

United States District Court  
Northern District of Texas



Filing Large Documents and  
Adding Attachments

# TABLE OF CONTENTS

## Filing Large Documents and Adding Attachments

A.	Introduction . . . . .	1
B.	Attaching Documents . . . . .	2
C.	Adding Additional Documents . . . . .	6
D.	Tendering Oversized Exhibits . . . . .	6

## A. Introduction

You must file each pleading, motion, or other paper, by electronic means. See LR 5.1(e), LCtR 49.2(f). The ECF Administrative Procedures Manual for the Northern District of Texas requires that each document filed, including any exhibit or other attachment, must be in Portable Document Format (PDF). The ECF Administrative Procedures Manual also imposes a five megabyte (5 MB) limit on document size. If a document is larger than 5 MB, you must break it into two or more documents, each of which is 5 MB or smaller. You will attach these additional documents to the main document during docketing.

To check the size of a document, right-click on the file name and select Properties. This will show the document's size in kilobytes (KB), or in megabytes (MB) if the document size is greater than 999 KB.

**Tip:** You can significantly reduce your document's size by using your word processing program to convert to PDF. The same document converted to PDF using a scanner results in a much larger document size.

There are a variety of ways to break a large file into multiple smaller files. A few examples include:

- Use the Print feature of your word processing application to print a portion of the original document to PDF. Repeat this step, naming each additional section a different filename, until the entire document has been converted to PDF files that are 5 MB or smaller.
- With your scanner set to 200 dpi, scan a portion of the original document, saving it to PDF. (A resolution higher than 200 dpi significantly increases the file size while generally not improving the quality of the scanned image.) Repeat this step until the entire document has been converted to PDF, with document sizes of 5 MB or smaller.
- Use PDF software to split the original PDF file into separate documents each of which is 5 MB or smaller.

You can attach several PDFs to a single docket entry. Although each PDF must be 5 MB or smaller in size, the sum of all PDFs attached to a single docket entry may be greater than 5 MB. An example of a main document with four attachments that can be successfully docketed in one transaction is shown below:

Motion for Injunction: Main Document	4.9 MB
Pages 50 - 70	4.6 MB
Pages 70 - 100	3.2 MB
Exhibit 1:	2.1 MB
Exhibit 2:	4.4 MB

Questions concerning how to electronically file a large document or attachment should be directed to your [local clerk's office](#). Alternatively, you may contact the Dallas ECF Help Desk at 1-866-243-2866 or the Fort Worth ECF Help Desk at 1-800-240-7240.

## B. Attaching Documents

Using standard ECF filing procedures, select the appropriate docket event and attach the main section of your PDF document to the docket entry. See Figure 1.

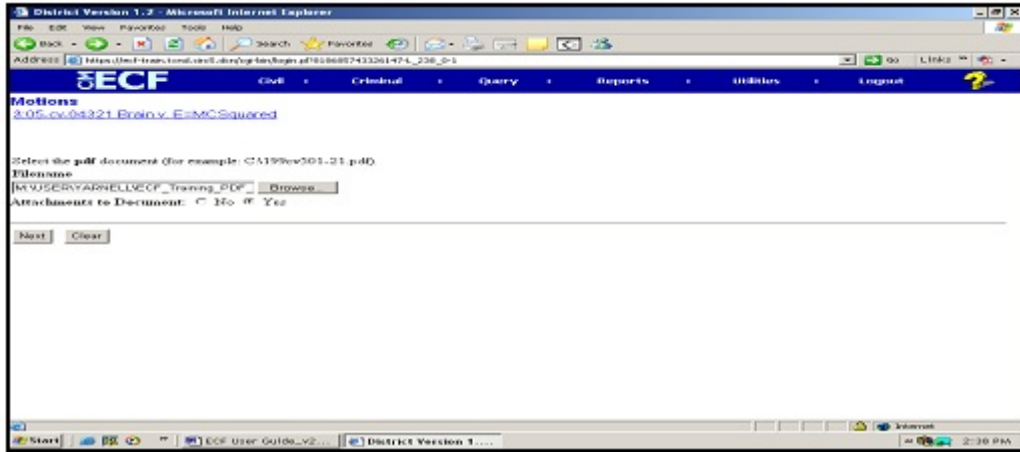


Figure 1

Because you still have one or more attachments to the main document, at **Attachments to Document** you must select the [Yes] radio button. Click [Next] to continue. See Figure 2.

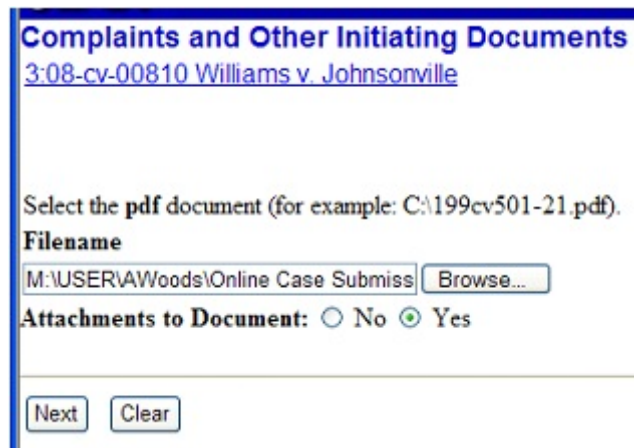


Figure 2

A new screen appears that allows you to add attachments to your main document. See Figure 3.

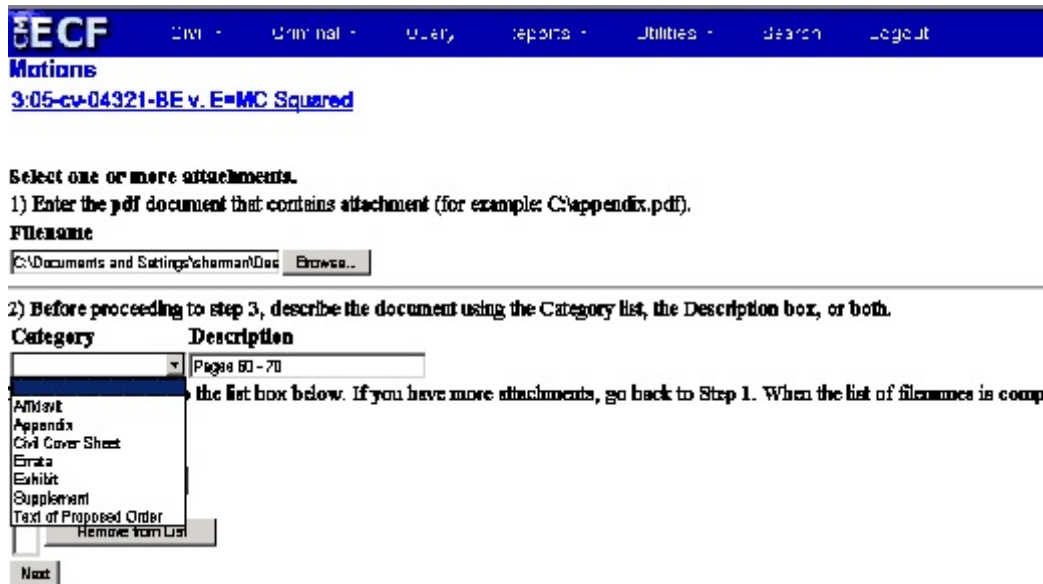


Figure 3

Click **[Browse]** to locate the file containing your first attachment, and view the document before attaching it by right clicking on the document and choosing to open it with Acrobat. See Figure 4.

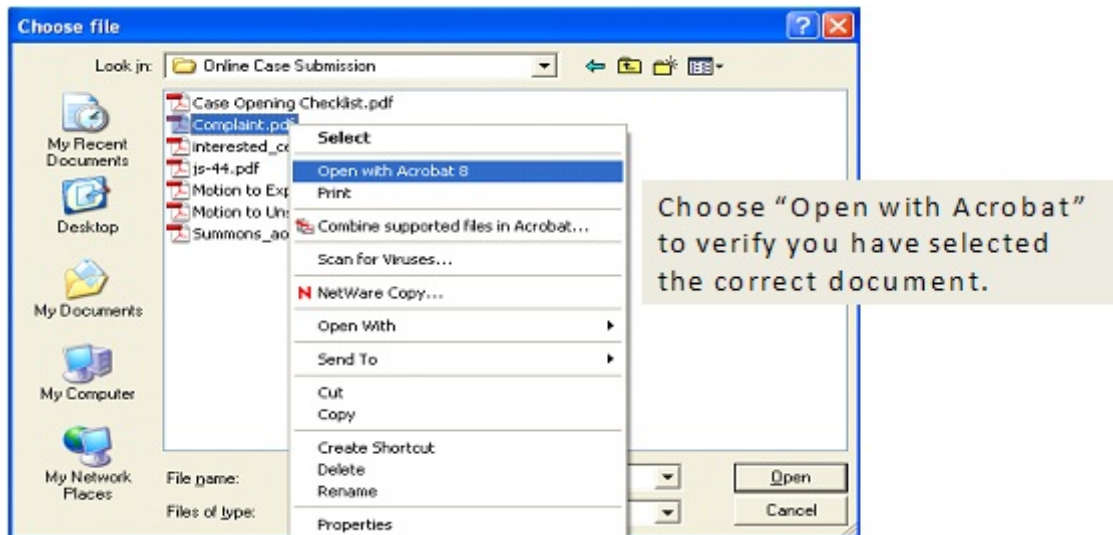


Figure 4

After verifying you have selected the correct PDF document, click **[Open]** to accept the PDF for filing. See Figure 5.

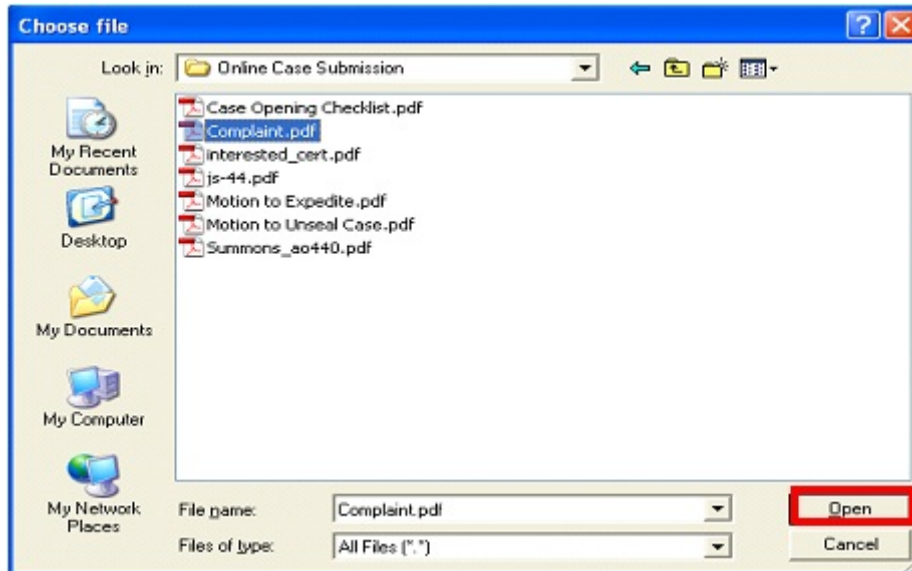


Figure 5

Click the down arrow under the “Category” field and select the appropriate attachment type from the displayed options; if none are appropriate, leave the category field blank. Click in the "Description" box and add a concise description of the attachment. This description will be included in the docket text for this entry. See Figure 6.

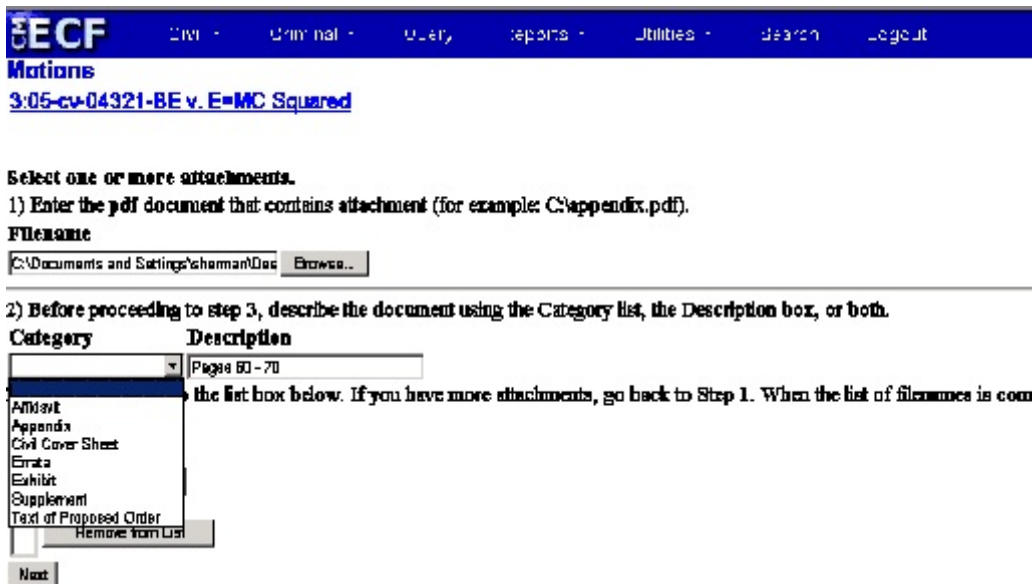


Figure 6

After adding a description, click **[Add to List]**. ECF adds the selected document as an attachment to the main document. A new screen opens with the file name of the attached document displayed in the attachments box. Click **[Browse...]** to repeat the process until all attachments have been added. When all documents are attached, click the **[Next]** button to continue the docketing process. See Figure 7.

Figure 7

At this point, proceed as usual until ECF opens the **Docket Text: Final Text** screen. The end of the docket text now includes the descriptions you have entered for the additional document(s) attached to your main document. See Figure 8.

Figure 8

## **C. Adding Additional Documents**

If you are filing an exceptionally large document that requires multiple large attachments, you may find it necessary or desirable to file an additional volume of attachments under a separate document event. To file additional volumes, use the **Additional Attachments to Main Document** event located under **Other Filings, Other Documents**.

## **D. Tendering Oversized Exhibits**

If an exhibit is a physical object (such as a video tape or a poster) that cannot be scanned, then the exhibit may be tendered for filing with the clerk's office. If a party submits an object for filing in non-electronic form, the Clerk's Office will docket a text-only event that describes the non-documentary or oversized object filed. This will generate a Notice of Electronic Filing to all ECF users in the case. A judge's copy of the exhibit must also be provided pursuant to LR5.1(b) and LCrR49.2(b). The Notice of Electronic Filing does not constitute service of the exhibit on any other party.