District Local Rule Civ 5.2 (Civil)

GENERAL FORMAT OF DOCUMENTS PRESENTED FOR FILING
ELECTRONICALLY OR, WHERE PERMITTED, IN CONVENTIONAL FORMAT

(a) All pleadings, motions, and other papers presented for filing must be in 8½ x 11 inch format, flat and unfolded, without back or cover, and must be plainly typewritten, printed, or prepared on one side of the paper only by a clearly legible duplication process, and double-spaced, except for quoted material and footnotes. Each page must be numbered consecutively. The top, bottom, and side margins must be at least one inch, and the font or typeface for all text, including footnotes, must be at least 12 point.

If pleadings are filed in paper form, it is the responsibility of the filer to ensure that the paper document can be scanned with a legible image. All pleadings must be affixed by a fastener (i.e., paper clip) and NOT staples. The court requires that such documents be submitted in black print on white paper, for maximum contrast. The Court may return filings that are not legible.

(b) The following information must appear in the upper left-hand corner of the first page of each paper presented for filing, except that in multiparty actions or proceedings, reference may be made to the signature page for the complete list of parties represented:

(1) Name of the attorney (or, if in *propria persona*, of the party)

(2) E-mail address (if available)

(3) State Bar number

(4) Office mailing address

(5) Telephone number

(6) Facsimile number (if available)

(7) Specific identification of the party represented by name and interest in the litigation (i.e., plaintiff, defendant, etc.)

Following the counsel identification and commencing four inches below the top of the first page, (except where additional space is required for identification) the following caption must appear:

UNITED STATES DISTRICT COURT

FOR THE DISTRICT OF IDAHO

| | |
|---|---|
| Plaintiff | Case No.:_____ |
| v. | TITLE DESCRIBING THE DOCUMENT OR ACTION |
| Defendant | (i.e., Response, Motion, etc.) |

(1) The title of the court;

(2) The title of the action or proceeding;

(3) The file number of the action or proceeding as it appears in CM/ECF, (i.e. 1:10-cv-043-XYZ, representing the Division (1-Southern; 2=Northern; 3=Central; 4=Eastern), year of filing, designation as civil or criminal, case number, and assigned judge's initials);

(4) The category of the action or proceeding as provided hereinafter in these rules;

(5) A title describing the pleading. If the pleading is a response to a motion, that particular motion should be reflected in the title; and

(6) Any other matter required by this rule.

(c) Documents submitted for filing, electronically or conventionally, must be accompanied by the appropriate fee, if any. In the event of a failure to comply with these rules, the Clerk may bring the failure to comply to the attention of the filing party and of the judge to whom the action or proceeding is assigned.

(d) Removing Cases from State Court:

(1) A copy of the entire state court record and the docket sheet must be provided at the time of filing the notice of removal.

(2) Civil Cover Sheet for Notices of Removal: Attorneys are required to complete a civil cover sheet when a notice of removal is filed in the District of Idaho. The form is available from the Clerk of Court. This form is used by the Clerk of Court to identify the status of all parties and attorneys. See Dist. Idaho Loc. Civ. R. 7.1, Motion Practice.

(e) Every complaint or other document initiating a civil action must be accompanied by a completed civil cover sheet, on a form available from the Clerk. This requirement is solely for administrative purposes, and matters appearing only on the civil cover sheet have no legal effect in the action.

If the complaint or other document is submitted without a completed civil cover sheet or civil cover sheet for notices of removal, the Clerk must file the complaint or the notice of removal as of the date received and promptly give notice of the omission of the respective civil cover sheet to the party filing the document. When the respective civil cover sheet has been received, the Clerk must process the complaint or notice of removal as of the original date of filing the complaint.

---

**RELATED AUTHORITY:**
Fed. R. Civ. P. 81(c)

---