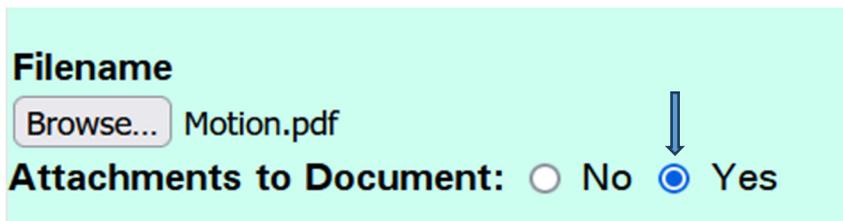## GUIDE TO ADDING ATTACHMENTS WITHIN A DOCKET ENTRY

To add an attachment to the main document within a docket entry, you must be viewing the screen which first prompts you to browse for a document.   The following is an example for filing a motion and attaching a notice and a certificate of service.
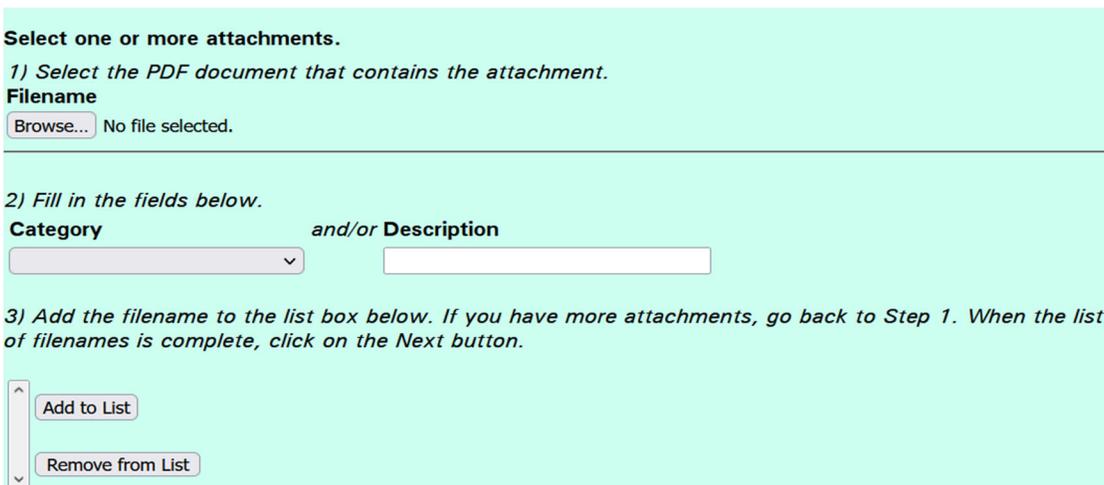
Filename
Browse... No file selected.
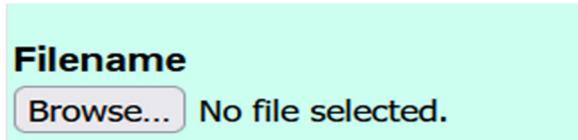
Select **Browse** and navigate to the directory where the motion PDF is saved.

- To make certain you are about to select the correct PDF for this entry, right click on the file name and select **Open**.   This will launch Adobe Acrobat Reader to display the document.   Verify it is the correct document, the correct number of pages, etc.

- Close or minimize Adobe Acrobat Reader and select **Open.**

Select the **Yes** radio button to the right of the **Attachments to Document:** prompt and click Next.

Filename
Browse... Motion.pdf
Attachments to Document: ○ No ● Yes

The attachment screen displays.   There are three steps to the attachment process: **Browse**, **Category**, and **Add to List**:

Select one or more attachments.
1) Select the PDF document that contains the attachment.
Filename
Browse... No file selected.

2) Fill in the fields below.
Category   *and/or* **Description**
[⌄]   [   ]

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

1. Select **Browse** and navigate to the directory where the notice PDF is saved.

   - To make certain you are about to associate the correct PDF for this entry, right click on the file name and select **Open**.   This will launch Adobe Acrobat Reader to display the document.   Verify it is the correct document to be attached, i.e., the notice.

   - Close or minimize Adobe Acrobat Reader and select **Open**.

2. **Select a document category or enter your own description**.   Pick **Notice** from the Category drop-down list.   If there is not a category listed in the drop-down box that describes your document, you may enter a description of the document in the Description field instead**.**

3. You must select **Add to List**.   The path and file name are added to the list box.

   Repeat steps 1 through 3 to add the certificate of service.   When you are through adding the notice and the certificate of service, click Next.

When the Docket Text: Final Text screen displays, proof this screen carefully!

   Motion for Relief From Automatic Stay (fee due of $199.00) filed by Bob's Feed and Seed. (Attachments: # 1 Notice # 2 Certificate of Service)

- If any part of the docket text is incorrect, click the browser **Back** button to return to the screen you need to correct.   Then process the screens again with the respective **Next** or **Submit** buttons.

- If the docket text is correct, click Next.