

## GUIDE TO FILING ATTACHMENTS

### 1. General:

Attachments to pleadings and motion must be filed in PDF format in file size not to exceed 15 megabytes (15MB). Attachments larger than 15MB will need to be divided into two or more smaller attachments. Attachments must be described using either a Category **or** Description.

The screenshot shows the ECF filing interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is a 'Notices' section for case 1:18-cv-00001 Clarkson v. Starfish. A date field shows 11/27/2018 with a calendar icon. A warning message states: 'WARNING: THIS EVENT IS NOT TO BE USED AS A NOTICE OF APPEAL.' Below the warning, it says 'Select the pdf document and any attachments.' There is a 'Main Document' section with a 'Browse...' button. Below that is an 'Attachments' section with a table header: 'Attachments', 'Category', and 'Description'. The first row in the table has a 'Browse...' button, a dropdown menu, and a text box. At the bottom of the attachment section are 'Next' and 'Clear' buttons.

There are a limited number of options to choose from on the drop-down menu for “Category”.

The screenshot shows a dropdown menu titled 'Category' with the following options listed:

- 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

If you do not find the document name you are looking for you may type your own document name in the “Description” text box. It is NOT necessary to use both the Category and the Description box.

**2. Step-by-step Instructions for Filing Attachments:**

- a. Click the Browse button under “Main Document”. Go out to your system and find the main document you are filing in its PDF format. Click on the PDF document to attach.

Select the pdf document and any attachments.

**Main Document**  
[Text Box] [Browse...]

Attachments	Category	Description
1. [Text Box] [Browse...]	[Dropdown Menu]	[Text Box]

[Next] [Clear]

- b. If you are adding an attachment to your main document, click on the Browse button under “Attachments”. Go out to your system and find the attachment you are adding to the filing, click on the PDF document to attach.
- c. All attachments must be named. You may choose a document name from the “Category” drop-down menu, i.e., Exhibit. You must also enter a descriptor for that Exhibit, i.e., A.

Attachments	Category	Description
1. G:\\$\$ Cedar Rapids\INBOX\ib_Karen\H [Browse...]	Exhibit [Dropdown Menu]	A [Text Box] [Remove]
2. [Text Box] [Browse...]	[Dropdown Menu]	[Text Box]

[Next] [Clear]

You may also choose to only use the Description text box to describe your attachments.

- d. If you accidentally attach the wrong file and it needs to be replaced, click “Remove”, then “Browse” and upload the correct PDF document.
- e. Check all descriptions to ensure all attachments are correctly described and the text is not duplicative.
- f. Click “Next” when finished and follow the prompts to complete your filing event.