

**RULE NCV-205.2(a). PHYSICAL CHARACTERISTICS OF PLEADINGS AND OTHER LEGAL PAPERS**

- (1) All papers filed shall be prepared on letter size paper, double spaced, margins not less than 3/4" on the left side and 1/4" on right side of paper, and single sided.
- (2) The first page shall contain a 3" space from the top of the page for all stampings, filing, and notices and notations. Beginning at the left-hand margin 3" from the top of the page, the attorney name, attorney identification number, firm name, address and telephone number shall appear in that order. It must state the designation of the party being represented, i.e. "Attorney for Plaintiff" or "Attorney for Defendant [name]." The case caption shall follow with the number appearing on the right side.
- (3) Any change of address shall be promptly filed on a separate paper entitled "Notice of Change of Address."
- (4) Any proposed orders shall be separately attached, except a proposed rule to show cause or order for hearing which shall be attached as the first page after any cover sheet required by NCV-205.2(b).