions, this index
- Interrogatories, this index
- Physical and mental examination of persons
  - Adoptive admission, expert's report, § 5.13
  - Guarding against admission, presence of third person at examination, § 5.11
- Purpose of discovery, obtaining admissions, § 1.6, 4.102
- Reading to fact finder, § 1.6
- Requests for Admissions, this index
- Usefulness of admissions, § 1.6

## **ADOPTIVE ADMISSIONS**

- Deposition of experts, § 4.229
- Deposition transcript testimony read at trial, § 4.313
- Interrogatories regarding experts, § 2.75, 2.164
- Physical and mental examination of persons, expert's report, § 5.13

## **AD TESTIFICANDUM DUCES TECUM SUBPOENA**

- Depositions, **Form 4.331**

## **AD TESTIFICANDUM SUBPOENA**

- Depositions, **Form 4.329**

## **ADVANTAGES AND DISADVANTAGES**

- Depositions, this index
- Interrogatories, this index
- Physical and mental examination of persons, attorney's or third person's presence during, § 5.11
- Requests for admissions, § 6.2

## **AFFIRMATION OR OATH**

- Depositions, § 4.15, 4.148
- Interrogatories, this index

**AGGRESSIVENESS**

Depositions, this index

**AID OF COLLECTING A JUDGMENT**

Depositions, this index

**AID OF COURT, ENLISTING**

Depositions, this index

**ALTERNATIVES TO DEPOSITIONS**

Depositions, this index

**AMENDMENTS**

Admissions. Requests for Admissions, this index

Interrogatories responses. Interrogatories, this index

**ANSWERING FOR THE WITNESS**

Depositions, § 4.192

**ANTICIPATING ACTION**

Depositions objections, anticipating, § 4.108, 4.110, 4.122, 4.127

Experts retained in anticipation of litigation, identifying, § 2.76

Interrogatories identifying experts retained in anticipation of litigation, § 2.76

Production of documents and things prepared in anticipation for trial, § 3.13

**APPEALS**

Depositions pending appeal. Depositions, this index

Videotaped depositions, appellate review of trial court rulings, § 4.249

**ARGUMENT, CLOSING**

See index topic Closing Argument, this index

**ARGUMENTATIVE QUESTIONS**

Depositions, § 4.157

**ARGUMENTATIVE WITNESS**

Depositions, § 4.161

**ARTICLES, BOOKS, OR TREATISES PUBLISHED OR RELIED ON BY  
EXPERT**

Deposition of expert, § 4.224, 4.226, 4.229

**ASKED AND ANSWERED**

Objections to deposition questions, § 4.178

**ASSAULT AND BATTERY VICTIMS**

Physical and mental examination of persons, § 5.11

**ATTENDANCE**

Depositions, this index

Enforcement. Failure to Make Discovery, Enforcement and Sanctions, this index

Experts, this index

Physical and mental examination of persons, attendance at examination

Sanctions for failure to attend examination, § 5.12

Who may attend, § 5.11

## INDEX

### **ATTENDANCE—Cont'd**

Trial attendance, exclusion of party from, § 4.142

### **ATTIRE**

Depositions, appropriate attire for, § 4.127, 4.130, 4.245

### **ATTORNEY-CLIENT PRIVILEGE**

Depositions, this index

### **ATTORNEY ETHICS**

Generally, § 2.7

Abusive conduct, § 4.185

Advising witness of what to say and attire to wear, § 4.127

Advising witness to refrain from giving information, § 4.124

Alluding to facts untrue or not in evidence, § 4.157

Amending answers to interrogatories on eve of trial, § 2.143

Answers

Amending answers to interrogatories on eve of trial, § 2.143

Evasive or incomplete answers to interrogatories, § 2.106

Instructing deponent not to answer, § 4.183

Instructing expert not to answer, § 4.230

Argumentative questions, § 4.157

Client involvement with strategic decisions, § 4.37

Communicating with corporate employees and former employees, § 1.5, 3.3, 4.18

Conducting ex parte interviews with organization employees, § 1.5, 2.3, 4.18

Confidentiality

Receipt of confidential or privileged documents, § 3.21

Unsolicited receipt of privileged or confidential materials (ABA Formal Opinion 93-382), § 4.373

Corporate employees or former employees, attorney contact with, § 1.5, 2.3, 4.18

Demeanor of deposition examiner, § 4.158

Depositions, this index

Evasive or incomplete answers to interrogatories, § 2.106

Expediting litigation, § 2.7, 4.13, 5.3

Fairness to opposing party and counsel, § 2.7

Frivolous discovery requests, § 2.7, 2.72, 3.12, 4.13, 7.5

Harassment of deponent, § 4.13, 4.158, 4.185

Inquiring whether witness represented by attorney

Generally, § 3.3

Script, **Form 3.50, Form 3.50a**

Instructing deponent not to answer, § 4.183

Instructing expert not to answer, § 4.230

Interrogatories, this index

Interviewing employees or former employees of adverse party, § 1.5, 2.3, 4.18

Intimidation tactics, § 4.185, 4.191

Obligation where client lies in response to discovery requests (ABA Formal Opinion 93-376), § 4.125, 4.372

Out-of-state case but deposition in state, § 4.83

**ATTORNEY ETHICS—Cont'd**

Physical and mental examination

Attendance at examination, attorney's, § 5.11

Making nervous client at ease, § 5.11

Rules of Professional Conduct applicable, § 5.3

Press releases, § 4.142, 4.177

Principles of professionalism, § 4.13, 4.122, 4.185, 8.1

Receipt of confidential or privileged documents, § 3.21

Recording conversations of others, § 4.18

Relevance, § 2.72

Scope of discovery, § 3.12

Spoliation of evidence, § 3.4, 3.35

Subpoena duces tecum, § 3.27

Supplementing discovery, § 4.282

Tape-recording statements of others, § 4.18

Third persons rights, respect of, § 2.7, 5.3

Treating others with courtesy and consideration, § 4.13, 4.185

Unrepresented deponents, § 4.164

Unrepresented employees of organizations, communicating with, § 1.5, 2.3, 4.18

Unsolicited receipt of privileged or confidential materials (ABA Formal Opinion 93-382), § 4.373

**ATTORNEY RETAINER AGREEMENT**

'No duty to sue' clause, § 4.18

**ATTORNEYS**

Checklist and sample questions when conducting ex parte interviews of organization's former employees, § 4.18

Depositions, this index

Interrogatories, this index

Physical and Mental Examination of Persons, this index

Principles of professionalism for attorneys and judges in discovery matters, § 4.13, 4.122, 4.185, 8.1

Recording conversations of others, § 4.18

**ATTORNEYS' FEES**

Failure to Make Discovery, Enforcement and Sanctions, this index

Requests for admissions, failure to admit, § 6.9

**ATTORNEY WORK-PRODUCT**

Generally, § 2.80

Depositions, this index

Direct examination inquiry, § 4.159

Experts working with attorney, § 2.75, 4.221, 4.226

Interrogatories, this index

Notes by corporate attorney of defendant's employees, § 3.13

Objections

Depositions, § 4.177

Interrogatories, § 2.118, 2.171

Privilege, § 3.20

## INDEX

### **ATTORNEY WORK-PRODUCT—Cont'd**

Production of Documents and Things, this index

Scope of discovery, § 3.12

### **AUDIO TAPING**

Attorney ethics, tape-recording statements of others, § 4.18

Depositions, this index

Physical and mental examination of persons, tape recording examination, § 5.11

Recording conversations secretly or by consent, § 4.18

### **AUTHENTICATION**

Business writings, authentication of, § 6.5

Computer records, § 2.77, 3.44, 6.5

Condition precedent to admissibility, authentication of documents as, § 6.5

Depositions, authenticating documents produced, § 3.30, 4.102, 4.106, 4.159

Electronic evidence, § 2.77, 3.44, 6.5

Elements of authentication, § 6.5

Handwriting expert, proof of authentication, § 6.5

Interrogatories, authenticating electronic evidence, § 2.77

Non-parties, discovery documents from, § 3.30

Personal writings, proof of authentication, § 6.5

Photographs, authentication of, § 3.3

Reply letter doctrine, authentication method, § 6.5

Requests for admissions, authenticating documents, § 6.5, 6.9

Self-authenticating documents, § 6.5

### **AUTHORIZATIONS FOR RELEASES**

Releases, Authorization For, this index

### **AUTOMOBILE NEGLIGENCE ACTIONS**

Interrogatories, this index

### **BACKGROUND OF DEPONENT**

Direct examination, § 4.159, 4.161

Expert as deponent, § 4.224, 4.226, 4.229

### **BARE CONCLUSIONS**

Expert's interrogatories, § 2.165

### **BATES STAMPING**

Production of documents and things, § 3.22

### **BEST EVIDENCE RULE**

Electronic data, § 2.77

Requests for admissions, § 6.5

### **BEST PRACTICES**

Tools of discovery, generally, § 1.26

### **BIAS**

Depositions, bias of court reporter, § 4.195

Physical and mental examination of persons, bias of expert, § 5.9

**BIFURCATED TRIALS**

Interrogatories

Amending answers, time for, § 2.148

Punitive damages issue, § 2.78

Punitive damages, § 2.78

**BLOOD TESTING**

Physical and mental examination of persons, § 5.8

**BOOKS**

Deposition of expert, books published or relied on by expert, § 4.224, 4.226, 4.229

Requests for admissions, books and other publications issued by public authority, § 6.5

**BREAKS OR RECESSES**

Depositions, this index

**BURDEN OF PROOF**

Physical and mental examination of persons, § 5.5

**BUSINESS ORGANIZATIONS**

Attorney interview of employees or former employees, ethical concerns, § 1.5, 2.3, 4.18

Depositions, this index

Interrogatories, this index

**BUSINESS RECORDS**

Production of business records in lieu of specific answers to interrogatories, § 2.110, 2.111

References to business records in answers to interrogatories, § 2.169

**CERTIFICATES AND CERTIFICATION**

Depositions, this index

Failure to Make Discovery, Enforcement and Sanctions, this index

Interrogatories, this index

Letter rogatory, issuance of certificate in support of motion for, **Form 4.340**

Physical and mental examination of persons, certification of motion

Compel physical or mental examination, **Form 5.23**

Opposition to physical or mental examination, **Form 5.25**

Procedure for certification of recorded testimony, § 4.147

Production of Documents and Things, this index

Protective order, certificate in support of motion for, **Form 4.354**

**CERTIFIED SHORTHAND REPORTER**

Depositions, this index

**CHANGED DEPOSITION TESTIMONY**

Continuing duty to disclose, § 4.282

Making corrections to deposition/transcript, § 4.277

**CHANGED INTERROGATORIES ANSWERS**

Duty to amend answers, § 2.105, 2.122, 4.105, 4.123

## INDEX

### CHECKLISTS

- Attorney interviews of organization's former employees, § 4.18
- Depositions, preparing witness, § 4.131
- Requests for admissions, **Form 6.23**
- Sanctionable conduct, § 2.181

### CHILDREN

- Depositions, whose deposition may be taken, § 4.32
- Physical and mental examination of persons, § 5.8

### CIVIL RIGHTS ACTIONS

- Physical and mental examination of persons, § 5.7

### CLOSING ARGUMENT

- Admission read during, § 6.10
- Deposition portions read during, § 4.314

### COACHING THE WITNESS

- Depositions, § 4.127, 4.187

### COLLECTION OF JUDGMENTS

- Deposing debtor to collect judgment. Depositions, this index

### COMMERCIAL PAPER

- Requests for admissions, § 6.5

### COMMISSION TO TAKE OUTSIDE STATE DEPOSITION

- Depositions, this index

### COMPELLING DISCOVERY

- Depositions
  - Attendance at deposition, compelling
    - Generally, § 4.61, 4.62
    - Subpoenas, generally, § 4.65
  - Motion for sanction
    - Notice of motion, **Form 7.41**
    - Order, **Form 7.43**
- Interrogatories, this index
- Motion for sanction . Compelling, this index
- Physical and Mental Examination of Persons, this index
- Production of Documents and Things, this index
- Text of Rule, using motion for order to compel before dismissal, § 7.2

### COMPOUND QUESTIONS

- Depositions, § 4.157

### COMPUTERS AND COMPUTER INFORMATION

- Authentication of electronic evidence, § 2.77, 3.44, 6.5
- E-mail, discovery of, § 2.77, 3.13
- Hard drives, copying, § 3.32
- Inspection of, § 3.32
- Internet users, identifying, § 2.81

**COMPUTERS AND COMPUTER INFORMATION—Cont'd**

- Interrogatories, computer-based evidence
  - E-mail, discovery of, § 2.77
  - Identifying anonymous Internet users, § 2.81
  - Request for production of documents after interrogatories, § 3.13
  - Specific questions, § 2.77
- Management of produced documents on, § 3.22
- Privacy interests, home computers, § 3.32
- Production of documents and things
  - Authentication of electronic evidence, § 3.44
  - Data and information, production of, § 3.13, 3.44
  - Hard drives, copying, § 3.32
  - Inspection of, § 3.32
  - Management of produced documents on, § 3.22
  - Privacy interests, home computers, § 3.32
- Request for production of documents after interrogatories, § 3.13
- Requests for admissions, authentication of computer records, § 6.5

**CONCLUSIVENESS**

- Admissions. Requests for Admissions, this index
- Depositions, conclusionary questions, § 4.157
- Experts, bare conclusions, § 2.165

**CONDUCTING THE DEPOSITION**

- Depositions, this index

**CONFERENCES**

- Depositions, this index

**CONFIDENTIALITY**

- Attorney Ethics, this index
- Depositions, this index
- Interrogatories, confidentiality agreements, § 2.78
- Production of Documents and Things, this index

**CONFIRMING THE DEPOSITION**

- Generally, § 4.112, 7.7

**CONSENT**

- Extending discovery by consent, § 1.23
- Notice of taking depositions, § 4.63
- Protective order, deposition consent to, Form 4.352
- Recording conversations of others, § 4.18

**CONSTITUTIONAL LAW**

- First amendment, right of Internet users to speak anonymously, § 2.81

**CONSULTING EXPERTS**

- Experts, this index

**CONSUMER PRODUCT SAFETY COMMISSION**

- Freedom of information act (FOIA ) request, Form 3.49



## INDEX

### CONTEMPT

Enlisting aid of court, deposition issues, § 4.264, 4.266

### CONTENTION INTERROGATORIES

Interrogatories, this index

### CONTINUATION OF PRIOR DEPOSITION

Depositions, this index

### CONTINUING DUTY TO DISCLOSE

Depositions, changed deposition testimony, § 4.282

Interrogatories answers, continuing duty to supply, continuing, § 2.105, 2.123

Production of documents and things, § 3.23

### COPYING AND COPIES

Cost of copies, § 3.22

Delivering copies, § 3.22

Depositions, this index

Exhibits, copies of, § 4.107

Inspect, copy, test or sample tangible things. Production of Documents and Things, this index

Originals, inspecting originals rather than copies produced, § 3.8, 3.22

Own statement, obtaining copies of, § 3.39

Parties own statement, copies of, § 7.22

Production of documents, § 4.190

Transcript of deposition, copies of, § 4.272

Videotaped depositions, § 4.249, 4.273, 4.279, 4.283

### CORPORATIONS

Attorney contact with organization's employees or former employees, ethical considerations, § 1.5, 2.3, 4.18

Depositions, this index

Notice of taking depositions, § 4.63

### COSTS AND EXPENSES

Depositions, this index

Experts, this index

Interrogatories, this index

Production of documents and things, this index

Protective orders, generally, § 7.4

Requests for admissions, costs on failure to admit, § 6.9

### COURTESY

Treating others with courtesy and consideration, § 4.13, 4.185

### COURTHOUSE

Location of deposition, § 3.27, 4.36

### CRIMINAL CONDUCT

Depositions of inmates, § 4.32

Entry upon land for inspection and other purposes, § 3.37

Interrogatories with false answer, criminal sanctions for, § 2.108

**CROSS-EXAMINATION**

Depositions, this index

**CURRICULUM VITAE**

Experts, this index

**CUSTOMERS LISTS**

Depositions, § 4.125

**DAMAGES**

Emotional and psychological damages, questionable claims of, § 5.7

Interrogatories, this index

Punitive Damages, this index

**DE BENE ESSE DEPOSITION (TRIAL DEPOSITION)**

Depositions, this index

**DEFENDING THE DEPOSITION**

Depositions, this index

**DEFINITIONS**

Depositions

During the course of the deposition while testimony is being taken, defining,  
§ 4.186

Relevance defined in direct examination, § 4.156

Strategy of depositions, defining, § 4.12, 4.35, 4.102

Interrogatories, definitions used in. Interrogatories, this index

Production of documents and things, definitions section of request, § 3.15, 3.20

**DEMEANOR DURING DEPOSITIONS**

Examiner's demeanor, aggressive, § 4.158

Witness's demeanor

Aggressive, § 4.161

Videotaped depositions, § 4.245

**DENIAL**

Requests for admissions, § 6.6

**DEPOSITIONS**

Generally, § 4.1 et seq.

Abusive conduct

Attorney at deposition, generally, § 4.185

Conferences during deposition, § 4.186

Actions allowed in, § 4.31

Additional objections commonly made, § 4.178

Administrative issues, preparing to take the deposition, § 4.112

Admissions

Adoptive admissions of party, below

Purpose and use of depositions, obtaining admissions, § 4.102

Requests for admission as alternative to depositions, § 4.21

Adoptive admissions of party

Experts, deposition of, § 4.229

## INDEX

### DEPOSITIONS—Cont'd

- Adoptive admissions of party—Cont'd
  - Transcript testimony read at trial, § 4.313
- Ad testificandum duces tecum subpoena, **Form 4.331**
- Ad testificandum subpoena, **Form 4.329**
- Advantages and disadvantages
  - Audio taping depositions, § 4.254
  - Other discovery methods, depositions over, § 4.15, 4.16, 4.35
  - Telephone depositions, § 4.250
  - Videotaped depositions, § 4.242
  - Video teleconference depositions, § 4.252
- Affirmation or oath, § 4.15, 4.148
- Aggressiveness
  - Examiner's demeanor, § 4.158
  - Witness, preparing witness to answer aggressively, § 4.134
  - Witness's demeanor, § 4.161
- Aid of collecting a judgment, for
  - Generally, § 4.301 et seq.
  - Alternatives to depositions, § 4.302
  - Examination of the debtor, § 4.306
  - Information subpoena, below
  - Need to move quickly, § 4.304
  - Preparation for the deposition, § 4.305
  - Supplemental proceeding depositions, below
- Aid of court, enlisting
  - Generally, § 4.261 et seq.
  - Contempt, § 4.264, 4.266
  - Costs, § 4.262
  - Dismiss, motion to, § 4.265, 4.267
  - Failure of business entity to designate witness, § 4.262
  - Failure of noticing party to attend deposition or serve subpoena, § 4.264
  - Failure of party to appear at deposition, § 4.262
  - Failure of witness to answer questions, § 4.262
  - Failure to comply with prior discovery order, motion, § 4.265
  - Family Part motions requirements, § 4.268
  - Limit examination, below
  - Motion requirements, § 4.268
  - Objections to deposition questions, calling the court, § 4.182, 4.184
  - Obtaining discovery, § 4.262
  - Preclusionary order, § 4.265
  - Protection from conduct of adversary, § 4.264
  - Protection from discovery sought, § 4.263
  - Relief to litigant, motion for
    - Generally, § 4.265
    - Notice of motion for, **Form 4.364**
    - Order for, **Form 4.365**
  - Requirements of motion, § 4.268
  - Rights of litigant, aiding. Relief to litigant, above

**DEPOSITIONS—Cont'd**

Aid of court, enlisting—Cont'd

Sanctions

Failure to comply with prior discovery order, § 4.265

Order imposing sanctions, order, **Form 4.359**

Protection from conduct of adversary/sanctions, § 4.264

Terminate examination, below

Allowable actions, § 4.31

Allowable objections, § 4.176, 4.178

Alternatives to depositions

Generally, § 4.17, 4.302

Advantages of depositions over other discovery methods, § 4.15

Aid of collecting a judgment, for, § 4.302

Coordination of discovery methods, § 4.35

Depositions upon written questions, § 4.20

Information subpoena, below

Interrogatories, § 4.19

Requests for admission, § 4.21

Statement from witness, § 4.18

Supplemental proceedings deposition, § 4.303

Answering for the witness, § 4.192

Anticipating objections, § 4.108, 4.110, 4.122, 4.127

Appeal pending. Pending appeal, below

Appellate review of trial court rulings, videotaped depositions, § 4.249

Applicability of Rules of Evidence, § 4.315

Argumentative questions, § 4.157

Argumentative witness, § 4.161

Articles, books, or treatises published or relied on by expert, § 4.224, 4.226, 4.229

Asked and answered, objection, § 4.178

Assuming or alluding to facts untrue or not in evidence, direct examination, § 4.157

Attendance

Compelling attendance, § 4.61, 4.62

Consulting expert attending deposition, § 4.142

Enforcement and sanctions. Failure to Make Discovery, this index

Excluding persons from deposition, order, **Form 4.350**

Failure of noticing party to attend deposition or serve subpoena, § 4.264

Failure to attend deposition, consequences, § 4.262

Nonresident officers and directors, compelling attendance of, § 4.62

Press members, exclusion of, § 4.142

Procedure for obtaining attendance at

In-state deposition for use in state, § 4.61 et seq.

In-state deposition for use out-of-state, § 4.81 et seq.

Out-of-state deposition for use in state, § 4.71 et seq.

Restrictions, § 4.142

Sequestration of witness, below

Who may attend, § 4.142

## INDEX

### DEPOSITIONS—Cont'd

- Attire, appropriate, § 4.127, 4.130, 4.245
- Attorney-client privilege
  - Deponent's preparation for examination, asking about, § 4.159
  - Expert deponent, § 4.227
  - Experts, deposition of, § 4.229
  - Instruction not to answer deposition question, § 4.183
  - Preparing witness for deposition, § 4.124
  - Waiver of privilege, § 4.177
- Attorney conduct at deposition
  - Generally, § 4.185 et seq.
  - Abusive conduct, generally, § 4.185
  - Answering for the witness, § 4.192
  - Breaks, conferences with witnesses during, § 4.186
  - Coaching the witness, § 4.127, 4.187
  - Conferences with witnesses, § 4.15, 4.125, 4.186
  - Ethical considerations. Attorney ethics, below
  - Evaluating the witnesses, § 4.15
  - Follow-up questions, § 4.15, 4.158
  - Hovering over witness to see documents, § 4.190
  - If you know or if you remember, comment by attorney, § 4.187
  - Intimidating the witness, § 4.185, 4.191
  - Knowledge of attorney, generally, § 4.11
  - Lengthy objections, § 4.188
  - Minimizing witness consultation with adverse counsel, § 4.15, 4.186
  - Misuse of documents, § 4.190
  - Off the record statements and discussions, § 4.193
  - On the record statements, § 4.189, 4.193
  - Preparation of attorney, generally, § 4.11
  - Principles of professionalism, § 4.13, 4.122, 4.185, 8.1
  - Statements on the record, § 4.189, 4.193
  - Suggesting answers, § 4.185, 4.192
  - Suggestive objections, § 4.188
  - Tossing document at witness, § 4.190
  - Using documents, § 4.190
- Attorney ethics
  - Abusive conduct, § 4.185
  - Advising witness of what to say and attire to wear, § 4.127
  - Advising witness to refrain from giving information, § 4.124
  - Alluding to facts untrue or not in evidence, § 4.157
  - Argumentative questions, § 4.157
  - Client involvement with strategic decisions, § 4.37
  - Conducting ex parte interviews with organization employees, § 4.18
  - Corporate employees or former employees, attorney contact with, § 4.18
  - Demeanor of deposition examiner, § 4.158
  - Expediting litigation, § 4.13
  - Frivolous discovery requests, § 4.13
  - Harassment of deponent, § 4.13, 4.158, 4.185

**DEPOSITIONS—Cont'd**

Attorney ethics—Cont'd

- Instructing deponent not to answer, § 4.183
- Instructing expert not to answer, § 4.230
- Intimidation tactics, § 4.185, 4.191
- Obligation where client lies in response to discovery requests (ABA Formal Opinion 93-376), § 4.125, 4.372
- Out-of-state case but deposition in state, § 4.83
- Press releases, § 4.142, 4.177
- Principles of professionalism, § 4.13, 4.122, 4.185, 8.1
- Recording conversations of others, § 4.18
- Subpoena duces tecum, § 3.27
- Supplementing discovery, § 4.282
- Tape-recording statements of others, § 4.18
- Treating others with courtesy and consideration, § 4.13, 4.185
- Unrepresented deponents, § 4.164
- Unrepresented employees of organizations, communicating with, § 4.18
- Unsolicited receipt of privileged or confidential materials (ABA Formal Opinion 93-382), § 4.373

Attorney not representing deponent, dealing with deponent on direct examination, § 4.159, 4.164

Attorney preparation

- Preparing to defend the deposition, below
- Preparing to take the deposition, below

Attorney's office as location of deposition, § 3.27, 4.36, 4.129

Attorney work-product

- Direct examination inquiry, § 4.159
- Experts working with attorney, § 4.221, 4.226
- Objections needed, § 4.177

Audio taping depositions, § 4.254

Audio taping statements of witnesses, § 4.18

Authenticating documents, § 3.30, 4.102, 4.106, 4.159

Background of deponent, direct examination, § 4.159, 4.161

Before commencement of action

- Generally, § 4.290
- Procedure, § 4.290
- Types of depositions, § 4.53
- When deposition may be taken, § 4.33

Breaks or recesses during deposition

- Attorney conferences with witness during, § 4.186
- Conducting discovery deposition, § 4.144
- Continuation of prior deposition, this index
- Preparing witness, taking breaks, rule, § 4.125
- Witness calling for too many, § 4.195

Bringing documents/papers to deposition, witness preparation, § 4.125, 4.133, 4.159

Business organizations and corporations

- Generally, § 4.32, 4.72

## INDEX

### DEPOSITIONS—Cont'd

#### Business organizations and corporations—Cont'd

Attorney interview of employees or former employees, ethical concerns, § 4.18

#### Designating person to testify

Compelling person designated fails or refuses to appear, forms, **Form 7.41-7.43**

Consequences of failure to designate witness, § 4.262

Forms, **Form 7.35-7.37**

Sanctions, person designated fails or refuses to appear, forms, **Form 7.38-7.40**

#### Failure to attend deposition

Compelling person designated fails or refuses to appear, forms, **Form 7.41-7.43**

Designating person to testify, forms, **Form 7.35-7.37**

Sanctions, person designated fails or refuses to appear, forms, **Form 7.38-7.40**

Nonresident officers and directors, compelling attendance of, § 4.62

Officers and directors, compelling attendance of nonresident, § 4.62

Top executive of adverse party, deposing, § 4.13, 4.72

Trial deposition de bene esse, § 4.202

Where to hold deposition, § 4.72

Whose deposition may be taken, § 4.32, 4.72

Caption of case, providing to reporter, § 4.145

Case management order, **Form 4.323**

#### Certificates and certification

Letter rogatory, issuance of certificate in support of motion for, **Form 4.340**

Procedure for certification of recorded testimony, § 4.147

Protective order, certificate in support of motion for, **Form 4.354**

#### Certified shorthand reporter

Confirming the deposition, § 4.112

Location of deposition at certified shorthand reporter's office, § 3.27, 4.36

Method of deposing witness and recording testimony, § 4.42

Necessity and selection of, § 4.63

Objections to qualifications of, § 4.147, 4.195

Office as location of deposition, § 3.27, 4.36

Relationship with, § 4.145

Sealing the transcript, § 4.177

Seating of reporter, § 4.145

Telephone depositions, reporter's presence, § 4.251

Transcript agreement, § 4.42

#### Changed deposition testimony

Continuing duty to disclose, § 4.282

Making corrections to deposition/transcript, § 4.277

Check interpreter, job of, § 4.196

Checklists and instructions as aids, preparing witness, § 4.131

Children, whose deposition may be taken, § 4.32

Choosing location, § 4.36, 4.72, 4.129

**DEPOSITIONS—Cont'd**

Choosing the deponent

Advantages of deposition over interrogatories, § 4.15

Determining purpose of deposition, § 4.12

Whether to take deposition, § 4.14

Whose deposition may be taken, § 4.32, 4.221

Choosing the interpreter, § 4.196

Chronological progression, questioning techniques, § 4.158

Client

Involvement with strategic decisions, § 4.37

Lies, attorney ethics, § 4.125, 4.372

Meeting with, § 4.104

Privilege. Attorney-client privilege, above

Triggering deposition of your client, § 4.16

Witness preparation, client vs. non-client, § 4.124

Closing argument, reference to portions of deposition during, § 4.314

Coaching the witness, § 4.127, 4.187

Collecting a judgment. Aid of collecting a judgment, above

Commission to take outside state deposition

Generally, § 3.29

Forms (sample), below

Objections to deposition matters, § 4.73

Compelling attendance at deposition

Generally, § 4.61, 4.62

Subpoenas, generally, § 4.65

Compelling discovery, objections to deposition questions, § 4.184

Compelling person designated fails or refuses to appear, forms, **Form 7.41-7.43**

Compensation of expert, § 4.232

Compound questions, § 4.157

Conclusionary questions, § 4.157

Conducting the deposition

Discovery deposition. Conducting the discovery deposition, below

Expert's deposition, § 4.226, 4.228, 4.229

Principles of professionalism, § 4.13, 4.122, 4.185, 8.1

Rules for testifying at a deposition, § 4.374

Trial deposition (de bene esse deposition), § 4.204, 4.206

Conducting the discovery deposition

Generally, § 4.141 et seq.

Affirmation or oath, § 4.148

Attorney conduct at deposition, above

Breaks during deposition, § 4.144, 4.186

Caption of case, providing to reporter, § 4.145

Controlling the process, § 4.146

Cross-examination, generally, § 4.165-4.171

Defending the deposition, § 4.194

Direct examination, generally, § 4.156-4.164, 4.171

Ending time, § 4.144

Experts. Experts, deposition of, below



## INDEX

### DEPOSITIONS—Cont'd

#### Conducting the discovery deposition—Cont'd

Follow-up questions, § 4.15, 4.158

##### Instructions

Not to answer, instruction, § 4.183, 4.230

Preliminary instructions, § 4.152-4.155

Interpreters, using, § 4.196

Names and unusual words, accuracy of, § 4.145

Nonverbal occurrences, noting, § 4.172

Noting nonverbal occurrences, § 4.172

Number of times a party may examine, § 4.150

Oath or affirmation, § 4.148

##### Objections, below

Preliminary instructions, § 4.152-4.155

Recording testimony, § 4.147

Relationship with reporter, § 4.145

Recross and redirect examination, § 4.171

Relationship with reporter, § 4.145

Reporter, relationship with, § 4.145

Seating arrangement, § 4.143, 4.146, 4.195

Seating of reporter, § 4.145

Sequence of questioning, § 4.149

Starting time, § 4.144

Stipulations, usual, § 4.151

Talking at same time, § 4.145

Time to start and end, § 4.144

Who may attend, § 4.142

#### Conducting the expert deposition

Generally, § 4.228

Preparing to take, § 4.226

Specific areas of inquiry, § 4.229

#### Conducting the trial deposition (de bene esse deposition), § 4.204, 4.206

#### Conferences

##### During deposition

Abuses regarding conferences, § 4.186

Attorney conferences with witnesses, § 4.15, 4.125, 4.186

Cross-examination, § 4.170

##### Telephone depositions, below

##### Video teleconference depositions, below

#### Confidentiality protection

Attorney-client privilege, above

Attorney work-product, above

Consultations with attorney during deposition, § 4.125

Consultations with expert in preparation for depositions, § 4.103

Instruction not to answer, § 4.283

Objections to deposition questions, § 4.177, 4.179, 4.183

Post-deposition considerations, § 4.281

Privileges disputes, confidentiality agreement settling, § 4.177

**DEPOSITIONS—Cont'd**

- Confidentiality protection—Cont'd
  - Protective order, § 4.177, 4.263
  - Questioning witness about, § 4.125
  - Transcript, § 4.281
  - Unsolicited receipt of (ABA Formal Opinion 93-382), § 4.373
  - Unsolicited receipt of privileged or confidential materials (ABA Formal Opinion 93-382), § 4.373
- Confirming the deposition, § 4.112, 7.7
- Consulting experts. Experts, consulting expert, below
- Contempt, enlisting aid of court, § 4.264, 4.266
- Continuation of prior deposition
  - Marking exhibits, § 4.107
  - Preliminary instructions, § 4.154
  - Review of prior deposition, § 4.106, 4.109
  - Sanctions for failure to attend, § 7.11
  - Time to start and end deposition, § 4.144
- Continuing duty to disclose changed deposition testimony, § 4.282
- Controlling the process, § 4.15, 4.102, 4.146
- Coordination with other discovery, § 4.35
- Copies
  - Exhibits, copies of, § 4.107
  - Production of documents, § 4.190
  - Transcript, copies of, § 4.272
  - Videotaped depositions, § 4.249, 4.273, 4.279, 4.283
- Corporations and business organizations. Business organizations.
- Costs and expenses
  - Generally, § 4.63
  - Aid of court, enlisting, § 4.262
  - Appear at deposition, reasonable expenses to
    - Notice of motion for, **Form 4.360**
    - Order for, **Form 4.361**
  - Consideration in determining whether to take depositions, § 4.14, 4.16
  - Disadvantage of depositions over other discovery methods, § 4.16
  - Experts, deposition of, § 4.229
  - Failure of noticing party to attend deposition or serve subpoena, § 4.264
  - Filing fees, § 4.83
  - Lay witness out-of-pocket expenses and loss of income, § 3.27
  - Lost income of lay witness, § 3.27
  - Multiple unneeded depositions, § 4.13
  - Notice of motion for reasonable expenses to appear at deposition, **Form 4.360**
  - Order for reasonable expenses to appear at deposition, **Form 4.361**
  - Out-of-pocket expenses of lay witness, § 3.27
  - Out-of-state deposition, § 4.73
  - Telephone depositions, § 4.45
  - Transcript, § 4.272-4.274
  - Travel and mileage expenses, § 3.27, 4.63, 4.65, 4.232
  - Videotaped depositions, § 4.273

## INDEX

### DEPOSITIONS—Cont'd

#### Costs and expenses—Cont'd

Video conferencing, § 4.45, 4.252

Who pays, § 4.273

Witness fees and expenses, § 4.63

Courthouse as location of deposition, § 3.27, 4.36

#### Cross-examination

Generally, § 4.165

Conferences during deposition, § 4.170

De bene esse deposition, § 4.205

Follow-up questions, § 4.170

Form of questions, § 4.169

Leading question, § 4.169

Own witness, cross-examining your own witness, § 4.170

Recross examination, § 4.150, 4.171

Scope of cross-examination, § 4.168

Sequence of cross-examination, § 4.167

Sequence of questioning, § 4.149

Whether to cross-examine, § 4.170

Who may cross-examine, § 4.166

Written questions, cross-examination by, § 4.170

Your own witness, cross-examining, § 4.170

Curriculum vitae of experts, § 4.224, 4.226, 4.229

Customers lists, § 4.125

De bene esse deposition (trial deposition). Trial deposition, below

Debtor's examination in aid of collecting a judgment. Aid of collecting a judgment, above

#### Defending the discovery deposition

Generally, § 4.194

Importance of obtaining documents before deposition, § 3.2

Protecting the witness emotionally, § 4.194

Strategy considerations, § 4.12

#### Defending the expert's deposition

Generally, § 4.230

Preparing to defend, § 4.227

Defending the trial deposition (de bene esse deposition), § 4.205, 4.207

Defining "during the course of the deposition while testimony is being taken," § 4.186

Defining strategy of depositions, § 4.12, 4.35, 4.102

Demeanor of examiner, aggressive, § 4.158

#### Demeanor of witness

Aggressive, § 4.161

Videotaped depositions, § 4.245

#### Direct examination

Admissibility at trial, § 4.156

Aggressive demeanor of examiner, § 4.158

Aggressive demeanor of witness, § 4.161

Argumentative questions, § 4.157

**DEPOSITIONS—Cont'd**

Direct examination—Cont'd

- Argumentative witness, § 4.161
- Asking about deponent's preparation for examination, § 4.159
- Asking attorney questions, witness, § 4.161
- Assuming facts untrue or not in evidence, § 4.157
- Authenticating documents, § 4.159
- Background of deponent, § 4.159, 4.161
- By issue, § 4.158
- Chronological progression, § 4.158
- Communications with others, asking about, § 4.159
- Compound questions, § 4.157
- Conclusionary questions, § 4.157
- Conducting the discovery deposition, § 4.156-4.164, 4.171
- Dealing with deponent not represented by attorney, § 4.164
- Dealing with different styles of witnesses, § 4.161
- Demeanor of examiner, § 4.158
- Different styles of witnesses, dealing with, § 4.161
- Discovery, reviewing, § 4.159
- Dishonest witness, § 4.158
- Documents, questions about, § 4.159
- Drawings of deponent as exhibits, § 4.159
- Evasive witness, § 4.161
- Exhausting witness's knowledge, § 4.158
- Exhibit
  - Marking document as, § 4.160
  - Using witness to create exhibit, § 4.159
- Follow-up questions, § 4.15, 4.158
- Forgetful witness, § 4.161
- Form of questions and specific "form" issues, § 4.157
- Friendly demeanor of examiner, § 4.158
- Harmful character evidence, § 4.158
- Harmful testimony, § 4.158
- Hedging a previously clear answer, § 4.158
- Impeaching the witness, § 4.158
- Inconsistencies, creating, § 4.158
- Inquiry, scope of, § 4.156, 4.159
- Interrogatories, reviewing, § 4.159
- Key words, use of, § 4.162
- Knowledge of others, asking about, § 4.159
- Leading questions, § 4.157
- Marking document as deposition exhibit, § 4.160
- Note-taking
  - Attorney's, § 4.163
  - Deponent's use of notes or documents at examination, § 4.159
- Objections, generally, § 4.157
- Obtaining a definite answer, § 4.158
- Open ended questions versus single answer questions, § 4.158

## INDEX

### DEPOSITIONS—Cont'd

#### Direct examination—Cont'd

- Others with knowledge, asking about, § 4.159
- Pleadings, reviewing, § 4.159
- Questioning techniques, generally, § 4.158
- Random questioning, § 4.158
- Redirect examination, § 4.150, 4.171
- Relevance, § 4.156
- Rephrasing the question, § 4.157, 4.177
- Request to produce, questions about, § 4.159
- Reviewing pleadings and discovery, § 4.159
- Scope of inquiry, § 4.156, 4.159
- Seeking particular answer, § 4.158
- Sequence of questioning, § 4.149
- Solidifying testimony, § 4.158
- Specific areas of inquiry, § 4.159
- Specific “form” issues, § 4.157
- Style of questioning, § 4.158
- Styles of witnesses, dealing with different, § 4.161
- Summarizing questions, § 4.157
- Taking notes, § 4.163
- Talkative witnesses, § 4.161
- Techniques, questioning, § 4.158
- Tying down the witness too much, § 4.158
- Types of witnesses, dealing with different styles of witnesses, § 4.161
- Unrepresented deponent, dealing with, § 4.159, 4.164
- Use of “key words,” § 4.162
- Use of notes or documents at examination, deponent’s, § 4.159
- Using witness to create exhibits, § 4.159
- Directors and officers, compelling attendance of nonresident, § 4.62
- Disadvantages. Advantages and disadvantages, above
- Discovery, generally
  - Order for, **Form 4.370b**
  - Principles of professionalism for attorneys and judges, § 8.1
- Dishonest witness, direct examination, § 4.158
- Dismissal
  - Failure to comply with prior discovery order, motion, § 4.265, 4.267
  - Objections to deposition questions, responses to, § 4.184
- Divulging strategy of case through deposition, § 4.16, 4.35
- Documents, production of
  - Generally, § 3.25
  - Authenticating, § 3.30, 4.102, 4.106, 4.159
  - Bringing documents/papers to deposition, witness preparation, § 3.25, 4.125, 4.133, 4.159
  - Case file of deponent expert, § 4.223
  - Copies, § 4.190
  - De bene esse deposition, § 4.204
  - Direct examination, questions about documents, § 4.159

**DEPOSITIONS—Cont'd**

Documents, production of—Cont'd

Do not bring papers, rule, § 4.125

Exhibits, below

Experts, deposition of, § 4.224

Hovering over witness to see documents, § 4.190

Importance of obtaining documents before deposition, § 3.2

Marking document as deposition exhibit, § 3.25, 4.160

Misuse of documents, attorney conduct at deposition, § 4.190

Notice of deposition, § 3.25, 3.27, 4.15, 4.63, 4.91, 4.159, Form 3.64, Form 4.328

Order for, Form 4.370b

Perpetuating testimony and evidence, § 3.4

Petition for, Form 4.370a

Request, Form 4.370c

Request to produce discovery method v. depositions, § 3.9, 3.25, 4.15

Review of existing discovery/documents, § 4.106, 4.128, 4.159

Schedule listing documents requested served with deposition notice, § 4.91

Self-authenticated documents, § 4.159

Strategic considerations, request to produce v. depositions, § 3.9

Subpoena duces tecum, § 3.27, Form 4.330, Form 4.331

Supplemental proceeding depositions, § 4.303

Time for producing documents, § 4.15

Use of in deposing expert, § 4.190, 4.223, 4.231

Document speaks for itself, objections to deposition questions, § 4.178

Domestic violence actions, § 4.31

Do not bring papers, rule, § 4.125

Drawings of deponent as exhibits, § 4.159

Duty to disclose changed deposition testimony, § 4.282

Employees

Attorney interview of employees or former employees, ethical concerns, § 4.18

Designating person to testify

Compelling person designated fails or refuses to appear, forms, Form 7.41-7.43

Consequences of failure to designate witness, § 4.262

Forms, Form 7.35-7.37

Sanctions, person designated fails or refuses to appear, forms, Form 7.38-7.40

Directors and officers, compelling attendance of nonresident, § 4.62

Employees control test, § 4.32, 4.72

Officers and directors, compelling attendance of nonresident, § 4.62

Top executive of adverse party, deposing, § 4.13, 4.72

Ending time, § 4.144

Enlisting aid of court. Aid of court, enlisting, above

Errata sheet, § 4.277, Form 4.366

Evaluating the witnesses

Attorney conduct at deposition, § 4.15

## INDEX

### DEPOSITIONS—Cont'd

Evaluating the witnesses—Cont'd

Purpose and use of depositions, § 4.102

Video conferencing, § 4.45

Evasive witness, direct examination, § 4.161

Evidence

Addressing other evidentiary issues, § 4.159

Authenticating documents, § 4.159

Copies of exhibits, admissibility of, § 4.107

Electronically recorded conversations, § 4.18

Exclusion of party from trial attendance, § 4.142

Reading deposition to jury, applicability of Rules of Evidence, § 4.315

Refreshing witness' past recollection at deposition, § 4.107, 4.126, 4.159

Review of before taking deposition, § 4.106

Tape recorded conversations, § 4.18

Excessive objections, § 4.182

Excluding persons from deposition

Order, **Form 4.350**

Press members, § 4.142

Exhausting witness's knowledge, § 4.158

Exhibits

Copies of, § 4.107

Expert's case file, § 4.223

Marking document as, § 3.25, 4.107, 4.160, 4.223

Number of, § 4.107

Post-deposition considerations, § 4.278

Preparing to use at deposition, § 4.107

Reviewing proposed exhibits, witness preparation, § 4.128

Using witness to create, § 4.159

Expedited discovery provisions, order for show cause with, **Form 4.322**

Expedited transcript, § 4.274

Expediting litigation, attorney ethics, § 4.13

Experts, choosing an expert, § 4.105

Experts, consulting expert

Attending deposition of another expert, one expert, § 4.222

Attending deposition of witness, § 4.142

Preparing to take deposition, consulting with expert, § 4.105

Public statements, deposed about, § 4.221

When preparing to take deposition, § 4.105

Experts, deposition of

Generally, § 4.221 *et seq.*

Admissions adopted by party, § 4.229

Adoptive admissions of party, § 4.229

Articles, books, or treatises published or relied on, § 4.224, 4.226, 4.229

Attending deposition of another expert, one expert, § 4.222

Attorney-client privilege, § 4.227, 4.229

Attorney work product, § 4.221, 4.226

Billing records, § 4.223

## **DEPOSITIONS—Cont'd**

### Experts, deposition of—Cont'd

- Case file of deponent expert, § 4.223, 4.227
- Communications with attorney at deposition, § 4.229, 4.230
- Compensation of expert, generally, § 4.229, 4.232
- Conducting the expert deposition
  - Generally, § 4.228
  - Preparing to take, § 4.226
  - Specific areas of inquiry, § 4.229
- Consulting expert. Experts, consulting experts, above
- Correspondence of or about expert, § 4.223
- Curriculum vitae, § 4.224, 4.226, 4.229
- Defending the expert's deposition
  - Generally, § 4.230
  - Preparing to defend, § 4.227
- Distinguishing between expert and lay opinion testimony, § 4.205
- Documents
  - Case file of deponent expert, § 4.223, 4.224
  - Production of, § 4.224
  - Use of, § 4.231
- Draft opinions, § 4.229
- Experience as witness, § 4.224, 4.226, 4.229
- File, expert's, § 4.223, 4.224, 4.227
- Hypothetical questions, § 4.229
- Instructions not to answer, § 4.230
- Litigation income, § 4.229
- Location of deposition, § 4.36, 4.224, 4.232
- Materials expert reviewed in preparation for deposition, § 4.229
- Naming new experts, prohibiting adversary from, § 4.14
- Notice of deposition, § 4.224
- Notice of videotaped deposition, § 4.63
- Other legal cases handled, § 4.224, 4.226, 4.229
- Preparing to defend the deposition, § 4.227
- Preparing to take the deposition, § 4.105, 4.226
- Procedure, § 4.224
- Prohibiting adversary from naming new experts, § 4.14
- Qualifications, obtaining, § 4.224, 4.226, 4.229
- Report preparation, § 4.222, 4.227
- Retaining new expert, § 4.222
- Specific areas of inquiry, § 4.229
- Strategic considerations
  - Generally, § 4.222
  - Preparing to take deposition, § 4.226
  - Procedure, § 4.224
- Substituting experts, § 4.14
- Transcript testimony read at trial, § 4.229
- Travel and mileage expenses, § 3.27, 4.63, 4.65, 4.232
- Use of documents, § 4.231



## INDEX

### DEPOSITIONS—Cont'd

#### Experts, deposition of—Cont'd

Video conference deposition, § 4.224

Videotaped deposition, notice of, § 4.63, 4.242

Videotaped trial deposition, § 4.225, 4.242

Weak expert witnesses, whether to depose, § 4.14

When to take expert's deposition, § 4.222

Whether to take expert's deposition, § 4.14, 4.222

Whose deposition may be taken, § 4.32, 4.221

Facts untrue or not in evidence, assuming or alluding to, § 4.157

Failure of business entity to designate witness, § 4.262

Failure of noticing party to attend deposition or serve subpoena, § 4.264

Failure of party to appear at deposition, § 4.262

Failure of witness to answer questions, § 4.262

Failure to comply with discovery order, sanctions on

Aid of court, enlisting, § 4.184, 4.265

Motion for sanctions, **Form 4.362**

Order for sanctions, **Form 4.363**

Family Part matters, § 4.31, 4.268

Feel at ease, making witness, § 4.129, 4.194, 4.245

File of expert, § 4.223, 4.224

#### Filing

Fees when action out-of-state, § 4.83

Notice of deposition, § 4.63

Petition for in-state deposition for use in foreign country action, § 4.83

Transcript, § 4.279

#### Follow-up questions

Cross-examination, § 4.170

Deposition question responses, follow-up to, § 4.158

Interrogatory responses, follow-up to, § 4.15, 4.106, 4.158

Outline, deposition, § 4.158

Forcing adversary to focus on case, § 4.16, 4.35

Foreign country action, getting in-state deposition

Generally, § 4.81 *et seq.*

Procedure, § 4.83

Requirements, § 4.82

Venue, § 4.83

Foreign country deposition for use in state

Letter rogatory. Forms (sample), this index

Procedure, § 4.73

Forgetful witness, direct examination, § 4.161

#### Form of questions

Cross-examination, § 4.169

Direct examination, § 4.157

#### Forms (sample)

Application for commission to take out-of-state deposition, **Form 4.336**,  
**Form 4.336a**

**DEPOSITIONS—Cont'd**

Forms (sample)—Cont'd

Certificate in support of motion for

Letter rogatory, issuance of, **Form 4.340**

Protective order, **Form 4.354**

Commission to take out-of-state deposition

Application for, **Form 4.336, Form 4.336a**

Basic form, **Form 4.337, Form 4.337a**

Notice of motion for, **Form 4.334**

Order for commission, **Form 4.335**

Order to take deposition in out-of-state action, **Form 4.342**

Consent protective order, **Form 4.352**

Discovery

Document request, **Form 4.370c**

Order for, **Form 4.370b**

Petition for, **Form 4.370a**

Errata sheet, **Form 4.366**

Excluding persons from deposition

Order, **Form 4.350**

Sequestration of witnesses, below

Foreign country action with in state deposition

Order pursuant to Rule 4:11-4, **Form 4.345**

Petition

Rule 4:11-4, pursuant to, **Form 4.344**

Subpoena ad testificandum duces tecum, **Form 4.331**

Subpoena duces tecum, **Form 4.330**

Foreign country deposition for in state action. Letter rogatory, issuance of, below

Letter rogatory, issuance of

Basic form, letter rogatory, **Form 4.341**

Certificate in support of motion for, **Form 4.340**

Notice of motion for, **Form 4.338**

Order for, **Form 4.339**

Limit examination

Order, **Form 4.359**

Limiting examination

Notice of motion for, **Form 4.358**

Notice of motion for

Commission, **Form 4.334, Form 4.334a**

Issuance of letter rogatory, **Form 4.338**

Quashing subpoena, **Form 4.332**

Reasonable expenses to appear at deposition, **Form 4.360**

Relief to litigant, **Form 4.364**

Terminating or limiting examination and for sanctions, **Form 4.358**

Notice to take oral depositions

And request to produce documents, **Form 3.64, Form 4.328**

Basic forms, **Form 4.324, Form 4.325**

By telephone, **Form 4.356**

## INDEX

### DEPOSITIONS—Cont'd

#### Forms (sample)—Cont'd

##### Notice to take oral depositions—Cont'd

Reporting agency's sample form, **Form 4.326**

Rule 4:14-2(c), pursuant to, **Form 4.327**

##### Notice to take video teleconference deposition, **Form 4.357**

#### Order

Case management, **Form 4.323**

Commission, order for, **Form 4.335**

Consent protective order, **Form 4.352**

Discovery, order for, **Form 4.370b**

Excluding persons from deposition, **Form 4.350**

Imposing sanctions, limiting examination and, **Form 4.359**

Letter rogatory, order for issuance of, **Form 4.339**

Limit examination and impose sanctions, **Form 4.359**

Protective order, **Form 4.352, Form 4.355**

Quash subpoena, **Form 4.333**

Reasonable expenses to appear at deposition, **Form 4.361**

Relief to litigant, order for, **Form 4.365**

Rule 4:11-4, **Form 4.345**

Rule 4:17-4(e), **Form 4.321**

Sanctions, limit examination and impose, **Form 4.359**

Sanctions on failure to comply with discovery order, order for, **Form 4.363**

Sequestration of witness, **Form 4.349**

Show cause with expedited discovery provisions, order for, **Form 4.322**

Take deposition in out-of-state action, order for, **Form 4.342**

#### Outline

Deposition, **Form 4.346**

Supplemental proceeding deposition, **Form 4.371**

#### Out-of-state deposition request

Commission to take out-of-state deposition, above

Letter rogatory, issuance of, above

#### Petition for

Discovery, **Form 4.370a**

Foreign country action with in state deposition

Rule 4:11-4, pursuant to, **Form 4.344**

#### Protective order

Basic order, **Form 4.355**

Certification in support of motion for, **Form 4.354**

Consent protective order, **Form 4.352**

Notice of motion for, **Form 4.353**

#### Reasonable expenses to appear at deposition

Notice of motion for, **Form 4.360**

Order for, **Form 4.361**

#### Relief to litigant

Notice of motion for, **Form 4.364**

Order for, **Form 4.365**

**DEPOSITIONS—Cont'd**

Forms (sample)—Cont'd

Rule 4:11-4, pursuant to

Order, **Form 4.345**

Petition, **Form 4.344**

Sanctions. Failure to Make Discovery, Enforcement and Sanctions, this index

Sequestration of witness

Notice of motion for, **Form 4.347**

Order, **Form 4.349**

Subpoena

Ad testificandum, **Form 4.329**

Ad testificandum duces tecum, **Form 4.331**

Duces tecum, **Form 4.330**

Information subpoena, **Form 4.368**

Information subpoena, written questions accompanying, **Form 4.369**

Notice of motion to quash, **Form 4.332**

Order quashing, **Form 4.333**

Summary, deposition, **Form 4.367**

Telephone, notice to take oral depositions by, **Form 4.356**

Video teleconference deposition, notice to take, **Form 4.357**

Formularies, seeking, § **4.125**

Foundation lacking, objections, § **4.178**

Frequency of deposition, § **4.34, 4.150**

Frivolous discovery requests, attorney ethics, § **4.13**

Gamesmanship

Length of deposition day, § **4.186**

General considerations

Actions allowed in, § **4.31**

Choosing location, § **3.27, 4.36**

Coordination with other discovery, § **4.35**

Frequency of deposition, § **4.34**

Involving the client, § **4.37**

Special Civil Part, § **4.38**

When deposition may be taken, § **4.33**

Whose deposition may be taken, § **4.32**

Good cause, court order

Ex parte order extending or reducing time to take deposition, § **4.63**

Out of state deposition for use in NJ, § **4.38, 4.72**

Press members attendance at deposition, § **4.142**

Show cause with expedited discovery provisions, order for, **Form 4.322**

Government officials

Whose deposition may be taken, § **4.32**

Guessing, do not guess rule, § **4.125**

Hague convention, taking of evidence abroad, § **4.73**

Harassment of deponent

By attorney, § **4.13, 4.158, 4.185**

By spectator, § **4.142**

Protective order, § **4.263**

## INDEX

### DEPOSITIONS—Cont'd

- Harmful character evidence, direct examination, § 4.158
- Harmful testimony, direct examination, § 4.158
- Hedging a previously clear answer, direct examination, § 4.158
- Historical use, trial deposition (de bene esse deposition), § 4.202
- Hovering over witness to see documents, § 4.190
- Humiliation or embarrassment
  - Protective order, § 4.263, 4.264
- Hypothetical questions, § 4.229
- If you know or if you remember, comment by attorney, § 4.187
- Ignoring the objection, § 4.182
- Impeaching testimony
  - Direct examination, § 4.158
  - Preparing for deposition, § 4.106
  - Transcript, impeaching trial testimony, § 4.312
  - Use at trial, § 4.201, 4.312, 4.314
- Improper purposes and uses, § 4.13
- Income from litigation, expert's, § 4.229
- Income of lay witness, lost, § 3.27
- Inconsistencies
  - Creating inconsistencies on direct examination, § 4.158
  - Uncovering inconsistencies, § 4.102, 4.106
  - Using deposition at trial to show inconsistencies, § 4.312
- Information subpoena
  - Alternative to deposition, § 4.302
  - Form, **Form 4.368**
  - Form, with written questions, **Form 4.369**
  - Form, with written questions accompanying subpoena, **Form 4.369**
- Inmates, § 4.32
- Inquiry, scope of
  - Direct examination, § 4.156, 4.159
- Inspect, copy, test, or sample tangible things by way of deposition, § 3.33
- In-state deposition for use in state, procedure, § 4.61 et seq.
- In-state deposition for use out-of-state, procedure, § 4.81 et seq.
- Instruction not to answer
  - Generally, § 4.183
  - Experts, deposition of, § 4.230
  - Privileged or confidential materials, § 4.283
  - Response to objections to deposition questions, § 4.182
- Instructions at deposition
  - Not to answer. Instruction not to answer, above
  - Preliminary instructions, § 4.152-4.155
  - Preparing witness, checklists and instructions as aids, § 4.131
- Interpreters, using, § 4.112, 4.195, 4.196
- Interrogatories
  - Advantages of deposition over interrogatories, § 4.15
  - Alternatives to depositions, § 4.19
  - Coordination with, § 4.35

## DEPOSITIONS—Cont'd

### Interrogatories—Cont'd

Direct examination, reviewing interrogatories, § 4.158, 4.159

Follow-up questions, § 4.15, 4.106, 4.158

Reference to deposition testimony in lieu of specific answers to interrogatories, § 2.111, 2.171

Witness reviewing answers before deposition, § 4.126

### Intimidating the witness

Conduct of counsel, § 4.185, 4.191

Questionable purposes and use of deposition, § 4.13

Seating arrangement, § 4.143, 4.146

### Involving the client

Generally, § 4.37

Meeting with the client, § 4.104

### Joinder of party

Extension of time to take deposition, § 4.33

Lack of notice of deposition, effect of, § 4.63

Judges, principles of professionalism for, § 4.13, 4.122, 4.185, 8.1

### Judgment

Debtor's deposition. Aid of collecting a judgment, above

Summary judgment, below

Key to success, preparing to take the deposition, § 4.101

### Key words, use of

Direct examination, § 4.162

Transcript indexing, § 4.272

### Knowledge

Adversary, knowledge of, § 4.110, 4.122

All right if you do not know of cannot answer the question, rule, § 4.125

Attorney's knowledge, generally, § 4.11

Elements of claim and defense, preparing deposition outline, § 4.103

Exhausting witness's knowledge, direct examination, § 4.158

Facts and legal issues, knowledge of, § 4.122

If you know or if you remember, comment by attorney, § 4.187

Others with knowledge, asking about, § 4.159

Preparing to defend the deposition, § 4.122

Prior discovery and pleadings, knowledge of, § 4.122

Witness, knowing the, § 4.113

### Leading questions

Cross-examination, § 4.169

Direct examination, § 4.157

### Length of deposition day

Breaks and recesses, above

Gamesmanship, § 4.186

Starting and ending time, § 4.144

### Lengthy objections, § 4.188

### Letter rogatory, issuance of

Basic form, letter rogatory, **Form 4.341**

Certificate in support of motion for, **Form 4.340**

## INDEX

### DEPOSITIONS—Cont'd

- Letter rogatory, issuance of—Cont'd
  - Notice of motion for, **Form 4.338**
  - Order for, **Form 4.339**
- Lies by client in response to discovery requests
  - Attorney's obligation (ABA Formal Opinion 93-376), § **4.125**, **4.372**
  - Consequences of, § **4.125**
- Lies by witness, consequences of, § **4.158**
- Limit examination
  - Motion, § **4.264**
  - Notice of motion for, **Form 4.358**
  - Objections to deposition questions, responses to, § **4.184**
  - Order, **Form 4.359**
- Location of deposition
  - Attorney's office as location of deposition, § **3.27**, **4.36**, **4.129**
  - Choosing location, § **3.27**, **4.36**, **4.72**
  - Courthouse as location of deposition, § **3.27**, **4.36**
  - Making witness feel at ease, § **4.129**
  - Reporter's office, § **3.27**, **4.36**
  - Subpoena limitations, § **4.65**
  - Telephone depositions, § **4.251**
- Long-distance testimony
  - Telephone depositions option, § **4.45**
  - Video teleconference depositions option, § **4.45**
  - Written depositions option, § **4.44**
- Making the witness feel at ease, § **4.129**, **4.194**, **4.245**
- Marking document as deposition exhibit, § **3.25**, **4.107**, **4.160**, **4.223**
- Medical malpractice cases
  - Pre-litigation deposition, § **4.290**
  - Video teleconference depositions, § **4.252**
- Meeting with client
  - Preparing to take the deposition, § **4.104**
- Methods of deposing witnesses and recording testimony
  - Generally, § **4.41**
  - Alternative methods, § **4.46**
  - Certified shorthand reporter present, § **4.42**
  - In person
    - Certified shorthand reporter present, § **4.42**
    - Videotaped, § **4.43**
  - Long-distance depositions, § **4.45**
  - Stipulations regarding discovery procedure, § **4.41**
  - Videotaped, § **4.43**, **4.241**
  - Written questions, deposition upon, § **4.44**
- Misuse of documents, attorney conduct at deposition, § **4.190**
- Mock deposition, § **4.132**
- Motion practice
  - Aid of court, enlisting, § **4.268**

**DEPOSITIONS—Cont'd**

Motion practice—Cont'd

Certificate in support of motion for

Letter rogatory, issuance of, **Form 4.340**

Protective order, **Form 4.354**

Commission to take out-of-state deposition, notice of motion for, **Form 4.334**

Dismiss, motion to, § **4.265, 4.267**

Failure to comply with prior discovery order, motion, § **4.265**

Family Part motions, service requirements, § **4.268**

Family Part motions requirements, § **4.268**

Letter rogatory, issuance of

Certificate in support of motion for, **Form 4.340**

Notice of motion for, **Form 4.338**

Limiting examination

Generally, § **4.264**

Notice of motion for, **Form 4.358**

Notice of motion for

Commission, **Form 4.334, Form 4.334a**

Issuance of letter rogatory, **Form 4.338**

Quashing subpoena, **Form 4.332**

Reasonable expenses to appear at deposition, **Form 4.360**

Relief to litigant, **Form 4.364**

Terminating or limiting examination and for sanctions, **Form 4.358**

Objections to deposition questions, motion to resolve, § **4.184**

Preclusionary order, failure to comply with prior discovery order, motion, § **4.265**

Protective order

Alternative to motion to quash subpoena, § **4.65**

Certification in support of motion for, **Form 4.354**

Notice of motion for, **Form 4.353**

Reasonable expenses to appear at deposition, notice of motion for, **Form 4.360**

Relief to litigant, motion for

Generally, § **4.265**

Notice of motion for, **Form 4.364**

Order for, **Form 4.365**

Requirements of motion, § **4.268**

Sanctions on failure to comply with discovery order, motion for, **Form 4.362**

Sequestration of witness, notice of motion for, **Form 4.347**

Service, Family Part motions requirements, § **4.268**

Subpoena

Notice of motion to quash, **Form 4.332**

Protective order as alternative to motion to quash subpoena, § **4.65**

Summary judgment motion, use in court proceedings, § **4.316**

Terminate examination

Motion, § **4.264**

Notice of motion for, **Form 4.358**



## INDEX

### DEPOSITIONS—Cont'd

Motion practice—Cont'd

Use in court proceedings

Generally, § 4.316

Summary judgment motion, § 4.316

Names and unusual words, accuracy of, § 4.145

Needed objections, § 4.177

Need to move quickly, aid of collecting a judgment, § 4.304

New expert, retaining, § 4.222

Non-parties

Authenticating documents, § 3.30

Choosing location of deposition, § 3.27, 4.36

Compelling attendance of, § 4.62

Inspect, copy, test, or sample tangible things by way of deposition, § 3.33

Objections to deposition matters, presence of non-parties at deposition,  
§ 4.195

Presence of non-parties at deposition, objections to deposition matters, § 4.195

Procedure, out-of-state deposition for use in state action, § 3.29, 4.73

Production of documents, § 3.27-3.30, 4.15

Reading transcript to jury, § 4.313

Service of notice of deposition, § 3.27, 4.63

Subpoena duces tecum, § 3.27

Nonverbal occurrences, noting, § 4.172

Notes

Taking notes, direct examination, § 4.163

Use of notes or documents at examination, deponent's, § 4.159

Note-taking, direct examination, § 4.159, 4.163

Notice of bringing consulting expert to deposition, § 4.142

Notice of deposition

Generally, § 4.63

Caption, § 4.63

Compelling attendance at deposition, § 4.62

Contents, § 4.63

Documents request. Documents, above

Effect of lack of notice, § 4.63

Experts, deposition of, § 4.224

Objections to notice, § 4.64

Organizations' employees deposed, § 4.32, 4.72

Outside of state or country action but deposition in state, § 4.83

Outside of state or country depositions, § 4.73

Pre-litigation deposition, § 4.290

Service of notice, § 4.15, 4.63, 4.290

Supplemental proceeding depositions, § 4.303

Telephone deposition, notice to take oral depositions by, **Form 4.356**

Trial deposition (de bene esse deposition), § 4.203

Triggering deposition of your client, § 4.16

Videotaped deposition, § 4.63

Notice of reading to jury designation portions of deposition, § 4.314

**DEPOSITIONS—Cont'd**

- Noting nonverbal occurrences, § 4.172
- Number of exhibits, § 4.107
- Number of times a party may examine, § 4.34, 4.150
- Oath. Affirmation or oath, above
- Objections to deposition matters
  - Admissibility of objections, generally, § 4.317
  - Answers to deposition questions, § 4.181
  - Commission to take outside state deposition, § 4.73
  - De bene esse deposition, § 4.205, 4.207
  - Documents request, § 3.25
  - Interpreter's qualifications or competence, § 4.195, 4.196
  - Notice of deposition, § 4.64
  - Oath or affirmation, manner of, § 4.148
  - Presence of non-parties at deposition, § 4.195
  - Questions. Objections to deposition questions, below
  - Reading portions of deposition to jury, § 4.314, 4.315
  - Recording testimony, manner of, § 4.147
  - Reporter's qualifications, competence, or bias, § 4.195
  - Requesting documents, § 3.25
  - Seating arrangement unfair, § 4.195
  - Trial deposition (de bene esse deposition), § 4.205, 4.207
  - Waiver of objections. Waiver, below
  - Witness calling for too many breaks, § 4.195
- Objections to deposition questions
  - Generally, § 4.157
  - Absolute litigation privilege, § 4.177
  - Additional objections commonly made, § 4.178
  - After witness answers, § 4.180
  - Allowable objections, generally, § 4.176
  - Anticipating objections, § 4.108, 4.110, 4.122, 4.127
  - Asked and answered, § 4.178
  - Assumes facts not in evidence, § 4.178
  - Attorney-client privilege, § 4.177, 4.183
  - Attorney conduct, generally, § 4.185-4.193
  - Document speaks for itself, § 4.178
  - Form of question, § 4.157, 4.177
  - Foundation lacking, § 4.178
  - How to state the objection, § 4.179
  - Improperly stated objections, § 4.179
  - Instructions not to answer, § 4.183
  - Interrogator's response to, § 4.182
  - Lengthy or suggestive objections, § 4.188
  - Litigation privilege, § 4.177
  - Miscellaneous, § 4.195
  - Necessary to make, § 4.177
  - No foundation, § 4.178
  - Nonresponsive answer, § 4.181

## INDEX

### DEPOSITIONS—Cont'd

#### Objections to deposition questions—Cont'd

- Not relevant, § 4.178
- Privileges objections, § 4.177, 4.179, 4.183
- Proper statement of the objection, § 4.179
- Purposes of objections, § 4.174
- Quick answer by deponent, objecting after, § 4.180
- Relation to trial objections, § 4.157
- Relevance objection, “not relevant,” § 4.178
- Reserving until trial, § 4.151
- Resolution of, § 4.184
- Responses. Objections to deposition questions, responses to, below
- Stating the objection, § 4.179
- Stipulations, § 4.151
- Strategic considerations, § 4.179
- Striking the answer, § 4.181
- Summarizing questions, § 4.157
- To form of answer, § 4.181
- To questions, generally, § 4.173-4:180, 4.173-4.180
- Videotaped deposition, § 4.177, 4.283
- Waiver of objection, § 4.177
- Waiver of privilege, § 4.177
- Who may object, § 4.175
- Written questions, depositions upon, § 4.253

#### Objections to deposition questions, responses to

- Generally, § 4.182
- Arguing the objection, § 4.182
- Calling the court, § 4.182, 4.184
- Compelling discovery, § 4.184
- Dismiss or suppress pleading, § 4.184
- Excessive objections, § 4.182
- Filing motion to resolve issue, § 4.184
- Ignoring the objection, § 4.182
- Instructions not to answer, response to, § 4.182
- Limit examination, § 4.184
- Notifying the judge, § 4.182, 4.184
- Protective order, § 4.184
- Rephrasing the question, § 4.182
- Resolutions of objections, generally, § 4.184
- Sanctions, § 4.184
- Specific grounds for objection, requesting, § 4.182
- Stipulating to the objections, § 4.182
- Striking pleading, § 4.184
- Terminate examination, § 4.184

#### Objections to manner of conducting deposition

- Oath or affirmation, manner of, § 4.148
- Recording testimony, manner of, § 4.147
- Objections to preliminary instructions, § 4.155

**DEPOSITIONS—Cont'd**

- Obtaining admissions, § 4.102
- Obtaining documents by deposition, § 4.63, 4.91
- Officers and directors, compelling attendance of nonresident, § 4.62
- Off the record statements and discussions by attorney, § 4.193
- On the record statements by attorney, § 4.189, 4.193
- Open ended questions versus single answer questions, § 4.158
- Opening statement, reading portions of deposition during, § 4.314
- Opinions
  - Asking expert about draft opinions, § 4.229
  - Lay witnesses' opinions and inferences, § 4.221
- Ordering the transcript, § 4.272
- Orders
  - Forms (sample), above
  - Preclusionary order, failure to comply with prior discovery order, motion, § 4.265
  - Protective order, below
- Other discovery
  - Coordination with, § 4.35
  - Interrogatories as alternative to deposition, § 4.19
- Outline, deposition
  - Chronological progression of questions, § 4.158
  - Debtor's examination in aid of collecting a judgment, § 4.305
  - Follow-up questions, § 4.158
  - Forms (sample), this index
  - Preparation of outline for taking deposition, § 4.103, 4.112, 4.114
  - Forms, **Form 4.346, Form 4.371**
  - Random questioning, § 4.158
  - Supplemental proceeding deposition, § 4.305, 4.306
- Out-of-country deposition. Foreign country deposition, above
- Out-of-state action, getting in-state deposition
  - Generally, § 4.81 et seq.
  - Procedure, § 4.83
  - Requirements, § 4.82
- Out-of-state or country deposition for use in state action
  - Generally, § 4.71
  - Commission. Forms (sample), this index
  - Foreign country deposition, above
  - Good cause, court order, § 4.38
  - Letter rogatory, issuance of. Forms (sample), this index
  - Location of deposition, § 4.36
  - Non-parties witnesses, § 4.73
  - Parties as witnesses, § 4.72
  - Procedure, § 4.71 et seq.
- Pending appeal
  - Generally, § 4.291
  - Types of depositions, § 4.54
  - When deposition may be taken, § 4.33

## INDEX

### DEPOSITIONS—Cont'd

Physical and mental examination of persons, discovery by

Deposing examinee before examination, § 5.5

Deposing expert about opinion given, § 5.13

Pleadings

Dismiss or suppress pleading, § 4.184

Review of pleadings

Direct examination, § 4.159

Preparing to defend the deposition, § 4.122

Preparing to take the deposition, § 4.106

Preparing witness, § 4.126

Striking pleadings, below

Post-deposition considerations

Generally, § 4.271 et seq.

Confidentiality, protecting, § 4.281

Continuing duty to disclose changed deposition testimony, § 4.282

Exhibits, deposition, § 4.278

Filing of transcript, § 4.279

How long it takes to get transcript, § 4.274

Making corrections to deposition/transcript, § 4.277

Ordering the transcript, § 4.272

Review of transcript, § 4.275

Signing the deposition/transcript, § 4.276

Summaries, deposition, § 4.280

Videotaped depositions, special requirements, § 4.283

Who pays?, § 4.273

Preclusionary order

Failure to comply with prior discovery order, motion, § 4.265

Preliminary instructions at deposition

Generally, § 4.152

Continued depositions, § 4.154

Objections to instructions, § 4.155

Purpose, § 4.153

Sample introduction, § 4.153

Pre-litigation. Before commencement of action, above

Preparing to defend the deposition

Generally, § 4.121 et seq.

Anticipating testimony and preparing to object, § 4.122, 4.127

Attorney, preparation of, § 4.11, 4.122

Experts, deposition of, § 4.227

Knowing the witness, § 4.122

Knowledge of adversary, § 4.122

Knowledge of facts and legal issues, § 4.122

Knowledge of prior discovery and pleadings, § 4.122

Objections, anticipating, § 4.122, 4.127

Outline of deposition, § 4.122, 4.132

Reviewing discovery and pleadings, § 4.122

Reviewing documents, § 4.122

**DEPOSITIONS—Cont'd**

- Preparing to defend the deposition—Cont'd
  - Seating arrangement, § 4.143, 4.146, 4.195
  - Trial deposition (de bene esse deposition), § 4.205, 4.207
  - Witness, preparation of. Preparing witness, above
- Preparing to take the deposition
  - Generally, § 4.101 et seq.
  - Administrative issues, § 4.112
  - Aid of collecting a judgment, § 4.305
  - Anticipating objections, § 4.108, 4.110
  - Confirming the deposition, § 4.112, 7.7
  - Continuation of prior deposition, § 4.106, 4.109
  - Determining purpose and defining strategy, § 4.102
  - Documents, review of, § 4.106
  - Exhibits, preparing to use at deposition, § 4.107
  - Expert, consulting with, § 4.105
  - Expert's deposition, § 4.226
  - Interpreters, § 4.112, 4.196
  - Interrogatory answers, review of, § 4.106
  - Key to success, § 4.101
  - Knowing the witness, § 4.113
  - Knowing your adversary, § 4.110
  - Knowledge of attorney, generally, § 4.11
  - Knowledge of claim and defense, § 4.103
  - Meeting with client, § 4.104
  - Outline, preparation and use of, § 4.103, 4.112, 4.114, Form 4.346
    - Form 4.371
  - Pleadings, review of, § 4.106
  - Purpose of deposition, determining, § 4.102
  - Refreshing witness' past recollection, § 4.107, 4.126, 4.159
  - Review of existing discovery/documents, § 4.106
  - Strategy, defining strategy, § 4.102
  - Technical questions, preparing in advance, § 4.114
  - Trial deposition (de bene esse deposition), § 4.204, 4.206
  - Videotaped deposition, preparing for, § 4.111, 4.244
- Preparing to use exhibits at deposition, § 4.107
- Preparing witness
  - Generally, § 4.123 et seq., 4.194
  - Advising the witness, § 4.124
  - Aggressively answer, preparing witness to, § 4.134
  - All right if you do not know of cannot answer the question, rule, § 4.125
  - Answer question aggressively, § 4.134
  - Answer question asked, rule, § 4.125
  - Anticipating questions, § 4.122, 4.127
  - Attire, appropriate, § 4.127, 4.130, 4.245
  - Attorney-client privilege, § 4.124
  - Attorney conduct, § 4.194
  - Be honest, rule, § 4.125

## INDEX

### DEPOSITIONS—Cont'd

#### Preparing witness—Cont'd

- Bringing documents/papers to deposition, § 4.125, 4.133
- Checklists and instructions as aids, § 4.131
- Client vs. non-client, § 4.124
- Consultations with attorney, rule, § 4.125
- Do not bring papers, rule, § 4.125, 4.133
- Do not guess, rule, § 4.125
- Do not let down your guard, rule, § 4.125
- Do not volunteer information, rule, § 4.125
- Exhibits, reviewing proposed exhibits, § 4.128
- General rules, § 4.125
- Listen carefully, rule, § 4.125
- Maintain your poise, rule, § 4.125
- Making witness feel at ease, § 4.129, 4.194, 4.245
- Mock deposition, § 4.132
- Rehearsing witness, § 4.132, 4.245
- Reviewing prior discovery, pleadings, and documents, § 4.126
- Reviewing proposed exhibits, § 4.128
- Reviewing proposed testimony, § 4.127
- Take your time, rule, § 4.125
- Taking breaks, rule, § 4.125
- Tell the truth, rule, § 4.125
- Treat interrogator with respect, rule, § 4.125
- Understand the question, rule, § 4.125
- Using preparation aids, § 4.131
- Videotape of process as aid, § 4.131
- Videotaping mock deposition of witness, § 4.132

#### Preserving testimony

- Generally, § 1.9
- Pending appeal, § 4.54, 4.291
- Pre-litigation deposition, § 4.290
- Preparing to take the deposition, § 4.102

#### Press members, exclusion from attending deposition, § 4.142

#### Press releases, litigation privilege, § 4.177

#### Principles of professionalism, § 4.13, 4.122, 4.185, 8.1

#### Privileged information or materials

- Attorney-client privilege, above
- Attorney work-product, above
- Instruction not to answer, § 4.283
- Objections to deposition questions, § 4.177, 4.179, 4.183
- Post-deposition considerations, § 4.281
- Protective order, § 4.177, 4.263
- Questioning witness about, § 4.125
- Unsolicited receipt of (ABA Formal Opinion 93-382), § 4.373

#### Procedure

- Experts, deposition of, § 4.224

**DEPOSITIONS—Cont'd**

Procedure—Cont'd

In-state deposition for use in foreign action

Generally, § 4.81

Procedure, § 4.83

Requirements, § 4.82

In-state deposition for use in state action

Generally, § 4.62

Compelling attendance at deposition, § 4.61

Notice, § 4.63

Objections to notice, § 4.64

Subpoenas, § 4.65

Out-of-state deposition for use in state action

Generally, § 4.71

Non-parties, § 4.73

Parties, § 4.72

Professionalism for attorneys and judges, principles of, § 4.13, 4.122, 4.185, 8.1

Pro se party

Dealing with deponent unrepresented by attorney, § 4.164

Direct examination, specific areas of inquiry, § 4.159

Right to object to questions, § 4.175

Protective order

Generally, § 4.263, 4.264

Alternative to motion to quash subpoena, § 4.65

Attendance at deposition, barring, § 4.142

Attorney's fees, § 7.4

Forms (sample), above

Motion practice, above

Privileges disputes, settling, § 4.177, 4.263

Transcript confidentiality, § 4.281

Where to hold deposition of non-resident party, § 4.72

Purpose and use of depositions

Generally, § 4.11 et seq., 4.102

Admissions, obtaining, § 4.102

Advantages of depositions over other discovery methods, § 4.15

Alternatives to depositions, above

Authenticating documents, § 4.102

Controlling the case, § 4.102

Defining strategy, § 4.12, 4.35, 4.102

Determining purpose

Generally, § 4.12

When taking the deposition, § 4.102

Disadvantages of depositions versus other discovery methods, § 4.16

Discovery of information, § 4.102

Educating the opposition, § 4.102

Evaluating the adversary, § 4.102

Evaluating the witness, § 4.102

Freezing testimony, § 4.102



## INDEX

### DEPOSITIONS—Cont'd

#### Purpose and use of depositions—Cont'd

- Improper purposes and uses, § 4.13
- Inconsistencies, uncovering, § 1.7, 4.102
- Objections, purpose of, § 4.174
- Preliminary instructions at deposition, § 4.153
- Preserving testimony, § 1.9, 4.102
- Questionable purposes and uses, § 4.13
- Settlement, fostering, § 4.102
- Strategic considerations, below
- Summary judgment, basis for, § 4.102
- Using transcript at trial, § 4.102

#### Purpose of objections, § 4.174

#### Qualifications

- Experts qualifications, obtaining, § 4.224
- Interpreter's qualifications, objections to, § 4.195
- Reporter's qualifications, objections to, § 4.147, 4.195

#### Quashing the subpoena. Subpoena, below

#### Questioning sequence, § 4.149

#### Questioning techniques

- Generally, § 4.103
- Anticipating objections, § 4.108, 4.110, 4.127
- By issue, § 4.158
- Chronological progression, § 4.158
- Direct examination, § 4.158
- Experts' deposition, § 4.226
- General rules for witnesses, § 4.125
- Harmful testimony, § 4.158
- Hypothetical questions, § 4.229
- Obtaining a definite answer, § 4.158
- Open ended questions versus single answer questions, § 4.158
- Random questioning, § 4.158
- Relevance, § 4.156
- Seeking particular answer, § 4.158
- Solidifying testimony, § 4.158
- Technical questions, preparing in advance, § 4.114

#### Random questioning, § 4.158

#### Read to the jury, § 4.158, 4.229, 4.313, 4.314, 4.315

#### Recesses. Breaks or recesses during deposition, above

#### Recording testimony

- Alternatives, § 4.46
- Audio taping deposition, § 4.254
- Certified shorthand reporter present, § 4.42
- Conducting the discovery deposition, § 4.147
- Long distance depositions, § 4.45
- Procedure, § 4.147
- Relationship with reporter, § 4.145
- Videotaped deposition, transcript requirement, § 4.43

**DEPOSITIONS—Cont'd**

- Recross and redirect examination, § 4.150, 4.171
- Redirect examination, § 4.150, 4.171
- Refreshing witness' past recollection, § 4.107, 4.126, 4.159
- Rehearsing, witness preparation, § 4.132, 4.245
- Relevance
  - Direct examination, § 4.156
  - Objections to deposition questions, § 4.178
- Relief to litigant. Aid of court, enlisting, above
- Rephrasing the question
  - Direct examination, § 4.157, 4.177
  - Objections to deposition questions, responses to, § 4.182
- Reporter. Certified shorthand reporter, above
- Requests for admission, alternative to depositions, § 4.21
- Resolution of objections, § 4.184
- Review of documents
  - Existing discovery/documents, § 4.106, 4.128, 4.159
  - Expert's deposition, § 4.229
  - Interrogatories, § 4.158, 4.159
  - Pleadings, this index
  - Prior deposition, § 4.106, 4.109
  - Prior discovery and documents, § 4.106, 4.122, 4.126
  - Proposed exhibits, § 4.128
  - Proposed testimony, witness preparation, § 4.127
  - Statement from witness, § 4.106
  - Transcript, § 4.275
- Rules for testifying at a deposition, § 4.374
- Sanctions. Failure to Make Discovery, Enforcement and Sanctions, this index
- Scope of inquiry
  - Cross-examination, § 4.168
  - Direct examination, § 4.156-4:159
  - Recross and redirect examination, § 4.171
  - Technical questions, preparing in advance, § 4.114
- Sealing the transcript, § 4.177
- Sealing videotaped depositions, § 4.249, 4.279
- Seating arrangement at deposition, § 4.143, 4.146, 4.195
- Seating of reporter, § 4.145
- Selecting the deponent. Choosing the deponent, above
- Self-authenticated documents, § 4.159
- Sequence
  - Cross-examination, § 4.167
  - Questioning, § 4.149
  - Using discovery methods, § 2.82 et seq., 4.15, 4.35
  - Which deposition goes first, § 4.15, 4.35
- Sequestration of witness
  - Generally, § 4.142
  - Forms (sample), this index
  - Notice of motion for, **Form 4.347**

## INDEX

### DEPOSITIONS—Cont'd

#### Sequestration of witness—Cont'd

Notice of multiple depositions, § 4.63

Order, **Form 4.349**

#### Service

Family Part motions requirements, § 4.268

Information subpoena and written questions, § 4.302

Notice of deposition, § 4.15, 4.63

Objections to documents request, § 3.25

Objections to questions in written deposition, § 4.253

Pre-litigation deposition notice, § 4.290

Subpoena, § 4.65

Subpoena duces tecum, § 3.27

Supplemental proceeding depositions, § 4.303

#### Settlement

Do not volunteer information, rule's applicability, § 4.125

Privileges disputes, settling, § 4.177

Purpose and use of depositions, fostering settlement, § 4.102

Show cause with expedited discovery provisions, order for, **Form 4.322**

Signing the deposition/transcript, § 4.276

Solidifying testimony, direct examination, § 4.158

Speaks for itself, document, § 4.178

Special Civil Part, general considerations, § 4.31, 4.38

#### Special depositions

Audio taping depositions, § 4.254

Telephone depositions, below

Videotaped depositions, below

Video teleconference depositions, below

Written questions, depositions upon, below

#### Specific areas of inquiry

Direct examination, § 4.159

Experts, deposition of, § 4.229

Supplemental proceedings deposition, examination of judgment debtor,  
§ 4.306

#### Specific “form” issues

Direct examination, § 4.157

Starting time, § 4.144

#### Statement from witness

Alternatives to depositions, § 4.18

Review of in preparation for deposition, § 4.106

Statements on the record, attorney's, § 4.189, 4.193

Stating the objection, § 4.179

#### Stipulations regarding discovery procedure

Generally, § 4.41, 4.46

Conducting the deposition, usual stipulations, § 4.151

Objections to deposition questions, § 4.182

Recording testimony, § 4.147

Strategic Considerations, this index

**DEPOSITIONS—Cont'd**

Striking pleadings

Attendance failure, § 4.262

Failure to comply with prior discovery order, § 4.265

Objections to deposition questions, § 4.181, 4.184

Subpoena

Generally, § 4.62, 4.65

Ad testificandum, **Form 4.329**

Ad testificandum duces tecum, **Form 4.331**

Compelling attendance at deposition, generally, § 4.65

Contents, § 4.65

Duces tecum, § 3.27, **Form 4.330**, **Form 4.331**

Experts, deposition of, § 4.224

Expert's case file, § 4.223

Failure of noticing party to attend deposition or serve subpoena, enlisting court aid, § 4.264

Forms (sample), above

Information subpoena, above

In-state deposition for use in state action, § 4.65

Issuance of, § 4.65

Notice of deposition, § 4.63

Notice of motion to quash, **Form 4.332**

Order quashing, **Form 4.333**

Out-of-state or country non-party witness for deposition use in state, § 4.73

Out-of-state party witness for deposition use in state, § 4.72

Protective order as alternative to motion to quash subpoena, § 4.65

Quashing the subpoena

Generally, § 3.27, 4.65

Notice of motion to quash, **Form 4.332**

Order quashing, **Form 4.333**

Service of, § 4.65

Strategic considerations, § 4.62

Who may be, § 4.65

Substituting experts, § 4.14

Suggesting answers, § 4.185, 4.192

Suggestive objections, § 4.188

Summarizing deposition questions and objections, § 4.157

Summary, deposition

Generally, § 4.280

Sample form, **Form 4.367**

Summary judgment, basis for

Purpose and use of depositions, § 4.102

Transcript, § 4.102

Use in court proceedings, § 4.316

Supplemental proceeding depositions in aid of collecting a judgment

Generally, § 4.303

Documents request, § 4.303

Examination of the debtor, § 4.306

## INDEX

### DEPOSITIONS—Cont'd

Supplemental proceeding depositions in aid of collecting a judgment—Cont'd

Need to move quickly, § 4.304

Notice, § 4.303

Outline, deposition, § 4.305, 4.306

Preparation for, § 4.305

Service of notice, § 4.303

Whose deposition may be taken, § 4.303

Taking notes, direct examination, § 4.163

Talking at same time, § 4.145

Tangible things (inspect, copy, test, or sample), § 3.33

Tape-recording statement of witness

Court reporter matters. Certified court reporter, above

Technical questions

Consulting with an expert, § 4.105

Preparing in advance, § 4.114

Teleconference depositions

Telephone. Telephone depositions, below

Video teleconference. Video teleconference depositions, below

Telephone

Applying for sanctions by, § 7.11

Depositions. Telephone depositions, below

Taking witness statements by, § 4.18

Telephone depositions

Generally, § 4.45, 4.250

Advantages/disadvantages, § 4.250

Arranging the call, § 4.251

Attendance, § 4.251

Costs, § 4.45

Documents usage, § 4.251

Exhibits, § 4.251

Location, § 4.251

Notice to take deposition by telephone, § 4.251, Form 4.356

Procedure, § 4.251

Reporter's presence, § 4.251

Strategy issues, § 4.251

Taking the deposition, § 4.251

Video teleconference. Video teleconference depositions, below

When to use, § 4.250

Terminate examination

Motion, § 4.264

Notice of motion for, Form 4.358

Objections to deposition questions, responses to, § 4.184

Time

Breaks or recesses during deposition, above

De bene esse deposition, § 4.203

Ending time, § 4.144

Expedited discovery provisions, order for show cause with, Form 4.322

## DEPOSITIONS—Cont'd

### Time—Cont'd

- Expedited transcript, § 4.274
- Expediting litigation, attorney ethics, § 4.13
- Experts, deposition of, § 4.222, 4.224
- Extending time to take deposition, § 4.33, 4.63
- Family Part motions requirements, § 4.268
- Gamesmanship, length of deposition day, § 4.186
- Length of deposition day, § 4.186
- Manner of recording, objections to, § 4.147
- Notice of deposition objection, § 4.64
- Number of times a party may examine, § 4.34, 4.150
- Objections to questions in written deposition, § 4.253
- Objections to video taped deposition, § 4.283
- Objection to deposition notice, § 4.64
- Preparing witness, take your time, rule, § 4.125
- Production of documents, § 4.15
- Reducing time to take deposition, § 4.63
- Service of deposition notice, § 4.15
- Starting time, § 4.144
- Statements from witnesses, when to take, § 4.18
- Talking at same time, § 4.145
- Transcript, getting the transcript, § 4.274
- When deposition may be taken, § 4.33, 4.63
- Written questions deposition, objections to questions in, § 4.253
- Tipping your hand regarding case strategy, § 4.16, 4.35
- Tool of discovery, § 1.14
- Top executive of adverse party, deposing, § 4.13, 4.72
- Tossing document at witness, § 4.190
- Trade secrets, § 4.125
- Transcript
  - Agreement with certified court reporter, § 4.42
  - Audio taped depositions, § 4.254
  - Audio taped statements of witnesses, § 4.18
  - Confidentiality, protecting, § 4.281
  - Continuing duty to disclose changed testimony, § 4.282
  - Copy of transcript, § 4.272
  - Corrections to deposition/transcript, making, § 4.277, 4.282
  - Cost, § 4.272, 4.273, 4.274
  - Daily transcript, § 4.274
  - Errata sheets, § 4.277, Form 4.366
  - Expedited transcript, § 4.274
  - Filing of transcript, § 4.279
  - Format options, § 4.272
  - How long it takes to get transcript, § 4.274
  - Impeaching trial testimony, generally, § 4.312
  - Key word indexing, § 4.162, 4.272
  - Making corrections to deposition/transcript, § 4.277

## INDEX

### DEPOSITIONS—Cont'd

#### Transcript—Cont'd

Names and unusual words, accuracy of, § 4.145

Ordering the transcript, § 4.272

Post-deposition considerations, § 4.271 et seq.

Reading transcript to jury, § 4.313

Reporter, relationship with, § 4.145

Review of transcript, § 4.275

Sealing the transcript, § 4.177

Signing the deposition/transcript, § 4.276

Summarizing, § 4.280

Summary judgment, basis for, § 4.102

Time, getting the transcript, § 4.274

Use at trial, § 4.312

Videotaped deposition, § 4.43, 4.273, 4.279

Travel and mileage expenses, § 3.27, 4.63, 4.65, 4.232

Trial deposition (de bene esse deposition)

Generally, § 4.201

Applicability of Court Rules, § 4.203

Conducting the trial deposition, § 4.204, 4.206

Defending the trial deposition, § 4.205, 4.207

Historical use, § 4.202

Notice, § 4.203

Objections, § 4.205, 4.207

Pre-litigation deposition, § 4.290

Preparing to defend, § 4.205

Preparing to take, § 4.204

Taking discovery deposition before, § 4.203

Videotaped deposition, § 4.202, 4.207, 4.242, 4.290

Trial use of deposition. Use in court proceedings, below

Triggering deposition of your client, § 4.16

Tying down the witness too much, direct examination, § 4.158

Types of depositions

Generally, § 4.51

Before commencement of action, § 4.53

During an action, § 4.52

Pending appeal, § 4.54

Unrepresented employees of organizations, attorney communicating with, § 4.18

Unrepresented party. Pro se party, above

Unusual words, accuracy of, § 4.145

Use at trial

Generally, § 4.201, 4.311

Applicability of Rules of Evidence, § 4.315

Authorized representative, reading transcript to the jury, § 4.313

Impeaching testimony, § 4.201, 4.312

Lack of notice of deposition, effect of, § 4.63

Procedure, reading transcript to the jury, § 4.314

Reading deposition to the jury, § 4.158, 4.313, 4.314, 4.315

**DEPOSITIONS—Cont'd**

Use at trial—Cont'd

- Representation at deposition, reading transcript to the jury, § 4.313
- Videotaped deposition, § 4.201

Use in court proceedings

- At trial. Use at trial, above
- In motion practice, § 4.316
- Objections to admissibility, § 4.317
- Summary judgment motion, § 4.316

Use of “key words” on direct examination, § 4.162

Using documents at deposition

- Attorney conduct at deposition, § 4.190
- Experts, deposition of, § 4.231

Venue

- Foreign country action, getting in-state deposition, § 4.83
- Non-party resident, § 3.27

Videotaped depositions

- Generally, § 4.241 et seq.
- Advantages and disadvantages, § 4.242
- Appellate review of trial court rulings, § 4.249
- Arranging the deposition, § 4.243
- Attire of witness, § 4.245
- Attorney preparation, § 4.244
- Contents of notice of deposition, § 4.63
- Copies of deposition, § 4.249, 4.273, 4.279, 4.283
- Cost or expense, § 4.16, 4.242, 4.273
- Cross-examination, § 4.246, 4.248
- Defending the deposition, § 4.246, 4.248
- Delivery of, § 4.283
- Demeanor of witness, § 4.245
- Differences from standard deposition, § 4.244
- Documents, reviewing, § 4.246
- Experts, deposition of, § 4.63, 4.225, 4.242
- Failing to take discovery deposition prior to video deposition, § 4.243
- Filing, § 4.249, 4.279
- Making witness feel at ease, § 4.245
- Method of deposing witnesses and recording testimony, § 4.43, 4.241
- Mock deposition of witness, § 4.132
- Notice of deposition, § 4.63
- Objections, making, § 4.177, 4.248, 4.283
- Objections to deposition questions, § 4.177, 4.283
- Playing for the jury, § 4.313, 4.314
- Post-deposition considerations, § 4.283
- Pre-litigation deposition, § 4.290
- Preparing the witness, § 4.131, 4.132, 4.245
- Preparing to defend, § 4.246
- Preparing to take, § 4.244
- Procedure, § 4.147, 4.243



## INDEX

### DEPOSITIONS—Cont'd

#### Videotaped depositions—Cont'd

- Rehearsing the witness, § 4.245
- Sealing, § 4.249, 4.279
- Selecting the video operator, § 4.243
- Special requirements, § 4.283
- Stipulation for recording, § 4.147
- Taking the deposition, § 4.244, 4.247
- Transcript, § 4.43, 4.273, 4.279
- Trial deposition de bene esse, § 4.202, 4.249
- Trial deposition (de bene esse deposition), § 4.202, 4.207, 4.242, 4.290
- Trial deposition of expert, § 4.225, 4.249
- Use at trial, § 4.201
- When no prior deposition taken, § 4.243
- When to use, § 4.242
- Whether to videotape, § 4.242
- Witness preparation, § 4.245

#### Video teleconference depositions

- Generally, § 4.45, 4.252
- Advantages and disadvantages, § 4.252
- Alternative to standard deposition, § 4.252
- Arranging the video teleconference, § 4.252
- Attendance, § 4.252
- Cost factors, § 4.45, 4.252
- De bene esse deposition, § 4.252
- Evaluating the witness, § 4.45
- Experts, deposition of, § 4.224, 4.252
- Medical malpractice case, § 4.252
- Notice to take, § 4.252, Form 4.357
- Procedure, § 4.252
- Strategy issues, § 4.252
- Taking the deposition, § 4.252

#### Waiver

- Manner of recording testimony, objections to, § 4.147
- Notice of deposition objections, § 4.64
- Oath or affirmation, objections to, § 4.148
- Objections
  - Generally, § 4.317
  - Notice of deposition, § 4.64
  - Oath or affirmation, § 4.148
  - Questions during deposition, § 4.177
  - Reading deposition testimony to jury, § 4.315
  - Written deposition questions, § 4.253
- Privileges for documents requested, § 3.21, 3.25
- Reading deposition testimony to jury, objections, § 4.315
- Written deposition questions, objections, § 4.253
- When deposition may be taken, § 4.33, 4.63
- Whether to take deposition, § 4.14, 4.17

**DEPOSITIONS—Cont'd**

- Who may attend, § 4.142
- Who may cross-examine, § 4.166
- Who may object, § 4.175
- Who pays, § 4.273
- Whose deposition may be taken
  - Generally, § 4.32
  - Experts, § 4.32, 4.221
  - Supplemental proceeding depositions, § 4.303
- Witnesses
  - About to leave the state, § 4.38
  - Aggressively answer, preparing witness to, § 4.134
  - Answering for the witness, § 4.192
  - Attire, appropriate, § 4.127, 4.130
  - Bringing documents/papers to deposition, § 4.133
  - Client involvement with strategic decisions, § 4.37
  - Client vs. non-client, preparation of, § 4.124
  - Coaching the witness, § 4.127, 4.187
  - Conferences between attorney and witness during deposition, § 4.15, 4.186
  - Dealing with deponent not represented by attorney, § 4.164
  - Dealing with different styles of witnesses, § 4.161
  - Dishonest witness, direct examination, § 4.158
  - Evaluating deponent witness, § 4.15, 4.45, 4.102
  - Experts. Experts, deposition of, above
  - Favorable witnesses, deposing, § 4.14
  - Feeling at ease, goal of, § 4.129, 4.194, 4.245
  - Fees and expenses, § 3.27, 4.63, 4.65
  - Harassment of deponent, above
  - Impeachment, above
  - Intimidating the witness, § 4.13, 4.146, 4.185, 4.191
  - Knowing the witness, preparing to take the deposition, § 4.113
  - Loss of income when attending deposition, § 3.27
  - Making witness feel at ease, § 4.129, 4.194, 4.245
  - Methods of deposing witnesses and recording testimony, above
  - Non-party witnesses, getting documents from, § 4.15
  - Objections after witness answers, § 4.180
  - Physically incapacitated, § 4.38
  - Preparation of. Preparing witness, above
  - Refreshing witness' past recollection, § 4.107, 4.126, 4.159
  - Rehearsing, § 4.132, 4.245
  - Reviewing prior discovery, pleadings, and documents, § 4.126
  - Reviewing proposed exhibits, § 4.128
  - Reviewing proposed testimony, § 4.127
  - Rules for testifying at a deposition, § 4.374
  - Selecting the deponent, above
  - Sequestration of witness, above
  - Statement from witness, above
  - Travel and mileage expenses, § 3.27, 4.63, 4.65, 4.232

## INDEX

### **DEPOSITIONS—Cont'd**

#### Witnesses—Cont'd

Using preparation aids, § 4.131

#### Written questions, depositions upon

Generally, § 4.253

Alternative to deposition, § 4.20

Information subpoena alternative. Information subpoena, above

Method of deposing witnesses and recording testimony, § 4.44

Objections to deposition questions, § 4.253

Special deposition, generally, § 4.253

When to use, § 4.253

### **DIARYING DUE DATES**

Importance of, § 7.1

### **DIRECT EXAMINATION**

Depositions, this index

### **DISCRETION OF COURT**

Failure to make discovery, enforcement and sanctions, § 7.2

Physical and mental examination of persons, § 5.6, 5.12

### **DOMESTIC VIOLENCE ACTIONS**

Depositions, § 4.31

### **DRAWINGS OF DEPONENT**

Depositions, drawings as exhibits, § 4.159

### **ELECTRONIC-BASED INFORMATION**

Computers and Computer Information, this index

### **E-MAIL, DISCOVERABILITY OF**

Interrogatories, § 2.77

Production of documents and things, § 3.13

### **EMPLOYERS AND EMPLOYEES**

Attorney ethics, interviewing employees or former employees of adverse party,  
§ 1.5, 2.3, 3.3, 4.18

Attorney work-product, notes by corporate attorney of defendant's employees,  
§ 3.13

Authorization to release employment records, **Form 3.47**

Bulletin boards, § 3.13

Checklist and sample questions when conducting ex parte interviews of  
organization's former employees, § 4.18

Depositions, this index

Designating person to testify

Compelling person designated fails or refuses to appear, forms, **Form 7.41-7.43**

Consequences of failure to designate witness, § 4.262

Forms, **Form 7.35-7.37**

Sanctions, person designated fails or refuses to appear, forms, **Form 7.38-7.40**

Directors and officers, compelling attendance of nonresident, § 4.62

**EMPLOYERS AND EMPLOYEES—Cont'd**

- Employees control test, § 4.32, 4.72
- Inquiring whether employee represented by attorney  
Script, **Form 3.50a**  
Script from In re Prudential, sample, **Form 3.50**
- Interrogatories, attorney interviewing employees or former employees of adverse party, § 2.3
- Notes by corporate attorney of defendant's employees as attorney work-product, § 3.13
- Officers and directors, compelling attendance of nonresident, § 4.62
- Physical and mental examination of persons, employment actions, § 5.7
- Production of Documents and Things, this index
- Request for employment records, **Form 3.48**
- Request to produce employment records, **Form 3.47**
- Top executive of adverse party, deposing, § 4.13, 4.72

**ENVIRONMENTAL INSURANCE COVERAGE CASES**

- Interrogatories, § 2.48

**ERRATA SHEET**

- Deposition transcript, § 4.277, **Form 4.366**

**ETHICS OF ATTORNEY**

- Attorney Ethics, this index

**EVASIVENESS**

- Attorney ethics regarding evasive or incomplete answers to interrogatories, § 2.106
- Deposition direct examination, evasive witness, § 4.161
- Interrogatories, evasive answers  
Generally, § 2.106, 2.166, 2.167  
Duty to take action, § 2.172

**EVIDENCE**

- Authenticating documents. Authentication, this index
- Best Evidence Rule, this index
- Depositions, this index
- Hearsay  
Interrogatories, information from documents, § 2.109
- Interrogatories, this index
- Perpetuate Testimony or Evidence, this index
- Production of Documents and Things, this index

**EXCESSIVENESS**

- Depositions, excessive objections, § 4.182
- Production of documents and things, unduly burdensome, § 3.20
- Unduly Burdensome, this index

**EXHIBITS**

- Depositions, this index
- Marking Exhibits, this index
- Requests for admissions used as exhibit at trial, § 6.10

## INDEX

### EXPEDITING LITIGATION

- Attorney ethics, § 2.7, 4.13, 5.3
- Depositions, attorney ethics, § 4.13
- Failure to make discovery, enforcement and sanctions, § 7.5
- Interrogatories, attorney ethics, § 2.7
- Physical and mental examination of persons, § 5.3

### EXPERT

- Interrogatories limitations, unduly burdensome, § 2.96

### EXPERTS

- Adoptive admissions
  - Deposition of experts, § 4.229
  - Interrogatories regarding experts, § 2.75, 2.164
  - Physical and mental examination of persons, expert's report, § 5.13
- Agency documents, hiring expert with connections to agency to get, § 3.3
- Amendment of answers to interrogatories, experts reports, § 2.144, 2.163
- Answers to interrogatories, experts reports, § 2.107, 2.113, 2.114, 2.163, 2.164
- Articles, books, or treatises published or relied on by expert, § 4.224, 4.226, 4.229
- Attendance
  - Attending deposition of another expert, one expert, § 4.222
  - Consulting expert attending deposition, § 4.142
- Attorney-client privilege, expert as deponent, § 4.227, 4.229
- Attorney ethics, instructing expert not to answer, § 4.230
- Attorney work-product
  - Experts communications with attorney, § 2.75
  - Experts working with attorney, § 4.221, 4.226
- Availability of expert as factor in selecting expert, § 5.9
- Background of deponent, § 4.224, 4.226, 4.229
- Bare conclusions, § 2.165
- Bias of expert, physical and mental examination of persons, § 5.9
- Billing records, § 4.223
- Case file of deponent expert, § 4.223, 4.227
- Certification in support of motion fixing day certain to produce expert's reports pursuant to Rule 4:17-4(e), **Form 2.221**
- Choosing an expert, § 4.105
- Communications between expert and attorney, § 2.75
- Communications with attorney at deposition, § 4.229, 4.230
- Compensation of expert
  - Deposition matters, § 4.223, 4.229, 4.232
  - Interrogatories matters, § 2.75, 2.76
- Conducting the expert deposition
  - Generally, § 4.228
  - Preparing to take, § 4.226
  - Specific areas of inquiry, § 4.229
- Confidentiality protection, consultations with expert in preparation for depositions, § 4.103

**EXPERTS—Cont'd**

Consulting expert

Attending deposition of another expert, one expert, § 4.222

Attending deposition of witness, § 4.142

Preparing to take deposition, consulting with expert, § 4.105

Public statements, deposed about, § 4.221

When preparing to take deposition, § 4.105

Correspondence of or about expert, § 4.223

Costs and expenses

Deposing expert, § 4.229, 5.13

Factor in selecting expert, § 5.9

Interrogatories, compensation paid to expert, § 2.75, 2.76

Court-appointed expert examination, § 5.8

Credentials of expert, § 5.9

Cross-examination at trial, experts communications with attorney, § 2.75

Curriculum vitae

Depositions, § 4.224, 4.226, 4.229

Physical and mental examination of persons, § 5.9

Defending the expert's deposition

Generally, § 4.230

Preparing to defend, § 4.227

Depositions, generally, § 4.221 et seq.

Documents, production of

Case file of deponent expert, § 4.223

Experts, deposition of, § 4.224

Use of in deposing expert, § 4.190, 4.223, 4.231

Draft opinions, § 4.229

Effects of interrogatories about experts, § 2.75

Excluding from trial, § 2.29

Exhibits, expert's case file, § 4.223

Experience as witness, § 4.224, 4.226, 4.229, 5.9

Experiments or demonstrations, § 3.13

Expertise of expert, § 5.9

Factors in selecting expert, § 5.9

Failure to answer interrogatories regarding expert's report, § 5.13

Failure to produce experts reports. Reports of experts, below

Failure to serve experts' reports

Generally, § 7.17

Forms, **Form 7.65-7.67**

File of expert, § 4.223, 4.224, 4.227

Financial interest of expert, § 5.9

Fixing day certain to produce expert's reports pursuant to Rule 4:17-4(e)

Certification in support of motion, **Form 2.221**

Notice of motion, **Form 2.220**

Order, **Form 2.222**

Government agency documents, hiring expert with connections to agency to get,  
§ 3.3

Handwriting expert proving authenticity, § 6.5

## INDEX

### EXPERTS—Cont'd

- Hiring to get government agency documents, § 3.3
- Hypothetical questions, § 4.229
- Identifying experts
  - Essential question to ask, § 2.79
  - Not producing expert, § 2.163
  - Not to be called as witnesses at trial, identifying those, § 2.76
  - Retained in anticipation of litigation, identifying those, § 2.76
  - To be called as witnesses at trial, identifying those, § 2.75
- Identity of proposed medical or other expert, objection, § 5.6
- Income from litigation, expert's, § 4.229
- Instructing expert not to answer, § 4.230
- Limiting evidence at trial to contents of report, § 2.30
- Litigation experience of expert as factor in selection, § 5.9
- Litigation income, § 4.229
- Location of deposition, § 4.36, 4.224, 4.232
- Materials expert reviewed in preparation for deposition, § 4.229
- Medical malpractice actions, experts reports discoverability, § 2.76
- Naming new experts, prohibiting adversary from, § 4.14
- Net opinion rule, § 2.165
- New expert, retaining, § 4.222
- Notice of bringing consulting expert to deposition, § 4.142
- Notice of deposition of expert, § 4.224
- Notice of motion fixing day certain to produce expert's reports pursuant to Rule 4:17-4(e), **Form 2.220**
- Notice of videotaped deposition, § 4.63
- Not producing expert, § 2.163
- Not to be called as witnesses at trial, identifying those, § 2.76
- Opinions
  - Asking expert about draft opinions, § 4.229
  - Deposing expert about opinion given, § 5.13
  - Distinguishing between expert and lay opinion testimony, § 4.205
  - Draft opinions, § 4.229
  - Net opinion rule, § 2.165
  - Physical and mental examination, interrogatories addressing expert's opinion and report, § 5.13
- Order fixing day certain to produce expert's reports pursuant to Rule 4:17-4(e), **Form 2.222**
- Other legal cases handled, § 4.224, 4.226, 4.229
- Physical and mental examination of persons, discovery by, § 5.13
- Preparation of report, § 4.222, 4.227
- Preparing to defend the expert's deposition, § 4.227
- Preparing to take the expert's deposition
  - Expert, consulting with, § 4.105
  - Expert's deposition, § 4.226
- Procedure, expert's deposition, § 4.224
- Prohibiting adversary from naming new experts, § 4.14
- Qualifications, obtaining, § 2.75, 4.224, 4.226, 4.229

**EXPERTS—Cont'd**

- Questioning techniques, experts' deposition, § 4.226
- Receipt and review of answers to interrogatories, experts' identity not produced, § 2.163, 2.164
- Reports of experts
  - Adoptive admissions, § 2.75, 2.164
  - Annexing report to answer, § 2.164
  - Answers to interrogatories, § 2.107, 2.113, 2.114
  - Contents, § 2.75, 2.114
  - Draft reports, § 2.75, 2.107
  - Essential question to ask, identifying reports, § 2.79
  - Failure to produce reports
    - Generally, § 2.114, 2.163
    - Motion. Fixing day certain, below
    - Sanctions, § 7.17
    - To be supplied, as answer to interrogatories, § 2.113, 2.163
  - Fixing day certain to produce expert's reports pursuant to Rule 4:17-4(e)
    - Generally, § 2.163
    - Certification in support of motion, Form 2.221
    - Notice of motion, Form 2.220
    - Order, Form 2.222
  - Identifying reports, essential question to ask, § 2.79
  - In anticipation of litigation but expert not called as witnesses at trial, § 2.76
  - Incorporating by reference, § 2.164
  - Later obtained reports, § 2.123
  - Limiting testimony to content of report, § 2.30
  - Medical malpractice action, discoverability in, § 2.76
  - Not called as witnesses at trial, reviewing report of experts who are, § 2.76
  - Physical and mental examination, interrogatories addressing expert's report or opinion, § 5.13
  - Physical and mental examination of persons, failure to answer interrogatories regarding expert's report, § 5.13
  - Receipt and review of answers to interrogatories
    - Not produced, § 2.163
    - Served, § 2.164
  - Sanctions, failure to serve experts' reports, § 7.17
  - Service
    - Generally, § 2.114
    - Receipt and review of answers to interrogatories, § 2.164
    - Sanctions, failure to serve experts' reports, § 7.17
    - To be supplied, as answer to interrogatories, § 2.113, 2.163
  - Retained in anticipation of litigation, identifying those, § 2.76
  - Retaining new expert, § 4.222
  - Scope of interrogatories
    - Experts not to be called as witnesses at trial, § 2.76
    - Experts to be called as witnesses at trial, § 2.75
  - Selecting expert, factors in, § 5.9



## INDEX

### **EXPERTS—Cont'd**

#### Service

Generally, § 2.114

Receipt and review of answers to interrogatories, § 2.164

Sanctions, failure to serve experts' reports, § 7.17

Skibinski case, § 2.30, 2.79, 2.164

Specific areas of inquiry when taking expert's deposition, § 4.229

Specific questions within scope of interrogatories

Experts not to be called as witnesses at trial, § 2.76

Experts to be called as witnesses at trial, § 2.75

Strategic considerations

Generally, § 4.222

Preparing to take deposition, § 4.226

Procedure, § 4.224

Subpoena

Experts, deposition of, § 4.224

Expert's case file, § 4.223

Substituting experts, § 4.14

Technical questions, consulting with an expert, § 4.105

Time

Experts, deposition of, § 4.222, 4.224

Service of experts reports. Experts reports, above

To be called as witnesses at trial, identifying those, § 2.75

Tools of discovery, propounding and obtaining  
expert's reports, § 1.17

Transcript testimony read at trial, § 4.229

Travel and mileage expenses, § 3.27, 4.63, 4.65, 4.232

Treatises published or relied on by expert

Deposition of expert, § 4.224, 4.226, 4.229

Ulterior motive of expert, § 5.9

Use at trial, limitation of testimony to content of report, § 2.30

Using documents at expert's deposition, § 4.231

Video conference deposition, § 4.224

Videotaped depositions

Discovery deposition of experts, § 4.63, 4.225, 4.242

Trial deposition of expert, § 4.225, 4.249

Video teleconference depositions, § 4.224, 4.252

Weak expert witnesses, whether to depose, § 4.14

When to take expert's deposition, § 4.222

Where to obtain experts names, § 5.9

Whether to take expert's deposition, § 4.14, 4.222

Whose deposition may be taken, § 4.32, 4.221

### **FACTS UNTRUE OR NOT IN EVIDENCE**

Deposition direct examination, assuming or alluding to facts untrue or not in  
evidence, § 4.157

### **FAILURE TO MAKE DISCOVERY, ENFORCEMENT AND SANCTIONS**

Generally, § 7.1 et seq.

## FAILURE TO MAKE DISCOVERY, ENFORCEMENT AND SANCTIONS

### —Cont'd

- Abuse of discovery, § 7.27
- Affidavit of services of attorney, **Form 7.31**
- Aid of court, enlisting for sanctions for failure to comply with discovery order, § 4.265
- Applicable court rules, list of sanctionable conduct, § 7.3
- Attendance grounds
  - Continuation of a deposition, sanctions for failure to attend, § 7.11
  - Individuals, attendance by
    - Generally, § 7.9
    - Motion, certification and order for sanctions, **Form 7.32-7.34**
  - Organizations, attendance on behalf of
    - Generally, § 7.8
    - Compelling person designated fails or refuses to appear, forms, **Form 7.41-7.43**
    - Designating person to testify, forms, **Form 7.35-7.37**
    - Sanctions, person designated fails or refuses to appear, forms, **Form 7.38-7.40**
  - Party seeking deposition or nonsubpoenaed witness fails to attend, generally, § 7.10
- Attorney conduct
  - Applicability of Professional Conduct Rules, § 7.5
- Attorney ethics
  - Applicability of Professional Conduct Rules, § 7.5
- Attorneys' fees
  - Affidavit of services, **Form 7.31**
  - Applications for fees
    - Generally, § 7.6
    - Affidavit of services, **Form 7.31**
  - Certification or affidavit of services, **Form 7.31**
  - Obligations, § 7.2
  - Protective orders, § 7.4
  - Reasonableness, § 7.6
- Basic motion for sanctions pursuant to Rule 4:14-8
  - Certification in support of motion for sanctions pursuant to Rule, **Form 7.33**
  - Notice of motion for sanctions pursuant to Rule, **Form 7.32**
  - Order for sanctions pursuant to Rule, **Form 7.34**
- Certification in support of motion for enforcement or sanctions
  - Basic form pursuant to Rule 4:14-8, **Form 7.33**
  - Compelling deposition, motion for sanction, **Form 7.42**
  - Compelling organizations to designate deponent, motion pursuant to Rule 4:14-2(c), **Form 7.36**
  - Dismissing pleadings, motion pursuant to Rule 4:23-5(a)(1), **Form 7.57**
  - Dismissing pleadings, motion pursuant to Rule 4:23-5(a)(2), **Form 7.60**
  - Failure to be sworn, motion pursuant to Rule 4:23-2(a), **Form 7.45**
  - Failure to designate deponent, Rule 4:23-4 motion pursuant to Rule 4:14-2(c), **Form 7.39**

## INDEX

### FAILURE TO MAKE DISCOVERY, ENFORCEMENT AND SANCTIONS

#### —Cont'd

Certification in support of motion for enforcement or sanctions—Cont'd

Improper defense of deposition, motion pursuant to Rule 4:14-4, **Form 7.54**

Organization to designate deponent pursuant to Rule 4:14-2(c), **Form 7.36**

Pursuant to

Rule 4:14-4 for improper defense, **Form 7.54**

Rule 4:14-8 for failure to attend, **Form 7.33**

Rule 4:23-2(a) for failure to be sworn, **Form 7.45**

Rule 4:23-2(a) for refusal to answer deposition questions, **Form 7.48**

Rule 4:23-4 for failure to designate deponent pursuant to Rule 4:14-2(c),  
**Form 7.39**

Rule 4:23-5(a)(1) for dismissing pleadings, **Form 7.57**

Rule 4:23-5(a)(2) for dismissing pleadings, **Form 7.60**

Refusal to answer deposition questions, motion pursuant to Rule 4:23-2(a),  
**Form 7.48**

Terminating deposition and awarding sanctions pursuant to Rule 4:14-4,  
motion, **Form 7.51**

Checklist of sanctionable conduct, **§ 2.181**

Compelling deposition, motion for sanction

Certification in support of motion, **Form 7.42**

Notice of motion, **Form 7.41**

Order, **Form 7.43**

Compelling organizations to designate deponent, motion pursuant to Rule 4:14-2(c)

Certification in support of motion for sanctions pursuant to Rule, **Form 7.36**

Notice of motion for sanctions pursuant to Rule, **Form 7.35**

Order compelling organization to designate deponent pursuant to Rule and  
other relief, **Form 7.37**

Conduct during depositions, sanctions for

Generally, **§ 7.11**

Failure to be sworn or refusal to answer questions, forms, **Form 7.44-7.46**

Improperly defending a deposition, forms, **Form 7.53-7.55**

Improper questions at deposition, forms, **Form 7.50-7.52**

Conduct sanctionable, list of, **§ 7.3**

Continuation of a deposition, sanctions for failure to attend, **§ 7.11**

Copy of party's own statement, **§ 7.22**

Costs and expenses

Protective orders, generally, **§ 7.4**

Deposition sanctions and enforcement

Generally, **§ 7.7**

Aid of court, enlisting for sanctions for failure to comply with discovery order,  
**§ 4.265**

Attendance grounds

Continuation of a deposition, sanctions for failure to attend, **§ 7.11**

Individuals, attendance by

Generally, **§ 7.9**

Motion, certification and order for sanctions, **Form 7.32-7.34**

## FAILURE TO MAKE DISCOVERY, ENFORCEMENT AND SANCTIONS

### —Cont'd

#### Deposition sanctions and enforcement—Cont'd

##### Attendance grounds—Cont'd

##### Organizations, attendance on behalf of

##### Generally, § 7.8

##### Compelling person designated fails or refuses to appear, forms, **Form 7.41-7.43**

##### Designating person to testify, forms, **Form 7.35-7.37**

##### Sanctions, person designated fails or refuses to appear, forms, **Form 7.38-7.40**

##### Party seeking deposition or nonsubpoenaed witness fails to attend, generally, § 7.10

#### Certification in support of motion for order

##### Dismissing pleadings pursuant to Rule 4:23-5(a)(1), **Form 7.57**

##### Terminating deposition and for sanctions pursuant to Rule 4:14-4, **Form 7.51**

#### Certification in support of motion for sanctions pursuant to

##### Rule 4:14-4 for improper defense, **Form 7.54**

##### Rule 4:14-8 for failure to attend, **Form 7.33**

##### Rule 4:23-2(a) for failure to be sworn, **Form 7.45**

##### Rule 4:23-2(a) for refusal to answer deposition questions, **Form 7.48**

##### Rule 4:23-4 for failure to designate deponent pursuant to Rule 4:14-2(c), **Form 7.39**

#### Certification in support of motion to compel

##### Deposition, **Form 7.42**

##### Organization to designate deponent pursuant to Rule 4:14-2(c), **Form 7.36**

#### Conduct during depositions, sanctions for

##### Generally, § 7.11

##### Failure to be sworn or refusal to answer questions, forms, **Form 7.44-7.46**

##### Improperly defending a deposition, forms, **Form 7.53-7.55**

##### Improper questions at deposition, forms, **Form 7.50-7.52**

#### Failure to be sworn

##### Certification in support of motion for sanctions pursuant to Rule 4:23-2(a) for failure to be sworn, **Form 7.45**

##### Notice of motion for sanctions pursuant to Rule 4:23-2(a) for, **Form 7.44**

##### Order for sanctions pursuant to Rule 4:23-2(a) for, **Form 7.46**

#### Failure to comply with discovery order, sanctions on

##### Generally, § 4.184

##### Aid of court, enlisting, § 4.265

##### Motion for sanctions, **Form 4.362**

##### Order for sanctions, **Form 4.363**

##### Order imposing sanctions, **Form 4.359**

#### Failure to designate deponent pursuant to Rule 4:14-2(c)

##### Certification in support of motion for sanctions pursuant to Rule 4:23-4 for, **Form 7.39**

##### Notice of motion for sanctions pursuant to Rule 4:23-4 for, **Form 7.38**

##### Order for sanctions pursuant to Rule 4:23-4 for, **Form 7.40**

## INDEX

### FAILURE TO MAKE DISCOVERY, ENFORCEMENT AND SANCTIONS

#### —Cont'd

#### Deposition sanctions and enforcement—Cont'd

##### Improper defense of deposition

Certification in support of motion for sanctions pursuant to Rule 4:14-4 for, **Form 7.54**

Notice of motion for sanctions pursuant to Rule 4:14-4 for, **Form 7.53**

Order for sanctions pursuant to Rule 4:14-4 for, **Form 7.55**

##### Notice of motion

##### For order

Dismissing pleadings pursuant to Rule 4:23-5(a)(1), **Form 7.56**

Terminating deposition and for sanctions pursuant to Rule 4:14-4, **Form 7.50**

##### For sanctions pursuant to

Rule 4:14-4 for improper defense, **Form 7.53**

Rule 4:14-8 for failure to attend, **Form 7.32**

Rule 4:23-2(a) for failure to be sworn, **Form 7.44**

Rule 4:23-2(a) for refusal to answer deposition questions, **Form 7.47**

Rule 4:23-4 for failure to designate deponent pursuant to Rule 4:14-2(c), **Form 7.38**

##### To compel

Deposition, **Form 7.41**

Organization to designate deponent pursuant to Rule 4:14-2(c), **Form 7.35**

##### Orders

Compelling deposition, **Form 7.43**

Compelling organization to designate deponent pursuant to Rule 4:14-2(c), **Form 7.37**

Dismissing pleadings pursuant to Rule 4:23-5(a)(1), **Form 7.58**

Failure to attend, rule 4:14-8, **Form 7.34**

Failure to be sworn, rule 4:23-2(a), **Form 7.46**

Failure to designate deponent pursuant to Rule 4:14-2(c), rule 4:23-4, **Form 7.40**

Improper defense, rule 4:14-4 for, **Form 7.55**

Refusal to answer deposition questions, rule 4:23-2(a), **Form 7.49**

Sanctions for failure to comply with discovery order, **Form 4.363**

##### Sanctions pursuant to

Rule 4:14-4, order terminating deposition and for sanctions, **Form 7.52**

Rule 4:14-4 for improper defense, **Form 7.55**

Rule 4:14-8 for failure to attend, **Form 7.34**

Rule 4:23-2(a) for failure to be sworn, **Form 7.46**

Rule 4:23-2(a) for refusal to answer deposition questions, **Form 7.49**

Rule 4:23-4 for failure to designate deponent pursuant to Rule 4:14-2(c), **Form 7.40**

Terminating deposition and for sanctions, rule 4:14-4, **Form 7.52**

Organization to designate deponent pursuant to Rule 4:14-2(c)

Certification in support of motion to compel, **Form 7.36**

Notice of motion to compel, **Form 7.35**

## FAILURE TO MAKE DISCOVERY, ENFORCEMENT AND SANCTIONS

### —Cont'd

Deposition sanctions and enforcement—Cont'd

Organization to designate deponent pursuant to Rule 4:14-2(c)—Cont'd

Order compelling, **Form 7.37**

Protection from conduct of adversary/sanctions, § **4.264**

Refusal to answer deposition questions

Certification in support of motion for sanctions pursuant to Rule 4:23-2(a) for, **Form 7.48**

Notice of motion for sanctions pursuant to Rule 4:23-2(a) for, **Form 7.47**

Order for sanctions pursuant to Rule 4:23-2(a) for, **Form 7.49**

Terminate deposition and for sanctions pursuant to Rule 4:14-4

Certification in support of motion for order to, **Form 7.51**

Motion, § **4.264**

Notice of motion for order to, **Form 4.358, Form 7.50**

Order, **Form 7.52**

Diary all due dates, importance of, § **7.1**

Discovery abuses, § **7.27**

Discretion of court, § **7.2**

Dismissal or suppression of pleadings

Generally, § **7.2, 7.14**

Certification in support of motion, **Form 7.57, Form 7.60**

Notice of motion, **Form 7.56, Form 7.59**

Order dismissing pleadings, **Form 7.58, Form 7.61**

Pursuant to Rule 4:23-5(a)(1), forms, **Form 7.56-7.58**

Pursuant to Rule 4:23-5(a)(2), forms, **Form 7.59-7.61**

Documents production

Generally, § **7.14, 7.19**

Failure to make discovery, grounds and sanctions, § **3.6, 3.21, 3.40**

Motion for order to compel, using before dismissal

Text of rule, § **7.2**

Pleadings dismissal forms, **Form 7.56-7.61**

Expediting litigation obligation, § **7.5**

Experts reports, failure to serve, § **7.17**

Failure to answer interrogatories

Generally, § **7.14**

Dismissal of pleadings with or without prejudice, § **7.14, Form 7.56-7.61**

Obligation of delinquent party's attorney, § **7.14**

Vacate or reconsider order of dismissal, § **7.15**

Failure to be sworn, motion for sanctions pursuant to Rule 4:23-2(a)

Certification in support of motion, **Form 7.45**

Notice of motion, **Form 7.44**

Order for sanctions, **Form 7.46**

Failure to comply with discovery order, sanctions on

Generally, § **4.184**

Aid of court, enlisting, § **4.265**

Motion for sanctions, **Form 4.362**

Order for sanctions, **Form 4.363**

## INDEX

### FAILURE TO MAKE DISCOVERY, ENFORCEMENT AND SANCTIONS

#### —Cont'd

- Failure to comply with discovery order, sanctions on—Cont'd
  - Order imposing sanctions, **Form 4.359**
- Failure to comply with order, Rule 4:23-2
  - Motion for sanctions, **Form 4.362**
  - Order for sanctions, **Form 4.363**
  - Text of rule, § **7.2**
- Failure to designate deponent pursuant to Rule 4:14-2(c)
  - Certification in support of motion for sanctions pursuant to Rule 4:23-4 for, **Form 7.39**
  - Notice of motion for sanctions pursuant to Rule 4:23-4 for, **Form 7.38**
  - Order for sanctions pursuant to Rule 4:23-4 for, **Form 7.40**
- Failure to make discovery, grounds, § **3.40**
- Failure to make discovery, Rule 4:23-5
  - Generally, § **7.2, 7.3**
  - List of sanctionable conduct, § **7.3**
- Failure to produce papers/documents, § **2.168, 3.24**
- Failure to serve experts' reports
  - Generally, § **7.17**
  - Forms, **Form 7.65-7.67**
- Family part motions, § **7.24**
- Forms (sample)
  - Affidavit of services of attorney, **Form 7.31**
- Basic motion for sanctions pursuant to Rule 4:14-8
  - Certification in support of motion for sanctions pursuant to Rule, **Form 7.33**
  - Notice of motion for sanctions pursuant to Rule, **Form 7.32**
  - Order for sanctions pursuant to Rule, **Form 7.34**
- Certification in support of motion for sanctions
  - Basic form pursuant to Rule 4:14-8, **Form 7.33**
  - Compelling deposition, motion for sanction, **Form 7.42**
  - Compelling organizations to designate deponent, motion pursuant to Rule 4:14-2(c), **Form 7.36**
  - Dismissing pleadings , motion pursuant to Rule 4:23-5(a)(1), **Form 7.57**
  - Dismissing pleadings , motion pursuant to Rule 4:23-5(a)(2), **Form 7.60**
  - Failure to be sworn, motion pursuant to Rule 4:23-2(a), **Form 7.45**
  - Failure to designate deponent, Rule 4:23-4 motion pursuant to Rule 4:14-2(c), **Form 7.39**
  - Improper defense of deposition, motion pursuant to Rule 4:14-4, **Form 7.54**
  - Refusal to answer deposition questions, motion pursuant to Rule 4:23-2(a), **Form 7.48**
  - Terminating deposition and awarding sanctions pursuant to Rule 4:14-4, motion, **Form 7.51**
- Compelling deposition, motion for sanction
  - Certification in support of motion, **Form 7.42**
  - Notice of motion, **Form 7.41**
  - Order, **Form 7.43**

**FAILURE TO MAKE DISCOVERY, ENFORCEMENT AND SANCTIONS**

**—Cont'd**

Forms (sample)—Cont'd

Compelling organizations to designate deponent, motion pursuant to Rule 4:14-2(c)

Certification in support of motion for sanctions pursuant to Rule, **Form 7.36**

Notice of motion for sanctions pursuant to Rule, **Form 7.35**

Dismissing pleadings , motion for order pursuant to Rule 4:23-5(a)(1)

Certification in support of motion, **Form 7.57**

Notice of motion, **Form 7.56**

Order dismissing pleadings, **Form 7.58**

Rule 4:23-5(a)(2)

Certification in support of motion, **Form 7.60**

Notice of motion, **Form 7.59**

Order dismissing pleadings, **Form 7.61**

Failure to be sworn, motion for sanctions pursuant to Rule 4:23-2(a)

Certification in support of motion, **Form 7.45**

Notice of motion, **Form 7.44**

Order for sanctions, **Form 7.46**

Failure to comply with discovery order, sanctions on

Motion for sanctions, **Form 4.362**

Order for sanctions, **Form 4.363**

Failure to designate deponent, Rule 4:23-4 motion pursuant to Rule 4:14-2(c)

Certification in support of motion for sanctions pursuant to Rule, **Form 7.39**

Notice of motion for sanctions pursuant to Rule, **Form 7.38**

Order for sanctions pursuant to Rule, **Form 7.40**

Improper defense of deposition, motion for sanctions pursuant to Rule 4:14-4

Certification in support of motion, **Form 7.54**

Notice of motion, **Form 7.53**

Order for sanctions, **Form 7.55**

Notice of motion for sanctions

Affidavit of attorney services, basic form pursuant to Rule 4:14-8, **Form 7.31**

Compelling deposition, motion for sanction, **Form 7.41**

Compelling organizations to designate deponent, motion pursuant to Rule 4:14-2(c), **Form 7.35**

Dismissing pleadings , motion for order pursuant to Rule 4:23-5(a)(1), **Form 7.56**

Dismissing pleadings , motion for order pursuant to Rule 4:23-5(a)(2), **Form 7.59**

Failure to be sworn, motion for sanctions pursuant to Rule 4:23-2(a), **Form 7.44**

Failure to designate deponent, Rule 4:23-4 motion pursuant to Rule 4:14-2(c), **Form 7.38**

Improper defense of deposition, motion for sanctions pursuant to Rule 4:14-4, **Form 7.53**



## INDEX

### FAILURE TO MAKE DISCOVERY, ENFORCEMENT AND SANCTIONS

#### —Cont'd

#### Forms (sample)—Cont'd

##### Notice of motion for sanctions—Cont'd

Refusal to answer deposition questions, motion pursuant to Rule 4:23-2(a),  
**Form 7.47**

Terminating deposition and awarding sanctions pursuant to Rule 4:14-4,  
motion, **Form 7.50**

##### Order for sanctions

Basic order for sanctions pursuant to Rule 4:14-8, **Form 7.34**

Compelling deposition, motion for sanction, **Form 7.43**

Compelling organization to designate deponent pursuant to Rule 4:14-2(c)  
and other relief, **Form 7.37**

Dismissing pleadings pursuant to Rule 4:23-5(a)(1), **Form 7.58**

Dismissing pleadings pursuant to Rule 4:23-5(a)(2), **Form 7.61**

Failure to be sworn, motion pursuant to Rule 4:23-2(a), **Form 7.46**

Failure to designate deponent, Rule 4:23-4 motion pursuant to Rule 4:14-  
2(c), **Form 7.40**

Improper defense of deposition, motion pursuant to Rule 4:14-4, **Form 7.55**

Refusal to answer deposition questions, motion pursuant to Rule 4:23-2(a),  
**Form 7.49**

Terminating deposition and awarding sanctions pursuant to Rule 4:14-4,  
motion, **Form 7.52**

Refusal to answer deposition questions, motion for sanctions pursuant to Rule  
4:23-2(a)

Certification in support of motion, **Form 7.48**

Notice of motion, **Form 7.47**

Order for sanctions, **Form 7.49**

Terminating deposition and awarding sanctions pursuant to Rule 4:14-4,  
motion

Certification in support of motion, **Form 7.51**

Notice of motion, **Form 7.50**

Order, **Form 7.52**

##### Frivolous litigation

Attorney ethics, § 7.5

Inapplicability to discovery, § 7.2

Improper defense of deposition, motion for sanctions pursuant to Rule 4:14-4

Certification in support of motion, **Form 7.54**

Notice of motion, **Form 7.53**

Order for sanctions, **Form 7.55**

Improper interrogatories and answers, § 7.13

Individuals, attendance by

Generally, § 7.9

Motion, certification and order for sanctions, **Form 7.32-7.34**

Inspection of property, sanctions and enforcement

Generally, § 7.14, 7.19

Pleadings dismissal forms, **Form 7.56-7.61**

## FAILURE TO MAKE DISCOVERY, ENFORCEMENT AND SANCTIONS

### —Cont'd

- Insufficient answers to interrogatories
  - Generally, § 7.16
  - Forms, **Form 7.62-7.64**
- Interrogatories sanctions and enforcement
  - Generally, § 2.181, 7.12 et seq.
  - Checklist of sanctionable conduct, § 2.181
  - Dismissal of pleadings with or without prejudice, § 7.14, **Form 7.56-7.61**
  - Failure to answer interrogatories
    - Generally, § 7.14
    - Dismissal of pleadings with or without prejudice, § 7.14, **Form 7.56-7.61**
    - Obligation of delinquent party's attorney, § 7.14
    - Vacate or reconsider order of dismissal, § 7.15
  - Failure to produce papers/documents, § 2.168, 3.24
  - Failure to serve experts' reports
    - Generally, § 7.17
    - Forms, **Form 7.65-7.67**
  - Improper interrogatories and answers, § 7.13
  - Insufficient answers to interrogatories
    - Generally, § 7.16
    - Forms, **Form 7.62-7.64**
  - Motions to vacate or reconsider order of dismissal, § 7.15
  - Motion to strike, § 7.13
  - Protective order, § 7.13
  - Special Civil Part actions, § 2.194, 7.18
- Involuntary dismissal, effect of, § 7.22
- List of sanctionable conduct, § 7.3
- Litigant's rights, enforcing
  - Generally, § 7.22
  - Forms, **Form 7.74-7.76**
- Motion for order to compel, using before dismissal, text of Rule, § 7.2
- Motion for sanctions for failure to comply with discovery order, sanctions on, **Form 4.362**
- Motion requirements
  - Generally, § 7.23
  - Family part motions, § 7.24
  - Special civil part motions, § 7.25
  - Text of applicable Rules, § 7.2
- Motion to reconsider order of dismissal, § 7.15
- Motion to strike, § 7.13
- Motion to vacate order of dismissal, § 7.15
- Non-parties, sanctions against, § 7.26
- Notice of motion for sanctions
  - Affidavit of attorney services, basic form pursuant to Rule 4:14-8, **Form 7.31**
  - Compelling deposition, motion for sanction, **Form 7.41**
  - Compelling organizations to designate deponent, motion pursuant to Rule 4:14-2(c), **Form 7.35**

## INDEX

### FAILURE TO MAKE DISCOVERY, ENFORCEMENT AND SANCTIONS

#### —Cont'd

#### Notice of motion for sanctions—Cont'd

Dismissing pleadings , motion for order pursuant to

Rule 4:23-5(a)(1), **Form 7.56**

Rule 4:23-5(a)(2), **Form 7.59**

Failure to be sworn, motion for sanctions pursuant to Rule 4:23-2(a), **Form 7.44**

Failure to designate deponent, Rule 4:23-4 motion pursuant to Rule 4:14-2(c), **Form 7.38**

Improper defense of deposition, motion for sanctions pursuant to Rule 4:14-4, **Form 7.53**

#### Pursuant to

Rule 4:14-4 for improper defense, **Form 7.53**

Rule 4:14-8 for failure to attend, **Form 7.32**

Rule 4:23-2(a) for failure to be sworn, **Form 7.44**

Rule 4:23-2(a) for refusal to answer deposition questions, **Form 7.47**

Rule 4:23-4 for failure to designate deponent pursuant to Rule 4:14-2(c), **Form 7.38**

Refusal to answer deposition questions, motion pursuant to Rule 4:23-2(a), **Form 7.47**

Terminating deposition and awarding sanctions pursuant to Rule 4:14-4, motion, **Form 7.50**

#### Order for sanctions

Basic order for sanctions pursuant to Rule 4:14-8, **Form 7.34**

Compelling deposition, motion for sanction, **Form 7.43**

Compelling organization to designate deponent pursuant to Rule 4:14-2(c) and other relief, **Form 7.37**

Dismissing pleadings pursuant to Rule 4:23-5(a)(1), **Form 7.58**

Dismissing pleadings pursuant to Rule 4:23-5(a)(2), **Form 7.61**

Failure to be sworn, motion pursuant to Rule 4:23-2(a), **Form 7.46**

Failure to comply with discovery order, **Form 4.363**

Failure to designate deponent, Rule 4:23-4 motion pursuant to Rule 4:14-2(c), **Form 7.40**

Improper defense of deposition, motion pursuant to Rule 4:14-4, **Form 7.55**

#### Pursuant to

Rule 4:14-4, order terminating deposition and for sanctions, **Form 7.52**

Rule 4:14-4 for improper defense, **Form 7.55**

Rule 4:14-8 for failure to attend, **Form 7.34**

Rule 4:23-2(a) for failure to be sworn, **Form 7.46**

Rule 4:23-2(a) for refusal to answer deposition questions, **Form 7.49**

Rule 4:23-4 for failure to designate deponent pursuant to Rule 4:14-2(c), **Form 7.40**

Refusal to answer deposition questions, motion pursuant to Rule 4:23-2(a), **Form 7.49**

Terminating deposition and awarding sanctions pursuant to Rule 4:14-4, motion, **Form 7.52**

#### Organizations, attendance on behalf of

Generally, **§ 7.8**

**FAILURE TO MAKE DISCOVERY, ENFORCEMENT AND SANCTIONS**

**—Cont'd**

Organizations, attendance on behalf of—Cont'd

Compelling person designated fails or refuses to appear, forms, **Form 7.41-7.43**

Designating person to testify, forms, **Form 7.35-7.37**

Sanctions, person designated fails or refuses to appear, forms, **Form 7.38-7.40**

Overview, § **7.1**

Parties own statement, copies of, § **7.22**

Physical and mental examination of persons

Failure to answer interrogatories regarding expert's report, § **5.13**

Failure to attend examination, sanctions for, § **5.12**

Motion for order to compel, using before dismissal, text of Rule, § **7.2**

Refusal to submit to examination, sanctions for, § **7.21**

Pleadings dismissal. Dismissal or suppression of pleadings, above

Protection from conduct of adversary/sanctions, § **4.264**

Protective orders, generally, § **7.4, 7.13**

Refusal to answer deposition questions, motion for sanctions pursuant to Rule 4:23-2(a)

Certification in support of motion, **Form 7.48**

Notice of motion, **Form 7.47**

Order for sanctions, **Form 7.49**

Requests for admissions

Generally, § **7.20**

Failure to admit fact later proven, sanctions for, § **6.9**

Special Civil Part

Generally, § **7.2**

Interrogatories sanctions and enforcement, § **2.194, 7.18**

Motion requirements, § **7.25**

Summary of sanction provisions, § **7.3**

Suppression of pleadings. Dismissal or suppression of pleadings, above

Synopsis of sanctions, § **7.2**

Terminate deposition and for sanctions pursuant to Rule 4:14-4

Certification in support of motion for order to, **Form 7.51**

Motion, § **4.264**

Notice of motion for order to, **Form 4.358, Form 7.50**

Order, **Form 7.52**

Tool of discovery, § **1.18**

**FAMILY LAW ACTIONS OR FAMILY PART**

Answers to financial interrogatories, § **2.112**

Depositions, § **4.31, 4.268**

Failure to make discovery, enforcement and sanctions, § **7.24**

Physical and mental examination of persons, § **5.8**

Production of documents and things, § **3.9, 3.11, 3.13**

**FEELING AT EASE**

Depositions, making witness feel at ease, § **4.129, 4.194, 4.245**

## INDEX

### **FEELING AT EASE—Cont'd**

Physical and mental examination of persons, making nervous client at ease,  
§ 5.11

### **FINANCIAL MATTERS**

Experts, financial interest of, § 5.9  
Interrogatories, § 2.78, 2.112  
Production of financial documents, generally, § 3.13

### **FIRST AMENDMENT**

Internet users, right to speak anonymously, § 2.81

### **FOLLOW-UP QUESTIONS**

Depositions, this index

### **FOREIGN COUNTRY**

Commission to take out-of-state deposition  
Application for, **Form 4.336, Form 4.336a**  
Basic form, **Form 4.337, Form 4.337a**  
Notice of motion for, **Form 4.334**  
Order for commission, **Form 4.335**  
Order to take deposition in out-of-state action, **Form 4.342**  
Discovery overview, § 4.73  
Letter rogatory, issuance of  
Basic form, letter rogatory, **Form 4.341**  
Certificate in support of motion for, **Form 4.340**  
Notice of motion for, **Form 4.338**  
Order for, **Form 4.339**  
Procedure for in-state deposition for use in foreign action  
Generally, § 4.81  
Letter rogatory, above  
Order pursuant to Rule 4:11-4, **Form 4.345**  
Petition pursuant to Rule 4:11-4, **Form 4.344**  
Procedure, generally, § 4.83  
Requirements, § 4.82  
Subpoena ad testificandum duces tecum, **Form 4.331**  
Subpoena duces tecum, **Form 4.330**

### **FOREIGN LANGUAGE DOCUMENTS**

Production of, § 3.13

### **FORGETFULNESS**

Deposition direct examination of forgetful witness, § 4.161

### **FORMER EMPLOYEES**

Attorney checklist and sample questions when conducting ex parte interviews of  
organization's former employees, § 4.18  
Attorney interviewing before interrogatories, § 2.3

### **FORMULARIES**

Depositions seeking, § 4.125

**FREEDOM OF INFORMATION ACT (FOIA )**

Request pertinent to the Consumer Product Safety Commission, **Form 3.49**

**FRIVOLOUS DISCOVERY REQUESTS**

Depositions, § 4.13

Interrogatories, § 2.7, 2.72

Production of documents requests, § 3.12

Sanctions, § 7.5

**GENUINENESS OF DOCUMENTS**

Requests for Admissions, this index

**GUESSING**

Depositions, do not guess rule, § 4.125

**HAGUE CONVENTION**

Taking of evidence abroad, § 4.73

**HANDWRITING EXPERT**

Authenticity, proving, § 6.5

**HARASSMENT**

Deponent. Depositions, this index

Production of documents and things, objection to harassment, § 3.20

**HARD DRIVES**

Copying, § 3.32

**HEARSAY**

Interrogatories, information from documents, § 2.109

**HOME COMPUTERS**

Privacy interests, § 3.32

**HOVERING CONDUCT**

Depositions, hovering over witness to see documents, § 4.190

**HUMILIATION OR EMBARRASSMENT**

Protective order, § 4.263, 4.264

**HYPOTHETICAL QUESTIONS**

Depositions, § 4.229

**IF YOU KNOW OR IF YOU REMEMBER**

Depositions, comment by attorney, § 4.187

**IMPEACHMENT**

Depositions, this index

Interrogatories impeaching or contradicting witness, use at trial, § 2.24

**INCOME**

Expert's income from litigation, § 4.229

Lay witness deponent, lost income of, § 3.27

Tax returns, production of, § 3.13

## INDEX

### INCOMPLETE ANSWERS

Interrogatories, this index

### INCONSISTENCIES

Depositions

Creating inconsistencies on direct examination, § 4.158

Uncovering inconsistencies, § 4.102, 4.106

Using deposition at trial to show inconsistencies, § 4.312

Interrogatories, § 2.108

Purposes of discovery, obtaining inconsistencies, § 1.7, 4.102

### INFORMATION SUBPOENA

Depositions, this index

### INMATES

Depositions, § 4.32

### INSPECTION

Computers and computer information, § 3.13, 3.32

Entry upon land for inspection and other purposes. Production of Documents and Things, this index

Production of Documents and Things, this index

Sanctions and enforcement, inspection of property,

Generally, § 7.14

Pleadings dismissal forms, Form 7.56-7.61

### INSTRUCTION NOT TO ANSWER

Depositions, this index

### INSTRUCTIONS

Depositions, this index

Interrogatories, this index

Production of documents and things, § 3.15, 3.20

### INSURANCE MATTERS

Interrogatories, this index

Production of Documents and Things, this index

### INTERCEPTION OF WIRE OR ORAL COMMUNICATIONS

Recording conversations, § 4.18

### INTERNATIONAL CONVENTIONS

Treaties and International Conventions, this index

### INTERNET USERS

Interrogatories, identifying anonymous Internet users, § 2.81

### INTERPRETERS

Using at depositions, § 4.112, 4.195, 4.196

### INTERROGATORIES

Abuses

Generally, § 2.4

Ethical considerations, § 2.7

## INTERROGATORIES—Cont'd

### Abuses—Cont'd

General trend, § 2.5

Number of parts or sets, § 2.5, 2.6

Protection afforded by discovery rules, § 2.6

Actual knowledge requirement, § 2.109

Additional questions. Supplemental or additional interrogatories, below

Admissibility at trial or in motion, § 2.27

### Admissions

Adoptive admissions through experts, § 2.75, 2.164

Asking about admissions and declarations against interest, § 2.79

Purpose of discovery, § 1.6

Adoptive admissions through experts, § 2.75, 2.164

### Advantages and disadvantages

Generally, § 2.1 et seq.

Abuses, above

Advantages, § 2.3

Depositions, advantages of interrogatories over, § 4.15

Sample skeleton interrogatories, Form 2.216

Sequence of using discovery tools, § 2.84

All persons with relevant knowledge, essential question to ask, § 2.29, 2.79

All statements obtained from any person, essential question to ask, § 2.79

Alternatives to depositions, § 4.19

### Amendment of answers to interrogatories

Generally, § 2.141 et seq.

Certification of amended answers, § 2.149, 2.162

Duty when answer changes, § 2.105, 2.122, 4.105, 4.123

Experts reports, § 2.144, 2.163

First date fixed for trial, § 2.148

Gamesmanship, § 2.143

### Late amendments

Generally, § 2.145

Design to mislead, § 2.146

Exceptions, § 2.146

Knowledge more than 10 days before trial, § 2.146

Procedure for amending, § 2.147

Relaxation of rule, § 2.145, 2.148

Surprise or prejudice, § 2.146

Procedure for amending, § 2.147

### Time to amend

Generally, § 2.101, 2.142

First date fixed for trial, § 2.148

Late amendments, above

### Answers to interrogatories

Generally, § 2.101 et seq.

Amendment of answers to interrogatories, above

Certifications, § 2.105, 2.107, 2.149

Client, below



## INDEX

### INTERROGATORIES—Cont'd

#### Answers to interrogatories—Cont'd

Continuing duty to supply, § 2.123

Criminal sanctions for false answers, § 2.108

Demand for answers to unanswered questions, § 2.166

Deposition testimony, reference to in lieu of specific answers to interrogatories, § 2.111, 2.170

Duty to supply, continuing, § 2.105, 2.123

Evasive answers, § 2.106, 2.166, 2.167

Experts reports, § 2.107, 2.113, 2.114, 2.163, 2.164

False answers, § 2.108

Family actions; answers to financial interrogatories, § 2.112

Form of answer, § 2.102, 2.106

General answers, § 2.106

Hearsay; information from documents, § 2.109

Incomplete answers, § 2.106, 2.166, 2.167

Information from documents; hearsay, § 2.109

In lieu of specific answers to interrogatories

Production of business records, § 2.110

Reference to deposition testimony, § 2.111, 2.170

Oath, below

Objections to, § 2.171

Obtaining information from client, § 2.104

Personal knowledge requirement, § 2.109

Production of business records in lieu of specific answers to interrogatories, § 2.110, 2.111

Receipt and review of answers to interrogatories, below

Reference to deposition testimony in lieu of specific answers to interrogatories, § 2.111, 2.170

Reviewing answers with client, § 2.104, 2.105

Served on other than propounding party. Receipt and review of answers to interrogatories, below

Service of answer, § 2.101, 2.103, 2.161, 2.173

Special civil part, time to answer, § 2.193

Strategies, § 2.115

Time to answer, § 2.101, 2.193

To be supplied, § 2.113, 2.163

Truthful answers, § 2.107, 2.115, 2.162

Unanswered questions, demand for answers to, § 2.166

Vague answers, § 2.106, 2.166, 2.167

#### Attorney ethics

Generally, § 2.7

Amending answers to interrogatories on eve of trial, § 2.143

Evasive or incomplete answers to interrogatories, § 2.106

Expediting litigation, § 2.7

Fairness to opposing party and counsel, § 2.7

Frivolous discovery requests, § 2.7, 2.72

Interviewing employees or former employees of adverse party, § 2.3

**INTERROGATORIES—Cont'd**

Attorney ethics—Cont'd

Relevance, § 2.72

Third persons rights, respect of, § 2.7

Attorney work-product

Generally, § 2.80

Experts communications with attorney, § 2.75

Objection to interrogatories, § 2.118, 2.171

Authenticating electronic evidence, § 2.77

Automobile negligence actions

Generally, § 2.192

Additional discovery permitted, § 2.195

Forms (sample), below

Bifurcated trials

Amending answers, time for, § 2.148

Punitive damages issue, § 2.78

Blank space after each question, § 2.62

Business organizations and corporations

Attorney interview of employees or former employees, ethical concerns, § 2.3

Certifications by business entities, proper signatory, § 2.133, 2.162

Production of business records in lieu of specific answers to interrogatories,  
§ 2.110

Receipt and review of answers to interrogatories with references to business  
records, § 2.169

References to business records in answers, § 2.169

Reference to deposition testimony when answering interrogatories, § 2.111,  
2.170

Business records

Production of business records in lieu of specific answers to interrogatories,  
§ 2.110, 2.111

References to business records in answers, § 2.169

Caption of standard initial interrogatories, § 2.62

Certifications

Generally, § 2.131 et seq.

Alternative language certification, § 2.133, 2.162

Amended answers to interrogatories, § 2.149, 2.162

Answers to interrogatories, generally, § 2.105, 2.149, 2.162

Business entities, § 2.133

Certification “‘games,” § 2.134

General certification, § 2.132

Individual, § 2.133

Personal knowledge, answering with, § 2.109

Proper signatory, § 2.133, 2.162

Reviewing, generally, § 4.162

Reviewing before deposition, certification of interrogatory responses, § 4.106

Signatory, proper, § 2.133, 2.162

Standard initial interrogatories, § 2.62

Substitute certification, attorney’s, § 2.133

## INDEX

### INTERROGATORIES—Cont'd

#### Certifications—Cont'd

Truthfulness of answers, § 2.107, 2.162

Unavailable party, § 2.133

Uniform interrogatories, § 2.62

Changed answers, duty to amend answers, § 2.105, 2.122, 4.105, 4.123

Checklist of sanctionable conduct, § 2.181

#### Clarity

Standard initial interrogatories, § 2.62

#### Client

##### Answers to interrogatories

Cover letter to client about sending interrogatories to be answered, sample form, **Form 2.219**

Oath, § 2.102

Obtaining information from client, § 2.104

Reviewing answers with client, § 2.104, 2.105

Cover letter to client about sending interrogatories to be answered, sample form, **Form 2.219**

Notice to client/pro se party pursuant to Rule 4:23-5(a)(2), sample interrogatories, **Ch. 2 (Form G)**

Notice to client pursuant to Rule 4:23-5(a)(1), sample interrogatories, **Ch. 2 (Form F)**

#### Compelling production of documents

Generally, § 2.73, 2.168

Forms (sample), below

#### Compelling responses to unanswered questions

Generally, § 2.166, 2.167

Compensation paid to experts, § 2.75, 2.76

#### Computer-based evidence

E-mail, discovery of, § 2.77

Identifying anonymous Internet users, § 2.81

Request for production of documents after interrogatories, § 3.13

Specific questions, § 2.77

#### Confidentiality agreements

Financial information of party, § 2.78

#### Contention interrogatories

Generally, § 2.47

Advantages, § 2.3

Sample form, **Form 2.212**

#### Copies of papers

Expense of providing, § 2.73

Objection to request for, § 2.117, 2.119, 3.24

Scope of interrogatories, generally, § 2.71

Specific question, “a copy of any paper,” § 2.73

#### Costs and expenses

Copies of papers, expense of providing, § 2.73

Experts, compensation paid to expert, § 2.75, 2.76

Criminal sanctions for false answers, § 2.108

## INTERROGATORIES—Cont'd

### Cross-examination at trial

Experts communications with attorney, § 2.75

Using interrogatories for impeaching or contradicting adverse party, § 2.24

### Damages

Advantage of interrogatories, § 2.3

Essential question to ask, § 2.79

Financial circumstances of party, § 2.78

Form, damage interrogatory, **Form 2.211**

Form, punitive damage interrogatory, **Form 2.213**

Punitive damages, below

Scope of interrogatories, § 2.78, 2.79

Specific issue interrogatories, § 2.48

### Definitions used in interrogatories

Objections to interrogatories, § 2.120

Papers, § 2.73, 2.111, 3.8

Permissible pleadings, defined, § 2.92

Relevance, § 2.72

Sample form, **Form 2.215**

Standard initial interrogatories, § 2.62

Uniform interrogatories, § 2.61

### Depositions

Advantages of deposition over interrogatories, § 4.15

Reference to deposition testimony in lieu of specific answers to interrogatories, § 2.111, 2.170

Disadvantages. Advantages and disadvantages, above

Discovery principles of professionalism for attorneys and judges, § 8.1

Discovery rules, protection afforded by, § 2.6

Discovery tool, § 1.12

### Documents

#### Business records

Production of business records in lieu of specific answers to interrogatories, § 2.110, 2.111

References to business records in answers, § 2.169

Compelling production of documents, above

Expense of providing copies, § 2.73

Failure to produce papers/documents, § 2.73, 2.163, 2.168, 3.24

Insurance agreements, § 2.74

Objection to request for, § 2.117, 3.24

Papers, defined, § 2.73, 2.111, 3.24

Production of business records in lieu of specific answers to interrogatories, § 2.110, 2.111

Request to produce v. interrogatories with request, § 3.8, 3.24

Review of answers to interrogatories with references to business records, § 2.169

Scope of interrogatories, generally, § 2.71

Service of interrogatories requesting papers, § 3.16, 3.17, 3.24

Specific question, “a copy of any paper,” § 2.73

## INDEX

### INTERROGATORIES—Cont'd

#### Documents—Cont'd

Strategic considerations, request to produce v. interrogatories, § 3.8, 3.24

Electronic-based information. Computer-based evidence, above

E-mail, discoverability of, § 2.77

#### Enforcement

Generally, § 2.181

Sanctions, below

Special Civil Part, § 2.194

Environmental insurance coverage cases, § 2.48

Essential questions to ask, § 2.79

Ethical considerations, abuses, § 2.7

#### Evasive answers

Generally, § 2.106, 2.166, 2.167

Duty to take action, § 2.172

#### Evidence

Computer-based evidence, above

Limiting evidence and witnesses at trial, § 2.29, 2.30

Marking in evidence at trial, § 2.26

#### Experts

Adoptive admissions, § 2.75, 2.164

Attorney work-product, § 2.75

Bare conclusions, § 2.165

Communications between expert and attorney, § 2.75

Compensation paid to expert, § 2.75, 2.76

Effects of interrogatories about experts, § 2.75

Excluding from trial, § 2.29

#### Identifying experts

Essential question to ask, § 2.79

Not producing expert, § 2.163

Not to be called as witnesses at trial, identifying those, § 2.76

Retained in anticipation of litigation, identifying those, § 2.76

To be called as witnesses at trial, identifying those, § 2.75

Limiting evidence and witnesses at trial, § 2.30

Net opinion rule, § 2.165

Not producing expert, § 2.163

Not to be called as witnesses at trial, identifying those, § 2.76

#### Opinions

Net opinion rule, § 2.165

Physical and mental examination, interrogatories addressing expert's opinion and report, § 5.13

Qualifications, § 2.75

Reports. Experts reports, below

Retained in anticipation of litigation, identifying those, § 2.76

#### Scope of interrogatories

Experts not to be called as witnesses at trial, § 2.76

Experts to be called as witnesses at trial, § 2.75

Skibinski case, § 2.30, 2.79, 2.164

## INTERROGATORIES—Cont'd

### Experts—Cont'd

To be called as witnesses at trial, identifying those, § 2.75

### Experts reports

Adoptive admissions, § 2.75, 2.164

Annexing report to answer, § 2.164

Answers to interrogatories, § 2.107, 2.113, 2.114

Contents, § 2.75, 2.114

Draft reports, § 2.75, 2.107

Essential question to ask, identifying reports, § 2.79

### Failure to produce reports

Generally, § 2.114, 2.163

Motion. Fixing day certain, below

Sanctions, § 7.17

To be supplied, as answer to interrogatories, § 2.113, 2.163

Fixing day certain to produce expert's reports pursuant to Rule 4:17-4(e)

Generally, § 2.163

Certification in support of motion, **Form 2.221**

Notice of motion, **Form 2.220**

Order, **Form 2.222**

Identifying reports, essential question to ask, § 2.79

In anticipation of litigation but expert not called as witnesses at trial, § 2.76

Incorporating by reference, § 2.164

Later obtained reports, § 2.123

Limiting testimony to content of report, § 2.30

Medical malpractice action, discoverability in, § 2.76

Not called as witnesses at trial, reviewing report of experts who are, § 2.76

Physical and mental examination, interrogatories addressing expert's report or opinion, § 5.13

Physical and mental examination of persons, failure to answer interrogatories regarding expert's report, § 5.13

### Receipt and review of answers to interrogatories

Not produced, § 2.163

Served, § 2.164

Sanctions, failure to serve experts' reports, § 7.17

### Service

Generally, § 2.114

Receipt and review of answers to interrogatories, § 2.164

Sanctions, failure to serve experts' reports, § 7.17

To be supplied, as answer to interrogatories, § 2.113, 2.163

Failure to produce experts reports. Experts reports, above

Failure to produce papers/documents, § 2.73, 2.168, 3.24

Fall down cases only, Superior Court, Uniform interrogatories to be answered by defendant, **Ch. 2 (Form C(2))**

Family actions; answers to financial interrogatories, § 2.112

Filing interrogatories, § 2.91

Financial circumstances of party

Answers to financial interrogatories, § 2.112

## INDEX

### INTERROGATORIES—Cont'd

- Financial circumstances of party—Cont'd
  - Punitive damages consideration, § 2.78
- First Amendment right to speak anonymously, § 2.81
- First date fixed for trial, time for amending answers to interrogatories, § 2.148
- Follow-up questions in depositions, § 4.15, 4.106, 4.158
- Form of interrogatories
  - Answers to interrogatories, § 2.102
  - Objections to form, § 2.28, 2.121
  - Sample forms. forms (sample), below
  - Standard interrogatories, § 2.62
  - Uniform interrogatories, § 2.61
  - Uniform interrogatories, answers to, § 2.102
- Forms (sample)
  - Generally, **Form 2.211 et seq.**
  - Certification in support of motion
    - Compel production of documents pursuant to Rule 4:17-5(b), **Form 2.224**
    - Fixing day certain to produce expert's reports pursuant to Rule 4:17-4(e), **Form 2.221**
  - Compel production of documents pursuant to Rule 4:17-5(b)
    - Certification in support of motion to, **Form 2.224**
    - Notice of motion to, **Form 2.223**
    - Order, **Form 2.225**
  - Contention interrogatory, **Form 2.212**
  - Cover letter to client about sending interrogatories to be answered, **Form 2.219**
  - Damage interrogatory, **Form 2.211**
  - Damage (punitive) interrogatory, **Form 2.213**
  - Definitions, **Form 2.215**
  - Demand for answers to uniform interrogatories
    - Letter of, **Form 2.218**
    - Pleadings provision for, **Form 2.217**
  - Documents not produced. Compel production of documents, above
  - Failure to produce documents. Compel production of documents, above
  - Fixing day certain to produce expert's reports pursuant to Rule 4:17-4(e)
    - Certification in support of motion, **Form 2.221**
    - Notice of motion, **Form 2.220**
    - Order, **Form 2.222**
  - Instructions, **Form 2.214**
  - Letter of demand for answers to uniform interrogatories, **Form 2.218**
  - Letter to client about sending interrogatories to be answered, **Form 2.219**
  - Notice of motion
    - Compelling production of documents pursuant to Rule 4:17-5(b), **Form 2.223**
    - Fixing day certain to produce expert's reports pursuant to Rule 4:17-4(e), **Form 2.220**

**INTERROGATORIES—Cont'd**

Forms (sample)—Cont'd

Order

Compelling production of documents pursuant to Rule 4:17-5(b), **Form 2.225**

Fixing day certain to produce expert's reports pursuant to Rule 4:17-4(e), **Form 2.222**

Pleadings provision for demand for answers to uniform interrogatories, **Form 2.217**

Privilege log, **Form 2.226**

Punitive damage interrogatory, **Form 2.213**

Skeleton interrogatories, **Form 2.216**

Forms (sample), uniform interrogatories

Generally, **Ch. 2 (Form A) et seq.**

Automobile negligence cases. Motor vehicle, below

Fall down cases only, Superior Court, Uniform interrogatories to be answered by defendant, **Ch. 2 (Form C(2))**

Medical malpractice cases only, Superior Court, Uniform interrogatories to be answered by

Defendant physicians, **Ch. 2 (Form C(3))**

Plaintiff, **Ch. 2 (Form A(1))**

Motor vehicle accident cases only

Special Civil Part, Uniform interrogatories to be answered by plaintiff, **Ch. 2 (Form E)**

Superior Court, Uniform interrogatories to be answered by defendant, **Ch. 2 (Form C(1))**

Motor vehicle collision cases involving property damage

Special Civil Part, Uniform interrogatories to be answered by defendant, **Ch. 2 (Form D)**

Superior Court, Uniform interrogatories to be answered by plaintiff, **Ch. 2 (Form B)**

Notice to client/pro se party pursuant to Rule 4:23-5(a)(2), **Ch. 2 (Form G)**

Notice to client pursuant to Rule 4:23-5(a)(1), **Ch. 2 (Form F)**

Personal injury cases, Superior Court, Uniform interrogatories to be answered by

Defendant, **Ch. 2 (Form C)**

Plaintiff, **Ch. 2 (Form A)**

Product liability cases (other than pharmaceutical and toxic tort cases) only, Superior Court, Uniform interrogatories to be answered by

Defendant, **Ch. 2 (Form C(4))**

Plaintiff, **Ch. 2 (Form A(2))**

Property damage in motor vehicle collision cases, Special Civil Part, Uniform interrogatories to be answered by defendant, **Ch. 2 (Form D)**

Property damage to motor vehicle, Superior Court, Uniform interrogatories to be answered by plaintiff, **Ch. 2 (Form B)**

Special Civil Part cases

Motor vehicle collision cases, uniform interrogatories to be answered by plaintiff, **Ch. 2 (Form E)**



## INDEX

### INTERROGATORIES—Cont'd

Forms (sample), uniform interrogatories—Cont'd

Special Civil Part cases—Cont'd

Motor vehicle collision cases involving property damage, uniform interrogatories to be answered by defendant, **Ch. 2 (Form D)**

Property damage in motor vehicle collision cases, uniform interrogatories to be answered by defendant, **Ch. 2 (Form D)**

Superior court cases

Fall down cases only, uniform interrogatories to be answered by defendant, **Ch. 2 (Form C(2))**

Medical malpractice cases only, uniform interrogatories to be answered by Defendant physicians, **Ch. 2 (Form C(3))**

Plaintiff, **Ch. 2 (Form A(1))**

Motor vehicle accident cases only, uniform interrogatories to be answered by defendant, **Ch. 2 (Form C(1))**

Personal injury cases, uniform interrogatories to be answered by Defendant, **Ch. 2 (Form C)**

Plaintiff, **Ch. 2 (Form A)**

Product liability cases (other than pharmaceutical and toxic tort cases) only, uniform interrogatories to be answered by

Defendant, **Ch. 2 (Form C(4))**

Plaintiff, **Ch. 2 (Form A(2))**

Property damage to motor vehicle, uniform interrogatories to be answered by plaintiff, **Ch. 2 (Form B)**

Gamesmanship

Amendment of answers to interrogatories, § 2.143

Certification “games,” § 2.134

Evasive or incomplete answers to interrogatories, § 2.106

General trend, abuses, § 2.5

Hearsay; information from documents, § 2.109

Identification when serving standard initial interrogatories, § 2.62

Impeaching or contradicting witness

Use at trial, § 2.24

Incomplete answers

Generally, § 2.106, 2.166, 2.167

Duty to take action, § 2.172

Inconsistencies, § 2.108

Instructions used in interrogatories

Objections to, § 2.120, 3.8

Sample form, **Form 2.214**

Standard initial interrogatories, § 2.62

Uniform interrogatories, § 2.61

Insufficient answers to interrogatories

Generally, § 7.16

Forms, **Form 7.62-7.64**

Insurance, environmental insurance coverage cases, § 2.48

Insurance information, § 2.3, 2.74

Internet users, identifying, § 2.81

## INTERROGATORIES—Cont'd

### Knowledge

Certification answering with personal knowledge, § 2.109

Late amendments to answers, knowledge more than 10 days before trial,  
§ 2.146

Names of all persons with knowledge, § 2.29, 2.79

Late amendments. Amendment of answers to interrogatories, above

Leading question, objections to form, § 2.121

Limiting evidence and witnesses at trial

Generally, § 2.29

Experts (limitation of testimony to content of report), § 2.30

Manner of service. Service of interrogatories, below

Marking in evidence at trial, § 2.26

Medical malpractice actions

Experts reports discoverability, § 2.76

Uniform interrogatories to be answered by

Defendant physicians, Ch. 2 (Form C(3))

Plaintiff, Ch. 2 (Form A(1))

Names of all persons with knowledge, § 2.29, 2.79

Negligence cases

Automobile negligence actions, above

Number of parts or sets of interrogatories, § 2.6

Personal injury cases, below

Net opinion rule for experts, § 2.165

Notice

Compelling production of documents, notice of motion

Sample form, Form 2.223

Time, § 2.73

Fixing day certain to produce expert's reports pursuant to Rule 4:17-4(e),  
notice of motion, Form 2.220

Late amendment to answers to interrogatories, § 2.147

Uniform interrogatories

Notice to client/pro se party pursuant to Rule 4:23-5(a)(2), Ch. 2 (Form G)

Notice to client pursuant to Rule 4:23-5(a)(1), Ch. 2 (Form F)

Number of parts or sets

Generally, § 2.50, 3.24

Abuses, § 2.5, 2.6

Objection to form of interrogatories, § 2.121, 2.122

Protection afforded by Rules of Discovery, § 2.6

Small claims section, § 2.45

Standard initial interrogatories, § 2.62

Supplemental or additional questions, § 2.43, 2.45, 2.49

Unduly burdensome limitations, § 2.96

Oath

Generally, § 2.2, 2.62, 2.131, 2.132

Certifications, above

False answers, consequences of, § 2.108

Truthful answers duty, § 2.107

## INDEX

### INTERROGATORIES—Cont'd

#### Objections to interrogatories

Generally, § 2.106, 2.116 et seq.

Attorney work-product, § 2.118, 2.171

Continuing duty to supply answers, § 2.123

Copies of papers, objections to request for, § 2.117, 2.119, 3.24

Definitions and instructions, objections to, § 2.120, 3.8

Form, objections to, § 2.28, 2.116, 2.121

How to object, § 2.117

Instructions and definitions, objections to, § 2.120, 3.8

Number of questions, objections to, § 2.121, 2.122

Privileges, § 2.117, 2.118, 2.171

Time to make objection, § 2.116, 2.117, 3.24

Trial, objecting at, § 2.27, 2.28

When to object, § 2.27, 2.28, 2.116, 3.24

#### Objections to interrogatories answers, § 2.171, 3.24

Other than propounding party's receipt of answers to interrogatories. Receipt and review of answers to interrogatories, below

Papers, defined, § 2.73, 2.111, 3.8, 3.24

Perjury, § 2.108

Permissible pleadings, defined, § 2.92

#### Personal injury cases

Additional discovery in personal injury cases, independent medical examination, § 2.195

Fall down cases only, uniform interrogatories to be answered by defendant, **Ch. 2 (Form C(2))**

Uniform interrogatories to be answered by

Defendant, **Ch. 2 (Form C)**

Defendant, fall down case, **Ch. 2 (Form C(2))**

Plaintiff, **Ch. 2 (Form A)**

Physical and mental examination of persons, interrogatories addressing expert's report or opinion, § 5.13

#### Pleadings

Contention interrogatories directed to, § 2.47

Demand for answers to uniform interrogatories, provision for, **Form 2.217**

Dismissal or suppression if timely answers not served, § 2.194

Permissible pleadings, defined, § 2.92

#### Preparation

Standard initial interrogatories, § 2.62

#### Privacy

Financial circumstances of party, § 2.78

#### Privilege log

Generally, § 2.171

Sample form, **Form 2.226**

#### Privileges

Attorney work-product, § 2.80, 2.118, 2.171

Log, privilege log, § 2.171, **Form 2.226**

Objection to interrogatories, § 2.117, 2.118, 2.171

**INTERROGATORIES—Cont'd**

- Product liability cases (other than pharmaceutical and toxic tort cases) only,
  - Superior Court, Uniform interrogatories to be answered by Defendant, **Ch. 2 (Form C(4))**
  - Plaintiff, **Ch. 2 (Form A(2))**
- Property damage in motor vehicle cases
  - Special Civil Part, Uniform interrogatories to be answered by defendant, **Ch. 2 (Form D)**
  - Superior Court, Uniform interrogatories to be answered by plaintiff, **Ch. 2 (Form B)**
- Pro se party
  - Notice to client/pro se party pursuant to Rule 4:23-5(a)(2), sample interrogatories, **Ch. 2 (Form G)**
  - Service of interrogatories, § **2.95**
- Protective orders
  - Generally, § **7.13**
  - Attorney's fees, § **7.4**
  - Attorney work-product, § **2.79, 2.118**
  - Financial information of party, § **2.78**
  - Number of questions many, § **2.122**
  - Rules of Discovery, protection afforded by, § **2.6**
  - Unduly burdensome or oppressive interrogatories, § **2.96**
- Punitive damages
  - Sample interrogatories form, **Form 2.213**
  - Scope of interrogatories, § **2.78**
- Reading to fact finder, use at trial, § **2.25, 2.28, 2.115**
- Receipt and review of answers to interrogatories
  - Generally, § **2.161 et seq.**
  - Business records, references to, § **2.169**
  - Certifications, § **2.162**
  - Deposition testimony, references to, § **2.111, 2.170**
  - Duty to take action, § **2.172**
  - Evasive or incomplete answers, § **2.167**
  - Experts' identity not produced, § **2.163**
  - Experts' reports
    - Not produced, § **2.163**
    - Served, § **2.164**
  - Failure to produce papers/documents, § **2.168**
  - Net opinions, § **2.165**
  - Objected to questions, § **2.171**
  - Questions objected to, § **2.171**
  - References to
    - Business records, § **2.169**
    - Deposition testimony, § **2.111, 2.170**
    - Service of answers on other parties, § **2.173**
    - Treating physicians' identity and reports not produced, § **2.163**
    - Unanswered questions, § **2.166**

## INDEX

### INTERROGATORIES—Cont'd

Receipt and review of interrogatories with client before answering, § **2.104**, **2.105**

#### Relevance

All persons with relevant knowledge, essential question to ask, § **2.79**

Scope of interrogatories, § **2.72**

Sequence of discovery, relevant rules, § **2.83**

Reviewing answers with client, § **2.104**, **2.105**

#### Rules of discovery

Protection afforded by, § **2.6**

Sanctions. Failure to Make Discovery, Enforcement and Sanctions, this index

#### Scope of interrogatories

Generally, § **2.71 et seq.**

“A copy of any paper” questions, § **2.73**

#### Computer-based evidence

Identity of anonymous Internet users, § **2.81**

Specific questions, § **2.77**

Essential questions to ask, § **2.79**

Experts not to be called as witnesses at trial, § **2.76**

Experts to be called as witnesses at trial, § **2.75**

Identity of anonymous Internet users, § **2.81**

Insurance agreements questions, § **2.74**

Internet users, identity of anonymous, § **2.81**

Privileged information, questions calling for, § **2.80**

Punitive damage questions, § **2.78**

Relevance, § **2.72**

Rule 4:10-2, § **2.72**

Specific questions, below

Work-product doctrine information, questions calling for, § **2.80**

#### Sequence of discovery

Generally, § **2.82**

Relevant rules, § **2.83**

Strategic considerations, § **2.84**

Sequence of reading to fact finder interrogatory answers, § **2.25**

Service of experts reports. Experts reports, above

#### Service of interrogatories

Generally, § **2.91 et seq.**

Answers to interrogatories, § **2.101**, **2.103**, **2.161**, **2.173**

Experts reports. Experts reports, above

Filing, § **2.91**

Forcible entry and detainer actions, § **2.191**

Initial interrogatories, timing of service, § **2.92**

Limitations on interrogatories, § **2.96**

#### Manner of service

Standard interrogatories, § **2.95**

Uniform interrogatories, § **2.94**

Pro se party, manner of service, § **2.95**

Requesting papers, § **3.16**, **3.17**, **3.24**

**INTERROGATORIES—Cont'd**

- Service of interrogatories—Cont'd
  - Small claims section, § **2.191**
  - Special Civil part, § **2.191**
  - Standard interrogatories
    - Generally, § **2.46**
    - Caption and identification information, § **2.62**
    - Manner of service, § **2.95**
  - Summary landlord tenant actions for recovery of premises, § **2.191**
  - Supplemental interrogatories, § **2.93**
  - Timing of service
    - Answers to interrogatories, § **2.101, 2.103, 2.161**
    - Initial interrogatories, § **2.92**
    - Requesting papers, § **3.16, 3.24**
    - Supplemental interrogatories, § **2.93, 3.16**
  - Uniform interrogatories, § **2.41, 2.61**
  - Uniform interrogatories answers demand, § **2.92, 2.94**
- Service of late amendments to answers to interrogatories, § **2.147**
- Signatory, proper, § **2.133, 2.162**
- Single questions
  - Standard initial interrogatories, § **2.62**
- Small claims section, § **2.45**
- Special Civil Part
  - Generally, § **2.44**
  - Additional discovery in personal injury cases, § **2.195**
  - Automobile negligence actions, § **2.192**
  - Forms. Forms (sample), uniform interrogatories, above
  - Sanctions/enforcement, § **2.194**
  - Time to answer, § **2.193**
  - Types of actions allowed, § **2.191**
- Specific issue interrogatories, § **2.48**
- Specific questions within scope of interrogatories
  - “A copy of any paper,” § **2.73**
  - Computer-based evidence, § **2.77**
  - Experts not to be called as witnesses at trial, § **2.76**
  - Experts to be called as witnesses at trial, § **2.75**
  - Insurance agreements, § **2.74**
  - Internet users, identity of anonymous, § **2.81**
- Standard initial interrogatories
  - Generally, § **2.46**
  - Form and format of, § **2.62**
  - Service of interrogatories, above
- Statistical information, § **2.3**
- Stored electronic data, discoverability of, § **2.77**
- Strategic Considerations, this index
- Summary judgment motions, § **2.27**
- Supplemental or additional interrogatories
  - Generally, § **2.49**

## INDEX

### INTERROGATORIES—Cont'd

Supplemental or additional interrogatories—Cont'd

Service of, § 2.93

Uniform interrogatories, supplemental to, § 2.43, 2.45

Supplementary proceedings, generally, § 2.201

Surprise or prejudice, late amendments, § 2.146

Technical information interrogatories, § 2.3

Time

Amendment of answers to interrogatories, above

Answers to interrogatories, § 2.101, 2.193

Continuing duty to supply answers, § 2.105, 2.123

Notice of motion compelling production of documents, § 2.73

Objections to interrogatories, § 2.116, 2.117, 3.24

Service of experts reports. Experts reports, above

Service of interrogatories, above

Special Civil Part, time to answer, § 2.193

Tool of discovery, § 1.12

Types

Additional interrogatories. Supplemental or additional interrogatories , above

Contention interrogatories, § 2.47

Initial interrogatories

Standard initial interrogatories, above

Uniform interrogatories, below

Number of sets of interrogatories, § 2.50

Small claims section, § 2.45

Special Civil Part, § 2.44

Specific issue interrogatories, § 2.48

Supplemental interrogatories. Supplemental or additional interrogatories ,  
above

Uniform interrogatories, below

Unduly burdensome interrogatories limitations, § 2.96

Uniform interrogatories

Generally, § 2.41

Demand for answers to uniform interrogatories

Letter of, **Form 2.218**

Pleadings provision for, **Form 2.217**

Service, § 2.92, 2.94

Form of answers to interrogatories, § 2.102

Form of interrogatories, § 2.61, 2.116

Forms (sample), uniform interrogatories, above

Letter of demand for answers to uniform interrogatories

Sample form, **Form 2.218**

Service of, § 2.94

List of types, § 2.42

Manner of service, § 2.94

Objections to, § 2.116, 2.121

Pleadings provision for demand for answers to uniform interrogatories, **Form**  
**2.217**

**INTERROGATORIES—Cont'd**

Uniform interrogatories—Cont'd

Service of

Generally, § 2.41

Demand for answers, § 2.92, 2.94

Small claims section, § 2.45

Special Civil part, § 2.44

Supplemental interrogatories to, § 2.43, 2.45

Use of, generally, § 2.41

When to use, § 2.41

Use at trial

Generally, § 2.21, 2.23

Admissibility

Generally, § 2.27

Objections to, § 2.28

Contradicting or impeaching, § 2.24

Impeaching or contradicting, § 2.24

Limiting evidence and witnesses

Generally, § 2.29

Experts (limitation of testimony to content of report), § 2.30

Marking in evidence, § 2.26

Objections to admissibility, § 2.28

Reading to fact finder, § 2.25

Use for motions, § 2.22

Use in motions, § 2.21

Vague answers

Generally, § 2.166, 2.167

Duty to take action, § 2.172

Waiver

Objections to interrogatories used at trial, § 2.27

**INTERVENTION IN ACTION**

Compelling production by, § 3.41

**INTERVIEWS**

Attorney checklist and sample questions when conducting ex parte interviews

with organization's former employees, § 4.18

Attorney interviewing before interrogatories, § 2.3

**INTIMIDATING THE WITNESS**

Depositions, this index

**INVESTIGATORS**

Recording interviews of witnesses, § 4.18

**JOINDER OF PARTY**

Depositions, this index

**JUDGES**

Principles of professionalism for attorneys and judges in discovery matters,  
§ 4.13, 4.122, 4.185, 8.1



## INDEX

### JUDGMENTS

- Deposing debtor to collect judgment. Depositions, this index
- Summary Judgment, this index

### KEY TO SUCCESS

- Preparing to take the deposition, § 4.101

### KEY WORDS, USE OF

- Direct examination, deposition, § 4.162
- Indexing deposition transcript, § 4.272

### KNOWLEDGE

- Depositions, this index
- Interrogatories, this index
- Requests for admissions, lack of knowledge, § 6.6

### LABELS

- Genuineness of documents, § 6.5

### LEADING QUESTIONS

- Depositions
  - Cross-examination, § 4.169
  - Direct examination, § 4.157
- Interrogatories, objections to form, § 2.121

### LENGTH OF DEPOSITION DAY

- Depositions, this index

### LENGTHY OBJECTIONS

- Depositions, § 4.188

### LIES DURING DEPOSITION

- Depositions, this index

### LOCATION

- Depositions, this index
- Production of documents and things, locations of documents
  - Computer data and information, § 3.13
  - Place of production, § 3.27

### MARKING EXHIBITS

- Bates stamping production of documents and things, § 3.22
- Deposition exhibit, marking document as, § 3.25, 4.107, 4.160, 4.223
- Interrogatories, marking in evidence at trial, § 2.26

### MEDICAL EXAMINATION

- Physical and Mental Examination of Persons, this index

### MEDICAL INFORMATION RELEASE FORMS

- Authorization to release medical information, Form 3.45
- HIPPA complaint authorization release of hospital, medical, insurance and pharmacy records, Form 3.46

**MEDICAL MALPRACTICE ACTIONS**

Depositions

Pre-litigation deposition, § 4.290

Video teleconference depositions, § 4.252

Interrogatories

Experts reports discoverability, § 2.76

Uniform interrogatories to be answered by

Defendant physicians, **Ch. 2 (Form C(3))**

Plaintiff, **Ch. 2 (Form A(1))**

Physical and mental examination of persons, § 5.5

**MENTAL EXAMINATION OF PERSONS**

Physical and Mental Examination of Persons, this index

**MILEAGE**

Travel and Mileage Expenses, this index

**MOCK DEPOSITION**

Generally, § 4.132

**NAMES**

Depositions, accuracy of names and unusual words, § 4.145

Interrogatories, names of all persons with knowledge, § 2.29, 2.79

Physical and mental examination of persons, where to obtain experts names,  
§ 5.9

**NEGLIGENCE**

Interrogatories, this index

**NON-PARTIES, DISCOVERY FROM**

Authentication of documents, § 3.30

Compelling attendance at depositions, § 4.62

Depositions

Authenticating documents, § 3.30

Choosing location of deposition, § 3.27, 4.36

Compelling attendance of, § 4.62

Inspect, copy, test, or sample tangible things by way of deposition, § 3.33

Objections to deposition matters, presence of non-parties at deposition,  
§ 4.195

Presence of non-parties at deposition, objections to deposition matters, § 4.195

Procedure, out-of-state deposition for use in state action, § 3.29, 4.73

Production of documents, § 3.27-3.30, 4.15

Reading transcript to jury, § 4.313

Service of notice of deposition, § 3.27, 4.63

Subpoena duces tecum, § 3.27

Independent action

Compelling production by, § 3.28

Inspect, copy, test or sample tangible things, § 3.33

Inspect, copy, test or sample tangible things, § 3.33

Location of deposition, choosing, § 3.27, 4.36

Out-of-state documents, compelling production of, § 3.29

## INDEX

### **NON-PARTIES, DISCOVERY FROM—Cont'd**

- Physical and mental examination of persons, non-party's refusal to submit to examination, § 5.8
- Presence of non-parties at deposition, objections to deposition matters, § 4.195
- Production of documents and things
  - Generally, § 3.26, 4.15
  - Authentication of documents, § 3.30
  - Independent action
    - Compelling production by, § 3.28
    - Inspect, copy, test or sample tangible things, § 3.33
  - Inspect, copy, test or sample tangible things, § 3.33
  - Out-of-state documents, compelling production of, § 3.29
  - Subpoena duces tecum, compelling production by, § 3.27
- Purpose of discovery, § 1.5
- Reading deposition transcript to jury, § 4.313
- Requests for admissions, § 4.15
- Sanctions against for failure to make discovery, § 7.26
- Service of notice of deposition, § 3.27, 4.63
- Subpoena duces tecum, § 3.27, 4.15, Form 4.330, Form 4.331

### **NONVERBAL OCCURRENCES**

- Noting at depositions, § 4.172

### **NOTES**

- Attorney work-product, notes by corporate attorney of defendant's employees, § 3.13
- Depositions, taking or using notes during, § 4.159, 4.163

### **NUMBER**

- Deposition matters
  - Number of exhibits, § 4.107
  - Number of times a party may examine, § 4.34, 4.150
- Interrogatories, this index
- Production of documents and things, number digit stamping of documents, § 3.22

### **OATH**

- Discovery. Affirmation or Oath, this index

### **OBJECTIONS**

- Depositions, this index
- Interrogatories, this index
- Physical and Mental Examination of Persons, this index
- Production of Documents and Things, this index
- Requests for Admissions, this index

### **OFFICERS AND DIRECTORS**

- Depositions, compelling attendance of nonresident officer or director, § 4.62

### **OFF THE RECORD**

- Depositions, attorney's statements and discussions at, § 4.193

**ON THE RECORD**

Depositions, statements by attorney, § 4.189, 4.193

**OPENING STATEMENT**

Admission read during, § 6.10

Deposition portions read during, § 4.314

**OPINIONS OF EXPERTS**

Experts, this index

**OUTLINE FOR DEPOSITION**

Depositions, this index

**PAMPHLETS**

Requests for admissions, pamphlets and other publications issued by public authority, § 6.5

**PARTNERSHIPS**

Attorney contact with employees or former employees, ethical considerations, § 4.18

**PERPETUATE TESTIMONY OR EVIDENCE**

Generally, § 3.4

Duty to preserve evidence, § 3.5, 3.35

Notice of petition for leave to perpetuate testimony, Form 3.52

Order granting leave to perpetuate testimony, Form 3.53

Verified petition to perpetuate testimony, Form 3.51

**PERSONAL INJURY CASES**

Informally obtaining documents before commencement of action, § 3.3

Interrogatories, this index

Physical and mental examination of persons

Additional discovery, independent medical examination, § 2.195

Applicability to, § 5.7

**PERSONAL WRITINGS**

Proof of authentication, § 6.5

**PHOTOGRAPHS**

Generally, § 3.3

Entry upon land to take photographs before litigation starts, § 3.37

In anticipation for trial, § 3.13

**PHYSICAL AND MENTAL EXAMINATION OF PERSONS**

Generally, § 5.1 et seq.

Additional discovery in personal injury cases, independent medical examination, § 2.195

Admissions

Adoptive admission, expert's report, § 5.13

Guarding against admission, presence of third person at examination, § 5.11

Adoptive admission, expert's report, § 5.13

Advantages of attorney being present during examination, § 5.11

Alternative causes of examinee's mental injuries, § 5.6

## INDEX

### PHYSICAL AND MENTAL EXAMINATION OF PERSONS—Cont'd

- Applicable Rules of Professional Conduct, § 5.3
- Application to types of cases, § 5.7
- Assault and battery victims, § 5.11
- Attendance at examination
  - Sanctions for failure to attend examination, § 5.12
  - Who may attend, § 5.11
- Attorney ethics
  - Attendance at examination, attorney's, § 5.11
  - Making nervous client at ease, § 5.11
  - Rules of Professional Conduct applicable, § 5.3
- Attorneys' fees, protective order, § 7.4
- Attorney's presence at examination, § 5.11
- Availability of expert as factor in selecting expert, § 5.9
- Basis for protective order, § 5.6
- Bias of expert, § 5.9
- Blood testing, § 5.8
- Burden of proof, § 5.5
- Candor toward the tribunal, professional conduct, § 5.3
- Certification
  - Motion to compel physical or mental examination, **Form 5.23**
  - Opposition to physical or mental examination, **Form 5.25**
- Children, examination of, § 5.8
- Civil rights actions, § 5.7
- Compelling. Motion to compel examination, below
- Conversations during examination, § 5.10
- Cost
  - Deposing expert, § 5.13
  - Factor in selecting expert, § 5.9
- Court-appointed expert examination, § 5.8
- Credentials of expert, § 5.9
- Cumulative nature of information sought, objection, § 5.6
- Curriculum vitae of expert, § 5.9
- Danger to examinee, objection, § 5.6
- Debriefing the client after examination, § 5.10
- Deposing examinee before examination, § 5.5
- Deposing expert about opinion given, § 5.13
- Discovery of reports and opinions. Reports and opinions, discovery of, below
- Discretion of court, § 5.6, 5.12
- Discrimination actions, § 5.7
- Dismissal arising from failure to make discovery, § 5.12
- Duprey court, § 5.5
- Employment actions, § 5.7
- Enforcement. Failure to Make Discovery, Enforcement and Sanctions, this index
- Examiner as member of adversary's team, § 5.9
- Expediting litigation, professional conduct, § 5.3
- Expertise of expert, § 5.9
- Factors in selecting expert, § 5.9

**PHYSICAL AND MENTAL EXAMINATION OF PERSONS—Cont'd**

- Failure to answer interrogatories regarding expert's report, § 5.13
- Failure to attend examination, sanctions for, § 5.12
- Fairness to opposing party and attorney, professional conduct, § 5.3
- Family Part actions, § 5.8
- Fear of examiner or examination, § 5.10
- Financial interest of expert, § 5.9
- Forms (sample)
  - Certification in opposition to physical or mental examination, **Form 5.25**
  - Certification of motion to compel physical or mental examination, **Form 5.23**
  - Letter requesting voluntary submission to physical or mental examination, **Form 5.21**
  - Notice of motion to compel physical or mental examination, **Form 5.22**
  - Notice of physical or mental examination, **Form 5.24**
- Friendly conversations during examination, § 5.10
- Genetic testing, § 5.8
- Good faith attempt of examinee as grounds for defeating dismissal motion, § 5.12
- Identity of proposed medical or other expert, objection, § 5.6
- Inconvenience caused to examinee, objection, § 5.6
- Independent medical examination, § 5.7
- Intentional infliction of emotions distress claims, § 5.7
- Interrogatories addressing expert's report or opinion, § 5.13
- Invasive nature of examination, § 5.6
- Lead based paint, ingesting, § 5.8
- Length of examination, recording, § 5.10
- Letter requesting voluntary submission to physical or mental examination, **Form 5.21**
- Litigation experience of expert as factor in selection, § 5.9
- Matrimonial proceedings, § 5.7
- Medical malpractice actions, § 5.5
- Meritorious claims and contentions
  - Professional conduct, § 5.3
- Motion to compel examination
  - Generally, § 5.12
  - Certification in opposition to examination, **Form 5.25**
  - Certification of motion, **Form 5.23**
  - Notice of motion, **Form 5.22**
- Motion to dismiss because of failure to make discovery, § 5.12
- Motor vehicle accident injuries, § 5.12
- Non-parties, examination of, § 5.8
- Notice
  - Examination, notice of
    - Generally, § 5.4
    - Objections, § 5.5, 5.6
    - Sample form, **Form 5.24**
    - Service of notice, § 5.4
  - Motion to compel physical or mental examination, notice of, **Form 5.22**

## INDEX

### PHYSICAL AND MENTAL EXAMINATION OF PERSONS—Cont'd

#### Objections

Presence of third parties, § 5.11

Seeking protective order, § 5.5, 5.6

Opinions of experts. Reports and opinions, below

Opposition to examination, certification of, **Form 5.25**

Pain the examination causes examinee, § 5.6

#### Personal injury cases

Additional discovery, independent medical examination, § 2.195

Applicability to, § 5.7

Preparation of client for Rule 4:19 examination, § 5.10

Privacy rights of examinee, § 5.5, 5.6

Professional Conduct Rules applicable, § 5.3

Professionalism principles for attorneys and judges, § 8.1

Propriety of requiring submittal to examination, § 5.12

#### Protective order

Attorney's fees, § 7.4

Basis for order, § 5.6

Seeking order, § 5.5

Questionable claims of emotional and psychological damages, § 5.7

Rapport between physician and examinee, § 5.11

Recording the examination, § 5.11

#### Refusal to submit to examination

Non-party refusal, § 5.8

Sanctions, § 5.12

Religious-based objections, § 5.6

Reports and opinions, discovery of, § 5.5, 5.12, 5.13

#### Respect for rights of third persons

Professional conduct, § 5.3

Right to an examination, § 5.6

Rule 4:19 text, § 5.2

Rules of Professional Conduct applicable, § 5.3

Sanctions. Failure to Make Discovery, Enforcement and Sanctions, this index

Seeking protective order, § 5.5

Selecting expert, factors in, § 5.9

Service of notice of examination, § 5.4

Sex of examiner, § 5.11

Special Civil Part matters, § 5.7

Tape recording examination, § 5.11

Text of Rule 4:19, § 5.2

#### Third persons at examination

Respect for rights of third persons, professional conduct, § 5.3

Sanctions for failure to attend, § 5.12

Who may attend examination, § 5.11

Timeliness of application, objection, § 5.6

Timeliness of motion requesting or compelling, § 5.5

Tool of discovery, § 1.16

Toxic tort actions, § 5.8

**PHYSICAL AND MENTAL EXAMINATION OF PERSONS—Cont'd**

Types of cases where examinations are appropriate, § 5.7

Ulterior motive of expert, § 5.9

Voluntary submission to physical or mental examination, letter requesting, **Form 5.21**

Where to obtain experts names, § 5.9

Who may attend examination, § 5.11

Who may be examined, § 5.8

Who should perform the examination, § 5.9

Workers' compensation proceedings, § 5.7

**PLACE OR LOCATION**

Location, this index

**PREJUDICE**

Dismissal of pleadings with or without prejudice, § 7.14, **Form 7.56-7.61**

Late amendments to interrogatories responses, § 2.146

Withdrawal of admission, § 6.8

**PRESERVING EVIDENCE**

Production of documents and things, § 3.5

**PRESERVING TESTIMONY**

Purpose of discovery, § 1.9

**PRESS RELEASES**

Attorney ethics, § 4.142, 4.177

**PRINCIPLES OF PROFESSIONALISM**

Generally, § 4.13, 4.122, 4.185, 8.1

**PRISONERS**

Depositions, § 4.32

**PRIVACY**

Financial circumstances of party, § 2.78

Home computers, privacy interests in, § 3.32

Interrogatories, financial circumstances of party, § 2.78

Physical and mental examination of persons, rights of examinee, § 5.5, 5.6

**PRIVILEGE**

Attorney-Client Privilege, this index

Attorney ethics

Receipt of confidential or privileged documents, § 3.21

Unsolicited receipt of privileged or confidential materials (ABA Formal Opinion 93-382), § 4.373

Attorney work-product, § 3.20

Depositions, this index

Interrogatories, this index

Production of Documents and Things, this index

Taxpayer privilege, § 4.177



## INDEX

### PRIVILEGE LOG

Production of Documents and Things, this index

### PRODUCTION OF DOCUMENTS AND THINGS

Generally, § 3.1 et seq., 4.35

Admissibility

Seeks documents not reasonably calculated to lead to admissible evidence, objection, § 3.20

Agency documents, hiring expert with connections to agency to get, § 3.3

Allowable actions for using request to produce, § 3.10, 3.11

Ambiguity, objection, § 3.20

Attempts to resolve issue, § 3.21

Attorney ethics

Communicating with corporate employees and former employees, § 3.3

Frivolous discovery requests, § 3.12

Inquiring whether witness represented by attorney

Generally, § 3.3

Script, **Form 3.50, Form 3.50a**

Receipt of confidential or privileged documents, § 3.21

Scope of discovery, § 3.12

Spoliation of evidence, § 3.4, 3.35

Subpoena duces tecum, § 3.27

Attorney's fees

Protective order, § 7.4

Attorney work-product

Notes by corporate attorney of defendant's employees, § 3.13

Privilege, § 3.20

Scope of discovery, § 3.12

Authentication of computer-based or electronic evidence, § 3.13, 3.44

Authentication of documents, § 3.30

Authentication of photographs, § 3.3

Authorization for release of documents and things

Generally, § 3.3

Employment records release forms, **Form 3.47**

Freedom of information act request, below

Medical information release forms

Authorization to release medical information, **Form 3.45**

HIPPA complaint authorization release of hospital, medical, insurance and pharmacy records, **Form 3.46**

Before commencement of action

Entry upon land for inspection and other purposes, § 3.37

Obtaining copy of own statement made, § 3.39

Obtaining documents formally, generally, § 3.4

Obtaining documents informally, generally, § 3.3

Burdensome, objection, § 3.20

Certification in support of motion

Entry upon land pursuant to Rule 4:18-1(a)(1), permitting, **Form 3.71**

Protective order, certification of attorney in support of motion, **Form 3.59a**

**PRODUCTION OF DOCUMENTS AND THINGS—Cont'd**

- Certification in support of motion—Cont'd
  - Testing pursuant to Rule 4:18, production for, **Form 3.67**
- Compelling production by
  - Intervention in action, § **3.41**
  - Subpoena duces tecum, § **3.27**, **Form 4.330**, **Form 4.331**
- Computers
  - Authentication of electronic evidence, § **3.13**, **3.44**
  - Data and information, production of, § **3.13**, **3.44**
  - Hard drives, copying, § **3.32**
  - Inspection of, § **3.32**
  - Management of produced documents on, § **3.22**
  - Privacy interests, home computers, § **3.32**
- Conditions imposed on testing, § **3.35**
- Confidential documents
  - Generally, § **3.13**
  - Confidentiality agreement, § **3.13**, **Form 3.57**
  - Privilege, asserting, § **3.20**
  - Protective order, below
- Continuing duty to produce after written response to request, § **3.23**
- Continuing obligation to produce, § **3.23**
- Coordination with other discovery methods
  - Generally, § **3.2**, **3.7**
  - Continuing obligation to produce, § **3.23**
- Deposition notice
  - Compared to request to produce, § **3.9**
  - Requesting documents by, § **3.25**, **4.15**
- Interrogatories
  - Compared to request to produce, § **3.8**
  - Requesting documents by, § **3.24**
- Request to produce, below
- Strategic considerations of request to produce versus
  - Interrogatories, § **3.8**
  - Notice to take oral deposition, § **3.9**
- Copying and copies.. Inspect, copy, test or sample tangible things, below
- Costs and expenses
  - Copies, § **3.22**
  - Electronically stored information, § **3.44**
  - Litigation cost sharing method, § **3.22**
  - Witness fees, § **3.27**
- Court documents, presumption of public access to, § **3.41**
- Criminal conduct, entry upon land for inspection and other purposes, § **3.37**
- Custody, possession and control
  - Generally, § **3.14**
- Customers lists, § **3.13**
- Definitions section of request, § **3.15**, **3.20**
- Delivering copies, § **3.22**

## INDEX

### PRODUCTION OF DOCUMENTS AND THINGS—Cont'd

- Demand to obtain documents referred to in pleadings. Pleadings, obtaining documents referred to in, below
- Deposition notice requesting documents. Depositions, this index
- Destructive testing, § 3.35
- Dismissal or suppression, consequences for failure to make discovery, § 3.21, 3.40
- Duty to preserve evidence, § 3.5, 3.35
- Duty to produce, continuing, § 3.23
- Early documents gathering, importance of, § 3.2
- Electronic stored information (“ESI”), § 3.13, 3.44
- E-mail, § 3.13
- Employees
  - Attorney ethics, communicating with employees and former employees, § 3.3
  - Authorization to release employment records, **Form 3.47**
  - Bulletin boards, § 3.13
  - Inquiring whether employee represented by attorney
    - Script, **Form 3.50a**
    - Script from In re Prudential, sample, **Form 3.50**
  - Interview notes taken by corporate attorney, § 3.13
  - Request for employment records, **Form 3.48**
  - Request to produce employment records, **Form 3.47**
- Enforcement when no or unsatisfactory response to request, § 3.21
- Entry upon land for inspection and other purposes
  - Generally, § 3.36
  - As discovery during litigation, § 3.38
  - Before commencement of action, § 3.37
  - Compelling by independent action, § 3.28
  - Criminal conduct, § 3.37
  - Forms (sample), below
- Evidence
  - Duty to preserve evidence, § 3.5, 3.35
  - Electronic and computer evidence, § 3.13, 3.44
  - Importance of documentary evidence, § 3.2
  - Notice of petition for leave to preserve testimony or evidence, § 3.4, **Form 3.52**
  - Order to perpetuate testimony or evidence, § 3.4, **Form 3.53**
  - Seeks documents not reasonably calculated to lead to admissible evidence, objection, § 3.20
  - Spoliation of evidence, preventing, § 3.4, 3.35
  - Verified petition to perpetuate testimony, **Form 3.51**
- Expenses. Costs and expenses, above
- Expert’s experiments or demonstrations, § 3.13
- Expert with connections to agency, hiring to get government agency documents, § 3.3
- Failure to make discovery, § 3.40
- Failure to produce documents referred to in pleadings, sanctions, § 3.6
- Family law actions, § 3.9, 3.11, 3.13

**PRODUCTION OF DOCUMENTS AND THINGS—Cont'd**

Fifth amendment, § **3.20**

Financial documents, § **3.13**

FOIA. Freedom of information act request, below

Foreign language documents, § **3.13**

Forms (sample)

Authorization for release of

Employment records, **Form 3.47**

Hospital, medical, insurance and pharmacy records pursuant to 45 CFR

164.508, HIPPA complaint, **Form 3.46**

Medical information, **Form 3.45**

Certification in support of motion

Entry upon land pursuant to Rule 4:18-1(a)(1), permitting, **Form 3.71**

Protective order, certification of attorney in support of motion, **Form 3.59a**

Testing pursuant to Rule 4:18, production for, **Form 3.67**

Confidentiality agreement (long form), **Form 3.57**

Depositions upon oral examination and to produce documents, notice to take,  
**Form 3.64**

Employee status, inquiring whether employee represented by attorney

Script, **Form 3.50a**

Script from In re Prudential, sample, **Form 3.50**

Employment records

Authorization for release of, **Form 3.47**

Request for, **Form 3.48**

Entry upon land pursuant to Rule 4:18-1(a)(1)

Certification in support of motion to permit, **Form 3.71**

Notice of motion to permit, **Form 3.70**

Order permitting, **Form 3.72**

Request to permit, **Form 3.69**

FOIA request pertinent to the Consumer Product Safety Commission, **Form 3.49**

HIPPA complaint authorization for release of hospital, medical, insurance and  
pharmacy records pursuant to 45 CFR 164.508, **Form 3.46**

Inquiring whether witness represented by attorney

Script, **Form 3.50a**

Script from In re Prudential, sample, **Form 3.50**

Letter request

Pleadings, letter requesting documents referenced in, **Form 3.56**

Privilege log, for, **Form 3.62**

Medical information

Authorization for release of hospital, medical, insurance and pharmacy  
records pursuant to 45 CFR 164.508, HIPPA complaint, **Form 3.46**

Authorization to release, **Form 3.45**

Notice

Depositions upon oral examination and to produce documents, notice to  
take, **Form 3.64**

Entry upon land pursuant to Rule 4:18-1(a)(1), notice of motion to permit,  
**Form 3.70**

## INDEX

### PRODUCTION OF DOCUMENTS AND THINGS—Cont'd

#### Forms (sample)—Cont'd

##### Notice—Cont'd

Perpetuate testimony, notice of petition for leave to, **Form 3.52**

Protective order, notice of motion for, **Form 3.59**

Testing pursuant to Rule 4:18, notice of motion to produce for, **Form 3.66**

##### Order

Entry upon land pursuant to Rule 4:18-1(a)(1), order permitting, **Form 3.72**

Testing pursuant to Rule 4:18, order to produce for, **Form 3.68**

##### Perpetuate testimony

Notice of petition for leave to, **Form 3.52**

Order granting leave to, **Form 3.53**

Verified petition to, **Form 3.51**

##### Pleadings, obtaining documents referred to in

Answer, request to produce in, **Form 3.54**

Letter request, **Form 3.56**

Request to produce pursuant to 4:18-2, **Form 3.55**

##### Privilege log

Letter request for, **Form 3.62**

Sample, **Form 3.63**

##### Protective order

Certification of attorney in support of motion, **Form 3.59a**

Notice of motion for, **Form 3.59**

Sample, **Form 3.60**

##### Request to permit entry upon land. Entry upon land, above

##### Request to produce

Answer, request to produce documents referenced in, **Form 3.54**

Employment records, request for, **Form 3.47**

FOIA request pertinent to Consumer Product Safety Commission, **Form 3.49**

Letter request for privilege log, **Form 3.62**

Letter requesting documents referenced in pleadings, **Form 3.56**

Pleadings-referenced documents pursuant to 4:18-2, **Form 3.55**

Privilege log, letter request for, **Form 3.62**

Separate document, by, **Form 3.55**

Testing pursuant to Rule 4:18, request to produce for, **Form 3.65**

Written response to request to produce, **Form 3.61**

##### Testing pursuant to Rule 4:18

Certification in support of motion to produce for, **Form 3.67**

Notice of motion to produce for, **Form 3.66**

Order to produce for, **Form 3.68**

Request to produce for, **Form 3.65**

Verified petition to perpetuate testimony, **Form 3.51**

Written response to request to produce, **Form 3.61**

#### Formulas, § 3.13

#### Freedom of information act request

Generally, § 3.3

**PRODUCTION OF DOCUMENTS AND THINGS—Cont'd**

Freedom of information act request—Cont'd

Consumer Product Safety Commission, FOIA request pertinent to the, **Form 3.49**

Frivolous discovery requests, § 3.12

Government agency documents, hiring expert with connections to agency to get, § 3.3

Harassing, objection, § 3.20

Hard drives, copying, § 3.32

HIPPA complaint authorization release of hospital, medical, insurance and pharmacy records, **Form 3.46**

Home computers, privacy interests, § 3.32

Hospital records, HIPPA complaint authorization release of, **Form 3.46**

Importance of documentary evidence, § 3.2

Inadvertently produced privileged documents, § 3.43

In camera inspection

Generally, § 3.13

Income tax returns, § 3.13

Privileged documents, § 3.21

Income tax returns, § 3.13

Independent action

Compelling production by, § 3.28

Inspect, copy, test or sample tangible things, § 3.33

Inspect, copy, test or sample tangible things

Generally, § 3.22, 3.31

Bates stamping documents, § 3.22

Computer imaging or managing of voluminous documents, § 3.22

Computers, inspection of, § 3.13, 3.32

Conditions imposed for testing, § 3.35

Continuing duty to produce, § 3.23

Cost of copies, § 3.22

Delivering copies, § 3.22

Destructive testing, § 3.35

Document control, § 3.22

Duty to preserve evidence, § 3.5, 3.35

Duty to produce, continuing, § 3.23

Entry upon land for inspection and other purposes, above

Hard drives, copying, § 3.32

In possession of another, § 3.34

Labeling documents, § 3.22

Limited to parties, § 3.33

Litigation cost sharing method, § 3.22

Making documents available for inspection, § 3.22, 3.23

Number digit stamping of documents, § 3.22

Organization of documents, § 3.22

Originals, inspecting originals rather than copies produced, § 3.8, 3.22

Perpetuating testimony or preserving evidence, § 3.4

Place of production, § 3.22

## INDEX

### PRODUCTION OF DOCUMENTS AND THINGS—Cont'd

- Inspect, copy, test or sample tangible things—Cont'd
  - Reasonable time, place and manner, § 3.15
  - Scanning documents onto CD, § 3.22
  - Service of written response to request for production, § 3.19
  - Spoliation of evidence, preventing, § 3.4, 3.35
  - Tax returns, in camera inspection of, § 3.13
  - Testing pursuant to Rule 4:18
    - Certification in support of motion to produce for, **Form 3.67**
    - Conditions imposed for testing, § 3.35
    - Destructive testing, § 3.35
    - Duty to preserve evidence, § 3.5, 3.35
    - Litigation cost sharing method, § 3.22
    - Notice of motion to produce for, **Form 3.66**
    - Order to produce for, **Form 3.68**
    - Request to produce for, **Form 3.65**
    - Spoliation of evidence, preventing, § 3.4, 3.35
  - Virtual document management, § 3.22
  - Voluminous documents, § 3.22
  - Web based repositories for documents control, § 3.22
- Inspection of land. Entry upon land for inspection and other purposes, above
- Instructions section of request, § 3.15, 3.20
- Insurance matters
  - Agreements or policies, production of, § 3.13
  - HIPPA complaint authorization release of hospital, medical, insurance and pharmacy records, **Form 3.46**
  - Obtaining copy of own statement, § 3.39
- Interrogatories
  - Compared to request to produce, § 3.8
  - Requesting documents by, § 3.16, 3.24
- Intervention in action, compelling production by, § 3.41
- Investigators
  - Entry upon land before litigation starts, § 3.37
  - Use of, § 3.3
- Labeling documents, § 3.22
- Letter request for privilege log, **Form 3.62**
- Letter request to produce documents references in pleadings, **Form 3.56**
- Litigation cost sharing method, § 3.22
- Locations of documents
  - Computer data and information, § 3.13
  - Deposition and production, place of, § 3.27
- Log of privileges. Privilege log, below
- Making documents available for inspection, § 3.22, 3.23
- Management of documents
  - Generally, § 3.22
  - Bates stamping documents, § 3.22
  - Computer imaging or managing of voluminous documents, § 3.22
  - Digit stamping of documents, § 3.22

**PRODUCTION OF DOCUMENTS AND THINGS—Cont'd**

Management of documents—Cont'd

Document control, § 3.22

Labeling documents, § 3.22

Litigation cost sharing method, § 3.22

Number digit stamping of documents, § 3.22

Organization of documents, § 3.22

Scanning documents onto CD, § 3.22

Virtual document management, § 3.22

Web based repositories for documents control, § 3.22

Matrimonial actions. Family law actions, above

Medical information release forms

Authorization to release medical information, **Form 3.45**

HIPPA complaint authorization release of hospital, medical, insurance and pharmacy records, **Form 3.46**

Motion pictures made in anticipation for trial, § 3.13

Non-parties, discovery from

Generally, § 3.26, 4.15

Authentication of documents, § 3.30

Independent action

Compelling production by, § 3.28

Inspect, copy, test or sample tangible things, § 3.33

Inspect, copy, test or sample tangible things, § 3.33

Out-of-state documents, compelling production of, § 3.29

Subpoena duces tecum, compelling production by, § 3.27

Notice

Deposition notice. Depositions, this index

Entry upon land pursuant to Rule 4:18-1(a)(1), notice of motion to permit, **Form 3.70**

Perpetuate testimony or evidence, petition for leave to, § 3.4, **Form 3.52**

Protective order, notice of motion for, **Form 3.59**

Testing pursuant to Rule 4:18, notice of motion to produce for, **Form 3.66**

Number digit stamping of documents, § 3.22

Objections

Generally, § 3.20

Requests to obtain documents referred to in pleadings, § 3.6

Obtaining copies of own statement, § 3.39

Obtaining documents before commencement of action

Formally, § 3.4

Informally, § 3.3

Order

Entry upon land pursuant to Rule 4:18-1(a)(1), order permitting, **Form 3.72**

Perpetuate testimony or evidence, granting leave to, § 3.4, **Form 3.53**

Protective order, below

Testing pursuant to Rule 4:18, order to produce for, **Form 3.68**

Organization of documents, § 3.22

Originals

Inspecting originals rather than copies produced, § 3.8, 3.22



## INDEX

### PRODUCTION OF DOCUMENTS AND THINGS—Cont'd

#### Originals—Cont'd

Requesting originals, § 3.15

Out-of-state documents of non-parties, compelling production of, § 3.29

Overbreadth, objection, § 3.20

Parties. Discovery from parties, above

Perpetuate testimony or evidence

Generally, § 3.4

Duty to preserve evidence, § 3.5, 3.35

Notice of petition for leave to perpetuate testimony, Form 3.52

Order granting leave to perpetuate testimony, Form 3.53

Verified petition to perpetuate testimony, Form 3.51

Personal injury cases

Informally obtaining documents before commencement of action, § 3.3

Petition to perpetuate testimony or evidence

Notice of petition for leave to perpetuate testimony, Form 3.52

Order granting leave to perpetuate testimony, Form 3.53

Procedure, § 3.4

Verified petition, Form 3.51

Pharmacy records, HIPPA complaint authorization release, Form 3.46

Photographs

Generally, § 3.3

Entry upon land to take photographs before litigation starts, § 3.37

In anticipation for trial, § 3.13

Pleadings, obtaining documents referred to in

Generally, § 3.6

Answer, request to produce in, Form 3.54

Separate discovery demand titled “Request to produce pursuant to 4:18-2,”  
Form 3.55

Separate request by letter, Form 3.56

Preservation of evidence. Perpetuate testimony or evidence, above

Presumption of public access to documents filed with court, § 3.41

Privacy interests, home computers, § 3.32

Privileged documents

Asserting claim of, § 3.12, 3.21

Identifying documents withheld, § 3.13, 3.20, 3.21

Inadvertently produced, § 3.43

List of types of privileges, § 3.20

Objection, asserting, § 3.20

Redactions of privileged portions of document, § 3.21

Privilege log

Generally, § 3.20, 3.21

Letter request for, Form 3.62

Sample log, Form 3.63

Procedure for obtaining documents formally before commencement of action

Generally, § 3.4

Notice of petition for leave to perpetuate testimony, Form 3.52

Order granting leave to perpetuate testimony, Form 3.53

**PRODUCTION OF DOCUMENTS AND THINGS—Cont'd**

Procedure for obtaining documents formally before commencement of action

—Cont'd

Verified petition to perpetuate testimony, **Form 3.51**

Professionalism principles for attorneys and judges, § **8.1**

Protective order

Attorney's fees, § **7.4**

Certification of attorney in support of motion for, **Form 3.59a**

Notice of motion for, **Form 3.59**

Order form, **Form 3.60**

When to seek, § **3.13, 3.20**

Public access to documents filed with court, presumption of, § **3.41**

Punitive damages claims, § **3.13**

Purpose of discovery, § **1.4**

Redactions of privileged portions of document, § **3.21**

Refreshing recollection, using privileged documents for, § **3.21**

Releases

Authorization for release of documents and things, above

Freedom of information act request, above

Relevance, § **3.12, 3.20**

Request to produce

Generally, § **3.10 et seq.**

Allowable actions, § **3.11**

Attempts to resolve issue, § **3.21**

Contents of the request, § **3.15**

Contents of written response to the request, § **3.18**

Custody, possession and control, § **3.14**

Definitions section of request, § **3.15, 3.20**

Deposition, requesting documents by, § **3.25**

Enforcement when no or unsatisfactory response, § **3.21**

Forms (sample), above

Instructions section of request, § **3.15, 3.20**

Interrogatories requesting papers, § **3.16, 3.24**

Manner of service of request, § **3.17**

Objections, § **3.20**

Releases, above

Response. Written response to request, below

Scope of discovery, § **3.12**

Service of request, § **3.16, 3.17**

Service of written response, § **3.18, 3.19**

Specific types of information, § **3.13**

Supplemental request, service of, § **3.16**

The production, § **3.22**

The request, § **3.15, Form 3.61**

Timing of request, § **3.16, 4.15**

Written response to request, below

Sanctions. Failure to Make Discovery, Enforcement and Sanctions, this index

Scanning documents onto CD, § **3.22**

## INDEX

### PRODUCTION OF DOCUMENTS AND THINGS—Cont'd

- Scope of discovery, § 3.12
- Seeks documents not reasonably calculated to lead to admissible evidence, objection, § 3.20
- Service
  - Deposition requesting documents, notice of, § 3.25, 3.27
  - Interrogatories requesting papers, § 3.16, 3.24
  - Perpetuate testimony or evidence, notice of petition for leave to, § 3.4
  - Request for production, § 3.16, 3.17, 3.24, 3.25, 3.27
  - Requests for documents referenced in pleadings, § 3.6
  - Subpoena duces tecum, § 3.27
  - Written response to request for production, § 3.18
- Small claims section, § 3.11
- Special Civil Part, § 3.11, 3.42
- Spoliation of evidence, preventing, § 3.4, 3.35
- Statement of witness. Witness statement, below
- Statements by party, obtaining copy of own statement, § 3.39
- Strategic Considerations, this index
- Subpoena duces tecum, compelling production from non-parties by, § 3.27, 4.15, **Form 4.330, Form 4.331**
- Supplemental request, service of, § 3.16
- Surveillance films, § 3.2
- Tax returns, § 3.13
- Testing. Inspect, copy, test or sample tangible things, above
- Trade secrets, § 3.13
- Unduly burdensome, objection, § 3.20
- Unintelligible, objection, § 3.20
- Vagueness, objection, § 3.20
- Verified petition to perpetuate testimony or preserve evidence
  - Generally, § 3.4
  - Notice of petition for leave to perpetuate testimony, **Form 3.52**
  - Order granting leave to perpetuate testimony, **Form 3.53**
  - Verified petition to perpetuate testimony, **Form 3.51**
- Vexatious, objection, § 3.20
- Videos prepared in anticipation for trial, § 3.13
- Virtual document management, § 3.22
- Waiver of privileged documents, § 3.21
- Web based repositories for documents control, § 3.22
- Witness statements, obtaining
  - Inquiring whether witness represented by attorney
    - Generally, § 3.3
    - Script, **Form 3.50, Form 3.50a**
  - Investigator, using, § 3.3
  - Obtaining copies of own statement, § 3.39
- Written response to request
  - Generally, § 3.10, 3.18
  - Attempt to resolve issue, § 3.21
  - Continuing duty to produce after, § 3.23

**PRODUCTION OF DOCUMENTS AND THINGS—Cont'd**

Written response to request—Cont'd

Form (sample), **Form 3.61**

Objections, § **3.20**

Service of written response, § **3.19**

**PROFESSIONALISM**

Principles of professionalism for attorneys and judges in discovery matters,  
§ **4.13, 4.122, 4.185, 8.1**

**PROFESSIONALISM PRINCIPLES**

Generally, § **4.13, 4.122, 4.185, 8.1**

**PRO SE PARTY**

Depositions

Dealing with deponent unrepresented by attorney, § **4.164**

Direct examination, specific areas of inquiry, § **4.159**

Right to object to questions, § **4.175**

Interrogatories

Notice to client/pro se party pursuant to Rule 4:23-5(a)(2), sample interrogato-  
ries, **Ch. 2 (Form G)**

Service of interrogatories, § **2.95**

Requests for admissions, § **6.6**

**PROTECTIVE ORDER**

Generally, § **4.263, 4.264, 7.4, 7.13**

Alternative to motion to quash subpoena, § **4.65**

Attendance at deposition, barring, § **4.142**

Attorney's fees, § **7.4**

Attorney work-product, § **2.79, 2.118**

Basic order, **Form 4.355**

Certification in support of motion for, **Form 3.59a, Form 4.354**

Confidentiality protection, § **4.177, 4.263**

Consent protective order, **Form 4.352**

Costs and expenses, § **7.4**

Depositions, this index

Financial information of party, § **2.78**

Harassment of deponent, § **4.263**

Humiliation or embarrassment, § **4.263, 4.264**

Interrogatories, this index

Notice of motion for, **Form 3.59, Form 4.353**

Number of questions many, § **2.122**

Objections to deposition questions, responses to, § **4.184**

Order form, **Form 3.60**

Physical and mental examination of persons, this index

Privileged information or materials, § **4.177, 4.263**

Production of documents and things, this index

Rules of Discovery, protection afforded by, § **2.6**

Transcript confidentiality, § **4.281**

Unduly burdensome or oppressive interrogatories, § **2.96**

## INDEX

### **PROTECTIVE ORDER—Cont'd**

When to seek, § 3.13, 3.20

Where to hold deposition of non-resident party, § 4.72

### **PUNITIVE DAMAGES**

Bifurcated trials, § 2.78

Interrogatories

Sample interrogatories form, **Form 2.213**

Scope of interrogatories, § 2.78

Production of documents and things, § 3.13

### **PURPOSE OF DISCOVERY**

Generally, § 1.2

Admissions, obtaining, § 1.6, 4.102

Documents, identifying and obtaining, § 1.4

Effectiveness of discovery, generally, § 7.1

Encouraging settlement, § 1.10

Identifying, locating and obtaining information from nonparty witnesses, § 1.5

Identifying and obtaining documents, § 1.4

Inconsistencies, obtaining, § 1.7, 4.102

Learning the other side's story, § 1.3

Obtaining admissions, § 1.6, 4.102

Obtaining inconsistencies, § 1.7, 4.102

Preserving testimony, § 1.9, 4.102

Principles of professionalism for attorneys and judges, § 4.13, 4.122, 4.185, 8.1

Production of documents and things, § 1.4

Requests for admissions, § 1.6

Settlement, encouraging, § 1.10, 4.102

Summary judgment, § 4.102

Tying down testimony of adverse witnesses, § 1.8

### **QUALIFICATIONS**

Expert's qualifications, obtaining

Depositions, § 4.224, 4.226, 4.229

Interrogatories, § 2.75

### **RANDOM QUESTIONING**

Depositions, § 4.158

### **READING TO FACT FINDER**

Admissions, § 1.6

Adoptive admissions, deposition transcript testimony read at trial, § 4.313

Closing argument

Admission read during, § 6.10

Deposition portions read during, § 4.314

Depositions, § 4.158, 4.229, 4.313-4.315

Interrogatories, § 2.25, 2.28, 2.115

Opening statement

Admission read during, § 6.10

Deposition portions read during, § 4.314

**READING TO FACT FINDER—Cont'd**

Requests for admissions, § 6.10

**RECESSES OR BREAKS**

Depositions, this index

**RECORDING TESTIMONY**

Depositions, this index

**REFRESHING WITNESS RECOLLECTION**

Deposition preparation, § 4.107, 4.126, 4.159

Production of documents and things, using privileged documents for refreshing recollection, § 3.21

**RELEASES, AUTHORIZATION FOR**

Employment records, **Form 3.47**

FOIA request pertinent to the Consumer Product Safety Commission, **Form 3.49**

Hospital, medical, insurance and pharmacy records pursuant to 45 CFR 164.508, HIPPA complaint, **Form 3.46**

Medical information, **Form 3.45**

**RELEVANCE**

All persons with relevant knowledge, essential question to ask, § 2.79

Defined, direct examination in deposition, § 4.156

Objections to deposition questions, § 4.178

Production of documents and things, § 3.12, 3.20

Scope of interrogatories, § 2.72

Sequence of discovery, relevant rules, § 2.83

**REPLY LETTER DOCTRINE**

Authentication method, § 6.5

**REPORTER FOR DEPOSITION**

Depositions, this index

**REPORTS OF EXPERTS**

Experts, this index

**REQUESTS FOR ADMISSIONS**

Generally, § 4.21, 6.1 et seq.

Acknowledged documents, § 6.5

Advantages, § 6.2

Aiding trial preparation, § 6.3

Alternative to deposition, § 4.21

Amendment of admissions

Generally, § 6.6, 6.8

Checklist, part 4, **Form 6.23**

Notice of motion for leave to amend, **Form 6.20**

Order granting permission to amend, **Form 6.22**

Answers, testing sufficiency of, § 6.7

Generally, § 6.7

Checklist, part 4, **Form 6.23**

## INDEX

### REQUESTS FOR ADMISSIONS—Cont'd

- Answers, testing sufficiency of, § 6.7—Cont'd
  - Order admitting certain matters as answers to requests for admissions, failed to comply with court rules, **Form 6.18**
- Attorney's fees on failure to admit, § 6.9
- Authenticating documents, § 6.5, 6.9
- Best evidence rule, § 6.5
- Books, pamphlets, and other publications issued by public authority, § 6.5
- Business writings, authentication of, § 6.5
- Checklist, **Form 6.23**
- Clarity of request, § 6.4
- Closing arguments, reading admission during, § 6.10
- Commercial paper, signatures, and related documents, § 6.5
- Computer records, authentication of, § 6.5
- Conclusiveness
  - Facts for trial or summary judgment motion, establishing conclusively, § 6.3
  - Matters admitted as conclusively established, § 6.6, 6.8
- Condition precedent to admissibility, authentication of documents as, § 6.5
- Copy of original, § 6.5
- Costs or expenses on failure to admit, § 6.9
- Deemed admissions, § 6.6
- Denial, § 6.6
- Deposition as alternative, § 4.21
- Discovery tool versus trial preparation tool, § 6.3
- Duplicate copy of original, § 6.5
- Effect of admissions
  - Generally, § 6.6
  - Checklist, part 5, **Form 6.23**
- Elements of authentication, § 6.5
- Establishing genuineness of documents, § 6.4
- Exhibit at trial, admission used as, § 6.10
- Extending time for responding to requests
  - Notice of motion, **Form 6.14**
  - Order, **Form 6.15**
- Failed to comply with court rules, order admitting certain matters as answers, **Form 6.18**
- Failure to admit fact later proven, sanctions for, § 6.9
- Filing of request
  - Generally, § 6.4
  - Checklist, part 2, **Form 6.23**
- Form of request
  - Generally, § 6.4
  - Checklist, part 1, **Form 6.23**
- Forms (sample)
  - Amend admissions made in response to requests
    - Notice of motion for leave to, **Form 6.20**
    - Order granting permission to amend, **Form 6.22**
  - Checklist, **Form 6.23**

## REQUESTS FOR ADMISSIONS—Cont'd

### Forms (sample)—Cont'd

Extending time for responding to requests

Notice of motion, **Form 6.14**

Order, **Form 6.15**

General form, **Form 6.12**

Notice of motion

Determine sufficiency of responses to requests, **Form 6.17**

Extend time for responding to requests, **Form 6.14**

Leave to withdraw or amend admissions made in response to requests,  
**Form 6.20**

Reduce time for responding to requests, **Form 6.13**

Objections to requests

Order sustaining some and rejecting other objections to requests for admissions, **Form 6.19**

Sample form, **Form 6.16**

Order

Admitting certain matters as answers to requests for admissions failed to  
comply with court rules, **Form 6.18**

Reducing or extending time for responding to requests, **Form 6.15**

Sustaining some and rejecting other objections to requests for admissions,  
**Form 6.19**

Reducing time for responding to requests

Notice of motion, **Form 6.13**

Order, **Form 6.15**

Reply to requests for admissions, **Form 6.22**

Sufficiency of responses to requests, notice of motion to determine, **Form 6.17**

Time for responding to requests

Notice of motion reducing or extending, **Form 6.13, Form 6.14**

Order reducing or extending, **Form 6.15**

Withdraw or amend admissions made in response to requests

Notice of motion for leave to, **Form 6.20**

Order granting permission to amend, **Form 6.21**

General form, **Form 6.12**

Genuineness of documents

Acknowledged documents, § 6.5

Attorneys' fees on failure to admit, § 6.9

Authenticating documents, § 6.5

Best evidence rule, § 6.5

Books, pamphlets, and other publications issued by public authority, § 6.5

Business writings, authentication of, § 6.5

Commercial paper, signatures, and related documents, § 6.5

Computer records, authentication of, § 6.5

Condition precedent to admissibility, authentication of documents as, § 6.5

Copy of original, § 6.5

Costs or expenses on failure to admit, § 6.9

Duplicate copy of original, § 6.5

Elements of authentication, § 6.5



## INDEX

### REQUESTS FOR ADMISSIONS—Cont'd

#### Genuineness of documents—Cont'd

Establishing, § 6.4

Handwriting expert, proof of authentication, § 6.5

Labels, § 6.5

Newspapers or periodicals, § 6.5

Notarized documents, § 6.5

Official publications, § 6.5

Personal writings, proof of authentication, § 6.5

Prima facie genuineness or authenticity, § 6.5

Proof of authentication, § 6.5, 6.9

Public documents or records, § 6.5

Reply letter doctrine, authentication method, § 6.5

Sanctions for failure to admit, § 6.9

Self-authenticating documents, § 6.5

Serving copy of document with request, § 6.4

Signs, § 6.5

Stipulations, § 6.5

Tags, § 6.5

Trade inscriptions, signs, tags or labels, § 6.5

#### Governing rules, § 6.2

Handwriting expert, proof of authentication, § 6.5

How to serve, § 6.4

Issues for trial, making objections improper when, § 6.6

Knowledge, lack of, § 6.6

Labels, § 6.5

Lack of knowledge or information, § 6.6

Limiting issues for discovery, § 6.3

Making reasonable inquiry before responding, § 6.6

Manner of response

Generally, § 6.6

Checklist, part 3, **Form 6.23**

Matters admitted as conclusively established, § 6.6, 6.8

Mistaken admissions, § 6.8

Motion practice

Generally, § 6.10

Procedure for use of admissions on motion, § 6.10

Summary judgment motion, § 6.3, 6.10

Newspapers or periodicals, § 6.5

Non-parties, § 4.15

Notarized documents, § 6.5

Notice of motion

Determine sufficiency of responses to requests, **Form 6.17**

Extend time for responding to requests, **Form 6.14**

Leave to withdraw or amend admissions made in response to requests, **Form 6.20**

Reduce time for responding to requests, **Form 6.13**

## REQUESTS FOR ADMISSIONS—Cont'd

### Objections to requests

Generally, § 6.6

Improper when issues for trial exist, § 6.6

Order sustaining some and rejecting other objections to requests for admissions, **Form 6.19**

Sample form, **Form 6.16**

Sufficiency of responses, below

Official publications, § 6.5

Opening statements, reading admission during, § 6.10

### Order

Admitting certain matters as answers to requests for admissions failed to comply with court rules, **Form 6.18**

Reducing or extending time for responding to requests, **Form 6.15**

Sustaining some and rejecting other objections to requests for admissions, **Form 6.19**

Other actions, using admissions in, § 6.10

Overview, § 6.2

Part of discovery process, § 6.3

Personal writings, proof of authentication, § 6.5

Prejudice, withdrawal of admission, § 6.8

Pretrial order, effect of, § 6.10

Prima facie genuineness or authenticity, § 6.5

Procedure for use of admissions at trial or on motions, § 6.10

Professionalism principles for attorneys and judges, § 8.1

Proof of authentication of admission, § 6.5, 6.9

Propounding requests, § 6.4

Pro se party, § 6.6

Public documents or records, § 6.5

Purpose of discovery, § 1.6

Reading admission to jury, § 6.10

Reducing time for responding to requests

Generally, § 6.6

Notice of motion, **Form 6.13**

Order, **Form 6.15**

Reply letter doctrine, authentication method, § 6.5

Reply to requests for admissions, **Form 6.22**

### Responding to requests

Generally, § 6.6

Answer, generally, § 6.6, **Form 6.22**

Checklist, part 3, **Form 6.23**

Deemed admissions, § 6.6

Denial, § 6.6

Effect of admissions, § 6.6

Failure to timely respond, effect of, § 6.6

Lack of knowledge or information, § 6.6

Making reasonable inquiry before responding, § 6.6

## INDEX

### REQUESTS FOR ADMISSIONS—Cont'd

- Responding to requests—Cont'd
  - Manner of response
    - Generally, § 6.6
    - Checklist, part 3, **Form 6.23**
  - Objection to requests, above
  - Sanctions for failure to admit fact later proven, § 6.9
  - Testing sufficiency. Sufficiency of responses, below
  - Time for responding, below
  - Withdrawal or amendment of admission, § 6.8
- Sanctions for failure to admit fact later proven, § 6.9
- Scope of requests, § 6.4
- Self-authenticating documents, § 6.5
- Separately stated requests, § 6.4, 6.5
- Service of document with request, § 6.4
- Service of request, § 6.3, 6.4
- Signs, § 6.5
- Special Civil Part, § 6.11
- Stipulations, § 6.5
- Sufficiency of responses to requests
  - Generally, § 6.7
  - Checklist, part 4 of, **Form 6.23**
  - Notice of motion to determine sufficiency, **Form 6.17**
- Summary judgment motion, § 6.3, 6.10
- Tags, § 6.5
- Time for responding to requests
  - Generally, § 6.6
  - Notice of motion reducing or extending, **Form 6.13**, **Form 6.14**
  - Order reducing or extending, **Form 6.15**
- Time for serving requests, § 6.3, 6.4
- Tool of discovery, § 1.15
- Trade inscriptions, signs, tags or labels, § 6.5
- Trial, procedure for use of admissions at, § 6.10
- Trial, reading admission during, § 6.10
- Trial preparation tool versus discovery tool, § 6.3
- Uses of admissions, procedure for use at trial or on motions, § 6.10
- Uses of requests, § 6.3
- Vagueness, § 6.4
- When to serve, § 6.4
- Whom to serve, § 6.4
- Withdrawal of admissions
  - Generally, § 6.6, 6.8
  - Notice of motion for leave to withdraw, **Form 6.20**

### SANCTIONS

- Failure to Make Discovery, Enforcement and Sanctions, this index

### SEAL

- Transcript of deposition, generally, § 4.177

**SEAL—Cont'd**

Videotaped depositions, sealing, § 4.249, 4.279

**SEATING ARRANGEMENT**

Depositions, § 4.143, 4.146, 4.195

**SECRECY**

Recording conversations of others, attorney ethics, § 4.18

**SELF-AUTHENTICATING DOCUMENTS**

Generally, § 6.5

**SEQUENCE OF DISCOVERY**

Generally, § 2.82

Deposition sequence

Cross-examination, § 4.167

Questioning, § 4.149

Using discovery methods, § 2.82 et seq., 4.15, 4.35

Which deposition goes first, § 4.15, 4.35

Interrogatories, § 2.82-2.84

Relevant rules, § 2.83

Strategic considerations, § 2.84

**SEQUESTRATION OF WITNESS**

Depositions, this index

**SERVICE OF PROCESS**

Depositions, this index

Experts

Interrogatories, this index

Physical and mental examination of persons, notice of, § 5.4

Production of documents and things requests, this index

Requests for admissions, § 6.3, 6.4

**SETTLEMENT**

Do not volunteer information, deposition rule's applicability, § 4.125

Privileges disputes, settling, § 4.177

Purpose of discovery, encouraging settlement, § 1.10, 4.102

**SHORTHAND REPORTER**

Depositions, this index

**SIGNATURES**

Interrogatories, proper signatory, § 2.133, 2.162

Requests for admissions, § 6.5

**SIGNS**

Genuineness of documents, § 6.5

**SPECIAL CIVIL PART**

Depositions, § 4.31, 4.38

Failure to make discovery, enforcement and sanctions

Generally, § 7.2

## INDEX

### **SPECIAL CIVIL PART—Cont'd**

- Failure to make discovery, enforcement and sanctions—Cont'd
  - Interrogatories sanctions and enforcement, § 2.194, 7.18
  - Motion requirements, § 7.25
- Interrogatories, this index
- Physical and mental examination of persons, § 5.7
- Production of documents and things, § 3.11, 3.42
- Requests for admissions, § 6.11

### **SPOLIATION OF EVIDENCE**

- Preventing, § 3.4, 3.35

### **STANDARD INITIAL INTERROGATORIES**

- Interrogatories, this index

### **STIPULATIONS REGARDING DISCOVERY PROCEDURE**

- Generally, § 4.41, 4.46
- Conducting the deposition, usual stipulations, § 4.151
- Objections to deposition questions, § 4.182
- Recording testimony, § 4.147
- Requests for admissions, genuineness of documents, § 6.5

### **STRATEGIC CONSIDERATIONS**

- Generally, § 1.19
- Depositions
  - Advantages of depositions over other discovery methods, § 4.15, 4.35
  - Attorney ethics, client involvement with strategic decisions, § 4.37
  - Coordinating discovery methods, § 4.35
  - Defending the discovery deposition, § 4.12
  - Defining strategy, § 4.12, 4.35, 4.102
  - Disadvantages of depositions versus other discovery methods, § 4.16
  - Divulging case strategy through deposition, § 4.16, 4.35
  - Exhibits, preparing to use at deposition, § 4.106
  - Location of deposition, § 4.36
  - Objections to deposition questions, § 4.179
  - Preparing to take the deposition, § 4.102
  - Priority of competing discovery, § 4.35
  - Request to produce v. depositions, § 3.9
  - Subpoenaing attendance at deposition, § 4.62
  - Telephone depositions, § 4.251
  - Tipping your hand regarding case strategy, § 4.16, 4.35
  - Video teleconference depositions, § 4.252
  - Whether to take deposition, § 4.14
- Interrogatories
  - Answers to interrogatories, § 2.115
  - Request to produce v. interrogatories, § 3.8, 3.24
  - Sequence of discovery, § 2.84
- Production of documents and things
  - Generally, § 3.2
  - Request to produce v. interrogatories, § 3.8

**STRATEGIC CONSIDERATIONS—Cont'd**

Production of documents and things—Cont'd

Request to produce v. notice to take oral deposition, § 3.9

**SUBPOENA**

Depositions, this index

Failure to make discovery, nonsubpoenaed witness fails to attend, sanctions,  
§ 7.10

**SUBPOENA DUCES TECUM**

Attorney ethics, § 3.27

Production of documents and things from non-parties, compelling, § 3.27, 4.15,  
Form 4.330, Form 4.331

**SUGGESTING ANSWERS**

Depositions, § 4.185, 4.192

**SUGGESTIVE OBJECTIONS**

Depositions, § 4.188

**SUMMARY JUDGMENT**

Depositions

Purpose and use of depositions, § 4.102

Transcript, using, § 4.102

Use in court proceedings, § 4.316

Interrogatories, § 2.27

Requests for admissions, § 6.3, 6.10

Usefulness of admissions, § 1.6

**SUPPLEMENTAL OR ADDITIONAL INTERROGATORIES**

Interrogatories, this index

**SUPPLEMENTAL PROCEEDING DEPOSITIONS IN AID OF  
COLLECTING A JUDGMENT**

Depositions, this index

**SUPPLEMENTAL REQUEST FOR PRODUCTION OF DOCUMENTS AND  
THINGS**

Service of, § 3.16

**SURPRISE**

Interrogatories, late amendments, § 2.146

**SURVEILLANCE FILMS**

Discovery techniques, § 3.2

**TAGS**

Genuineness of documents, § 6.5

**TALKING AT SAME TIME**

Depositions, § 4.145

**TAPE-RECORDING STATEMENT OF WITNESS**

Generally, § 4.18

Deposition testimony. Depositions, this index

## INDEX

### **TAXPAYER PRIVILEGE**

Generally, § 4.177

### **TELECONFERENCE**

Depositions by teleconference. Depositions, this index

### **TELEPHONE**

Depositions by telephone. Depositions, this index

Recording conversations secretly or by consent, § 4.18

Witness statements taken by telephone, § 4.18

### **TESTING**

Blood testing, physical and mental examination of persons, § 5.8

Inspect, copy, test or sample tangible things. Production of Documents and Things, this index

### **THIRD PERSONS**

Attorney ethics, respect of third persons rights, § 2.7, 5.3

Physical and mental examination of persons, third persons at examination

Respect for rights of third persons, professional conduct, § 5.3

Sanctions for failure to attend, § 5.12

Who may attend examination, § 5.11

### **TIME**

Generally, § 1.20

Complete discovery, time to, § 1.21

Depositions, this index

Due dates, diary all, § 7.1

Exceptions to standard discovery deadlines, § 1.22

Expediting Litigation, this index

Extending discovery by

Consent, § 1.23

Motion, § 1.24

Inspect, copy, test or sample tangible things at reasonable time, place and manner, § 3.15

Interrogatories, this index

Physical and mental examination of persons

Timeliness of application, objection, § 5.6

Timeliness of motion requesting or compelling, § 5.5

Requests for Admissions, this index

### **TOOLS OF DISCOVERY, GENERALLY**

Generally, § 1.11

Best practices, § 1.26

Demand for production of documents, § 1.13

Depositions, § 1.14

Effectiveness of discovery, generally, § 7.1

Enforcement, § 1.18

Expert's reports, propounding and obtaining, § 1.17

Interrogatories, § 1.12

Physical examination of persons and things, § 1.16

**TOOLS OF DISCOVERY, GENERALLY—Cont'd**

- Principles of professionalism for attorneys and judges, § 4.13, 4.122, 4.185, 8.1
- Relation of rules, § 1.25
- Requests for admissions, § 1.15
- Sanctions, § 1.18
- Sequence of Discovery, this index
- Strategic Considerations, this index

**TOSSING DOCUMENT AT WITNESS**

- Depositions, § 4.190

**TRADE INSCRIPTIONS**

- Genuineness of documents, § 6.5

**TRANSCRIPT**

- Deposition transcript. Depositions, this index

**TRAVEL AND MILEAGE EXPENSES**

- Depositions, § 4.63, 4.65, 4.232
- Production of documents, § 3.27

**TREATIES AND INTERNATIONAL CONVENTIONS**

- Generally, § 4.73

**TREATISES PUBLISHED OR RELIED ON BY EXPERT**

- Deposition of expert, § 4.224, 4.226, 4.229

**TRIAL DEPOSITION (DE BENE ESSE DEPOSITION)**

- Depositions, this index

**TRIAL USE OF DEPOSITION**

- Depositions, this index

**TYING DOWN TESTIMONY OF ADVERSE PARTY**

- Depositions, direct examination, § 4.158
- Purposes of discovery, § 1.8

**UNDULY BURDENSOME**

- Interrogatories limitations, § 2.96
- Production of documents and things, § 3.20

**UNIFORM INTERROGATORIES**

- Interrogatories, this index

**UNREPRESENTED EMPLOYEES OF ORGANIZATIONS**

- Attorney ethics, communicating with, § 4.18

**UNREPRESENTED PARTY**

- Pro Se Party, this index

**VAGUENESS**

- Interrogatories, this index
- Production of documents and things, objection, § 3.20
- Requests for admissions, § 6.4



## INDEX

### VENUE

Depositions, § 3.27, 4.83

### VIDEOS

Production of documents and things, videos prepared in anticipation for trial,  
§ 3.13

### VIDEOTAPED DEPOSITIONS

Depositions, this index

### VIDEO TELECONFERENCE DEPOSITIONS

Depositions, this index

### WAIVER

Deposition issues. Depositions, this index

Interrogatories objections, § 2.27

Privileges for documents requested, § 3.21, 3.25

### WITNESSES

Advising witness of what to say and attire to wear, § 4.127

Advising witness to refrain from giving information, § 4.124

Attorney interviews of witnesses, ethical concerns, § 4.18

Depositions, this index

Inquiring whether witness represented by attorney

Generally, § 3.3

Script, **Form 3.50, Form 3.50a**

Intimidating the Witness, this index

Purposes of discovery

Identifying, locating and obtaining information from nonparty witnesses, § 1.5

Preserving testimony, § 1.9

Tying down testimony of adverse witnesses, § 1.8

Statement of witness, taking, § 4.18

Tape-recording statement of witness, § 4.18

Tying down testimony of adverse witnesses, § 1.8, 4.158