

## **Rule 9004-1: Papers - Caption and Form, General**

**(a) Caption.** The caption of each document filed, other than the petition, unless otherwise specified in this Local Rule, shall include the title of the court as set forth in Local Rule 1005-1, the name of the debtor, the chapter of the case, the bankruptcy case number in the form required by Local Rule 1005-1 and a brief designation of the nature of the relief requested.

**(b) Adversary Proceedings, Contested Matters or Certain Motions.** No documents, pleadings or motions other than those specified in these Local Rules shall be dual captioned. The caption of an adversary complaint and all other documents filed in an adversary proceeding shall be dual captioned. The first caption shall include the debtor's name. The second caption shall include the names of the plaintiffs and defendants. The caption shall also include the chapter, the bankruptcy case number and the adversary proceeding number, once assigned. The caption of a motion to vacate the stay and all subsequent pleadings related to the motion shall be dual captioned. The first caption shall include the debtor's name, case number, and the chapter under which the debtor filed. The second caption shall include the name of the movant and the respondent.

**(c) Jointly Administered or Substantively Consolidated Cases.** Unless otherwise ordered, after the entry of an order for joint administration or substantive consolidation of two or more bankruptcy cases, all documents filed shall be jointly captioned to include the debtors' names and the case numbers of all the cases ordered jointly administered or substantively consolidated. The caption shall include whether the cases are jointly administered or substantively consolidated. All documents shall be filed and docketed in only the lowest numbered case. The caption shall identify the jointly administered case or cases to which the filing relates.

**(d) Date and Time of Hearing.** The caption shall include the date, time and place of the hearing if known. This information shall be placed to the right of the caption name and beneath the case number.

**(e) Proposed Orders.** ~~Proposed orders shall be prepared as a separate document containing the appropriate caption required by this Local Rule and shall not be included as part of stipulations, motions or other pleadings.~~

(1) Proposed orders shall be prepared as a separate document containing the appropriate caption required by this Local Rule and shall not be included as part of stipulations, motions or other pleadings. The proposed order shall not contain any information identifying the party submitting the order. Such order must set forth in detail the relief to be granted, or the terms of the parties' stipulation. The proposed order shall not contain a signature block, but shall conclude with language substantially similar to the following: **DATED AND SIGNED ABOVE.**

(2) Proposed orders must be submitted in a form that is editable in PDF format.

(3) Any certificate of mailing included with the proposed form of order must be on a separate page.

**(f) Amended Pleadings.** Any party filing an amended pleading may incorporate, unless otherwise ordered by the court, any part of the preceding pleading, including the exhibits, by reference.

**(g) Form of Papers.** All pleadings, motions and other papers shall identify in the caption the nature of the relief sought. All pleadings and other papers shall be formatted for paper 8½ inches by 11 inches and shall be signed as provided in FRBP Rule 11 or Local Rule 5005-2(f). The body of all documents shall be typed double-spaced and shall not exceed 28 lines per page; they shall not be single-spaced except for footnotes and indented quotations. All pleadings, motions and other papers shall be in a fixed-pitch type size no smaller than ten (10) pitch or in a proportional font size no smaller than 12 point, except that footnotes may be 11 point. The left margin shall be not less than 1½ inches and the right margin shall be not less than ½ inch.

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Committee Notes 2016: Subsection (e) was amended to prohibit parties submitting proposed forms of order from including identifying information. It was also amended to provide that forms of order may not incorporate by reference, but must instead set forth all relief granted. Finally, for consistency in electronically entered orders, that subsection was further amended to require all such orders to contain a uniform signature block that refers the reader to the location of the date and signature.