

MSPB DISCOVERY FORMS BOOK FOR AGENCY REPRESENTATIVES

TABLE OF CONTENTS

PREFACE

INTRODUCTION

CHAPTER ONE: DEFINITIONS

AGENCY
AND/OR
COMMUNICATION
CONCERNING
CONDITION — CONCURRENT
CONDITION — PRE-EXISTING
CONDITION — REQUIRING HEALTH CARE
CONDITION — SUBSEQUENT
DAMAGES — ECONOMIC
DAMAGES — NON-ECONOMIC
DESCRIBE IN DETAIL
DISCOVERY REQUESTS
DOCUMENTS
FACTUAL BASIS
HEALTH CARE
HEALTH CARE PROVIDER
IDENTIFY
 BUSINESS ENTITY
 COMMUNICATION; EVENT; MEETING
 DOCUMENT; WRITING
 PERSON
INCIDENT
INJURY
INTERROGATORIES
PERSON
REFER TO; RELATE TO
USE OF SINGULAR/PLURAL; WORDS CONNOTING GENDER
SOURCE OF INFORMATION
STATEMENT
SUBSTANTIATE
YOU

CHAPTER TWO: INSTRUCTIONS

AMBIGUITIES
CONTINUING DISCOVERY

CONVERSATIONS, CONFERENCES, OR MEETINGS
DENIALS
DEVELOPMENT OF INFORMATION
DOCUMENTS
 ALREADY PROVIDED
 DESTROYED, LOST, OR NO LONGER POSSESSED
 FORM TO BE PRODUCED
 IDENTIFICATION
ESTIMATES
FORM OF RESPONSES
 AVOIDANCE OF DUPLICATE RESPONSES; INCORPORATION OF RESPONSES BY
 REFERENCE
 BASIS FOR INFORMATION OR BELIEF
 COMPLETE ANSWERS REQUIRED
IDENTITY OF RESPONDENTS
 IDENTIFICATION; INDIVIDUALS RESPONDING TO DISCOVERY REQUESTS
 IDENTITY OF PERSONS WITH SUFFICIENT KNOWLEDGE
INQUIRY REQUIRED
 DILIGENT SEARCH REQUIRED
 KNOWLEDGE OF PARTY, AGENTS AND REPRESENTATIVES
INTERROGATORIES TO BE ANSWERED SEPARATELY
INTERROGATORIES TO BE ANSWERED WITH INFORMATION NOW AVAILABLE.
MEMOS AND NOTES
OBJECTIONS; PRIVILEGE CLAIMS
 FORM AND SCOPE OF OBJECTIONS
 CLAIMS OF PRIVILEGE
REFERENCE REQUIRED TO INTERROGATORY OR DOCUMENT REQUEST
SCOPE OF INTERROGATORIES
SIGNIFICANCE OF OMISSION OF NAMES OR INFORMATION

CHAPTER THREE: INTERROGATORIES

ABSENCE
ATTORNEYS FEES
CLASSIFICATION/APPOINTMENT/DUTIES/CONSTRUCTIVE DEMOTION
CRIMES
DAMAGES
DAMAGES, COMPENSATORY
DEFENSES
DISCRIMINATION, GENERAL
 AGE
 HANDICAP [See also MEDICAL ISSUES]
 RACE
 RELIGION
 SEX
ERROR, HARMFUL
ERROR, LEGAL
EVIDENCE
EXPLANATION OF DENIALS
FACTUAL DISPUTES
IDENTIFY DOCUMENTS USED
INVESTIGATION, ADEQUACY AND KNOWLEDGE OF
MEDICAL ISSUES
 ACCOMMODATION
 COLLATERAL BENEFITS AND CLAIMS
 DIAGNOSIS [See also TREATMENT]

- FINANCIAL
- HISTORY
- IMPACT ON WORK
- INJURY, EXTENT OF
- OTHER OR PAST CONDITIONS; PAST TREATMENT
- REPORTING
- TREATMENT
- MISUSE OF GOVERNMENT PROPERTY
- NEXUS
- PENALTY; MITIGATION, DISPARITY
- PERFORMANCE
 - DEFENSES
 - DISPUTED PERFORMANCE
 - HISTORY
 - PERFORMANCE IMPROVEMENT PLAN
 - PERFORMANCE STANDARDS
- PERSONS PREPARING INTERROGATORY RESPONSES
- REASSIGNMENT
- REDUCTION IN FORCE
 - ASSIGNMENT RIGHTS
 - COMPETITIVE LEVEL
 - REGULATORY VIOLATIONS
 - RELIEF SOUGHT
 - REORGANIZATION CHALLENGE
- REPRISAL
- SEXUAL MISCONDUCT
- STATEMENTS
- TAXES, FAILURE TO PAY
- THREATS/VIOLENCE; PROVOCATION
- WITNESSES
- WITNESSES, EXPERT
- WORK HISTORY
- WORKING CONDITIONS

CHAPTER FOUR: DOCUMENT REQUESTS

- GENERAL
- ATTORNEYS FEES
- CLASSIFICATION
- COMMUNICATIONS
- CRIMES
- DAMAGES, COMPENSATORY/CONSEQUENTIAL
- DISCRIMINATION
- ECONOMIC
- EVIDENCE
- EXHIBITS
- EXPERT REPORTS
- GOVERNMENT PROPERTY, MISUSE OF
- MEDICAL ISSUES
 - GENERAL
 - DIAGNOSIS
 - EXPERTS
 - FINANCIAL
 - HISTORY
 - IMPACT ON WORK
 - RECORDS

REPORTING
TREATMENT
MISCONDUCT BY AGENCY
NOTES AND JOURNALS
OFFICE OF SPECIAL COUNSEL
OUTSIDE EMPLOYMENT
PERFORMANCE
PHOTOGRAPHS
REPRISAL
STATEMENTS
WORKING CONDITIONS

CHAPTER FIVE: REQUESTS FOR ADMISSIONS

ABSENCE
CONDUCT
DISCRIMINATION
PERFORMANCE
REPRISAL

APPENDIX I — MSPB GOVERNING DISCOVERY

APPENDIX II — MSPB RULES GOVERNING CASE SUSPENSIONS

APPENDIX III — JUDGES' HANDBOOK: CHAPTER 8—DISCOVERY

APPENDIX IV — JUDGES' HANDBOOK: CHAPTER 7—WITNESSES, SUBPOENAS AND SWORN STATEMENTS

APPENDIX V — FEDERAL RULES OF CIVIL PROCEDURE: INTERROGATORIES

APPENDIX VI — FEDERAL RULES OF CIVIL PROCEDURE: DOCUMENT PRODUCTION

ABOUT THE AUTHOR