

## **D.N.J. LBR 9004-1. General Requirements of Form**

**(a) Attorney; party represented.** All documents must contain in the top left corner of the first page the following information:

(1) the name, address, telephone number, and direct email address of the attorney of record for the filing party; and

(2) the name of the party represented, or if a party is self-represented, the name, address, telephone number, and email address of the self-represented party.

**(b) Caption.** A document requiring a caption must include the Chapter of the case, initials of the judge, and applicable hearing date.

### 2025 Comment

This Rule is amended to emphasize subdivision (a)(1), which requires the email address of the attorney of record, as opposed to that of the law firm.

### 2015 Comment

This Rule was formerly Local Bankruptcy Rule 9004-2.