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	Click [Browse] in CM/ECF. **Filename** [ ] Browse... **Attachments to Document:** ○ No ● Yes
2	Select the location where your PDF is saved.
3	Right click and open up your document to make sure you are uploading the correct document. *Note: Make sure you have selected the correct document before associating to docket entry.* *Note: There is a 5mb size limit for each document uploaded.*
4	Close out the document and left click [Open] from the choose file window. The document will populate the filename field in CM/ECF.