

## **APPENDIX 8**

### **GENERAL REQUIREMENTS OF FORM**

(a) Paper Size, Line Spacing, and Margins

All documents filed in the Court shall be in 8.5 x 11-inch document format. All documents, other than discovery requests and responses, certificates of service, exhibits, pre-printed forms or forms generated by software providers, block quotations, and local and national forms, shall be double-spaced except those sections of any document which contain the identification of counsel, title of the case, title of the pleading, and footnotes may be single-spaced. Margins must be at least one inch on all four sides. Page numbers may be placed in the margins, but no text may appear there. Except for complaints and notices of appeal, documents that do not conform to the requirements of this rule may be stricken by the Court.

(b) Page Numbering

All pages of each pleading or other papers filed with the Court (except exhibits) must be numbered consecutively. The first page of a pleading need not reflect the number.

(c) Font, Type Style; Handwriting

The font size of all original documents, other than the Petition, Schedules, and Statement of Financial Affairs, shall be not less than 12-point type for the body of the document and 10-point for any footnote. The font size of the Petition, Schedules, and Statement of Financial Affairs shall not be less than 10-point type unless restricted by third-party software used to prepare these forms, or unless the Court provides forms in a similar font.

A document created electronically must be set in a plain, Roman Type, although italics or boldface may be used for emphasis. All handwritten documents must be on paper and be legible and double-spaced.