

1.1 Dividing Oversized Files

If the document being scanned is exceptionally long (usually an exhibit), be aware of the file size limitation. CM/ECF will not accept a file larger than 20 MB or approximately 20,000KB. If a single exhibit is larger than 20 MB, it must be divided into 12 MB segments.

To see what size the document is, locate the document and right click on the file name, then choose “properties.” See Figure 2.4-1.

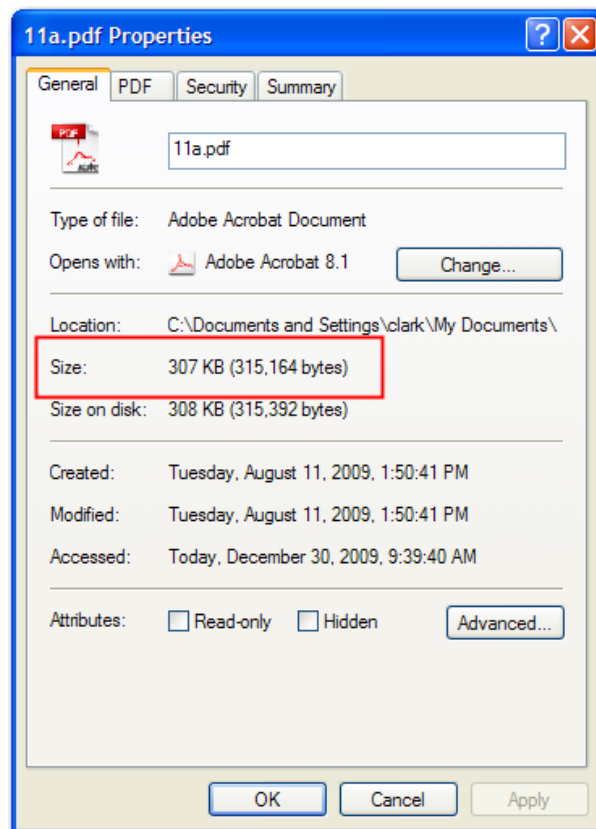
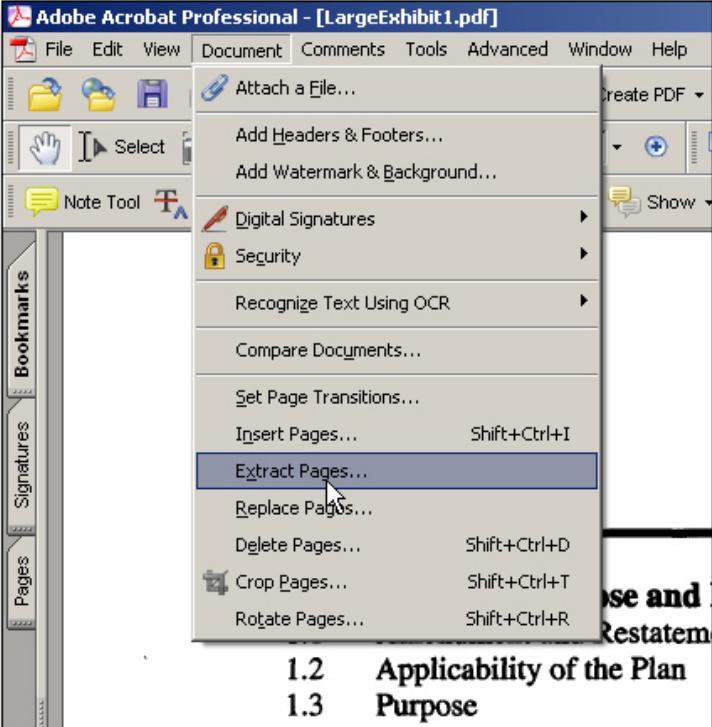
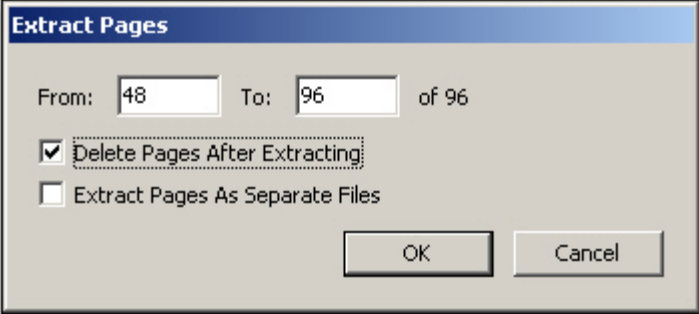
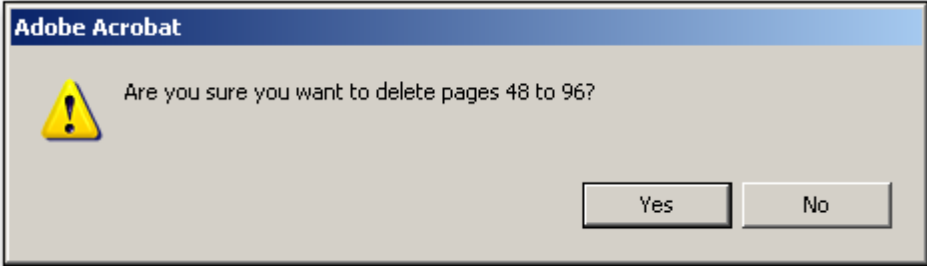
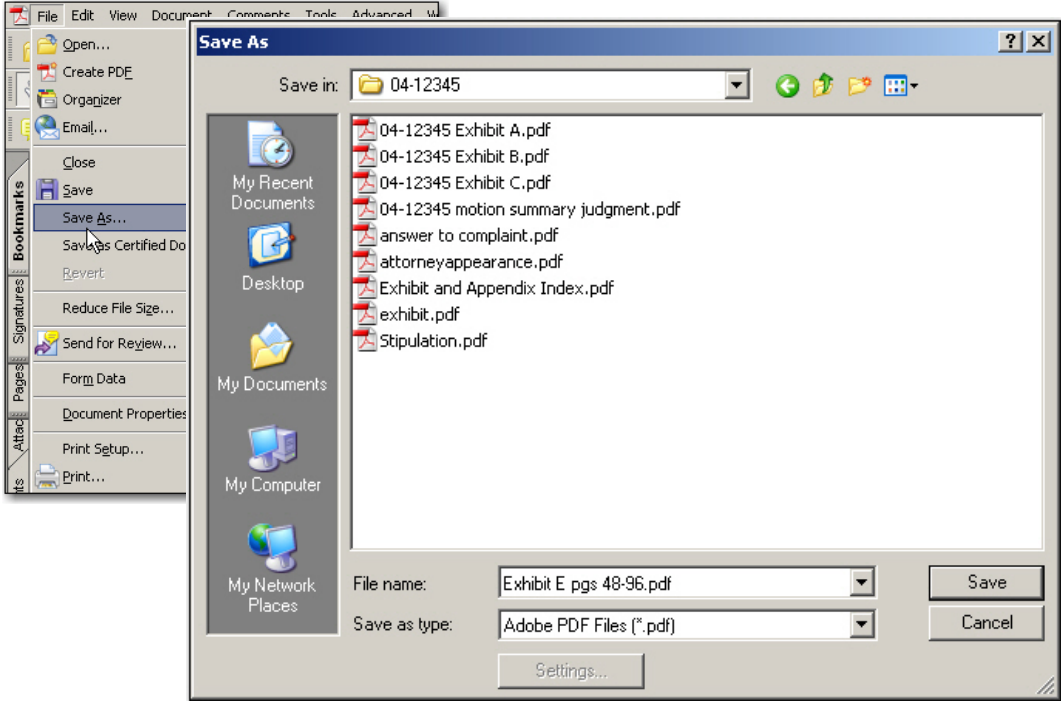


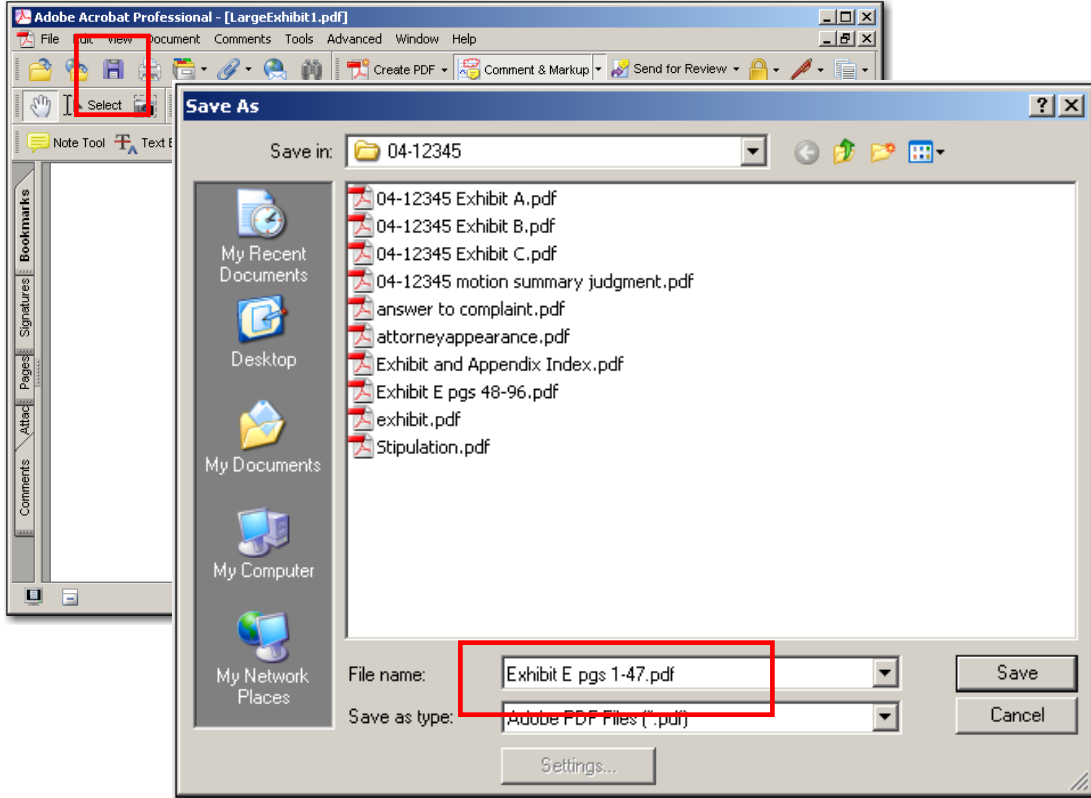
Figure 1.1-1

If the pages are scanned and in PDF, Adobe software allows the user to divide the file without rescanning. Note: This function is not available in free versions of Adobe Reader.

To divide a PDF document into smaller files, follow these steps:

STEP	ACTION
1	<p>Open the scanned pages in Adobe and click on “Document” in the File Menu. Click “Extract Pages.”</p>  <p>The screenshot shows the Adobe Acrobat Professional interface. The 'Document' menu is open, and the 'Extract Pages...' option is highlighted. The background shows a PDF document with page numbers 1.2 and 1.3 visible.</p>
2	<p>In the pop-up box, choose a range of pages to separate, check the box “Delete Pages After Extracting” and click [OK].</p>  <p>The screenshot shows the 'Extract Pages' dialog box. The 'From' field is set to 48 and the 'To' field is set to 96. The 'Delete Pages After Extracting' checkbox is checked, and the 'Extract Pages As Separate Files' checkbox is unchecked. The 'OK' and 'Cancel' buttons are visible at the bottom.</p>

STEP	ACTION
3	<p>Answer [Yes] to the prompt.</p> 
4	<p>The extracted pages are now shown and should be immediately saved. Click on “Save As” and save the file with a new name including the page range to differentiate from the other file.</p> 

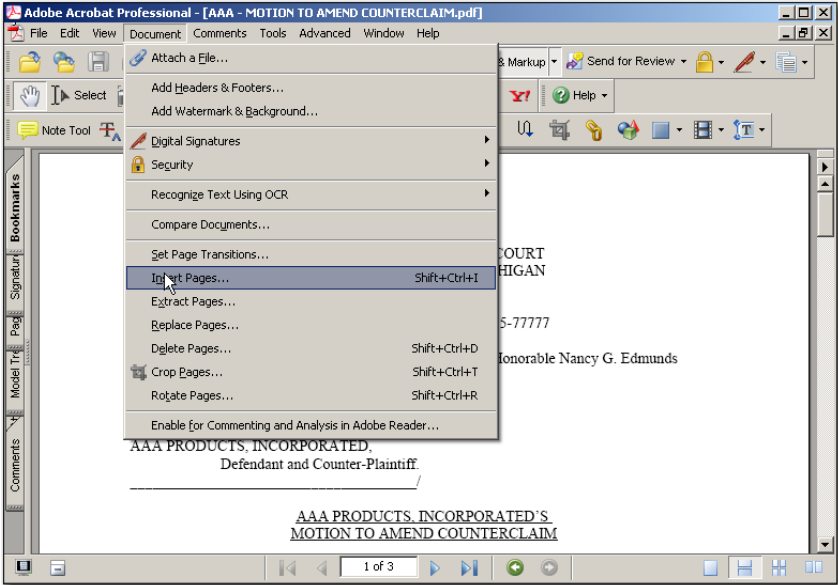
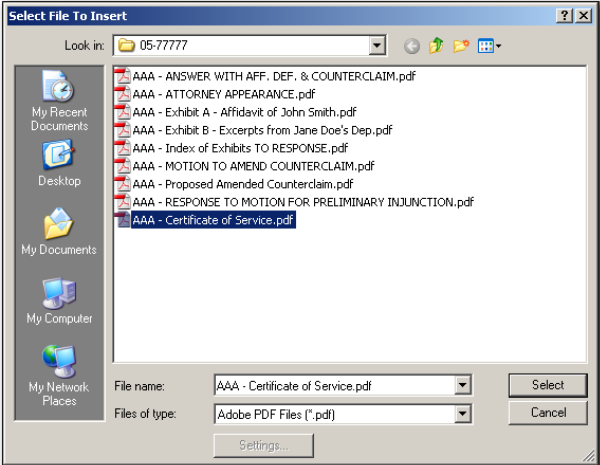
STEP	ACTION
5	<p>After saving the extracted pages, return to the original file and save the changes.</p>  <p>The original oversized file should now be two smaller files.</p>

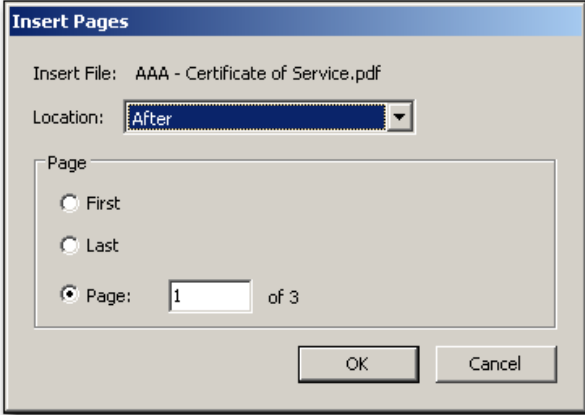
These instructions were created using Adobe Acrobat 8.0. Newer versions might require a variation of this step-by-step instruction. Refer to Adobe Help online or call the ECF Help Desk.

1.2 Combining Two PDF Files

At times, it may be necessary to combine files that were scanned as two or more separate documents. For instance a motion and a brief will need to be combined with the proof of service before being e-filed. In this situation, as long as the separate files are all saved as PDF files, Adobe software will allow the user to join the files together.

To combine PDF files, follow these steps:

STEP	ACTION
1	<p>Open the file with the pages that should appear first. Click on “Document” in the File Menu and choose “Insert Pages.”</p> 
2	<p>Navigate to the PDF file that needs to be combined with the open file. Click on the file and click the [Select] button in the lower right-hand corner.</p> 

STEP	ACTION
3	<p>Insert the new PDF pages after the last page or where they would be most appropriate and click [OK].</p> 
4	Save changes to file before closing.

These instructions were created using Adobe Acrobat 8.0. Newer versions might require a variation of this step-by-step instruction. Refer to Adobe Help online or call the ECF Help Desk.

1.2.1 Filing Voluminous Exhibits

Exhibits, no matter the quantity or length can be e-filed if the following guidelines are adhered to.

- Don't get "timed out" of CM/ECF by trying to send too much at one time. The connection to CM/ECF is lost if it takes longer than 20 minutes to move from one screen to the next and the move from the final docket text screen to the notice of electronic filing is when your filing is actually being transmitted to the court.
- Monitor and adjust the total file size of what you are e-filing. A general guideline is to keep the total file size (main document plus attachments) below 50MB. If your total file size exceeds 50MB, e-file your exhibits as separate group filings, receiving multiple Notices of Electronic Filings (see example below). Remember, the system does not accept any one PDF file larger than 12.5MB, so any single exhibit larger than 12.5MB must be divided into parts.
- Know your system. If you have a slow modem or slow Internet service, you may want to keep the total file size below 30MB. Also, keep in mind the time of day you are e-filing may impact how quickly your system transmits the documents.

- To file voluminous exhibits in groups, file the main document along with a portion of your exhibits. After receiving a Notice of Electronic Filing, go back to the Civil Events menu. Go to “Other Documents” and select “Exhibit.” Upload the next sequential exhibit as the main document and file the next several exhibits as attachments to this filing. Continue this process until all of your exhibits are filed. (See below for an example of filing a motion for summary judgment with 15 exhibits)

Example

File your motion with the first group of exhibits, kept under a 50MB. Receive a Notice of Electronic Filing with the docket text similar to the below example. See Figure 3.4-2.

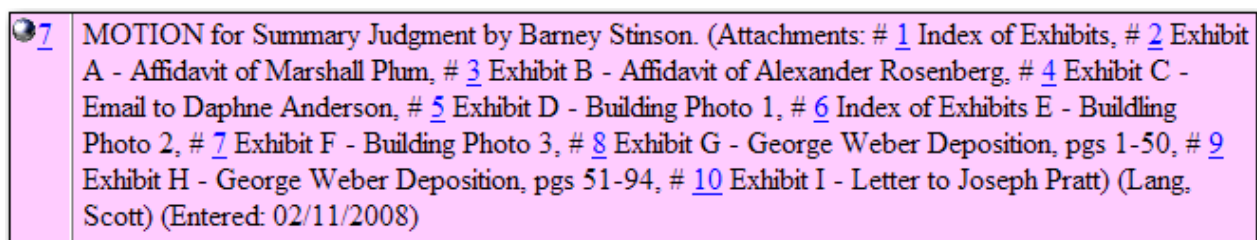


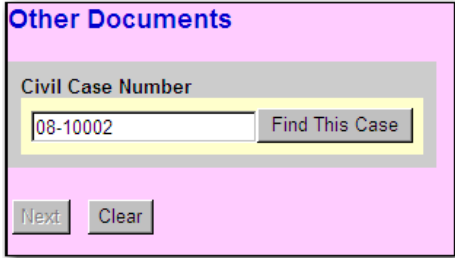
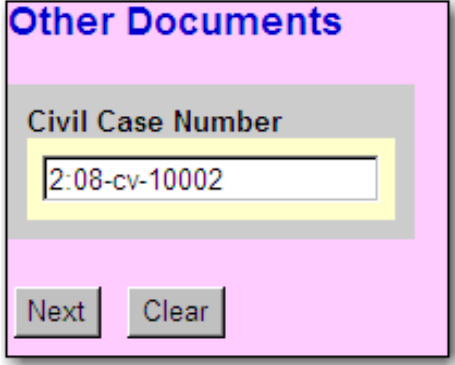
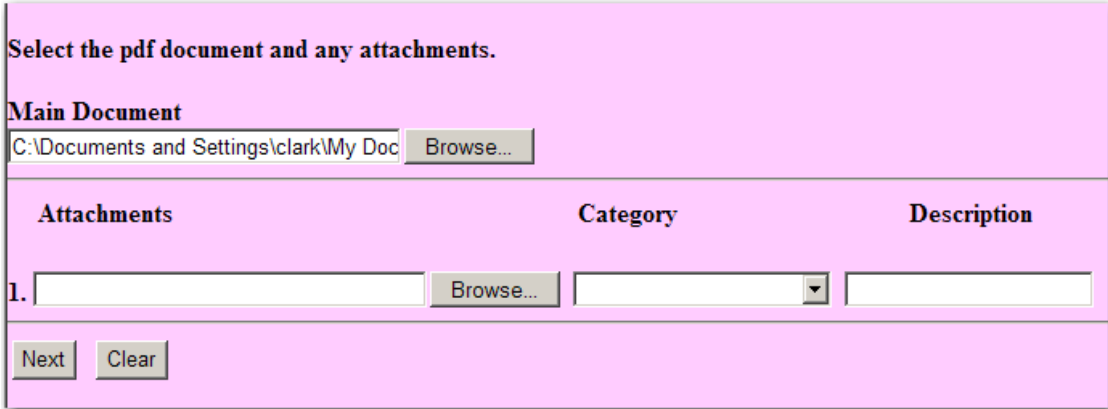



Figure 1.2-1

Once the Main Document and the first set of exhibits have been filed, follow these steps to continue filing the remaining exhibits:

STEP	ACTION
1	From the main menu, click Civil → Other Documents.

STEP	ACTION				
	<div data-bbox="506 289 1425 865" style="border: 1px solid black; padding: 10px;"> <p>Civil Events</p> <p>Open a Case Open a Civil Case</p> <p>Initial Pleadings and Service Initiating Complaints and Other Pleadings Service of Process Answers to Complaints/Amended Complaints/Habeas Petitions Other Answers</p> <p>Motions and Related Filings Motions Responses, Replies and Supplemental Briefs</p> <p>Applications, Petitions, Requests, and Related Filings Applications/Petitions/Requests Applications/Petition/Request Responses and Replies</p> <p style="text-align: right;">Other Filings Notices Trial Documents Discovery Documents Appeal Documents Other Documents</p>  </div>				
<p>2</p> <p>Select Exhibit from the Available Events window.</p> <p>Click [Next].</p>	<div data-bbox="592 997 1425 1600" style="border: 1px solid black; padding: 10px;"> <p>Other Documents</p> <p><input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="597 1102 1226 1129">Available Events (click to select an event)</th> <th data-bbox="1247 1102 1421 1129">Selected Event</th> </tr> </thead> <tbody> <tr> <td data-bbox="597 1129 1226 1516"> <ul style="list-style-type: none"> Attorney Substitution Bill of Costs Bond Certificate of Service Consent Consent to Mediation Declaration Discontinue NEFs Discovery Plan - Rule 26f Errata Sheet <li style="background-color: #000080; color: white;">Exhibit Exhibit Index Jury Demand Markman Brief Memorandum - Free </td> <td data-bbox="1247 1129 1421 1516"> <input type="text" value="Exhibit"/> </td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Next"/> <input type="button" value="Clear"/> </p> </div>	Available Events (click to select an event)	Selected Event	<ul style="list-style-type: none"> Attorney Substitution Bill of Costs Bond Certificate of Service Consent Consent to Mediation Declaration Discontinue NEFs Discovery Plan - Rule 26f Errata Sheet <li style="background-color: #000080; color: white;">Exhibit Exhibit Index Jury Demand Markman Brief Memorandum - Free 	<input type="text" value="Exhibit"/>
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<ul style="list-style-type: none"> Attorney Substitution Bill of Costs Bond Certificate of Service Consent Consent to Mediation Declaration Discontinue NEFs Discovery Plan - Rule 26f Errata Sheet <li style="background-color: #000080; color: white;">Exhibit Exhibit Index Jury Demand Markman Brief Memorandum - Free 	<input type="text" value="Exhibit"/>				
	<p>Be sure to check that only the intended event is listed in the Selected Event window. If another event is listed there, click the incorrect event in the Selected Event window and this will remove that event. The user can also click the [Clear] button to remove all events from the Selected Event window.</p>				

STEP	ACTION
3	<p>Enter the case number using a proper format and click [Find This Case].</p> 
4	<p>Once the case number is found, the Next button will activate.</p> <p>Click [Next].</p> 
5	<p>In the example, the last exhibit uploaded in the previous transaction was Exhibit "I." Therefore the next exhibit to be uploaded should be Exhibit "J."</p> <p>In the Main Document area, click [Browse...] and navigate to Exhibit "J." This will be the main document for this filing. The opportunity to enter a description for this exhibit will be provided at the end of the filing.</p> 
	<p>It is recommended that the document be reviewed at this time. This can be done the same way as described in section <u>3.4 Uploading Documents steps 9-10</u>. This is the only opportunity to review the document. Viewing the document allows a filing user to find and correct significant filing errors before sending the filing to the Court and other parties. Remember, once submitted, a filing cannot be</p>

STEP	ACTION																					
	<p>edited or changed in any way by an attorney.</p>																					
<p>6</p>	<p>Continue uploading the rest of the exhibits in the attachments section of the upload screen. In this example, Exhibits “J” through “O” still need to be filed. Exhibit “J” is now the Main Document. Therefore Exhibits “K” through “O” will be attachments to the filing.</p> <p>Upload each one following the steps from section 3.4.1 Filing Attachments.</p> <div data-bbox="321 562 1421 1207" style="border: 1px solid black; padding: 5px;"> <p>Select the pdf document and any attachments.</p> <p>Main Document <input type="text" value="C:\Documents and Settings\clark\My Doc"/> <input type="button" value="Browse..."/> Exhibit “J”</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Attachments</th> <th style="width: 25%;">Category</th> <th style="width: 60%;">Description</th> </tr> </thead> <tbody> <tr> <td>1. <input type="text" value="C:\Documents and Settings\clark\My Doc"/> <input type="button" value="Browse..."/></td> <td>Exhibit</td> <td><input type="text" value="K - Letter"/> <input type="button" value="Remove"/></td> </tr> <tr> <td>2. <input type="text" value="C:\Documents and Settings\clark\My Doc"/> <input type="button" value="Browse..."/></td> <td>Exhibit</td> <td><input type="text" value="L - Email"/> <input type="button" value="Remove"/></td> </tr> <tr> <td>3. <input type="text" value="C:\Documents and Settings\clark\My Doc"/> <input type="button" value="Browse..."/></td> <td>Exhibit</td> <td><input type="text" value="M - Photos"/> <input type="button" value="Remove"/></td> </tr> <tr> <td>4. <input type="text" value="C:\Documents and Settings\clark\My Doc"/> <input type="button" value="Browse..."/></td> <td>Exhibit</td> <td><input type="text" value="N - Deposition of Joe Smit"/> <input type="button" value="Remove"/></td> </tr> <tr> <td>5. <input type="text" value="C:\Documents and Settings\clark\My Doc"/> <input type="button" value="Browse..."/></td> <td>Exhibit</td> <td><input type="text" value="O - Contract"/> <input type="button" value="Remove"/></td> </tr> <tr> <td>6. <input type="text" value=""/> <input type="button" value="Browse..."/></td> <td></td> <td><input type="text" value=""/></td> </tr> </tbody> </table> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> </div> <p>Once the rest of the exhibits have been uploaded, click [Next].</p>	Attachments	Category	Description	1. <input type="text" value="C:\Documents and Settings\clark\My Doc"/> <input type="button" value="Browse..."/>	Exhibit	<input type="text" value="K - Letter"/> <input type="button" value="Remove"/>	2. <input type="text" value="C:\Documents and Settings\clark\My Doc"/> <input type="button" value="Browse..."/>	Exhibit	<input type="text" value="L - Email"/> <input type="button" value="Remove"/>	3. <input type="text" value="C:\Documents and Settings\clark\My Doc"/> <input type="button" value="Browse..."/>	Exhibit	<input type="text" value="M - Photos"/> <input type="button" value="Remove"/>	4. <input type="text" value="C:\Documents and Settings\clark\My Doc"/> <input type="button" value="Browse..."/>	Exhibit	<input type="text" value="N - Deposition of Joe Smit"/> <input type="button" value="Remove"/>	5. <input type="text" value="C:\Documents and Settings\clark\My Doc"/> <input type="button" value="Browse..."/>	Exhibit	<input type="text" value="O - Contract"/> <input type="button" value="Remove"/>	6. <input type="text" value=""/> <input type="button" value="Browse..."/>		<input type="text" value=""/>
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<p>7</p>	<p>Continue the filing until the following screen is displayed.</p> <p>Click the box next to the word “Should” to indicate that this filing should link to another document in this case.</p> <p>Click [Next].</p> <div data-bbox="690 1465 1421 1642" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> Should the document you are filing link to another document in this case?</p> <p>Filed <input type="text"/> to <input type="text"/></p> <p>Documents <input type="text"/> to <input type="text"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> <div style="border: 2px solid orange; padding: 5px; display: inline-block;"> <p>Leave these boxes blank, they are optional</p> </div> </div>																					
<p>8</p>	<p>The next screen will list all entries on the docket that these attachments could be linked to.</p>																					

STEP	ACTION
	<p>Locate the entry that contains the Motion and the first nine exhibits. Place a check in the box next to the entry and click [Next].</p> <div data-bbox="326 359 1414 659" style="border: 1px solid black; padding: 5px;"> <input checked="" type="checkbox"/> 02/11/2008 7 MOTION for Summary Judgment by Barney Stinson. (Attachments: # 1 Index of Exhibits, # 2 Exhibit A - Affidavit of Marshall Plum, # 3 Exhibit B - Affidavit of Alexander Rosenberg, # 4 Exhibit C - Email to Daphne Anderson, # 5 Exhibit D - Building Photo 1, # 6 Index of Exhibits E - Building Photo 2, # 7 Exhibit F - Building Photo 3, # 8 Exhibit G - George Weber Deposition, pgs 1-50, # 9 Exhibit H - George Weber Deposition, pgs 51-94, # 10 Exhibit I - Letter to Joseph Pratt) (Lang, Scott)</div>
9	<p>In the free-text box next to the word Exhibit, enter the description for Exhibit "J."</p> <p>Click [Next].</p> <div data-bbox="326 856 1414 1157" style="border: 1px solid black; padding: 5px;"> <p>Docket Text: Modify as Appropriate.</p> <p>EXHIBIT <input type="text" value="J - Sales Chart"/> re [7] MOTION for Summary Judgment by Barney Stinson (Attachments: # (1) Exhibit K - Disclosure Statement, # (2) Exhibit L - Request for Production, # (3) Exhibit M - Letter from Anya Young, # (4) Exhibit N - 2nd Request for Production, # (5) Exhibit O - Service Manual, pgs 30-40) (Lang, Scott)</p> </div>
10	<p>Review the final screen and click [Next].</p>
11	<p>The NEF will display. This is an example of the docket text for this entry.</p> <div data-bbox="326 1373 1414 1541" style="border: 1px solid black; padding: 5px;"> <p>Docket Text: EXHIBIT J - Sales Chart re [7] MOTION for Summary Judgment by Lilly Alread (Attachments: # (1) Exhibit K - Letter, # (2) Exhibit L - Email, # (3) Exhibit M - Photos, # (4) Exhibit N - Deposition of Joe Smith, # (5) Exhibit O - Contract) (Adams, Chris)</p> </div>