

Rule 111

FORM OF FILING GENERALLY

- (a) **Applicability.** Except as provided in subsection (f), this rule sets out requirements that apply to every document prepared for and filed with the court.
- (b) **Typeface.** The document must be:
 - (1) in a dark ink on light colored paper;
 - (2) in a conventional style font not smaller than 12-point with no more than 12 characters per inch;
 - (3) legible upon scanning and copying; and
 - (4) on only one side of an 8½” x 11” sheet.
- (c) **Margins.** The margin on the top of a document must be at least 1½ inches. Margins on the bottom and sides of the document must be at least 1 inch.
- (d) **Spacing.** Text must be double-spaced, except that single spacing may be used for a subparagraph, legal description of real estate, itemization, quotation, headers and footers, and similar subsidiary portions of the document.
- (e) **Required Information.** The document must include the following:
 - (1) the name of the court in the center of the top of the first page;
 - (2) the case caption and, if the document is filed in an existing case, the case number on the top of the first page below the name of the court;
 - (3) the name, signature, address, telephone number, fax number if any, and e-mail address if any, of the person filing the document; and
 - (4) the attorney’s Kansas registration number after the attorney’s name if the document is filed by a Kansas attorney or the attorney’s state and registration number if the document is filed by an attorney not licensed in Kansas.
- (f) **Exceptions.** The requirements in this rule specifying type size, margins, and spacing do not apply to:
 - (1) a form approved by the Supreme Court or the Kansas Judicial Council;
 - (2) a form required by a governmental agency, such as a form prepared by the Kansas Sentencing Commission;
 - (3) a document prepared in accordance with the requirements in a statute or other Supreme Court rule, such as preparation of a transcript; or
 - (4) a document submitted by a self-represented litigant.

[History: Am. effective September 8, 2006; Restyled rule and amended effective July 1, 2012; Am. effective November 18, 2016; Am. effective June 14, 2019; Am. effective October 11, 2019.]