

## Attachments in ECF

---

### Introduction

When a document is filed in ECF, the main document will be associated with a filing event. Sometimes, there will be additional documents to include; these will be filed as attachments to the main document. No single attachment may be more than 10 MB.

Following are guidelines for handling attachments in ECF.

---

### Documents Attached to Main Document

When a filing includes a main document plus attachments, with few exceptions, the attachments should **not** be incorporated into the main document or filed separately. They are separate documents **included** in the one filing.

- Example: Motion is the main document. Memorandum in Support should be filed as an attachment to the main document (not incorporated into the main document).
- Exception: Documents associated with a specific event might be filed as an attachment or as a stand-alone filing.
  - If a document can be associated with a specific event but the document **does not** have a caption, case number and signature (original or s/attorney name), the document should be attached to a main document.
  - If a document can be associated with a specific event and the document **has** a caption, case number and signature (original or s/attorney name), it should be filed as a stand-alone filing rather than as an attachment to another filing.

---

### Multiple Attachments

Ensure that no individual attachment exceeds the 10 MB limit. Continue adding attachments to the main document and assigning descriptive information as indicated below. (Note: If, for some reason, you are unable to complete all attachments at one time, use the Additional Attachments event.)

---

## Attachment/Exhibit Descriptions

Each attachment/exhibit **must** include a descriptive name, not generic terms such as "Exhibit 1." Choosing a category from the drop-down list is helpful. Entering a description in the description box is required for certain categories and may be used any time for clarification.

Examples:

<b>Category</b>	<b>Description</b>
Addendum	
Affidavit	<i>Description required.</i>
Appendix	
Certificate of Service	
Civil Cover Sheet	
Envelope	
Exhibit	<i>Description required.</i>
GJ Ballot <i>(Court Use Only)</i>	
LR 26.03 Answers	
LR 26.01 Answers	
Main Document	
Memo in Support	
Notice of Right to File Objections <i>(Court Use Only)</i>	
PreSentence Rpt Attachments <i>(Court Use Only)</i>	
Pro Se Warning Notice <i>(Court Use Only)</i>	
Proposed Order	
State Court Documents	
Supporting Document <i>(Court Use Only)</i>	
Violation Rpt Attachments <i>(Court Use Only)</i>	

---

## Procedure

Attachments are added to the filing after the main document has been selected.

1. Browse to locate the attachment.
2. Select a category from the drop-down list, if applicable.
3. Enter a description.

Attachments	Category	Description
1. L:\Adobe Training\OCR File.pdf <input type="button" value="Browse..."/>	Affidavit	John Doe <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>		<input type="text"/>

Continue adding Attachments/Exhibits as needed.

---

## Additional Attachments Filing Event

The Additional Attachment to Main Document event is only to be used for attachments that could not be attached to the main document, e.g., because of an incomplete/interrupted filing. The Additional Attachment event **must** be linked to the main document event.