

**RULE 205.2. (a) - FILING OF LEGAL PAPERS WITH THE PROTHONOTARY.**

All papers filed in the Prothonotary's Office shall conform to the following requirements:

1. The use of backers and/or toppers is prohibited.
2. Original pleadings shall be held together by paper clip or expandable spring-loaded clip.
3. Original pleadings shall not be highlighted by the use of colored markers. Highlighting of text can be done on the computer by bolding or using a different shape and size of font.
4. All documents shall be single-sided, double spaced and the font size shall be no less than 12 points.
5. Paper size shall not exceed 8 ½" x 11" and shall be on good quality paper.
6. Attachments smaller than 8 ½" x 11" paper shall be attached to regular size paper by using scotch tape.
7. All exhibits shall be identified and marked on the bottom center of each exhibit. No exhibit tabs shall be allowed.
8. Pages must be consecutively numbered beginning with page 2 and said number shall appear in the upper right hand corner of the pleading.
9. All copies attached to the pleadings must be clear and legible.
10. Any documents presented for filing referring to social security numbers, driver's license/vehicle identification numbers, and any financial account numbers shall list only the last four digits. Birth dates shall be limited to the

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year of birth only. When reference is made to a minor child (i.e., individuals less than 18 years of age), the names shall not be given, only their initials. The complete social security numbers, account numbers, dates of birth and full names of minors shall be submitted on the Court's "**CONFIDENTIAL INFORMATION FORM**" attached hereto. The Prothonotary's Office shall record the Confidential Information in the Court Computer Database and, upon verification of proper entry, shall shred the form containing the Confidential Information. This information shall remain confidential in that it will only be visible to internal personnel and cannot be accessed through the public access programs.

11. The parties and their attorneys are solely responsible for complying with the provisions of number 10 above. The court staff is not responsible for reviewing any document filed as a public record for compliance with number 10 above. A party's or attorney's failure to comply with the provisions shall not affect access to case records that are otherwise accessible.