

Formatting a Set of Interrogatories

The first question on a set of Interrogatories should be related to personal information of the person answering the questions. The individual answering the questions needs to state their name, address, and the title that they hold. Therefore, the first question would read:

1. Please state your full name, your present home address, your employer's name and business address, and the title you hold with the named defendant, or the capacity in which you are associated with said defendant.

Underneath question one you would put the word Answer:. You would then leave room for person answering the interrogatories to write their answer. After the space for the answer of question one, you would write question two.