

II. PAPERS AND FILING

General L.R. 5.1 General Format of Papers Presented for Filing

- (a) All legal papers in an action, except those filed in pro se litigation, habeas corpus proceedings, bankruptcy appeals, social security reviews, United States collection cases, and cases transferred from another district, must be filed in the form of an original and one copy. If a complaint is tendered without a copy, the Clerk of Court must accept and file it but take no further action until the copy has been provided. The judge or magistrate judge to whom the case is assigned may waive this requirement.
- (b) In addition to the information required by Fed.R.Civ.P. 11(a), an attorney must include on every legal paper a telephone number and may include a fax number and e-mail address. A pro se litigant must include a telephone number, if available.
- (c) All legal papers filed must be on 8 1/2 x 11-inch paper and must be fastened at the top without backing or special binding.

General L.R. 5.2 Place of Filing

All legal papers must be filed in the office of the Clerk of Court and not in the chambers of the judge or magistrate judge. The Clerk of Court must retain the original of the paper filed, except the original of an order submitted for signature, and must transmit the copy to the judge or magistrate judge. If a legal paper is filed less than 48 hours before the Court has stated it is due in the chambers of the Court, the attorney or the person making the filing is responsible for transmitting a copy to the chambers of that judge or magistrate judge.