

Pleading Paper Instructions

Please submit electronic documents in either .doc or .docx format. **Do not** submit electronic documents in .dot, .dot or .dotm formats.

To make documents easy to read and search please use the following Styles to outline your documents.

Block Quote - Indent Left 1", Right 1", Justified, Line spacing 12 pt.
(To realign text after Block Quote Ctrl+0)

Body Text - First line .5", Line spacing exactly 24 pt.
(Used for main body text)

Body Text Continued - First Line 0"
(Used after Block Quote)

Title - Font bold, all caps, centered

Title 1 - Font bold, Indent left 0.5"

Title 2 - Indent left 1"

Title 3 - Indent left 1.5", hanging 0.5"

A final document should look something similar to the attached document.

1 (name) (California State Bar membership number)
2 (address)
3 (city, state zip)
4 (telephone number)
5 (specific identification of each party represented by name and interest in the litigation)
6
7

8 UNITED STATES DISTRICT COURT
9 EASTERN DISTRICT OF CALIFORNIA

11 John Q. Public, 12 Plaintiff, 13 v. 14 LMNOP Company, 15 Defendant.	No. 2:05-cv-00700-ABC-DEF PRETRIAL STATEMENT
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16
17 **SUMMARY OF THE CASE (TITLE STYLE)**

18 Pkduit kdotisu jdqwet asdfg zxcvb yuiop hjkl nmzxc pkduit kdotisu jdqwet asdfg
19 zxcvb yuiop hjkl nmzxc.

20 **I. Jurisdiction (Title 1 Style)**

21 Pkduit kdotisu jdqwet asdfg zxcvb yuiop hjkl nmzxc pkduit kdotisu jdqwet asdfg
22 zxcvb yuiop hjkl nmzxc.

23 Pkduit kdotisu jdqwet asdfg zxcvb yuiop hjkl nmzxc pkduit
24 kdotisu jdqwet asdfg zxcvb yuiop hjkl nd. (**BlockQuote Style**)

25 Pkduit kdotisu jdqwet asdfg zxcvb yuiop hjkl nmzxc.

26 A. Pkduit kdotisu jdqwet asdfg zxcvb yuiop hjkl. (**Title 2 Style**)

27 1. Pkduit kdotisu jdqwet asdfg zxcvb pkduit kdotisu jdqwet asdfg
28 zxcvb yuiop hjkl nmzxc. (**Title 3 Style**)

Preferred Font by Judge

Magistrate Judge Gary S. Austin	Times New Roman.
Magistrate Judge Stanley A. Boone	Times New Roman
Magistrate Judge Edmund F. Brennan	Times New Roman
Senior District Judge Garland E. Burrell, Jr.	Courier
Magistrate Judge Allison Claire	Times New Roman
Magistrate Judge Carolyn K. Delaney	No Preference
Chief Magistrate Judge Dale A. Drozd	Times New Roman
Chief Judge Morrison C. England, Jr.	Arial
Senior District Judge Anthony W. Ishii	No Preference
Senior District Judge Lawrence K. Karlton	Courier
Magistrate Judge Craig M. Kellison	Times New Roman
Magistrate Judge Barbara A. McAuliffe	Times New Roman
District Judge John A. Mendez	Courier
District Judge Kimberly J. Mueller	Time New Roman
Magistrate Judge Kendall J. Newman	Times New Roman
District Judge Troy L. Nunley	Times New Roman
District Judge Lawrence J. O'Neill	Times New Roman
Magistrate Judge Sheila K. Oberto	No Preference
Magistrate Judge Michael J. Seng	No Preference
Senior District Judge William B. Shubb	Courier
Magistrate Judge Jennifer L. Thurston	No Preference.