

Filing Lengthy Attachments in CM/ECF

Before you begin

Convert all documents to be filed with the court into .pdf format. Note the size¹ of each PDF, keeping in mind that documents filed on the CM/ECF system **cannot exceed 35 megabytes (MB) per PDF**. Also note the aggregate size of all PDFs in the filing

The court recommends keeping the aggregate file size of each transaction to **under 100 megabytes²**. (Note: a transaction is the main document plus any attachments).

Scanning Tips

The process of scanning documents can produce files that easily exceed the 35 MB limit. The list below provides tips for reducing the file size of scanned documents.

- Set scanner resolution to 300 dpi.
- Unless you are scanning photos, the image type for a document should be set to “black and white” (do not use “24-bit color” or “grayscale” for standard documents as these produce extremely large files.)
- In lieu of scanning depositions, request them in electronic format and convert to PDF electronically using a word processor.

Multiple Attachments

If the aggregate size of all attachments is **more than 100 MB**, the court recommends splitting the filing into two or more transactions. Follow the steps in the table below to file the index as multiple transactions.

Step	Action
1	From the Other Documents menu, choose the Index event. Upload the Index of Evidence as the main document, then under Attachments, upload each attachment PDF until the total of all attachments is approximately 100 MB. <u>Note:</u> When prompted for related filings, select the motion category, then select the motion to which the index relates.
2	For subsequent attachments, return to the Other Documents menu and choose the Attachments-Continued event. Upload the Index of Evidence again as the main document, and then attach the next set of PDF files up to 100MB total. Repeat this step until all attachments have been filed.





Continued on next page

¹To determine the file size, open the file in Adobe Acrobat. From the **File** menu, choose **Document Properties**.

²In a recent stress test, using a wireless LTE Internet connection, the court filed pleadings with an aggregate file size of 150 MB. On average, the upload process took 10 minutes. Sometimes it completed successfully, and at other times, the server timed out and the process had to be repeated with fewer attachments. Results will vary depending on the speed of your connection. Based on these results, the court recommends keeping the aggregate file size of any one transaction under 100 MB.

Filing Lengthy Attachments in CM/ECF, Continued

Sample The docket sheet below shows a sample of a completed Index containing multiple large attachments.

11/02/2009	 4 MOTION for Summary Judgment on behalf of Defendant ACME.(LKP,) (Entered: 11/02/2009)
11/02/2009	 5 BRIEF in support of MOTION for Summary Judgment 4 on behalf of Defendant ACME.(LKP,) (Entered: 11/02/2009)
11/02/2009	 6 INDEX in support of MOTION for Summary Judgment 4 on behalf of Defendant ACME. (Attachments: # 1 Exhibit 1, Affidavit of Jane Smith, # 2 Exhibit A_C to Affidavit of Jane Smith, # 3 Exhibit 2, Affidavit of Thomas Nelson, # 4 Exhibit A, Letter to Pam Silver, # 5 Exhibit B, Letter to Jane Smith, # 6 Exhibit C, Facsimile from Jane Smith, # 7 Exhibit D, Memo, # 8 Exhibit 3, Affidavit of Seymour Petts)(LKP,) (Entered: 11/02/2009)
11/02/2009	 7 ATTACHMENT - CONTINUED (Attachment No. 2) regarding MOTION for Summary Judgment 4 on behalf of Defendant ACME. (Attachments: # 1 Exhibit 4, Affidavit of Susie Nelson, # 2 Exhibit 5, Affidavit of Paul Thompson, # 3 Exhibit 6, Affidavit of John R. Jones, # 4 Exhibit A, Memo to Jane Smith, # 5 Exhibit B, Letter of Intent)(LKP,) (Entered: 11/02/2009)