

Rule 3. Pleadings Allowed; Form of Pleadings, Motions, and Other Documents

(a) PLEADINGS. Only these pleadings are allowed:

- (1) a petition;
- (2) an answer to a petition; and
- (3) an amended or supplemental of either.

(b) CAPTION; NAME OF PARTIES.

(1) *In General*. Every pleading and motion must have a caption with the court's name, the parties' names, the case number, and the title of the pleading or motion. Except as provided in Rule 3(b)(2) and (3), the caption of the petition must include the parties' names and full residence addresses, if known.

(2) *Substituted Address*. The petitioner is not required to state his or her residence address if the petitioner substitutes the name and residence or other address of his or her attorney or a third person willing to accept service copies for the petitioner. The petitioner must indicate on the petition that a substituted address has been used.

(3) *Confidential Address*. If no substituted address is available, a petitioner may file a confidential address under seal on a form maintained by the clerk. When filing a confidential address form, the petitioner must authorize the clerk to accept service of all documents filed in the case. The clerk must immediately send all documents, by first-class mail, to the petitioner's confidential address.

(c) STATIONERY. Pleadings and motions may be filed on court forms or on plain white paper, approximately 11 inches long and 8 1/2 inches wide. A party may type or handwrite a pleading or motion, but the pleading or motion must be legible to the clerk.

(d) NONCONFORMANCE WITH ABOVE. A pleading or other document not conforming to the requirements of this rule will not be accepted for filing.

COMMENT TO 2017 AMENDMENTS

Formerly Rule 6, this rule has been renumbered as Rule 3. The rule has been amended consistent with the stylistic changes to the civil rules. Also, the provision permitting a petitioner to file an address under seal was updated to include a process for serving the petitioner. Subsection (b)(3) requires a petitioner who files an address under seal to authorize the clerk to accept service.