

RULE OF CRIMINAL PROCEDURE 575 -- PHYSICAL CHARACTERISTICS OF PLEADINGS AND OTHER LEGAL PAPERS

- (1) All documents filed in the Office of Clerk of Courts shall be on 8½ inch by 11 inch paper and shall comply with the following requirements:
 - (a) The document shall be prepared on white paper of good quality and the use of recycled paper is encouraged.
 - (b) The first sheet shall contain a 3-inch space from the top of the paper for all court stampings, filing notices, etc.
 - (c) The text must be double spaced, but quotations more than two lines long may be indented and single spaced. Except as provided in subsection b, margins must be at least one inch on all four sides.
 - (d) The lettering shall be clear, legible and no smaller than Arial 12 point.
 - (e) The lettering shall be on only one side of a page.
 - (f) All exhibit tabs shall appear at the bottom of the pleading.
 - (g) No backers shall be used on the original or any copies of pleadings or other legal papers filed with the Clerk of Courts. The original of pleadings or other legal papers should be paper clipped in the top left corner. If the document is over one-half inch thick, it should be secured with a binder clip. Backers may be used for copies provided to the court, opposing parties or clients.
 - (h) Exhibits or attachments smaller than 8½ inches by 11 inches shall be attached to a regular size paper by using adhesive tape.
 - (i) Pages shall be consecutively numbered beginning with page 2 and said number shall appear on the bottom center of the motion/petition.
 - (j) The name of the attorney or party, the address at which service can be made, a telephone number and email address of the attorney or party if service is to be effectuated by email shall appear on the top left hand corner of the first page of all papers filed in the Office of the Clerk of Courts.
 - (k) Filings of record may be referenced in any subsequent filing but shall not be attached to the filing.
 - (l) Attorneys and self-represented parties shall comply with the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* and Local Rules of Judicial Administration 101 and 102 found at <http://www.dauphincounty.org/government/Court-Departments/Local-Rules-of-Court/Pages/default.aspx>.
- (2) The Clerk of Courts shall endorse upon each paper filed, the date and time of its filing, and enter it upon the proper docket.

- (3) If a proposed order or alternative orders are attached to any motion, petition or answers or responses thereto, the proposed order shall contain a distribution legend. The distribution legend shall include the name(s) and mailing address(es), telephone number(s), facsimile number(s) and e-mail address(es), if any, of all attorneys and/or self-represented parties to be served with a copy of the order. The distribution legend shall also list Court Administration and any other office that should receive a copy of the order including but not limited to the Prison, Probation Services and the Sheriff's Office especially if the proposed order requests the release of a defendant from incarceration. The Clerk of Courts is not responsible for sending a copy of an order to anyone who is not listed in the distribution legend.
- (4) The filing shall contain a certificate of service as required by Rule of Criminal Procedure 576(B)(4).