

APPENDIX A

CHAPTER 2 — FORMAT, SERVICE AND FILING OF PLEADINGS

RULE 1110. FORMAT OF PLEADINGS INTENDED TO BE FILED IN THE STATE BAR COURT

- a. Size, pagination, etc.** All pleadings intended to be filed in the State Bar Court by any party, except exhibits, shall be typewritten or printed or be prepared by a photocopying or other duplication process that will produce clear and permanent copies equally legible to printing in type not smaller than 10 point, on opaque, unglazed white paper of standard quality not less than 13 pound weight, 8-1/2 by 11 inches in size. Only one side of the paper shall be used, and the lines on each page shall be one and one-half spaced or double spaced and numbered consecutively; provided, however, that quotations and footnotes may be single spaced. All pleadings shall be firmly bound together at the top. The use of recycled paper shall conform to the requirements of the California Rules of Court. "Pleadings," as used in this rule, do not include printed forms approved by the Executive Committee or orders generated by State Bar Court judges.
- b. Format of first page.** The first page of all pleadings filed by a party shall be in the following form:
1. In the space commencing with line 1, to the left of the center of the page, shall be set forth the office or law firm name (if any), the name(s) of the attorney(s) within the office or law firm handling the proceeding and their State Bar membership number(s), the office address (or, if none, the residence address) and telephone number of the attorney(s) for the party on whose behalf the pleading is presented, or of the party, if the party appears in propria persona. The information required by this subparagraph may be printed instead of typed on the first page of the pleading.
 2. The space between lines 1 and 7 to the right of the center of the page shall be left blank.
 3. On or below line 8, on a separate line, shall be the words "The State Bar Court"; on the next line, the particular department and/or geographical area (i.e., Hearing Department - San Francisco, Hearing Department - Los Angeles, or Review Department), and, on the following lines, to the left, the caption of the particular proceeding; and to the right thereof, the case number.
 4. Beneath the case number described in subparagraph (3) of this rule, there shall be a title describing the nature of the particular pleading.

5. In proceedings pending in the Hearing Department, immediately below the title describing the nature of the pleading, each pleading shall specify (1) the date and time of the next event to which the pleading refers, if any (e.g. trial date, settlement conference date, date of hearing on motion) and (2) the trial date, if set.
- c. Original pleading.** At least one of all pleadings, which shall constitute the original of the pleading filed, shall bear handwritten original signatures (as distinguished from photocopied, typewritten or other duplicate signatures) in all signature blanks. Where possible, all copies of pleadings should display, by photocopy, duplicate signature or otherwise, all signatures present on the original.
 - d. Pleading pagination.** All pages of a multiple-page pleading, including all attachments, shall be numbered consecutively.
 - e. Number of copies filed.** An original and two copies shall be filed for all notices of disciplinary charges, responses to notices of disciplinary charges, motions to revoke probation and responses to motions to revoke probation. An original and one copy shall be filed for all other pleadings Filings in the Hearing Department, shall be in duplicate. Filings in the Review Department shall be in the number specified in the applicable Rule(s) of Procedure or in Division III of these Rules of Practice.
 - f. Hearing Department pleadings in excess of 25 pages.** Pleadings intended for filing in the Hearing Department in excess of 25 pages, including all attachments, shall be two-hole punched in the top center one-half inch from the top of the page and fastened together with a metal fastener.
 - g. Maximum length of briefs in Hearing Department.** No opening or responding brief or memorandum of points and authorities shall exceed 15 pages in length. No reply or closing briefs or memorandum of points and authorities shall exceed 10 pages in length. The page limit shall not include exhibits, declarations, attachments or a table of contents. A party may apply to the court, ex parte but with written notice of the application to other parties, at least 24 hours before the memorandum. The application shall state the reasons why the memorandum of points and authorities cannot be made within the stated limit.
 - h. Signature of counsel or party.** Every pleading of a party represented by counsel shall be signed by at least one counsel of record in the counsel's individual name, whose address and telephone number shall be stated on the first page of the pleading. A party who is not represented by counsel shall sign the party's pleading and state the party's address and telephone number on the first page of the pleading.