

ELECTRONIC FILING GUIDE

Adding Attachments

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GUIDE TO ADDING ATTACHMENTS TO A DOCUMENT

To add an attachment to the main document, you must be at the screen where you are first prompted to browse for a document. The following is an example for filing a motion and attaching a notice and a certificate of service.

Browse and navigate to the directory where you saved the motion PDF.

- 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.

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

1. Click **Browse** and navigate to the directory where you saved the notice PDF.
 - 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 document 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 click **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!

- 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.