

### **Attributes of a Motion and/or Pleading.**

Pursuant to Indiana Administrative Rule 10 all pleadings, motions, memoranda, and briefs filed by counsel must be consistent with the following:

**Page Size.** The page size must be 8 1/2 by 11 inches. Conventionally filed documents must use white paper of a weight normally used in printing and typing.

**Production.** The document must be produced in a neat and legible manner using black type. It may be typewritten, printed, or produced by a word processing system. For conventionally filed documents, text must appear on only one side of the paper.

**Print Size.** The font must be Arial, Baskerville, Book Antiqua, Bookman, Bookman Old Style, Century, Century Schoolbook, Calisto MT, CG Times, Garamond, Georgia, New Baskerville, New Century Schoolbook, Palatino, or Times New Roman and the typeface must be 12-point or larger in both body text and footnotes.

**Spacing.** All text must be double-spaced except that footnotes, tables, charts, or similar material and text that is blocked and indented must be single-spaced. Single-spaced lines must be separated by at least 4-point spaces.

**Numbering.** All pages must be consecutively numbered at the bottom beginning with numeral one.

**Margins.** All four margins for the text of the document must be at least one inch from the edge of the page.

**Self-represented litigants.** Self-represented litigants must submit documents in a neat and legible manner, with text appearing on only one side of the paper.

**Substantial Compliance and Opportunity to Cure.** A court may consider a filing in substantial compliance with this rule. The court must allow a party to cure a non-conforming filing within a reasonable time.