

RULE 9004-1. CAPTION AND FORM OF PAPERS

All petitions, pleadings and other papers filed with the court shall meet the following requirements of form:

(a) **Size and Font.** All pleadings shall be in 8-1/2 x 11 inch document format, using a standard embedded font, 11 or 12 point, and shall be double spaced.

(b) **Format.** Orders shall be formatted as set forth in Local Bankruptcy Rule 9021-1. All other pleadings shall conform to the following format:

(1) *Numbered Paper.* Except for Official Bankruptcy Forms or other forms provided by the clerk of court, each pleading shall bear line numbers in the left margin.

(2) *Top Notation.* The right side of the top of the front page of all pleadings shall contain the name of the judge assigned to the case. Motions and Notices of Hearings shall contain the additional notations required under Local Bankruptcy Rule 9013-1(d).

(3) *Bottom Notation.* The left side of the bottom of each page of all papers shall contain an abbreviated title of the paper, followed by the page number. The right side of the bottom of each pleading or other paper shall contain the name and current mailing address and telephone number of the attorney, firm, or pro se party preparing the paper.

(4) *Format of Reduced Pleadings or Documents.* Reduced pleadings or documents provided to other parties shall contain no more than 2 pages of reduced standard 8-1/2 x 11 pages per side of the paper using a standard embedded font.

(c) **Linking.** Every pleading filed in response to or in connection with a motion or other initial pleading must be electronically linked to the initial pleading.

(d) **Exhibits and Attachments to Papers.** Exhibits, other than trial exhibits, are to be filed electronically with each exhibit linked to the pleading to which it relates. All attachments and exhibits shall be 8-1/2 x 11 inches, photo-reduced if necessary. An exhibit smaller than 8-1/2 x 11 inches shall be attached to or photocopied onto an 8-1/2 x 11 sheet of paper.

(1) *Trial Exhibits.* Trial exhibits should be submitted on paper, in accordance with Local Bankruptcy Rule 5005-2(a), unless otherwise ordered by the court.

Committee Comment

Orders are to be formatted in accordance with Local Bankruptcy Rule 9021-1 and are not governed by the formatting provisions set forth above. Accordingly, an order will not include the name of the judge assigned to the case in the upper right side of the top of the front page.

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~~(3) *Caption and Title.* Each pleading shall be captioned "United States Bankruptcy Court, Western District of Washington" on the first page and shall identify the debtor's name and case number, as well as the title of the pleading indicating the purpose of the paper and the party presenting it.~~

(34) *Bottom Notation.* The left side of the bottom of each page of all papers shall contain an abbreviated title of the paper, followed by the page number. The right side of the bottom of each pleading or other paper shall contain the name and current mailing address and telephone number of the attorney, firm, or pro se party preparing the paper.

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~~**RULE 9009-1. FORMS**~~

~~The form of all petitions, schedules, and statements shall substantially comply with the Official Bankruptcy Forms, pursuant to Fed. R. Bankr. P. 9009.~~