

BROWSING
FOR PLEADINGS
& ATTACHMENTS

The PDF DOCUMENT SELECTION screen displays.



Figure 12a

Click [**Browse**], then navigate to the directory where the appropriate PDF file is located.

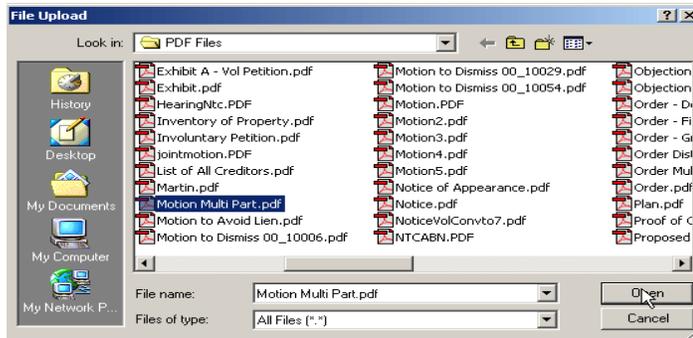


Figure 12c

In the **File Upload** window, change **Files of type:** to **All Files (*.*)**

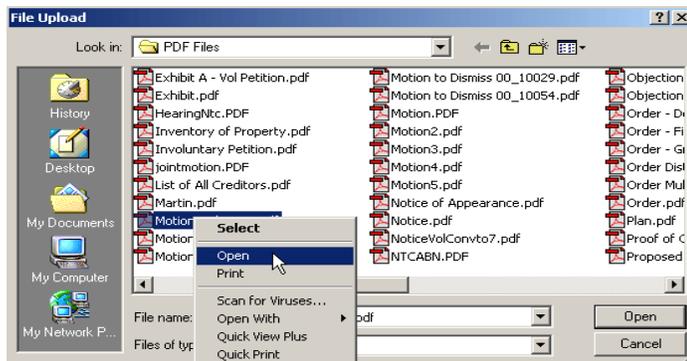


Figure 12b

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**. 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.

The path and name of the selected PDF file is placed in the **Filename** Box. The file will be associated with the current event and a hyperlink will be created to it. If there are no **Attachments** to this document click **[Next]**.

Figure 12d

There may however be a requirement to **attach** supporting documentation to the main PDF document. To illustrate the feature of CM/ECF that allows **attachments** to the main document, click the **Yes** radio button to the right of the **Attachments to Document** prompt.

NOTE: Please note that the PDF file for the motion is not an **attachment**. It is considered the **main** or **associated** document. An **attachment** is another supporting document, such as affidavits or exhibits.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text. Click **[Next]**.

When you click the **yes** radio button and click **[Next]**, the **ATTACHMENT** screen displays.

Figure 13a

There are three steps to the attachment process:

1. Click **[Browse]**, then navigate to the drive and directory where the appropriate PDF attachment file is located and select it with your mouse.

To make certain you are about to attach the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. This will launch the Adobe Acrobat Reader to display the contents of the imaged document.

Verify that the document is correct and minimize or close the Adobe application by clicking on “-“ or “x” in the control box in the upper right hand corner.

2. Select the appropriate attachment type from the drop down list.

You may enter a description in the **Description Box**. This is court-specific styling. For instance if you were using an attached exhibit, you would enter “A” to signify this is Exhibit A. This description goes into docket text.

NOTE: You must enter a **Type** or a **Description**, or both. Follow your local court procedures for use of the Type and/or Description Box.

3. You must click **[Add to List]**. The path and file name are added to the **List** box. It is possible to add multiple attachments at this time by repeating steps 1-3.

Click **[Add to List]**

Click **[Next]**.