

FILING EXHIBITS

The **Attachments** section of the document upload screen is used to upload exhibits, other types of attachments, or if the main document exceeds the file size limit (50 mb) and must be divided into smaller files.

INSTRUCTIONS - FILING A SINGLE EXHIBIT

Step 1: Upload the **Main Document**.

Step 2: Upload the exhibit in the **Attachments** section.

- Select **Exhibit** from the Category drop down menu and enter the **Description** of the exhibit.

Select the pdf document and any attachments.

Main Document
Browse... No file selected.

Attachments	Category	Description
1. Browse... No file selected.	<input type="text" value="v"/>	<input type="text"/>

Next Clear

Index of Exhibits
Exhibit
Document Continuation

Step 3: Click **Next** to continue the filing.

FILING MULTIPLE EXHIBITS

If filing two or more exhibits, the first attachment must be an *Index of Exhibits*.

INSTRUCTIONS

Step 1: Upload the *Main Document*.

Step 2: Create an *Index of Exhibits* for uploading.

Sample Index of Exhibits

Exhibit	Title/Description
A	Affidavit
B	Email Correspondence
C	Contract

Step 3: Upload the *Index of Exhibits*.

- Choose *Index of Exhibits* from the *Category* drop down menu as the first attachment to the Main Document.

Attachments	Category	Description
1. C:\Documents and Settings\clark\My Doc <input type="button" value="Browse..."/>	Index of Exhibits	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	Index of Exhibits Exhibit Document Continuation	<input type="text"/>



Note: After the first attachment is uploaded, a new row is added for additional uploads.

Step 3: Upload the first exhibit.

Attachments	Category	Description
1. C:\Documents and Settings\clark\My Doc <input type="button" value="Browse..."/>	Index of Exhibits	<input type="text"/> <input type="button" value="Remove"/>
2. C:\Documents and Settings\clark\My Doc <input type="button" value="Browse..."/>	Exhibit	A - Claim Statement <input type="button" value="Remove"/>
3. <input type="text"/> <input type="button" value="Browse..."/>		<input type="text"/>

Step 4: After all exhibits have been uploaded, click *Next* to continue the filing.

FILING MULTIPLE EXHIBITS

Exhibits, regardless of the quantity or length, can be e-filed, by following the instructions below.

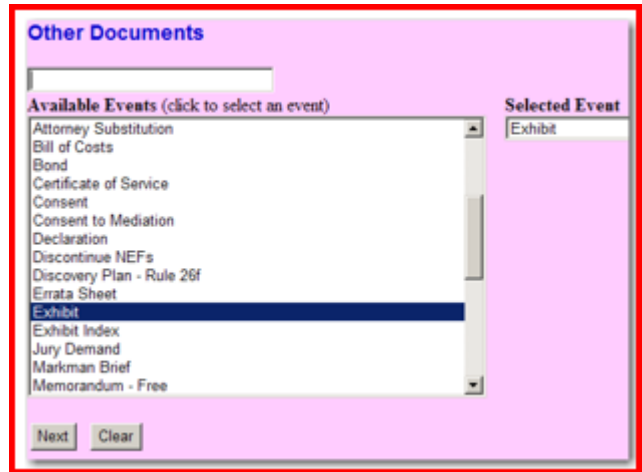


- If experiencing problems when filing due to a slow modem or internet connection, it is suggested that the total file size (including exhibits) be 50 mb or smaller.
- The time of day may affect how quickly the system transmits documents. Early morning has the least amount of traffic; late afternoon has the highest amount of traffic.
- Don't get "timed out" of the ECF System. The connection to the ECF System is lost if it takes longer than 20 minutes to move from one screen to the next.
- The system will not accept a PDF file larger than 12.5 MB. If a single exhibit is larger than 12.5 MB, it must be divided into sections.
- To file large exhibits in groups, see the instructions below.

INSTRUCTIONS

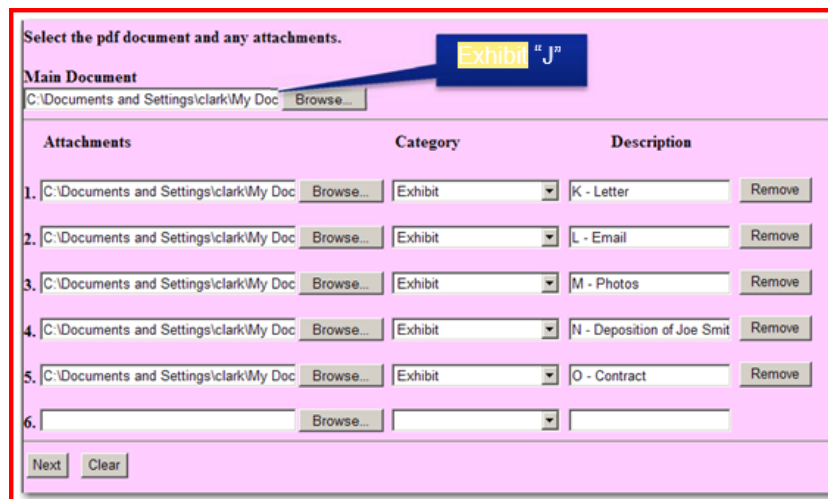
- Step 1:** File the **Main Document** with the first group of exhibits.
- Wait for the **Notice of Electronic Filing** to be created.

Step 2: File the additional exhibits. Go to **Civil** → **Other Documents**. Select **Exhibit** from the list of **Available Events**.



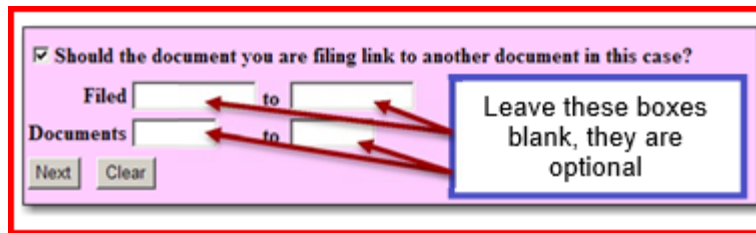
Step 3: Upload the next exhibit as the **Main Document**. Continue uploading the exhibits in the **Attachments** section of the upload screen.

- Select **Exhibit** from the **Category** drop down menu. Type the next consecutive exhibit number or letter in the **Description** field.



Step 5: When all exhibits have been uploaded, click **Next**.

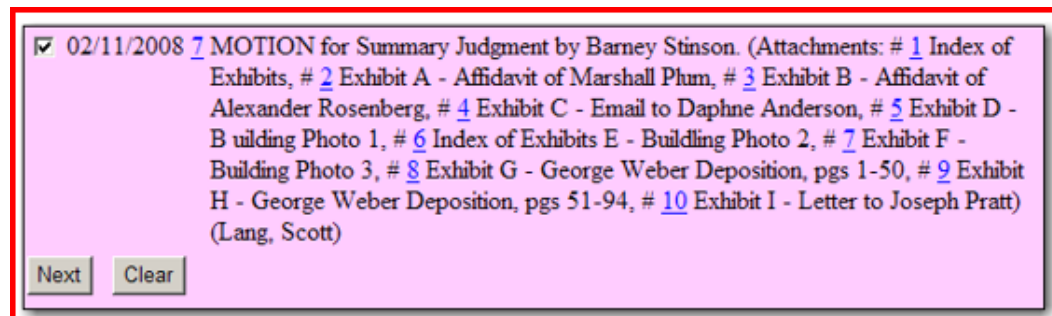
Step 6: Continue the filing. To link the filing to a motion or another document previously filed, check the box next to **Should the document you are filing link to another document in this case?**



The screenshot shows a form with a checked checkbox labeled "Should the document you are filing link to another document in this case?". Below the checkbox are two rows of input fields. The first row is labeled "Filed" and the second row is labeled "Documents". Each row has two empty input boxes with "to" between them. Red arrows point from each of these four input boxes to a blue-bordered callout box on the right that says "Leave these boxes blank, they are optional". At the bottom left of the form are "Next" and "Clear" buttons.

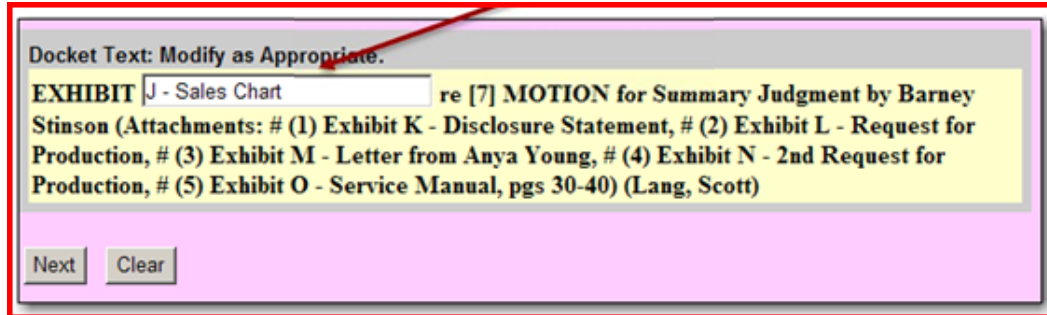
Step 7: The next screen will show the docket entries that the attachments can be linked to.

Find the entry that contains the Motion or other document being filed and the first set of Exhibits. Select the box next to the entry to be linked and click **Next**.



The screenshot shows a docket entry with a checked checkbox. The text of the entry is: "02/11/2008 [7](#) MOTION for Summary Judgment by Barney Stinson. (Attachments: # [1](#) Index of Exhibits, # [2](#) Exhibit A - Affidavit of Marshall Plum, # [3](#) Exhibit B - Affidavit of Alexander Rosenberg, # [4](#) Exhibit C - Email to Daphne Anderson, # [5](#) Exhibit D - Building Photo 1, # [6](#) Index of Exhibits E - Building Photo 2, # [7](#) Exhibit F - Building Photo 3, # [8](#) Exhibit G - George Weber Deposition, pgs 1-50, # [9](#) Exhibit H - George Weber Deposition, pgs 51-94, # [10](#) Exhibit I - Letter to Joseph Pratt) (Lang, Scott)". At the bottom left of the entry are "Next" and "Clear" buttons.

Step 8: Enter the description of the first exhibit that was uploaded as the **Main Document**. For example: Exhibit J - Sales Chart.



Docket Text: Modify as Appropriate.

EXHIBIT re [7] MOTION for Summary Judgment by Barney Stinson (Attachments: # (1) Exhibit K - Disclosure Statement, # (2) Exhibit L - Request for Production, # (3) Exhibit M - Letter from Anya Young, # (4) Exhibit N - 2nd Request for Production, # (5) Exhibit O - Service Manual, pgs 30-40) (Lang, Scott)

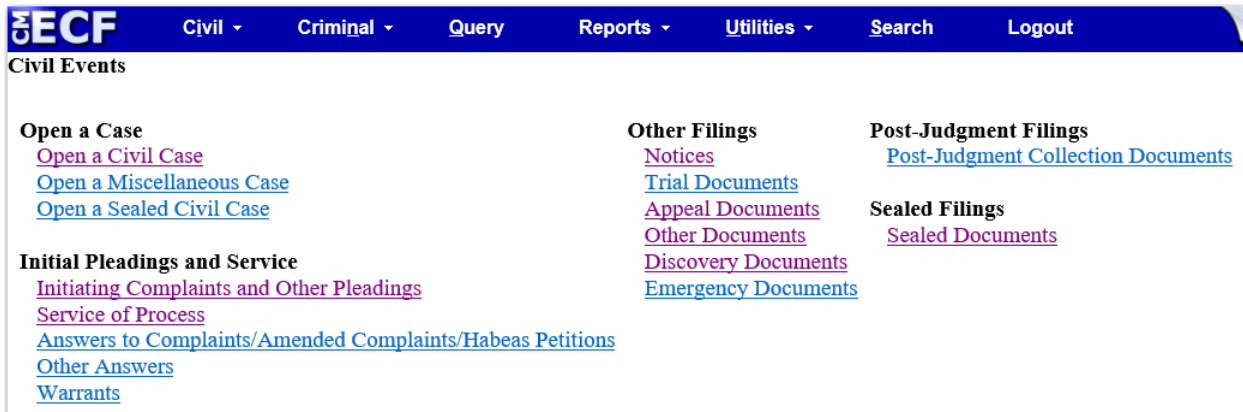
Step 9: Complete the filing.

FILING A DOCUMENT WITH A SEALED EXHIBIT

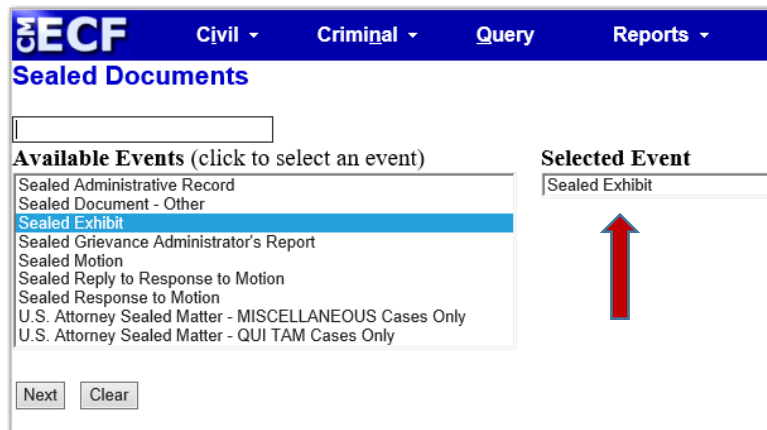
If filing a document with a sealed exhibit, [the sealed exhibit must be filed separately.](#)

INSTRUCTIONS

- Step 1:** Follow the instructions for filing a document with exhibits. For the sealed exhibit, upload a “place holder”, such as a document named “*Exhibit B – Filed Under Seal*”.
- Step 2:** Complete the filing with the “place holder”. Docket the sealed exhibit using the ***Sealed Exhibit*** event located under the ***Sealed Documents*** link.



- Step 3:** Select ***Sealed Exhibit*** under ***Sealed Documents***



Step 4: Select the filing party. Read the colored text and affirm compliance with the Court Rules.

Sealed documents can only be filed pursuant to Local Rules 5.3 or 26.4. Only the germane portion of a filing may be sealed. For example, if the sealed item is an exhibit to a motion, response, or reply, only the exhibit may be sealed.

Your sealed document will only be viewable by chambers for the assigned judge. A notice of electronic filing will be sent to opposing counsel who WILL NOT be able to view the document. **** Service must be effected in the traditional manner. ****

Do you affirm that you have read the above statement and that you are in compliance with the Court Rules?

Yes
 No

Step 5: Upload the sealed exhibit. Click the check box to link the exhibit to the document it relates to.

Should the document you are filing link to another document in this case?

Filed **to**

Documents **to**

Step 6: Preview the docket text. Enter additional text in the text box, if necessary.

Docket Text: Modify as Appropriate.

SEALED EXHIBIT re [385] MOTION to Compel by General Electric.
(Attorney, Test)

Click **Next** to review the final docket text, then click **Next** again to submit the filing.