



### **3.2 STYLE**

(1) All Pleadings and motions intended for filing in any case shall be typewritten with each line, double-spaced. The document shall be sized 8 ½" x 11", or such other size as may be prescribed by Supreme Court Rule, with a top and left-hand margin of at least one inch. The font size shall not be less than size 12 and the orientation shall be portrait on any document created by an attorney. All pleadings, motions, and entries of appearance by attorneys shall be signed by the party or his attorney offering the same for filing electronically and shall bear the address, telephone number, e-mail address, and bar identification number of the trial attorney in the case, or if the party appears pro se, the address and telephone number of the party.

(2) Said pleadings and motions shall be captioned with the style and number of the case, the character of the pleadings and motions, and if a petition, the nature of the suit, and if consisting of more than one page, shall be numbered at the bottom of each page. Paragraphs of pleadings shall be numbered consecutively. Each count of a petition or any amended petition shall be numbered and titled with the name of the cause of action asserted therein. An attorney offering a document for filing may sign it on behalf of a law firm or attorney when duly authorized to do so; but he must also subscribe his own signature electronically. The attorney whose signature is affixed to the pleading or paper shall be deemed to be the trial attorney in the case. Where service of summons or other pleadings is requested, a request for service shall be included in the caption of the pleading filed along with a complete address for each party to be served. The name of an attorney shall be typed under the attorney's signature upon all documents and Court memoranda filed. The statement as to service of pleadings on opposing counsel shall designate by name the opposing counsel on whom such pleadings were served.

### **3.3 FILING OF DOCUMENT IN COURTROOM AND FILING AMENDED PLEADINGS**

(A) Any pleading or document filed in the courtroom shall be submitted to the division clerk for filing during trial or hearing. The pleading or document shall be scanned into the electronic system by the clerk after signature of the Judge, if required.

(B) Whenever leave is granted to amend a pleading, the party or attorney shall submit the amendment electronically for filing. Any party obtaining leave to file an amended pleading shall file a separate amended pleading even if the amended pleading was attached as an exhibit to a request to file such pleading. An amended pleading not filed as a separate pleading shall be deemed abandoned.

### **3.4 PRO SE LITIGANT FILINGS BY FACSIMILE TRANSMISSION**

(1) A petition or claim cannot be initiated by facsimile transmittal to the clerk or court and must comply with Rule 4.8.

(2) A self-represented person may subsequently file a pleading or other document with the court, other than the original petition or claim, by facsimile transmittal provided that the pleading or document is ten (10) pages or less in length and provided further that there is no cost or filing fee required for the filing pursuant to Rule 43.02c.

(3) A document received by facsimile transmittal will be deemed filed as of the date and time recorded by the facsimile. The party transmitting the pleading or document is responsible for the completeness of the transmittal.

(4) Any pleading or document by facsimile transmittal shall be scanned into the electronic system by the clerk after signature of the Judge, if required.

(5) Waiver of these rules may only be granted by the Presiding Judge.

**3.5 PLEADINGS SHALL BE STAPLED AND  
CONTAIN PUNCHED HOLES**

[Repealed]