

Filing large documents and adding attachments, if necessary. The court requires you to electronically submit all ECF documents for filing, including attachments and exhibits, in portable document format (PDF). There is a 5 megabyte (mb) limit on file size. If a document is larger than 5 megabytes in size you must break it into two or more documents, each of which is 5 mb or less in size. Each additional document must then be submitted as an attachment to your main document.

The following information will assist you in electronically filing with fewer upload failures due to size limitations. Please check the file size* before you begin the electronic filing process.

Note: A file created by conversion directly from a word processing file to PDF is significantly smaller in size than a file created by conversion of a scanned image of the same document.

There are a variety of ways to create separate PDF files of 5 mb or less in size. A few examples of how to create separate PDF files include:

- Use the print to PDF feature of your word processing software to print out a portion of the document to one PDF file name, and another portion of the same document to another PDF file name;
- Scan a portion of a paper document and save it under one PDF file name, and scan another portion of the paper document and save it under a different PDF file name.
- Use software that allows you to split a single PDF file into separate PDF files that may be saved under separate PDF file names.

If you are scanning to create a document, set your scanner to 200 dpi. Resolutions higher than 200 dpi only increase file size and do not improve the scanned image. Generally, 166 pages of typed text (no graphics) scanned at 200 dpi is about 5 mb in size.

If you use word processing software to create a document, the size will be much smaller than a scanned image. We have seen 200 page documents that are less than 5 mb.

You can attach several documents to a single docket entry. Although each document must be less than 5 mb, the sum of all documents attached to a single docket entry may be greater than 5 mb.

The following is an example of a main document with four attachments along with the file size for each document. In this example documents totaling 19 mb in size, but no one of which is larger than 5 mb in size, may all be submitted as part of one docket event:

Motion for Injunction:	Main Document	5 mb;
	Attachment 1	3 mb;
	Attachment 2	5 mb;
	Attachment 3	2 mb;
	Attachment 4	4 mb.

*You can check the size of a document by right-clicking on the file name, and then clicking on Properties. This will give you the size in kilobytes (kb) or megabytes (mb). If the size is greater than 5 mb, you can use software to split the document into two or more smaller documents. Adobe Standard software (version 7 or higher) has this capability. (8-9-07)

If the main document or any attachment is larger than 5 mb, you will receive an error message alerting you to that fact. You may have to start the docket event over again after breaking your main document or any attachment into separate documents of 5 mb or less in size.

When submitting a document electronically, you must first identify the event you need to use to submit your document(s) and then attach the main document as a PDF document. Before clicking on **[Next]**, you must indicate whether or not there is an attachment to be filed with your main document. If there is no attachment to the main document, click **[Next]** to continue with the docket entry.

If there is an attachment to the main document, select **[Yes]** on the screen depicted in Figure 3.5 and click **[Next]**.

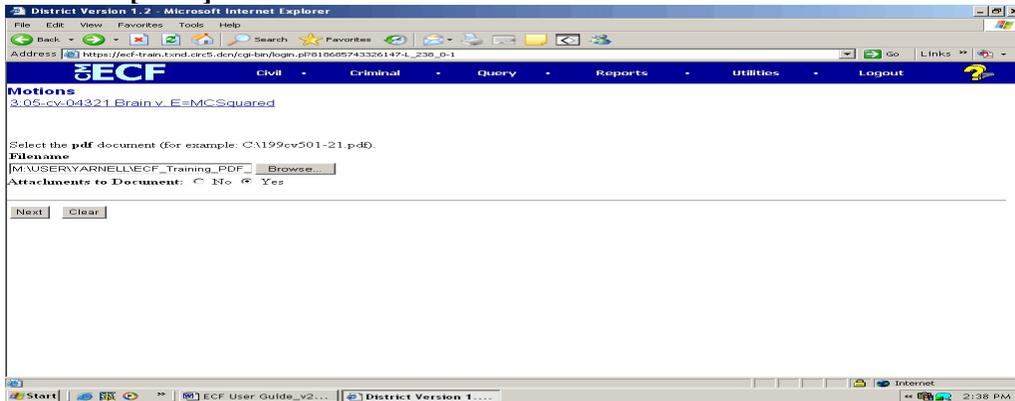


Figure 3.5: Adding attachments to the document.

A new browse screen appears as shown in Figure 3.6 below.

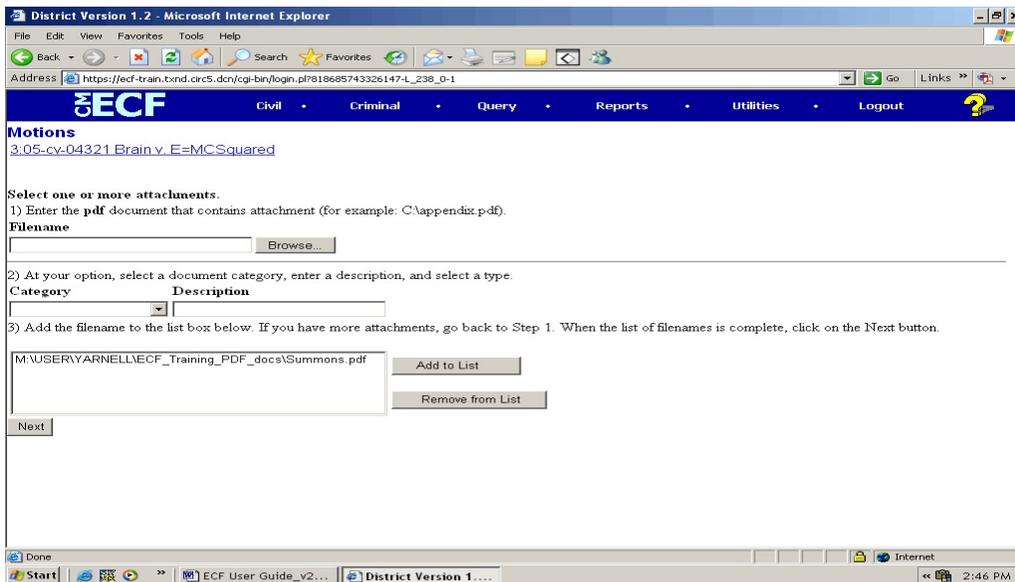


Figure 3.6: Attachment added to the document being filed.

Click on **[Browse]** to search for the document file name of the attachment.

- Next to the field for **“Category,”** click on the down arrow. Highlight the type of attachment from the displayed options.

- To describe the attachment more fully, click in the “**Description**” box and type a clear and concise description of the attachment.
- Click on [Add to List].

ECF adds the selected document as an attachment to the main document. A new screen opens with the file name of the newly attached document displayed in the list of attachments.

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click [Next].

The previous screen closes and ECF opens the docket text window as depicted in Figure 3.7. The end of the docket text indicates that an additional document has been submitted as an attachment (or additional documents have been submitted as attachments).

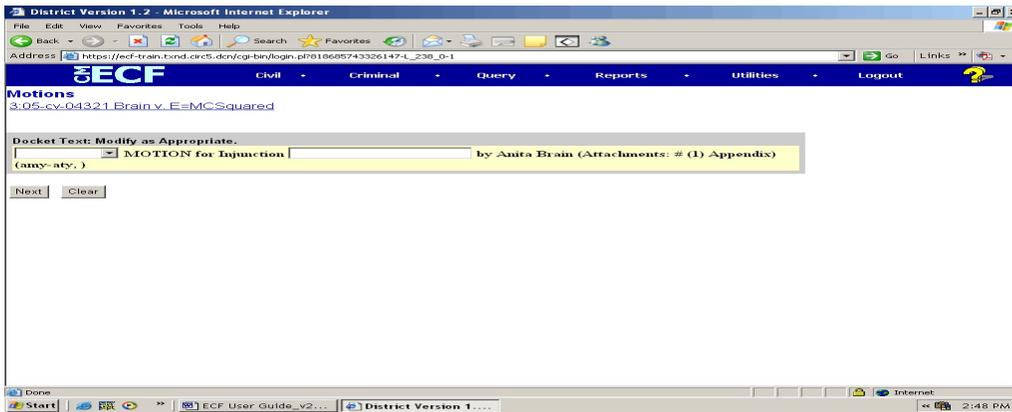


Figure 3.7: Docket text screen reflecting attachments at end of text.

Additional Attachments to Main Document. If the document you are filing is exceptionally large and would require many large attachments to file it all in one docket entry, you may use the Additional Attachments to Main Document event located under Other Filings, Other Documents. With this event you can, for example, file the Motion for Injunction depicted above with five attachments; then you can file a second entry using this event and attach your remaining PDF files.

Notice of Manual Filing. If you are unable to submit a document, attachment, or exhibit electronically because it cannot be converted to PDF format due to its physical size (e.g., a poster that is too large to scan) or character (a videotape or other physical object), you may manually submit the document, attachment or exhibit to the clerk’s office in physical form. If you do manually submit an oversized document or other physical object to the clerk’s office, you must also electronically submit a Notice of Manual Filing as an attachment to your main document. Include a notation in the docket text that an oversized document or physical object has been manually submitted to the clerk’s office for filing. If you manually submit an oversized document or physical object to the clerk’s office, you must provide an original for the clerk’s office and a copy for the presiding judge.

Note: If an attachment is manually submitted to the clerk’s office, it will not be electronically sent to the other party(ies) for purposes of service, although a Notice of Manual Filing attached to the main document will be sent to the other party(ies). Refer to the ECF Administrative Procedures Manual for more information regarding requirements associated with manual filings.