

## **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 stapled together.
- (3) All documents or papers submitted must be of good quality on which line numbers appear at the left margin. The material thereon 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) ~~Cover Sheet and Summons~~**

~~Every Adversary Proceeding not electronically filed shall be accompanied by an Adversary Proceeding Cover Sheet (B104). A form summons need only be prepared by counsel for issuance by the Clerk with sufficient copies for service, if specifically requested by the Clerk.~~

**(c) 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 standards adopted by the court for the electronic filing of documents and administrative procedures established by the Clerk of Court.

*Note: It is suggested that sub-section (b) be moved to its own rule, 7003-1 concerning commencement of case. New sub-section (c) would provide the exception for electronically filed documents.*

## **Related Provisions**

FRBP 7010	Form of Pleadings
FRBP 9004	General Requirements of Form
FRBP 9011	Signing and Verification of Papers
FRBP 9021	Entry of Judgment

LBR 9009 - 1	Forms
LBR 9015 - 1	Jury Trial

[GENORD 03-05](#)    [Order Establishing Standards for Electronic Filing](#)

**LBR 9004-1**  
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