

N.D.W.V. LBR 5005-3

Filing Papers - Size of Papers.

In order to insure uniformity and ease and reliability of creating electronic images from traditional paper documents, any person filing paper documents shall comply with the following requirements:

1. Paper must be of a weight and composition which will allow documents to be readily scanned or imaged to electronic format. Ordinary copy paper of modest cost is sufficient. For example, paper which is coated, bonded, heavy, curled, known as "onionskin", etc., is not suitable;
2. No paper with text on both sides shall be acceptable (i.e., no "two-sided" pages);
3. Pages of a document shall not be stapled or fastened together (except as by clips or other easily removable devices);
4. Carbon copies shall not be filed;
5. Exhibits shall not be "tabbed";
6. All pages of a document, including attachments, shall be of letter size (8 ½" x 11") and not 8 ½" x 14".