

## **Rule 204.1. Pleadings and Other Legal Papers. Format**

All pleadings, motions and other legal papers must conform to the following requirements:

- (1) The document shall be on 8½ inch by 11 inch paper.
- (2) The document shall be prepared on white paper (except for dividers and similar sheets) of good quality.
- (3) The first sheet shall contain a 3-inch space from the top of the paper for all court stampings, filing notices, etc.
- (4) The text must be double spaced, but quotations more than two lines long may be indented and single spaced. Margins must be at least one inch on all four sides.
- (5) The lettering shall be clear and legible and no smaller than point 12. The lettering shall be on only one side of a page, except that exhibits and similar supporting documents may be lettered on both sides of a page.
- (6) Documents and papers shall be firmly bound.

## **Explanatory Comment**

New Rule 204.1 governs the format of pleadings and other legal papers filed with the court in civil actions and proceedings. The new rule is substantially identical to current Pennsylvania Rule of Appellate Procedure 124(a) and to new Rule of Criminal Procedure 575(C).

The criminal rule governs the format of motions, answers and briefs in criminal proceedings. The civil rule is being promulgated contemporaneously with the criminal rule to foster uniformity of format of legal papers in both civil and criminal matters. These rules will promote the objectives of the unified judicial system under the Constitution of 1968 and facilitate the statewide practice of law.

By the Civil Procedural  
Rules Committee

R. Stanton Wettick, Jr.  
Chair