

Rhestr Dogfennau: dadleniad safonol

Yn	
Rhif yr Hawliad	
Hawlydd (gan gynnwys cyf.)	
Diffynnydd (gan gynnwys cyf.)	
Dyddiad	

Nodiadau:

- Mae'r rheolau mewn perthynas â dadlennu safonol i'w cael yn Rhan 31 o'r Rheolau Trefn Sifil.
- Nodir y dogfennau sydd i'w cynnwys mewn dadlennu safonol yn Rheol 31.6
- Mae dogfen dan eich rheolaeth, neu wedi bod dan eich rheolaeth, os yw neu os bu yn eich meddiant, neu os oes neu os bu gennych yr hawl i'w meddiannu neu yr hawl i'w harchwilio, neu wneud copïau ohoni.

Datganiad Dadlennu

Rwy'n datgan fy mod wedi cynnal chwiliad rhesymol a chymesur er mwyn dod o hyd i'r holl ddogfennau y mae'n ofynnol i mi eu dadlennu yn unol â'r gorchymyn a wnaed gan y llys ar (*noder y dyddiad*)

(Nid wyf wedi chwilio am ddogfennau -

1. sydd â'u dyddiadau cyn _____

2. a leolir yn rhywle heblaw _____

3. mewn categorïau heblaw _____

List of documents: standard disclosure

In the	
Claim No.	
Claimant (including ref.)	
Defendant (Including ref.)	
Date	

Notes:

- The rules relating to standard disclosure are contained in Part 31 of the Civil Procedure Rules.
- Documents to be included under standard disclosure are contained in Rule 31.6
- A document has or will have been in your control if you have or have had possession, or a right of possession, of it or a right to inspect or take copies of it.

Disclosure Statement

I state that I have carried out a reasonable and proportionate search to locate all the documents which I am required to disclose under the order made by the court on (*insert date*)

(I did not search for documents -

1. pre-dating _____

2. located elsewhere than _____

3. in categories other than _____

Ardystiaf fy mod yn deall y ddyletswydd i ddadlennu, a hyd eithaf fy ngwybodaeth fy mod wedi cyflawni'r ddyletswydd honno. Ardystiaf ymhellach fod y rhestr o ddogfennau a nodir ar y ffurflen hon, neu a atodir iddi, yn rhestr gyflawn o'r holl ddogfennau sydd neu a fu dan fy rheolaeth, ac yr wyf dan orfodaeth i'w dadlennu yn unol â'r gorchymyn.

Deallaf y bydd yn rhaid i mi roi gwybod i'r llys ac i'r partïon eraill ar unwaith os daw unrhyw ddogfen ychwanegol, y mae'n ofynnol i mi ei dadlennu yn unol â Rheol 31.6, i'm rheolaeth ar unrhyw adeg cyn terfynu'r achos.

(Nid wyf wedi caniatáu archwilio dogfennau o fewn y categori neu ddosbarth o ddogfennau y mae'n ofynnol i'w dadlennu yn unol â Rheol 31(6)(b) neu (c) (ac a nodir isod), ar y sail y byddai gwneud hynny yn anghymesur â'r materion sydd yn codi yn yr achos.)

I certify that I understand the duty of disclosure and to the best of my knowledge I have carried out that duty. I further certify that the list of documents set out in or attached to this form, is a complete list of all documents which are or have been in my control and which I am obliged under the order to disclose.

I understand that I must inform the court and the other parties immediately if any further document required to be disclosed by Rule 31.6 comes into my control at any time before the conclusion of the case.

(I have not permitted inspection of documents within the category or class of documents (as set out below) required to be disclosed under Rule 31(6)(b) or (c) on the grounds that to do so would be disproportionate to the issues in the case.)

Llofnodwyd

(Cyfaill cyfreitha'r, Hawlydd, Diffynnydd)

Signed

(Claimant, Defendant, 's litigation friend)

Dyddiad

Date

Safle neu swydd a ddelir

(os yn llofnodi ar ran ffyrm neu gwmni)

Os gwelwch yn dda, dywedwch pam mai chi yw'r person priodol i wneud y datganiad dadlennu.

Position or office held

(if signing on behalf of firm or company)

Please state why you are the appropriate person to make the disclosure statement.

Rhestrwch a rhifwch yma, mewn trefn hwylus, y dogfennau (neu fwndeli o ddogfennau os ydynt i gyd o'r un natur, e.e. anfonebau) sydd dan eich rheolaeth, ac nad ydych yn gwrthwynebu iddynt gael eu harchwilio. Rhowch ddisgrifiad byr o bob dogfen neu fwndel fel bod modd eu hadnabod, a dywedwch os cedwir hwy yn rhywle arall, er enghraifft mewn banc neu gan dwrnai.

Mae gennyf reolaeth ar y dogfennau a rifwyd ac a restrwyd yma. Nid wyf yn gwrthwynebu i chi eu harchwilio / gynhyrchu copïau.

List and number here, in a convenient order, the documents (or bundles of documents if of the same nature, e.g. invoices) in your control, which you do not object to being inspected. Give a short description of each document or bundle so that it can be identified, and say if it is kept elsewhere i.e. with a bank or solicitor.

I have control of the documents numbered and listed here. I do not object to you inspecting them/producing copies.

Rhestrwch a rhifwch yma, fel uchod, y dogfennau sydd dan eich rheolaeth ac yr ydych yn gwrthwynebu eu harchwilio. (Rheol 31.19).

Mae gennyf reolaeth ar y dogfennau a rifwyd ac a restrwyd yma, ond gwrthwynebaf i chi eu harchwilio:

List and number here, as above, the documents in your control which you object to being inspected. (Rule 31.19)

I have control of the documents numbered and listed here, but I object to you inspecting them:

Rhowch eich rhesymau dros wrthwynebu.

Rwy'n gwrthwynebu i chi archwilio'r dogfennau hyn oherwydd:

Say what your objections are.

I object to you inspecting these documents because:

Rhestrwch a rhifwch yma y dogfennau a fu unwaith dan eich rheolaeth ond nad ydynt gennych bellach. Ar gyfer pob dogfen a restrwyd, nodwch pa bryd yr oedd dan eich rheolaeth ddiwethaf ac ym mhle y mae yn awr.

Bu'r dogfennau a rifwyd ac a restrwyd isod gennyf, ond nid ydynt bellach dan fy rheolaeth.

List and number here, the documents you once had in your control but which you no longer have. For each document listed, say when it was last in your control and where it is now.

I have had the documents numbered and listed below, but They are no longer in my control.