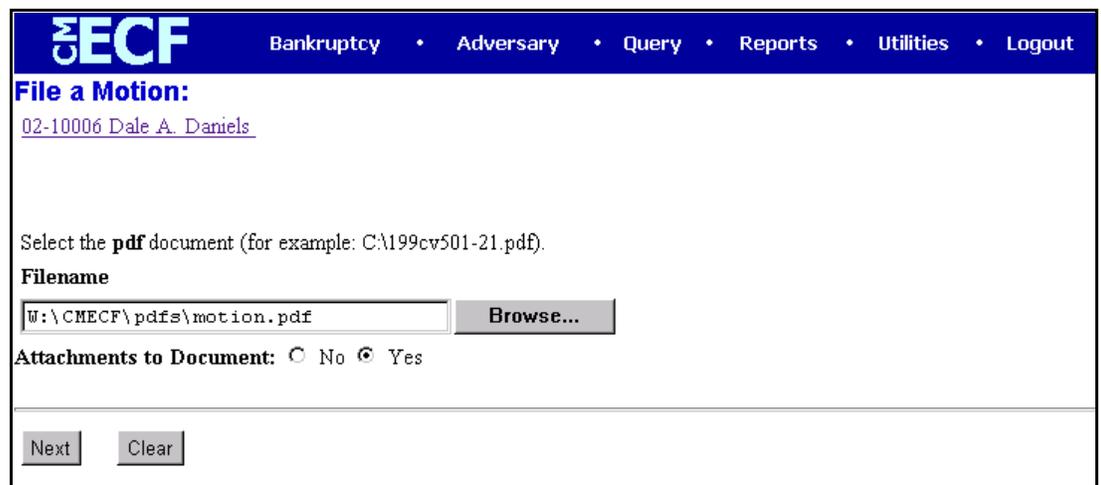


Attachments to Documents For Trustees and Attorneys

An attachment is defined as any document that is separate from the main document. Examples of attachments are: forms or order, exhibits, supporting documentation, affidavits, etc. This lesson demonstrates the steps to take when an electronically filed document has attachments. In this instance, there will be more than one PDF file; the pleading itself, and any separate attachment(s). This exercise will show the process of attaching an exhibit to a motion.

- STEP 1** Prepare the attachment for filing in PDF format. If there are multiple attachments to a single document, they may be scanned separately or as one attachment.
- STEP 2** During the docketing process, the **PDF Document Selection** screen displays. (See **Figure 1a**)



The screenshot shows the CM/ECF web interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the page title is "File a Motion:" followed by a link to "02-10006 Dale A. Daniels". The main content area contains the instruction "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a "Filename" label above a text input field containing "W:\CMECF\pdfs\motion.pdf" and a "Browse..." button. Below the input field, there is a radio button selection for "Attachments to Document:" with "No" and "Yes" options, where "Yes" is selected. At the bottom of the form, there are "Next" and "Clear" buttons.

Figure 1a

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located for the main document.

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 1b.)

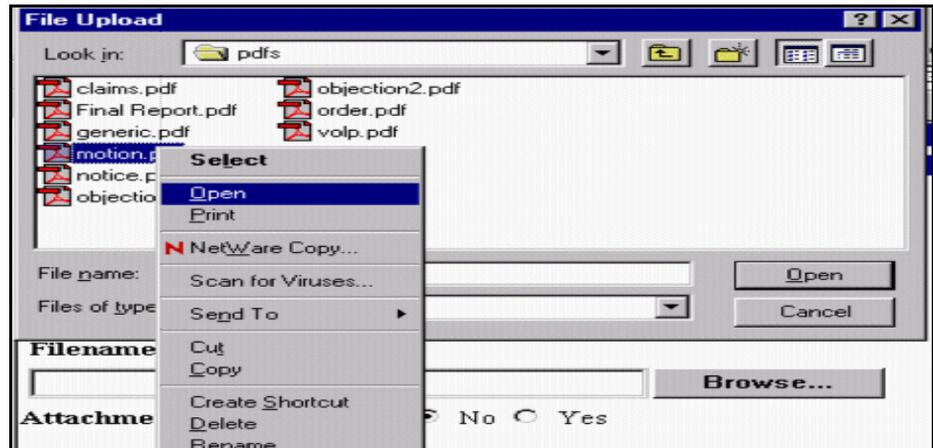


Figure 1b

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box. (See Figure 1c.)

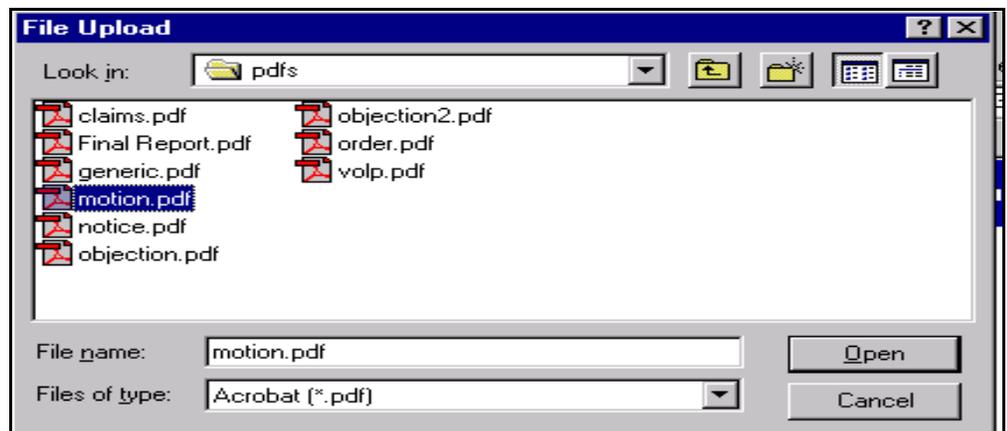


Figure 1c

- ◆ Click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the exhibit.
- ◆ Click **[Next]**.

STEP 3 The **ATTACHMENT** screen displays. (See Figure 2a.)

The screenshot shows the ECF 'File a Motion' interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the page title is 'File a Motion:' followed by a link to '02-10006 Dale A. Daniels'. The main content area contains instructions: 'Select one or more attachments.' followed by three numbered steps. Step 1: 'Enter the pdf document that contains attachment (for example: C:\appendix.pdf)'. Below this is a 'Filename' label, a text input field, and a 'Browse...' button. Step 2: 'Select a document type and/or enter a description.' Below this are two labels, 'Type' and 'Description', each with a corresponding input field. Step 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.' Below this is a list box and an 'Add to List' button.

Figure 2a

- ◆ Please note that the PDF file of the motion is not an **attachment**.
- ◆ An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by clicking on the hyperlink within the docket text.
- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file for the attachment (Exhibit A for this lesson) is located.
- ◆ Double-click the PDF file to select it.
- ◆ Highlight **Exhibit** in the **Type** pick list.
- ◆ Enter detail concerning the attachment in the **Description Box**.
- ◆ Click **[Add to List]**. The path and file name are displayed in the **List** box. (See Figure 2b.)

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Select one or more attachments.

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

Filename

2) Select a document type and/or enter a description.

Type **Description**

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.

Figure 2b

- ◆ Click **[Next]**.

NOTE: **[Remove from List]** will remove any PDF file that is highlighted in the **list box** as an attachment to the filing.

NOTE: A clear **Attachment** screen will display each time **[Add to List]** is clicked. This gives the opportunity to add more than one attachment to the filing. When all files are attached, and listed in the **list box**, click **[Next]**.