
Browsing for PDF

When opening a case or docketing a pleading to a case you will be prompted to browse and upload the PDF that applies to the entry.

STEP	ACTION
1	<p>Click [Browse] in CM/ECF.</p>  <p>The screenshot shows a yellow highlighted area containing a 'Filename' text input field. To the right of the input field is a 'Browse' button with a left-pointing arrow. Below the input field are two radio buttons labeled 'No' and 'Yes', with the 'Yes' button selected.</p>
2	<p>Select the location where your PDF is saved.</p>
3	<p>Right click and open up your document to make sure you are uploading the correct document.</p> <p><i>Note: Make sure you have selected the correct document before associating to docket entry.</i></p> <p><i>Note: There is a 5mb size limit for each document uploaded.</i></p>
4	<p>Close out the document and left click [Open] from the choose file window. The document will populate the filename field in CM/ECF.</p>

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