

SAMPLE CIVIL FORM 54

IN THE _____ COURT OF _____ COUNTY

A.B., Plaintiff)
v.) CIVIL ACTION NO. _____
C.D., Defendant)

REQUEST FOR ADMISSION OF FACTS

To: _____
Attorney for Defendant
Address _____

Plaintiff, _____, requests defendant, _____, within thirty days after service of this request to admit the truth of the following facts:

- 1. [*Example*] requested in your purchase order of (*date*)_____, were delivered by the plaintiff and received by the defendant on (*date*)_____.
- 2. *State a fact.*
- 3. *State a fact.*

Attorney for Plaintiff

Address

Committee Comments

The party upon whom a request is served has thirty days in which to respond, except that he is not obliged to respond until 45 days from the date of service of the summons and complaint.

Leave of court must be obtained for any request for admission propounded within ten days from commencement of the action.

Failure to respond either with a sworn denial or with a written objection within thirty days constitutes an admission of the requested fact.

For the effect of an admission see Rule 36(b).