

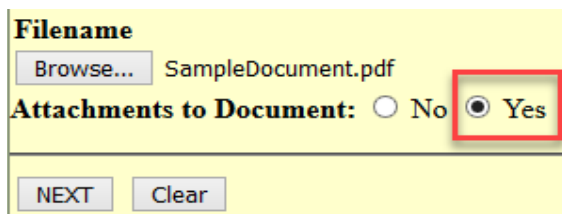
Adding Attachments to Documents in CM/ECF

September 10, 2020

Adding attachments to a document is a very important process, especially in large commercial bankruptcy cases and adversary proceedings. It is especially helpful to the judges, clerk's staff, bar, and other parties, if the attachments can be easily identified and quickly accessed.

To Add an Attachment to a Document:

To add an attachment, you must first click [Browse] and pull in your first file. Then, below the filename you see "Attachment to Documents" with the radio button "yes" and "no." Because you are adding an attachment, choose "yes," and click [Next].

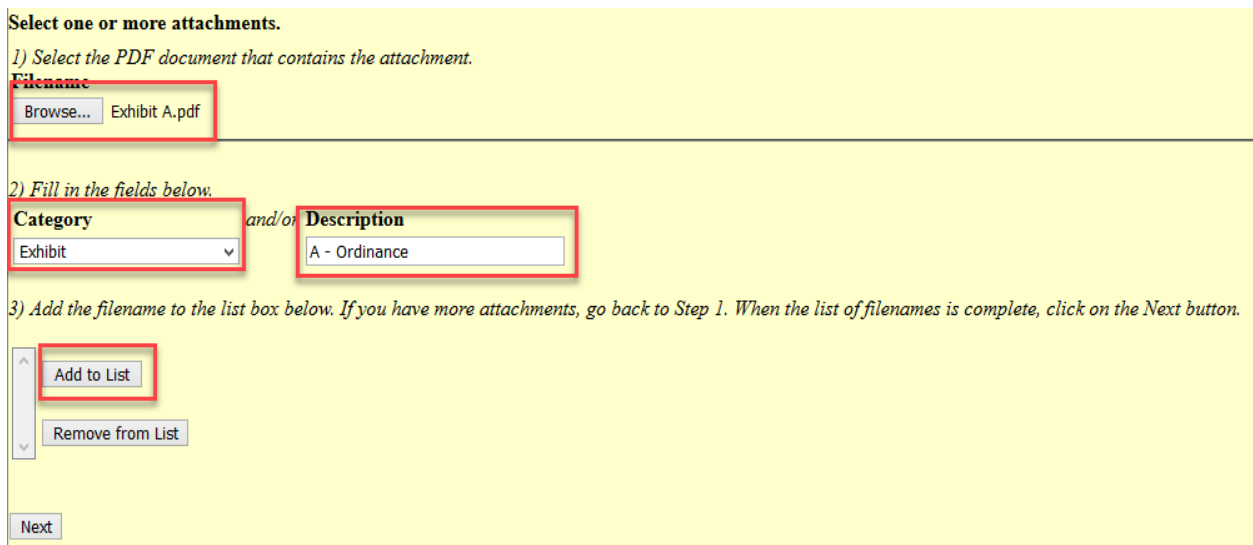


Filename
Browse... SampleDocument.pdf
Attachments to Document: No Yes
NEXT Clear

On the following screen, click [Browse] to pull in file two. Choose a **Category** from the drop-down menu that best describes your attachment, for example, "Exhibit," "Affidavit," or "Supplement." In the **Description** field, type a short description to further identify the document such as "A - Ordinance," "B - Judgment," or "C - Demand," then click [Add to List].

The description entered will be appended to the category selected and appear on the display in CM/ECF as: Exhibit A - Ordinance, Exhibit B - Judgment, Exhibit C - Demand.

Note: If nothing in the Category list closely matches your attachment, skip the Category selection and just type in a short description in the Description field.



Select one or more attachments.

1) Select the PDF document that contains the attachment.
Filename
Browse... Exhibit A.pdf

2) Fill in the fields below.
Category Exhibit and/or **Description** A - Ordinance

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List
Remove from List

Next

After clicking [Add to List], the file you added will display in the window shown below.

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename
Browse... No file selected.

2) Fill in the fields below.

Category and/or **Description**
[Dropdown] [Text Box]

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

C:\fakepath\Exhibit A.pdf [Add to List]
[Remove from List]

[Next]

If there are more attachments to add, go back to *Step 1* and click [Browse] to attach another file and repeat the process as shown below.

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename
Browse... Exhibit B.pdf

Click **Browse** to continue adding more documents.

2) Fill in the fields below.

Category and/or **Description**
Exhibit [Dropdown] B - Judgment [Text Box]

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

C:\fakepath\Exhibit A.pdf [Add to List]
[Remove from List]

[Next]

Add another attachment:

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename
Browse... Exhibit C.pdf

2) Fill in the fields below.

Category and/or **Description**
Exhibit [Dropdown] C - Demand [Text Box]

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

C:\fakepath\Exhibit A.pdf [Add to List]
C:\fakepath\Exhibit B.pdf [Remove from List]

[Next]

When you are finished adding attachments, click [Next] to proceed to the next screen and continue docketing.

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename
 No file selected.


2) Fill in the fields below.

Category *and/or* **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

C:\fakepath\Exhibit A.pdf
C:\fakepath\Exhibit B.pdf
C:\fakepath\Exhibit C.pdf

When all attachments have been added click NEXT to proceed with docketing.



Once you have entered all attachments and completed your filing, viewers will be able to quickly identify which document they wish to view by simply looking at how the attachments are named. This is extremely helpful to the judges when reviewing cases.

Select the document you wish to view.

Part	Description	
1	Main Document	1 page
2	Exhibit A - Ordinance	1 page
3	Exhibit B - Judgment	1 page
4	Exhibit C - Demand	1 page

or 4 pages