

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF CALIFORNIA
_____ DIVISION**

TO: _____
FROM: _____
RE: **DOCUMENT GUIDELINES**
DATE: _____

Please note that the document(s) (copy attached) submitted to the Clerk's Office for filing should comply with all requirements found in the *Guidelines for Preparation of Documents (EDC 2-901)* and the *Local Rules*. We noted the following deficiency(ies):

The total number of pages of the combined document, including any index tab pages, separator sheets, cover sheets, or divider sheets inserted to identify or separate component documents AND any exhibit pages attached, shall NOT exceed 10.

Each page shall include margins of at least one-half inch on all four sides of the paper.

The total number of pages shall be noted in the upper-left hand corner (placed at least one-inch from the edge of the paper) of the first page of the document (the total shall include any index tab pages, separator sheets, cover sheets, or divider sheets inserted as well as any exhibit pages attached).

With the exception of proposed orders presented for filing as separate documents, DO NOT fasten the pages of original documents together with staples; fasten them together with binder clips instead. Staple copies for conforming.

Staple the pages of proposed orders submitted for signature. Staple copies for conforming.

Number all pages including exhibits and proof of service consecutively at the bottom of the document.

DO NOT two hole punch original documents; copies may be two hole punched.

Typefaces essentially equivalent to Ariel, Courier, Times, Helvetica, Geneva or Letter Gothic are preferred. Text should be italicized for emphasis only.

All submitted documents should have print on only one side of the document.

The total number of pages of a combined document shall **NOT** exceed **10 pages**. If combining separate documents would result in a single document or more than 10 pages, then each related component document **must** be filed as a separate document.

No part of any document submitted for filing shall be shaded or highlighted.

Exhibits larger than 8 1/2 inches by 14 inches shall be reduced in size prior to filing. Duplexed exhibits shall

Other: _____

_____.