## Overview

The Judicial Committee on Information Technology has established the following format guidelines for electronically filed documents.  Existing standards for filing paper documents ranged from those filed in municipal courts being the simplest to those filed in the state's appellate courts being the most stringent.  The Committee decided to use the appellate courts' standards as the basis for guidelines for electronically filed documents.  This ensures that electronically filed documents, when printed, will meet the standards for the highest courts in the State of Texas.

## Guidelines for Fonts and Spacing in Electronically Filed Documents

### Legibility
A document submitted electronically should be sufficiently legible so that, after it is printed, it can be read without magnification and can be reproduced from the printed copy without losing its legibility.

### Page
The document page size should be 8 ½ by 11 inches.  The document should be set up for printing single-sided.

### Margins
There should be at least one-inch margins on both sides and at bottom on all pages.  The first page of the document should have a three-inch margin at the top.  Subsequent pages should have at least a one-inch margin at the top.

### Fonts
The selected font should be easy to read.  The font and font size selected should be one of the following:

- Courier, 12-point or larger,
- Arial, 13-point or larger,
- Times New Roman, 13-point or larger, or
- A font and font size with legibility similar to the ones listed immediately above.

Additionally, footnotes should be in the same font but no smaller than 10-point.  Scaling and other font spacing adjustments should be avoided.

### Spacing
Double spacing should be used throughout the document.  The only exception should be the allowance for footnotes, block quotations, shorts lists, and issues or points of error that may be displayed as single-spaced.

Double spacing is defined as typing or printing text leaving alternate lines blank. Single spacing means to type or print with no blank lines between lines of text.

**Color**

The background color of each page should be white.  The document text should be black.  Techniques other than color should be employed for emphasis.  These techniques include: boldface, capitalization, italics, underscore, or a combination thereof.