

Request for Admissions in Debt Collection Suit Instructions, Example and Sample Form

When you get [Discovery](#), you can use the sample form "Request for Admissions" to get information from the Plaintiff about their case against you. To learn more about admissions and how to use them visit www.masslegalhelp.org and search "[Admissions](#)."

1. At the top left corner of the Admissions form you will see "_____, ss". This is where you write the county you live in. Put in the same county that is on the complaint that the plaintiff sent to you.
 - In the example, Kerry lives in Dorchester so she lives in Suffolk County.
2. On the "____ Division" line, write in where the court is located.
 - The Court is located in Dorchester so Kerry wrote in "Dorchester."
3. Write in the docket number on the "Docket no._____" line. You can find this number on the complaint that the Plaintiff sent you.
 - Kerry's number was on the top right corner of the complaint so she copied it onto the admission form as "2011-CV-3833"
4. The "_____plaintiff" line needs to say who is suing you. Copy the name listed on the complaint before the word "plaintiff".
 - The Bank of New Debt is suing Kerry so she wrote "Bank of New Debt" on the line before "plaintiff".
5. The "_____defendant" line needs to say who is being sued. Copy the name listed on the complaint before the word "defendant" on your admissions. It is probably your name.
 - The Bank of New Debt is suing Kerry so she wrote her name on the line before "defendant".
6. To make a checkmark \checkmark , hold down the **Alt** key on your keyboard and type **251** at the same time.
7. **In the "Request for Admissions"** section check the admissions you want the Plaintiff to answer. Admissions are written in the affirmative or positive for your case because if the Plaintiff does not deny them within 30 days the court believes the admission statements are true.
 - Kerry does not believe that Bank of New Debt has the right to collect the debt and she does not believe that they have the correct figure for the amount she owes. She listed both as Admissions to see if the Plaintiff agrees with her.
8. Sign the Request for Admissions form.

- 9. In the “Certificate of Service” section put:**
 - i. the date,
 - ii. your signature,
 - iii. the name and address of the plaintiff, and
 - iv. check “hand delivery” or “first class mail”.
- 10. Make two copies of all of the forms you are sending.**
 - i. File the original at the Court. Deliver it in person or mail it.
 - ii. Mail a copy of the package to the Plaintiff’s attorney.
 - iii. Keep a copy of everything yourself.
- 11. The plaintiff should send a package of information to you.**

EXAMPLE REQUEST FOR ADMISSIONS

COMMONWEALTH OF MASSACHUSETTS
THE TRIAL COURT OF THE COMMONWEALTH

SUFFOLK, ss.

DORCHESTER DISTRICT COURT

DOCKET NO. 2011-CV-3833

Bank of New Debt)

Plaintiff,)

v.)

Kerry Timberland,)

Defendant.)

REQUEST FOR ADMISSIONS
TO BE ANSWERED BY THE
PLAINTIFF

The Defendant requests that the Plaintiff admit or deny, within 30 days of the date of service of the request that:

Check all that are requested:

- 1. Plaintiff does not own the debt alleged in this suit.
- 2. Plaintiff does not have the authority to collect the debt alleged in this suit.
- 3. Plaintiff has not seen an accounting of the debt alleged in this suit.
- 4. Plaintiff does not have a full account history of the debt alleged in this suit.
- 5. Plaintiff does not have documentation to prove the amount of debt alleged in this suit.
- 6. Plaintiff has violated the Fair Debt Collection Act.

Respectfully submitted,

Signed: Kerry Timberland

Your name: Kerry Timberland

Certificate of Service

I hereby certify that a true copy of the above document was served upon the attorney of record for the Plaintiff (*check one*) in hand () or by regular first class mail postage pre-paid () at this address: Law Firm of Ted Roco for Bank of New Debt, 1 Kimble St, Boston, MA 02222 on (date) June 30, 2012.

Kerry Timberland

Signature

June 30, 2012

Date

COMMONWEALTH OF MASSACHUSETTS
THE TRIAL COURT OF THE COMMONWEALTH

County: _____, SS.

_____ DISTRICT COURT
DOCKET NO. _____

_____,)
Plaintiff,)
)
v.)
)
_____,)
Defendant.)
_____)

REQUEST FOR ADMISSIONS
TO BE ANSWERED BY THE
PLAINTIFF

The Defendant requests that the Plaintiff admit or deny, within 30 days of the date of service of the request that:

Check all that are requested:

- .. Plaintiff does not own the right to collect the debt alleged in this suit.
- .. Plaintiff does not have the authority to collect the debt alleged in this suit.
- .. Plaintiff has not seen an accounting of the debt alleged in this suit.
- .. Plaintiff does not have a full account history of the debt alleged in this suit.
- .. Plaintiff does not have documentation to prove the amount of debt alleged in this suit.
- .. Plaintiff has violated the Fair Debt Collection Act.

Respectfully submitted,

Signed: _____

Your name:

CERTIFICATE OF SERVICE

I hereby certify that on *date*: _____, that I served the Plaintiff's counsel, *law firm and address*: _____ a copy of this document by -
_____ mailing it first class mail (with postage I paid for), _____ hand delivery.

Signed: _____

Your name: