

Adding an Attachment

Important Points to Keep in Mind

In CM/ECF an attachment refers to any additional material, such as an appendix or exhibit that is being filed at the same time as the complaint, answer to the complaint, etc. The following requirements apply to all files.

- ✓ Attachments **must** be in PDF format. CM/ECF will not accept any other format.
- ✓ The maximum size of a single attachment is 5 megabytes. If the document is larger than 5 megabytes, divide the document into separate files and rename each file. For example, Exhibit-part1, Exhibit-part2.
- ✓ You are encouraged to include multiple documents in the same file. For example, if you have four exhibits of 5 pages each all four exhibits (documents) may be included in the same file if the combined documents do not exceed the 5 megabyte limitation.

1. Upload the main document that you are filing. In this example, the **Answer to Complaint** is being filed.
2. Click the **Yes** radio button.
3. Click **Next**.

Answers to Complaints
[1:04-cv-08000 Pearl v. Arkling Group](#)
HABEAS

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

I

Adding an Attachment

2. Click **Browse**

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appe

Filename

Browse...

2) Before proceeding to step 3, describe the document using the Category

Category **Description**

3) Add the filename to the list box below. If you have more attachments, g

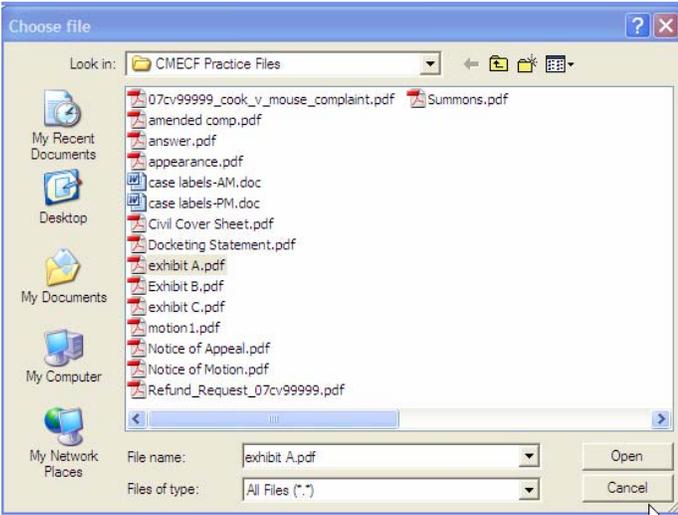
Add to List

Remove from List

Next

3. Select the file to be attached.

4. Click **Open**.



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- 5. Click the ▼ arrow and select a category, and/or type a brief description of the document.
- 6. Click **Add to List**.

CM/ECF will reject any attachments that are missing a description. At a minimum you **MUST** choose a category or a type in a description.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: **Filename**)

F:\CMECF - Attorney\CMECF Practice Fi

2) Before proceeding to step 3, describe the document using the C

| Category | Description |
|---|---------------|
| Supplement <input type="button" value="▼"/> | Answer Part 2 |

3) Add the filename to the list box below. If you have more attach