

RULE L205.2(a). PLEADINGS AND LEGAL PAPERS. FORMAT.

Physical characteristics of pleadings and other legal papers.

(1) All pleadings and papers in connection therewith, petitions and motions filed with the Prothonotary in an action at law and in other matters designated under the state and local Rules of Civil Procedure shall be prepared for flat filing.

(2) No paper or other document may be filed in the Clerk of Courts' Office, or the Prothonotary's Office, on any paper other than paper approximately 8 ½ x 11 inches in size. Any paper or other document filed in any office shall substantially comply with the following requirements:

(a) All such papers shall be prepared on white paper (except for covers, dividers and similar sheets) of good quality with typed or printed matter 6 ½ x 9 ½ inches in size.

(b) The cover sheet shall contain a three (3) inch space from the top of the paper for all Court stampings, filing notices, and other Court purposes.

(c) Multi-page filings shall be stapled in the upper left-hand corner only. No tape, headers or backers shall be used.

(d) Page numbers shall be placed at the bottom of each page.

(e) Exhibits introduced in judicial proceedings and wills are exempt from this rule.