

### **103.1 DOCUMENT PREPARATION**

(a) All papers submitted shall be typed or legibly handwritten.

(b) All papers shall be filed on 8 1/2" by 11" paper, and shall have printing only on one side, with the exception of wills, deeds, certified death certificates, exhibits, proofs of service, two-sided model court forms, or other original documents.

(c) All papers filed in an action must include the name, address, and telephone number of the person drafting the papers. If an attorney drafts the papers the attorney's state bar number must also be included.

**(d) All papers filed shall be hole-punched at the head of the document with a standard two-hole punch. The holes shall be 2.75" center to center and have a diameter of no less than 9/32". (effective January 2, 2008)**

### **201.5 EFFECT OF BANKRUPTCY**

Any party who has knowledge or notice of a bankruptcy proceeding in which the bankruptcy debtor is a party to a pending action or matter shall inform the court of that fact. **Except as otherwise provided in the United States Bankruptcy Code**, such action or matter shall be dismissed or stayed upon notice to the court that a bankruptcy proceeding has been filed in the United States Bankruptcy Court with the understanding that the case may be reopened or stay lifted upon notification from plaintiff's counsel at any time in the future that the bankruptcy proceeding has been terminated or the stay lifted.

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