**Section 166.221 Form of Documents**

a) Except for exhibits, documents shall be typewritten or printed.

b) Except for exhibits, documents shall be cut or folded so as not to exceed a width of 8½ inches and a length of 11 inches. Whenever practical, all exhibits of a documentary character shall conform to these requirements.

c) Documents shall clearly show the file or docket number of the proceeding and shall clearly describe their nature, e.g., "Motion," "Appearance," etc.

d) Pleadings, written motions, and appearances shall be dated and signed and shall contain the name, address and telephone number of the party filing the document or, if represented by an attorney, the name, business address and phone number of such attorney.