

IN THE SUPREME COURT FOR THE STATE OF ALASKA

ORDER NO. 687

Amending Civil Rule 76 to  
Provide for Letter Size Paper.

IT IS ORDERED:

Rule 76, Alaska Rules of Civil Procedure, is amended by revising paragraph (a), adding a new paragraph (b), by re-lettering paragraphs (c) and (d) and by deleting paragraph (e) to read:

Rule 76. Form of Pleadings and Other Papers--Filing.

(a) Form in General. All pleadings, motions, affidavits, memoranda, instructions and other papers and documents, including exhibits thereto, presented for filing with the clerk or intended for use of the judge, (1) shall be upon letter size (8½" x 11") white paper of good quality, of at least sixteen pound weight, and not onionskin except where ripple finish or other opaque paper is used, in which event the weight shall be at least thirteen pound; (2) shall be two-hole punched at the center of the top of each page; (3) shall be either in original clear and legible typewriting with black ribbon, or in clear and legible printing; (4) shall be in either double-spaced or one-and-one-half-spaced typewriting or printing, except that quotations shall be single spaced and indented; and (5) shall, if consisting of more than one page, have each consecutive page numbered at the bottom center of each page.

(b) Transition to Letter Size Paper. For the period from May 1, 1986 through December 31, 1987, all pleadings and copies may be typed or printed on either legal or letter size paper. Beginning January 1, 1988, all documents (except exhibits and wills) shall be prepared on letter size paper.

(c) Exhibits. All exhibits to pleadings shall be numbered progressively according to the number of the page of the exhibit followed by the number or identification of the exhibit, as, for example, page 1--Ex. A. All exhibits shall be so permanently attached to the pleadings to which they belong as to be easily accessible and easily readable without detaching them from the principal document. Exceptions to progressive paging of exhibits may be permitted by the court where acceptable copies of original documents make it impracticable to comply with the requirement.

(d) Interlineations - One side of paper to be used. All pleadings and other papers shall be without interlineations unless noted by the court, and shall be printed or written upon only one side of the paper.

(e) Information to Be Placed on First Page. The first page of each pleading, motion, affidavit, brief, memorandum, judgment, order and instructions shall be prepared as follows:

(1) The name, address and telephone number of the attorney appearing for a party to an action or proceeding, or of a person appearing in propria persona, shall be typewritten or printed in the space to the

left of center of the paper and beginning at least  $1\frac{1}{4}$  inches below the top edge, or the attorney's name, address and telephone number may be printed on the left-hand margin of the paper.

(2) The title of the court shall be centered on the paper and shall commence not less than  $1\frac{1}{2}$  inches below the top edge, and in any event not less than  $\frac{1}{2}$  inch below the name, address and telephone number of the attorney or person appearing in propria persona if this appears at the top of the page as provided in paragraph (1).

(3) A space below the title of the court and to the right of center on the page shall be reserved for the filing marks of the clerk. Below that shall be inserted the file number of the action or proceeding.

(4) Below the title of the court and to the left of center of the page the title of the action or proceeding shall be inserted. In the event all defendants cannot be named on the first page, the names of defendants only may appear on the second page.

(5) Below the title of the court and file number, and either centered or to the right of center of the page, there shall be inserted a brief designation of the nature of the paper and, where relief is sought, the nature thereof.

(6) Names shall be typed beneath signatures to all pleadings and other papers.

(f) Citation of Statute. A party filing a complaint, counterclaim or cross-claim seeking relief under any specific statute is required to cite the statute relied upon in parentheses following the title of the pleading.

(g) Reference to Other Parts of Pleading. Where practicable, reference to other portions of the same pleadings or other papers should be made to avoid repetition. In any action brought upon or any proceeding involving serial notes, bonds, coupons or obligations for the payment of money which are of the same form, tenor and effect, and are issued under the same law, or by the same authority, and differing only in number, date of maturity or amount, it will be sufficient for the plaintiff to set forth in one claim of his complaint one of such notes, bonds, coupons, or obligations, either verbatim or according to legal effect. The remaining notes, bonds, coupons or obligations may be pleaded, in the same or another claim of the complaint, by a general reference or description sufficient to identify them with like effect as if they had been set forth verbatim. Similar practice may be followed in any pleading where any two or more documents of similar form, tenor or effect are set forth. Any such document referred to in any pleading may be set forth either in the body of the pleading or in an exhibit attached thereto.

(h) Compliance with Rule. No paper or document shall be accepted for filing or filed by the clerk which does not comply with the requirements of this rule. The judge to whom the case is assigned may, in cases of emergency or necessity, permit departure from the requirements of this rule.

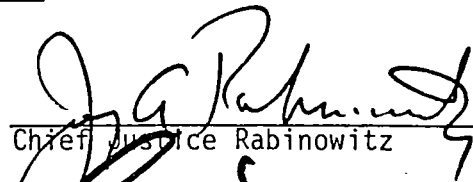
(i) Use of Original File by Court. At the trial of any issue of law or fact, or upon the hearing of any motion, the original file shall be for the use of the court, except as may appear otherwise necessary.

(j) Replacing Papers Lost or Withheld. If an original paper or pleading is lost or withheld by any person, the court may order a verified copy thereof to be filed and used in lieu of the original.

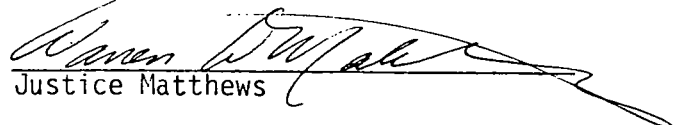
(k) Judge's Name Typed on Orders. On all orders prepared for signature, the name of the ordering judge, if known, is to be typed immediately under the signature line prior to presentation for signature.

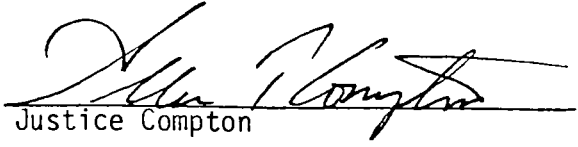
Dated: April 24, 1986

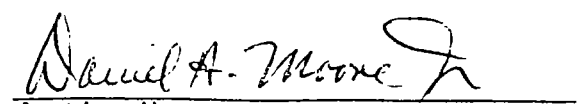
Effective Date: May 1, 1986

  
Chief Justice Rabinowitz

  
Justice Burke

  
Justice Matthews

  
Justice Compton

  
Justice Moore