

Rule 9004-1. Requirements for Form and Style of Papers.

Papers tendered for filing shall meet the following requirements of form and style:

(A) Official Forms and Local Forms. Papers in the form prescribed by a local form or other form specifically authorized by the Bankruptcy Rules or these rules shall be deemed in compliance with this rule. All forms must be completed in their entirety.

[Comment: In accordance with the federal judiciary privacy policy, local and internal forms either exclude the debtor's social security number entirely or to redact the number to the last four digits.]

 2004 Amendment: Amended to add comment referencing federal judiciary privacy policy set forth in AO Order 03-7.

(B) Format. All court papers shall be plainly and legibly typewritten, printed or reproduced on one side of standard weight white/opaque paper only, with not less than 1½ spaces between lines except for quoted material. Margins shall be at least ¾ inch at the bottom and both sides and 1 inch at the top of each page.

[Comment: See also Local Rule 2002-1(H) (copies for service purposes may be 2-sided, but not "sandwiched").]

(C) Multiple Pages. All papers of more than one page, except service matrices, must be securely fastened at the top left-hand corner and must be paginated at the bottom of each page.

(D) Hole-Punched. All papers, except service matrices and proofs of claim, shall be two-hole punched at the top.

(E) Jointly Administered Cases. All papers in other than the lead case shall be captioned under the lead case name and case number followed by the words "(Jointly Administered)" and, beneath that caption, the case names and numbers for the cases in which the paper is being filed. However, proofs of claim shall indicate only the case name and number of the case in which the claim is asserted. The style shall not use the word "Consolidated" to refer to joint administration, unless the estates have been substantively consolidated by court order.

(F) Substantively Consolidated Cases. All papers in substantively consolidated cases shall contain in the case style only the name and case number of the case into which the cases have been consolidated.