HOW TO ADD AND NAME ATTACHMENTS

It is required that all attachments to a filing in ECF be named. You have two options to choose from when naming your attachments.

1. Upload the main document you are filing.

Select the pdf document and any attachments.

Main Document
G:\$$ Cedar Rapids\$INBOX\b_Karen\test   Browse...

Attachments		Category	Description
1.	Browse...	▾	

Next   Clear

2. To add your first attachment, click the browse button under the Attachments heading.

3. Locate the document on your system, double click and your document will be inserted into the filing as Attachment #1.

4. Your attachments must be properly named. You may choose an item from the Category drop-down menu or use the Description text box. It IS NOT necessary to use both the Category drop-down and the Description text box.

Select the pdf document and any attachments.

Main Document
G:\$$ Cedar Rapids\$INBOX\b_Karen\test   Browse...

Attachments		Category	Description	
1.	G:\$$ Cedar Rapids\$INBOX\b_Karen\test Browse...			Remove
2.	Browse...			

Next   Clear

Category drop-down list:
Affidavit
Appendix
Consent Decree
Instructions for Objecting
Sentencing Recommendations
Certificate of Good Standing
Civil Cover Sheet
Errata
Exhibit
Supplement
Text of Proposed Order
Statement of Material Facts
Brief
Declaration

5. You may choose an item from the Category drop-down AND type something in the Description text box. If you do this, **<u>do not</u>** retype the title of the item you chose from the Category drop-down in the Description text box.

Attachments		Category	Description	
1. G:\$$ Cedar Rapids\$INBOX\b_Karen\test	Browse...	Exhibit ⌄	Exhibit A	Remove

The correct way to utilize both boxes would be as follows:

Attachments		Category	Description	
1. G:\$$ Cedar Rapids\$INBOX\b_Karen\test	Browse...	Exhibit ⌄	A	Remove

Or

Attachments		Category	Description	
1. G:\$$ Cedar Rapids\$INBOX\b_Karen\test	Browse...	⌄	Exhibit A	Remove

6. After you have named your attachment and reviewed the text, click the browse button on the next line to add another attachment.

Attachments		Category	Description	
1. G:\$$ Cedar Rapids\$INBOX\b_Karen\test	Browse...	⌄	Exhibit A	Remove
2.	Browse...	⌄		

Next   Clear

Continue this process until you have added all attachments necessary for the filing.

7. If you accidentally add the wrong document or need to remove an attachment, you may do so only while you are on this screen. Simply click the remove button at the end of the attachment you want to remove.

Attachments		Category		Description	
1. G:\$$ Cedar Rapids\$INBOX\b_Karen\test	Browse...		∨	Exhibit A	Remove
2. G:\$$ Cedar Rapids\$INBOX\b_Karen\test	Browse...	Brief	∨		Remove
3.	Browse...		∨		

Next Clear

To remove attachment #2 Brief, you would click the Remove button at the end of that line.

8. REVIEW YOUR TEXT if you have duplicative words or description you will need to correct them before completing the entry by using the back button to return to this screen.

9. ***Remember there is a 15 MB size limit for each document or attachment. If your document is larger than 15 MB you must break it down in to sections to meet the requirements.

Attachments		Category		Description	
1. G:\$$ Cedar Rapids\$INBOX\b_Karen\test	Browse...		∨	Exhibit A - Part 1	Remove
2. G:\$$ Cedar Rapids\$INBOX\b_Karen\test	Browse...		∨	Exhibit A - Part 2	Remove
3. G:\$$ Cedar Rapids\$INBOX\b_Karen\test	Browse...	Brief	∨		Remove
4.	Browse...		∨		

Next Clear

Each section of the document should be named accordingly.

10. It is possible to have a document that is more than 100 pages and still under the 15 MB document limit. For ease of review, we ask that you break these documents down into manageable sections of 50–75 pages.