



## **3.2 STYLE**

(1) All Pleadings and motions intended for filing in any case shall be legibly written on one side of the paper, either typewritten or printed, double-spaced, on paper sized 8 ½" x 11", or such other size as may be prescribed by Supreme Court Rule, with a top and left-hand margin of at least one inch. All pleadings, motions, and entries of appearance by attorneys shall be signed by the party or his attorney offering the same for filing and shall bear the address, telephone number, FAX number, and bar identification number of the trial attorney in the case, or if the party appears pro se, the address and telephone number of the party.

(2) Said pleadings and motions shall be captioned with the style and number of the case, the character of the pleadings and motions, and if a petition, the nature of the suit, and if consisting of more than one sheet, shall be securely bound at the top and with page numbers at the bottom. Paragraphs of pleadings shall be numbered consecutively. Each count of a petition or any amended petition shall be numbered and titled with the name of the cause of action asserted therein. An attorney offering a paper for filing may sign it on behalf of a law firm or attorney when duly authorized to do so; but he must also subscribe his own signature on said paper. The attorney whose signature is affixed to the pleading or paper shall be deemed to be the trial attorney in the case. Where service of summons or other pleading is requested a copy of the pleading for each party to be served shall be filed and shall include the address for each party to be served. All pleadings, motions and papers (except the original petition) offered for filing in any case shall be accompanied by a memorandum setting forth the proposed minute entry to be made by the clerk upon filing. In the event the paper offered consists solely of a minute entry, no additional memorandum shall be necessary. The name of an attorney shall be printed or typed under the attorney's signature upon all documents and Court memoranda filed. The statement as to service of pleadings on opposing counsel shall designate by name the opposing counsel on whom such pleadings were served.

June 13, 2007

### **3.3 AMENDMENT BY INTERLINEATION**

Whenever leave is granted to amend a pleading by interlineation, the party to whom leave has been granted shall interlineate the amendment to the pleading to be amended. The amendment shall be deemed abandoned unless actually interlineated following the granting of leave to do so.

### **3.4 FILING BY FACSIMILE TRANSMISSION**

(1) Whenever only one copy of a motion, pleading or other document is required to be filed, and that document, including the memorandum of the minute entry as required by Local Rule 3.2(2), is ten (10) pages or fewer in length, and no filing fee or cost deposit is required for the filing, the document may be filed with the Court by facsimile transmission pursuant to Rule 43.

(2) A document received by facsimile transmission will be deemed filed as of the date and time recorded by the facsimile. The party transmitting the document is responsible for the completeness of the transmission.

(3) Waiver of these rules may only be granted by the Presiding Judge.

### **3.5 PLEADINGS SHALL BE STAPLED AND CONTAIN PUNCHED HOLES**

When pleadings are in excess of 20 pages in length they shall be stapled, fastened or banded and contain 2 pre-punched holes in the top center of the document using a standard 2 hole punch set for 8 ½ inch paper. The Office of the Circuit Clerk shall not accept any pleadings that does not comply with this Rule.