



UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF WEST VIRGINIA



TIPS FOR FILING DISCOVERY AND RULE 26 DISCLOSURES

WHAT IS THE DOCUMENT?	HOW IS IT FILED?	WHAT IS FILED?
Notice to Take Deposition	<i>Other Filings > Notices > Notice to Take Deposition</i>	<u>Entire document</u> with certificate of service.
Rule 26(f) Report of Planning Meeting	<i>Other Filings > Rule 26 Documents > Rule 26(f) Report of Planning Meeting</i>	<u>Entire document</u> with certificate of service.
Rule 26(a)(1) Initial Disclosures	<i>Other Filings > Rule 26 Documents > Certificate of Service for Rule 26(a)(1) Initial Disclosures</i>	Certificate of Service with case number and style affixed indicating what was served and upon whom.
Rule 26(a)(2) Expert Testimony Disclosures	<i>Other Filings > Rule 26 Documents > Certificate of Service for Rule 26(a)(2) Expert Testimony Disclosures</i>	Certificate of Service with case number and style affixed indicating what was served and upon whom.
Deposition Transcripts, Interrogatories, Requests for Production Documents, Requests to Permit Entry Upon Land and Requests for Admissions	<i>Other Filings > Other Documents > Certificate of Service</i>	Certificate of Service with case number and style affixed indicating what was served and upon whom.
Rule 26(a)(3) Pretrial Disclosures	<i>Other Filings > Rule 26 Documents > Certificate of Service for Rule 26(a)(3) Pretrial Disclosures</i>	Certificate of Service with case number and style affixed indicating what was served and upon whom ¹ .
Supplemental Rule 26 Disclosures (to supplement any of the above-listed disclosures) ²	<i>Other Filings > Rule 26 Documents > Certificate of Service for Rule 26 Supplemental Disclosures</i>	Certificate of Service with case number and style affixed indicating what was served and upon whom.

Rev. 05/11

¹ Per L.R. 16.7(b)(1), a list of the disclosures is to be filed as part of the proposed pretrial order.

² A text box will allow you to type in which disclosures are being supplemented, *i.e.*, "Rule 26(a)(2) Expert Testimony Disclosures."