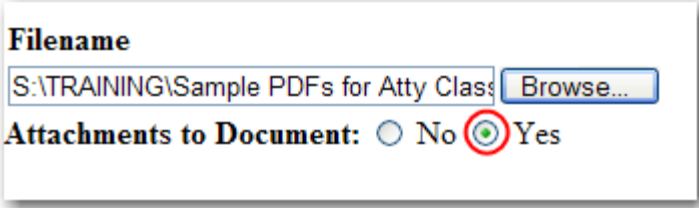
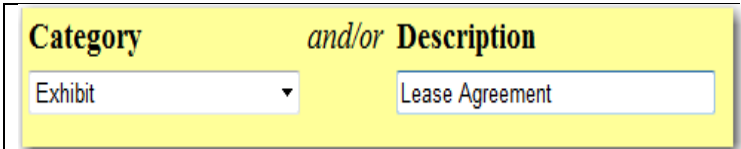
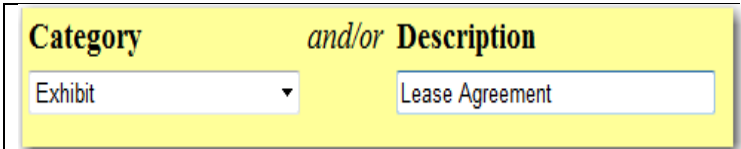
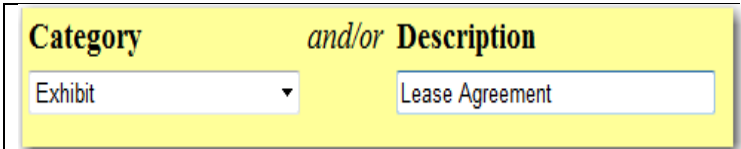


Adding an Attachment

STEP	ACTION						
1	<p>Select the “Yes” radio button after browsing and associating your main document and click [Next].</p> 						
2	<p>This is a three part process; when completed click [Next].</p> <table border="1" data-bbox="420 653 1344 1761"> <tbody> <tr> <td data-bbox="420 653 586 1098"> <p>Part 1</p> </td> <td data-bbox="586 653 1344 1098"> <p>Browse for PDF</p> <ul style="list-style-type: none"> Click [Browse] in CM/ECF. Select the location where your pdf is saved. Right click and open up your document to make sure you are uploading the correct document. <p><i>Note: Make sure the document is what it is, filed in the right case, signed and etc.</i></p> <p><i>Note: There is a 5mb size limit for each document uploaded.</i></p> <ul style="list-style-type: none"> Close out the document and left click [Open] from the choose file window. </td> </tr> <tr> <td data-bbox="420 1098 586 1451"> <p>Part 2</p> </td> <td data-bbox="586 1098 1344 1451"> <p>Select a Category and/or Description</p> <p>Select a Category from the drop down and/or type in a description of the document in the field provided.</p>  </td> </tr> <tr> <td data-bbox="420 1451 586 1761"> <p>Part 3</p> </td> <td data-bbox="586 1451 1344 1761"> <p>Click [Add to List]</p> <p><i>Note: If you have multiple attachments, repeat steps, do not click [Next] until you have added all of your attachments.</i></p> <p><i>Note: If you made a mistake and added the wrong attachment to the list; highlight the item from the list and click [Remove from List].</i></p> </td> </tr> </tbody> </table>	<p>Part 1</p>	<p>Browse for PDF</p> <ul style="list-style-type: none"> Click [Browse] in CM/ECF. Select the location where your pdf is saved. Right click and open up your document to make sure you are uploading the correct document. <p><i>Note: Make sure the document is what it is, filed in the right case, signed and etc.</i></p> <p><i>Note: There is a 5mb size limit for each document uploaded.</i></p> <ul style="list-style-type: none"> Close out the document and left click [Open] from the choose file window. 	<p>Part 2</p>	<p>Select a Category and/or Description</p> <p>Select a Category from the drop down and/or type in a description of the document in the field provided.</p> 	<p>Part 3</p>	<p>Click [Add to List]</p> <p><i>Note: If you have multiple attachments, repeat steps, do not click [Next] until you have added all of your attachments.</i></p> <p><i>Note: If you made a mistake and added the wrong attachment to the list; highlight the item from the list and click [Remove from List].</i></p>
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