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**IN THE SUPREME COURT
STATE OF ARIZONA**

In the Matter of:

**PETITION TO AMEND VARIOUS
COURT RULES REGARDING
MARGIN REQUIREMENTS**

Supreme Court No. R-25-_____

PETITION

Pursuant to Rule 28, Rules of the Supreme Court of Arizona, the Staff Attorneys' Office of the Arizona Supreme Court petitions this Court to amend Rule of Civil Procedure ("Civil Rule") 5.2(b)(1)(D); Rule of Family Law Procedure ("Family Law Rule") 20(b)(4); Rule of Procedure for Juvenile Court ("Juvenile Court Rule") 105(d)(4); and Justice Court Rule of Civil Procedure ("Justice Court Rule") 108(b). The petition asks the Court to standardize the margin requirements for documents filed under these various rules of procedure.

The Staff Attorneys' Office also petitions to amend Superior Court Rule of Appellate Procedure—Civil ("Superior Court Civil Appellate Rule") 8(a)(4) and Superior Court Rule of Appellate Procedure—Criminal ("Superior Court Criminal

Appellate Rule”) 8(a)(4) to incorporate the formatting requirements set forth in Civil Rule 5.2 and Criminal Rule 1.6, respectively.

The Staff Attorneys’ Office requests expedited consideration pursuant to Rule 28(h)(1) of the Rules of the Supreme Court of Arizona so that the Court may consider the petition during its August 2025 Rules Agenda. The Staff Attorneys’ Office does not anticipate that the petition will receive significant comments, and implementing the proposed amendments to be effective in January 2026 will more timely simplify margin requirements for practitioners and self-represented litigants.

The proposed amendments are set forth in Appendix A of this petition.

A. Reason for this Petition

Rule sets within Arizona’s court rules have inconsistent margin requirements. Specifically, although Civil Rule 5.2(b)(1)(D) and Family Rule 20(b)(4) share the same margin requirements, Rule of Criminal Procedure (“Criminal Rule”) 1.6(b)(1)(D), Juvenile Court Rule 105(d)(4), and Justice Court Rule 108(b) each have margin requirements that are different from each other and from Civil Rule 5.2(b)(1)(D) and Family Rule 20(b)(4). These inconsistencies needlessly complicate the practice of law, especially for administrative assistants and others who format a lawyer’s pleadings and briefings to make them suitable for filing. This petition therefore proposes that the Court adopt amendments to align the margin

requirements with Criminal Rule 1.6(b)(1)(D)'s requirement, which is straightforward and also provides parties with a small degree of flexibility.

This petition also proposes to amend Superior Court Civil Appellate Rule 8(a)(4) and Superior Court Criminal Appellate Rule 8(a)(4). These rules both incorporate by reference “[o]ther Superior Court local rules as to format, character size, and margins.” Most superior court local rules, however, do not have any formatting requirements and none say anything about the appropriate margins. To correct this, this petition proposes amending these rules to incorporate the formatting requirements set forth in Civil Rule 5.2 and Criminal Rule 1.6, respectively.

B. Proposed Amendments to Conform Margin Requirements

1. Current Rules Regarding Margins

The following rules address the formatting requirements for margins in documents that are filed pursuant to the different rule sets:

- **Rules of Civil Procedure:**

(D) Margins and Page Numbers. Margins must be set as follows: a margin at the top of the first page of not less than 2 inches; a margin at the top of each subsequent page of not less than 1-½ inches; a left-hand margin of not less than 1 inch; a right-hand margin of not less than ½ inch; and a margin at the bottom of each page of not less than ½ inch. Except for the first page, the bottom margin must include a page number.

Ariz. R. Civ. P. 5.2(b)(1)(D)

- **Rules of Criminal Procedure:**

(D) *Margins and Page Numbers.* Page margins must be at least one inch on the top and bottom of the page and between one inch and 1½ inches on each side. Except for the first page, the bottom margin must include a page number.

Ariz. R. Crim. P. 1.6(b)(1)(D).

- **Rules of Family Law Procedure:**

(4) *Margins and Page Numbers.* Margins must be set as follows: a margin at the top of the first page of not less than 2 inches; a margin at the top of each subsequent page of not less than 1-1/2 inches; a left-hand margin of not less than 1 inch; a right-hand margin of not less than 1/2 inch; and a margin at the bottom of each page of not less than 1/2 inch. Except for the first page, the bottom margin must include a page number.

Ariz. R. Fam. Law P. 20(b)(4).

- **Rules of Procedure for the Juvenile Court:**

(4) *Margins and Page Numbers.* Margins must be set as follows: a margin at the top of the first page and each subsequent page of not less than 11/02 inches; a left-hand margin of not less than 1 inch; a right-hand margin of not less than 1/02 inch; and a margin at the bottom of each page of not less than 1/02 inch. Except for the first page, the bottom margin must include a page number.

Ariz. R.P. Juv. Ct. 105(d)(4).

- **Justice Court Rules of Civil Procedure:**

b. Format. A party must file a document with the court on paper, except that a party may file a document electronically as provided in Arizona Code of Judicial Administration (ACJA) § 1-901. These rules apply to both electronic and paper filings. Electronic filings must be in a format allowed by the court and as provided by ACJA § 1-901. Paper filings must be on only one side of white 8.5 x 11 inch paper, with one-

inch margins on the top, bottom, and sides of the page. Documents filed on paper must be typed, printed, or legibly handwritten. Documents filed on forms provided by the court do not need to meet these requirements. The court may issue documents such as notices or orders in either paper or electronic formats. [ARCP 10(d)]

Justice Ct. R. Civ. P. 108(b).

2. Proposed Amendments to Current Rules

The Staff Attorneys' Office proposes that the Court adopt the language from Criminal Rule 1.6(b)(1)(D) to be used in all five of the above rules. This rule provides that page margins "must be at least one inch on the top and bottom of the page and between one inch and 1½ inches on each side." This language works well because:

- (1) The one inch margin on the bottom is sufficient to accommodate page numbers, which are required in the bottom margin of each page subsequent to the first page.
- (2) The one inch margin at the top eliminates unnecessary space at the top of a document. There is no need for extra space on the top margin because: (a) it is no longer common practice for case documents to be two-hole punched on the top of each page for purposes of maintaining the case records; and (b) there is sufficient room for any stamps or notations by a court clerk on the top right corner of the first page, which is left blank in the space opposite from information identifying the filer of a document.

- (3) The requirement that side margins be between one inch and 1½ inches on each side provides some flexibility to filing parties so that the filers can determine how best to place the side margins in light of the line numbers that may be required along the left side of the page. *See, e.g.,* Ariz. R. Civ. P. 5.2(b)(1)(A).
- (4) These margin requirements are consistent for all pages of a document, unlike Civil Rule 5.2(b)(1)(D) and Family Rule 20(b)(4), which require a top margin of not less than 2 inches on the first page and not less than 1½ inches on subsequent pages.

The Staff Attorneys' Office believes that adopting a common standard across rule sets will reduce confusion and will make it easier for practitioners and self-represented parties to ensure that their filings conform to formatting requirements.

The proposed amendments to each rule follow, with any additions to the text shown by underscoring and deletions to the text shown by ~~strike-through~~.

- **Proposed amended Civil Rule 5.2(b)(1)(D)**

(D) Margins and Page Numbers. Page margins must be at least one inch on the top and bottom of the page and between one inch and 1½ inches on each side. ~~Margins must be set as follows: a margin at the top of the first page of not less than 2 inches; a margin at the top of each subsequent page of not less than 1½ inches; a left hand margin of not less than 1 inch; a right hand margin of not less than ½ inch; and a margin at the bottom of each page of not less than ½ inch.~~ Except for the first page, the bottom margin must include a page number.

- **Proposed amended Family Law Rule 20(b)(4):**

(4) Margins and Page Numbers. Page margins must be at least one inch on the top and bottom of the page and between one inch and 1½ inches on each side. Margins must be set as follows: a margin at the top of the first page of not less than 2 inches; a margin at the top of each subsequent page of not less than 1-1/2 inches; a left hand margin of not less than 1 inch; a right hand margin of not less than 1/2 inch; and a margin at the bottom of each page of not less than 1/2 inch. Except for the first page, the bottom margin must include a page number.

- **Proposed amended Juvenile Court Rule 105(d)(4):**

(4) Margins and Page Numbers. Page margins must be at least one inch on the top and bottom of the page and between one inch and 1½ inches on each side. Margins must be set as follows: a margin at the top of the first page and each subsequent page of not less than 1 1/2 inches; a left-hand margin of not less than 1 inch; a right hand margin of not less than 1/2 inch; and a margin at the bottom of each page of not less than 1/2 inch. Except for the first page, the bottom margin must include a page number.

- **Proposed amended Justice Court Rule 108(b):**

b. Format. A party must file a document with the court on paper, except that a party may file a document electronically as provided in Arizona Code of Judicial Administration (ACJA) § 1-901. These rules apply to both electronic and paper filings. Electronic filings must be in a format allowed by the court and as provided by ACJA § 1-901. Paper filings must be on only one side of white 8.5 x 11 inch paper. Page margins must be at least one inch on the top and bottom of the page and between one inch and 1½ inches on each side. ~~with one-inch margins on the top, bottom, and sides of the page.~~ Documents filed on paper must be typed, printed, or legibly handwritten. Documents filed on forms provided by the court do not need to meet these requirements. The court may issue documents such as notices or orders in either paper or electronic formats. [ARCP 5.2(b)]~~10(d)~~]

C. Formatting Requirements for Superior Court Appellate Rules

The Superior Court Rules of Appellate Procedure, both Civil and Criminal, briefly mention formatting, character size, and margins:

(4) Memoranda shall be typed or printed, single sided, on 8.5 by 11 inch white paper. Text shall be double spaced except for quotations. Exclusive of any appendices, memoranda shall not exceed 15 pages. Memoranda that are not legible may be stricken by the Superior Court. *Other Superior Court local rules as to format, character size, and margins shall otherwise apply.*

Ariz. Super. Ct. R. App. P. Civ. R. 8(a)(4) (emphasis added); Ariz. Super. Ct. R. App. P. Crim. R. 8(a)(4) (emphasis added).

The problem with these rules is that only a small number of local rules have provisions regarding formatting or character size, and none mention margin size. As such, they provide practitioners with little guidance about how they should format their memoranda or about the character size and margins they should employ.

To correct this gap in the rules, the Staff Attorneys' Office proposes that the two superior court appellate rules incorporate by reference the formatting rules in Civil Rule 5.2 and Criminal Rule 1.6. Thus, Superior Court Civil Appellate Rule 8(a)(4) would be amended to provide:

(4) ~~Memoranda shall be typed or printed, single sided, on 8.5 by 11 inch white paper. Text shall be double spaced except for quotations. Exclusive of any appendices, memoranda shall not exceed 15 pages. Memoranda that are not legible may be stricken by the Superior Court. Other Superior Court local rules as to format, and character size, and margins shall otherwise apply.~~
Memoranda must comply with the format requirements of Rule 5.2 of the Rules of Civil Procedure. Memoranda that are not legible may be stricken by the Superior Court.

Likewise, Superior Court Criminal Appellate Rule 8.4(a)(4) would be amended to provide:

(4) ~~Memoranda shall be typed or printed, single-sided, on 8.5 by 11 inch white paper. Text shall be double spaced except for quotations. Exclusive of any appendices, memoranda shall not exceed 15 pages. Memoranda must comply with the format requirements of Rule 1.6 of the Rules of Criminal Procedure. Memoranda that are not legible may be stricken by the Superior Court. Other Superior Court local rules as to format, and character size, and margins shall otherwise apply.~~

In conclusion, for the reasons stated in this petition, the Staff Attorneys' Office asks the Court to adopt the proposed amendments set forth in Appendix A.

February 12, 2025.

ARIZONA SUPREME COURT
STAFF ATTORNEYS' OFFICE

//s//

Stacey A. Dowdell
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Appendix A

APPENDIX A¹

RULES OF CIVIL PROCEDURE

Rule 5.2. Form of Documents

(a) [No change]

(b) Document Format.

(1) [No change]

(A)-(C) [No change]

(D) Margins and Page Numbers. Page margins must be at least one inch on the top and bottom of the page and between one inch and 1½ inches on each side. ~~Margins must be set as follows: a margin at the top of the first page of not less than 2 inches; a margin at the top of each subsequent page of not less than 1½ inches; a left hand margin of not less than 1 inch; a right hand margin of not less than ½ inch; and a margin at the bottom of each page of not less than ½ inch.~~ Except for the first page, the bottom margin must include a page number.

(E)-(J) [No change]

(c) [No change]

RULES OF FAMILY LAW PROCEDURE

Rule 20. Form of Documents

(a) [No change]

(b) Document Format

(1)-(3) [No change]

(4) *Margins and Page Numbers.* Page margins must be at least one inch on the top and bottom of the page and between one inch and 1½ inches on each side. ~~Margins must be set as follows: a margin at the top of the first page of not less than 2 inches; a margin at the top of each subsequent page of not less than 1½ inches; a left hand margin of not less than 1 inch; a right hand margin of not less than ½ inch; and a margin at the bottom of each page of not less than ½ inch.~~ Except for the first page, the bottom margin must include a page number.

(5)-(9) [No change]

¹ Additions to the text of the rule are shown by underscoring and deletions of text are shown by ~~strike through~~.

(c) [No change]

RULES OF PROCEDURE FOR THE JUVENILE COURT

Rule 105. Form of Filed Documents

(a)-(c) [No change]

(d) Document Format.

(1)-(3) [No change]

(4) *Margins and Page Numbers.* Page margins must be at least one inch on the top and bottom of the page and between one inch and 1½ inches on each side. ~~Margins must be set as follows: a margin at the top of the first page and each subsequent page of not less than 11/02 inches; a left hand margin of not less than 1 inch; a right hand margin of not less than 1/02 inch; and a margin at the bottom of each page of not less than 1/02 inch.~~ Except for the first page, the bottom margin must include a page number.

(5)-(10) [No change]

(e)-(i) [No change]

JUSTICE COURT RULES OF CIVIL PROCEDURE

Rule 108. Preparing a Document for Filing with the Court

a. [No change]

b. Format. A party must file a document with the court on paper, except that a party may file a document electronically as provided in Arizona Code of Judicial Administration (ACJA) § 1-901. These rules apply to both electronic and paper filings. Electronic filings must be in a format allowed by the court and as provided by ACJA § 1-901. Paper filings must be on only one side of white 8.5 x 11 inch paper. Page margins must be at least one inch on the top and bottom of the page and between one inch and 1½ inches on each side. ~~with one inch margins on the top, bottom, and sides of the page.~~ Documents filed on paper must be typed, printed, or legibly handwritten. Documents filed on forms provided by the court do not need to meet these requirements. The court may issue documents such as notices or orders in either paper or electronic formats. [ARCP 5.2(b)~~4(d)~~]

c.-g. [No change]

SUPERIOR COURT RULES OF APPELLATE PROCEDURE—CIVIL

Rule 8. Appellate Memoranda, Motions for More Time, Procedural Motions

(a) Appellate Memoranda.

(1)-(3) [No change]

(4) ~~Memoranda shall be typed or printed, single sided, on 8.5 by 11 inch white paper. Text shall be double spaced except for quotations. Exclusive of any appendices, memoranda shall not exceed 15 pages. Other Superior Court local rules as to format, and character size, and margins shall otherwise apply.~~ Memoranda must comply with the format requirements of Rule 5.2 of the Rules of Civil Procedure. Memoranda that are not legible may be stricken by the Superior Court.

(5) [No change]

(b)-(c) [No change]

SUPERIOR COURT RULES OF APPELLATE PROCEDURE— CRIMINAL

Rule 8. Appellate Memoranda, Motions for More Time, Procedural Motions

(a) Appellate Memoranda.

(1)-(3) [No change]

(4) ~~Memoranda shall be typed or printed, single sided, on 8.5 by 11 inch white paper. Text shall be double spaced except for quotations. Exclusive of any appendices, memoranda shall not exceed 15 pages. Other Superior Court local rules as to format, and character size, and margins shall otherwise apply.~~ Memoranda must comply with the format requirements of Rule 1.6 of the Rules of Criminal Procedure. Memoranda that are not legible may be stricken by the Superior Court.

(5) [No change]

(b)-(c) [No change]