

Rule 1005-1

Filing Papers – Requirements

(a) Caption of Papers. The bankruptcy case name, number, judge's initials, and chapter, must appear on all documents filed electronically or with the clerk.

(b) Size. All documents and pleadings, including the petition, plans, schedules, statements, and lists, must be in a portable document format ("pdf") which measures 8 ½" x 11" in a legible orientation. The resolution measured in dots per inch must not exceed 300. When necessary to comply with this rule, photo reduction of documents is required.

(c) Signature. Each paper filed must include a signature block with the name, mailing address, email address, and telephone and facsimile numbers of the party or attorney filing the paper. The signature block for attorneys must include the law firm's name, the name of the client, and the attorney's bar admission number for the United States District Court for the District of Puerto Rico. Electronic signatures of debtors, attorneys, trustees, and all other filers must comply with the [LBR 5005-4](#).

(d) Caption of Amendments. Any paper filed to effect an amendment of a previously filed or served paper - including petitions, plans, schedules, statements, and lists - must clearly state in bold print that it is an amendment.