

Filing Party's Name
Address
City, State, Zip Code
Telephone Number

MONTANA THIRTEENTH JUDICIAL DISTRICT COURT, YELLOWSTONE COUNTY

PETITIONER or PLAINTIFF NAME,

Petitioner or Plaintiff,

v.

RESPONDENT or DEFENDANT NAME,

Respondent or Defendant.

Cause No. _____

Judge _____

TITLE OF DOCUMENT

THIS EXAMPLE IS FOR FORMAT PURPOSES ONLY.

All documents filed in Yellowstone County District Court need to be in this format, including the name, address, and telephone number of the filing party in the upper left-hand corner as shown.

This example does not contain information about the content of your document and we are not able to advise you regarding content.

*Note: Documents prepared for the Clerk's signature are required to be in the above format, including the name, address, and telephone number of the filing party in the upper left-hand corner. Orders prepared for the Judge's signature do not require that portion of these format guidelines.

Montana Uniform District Court Rule 1

Form of Papers Presented for Filing

(a) **Papers Defined.** The word “papers” as used in this Rule includes all documents and copies except exhibits and records on appeal from lower courts.

(b) **Pagination, Printing, Etc.** All papers shall be:

- (1) Typewritten, printed, or equivalent;
- (2) Clear and permanent;
- (3) Equally legible to printing;
- (4) Of type not small than pica;
- (5) On standard quality opaque, unglazed white paper, 8 ½” by 11” in size; or standard quality, opaque, unglazed, acid-free recycled paper, and be a minimum of 25% cotton fiber content, with a minimum 50% recycled content, of which 10% shall be post-consumer waste, 8 ½” by 11” in size. After January 1, 1994, only on standard quality, opaque, unglazed, acid-free recycled paper, and be a minimum of 25% cotton fiber content, with a minimum 50% recycled content, of which 10% shall be post-consumer waste, 8 ½” by 11” in size.
- (6) Printed on one side only; except copies of briefs may be printed on both sides. The original brief shall be printed on one side.
- (7) Lines unnumbered or number consecutively from the top;
- (8) Spaced one and one-half or double;
- (9) Page numbered consecutively at the bottom; and
- (10) Bound firmly at the top.

Matters such as property descriptions or direct quotes may be single-spaced. Extraneous documents not in the above format and not readily conformable may be filed in their original form and length.

(c) **Format.** The first page of all papers shall conform to the following:

- (1) Commencing at Line 1 at the left margin, single-spaced, shall be the name of the attorney or party responsible for the pleadings, together with the telephone number and the complete mailing address for service of papers.
- (2) Lines 1 through 7 of the right one-half of the page shall be left blank for the use of the Clerk.
- (3) On or below Line 8, the title of the Court.
- (4) Commencing at Line 9 or below on the left, the title of the case.
- (5) On the right and opposite the title of the case, the case number and identification of the document being filed.
- (6) Nonconforming papers may not be filed without leave of the Court.

(d) **Changes, Conformance of Copies.** Additions, deletions or interlineations shall be initialed by the Clerk or Judge at the time of filing. All copies served shall conform to the original as filed.