

**PROPER METHOD OF ATTACHING EXHIBITS TO PLEADINGS IN ECF  
NOVEMBER 2, 2005  
(Updated April 2012)**

Section 2.5(a) of the Supplemental Rules 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 two exhibits including an affidavit and a sub-exhibit to the affidavit, a video that must be filed conventionally.

First, you would attach the motion for summary judgment in the browse box just below the “Main Document” heading shown in Figure 1.

**NOTICE: In accordance with Fed. R. Civ. P. 5.2, parties shall refrain from including, or shall partially redact where inclusion is necessary, personal identifiers from all filings submitted to the court, which shall include exhibits submitted thereto.**

Select the pdf document and any attachments.

**Main Document**  
K:\DAILY\Kristie's Folder\Contents of

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**When adding attachments, select a document category and enter the exhibit number/letter and a short 5 word description in the description field.**

Attachments	Category	Description
1. <input type="text" value="Browse..."/>	<input type="text" value=""/>	<input type="text" value=""/>

Figure 1

Next, under the “Attachment” heading (Figure 2), you would 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.

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**Main Document**

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Attachments	Category	Description
1. <input type="text" value="K:\DAILY\Kristie's Folder\Contents of"/> <input type="button" value="Browse..."/>	Memorandum of Law	<input type="text"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Figure 2

When you added the memo of law, you will notice that a second attachment field automatically popped up for you to add the next attachment. You would next attach the affidavit. In our example, attachment 2 is an affidavit and exhibit 3 is a video that must be filed conventionally.

Browse out and attach the affidavit. After attaching the affidavit at the browse screen as shown in Figure 3, you would select “Exhibit (Affidavit)” from the “Category” drop down menu and would enter the number “1-Ted Johnson” in the “Description” field.

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Attachments	Category	Description
1. <input type="text" value="K:\DAILY\Kristie's Folder\Contents of"/> <input type="button" value="Browse..."/>	Memorandum of Law	<input type="text"/>
2. <input type="text" value="K:\DAILY\Kristie's Folder\Contents of"/> <input type="button" value="Browse..."/>	Exhibit (Affidavit)	1-Ted Johnson
3. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Figure 3

Next, you would attach the sub-exhibit to the affidavit, which is a video that must be filed conventionally. After attaching the “Notice of Conventional Filing” at the browse screen as shown in Figure 4, you would select “Exhibit” from the “Category” drop down menu and would

enter the number “3-Notice of Conventional Filing” in the “Description” field. As this is our last attachment, you would click on “Next” to continue the electronic filing process.

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Select the pdf document and any attachments.

**Main Document**

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**When adding attachments, select a document category and enter the exhibit number/letter and a short 5 word description in the description field.**

Attachments	Category	Description
1. K:\DAILY\Kristie's Folder\Contents of <input type="button" value="Browse..."/>	Memorandum of Law	<input type="text"/> <input type="button" value="Remove"/>
2. K:\DAILY\Kristie's Folder\Contents of <input type="button" value="Browse..."/>	Exhibit (Affidavit)	1-Ted Johnson <input type="button" value="Remove"/>
3. K:\DAILY\Kristie's Folder\Contents of <input type="button" value="Browse..."/>	Exhibit	2-Notice of Conventior <input type="button" value="Remove"/>
4. <input type="button" value="Browse..."/>		<input type="text"/>

Figure 4

After the pleading is electronically filed, persons attempting to access the pleading will see the screen shown in Figure 5. Note that by entering exhibits using the suggested method, ECF creates a usable and understandable table of contents for users.

**Document Selection Menu**

Select the document you wish to view.

<b>Document Number:</b> <a href="#">73</a>	1 page	6 kb
<b>Attachment</b>	<b>Description</b>	
<a href="#">1</a>	Memorandum of Law	1 page 6 kb
<a href="#">2</a>	Exhibit (Affidavit) 1-Ted Johnson	1 page 6 kb
<a href="#">3</a>	Exhibit 2-Notice of Conventional Filing	1 page 6 kb
<input type="button" value="View All"/> or <input type="button" value="Download All"/>		4 pages 24 kb

Figure 5