

**B-5005-2**  
**Form and Style Requirements**

(a) The following format requirements apply to all papers submitted for filing, whether in paper or electronic format:

- (1) They shall be plainly typewritten or printed and double spaced, except for quoted material.
- (2) The title must be set out on the first page.
- (3) Each page shall be consecutively numbered.
- (4) All papers must be clearly legible.

(b) For filings submitted in paper format:

- (1) They shall be flat and unfolded.
- (2) They shall be on white paper of good quality, 8½" x 11" in size, printed on one side of the paper only.
- (3) They shall have no covers or backs and shall be fastened together at the top left corner and at no other place.
- (4) If the filer wishes to receive a file-stamped copy of any paper document which is not presented for filing in person, they shall provide a self-addressed, stamped envelope of adequate size and postage.

(c) For filings submitted electronically:

- (1) No paper submitted electronically may contain any watermarks, embedded links or hyperlinks relating to websites promoting commercial products except when relevant to the matter addressed in the filing. The failure to comply with this prohibition may result in the imposition of appropriate sanctions.
- (2) All papers submitted electronically shall comply with the technical requirements of the courts' Electronic Case Filing system.

(d) The originally signed paper copy of all documents submitted under oath or penalties of perjury shall be retained by the filing attorney for a least three years following the closing of the case by the court. Examples of such documents include, but are not limited to, affidavits, bankruptcy petitions, lists, schedules, statements, and amendments thereto. Such originally signed documents shall be produced upon request. The failure to do so may result in the

imposition of sanctions, on the court's own initiative or upon the motion of the case trustee, United States trustee, United States Attorney, or other appropriate party.

(e) Fax and email filings are not permitted and will not be accepted. If such transmissions are received, they shall be of no effect and will be ignored.

#### **HISTORICAL AND REGULATORY NOTES**

*By Order Amending Local Bankruptcy Rules dated May 5, 2011, this rule was amended to reorganize the rule to specify requirements relating to paper and electronic filings and to incorporate parts of abrogated Rule 5005-3.*

*By Order Amending Local Bankruptcy Rules dated December 22, 2006, this rule was amended to delete paragraph (b) which pertained to computer generated versions of Official Forms and paragraph (c) which pertained to the number of paper copies presented for filing; and to redesignate the remaining paragraph (d) as paragraph (b).*

*This rule was previously numbered as Rule 5005-1 until January 15, 2004, when a new Rule 5005-1 became effective, renumbering this rule as Rule 5005-2.*

*By Order Amending Local Bankruptcy Rules dated October 28, 2003, paragraph (c)(2) of this rule (then Rule 5005-1) was deleted, and paragraph (c)(1) was re-designated as paragraph (c).*

*By Second Order Amending Local Bankruptcy Rule B-5005-1 dated September 24, 2002, paragraph (a) and paragraph (c)(2) of this rule (then Rule 5005-1) were amended to conform procedures to electronic case filing requirements.*

*Pursuant to General Order 2002-01 dated August 27, 2002, this rule (then Rule 5005-1) was amended to conform procedures to electronic case filing requirements.*

*By Order Amending Local Rules dated April 30, 2001, this rule (then Rule 5005-1) was revised effective June 4, 2001.*