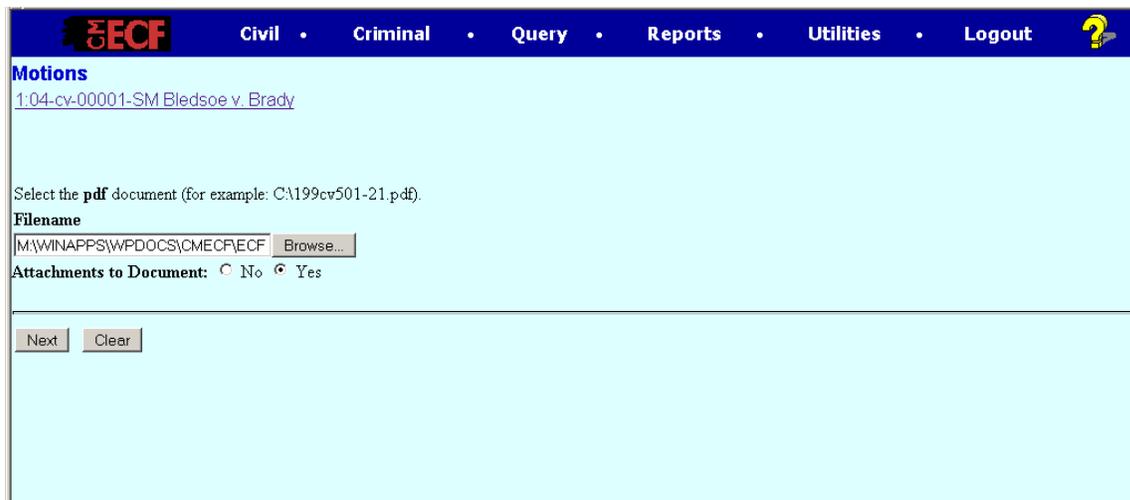


## PROPER METHOD OF ATTACHING EXHIBITS TO PLEADINGS IN ECF (NOVEMBER 2, 2005)

Section 2.5(a) of the Administrative Procedures for Electronic Case Filing (ECF) requires that each exhibit to a motion or other pleading (i.e. “main document”) must be filed as a separate attachment to the main document and be individually numbered/lettered.

In order to fully utilize the advantages of ECF, it is strongly recommended that the filer enter exhibits as described below. For demonstration purposes, assume the filer is submitting a motion for summary judgment, an accompanying memorandum of law, and three exhibits including an affidavit that itself has two subexhibits and one exhibit (a video) that must be filed conventionally.

First, you would attach the motion for summary judgment at the browse screen shown in Figure 1, click the “Yes” radio button, and then you would click on “Next”.



The screenshot shows the ECF system interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, and Logout, along with a help icon. Below this, the page title is "Motions" and the case number is "1:04-cv-00001-SM Bledsoe v. Brady". The main content area prompts the user to "Select the pdf document (for example: CA199cv501-21.pdf)". There is a "Filename" field containing the path "M:\WINAPPS\WPDOCS\CMECF\ECF" and a "Browse..." button. Below the filename field, there are radio buttons for "Attachments to Document": "No" and "Yes", with "Yes" selected. At the bottom of the form, there are "Next" and "Clear" buttons.

Figure 1

The next screen (Figure 2) is used to attach all of the remaining documents to this submission. Pursuant to AP 2.3(e), your first attachment should be the memorandum of law in support of the motion for summary judgment. After attaching the memorandum of law at the browse screen as shown in Figure 2, you would select “Memorandum of Law” from the “Category” drop down menu and would enter nothing in the “Description” field unless needed to better describe the memorandum of law. After completing the “Category” and “Description” if necessary, you would click on “Add to List” to complete the attachment of the Memorandum of Law.

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**Motions**  
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Select one or more attachments.  
 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

**Filename**

---

2) Select a document category and enter the exhibit number/letter and a short 5 word description in the description field.

Category	Description
<input type="text" value=""/>	<input type="text" value=""/>

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

ADM Order 02-03  
 Appendix  
 Assignment to Magistrate  
 Attachment to Exhibit  
 Civil Cover Sheet  
 Exhibit  
 Exhibit (Affidavit)  
**Memorandum of Law**  
 Notice ECF  
 Proposed Order  
 Summons/Waiver

Figure 2

Next you would need to attach the three exhibits, including the affidavit that itself has two subexhibits. In our example, Exhibit 1 is a contract, Exhibit 2 is the affidavit having two subexhibits (which are both letters addressed to the affiant), and Exhibit 3 is a video that must be filed conventionally.

After attaching the contract at the browse screen as shown in Figure 3, you would select “Exhibit” from the “Category” drop down menu and would enter the number “1” in the “Description” field and include a short description of the document (not to exceed 5 words, AP 2.5(a)). Once completed, click on “Add to List.”

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**Motions**  
[1:04-cv-00001-SM Bledsoe v. Brady](#)

Select one or more attachments.  
 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

**Filename**

---

2) Select a document category and enter the exhibit number/letter and a short 5 word description in the description field.

Category	Description
<input type="text" value="Exhibit"/>	<input type="text" value="1-Bledsoe Contract"/>

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.

<input type="text" value="M:\WINAPPS\WPDOCS\ADMIN\Dan\ECF Final Documents\04cv001MOLMotDismiss.pdf"/>	<input type="button" value="Add to List"/>
<input type="text" value=""/>	<input type="button" value="Remove from List"/>

Figure 3

Next you would attach the affidavit and its two subexhibits. After attaching the affidavit at the browse screen as shown in Figure 4, you would select “Exhibit (Affidavit)” from the “Category” drop down menu and would enter the number “2-Ted Johnson” in the “Description” field. Once completed, click on “Add to List.”

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

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Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

**Filename**

---

2) Select a document category and enter the exhibit number/letter and a short 5 word description in the description field.

Category	Description
<input type="text" value="Exhibit (Affidavit)"/>	<input type="text" value="2-Ted Johnson"/>

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.

<input type="text" value="M:\WINAPPS\WPDOCS\ADMIN\DanE\ECF Final Documents\04cv001MOLMotDismiss.pdf"/>	<input type="button" value="Add to List"/>
<input type="text" value="M:\WINAPPS\WPDOCS\ADMIN\DanE\ECF Final Documents\04cv001MotDisExh1.pdf"/>	<input type="button" value="Remove from List"/>

Figure 4

Now you would attach the two subexhibits (two letters) to the affidavit. After attaching the first letter at the browse screen as shown in Figure 5, you would select “Attachment to Exhibit” from the “Category” drop down menu and would enter the number “2-A” in the “Description” field and include a short description of the document (e.g. “2-A Letter Dated March 31, 2003”). Once completed, click on “Add to List.”

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**Motions**  
[1:04-cv-00001-SM Bledsoe v. Brady](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

**Filename**

---

2) Select a document category and enter the exhibit number/letter and a short 5 word description in the description field.

Category	Description
<input type="text" value="Attachment to Exhibit"/>	<input type="text" value="2A-Letter Dated March 31, 2003"/>

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.

<input type="text" value="M:\WINAPPS\WPDOCS\ADMIN\DanE\ECF Final Documents\04cv001MOLMotDismiss.pdf"/>	<input type="button" value="Add to List"/>
<input type="text" value="M:\WINAPPS\WPDOCS\ADMIN\DanE\ECF Final Documents\04cv001MotDisExh1.pdf"/>	<input type="button" value="Remove from List"/>
<input type="text" value="M:\WINAPPS\WPDOCS\ADMIN\DanE\ECF Final Documents\04cv001MotDisExh2.pdf"/>	<input type="button" value="Remove from List"/>

Figure 5

Next you would attach the second subexhibit (i.e. second letter) to the affidavit. You would attach in the same manner as used for the first letter, except after selecting “Attachment to Exhibit” from the “Category” drop down menu, you would enter the number “2-B” in the “Description” field and include a short description of the document (e.g. “2-B Letter Dated April 15, 2003”). Once completed, click on “Add to List.”

Finally you would attach the third exhibit, which is a video that must be filed conventionally. After attaching the “Notice of Conventional Filing” at the browse screen as shown in Figure 6, you would select “Exhibit” from the “Category” drop down menu and would enter the number “3-Notice of Conventional Filing” in the “Description” field. Once completed, click on “Add to

List.” As this is our last attachment, you would also click on “Next” to continue the electronic filing process.

**Motions**  
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Select one or more attachments.  
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

**Filename**  
M:\WINAPPS\WPDOCS\ADMIN\Dan\ Browse...

2) Select a document category and enter the exhibit number/letter and a short 5 word description in the description field.

**Category**      **Description**  
Exhibit      3-Notice of Conventional Filing

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.

M:\WINAPPS\WPDOCS\ADMIN\Dan\ECF Final Documents\04cv001MOLMotDismiss.pdf Add to List  
M:\WINAPPS\WPDOCS\ADMIN\Dan\ECF Final Documents\04cv001MotDisExh1.pdf  
M:\WINAPPS\WPDOCS\ADMIN\Dan\ECF Final Documents\04cv001MotDisExh2.pdf Remove from List  
M:\WINAPPS\WPDOCS\ADMIN\Dan\ECF Final Documents\04cv001MotDisExh2A.pdf  
M:\WINAPPS\WPDOCS\ADMIN\Dan\ECF Final Documents\04cv001MotDisExh2B.pdf

Next

Figure 6

After the pleading is electronically filed, persons attempting to access the pleading will see the screen shown in Figure 7. Note that by entering exhibits using the suggested method, ECF creates a usable and understandable table of contents for users.

Document Selection Menu

Multiple Documents

Select the document you wish to view.

Part	Description	
<a href="#">1</a>	Main Document	6 pages
<a href="#">2</a>	Memorandum of Law	3 pages
<a href="#">3</a>	Exhibit 1-Bledsoe Contract	1 page
<a href="#">4</a>	Exhibit (Affidavit) 2-Ted Johnson	2 pages
<a href="#">5</a>	Attachment to Exhibit 2-A Letter Dated March 31, 2003	2 pages
<a href="#">6</a>	Attachment to Exhibit 2-B Letter Dated April 15, 2003	2 pages
<a href="#">7</a>	Exhibit 3-Notice of Conventional Filing	2 pages

Figure 7