

## **Rule 1005-1: Caption and Form of Papers**

**(a) Caption.** The caption of any document filed shall designate the court as the United States Bankruptcy Court for the District of Arizona.

**(b) Case Number.** The case number on any document filed shall include:

- (1) the division number for the division within the district in which the case was filed (0 = Yuma; 2 = Phoenix; and 4 = Tucson);
- (2) the last two digits of the calendar year in which the case is filed;
- (3) the letter designation of the type of case that is being filed, e.g., bk = bankruptcy proceeding; ap = adversary proceeding, etc.;
- (4) the number of the case assigned when the case was filed;
- (5) the initials of the Judge to whom the case is assigned.

**(c) Case Chapter.** Each document filed shall designate the chapter of the case in the caption.

**(d) Trade Name(s).** The caption for an individual petition or joint petition by a husband or wife shall include, after the name(s) of the debtor(s), the name of any sole proprietorship operated by the debtor(s). The caption for a debtor that is not an individual shall include, after the name of the debtor, any trade name(s) used by that entity, which shall be identified by the letters "d/b/a".

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Committee Notes ~~2007: The changes above were made~~2015: Local Rule was amended to conform to the case numbering and caption provisions that are applicable to add paragraph (d) calling for the bankruptcy matters as a result of the adoption of the ECF electronic filing system petition to identify the names of an individual debtor's sole proprietorships and an entity debtor's trade names.