

RULE 57.1: Filings and Motions

1. All filings, except wills, shall be on eight and one-half by eleven-inch paper without backings, of stock than can be scanned.

2. All filings shall contain the name, address, telephone number, e-mail address, attorney registration number of the individual counsel representing the fiduciary and, in the absence of counsel, the name, address, and telephone number of the fiduciary. Any filing not containing the above requirements may be refused.

3. Failure of the fiduciary to notify the court of the fiduciary's current address shall be grounds for removal. Not less than ten days written notice of the hearing to remove shall be given to the fiduciary by regular mail at the last address contained in the case file or by other method of service as the court may direct.

4. Filings containing partially or wholly illegible signatures of counsel, parties or officers administering oaths may be refused, or, if filed, may be stricken, unless the typewritten or printed name of the person whose signature is purported to appear is clearly indicated on the filing.

5. All pleadings, motions, or other filings are to be typed or printed in ink and correctly captioned.

6. When a pleading, motion, judgment entry or other filing consists of more than one page, each page shall contain the case number in the upper portion of the page.

7. All applications to the court shall be submitted by motion unless an alternative method is permitted. A proposed entry shall accompany each motion.