Filing Procedures – Attachments to Documents

Overview

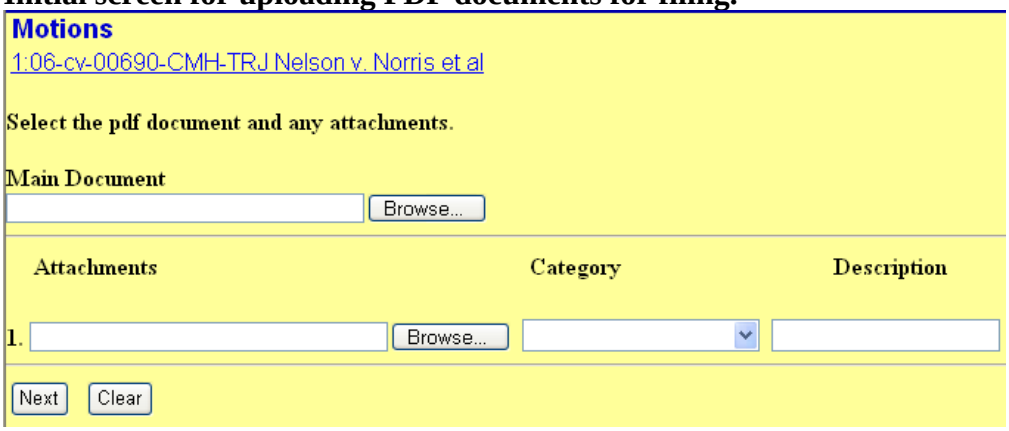
Sometimes it is necessary to attach a document to your filing, such as when submitting an exhibit with a motion, a proposed order with a motion, or a proposed amended complaint with a motion for leave to file an amended complaint. The procedures below show you how to attach a document to your filing.

Selecting the PDF Document Attachment

The screen where you select the PDF document you are filing is also the same screen where you select your attachment to the PDF document you are filing. To file an attachment with your document, after selecting the PDF main document:

- Click the *Browse* button under *Attachments* and select your PDF attachment document.
- Select a category or enter a description or both. A category must be selected or description must be entered for the attachment document. An error message will appear when you click the *Next* button if neither a category is selected nor a description entered.
- Click the *Next* button when finished uploading attachments.

Initial screen for uploading PDF documents for filing.



Information with respect to attachments:

- A new row will appear each time once an attachment is uploaded and the necessary category or description is entered.
- The last attachment space should remain blank when finished uploading attachments.
- The *Remove* button is used to completely remove an attachment.
- The *Browse* button is used to upload the PDF attachment as well as replacing one PDF attachment with another.
- The *Clear* button returns the screen to its original default state.

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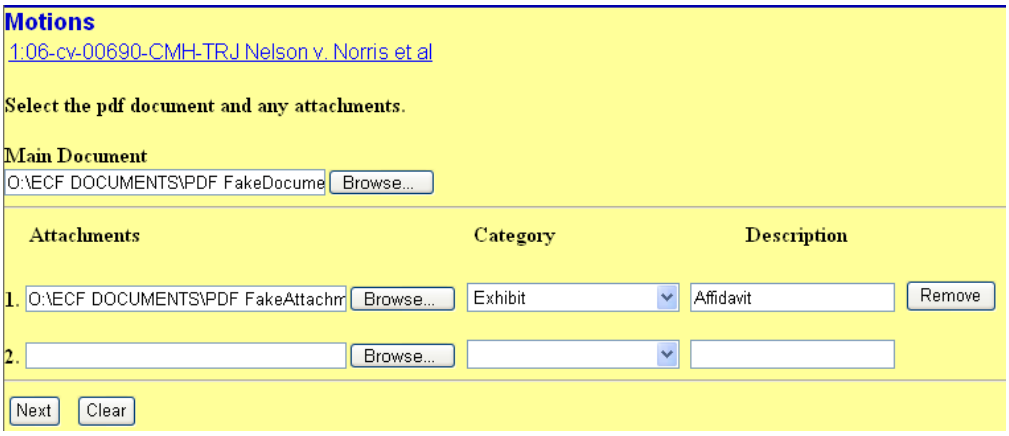
Screen Shot of the Completed PDF Document Selection and Attachment Screen

This screen shows that the PDF *Main Document* has been selected and an attachment PDF document has been selected. *Exhibit* was chosen as the *Category* and *Affidavit* was entered as the description for the attachment.