

Rule 1005-1

Filing Papers – Requirements

(a) Caption of Papers. The bankruptcy case name, number, judge's initials, chapter, and asset/no asset designation must appear on all documents filed electronically or with the Clerk.

(b) Header. The bankruptcy case name, number, and judge's initials must appear on all subsequent pages of the document.

(c) Size. All documents and pleadings, including the petition, schedules, statements, lists, and other documents, must be in a portable document format (pdf) which measures 8 ½" x 11". The resolution measured in "dots per inch" (dpi) must be in the range of 200 to 240. When necessary to comply with this rule, photo reduction of documents is required.

(d) Signature. Each pleading filed must include a signature block with the name, address, email address and telephone and facsimile numbers of the party or attorney filing the pleading. Signature blocks for attorneys must include the law firm's name, the name of the client and the attorney's bar admission number for the U.S. District Court for the District of Puerto Rico. Electronic signatures of debtors, attorneys, trustees and all other filers must comply with the PR LBR 5005-4(e).

(e) Caption of Amendments. Any paper filed to effect an amendment of a previously filed or served paper- including bankruptcy petition, lists, schedules, and statements - must clearly state in bold print that it is an amendment. The appropriate filing fee and the added creditors clearly marked on the motion must accompany any amendment adding creditors to the case.