

RULE 205.2(a). Physical Characteristics of Legal Papers

Legal papers submitted to the Prothonotary shall comply with the following requirements:

- A. The first page shall set forth:
 - 1. The case caption.
 - 2. The case number.
 - 3. The name of the assigned judge, if applicable.
 - 4. The name, identification number, address and telephone number of the attorney and law firm or pro se party submitting the legal papers.
 - 5. In medical malpractice actions, "Code 96" shall appear beneath the case number.
- B. No manuscript cover or manuscript backing such as a blue back or firm identification strip shall be attached to any legal papers.
- C. Legal papers shall be stapled once in the upper left hand corner. No tape or other material shall cover the staple.
- D. All originals shall be marked "ORIGINAL". Copies shall be marked "COPY".
- E. Each page shall be numbered at the bottom center of the page. The case number shall appear, in twelve point font or larger, in the upper right hand corner of each page.
- F. Tabs shall be placed at the bottom of all exhibits and appendices.
- G. The name of each person signing a legal paper shall be typed beneath the person's signature.
- H. Briefs and memoranda shall be filed separately and not appended to other documents.
- I. Verifications shall be dated.
- J. **Unless required by an applicable law or rule of court or unless so directed by the Court, parties or their attorneys may include only:**
 - 1. **The last four digits of the social security number of the taxpayer identification number;**
 - 2. **The year of the individual's birth;**
 - 3. **The last four digits of the financial account information in documents filed with the Prothonotary. The responsibility for**

redacting these personal identifiers rests solely with the parties.

Documents will not be reviewed by the Prothonotary for compliance with the rule.

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