

ICR 2.3 Form of Pleadings and Documents; Language; Abbreviation and Numbers

Idaho Criminal Rule 2.3. Form of Pleadings and Documents; Language; Abbreviation and Numbers

(a) Form, Caption and Name - Generally. The following requirements apply to all documents filed with the court:

(1) they must be printed in black ink using a computer printer, word processor or typewriter on 8 ½" by 11" white paper, except that:

(A) prisoners held in a state prison or county jail may file documents that are legibly hand-printed in black ink, and

(B) forms approved by the Supreme Court or the Administrative District Judge or distributed through the Court Assistance Office in the county where the action is pending may be completed by legibly hand-printing in black ink or by typing;

(2) they must contain a caption containing the names of the parties, the title of the court, the case number and the title of the document;

(3) the title of the court must begin not less than 3 inches from the top of the first page;

(4) the name, address, telephone number, e-mail address and currently valid Idaho State Bar number of the attorney appearing of record or, if unrepresented, the address, phone number and email address (if any) of the self-represented party must appear above the title of the court in the space to the left of the center of the page and beginning at least 1.2 inches below the top of the page;

(5) the body of the document must be printed with double line spacing or one-and-one-half (1 1/2) line spacing with a font of not less than 11-point size and with margins of not less than 1.2 inches at the top and sides and not less than 1 inch at the bottom unless slightly smaller margins will allow a document to fit on a single page;

(6) the title of the document must appear at the bottom of each page;

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(7) all attached exhibits must be clearly legible;

(8) all handwritten exhibits must be accompanied by a machine-printed duplicate.

(b) Language of Pleadings. Pleadings must be in the English language.

(c) Abbreviations and Numbers. Common abbreviations may be used, and numbers may be expressed by words or numerals.

(Adopted February 22, 2017, effective July 1, 2017.)

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