APPENDIX U – Format Requirements for Pleadings

I. Appellate Rule 513.5 **Form of Papers.**

(a) **Scope**. This rule governs the form of all papers filed in the appellate courts except transcripts (which are governed by Rule 212(b)), transcripts (which are governed by Rule 210(b)) and excerpts of record (which are governed by Rule 210(c)). Briefs are governed by subparagraphs (b)(1)—(5) and paragraph (c) of this rule and by Rule 212(b).

(b) **Form in General**. Except as provided in subsection (a), all documents presented for filing with the clerk must be:

(1) on 8-1/2 x 11 inches opaque, unglazed white paper of good quality and at least sixteen pound weight.

(2) in clear and legible black typeface or handprinting in black ink;

(3) double-spaced (line-spacing "2" if proportionally spaced typeface is used), except that headings and footnotes must be single-spaced and quotations of more than two lines must be single-spaced and indented at least one-half inch on both sides;

(4) if longer than one page, numbered consecutively at the bottom center of each page;

(5) no more than 6-1/2 x 9-1/2 inches of printed or written matter on a page;

(6) printed or written on one side of the paper;

(7) two-hole punched at the center of the top of each page.

(c) **Typeface**.

(1) The text of documents, including headings and footnotes, must be at least

(A) 12 point (10 monospaced characters per inch) Courier, or

substantially similar monospaced text style;

(B) 13 point (proportionally spaced) Times New Roman, Garamond, CG Times, New Century Schoolbook, or substantially similar serifed, roman text style; or

(C) 12.5 point (proportionally spaced) Arial, Helvetica, Univers, or substantially similar non-serifed text style.

(2) When a typeface other than Courier is used, the party filing the document must also file a certificate that identifies the typeface and point size used in the document.

(d) **Exhibits**. Exhibits to motions, petitions and other documents must be clear and legible and must comply with subparagraph (b)(1) of this rule. Exhibits that do not comply with subparagraph (b)(1) must be reduced if necessary and copied onto paper of the required size and quality. Each page of an exhibit must be numbered progressively and marked with the number or letter of the exhibit (e.g., Exhibit A, p.1). Exhibits must be permanently attached to the principal document in a manner that allows them to be easily accessible and readable without detaching them from the principal document.

(e) **Information To Be Place on First Page**. The first page of each paper or document must be prepared in conformity with civil Rule 76(3), except that the name of the law firm or organization with whom an attorney is affiliated and the attorney's bar number must be shown. Alternatively, the bar number must be shown on the signature page. In criminal cases, the first page must also include a certificate indicating whether the paper or document contains information that is confidential under AS 12.61.100 through 12.61.150. the administrative director shall specify the form and content of the certificate.

II. Civil Rule 10. Form of Pleadings.

(a) **Caption – Names of Parties.** Every pleading shall contain a caption setting forth the title of the court, the judicial district in which the action is filed, the city in which the court is located, the title of the action (i.e., the names of the parties), the case number, and a designation as in Rule 7(a). In the complaint the title of the action shall include the names of all the parties, but in other pleadings it is sufficient to state the name of the first party on each side with appropriate indication of other parties. When identifying parties in the complaint, the plaintiff shall include as much of each party's full legal name as is known to the plaintiff.

(b) **Paragraphs – Separate Statements.** All averments of claim or defense shall be made in numbered paragraphs, the contents of each of which shall be limited as far as practicable to a statement of a single set of circumstances; and a paragraph may be referred to by number in all succeeding pleadings. Each claim founded upon a separate transaction or occurrence and each defense other than denials shall be stated in a separate count or defense whenever a separation facilitates the clear presentation of the matters set forth.

(c) **Adoption by Reference – Exhibits.** Statements in a pleading may be adopted by reference in a different part of the same pleading or in another pleading or in any motion. A copy of any written instrument which is an exhibit to a pleading is a part thereof for all purposes.

(d) **Title of Pleading – Citation of Statute**. A party filing a complaint, counterclaim, or cross-claim seeking relief under any specific statute is required to cite the statute relied upon in parentheses following the title of the pleading or in the heading for the section asserting the statutory claim.

(e) **Conformity With Rule 76.** All pleadings shall be prepared and filed in conformity with the provisions of Rule 76 as well as this rule.

III. Civil Rule 76. Form of Papers.

(a) **Form in General.** All pleadings, motions, affidavits, memoranda, instructions and other papers and documents presented for filing with the clerk or intended for use by the judge, must conform to the following requirements:

(1) *Paper Size and Quality:* Documents must be 8-1/2 x 11 inches. The paper must be opaque, unglazed paper of good quality and at least sixteen pound weight.

(2) *Typed or Hand Printed in Ink:* Text must be typed in clear and legible black typeface or hand printed in black ink.

(3) *Typeface and Size:* If typed, the text of a document, including headings and footnotes, must be at least 12 point Courier or another typeface allowed under Appellate Rule 513.5(c) if its size meets the requirement of that rule. Footers required under (a)(5) of this rule and certificates of distribution or service may be typed in a smaller font, but not smaller than 10 point.

(4) *Line Spacing:* Unless otherwise provided in these rules, text must be double-spaced or one-and-one-half spaced, except that headings and footnotes must be single-spaced, and longer quotations must be single-spaced and indented at least one-half inch on each side. Other parts of a

document, including the case caption, headers and footers, signature blocks, certificates, and notarizations, should be single-spaced.

(5) *Footer:* Documents longer than one page must contain a footer that sets out the title of the document, case name, case number, and page numbering (page x of y). The title of the document and the case number may be abbreviated.

(6) *Single-Sided:* Text may only be typed or printed on one side of the paper.

(7) *Two-Hole Punched:* Documents must be two-hole punched at the tope center of each page.

(8) *Stapled:* If a document is longer than one page, all pages must be stapled together at the upper left corner. Documents that are too thick to be stapled must be bound together at the top with a metal fastener (e.g., an Acco fastener).

(b) **Interlineations**.

Interlineations are not permitted unless made by the court.

(c) **Exhibits**.

(1) Each page of an exhibit must be marked with the number or letter of the exhibit, the page number, and the total number of pages in the exhibit. Example: Ex. A, p. 1 of 10

(2) Exhibits must be attached to the principal document unless they are confidential. Confidential exhibits must be submitted in a sealed envelope marked with the case name, case number, number or letter of the exhibit, and name of the document to which they relate.

(d) **Information To Be Place on First Page**.

(1) *Attorney Information*. The name, address and telephone number of the attorney appearing for a party to an action or proceeding, or of a person appearing in propria persona, should be typewritten or printed in the left-margin of the first page of the document. However, this information may be printed in the space to the left of center of the paper beginning one inch below the top edge. The typeface must be no smaller than 10 point and no larger than 12 point.

(2) *Caption*. Every document must contain a caption setting forth the title of the court, the city in which the court is located, the title of the action (i.e., the names of the parties), the case number and the document name. This information must be formatted as follows:

(A) The title of the court and the city in which the court is located must be centered at the top of the page, beginning 1 inch below the top edge or 1/2 inch below the name, address and telephone number of the attorney or pro se party, if this information appears at the top of the page.

(B) The title of the action (i.e., the names of the parties) must be inserted below the title of the court and to the left of center of the page.

(C) A space must be reserved for the clerk's file stamp to the right of the title of the action. The case number must be inserted below this space.

(D) The document name may be centered on the page below the title of the action and the case number or placed to the right of the title of the action beneath the case number.

(3) *Title of the Action*. The complaint must include the names of all the parties in the title of the action, but in other documents it is sufficient to state the name of the first party on each side with appropriate indication of other parties ("et al" or "and others"). *Note: See Civil Rule 10(a) for other requirements related to the names of parties in complaints.*

(e) **Name and Bar Number Typed Beneath Signature Line**. The name of the person signing a pleading or paper must be typed under the signature line. If the person is an attorney, the persons Alaska Bar Association membership number must be entered following the person's name. Documents must be dated and signed in blue or black ink.

(f) **Judge's Name Typed on Orders and Judgments**. The name of the judge signing an order or judgment must be typed under the judge's signature line.

(g) **Replacing Papers Lost or Withheld**. If an original paper or pleading is lost or withheld by any person, the court may order a verified copy of the document to be filed and used in lieu of the original.

Compliance With Rule. The clerk may refuse to accept for filing any document that does not comply with the requirements of this rule. The judge to whom the case is assigned may, in cases of emergency or necessity, permit departure from the requirements of this rule.