

## Local Rule 5-1 - Format of Documents Presented for Filing

**(a) Filing.** A document or item submitted in relation to a matter within the court's jurisdiction is deemed filed upon delivery to the office of the clerk in a manner prescribed by these rules or the Federal Rules of Civil Procedure or authorized by the court. Any submission directed to a Judge or Judge's staff, the office of the clerk or any employee thereof, in a manner that is not contemplated by this rule and without prior court authorization is prohibited.

**(b) General.** Any pleading, motion, brief, affidavit, notice, or proposed order filed with the court, whether electronically or with the clerk, must:

- be plainly typewritten, printed, or prepared by a clearly legible copying process;
- have at least 1-inch margins;
- use at least 12-point type in the body of the document and at least 10-point type in footnotes;
- be double spaced (except for headings, footnotes, and quoted material);
- have consecutively numbered pages;
- include a title on the first page;
- if it has four or more exhibits, include a separate index that identifies and briefly describes each exhibit;
- if it is a form of order, include a statement of service, in the format required by S.D. Ind. L.R. 5-5(d) in the lower left corner of the document; and
- in the case of pleadings, motions, legal briefs, and notices, include the name, complete address, telephone number, facsimile number (where available), and e-mail address (where available) of the *pro se* litigant or attorney who files it.

**(c) Electronic Filings.** Any document submitted via the court's electronic case filing (ECF) system must be:

- in .pdf format;
- converted to a .pdf file directly from a word processing program, unless it exists only in paper format (in which case it may be scanned to create a .pdf document);

- submitted as one or more .pdf files that do not exceed 35 megabytes each (consistent with the *CM/ECF Policies and Procedures Manual*); and
- otherwise prepared and filed in a manner consistent with the *CM/ECF Policies and Procedures Manual*.

**(d) Non-Electronic Filings.**

**(1) Form, Style, and Size of Documents.** Any document that is not filed electronically must:

- be flat, unfolded, and on good-quality, 8.5" x 11" white paper;
- be single-sided;
- not have a cover or a back;
- be (if consisting of more than one page) fastened by paperclip or binder clip and may not be stapled;
- be two-hole punched at the top with the holes 2 ¾" apart and appropriately centered; and
- include the original signature of the *pro se* litigant or attorney who files it.

**(2) Request for Nonconforming Fastening.** If a document cannot be fastened or bound as required by this rule, a party may ask the clerk for permission to fasten it in another manner. The party must make such a request before attempting to file the document with nonconforming fastening.

**(e) Nonconforming Documents.** The clerk will accept a document that violates this rule, but the court may exclude the document from the official record.

Local Rules Advisory Committee Comments  
Re: 2016 Amendment

In certain instances, the court will direct the parties to submit items directly to chambers (e.g., confidential settlement statements). However, absent specific prior authorization, counsel and litigants should not submit letters or documents directly to chambers, and such materials should be filed with the clerk.