

# Filing Lengthy Attachments in CM/ECF

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## Before you begin

Convert all documents to be filed with the court into .pdf format. Note the size<sup>1</sup> of each PDF and the aggregate size of the filing, keeping in mind that documents filed on the CM/ECF system **cannot exceed 10 megabytes (MB) per PDF**.

The court recommends keeping the aggregate file size of each transaction to **under 40 megabytes<sup>2</sup>**. (Note: a transaction is the main document plus any attachments).

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## Scanning Tips

The process of scanning documents can produce files that easily exceed the 10 MB limit. The list below provides tips for reducing the file size of scanned documents.

- Set scanner resolution to 300 dpi.
- Set scanner image type to “black and white” (do not use “24-bit color” or “grayscale” 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.

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## Attachments exceeding 40 MB

If the aggregate size of all attachments is more than 40 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	<p>File the Index of Evidence and the first 40 MB of attachments using the <b>Index</b> event from the <b>Other Documents</b> menu.</p> <p><u>Note:</u> When prompted for related filings, select the <b>motion</b> category, then select the motion to which the index relates.</p>
2	<p>For each subsequent 40 MB of attachments, choose the <b>Attachments-Continued</b> event in the <b>Other Documents</b> menu.</p> <p><u>Note:</u> When prompted for related filings, select the <b>motion</b> category, then select the motion to which the index relates.</p>

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

<sup>2</sup>In a recent stress test, using a high-speed Internet connection, the court filed pleadings with an aggregate file size of 40 MB. On average, the process took 45 minutes. Sometimes it completed successfully, and at other times, a server error occurred and the process had to be repeated with fewer attachments. Results will vary depending on the speed of your connection, and how busy the court server is. Based on these results, the court recommends keeping the file size of any one transaction under 40 MB.

## Filing Lengthy Attachments in CM/ECF, Continued

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**Sample**

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

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