

THE SUPREME COURT OF ERITREA ASMARA, ERITREA

COURT LAYOUT AND ELECTRONIC ACCESSIBILITY RULES (CLEAR) CLEAR Formatting Direction

1. This CLEAR Formatting Direction establishes uniform requirements for documents filed through the Court's electronic Case Access And Management system (CAAM).
2. It shall be read together with the Rules of Procedure of the Supreme Court of Eritrea and any case-specific direction or order issued by the Court.

1 PURPOSE

3. The purpose of this Formatting Direction is to ensure that documents filed with the Court are clear, professional, accessible, searchable, and presented in a consistent format.
4. Uniform formatting makes electronic documents easier to read, cite, search, compile, publish, and preserve.
5. These requirements shall be applied practically and without unnecessary technicality, consistently with the fair and efficient administration of justice.

2 AUTHORITY AND APPLICATION

6. This Formatting Direction is issued under the Court's authority to prescribe electronic templates and supplementary procedural directions, including Rules 40, 44, 92, and 106 of the Rules of Procedure.
7. Unless the Court directs otherwise, this Formatting Direction applies to every pleading, brief, motion, response, reply, written submission, affidavit, notice, proposed order, and other document prepared for filing through CAAM.
8. These requirements apply to materials within the filer's reasonable control. An original authority, exhibit, historical record, or other third-party document need not be reformatted, but it must be presented as clearly and legibly as reasonably possible.
9. A case-specific order or direction prevails over an inconsistent provision of this Formatting Direction.

3 ELECTRONIC DOCUMENT REQUIREMENTS

3.1 Page size

10. Every document shall use A4 paper size.
11. A4 paper measures 210 millimetres by 297 millimetres.
12. A document must not be converted to Letter, Legal, or another paper size before filing.

3.2 Searchable PDF

13. Every document shall be filed through CAAM in searchable PDF format.
14. A document prepared electronically should be converted directly to PDF. It should not be printed and rescanned unless scanning is necessary to preserve an original signature, exhibit, or other feature that cannot reasonably be reproduced electronically.
15. A scanned document shall be processed using optical character recognition when reasonably practicable so that its text can be searched, selected, and copied.
16. The filer must confirm that the PDF opens correctly, contains every intended page, is properly oriented, and displays legible text.

3.3 PDF security

17. No security setting shall exist on a PDF filed through CAAM.
18. A filed PDF shall not be encrypted, password-protected, locked, or subject to permissions that restrict access.
19. The PDF must permit the Court to open, search, select, copy, annotate, print, download, combine, and preserve its contents without entering a password or obtaining additional permission.
20. A digital signature or certification must not impose a security restriction that interferes with any of those functions.

3.4 Document integrity

21. Fonts should be embedded in the PDF where the document-creation software permits.
22. Conversion to PDF must not alter the paragraph numbering, headings, citations, footnotes, page numbering, hyperlinks, or order of the document.
23. The final PDF should be reviewed after conversion rather than assumed to match the source document.

4 MARGINS AND INDENTATION

4.1 Margins

24. Every page shall have a margin of one inch, equivalent to 2.54 centimetres, on all four sides.
25. Text, paragraph numbers, footnotes, page numbers, and other content must not extend into the prescribed margins.

4.2 Left-side indentation

26. Indentation shall be applied on the left side only.
27. Text shall not be indented from the right margin.
28. The standard hierarchical indentation unit shall be 0.25 inch, equivalent to 0.635 centimetres.
29. Each additional hierarchical level shall be indented one additional unit from the left.
30. A first-level item shall begin at the ordinary left-text position.
31. A second-level item shall be indented 0.25 inch from the ordinary left-text position.
32. A third-level item shall be indented 0.50 inch from the ordinary left-text position.
33. A fourth-level item shall be indented 0.75 inch from the ordinary left-text position.
34. A document should not ordinarily use more than four hierarchical levels.

35. Ordinary body paragraphs shall not use a first-line indentation unless a prescribed Court template requires one.

4.3 Block quotations

36. A block quotation shall be indented 0.50 inch from the left position of the surrounding body text.
37. A block quotation shall not be indented from the right margin.
38. The indentation must not make the quotation difficult to read or produce lines that are unnecessarily short.

5 PAGE NUMBERING

39. Every page, including the first page, shall be numbered consecutively.
40. Page numbering shall use the format “1 of 10,” “2 of 10,” “3 of 10,” and so forth.
41. The first number shall identify the current page, and the second number shall identify the total number of pages in the filed PDF.
42. The page number shall appear in the footer, centered horizontally, and in 10-point Times New Roman.
43. Page numbering must remain visible and correct after the document is converted to PDF.
44. The CAAM filing stamp or other system-generated information must not obscure the page number.

6 FRONT-PAGE FORMAT

6.1 Court identification

45. The first page shall begin with the following identification:

THE SUPREME COURT OF ERITREA
ASMARA, ERITREA

46. The Court’s name and location shall be centered.
47. The Court’s name and location shall appear in 16-point Times New Roman.

6.2 Case-identification information

48. The first page shall identify the official case number, official case title, names of the parties, and their respective procedural designations.
49. The case-identification block shall also include a concise public short name for the proceeding.
50. The public short name should make the proceeding easier to identify and discuss for purposes of public access and constitutional education.
51. The short name must be neutral, accurate, concise, and readily understandable.
52. A short name must not assume the truth of a disputed allegation, prejudge the merits, or unfairly characterize a party.
53. A short name may refer to the principal legal issue or use a shortened form of the parties’ names. Examples include “Passport and Exit-Visa Case” and “Taking Case.”
54. The Court may approve, revise, or replace a proposed short name.

55. Case-identification information, including the public short name, shall appear in 14-point Times New Roman.

6.3 CAAM case number

56. CAAM generates the official case number.
57. The case number consists of the following elements in a single uninterrupted sequence:
58. The letters “SC” identifying the Supreme Court;
59. the filing date expressed as two digits for the day, two digits for the month, and two digits for the year;
60. the first three letters of the first name of the first-named plaintiff, written in uppercase; and
61. the sequential total number of cases commenced before the Court, displayed as a five-digit number with leading zeros where necessary.
62. A case commenced on 13 July 2026 by a first-named plaintiff named Thomas, where the proceeding is the first case commenced before the Court, would receive the case number SC130726THO00001.
63. CAAM’s public-access interface displays the running total number of cases before the Court.
64. The plaintiff may therefore include the anticipated case number even when the first document is submitted.
65. A filer may place that case number on the initial Complaint or other first-filed document when the number is displayed or confirmed by CAAM.
66. The case number generated and recorded by CAAM is the official case number and controls if it differs from a number entered by the filer.
67. CAAM or the Court may assign an appropriate substitute code in a proceeding involving anonymity, a protected identity, no natural-person plaintiff, or another circumstance in which the ordinary naming formula cannot reasonably be applied.

6.4 Document title

64. The first page shall clearly identify the type of document being filed, such as COMPLAINT, RESPONSE, REPLY, MOTION FOR LEAVE, SUPPLEMENTAL BRIEF, or AMICUS CURIAE BRIEF.
65. The document title shall be centered and shall appear in 14-point Times New Roman.
66. The title must be sufficiently clear to permit accurate electronic docketing.

7 TYPEFACE AND FONT SIZES

7.1 Required typeface

67. Times New Roman is the only acceptable typeface for text prepared by a party or participant for filing with the Court.
68. A different typeface appearing in an original exhibit, reproduced authority, official form, map, chart, or other third-party material need not be changed.

7.2 Prescribed font sizes

69. The Court’s name and location shall appear in 16-point type.

70. Case-identification information, the public short name, the document title, and all headings shall appear in 14-point type.
71. Body text, paragraph numbers, and ordinary citations shall appear in 12-point type.
72. Block quotations, footnotes, and page-number footers shall appear in 10-point type.
73. A short quotation incorporated into a body-text sentence may remain in 12-point type.

7.3 Emphasis

74. Bold type shall not be used to emphasize a point.
75. Bold type shall not be used for headings or document titles.
76. Italics may be used sparingly where legally or grammatically appropriate, including for case names, foreign words, publication titles, or limited emphasis.
77. Italics should not be applied to long passages or used repeatedly as a substitute for clear writing.
78. Underlining, highlighting, colored text, enlarged text, or changes of typeface shall not be used merely to emphasize an argument.

8 SPACING AND GENERAL PRESENTATION

79. All text shall be single-spaced.
80. There shall be no additional blank line or paragraph spacing between consecutively numbered body paragraphs.
81. Each heading shall be separated by one blank line from the preceding paragraph and one blank line from the following paragraph.
82. A heading at the top of a page does not require a blank line above it.
83. Body text shall ordinarily be left-aligned.
84. Excessive formatting, decoration, borders, shading, text boxes, symbols, and visual effects shall be avoided.
85. Formatting must serve a practical function. Two formatting devices should not be used when one is sufficient.
86. A point that is adequately distinguished by a heading should not also be distinguished by bolding, underlining, enlarged text, color, or decorative treatment.
87. Consistency and simplicity are preferred over visual variety.

9 HEADING HIERARCHY

88. Every heading shall use Arabic numbers.
89. Principal headings shall be numbered consecutively as 1, 2, 3, and so forth.
90. First-level subheadings shall add one decimal segment, as in 1.1, 1.2, and 1.3.
91. Second-level subheadings shall add another decimal segment, as in 1.1.1, 1.1.2, and 1.1.3.
92. Each additional level shall follow the same decimal structure.
93. Roman numerals, capital letters, lowercase letters, and mixed numbering systems shall not be used within the heading hierarchy.
94. Principal headings may appear in uppercase. Subordinate headings should use ordinary title capitalization.

95. Headings shall remain unbolded and shall be distinguished through numbering, placement, font size, capitalization, and spacing.
96. Headings should be brief, descriptive, and logically arranged.

10 PARAGRAPH AND LIST NUMBERING

10.1 Body paragraphs

97. Every substantive body paragraph shall be numbered sequentially from the first paragraph to the final paragraph.
98. Paragraph numbers shall appear as 1., 2., 3., and so forth.
99. Paragraph numbers shall not appear in square brackets.
100. The form “1.” shall be used instead of “[1]” because the shorter form is sufficient and avoids unnecessary characters.
101. Paragraph numbering shall continue consecutively throughout the document.
102. Paragraph numbering shall not restart under a new heading, on a new page, or in a new part of the argument.
103. A paragraph should ordinarily address one principal proposition.

10.2 Numbered lists

104. A numbered list may be used where it materially improves clarity.
105. A numbered list shall use Arabic numbers.
106. The first level shall use 1., 2., 3., and so forth.
107. A subordinate level shall use decimal numbering, such as 1.1., 1.2., and 1.3.
108. A further subordinate level shall use numbering such as 1.1.1., 1.1.2., and 1.1.3.
109. Each additional list level shall be indented by one 0.25-inch unit from the left.
110. A list shall not combine Arabic numbers with Roman numerals, letters, bullets, brackets, or another numbering system.
111. A filer should not create multiple levels where one level is sufficient.

11 CITATIONS, AUTHORITIES, AND QUOTATIONS

11.1 Citation form

112. Citations shall conform to The Bluebook: A Uniform System of Citation unless the Court directs otherwise.
113. Citations must identify authorities accurately and consistently.
114. A citation shall include a precise page, paragraph, section, article, or other pinpoint reference where appropriate.
115. Constitutional provisions, statutes, regulations, judgments, treaties, and other authorities should be cited by their official or generally accepted titles.

11.2 Electronic links

116. Where practicable, a citation should include a functional hyperlink to an official or reliable public source.
117. A hyperlink supplements but does not replace a complete written citation.
118. The citation must remain intelligible if the hyperlink later becomes unavailable.

119. A hyperlink must not require disclosure of private credentials or personal information.

11.3 Quotations

120. Quotations must reproduce the source accurately.

121. Any omission, insertion, alteration, translation, or added emphasis must be identified in accordance with accepted legal citation practice.

122. Lengthy quotations should be avoided where a concise summary and precise citation would adequately present the relevant proposition.

123. A quotation requiring separate treatment shall be presented as a 10-point block quotation indented 0.50 inch from the left only.

124. Every filer remains responsible for verifying quotations, translations, citations, factual references, and authorities, including material prepared with technological or artificial-intelligence assistance.

12 WRITING STYLE

125. Written submissions shall use clear, direct, and professional legal language.

126. A document should identify the issue, state the governing law, apply that law to the relevant facts, and specify the relief sought or position advanced.

127. Repetition, unnecessary rhetoric, excessive quotation, personal attacks, and immaterial discussion shall be avoided.

128. Defined terms, abbreviations, capitalization, dates, and references to the parties shall be used consistently.

129. A filer should use no more words, headings, numbering levels, or formatting devices than are reasonably necessary to present the submission clearly.

13 WORD-PROCESSING GUIDANCE

13.1 General guidance on copied material

130. Copying and pasting is a necessary and legitimate word-processing tool.

131. Text copied from websites, PDFs, emails, authorities, or other documents frequently carries hidden or inconsistent formatting into the destination document.

132. Imported formatting may affect the font, size, spacing, indentation, numbering, margins, and headings even when the text initially appears normal.

133. A filer should neutralize imported formatting before applying the Court's document styles.

134. The filer should first return the copied material to the word processor's ordinary body style and then apply the appropriate Court style.

135. The final PDF must be reviewed because hidden formatting problems may become visible only after conversion.

13.2 Microsoft Word

136. In Microsoft Word, the filer may select the entire document or the affected text and apply the Normal style.

137. The Normal style may be applied more than once where imported or stubborn formatting remains.
138. If applying Normal does not remove direct formatting, the filer should use Word's Clear All Formatting function and then apply Normal again.
139. When pasting new material, the filer may use Keep Text Only or another paste-without-source-formatting option to prevent unwanted formatting from being imported.
140. After the text has been neutralized, the filer should apply the Court's styles for body text, headings, case identification, quotations, and page numbering.
141. Applying the Court's formatting before neutralizing imported formatting may preserve hidden inconsistencies and should be avoided.

13.3 Apple Pages

142. In Apple Pages, the filer may select the entire document or the affected text and apply the Body paragraph style.
143. The Body style may be applied more than once where imported or stubborn formatting remains.
144. When pasting new material, the filer should use Paste and Match Style, or an equivalent option, where available.
145. After the text has been neutralized, the filer should apply the Court's styles for body text, headings, case identification, quotations, and page numbering.
146. The filer should confirm that the Body style itself uses 12-point Times New Roman, single spacing, and the prescribed paragraph settings before applying it throughout the document.

13.4 Recommended order of formatting

147. The following order is recommended when preparing a filing:
148. Set the paper size to A4.
149. Set all four margins to one inch.
150. Neutralize imported formatting.
151. Establish 12-point Times New Roman as the body style.
152. Apply continuous paragraph numbering.
153. Apply the numbered heading hierarchy.
154. Apply the front-page court and case-identification styles.
155. Apply the block-quotation and footnote styles.
156. Insert "page of total pages" numbering.
157. Convert the document directly to searchable PDF.
158. Remove or avoid all PDF security restrictions.
159. Review the completed PDF page by page before filing.

14 USE OF AI FOR FORMATTING

160. A filer is encouraged to use artificial intelligence to assist exclusively with formatting a document in accordance with this Formatting Direction and should use the Court's Model Prompt for AI-Assisted Formatting set out in Schedule 1.

161. The artificial-intelligence system must be instructed to apply only this Formatting Direction, preserve the substance of the document, and identify for human review any matter not governed by it.
162. The system must not add, delete, summarize, rewrite, or otherwise alter any legal argument, requested relief, factual assertion, party information, date, case number, quotation, citation, authority, or signature.
163. Confidential, privileged, sealed, protected, or personally sensitive information must not be provided to an artificial-intelligence system unless its use is authorized and the system is approved for handling that information.
164. The filer remains personally responsible for reviewing the complete document and final PDF and for verifying their substance, accuracy, confidentiality, formatting, searchability, and freedom from security restrictions before filing.

15 CAAM SUBMISSION

165. The filer shall select the correct case, party, and document category when submitting a document through CAAM.
166. The electronic filename should contain the case number, a concise description of the document, and the name or designation of the filing party.
167. Before submission, the filer must confirm that the correct document has been uploaded.
168. The filer must confirm that the document contains no unintended confidential, privileged, personal, or protected information.
169. A filing is effective when accepted by CAAM, and the timestamp generated by CAAM constitutes the official filing time under Rule 28.
170. Acceptance by CAAM does not prevent the Court from directing correction of a formatting, procedural, or substantive deficiency.

16 COMPLIANCE AND CORRECTION

171. Substantial compliance with this Formatting Direction is required.
172. Under Rule 34, the Chief Justice may accept a filing, reject it, or direct correction of a deficiency within a specified time.
173. A minor formatting defect should not ordinarily prevent acceptance where the document remains legible, searchable, accessible, and suitable for fair consideration.
174. Repeated, deliberate, or materially prejudicial noncompliance may result in rejection, a direction to refile, or another appropriate procedural order.

17 COURT TEMPLATES

175. The Court may publish standard templates for Complaints, Responses, Replies, Motions, Statements of Agreed Facts, supplemental briefs, and amicus curiae briefs.
176. A prescribed template shall be used where available unless the Court grants permission to depart from it.

177. Court templates should include predefined styles for court identification, case identification, the public short name, document titles, headings, body paragraphs, numbered lists, block quotations, footnotes, and page-number footers.
178. The use of predefined styles is intended to reduce manual formatting and promote consistent conversion to searchable PDF.

18 PERIODIC REVIEW AND IMPROVEMENT

179. The Court shall review this Formatting Direction periodically to ensure that it remains clear, practical, accessible, and compatible with current technology and professional legal practice.
180. The purpose of periodic review is to improve the guidance, address recurring filing difficulties, incorporate useful experience, and promote the efficient administration of justice.
181. The Court may invite comments from practitioners, parties, academic institutions, and other users of CAAM.
182. A revised edition shall identify its effective date and shall be published through CAAM and the Court's Official Website.
183. Earlier editions shall be preserved as part of the Court's institutional record.

SCHEDULE 1

MODEL PROMPT FOR AI-ASSISTED FORMATTING

This Schedule contains the Court-approved model prompt referred to in paragraph 148. The prompt may be revised periodically by the Court to reflect amendments to this Formatting Direction, changes to CAAM, and improvements in artificial-intelligence-assisted document formatting.

MODEL PROMPT

You are acting solely as a document-formatting assistant for a filing in the Supreme Court of Eritrea.

Format the document strictly and exclusively according to the attached current version of the Supreme Court of Eritrea Electronic Filing and Document Style Formatting Direction.

Do not apply any rule, convention, preference, or default derived from another court, jurisdiction, law firm, publisher, software program, or general style guide unless the attached Formatting Direction expressly requires it.

If the Formatting Direction does not answer a formatting question, preserve the document's existing treatment and identify the issue in your formatting report. Do not invent a rule.

Do not change the substance of the document. Do not add, delete, summarize, paraphrase, simplify, reorganize, or rewrite any substantive text unless I separately and expressly authorize substantive editing.

Do not alter:

1. legal arguments;
2. requested relief;
3. factual assertions;
4. party names or designations;
5. dates;
6. case numbers;
7. quotations;
8. citations;
9. cited authorities;
10. defined terms;
11. signatures; or
12. the intended meaning of any sentence.

Apply the following formatting requirements:

1. Use A4 paper measuring 210 millimetres by 297 millimetres.
2. Use one-inch margins on all four sides.

3. Use Times New Roman throughout all filer-controlled material.
4. Center the Court's name and location in 16-point type.
5. Present the case-identification information, public short name, document title, and headings in 14-point type.
6. Present body text and paragraph numbers in 12-point type.
7. Present block quotations, footnotes, and page-number footers in 10-point type.
8. Do not use bold type for headings or emphasis.
9. Use italics only where legally or grammatically appropriate and only sparingly.
10. Use single line spacing.
11. Do not place additional blank space between consecutively numbered body paragraphs.
12. Place one blank line before and after each heading.
13. Use left-side indentation only.
14. Use 0.25 inch as the standard hierarchical indentation unit.
15. Indent each additional hierarchical level by one additional 0.25-inch unit.
16. Indent block quotations 0.50 inch from the left side only.
17. Use Arabic numbers for all headings and subordinate headings.
18. Use the heading hierarchy 1, 1.1, 1.1.1, and so forth.
19. Number every substantive body paragraph sequentially as 1., 2., 3., and so forth.
20. Do not place paragraph numbers in square brackets.
21. Do not restart paragraph numbering under a new heading or on a new page.
22. Use Arabic decimal numbering for necessary subordinate lists.
23. Avoid excessive formatting, decoration, borders, shading, text boxes, highlighting, colored text, and unnecessary visual effects.
24. Do not use two formatting devices where one is sufficient.
25. Number every page, including the first page, in the format "1 of 10," "2 of 10," and so forth.
26. Place the page number in the centered footer.
27. Preserve functional hyperlinks where practicable.
28. Produce a searchable PDF.
29. Apply no encryption, password, lock, certificate restriction, or other PDF security setting.
30. Ensure that the PDF permits opening, searching, selecting, copying, annotating, printing, downloading, combining, and preservation without additional permission.

Neutralize imported formatting before applying the Court's styles. In Microsoft Word, use the Normal style or Clear All Formatting as necessary. In Apple Pages, use the Body style or Paste and Match Style as necessary.

If the document does not contain a public short name, propose a concise, neutral, and educational short name in the formatting report. Do not insert it into the document without my approval.

If you identify what appears to be a substantive error, inaccurate citation, inconsistent quotation, incorrect date, incorrect case number, or missing information, do not correct it silently. Preserve the original text and identify the issue for human review.

After formatting, provide:

1. the formatted editable document;
2. the searchable PDF, if file creation is supported;

3. a list of formatting changes made;
4. a list of requirements that could not be applied;
5. a list of matters requiring human review;
6. confirmation that paragraph and page numbering are complete;
7. confirmation that the PDF is searchable; and
8. confirmation that the PDF contains no security restriction.

The filer retains final responsibility. Do not represent that the document complies with the Court's requirements unless every requirement has been checked against the final PDF.

END OF MODEL PROMPT