

**LCR 11 SIGNING AND DRAFTING OF PLEADINGS, MOTIONS, AND LEGAL
MEMORANDA; SANCTIONS**

(c) Required Information. Each party appearing pro se (i.e., self-represented without an attorney) must state on every pleading and other documents submitted to the court or filed with the clerk:

- (1) a telephone or message number,
- (2) a mailing address where materials may be sent to the party,
- (3) a physical address where service may be made on that party; and
- (4) their email address if the person has one.

The designation of a post office box, mail stop, or the like shall not be sufficient. If the party cannot provide a physical address, then the party must provide a reasonable alternative to personal service, such as a fax number at which the party agrees to accept service.

(d) Sanctions. The court on its own initiative or on motion of a party may order a party or counsel who uses these rules for purposes of delay or who fails to comply with these rules to pay terms or compensatory damages to any other party who has been harmed by the delay or the failure to comply. The court may condition a party's right to participate further in the matter on compliance with terms of an order or ruling, including payment of an award to a party. Any such order or ruling may be reduced to judgment.

[Amended effective September 1, 1994; September 1, 2006; September 1, 2010; September 1, 2016; September 1, 2022.]