

Rule 9004-1

Documents - Requirements of Form

(a) General Requirements of Form

- (1) All documents presented for filing shall be prepared letter size (8 ½" x 11"). Without prior approval of the Court, all attachments shall also be no larger than 8 ½" x 11".
- (2) All documents presented for filing shall be single sided. Documents submitted in paper format containing two or more pages shall be stapled at the top left corner, however, separate documents shall not be stapled together.
- (3) The material on all documents presented for filing shall be typed, printed or prepared by a clearly legible duplicating process and shall be double-spaced. Quoted material may be single spaced, however footnotes shall be double-spaced. All typed and printed matter must appear in either a proportionately spaced typeface of 14 points or more, or a monospaced typeface of no more than 10.5 characters per inch may be used in a brief. A proportionately spaced typeface has characters with different widths. A monospaced typeface has characters with the same advanced width. Text shall be in roman (upright letters), non-script type. No pleading, document, or brief may have an average of more than 280 words per page, including footnotes and quotations. The word count does not include addenda containing statutes, rules, regulations, etc.
- (4) On the first page of each pleading or similar document the title of the Court shall appear on or below the fifth line. All pleadings shall be signed as required by FRBP 5005(a)(2) and 9011. Names shall be typed underneath all signature lines.
- (5) In the space to the right of the center of the first page, opposite the caption of the case, there shall be placed:
 - (A) The case number and in the case of an adversary proceeding, the related case number above the adversary proceeding number;
 - (B) The nature of the document, such as complaint, answer, motion, order, affidavit and so forth;
 - (C) The name and status of the party on whose behalf the document is filed;
 - (D) The words "Demand for Jury Trial" or its equivalent when a party demands a jury.
- (6) The first page of every pleading or other document (except instructions) shall contain

the name, mailing address and telephone number of the attorney or firm submitting the document on the left side above line five.

- (7) At the left side of the bottom of each document (other than instructions) an abbreviated name of the document should be repeated, followed by the page number.
- (8) All appendices to pleadings shall be paginated progressively, but shall, following the number on the page, show also the appendix number which may be alphabetical, numerical or a combination thereof.
- (9) Proposed orders granting a motion or application shall be submitted separately in accordance with LBR 9013-1.

(b) Prescribed Forms Excepted

Except as to sub-paragraph (a)(2) above, this rule shall not apply where a prescribed form is used.

(c) Electronically Filed Documents

Documents filed electronically shall be in accordance with LBR 5005-3 and administrative procedures established by the Clerk of Court.

Related Provisions

FRBP 7010	Form of Pleadings
FRBP 9004	General Requirements of Form
FRBP 9011	Signing of Papers; Representations to the Court; Sanctions; Verification and Copies of Papers
FRBP 9021	Entry of Judgment
LBR 5005-3	Electronic Filing
LBR 9009 - 1	Forms