

x 11 inches, double spaced, each page beginning not less than 1 ¼ inches from the top, with side margins of not less than 1¼ inches.

4. **Number of Copies Required**: One original and 2 copies are required in every bankruptcy case submitted for filing. Clerk shall retain original and 2 duplicate copies. The receiving clerk shall create and maintain two separate folders for every bankruptcy cases submitted for filing. One should be designated Court File and other designated J file. All the original documents shall be inserted in the Court file. It may be available for viewing by public and attorneys, unless otherwise ordered by the court. The Court File shall not be taken out of clerk's office, without Chief Clerk's approval. The J file shall contain duplicate copies of all documents filed and is only for the justice presiding over the case and is treated as confidential. Inter-office memorandums, staff attorney's bench memorandums or research are to be contained on the left-hand side of the J file. Immediately after filing of the documents submitted for filing, the clerk shall insert a duplicate copy in the J file and promptly bring the J file to the attention of the presiding justice.

5. **Color Coded File**: Bankruptcy cases shall be assigned and filed in yellow coded folders.

6. **Docket Books**: There shall be a separate docket book assigned for registration of bankruptcy cases. The docket books shall be bound books containing brief notations of all documents filed and actions taken in each case. It shall be kept in the clerk's office and be made available for review by any interested person, unless otherwise ordered by the court.

7. **Indexing**: Clerks shall create an index card for every case filed. It shall be kept alphabetically and filed in accordance with the information relating to party's last name or name

of business, case number, type of case, disposition of the case and any related cases involving the same party.

8. **Filing Fees**: An application for relief filed under Title 31 of the Code of the Federated States of Micronesia must be accompanied with a filing fee. The court will set an amount. The process for recording of filing fees will be established for proper accounting of all funds received by the clerks under this title.

So ordered the 6th day of June, 2005.

/s/ Andon L. Amaraich
Andon L. Amaraich
Chief Justice

Entered this 6th day of June, 2005.

/s/ Kohsak M. Keller
Kohsak M. Keller
Chief Clerk of Courts