

Rule 1.9

FORMS OF PAPERS - CIVIL AND CRIMINAL

(a) **Title Page.** The following information shall be stated upon the first page of every document and may be presented for filing single-spaced:

(1) The name, address, State Bar Attorney number, and telephone number of the attorney appearing for the party in the action or proceeding and whether the attorney appears for the plaintiff, defendant, or other party - in propria persona - shall be typewritten or printed in the space to the left of the center of the page and beginning at line one (1) on the first page. The space to the right of the center shall be reserved for the filing marks of the Clerk.

(2) The title of the Court shall commence on or below line six (6) of the first page.

(3) Below the title of the Court, there shall be inserted in the space to the left of the center of the paper the title of the action or proceeding. If the parties are too numerous for all to be named on the first page, the names of the parties only may be continued on the second or successive pages. All parties named in the case caption shall be separated by semicolons on any document that adds, deletes or modifies the named litigants. For all other pleadings filed in civil or criminal cases, it is sufficient to state the name of the first party on each side with an appropriate indication of the other parties, as provided by Rule 10(a), Federal Rules of Civil Procedure. All counsel/litigants are required to use proper capitalization and spacing to denote the correct spelling of the party names. In the space to the right of the center there shall be inserted (A) the number of the action or proceeding; (B) a brief description of the nature of the document, including demand for trial by jury if made in the document; and (C) mention of any notice of motion or affidavits or memorandum in support.