

RULE CV-10. FORM OF PLEADINGS

(a) A pleading, motion, or other submission shall be typed or printed in 12 point or larger font (including footnotes), double-spaced, on paper sized 8½” x 11” with one-inch margins on all sides and shall be endorsed with the style of the case and the descriptive name of the document. Headings, footnotes, and quotations more than two lines long may be single-spaced.

(b) A pleading, motion, or other submission filed by a represented party shall contain the mailing address, e-mail address, signature, state bar card number, and telephone and fax numbers, including area code, of the attorney.

(c) A pleading, motion, or other submission filed by an unrepresented party shall contain the party’s mailing address, e-mail address, signature, and telephone and fax numbers, including area code.

(d) An unrepresented party and any attorney representing a party must timely inform the court of any change in the party’s or attorney’s mailing address, e-mail address, signature, or telephone or fax number. The court may sanction a party for the party’s or the attorney’s failure to do so, including dismissal of the party’s claims or defenses.