

FOR APPROVAL

**UNIFORM RULES RELATING TO DISCOVERY OF  
ELECTRONICALLY STORED INFORMATION**

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NATIONAL CONFERENCE OF COMMISSIONERS  
ON UNIFORM STATE LAWS

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**UNIFORM RULES RELATING TO DISCOVERY OF  
ELECTRONICALLY STORED INFORMATION**

## **UNIFORM RULES RELATING TO DISCOVERY OF ELECTRONICALLY STORED INFORMATION**

### **RULE 1. DEFINITIONS.** In these rules:

(1) “Discovery” means the process of providing information in a civil proceeding in the courts of this state pursuant to [insert reference to state rules of civil procedure] or these rules.

(2) “Electronic” means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

(3) “Electronically stored information” means information that is stored in an electronic medium and is retrievable in perceivable form.

(4) “Person” means an individual, corporation, business trust, estate, trust, partnership, limited liability company, association, joint venture, public corporation, government or governmental subdivision, agency, or instrumentality, or any other legal or commercial entity.

#### ***Judicial Note***

*The term “civil proceeding” as used in the definition of “Discovery” may need to be modified in certain states to specify that it includes civil courts with differing or limited jurisdiction within the same state. As the term is used in subsection (1), it is intended to encompass not only civil courts of general jurisdiction, but also courts of limited jurisdiction such as domestic relations and probate courts. The term is used in various rules, including Rules 3, 4 and 7.*

**RULE 2. SUPPLEMENTAL RULES OF DISCOVERY.** Unless displaced by particular provisions of these rules, [insert reference to state rules of civil procedure] supplement these rules.

### **RULE 3. CONFERENCE, PLAN AND REPORT TO THE COURT.**

(a) Unless the parties otherwise agree or the court otherwise orders, not later than [21] days after each responding party first appears in a civil proceeding, all parties that have appeared in the proceeding shall confer concerning whether discovery of electronically stored information is reasonably likely to be sought in the proceeding, and if so the parties at the conference shall discuss:

- (1) any issues relating to preservation of discoverable information;
- (2) the form in which each type of the information will be produced;
- (3) the period within which the information will be produced;

(4) the method for asserting or preserving claims of privilege or of protection of the information as trial-preparation materials, including whether such claims may be asserted after production;

(5) the method for asserting or preserving confidentiality and proprietary status of information relating to a party or a person not a party to the proceeding;

(6) whether allocation among the parties of the expense of production is appropriate; and,

(7) any other issue relating to the discovery of electronically stored information.

(b) If discovery of electronically stored information is reasonably likely to be sought in the proceeding, the parties shall:

(1) develop a proposed plan relating to discovery of the information; and

(2) not later than [14] days after the conference under subsection (a), submit to the court a written report that summarizes the plan and states the position of each party as to any issue about which they are unable to agree.

#### **RULE 4. ORDER GOVERNING DISCOVERY.**

(a) In a civil proceeding, the court may issue an order governing the discovery of electronically stored information pursuant to:

(1) a motion by a party seeking discovery of the information or by a party or person from which discovery of the information is sought;

(2) a stipulation of the parties and of any person not a party from which discovery of the information is sought; or

(3) the court's own motion, after reasonable notice to, and an opportunity to be heard from, the parties and any person not a party from which discovery of the information is sought.

(b) An order governing discovery of electronically stored information may address:

(1) whether discovery of the information is reasonably likely to be sought in the proceeding;

(2) preservation of the information;

(3) the form in which each type of the information is to be produced;

(4) the time within which the information is to be produced;

(5) the permissible scope of discovery of the information;

(6) the method for asserting or preserving claims of privilege or of protection of the information as trial-preparation material after production;

(7) the method for asserting or preserving confidentiality and the proprietary status of information relating to a party or a person not a party to the proceeding;

(8) allocation of the expense of production; and

(9) any other issue relating to the discovery of the information.

**RULE 5. LIMITATION ON SANCTIONS.** Absent exceptional circumstances, the court may not impose sanctions on a party under these rules for failure to provide electronically stored information lost as the result of the routine, good-faith operation of an electronic information system.

**RULE 6. REQUEST FOR PRODUCTION.**

(a) In a civil proceeding, a party may serve on any other party a request for production of electronically stored information and for permission to inspect, copy, test, or sample the information.

(b) A party on which a request to produce electronically stored information has been served shall, in a timely manner, serve a response on the requesting party. The response must state, with respect to each item or category in the request:

(1) that inspection, copying, testing, or sampling of the information will be permitted as requested; or

(2) any objection to the request and the reasons for the objection.

**RULE 7. FORM OF PRODUCTION.**

(a) A party requesting production of electronically stored information may specify the form in which each type of electronically stored information is to be produced.

(b) If a party responding to a request for production of electronically stored information objects to a specified form for producing the information, or if no form is specified in the request, the responding party shall state in its response the form in which it intends to produce each type of the information.

(c) Unless the parties otherwise agree or the court otherwise orders:

(1) if a request for production does not specify a form for producing a type of electronically stored information, the responding party shall produce the information in a form in which it is ordinarily maintained or in a form that is reasonably usable; and

(2) a party need not produce the same electronically stored information in more than one form.

#### **RULE 8. LIMITATIONS ON DISCOVERY.**

(a) A party may object to discovery of electronically stored information from sources that the party identifies as not reasonably accessible because of undue burden or expense. In its objection the party shall identify the reason for such undue burden or expense.

(b) On motion to compel discovery or for a protective order relating to the discovery of electronically stored information, a party objecting bears the burden of showing that the information is from a source that is not reasonably accessible because of undue burden or expense.

(c) The court may order discovery of electronically stored information that is from a source that is not reasonably accessible because of undue burden or expense if the party requesting discovery shows that the likely benefit of the proposed discovery outweighs the likely burden or expense, taking into account the amount in controversy, the resources of the parties, the importance of the issues, and the importance of the requested discovery in resolving the issues.

(d) If the court orders discovery of electronically stored information under subsection (c) it may set conditions for discovery of the information, including allocation of the expense of discovery.

(e) The court shall limit the frequency or extent of discovery of electronically stored information, even from a source that is reasonably accessible, if the court determines that:

(1) it is possible to obtain the information from some other source that is more convenient, less burdensome, or less expensive;

(2) the discovery sought is unreasonably cumulative or duplicative;

(3) the party seeking discovery has had ample opportunity by discovery in the proceeding to obtain the information sought; or

(4) the likely burden or expense of the proposed discovery outweighs the likely benefit, taking into account the amount in controversy, the resources of the parties, the importance of the issues, and the importance of the requested discovery in resolving the issues.

#### **RULE 9. CLAIM OF PRIVILEGE OR PROTECTION AFTER PRODUCTION.**

(a) If electronically stored information produced in discovery is subject to a claim of

privilege or of protection as trial-preparation material, the party making the claim may notify any party that received the information of the claim and the basis for the claim.

(b) After being notified of a claim of privilege or of protection under subsection (a), a party shall immediately sequester the specified information and any copies it has and:

(1) return or destroy the information and all copies and not use or disclose the information until the claim is resolved; or

(2) present the information to the court under seal for a determination of the claim and not otherwise use or disclose the information until the claim is resolved.

(c) If a party that received information under subsection (b) disclosed it before being notified, the party shall take reasonable steps to retrieve the information.

#### **RULE 10. SUBPOENA FOR PRODUCTION.**

(a) A subpoena in a civil proceeding may require that electronically stored information be produced and that the party serving the subpoena or person acting on the party's request be permitted to inspect, copy, test, or sample the information.

(b) Subject to subsections (c) and (d), Rules 7, 8 and 9 apply to a person responding to a subpoena under subsection (a) as if that person were a party.

(c) A party serving a subpoena requiring production of electronically stored information shall take reasonable steps to avoid imposing undue burden or expense on a person subject to the subpoena.

(d) An order of the court requiring compliance with a subpoena issued under this rule must provide protection to a person that is neither a party nor a party's officer from undue burden or expense resulting from compliance.