

IN THE SUPREME COURT OF THE STATE OF KANSAS

ORDER

RULES RELATING TO DISTRICT COURTS

Supreme Court Rule 111 is hereby amended, effective the date of this order.

Rule 111

FORM OF PLEADINGS AND OTHER DOCUMENTS FILING GENERALLY

- (a) **Applicability.** ~~Except as provided in subsection (f), this rule sets out requirements that apply to every~~ Every pleading, brief, and other document prepared for and filed with the court.
- (b) **Typeface.** The document must be:
- (1) in a dark ink on light colored paper;
 - (2) in a conventional style font not smaller than 12-point with no more than 12 characters per inch ~~type that will be~~;
 - (3) legible upon scanning and copying; and
 - (4) on only one side of an 8½" x 11" sheet.
- (c) **Margins.** The margin on the top of a document must be at least 1½ inches. Margins on the bottom and sides of the document must be at least 1 inch.
- (d) **Spacing.** Text must be double-spaced, except that single spacing may be used for a subparagraph, legal description of real estate, itemization, quotation, headers and footers, and similar subsidiary portions of the document. ~~Single spacing may also be used in a form approved by the Supreme Court or the judicial council.~~

(e) **Required Information.** The document must include the following:

- (1) the name of the court in the center of the top of the first page;
- (2) If the document is being filed in an existing case, the case caption and, if the document is filed in an existing case, including the case number, must appear on the top of the first page below the name of the court-;
- (3) the name, signature, address, telephone number, fax number if any, and e-mail address if any, of the person filing the document-; and
- (4) A document filed by an attorney, must include the attorney's Kansas registration number after the attorney's name if the document is filed by a Kansas attorney or the attorney's state and registration number if the document is filed by an attorney not licensed in Kansas.

(f) **Exceptions.** The requirements in this rule specifying type size, margins, and spacing do not apply to:

- (1) a form approved by the Supreme Court or the Kansas Judicial Council;
- (2) a form required by a governmental agency, such as a form prepared by the Kansas Sentencing Commission;
- (3) a document prepared in accordance with the requirements in a statute or other Supreme Court rule, such as preparation of a transcript; or
- (4) a document submitted by a self-represented litigant.

BY ORDER OF THE COURT this 11 day of October, 2019.

FOR THE COURT:



LAWTON R. NUSS
Chief Justice