

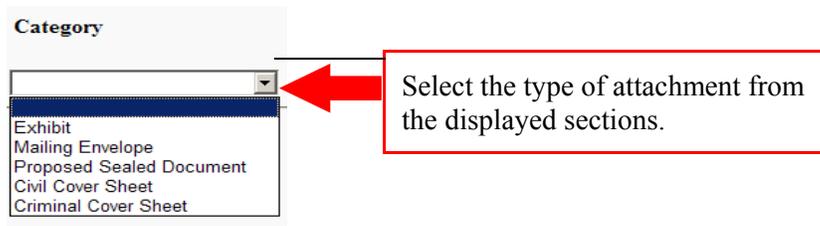
## I. General:

The process of adding a main document and attachments during docketing has been streamlined to only require one screen. Attachments to pleadings and motion must be filed in PDF format in file size not to exceed 5 megabytes (5MB). Attachments larger than 5MB will need to be divided into two or more smaller attachments. Attachments must be described using either a Category or Description. **Do not attach as an exhibit any pleading or other paper already on file with the court in that case.** See [Section XIII, Administrative Policy Governing Electronic Filing and Services](#).

*Figure 1 - New Document Upload Screen*

## II. Step-by-step Instructions for Filing Attachments:

1. Browse and attach the main document.
2. Click the Browse button under “Attachments” if adding an attachment to the main document.
3. Use the drop-down menu by clicking the down arrow under “Category.” Only select a category if one of the drop-down menu options is applicable to your attachment. If a category does not match your document, use the Description Text Box. See Step 4.



- Click in the “Description” text box and type a clear and concise description of the attachment.

**Description**

The description must be more than an exhibit letter or number. For example, when the Category “Exhibit” is used, the description should read “A - Contract.” See Figure 2 below.

- If an attachment file is incorrect and needs to be replaced, click “Remove”, then “Browse” and upload the correct PDF document.
- Check all descriptions to ensure all attachments are correctly described.
- Click “Next” when finished.

Figure 2 - Document Upload Screen with Main Document and One Attachment for Filing

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Other Documents**  
0:07-cv-00321-FFF-WC Harris v. Brantley

Date document filed (mandatory)  
10/2/2008 Calendar

Select the pdf document and any attachments.

**Main Document**  
R:\TRN\DC\App\_Class Docs\PDF Files\C Browse...

Attachments	Category	Description
1. R:\TRN\DC\App_Class Docs\PDF Files\C Browse...	Exhibit	A - Contract Remove
2. Browse...		

Next Clear