

## **LR5.2. Form of Documents Filed**

**a) Electronic Filing Permitted.** The court will accept for filing documents submitted, signed, or verified by electronic means that comply with procedures established by the court as set forth in the General Order on Electronic Case Filing or other similar order.

Where a document is submitted in an electronic format pursuant to procedures established by the court, submitted in both electronic and paper formats, or submitted in paper and subsequently produced in an electronic format by court staff, the electronic version shall be the court's official record. Where a document is submitted in paper format without an electronic version being produced, the paper version shall be the court's official record. Where the electronic version of a document is a redacted version of an unredacted paper document, the unredacted paper version shall be the court's official record.

**(b) Redaction of Transcripts Filed Electronically.** If a party or an attorney for a party files a written request to redact specific portions of a transcript pursuant to either Federal Rule of Civil Procedure 5.2 or Federal Rule of Criminal Procedure 49.1, the court reporter is ordered by the Court to make that redaction. Any other redaction request must be made by motion to the court.

**(c) Paper and Font Size.** Each paper original filed and each paper judge's copy shall be flat and unfolded on opaque, unglazed, white paper 8½ x 11 inches in size. It shall be plainly written, typed, printed, or prepared by means of a duplicating process, without erasures or interlineations which materially deface it.

Where the document is typed, line spacing will be at least 1½ lines. Where it is typed or printed,

(1) the size of the type in the body of the text shall be 12 points and that in footnotes, no less than 11 points, and

(2) the margins, left-hand, right-hand, top, and bottom, shall each be a minimum of 1 inch.

**(d) Binding and Tabs.** Each paper original shall be bound or secured at the top edge of the document by a staple or a removable metal paper fastener inserted through two holes. A paper original shall not have a front or back cover. A paper original shall not have protruding tabs. Exhibits or tabs that are part of the paper original shall be indicated in bold type on a single sheet of paper placed immediately before the corresponding exhibit or attachment. Unless not reasonably feasible, exhibits to paper originals shall be 8½ x 11 inches in size. A judge's paper copy shall be bound on the left side and shall include protruding tabs for exhibits. A list of exhibits must be provided for each document that contains more than one exhibit.

**(e) Documents Not Complying May be Stricken. Any document that does not comply with this rule shall be filed subject to being stricken by the court.**

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**(f) Judge's Copy.** Each person or party filing a paper version of a pleading, motion, or document, other than an appearance form, motion to appear *pro hac vice*, or return of service, shall file in addition to the original a copy for use by the court. Where a filing is made electronically of a pleading, motion, or document other than an appearance form or return of

service, a paper copy shall be provided for the judge within one business day, unless the judge determines that a paper copy is not required.

Amended June 24, 2009