

RULES FOR ORDER FORMATTING: CIVIL

1. All Orders shall be in Microsoft Word .docx format.
2. There should be a one-inch margin on all sides which is left blank. Please note, this includes footnotes and page numbering, which shall not intrude into the margin.
3. The Court prefers all orders be submitted in Arial 14-point font, as this is acceptable under both ADA compliance guidelines as well as the Appellate Rules of Procedure. However, in non-appellate matters, the Court will accept any documents formatted in Ariel, Times New Roman, Calibri, Verdana, or Helvetica, as long as it is 12-point font or larger, as these meet ADA requirements.
4. Please use the 20-character Uniform Case Number, i.e. for Highlands County Civil: 28-2025-CA-006925-GCAX-MX.
5. Include the section number and division, i.e. Section: 10—CIVIL
6. Include service address to the right of the recipient's name, whether email address for e-service or mailing address for all recipients not included in e-service.
7. Ensure all exhibits which are to be attached to the order are clearly marked, i.e. "Exhibit A", and properly referenced in the body of the order.
8. Do not submit duplicate orders!
9. All proposed orders submitted electronically through CAPS must comply with **10th Circuit Administrative Order 1-61.1** or any superseding order. The items in paragraphs 1-7 above all comply with the requirements of the Administrative Order, however, there may be additional requirements contained in the Administrative Order not specified above. Please ensure compliance in your filings. Documents that do not comply may be rejected.