

Attachments to Documents

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.

Step 1 During the filing process, the **Select the pdf document** screen displays. (See Figure 1)



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "File a Motion:". The main content area displays case information for "09-30006-hcd Frank L. Smith". The information is organized into three columns: "Type: bk", "Chapter: 7 v", and "Office: 3 (South Bend)"; "Assets: n", "Judge: hcd", and "Case Flag: NTCAPR, 707(b)". Below the case information, there is a prompt: "Select the pdf document (for example: C:\199cv501-21.pdf).". Underneath this prompt is a "Filename" label and a text input field containing "orney\Atty PDFs\Motion to Avoid Lien.pdf" with a "Browse..." button to its right. Below the input field is the "Attachments to Document:" label with two radio buttons: "No" (unselected) and "Yes" (selected). At the bottom of the form, there are "Next" and "Clear" buttons.

Figure 1

- ◆ After clicking **Browse** and selecting the pdf for the main document, click the **Yes** radio button next to **Attachments to Document:** and click **Next** to continue.

Step2 The **Attachment** screen displays. (See Figure 2)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

09-30006-hcd Frank L. Smith

Type: bk Chapter: 7 v Office: 3 (South Bend)
Assets: n Judge: hcd Case Flag: NTCAPR, 707(b)

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 2

- ◆ Click **Browse**, then navigate to the directory where the attachment pdf document is located.
- ◆ Click the down arrow (▼) in the **Type** scroll box and make a selection.

NOTE: If the attachment type is not listed in the **Type** scroll box, manually enter a brief description of the attachment in the **Description** box. It is not necessary to fill both boxes.

- ◆ Click **Add to List**. The path and file name will display in the **List** box. (See Figure 2b)

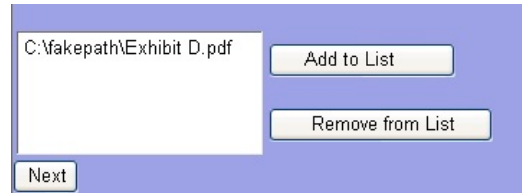


Figure 2b

NOTE: **Remove from List** will remove any pdf document that is highlighted in the list as an attachment to the filing.

NOTE: A new **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** to continue.

Step 3

Continue filing the main document. When **Final Text** displays, the attachment/s appear at the end of the entry, as shown.



Figure 3

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before filing. If correct, click **Next**.

- ◆ If the final docket text is incorrect:
 - Click the browser **Back** button to find the screen to be modified.
 - To abort or restart the transaction, click the Bankruptcy hyperlink on the **Main Menu Bar**.

Step 4 The **Notice of Electronic Filing screen** displays.

- ◆ This screen can be either saved or printed