Local Rule 5005-3 Filing Papers - Size and Form of Papers (2014)

(a) **Size**. The original of all pleadings, motions, and other papers electronically filed must be on 8-1/2 x 11 inch white paper, with a top margin of not less than 1-1/2 inch, a left-hand margin of not less than 1 inch, and plainly typewritten or printed in not less than 12 point type on only one side of each page. All orders presented for filing must have a top margin of not less than 2-1/2 inches on the first page.

(b) **Form**. Originals and copies of all papers must be double-spaced except for quoted material, footnotes, and form documents approved by the court. Each page must be numbered consecutively at the bottom of the page. This format may vary to comply with any applicable forms adopted by this court or prescribed by the Judicial Conference of the United States. Service copies may not be reduced by more than 2 reduced pages per printed side.

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