* + - * 1. **GENERAL FILING GUIDANCE**

1. Number of Copies

Lawyers and self-represented parties are to file the correct number of copies of all documents. The court generally requires an original for the court file, a copy for the party filing, and sufficient copies for all other parties.

1. Front Sheets

Any memorandum, factum, record, appeal book, or other document requiring a front sheet shall emphasize (in **bold**) on the front sheet the name and contact information of the party filing the document.

1. Affidavits
2. Lawyers and self-represented parties should avoid including a page in an affidavit which contains only the signature(s).
3. When filing an affidavit that has an exhibit attached, the exhibit stamp is to be on the exhibit (not on a separate piece of paper attached to the exhibit), unless it is not feasible or appropriate to include the stamp on the exhibit.
4. Delivery of Documents

From time to time the presiding judge is not aware of documents that have been filed with the Registrar’s office until the hearing has begun. This may occur when there has been an adjournment to allow time to file Briefs, with a return day being set, or in matters that are being brought quickly before the court.

In these circumstances, it is the responsibility of the lawyer or self-represented party who is filing the documents to instruct the deputy registrar that the documents should be delivered immediately to the judge hearing the matter.

1. Page Numbering

*Rules* 37.07(7) and 38.10(2) address page numbering for motion records and application records. Lawyers and self-represented litigants may consecutively number the pages of each separate document (for example, the notice of motion, factum, and affidavit). Where a lawyer or self-represented party files an affidavit that is not part of an application or motion record, the affidavit is to include page numbers.