

APPENDIX OF FORMS

GENERAL INSTRUCTIONS

1. The forms contained in this Appendix of Forms are intended for use as samples, except for those forms which, when required are to be obtained from the office of the clerk, *viz.*, Forms 5, 10 and 13.

2. No attempt is made to furnish a manual of forms; and the forms are limited in number. ~~For other forms, reference may be made when appropriate to the Appendix of Forms to the Federal Rules of Civil Procedure.~~

3. Except when otherwise indicated, each pleading and other paper must have a caption similar to that of the summons, with the designation of the particular paper substituted for the word, "Summons."

4. In the caption of the summons and of the complaint, all parties must be named; but in other pleadings and papers, it is sufficient to name the first party on either side, with an appropriate indication of other parties.

5. A motion must contain a designation below the caption indicating the nature of the motion, e.g., "DEFENDANT'S MOTION FOR SUMMARY JUDGMENT." A response to a motion, or a reply to a response when allowed, must contain a similar designation.

6. Papers filed after an action is commenced must set out to the right of the caption: the court number assigned to the action; the court calendar (Reserve, Suspension, or Suspension Disposition Calendar) on which the action is listed; and, if the action has been assigned, the name of the judge to whom it is assigned.

7. Each pleading or other paper is to be signed in the attorney's individual name by at least one attorney of record. The attorney's name is to be followed by the attorney's mailing address and telephone number, **and e-mail address**. If the attorney of record is a firm of attorneys, the firm name, the name of the individual attorney responsible for the litigation, must appear on every pleading or other paper. A party represented by more than one attorney of record must designate only one attorney of record to serve, file and receive service of pleadings and other papers on behalf of the party. If an individual is not represented by an attorney, the signature, mailing address, and telephone number, **and e-mail address** of the individual are required in place of those of an attorney.

8. When a summons, pleading or other paper includes a schedule of actions, the schedule must:

- a. not list both assigned and unassigned actions;
- b. not include actions assigned to more than one judge;
- c. list the actions in numerical order;
- d. indicate the court calendar, if any, in which the action is pending; and
- e. list the protest or customs numbers in numerical order.

(As amended July 23, 1993, eff. July 23, 1993; **Oct. 23, 2025, eff. Dec. 1, 2025.**)