

United States District Court
Northern District of Texas



Filing Large Documents and
Adding Attachments
(Revised 6/20/12)

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Filing Large Documents and Adding Attachments

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A. Introduction

You must file each pleading, motion, or other paper, by electronic means. See LR 5.1(e), LCrR 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 71 - 100	3.2 MB
Exhibit 1:	2.1 MB
Exhibit 2:	4.4 MB

The Create Appendix feature, found under the Docket Report menu, allows you to select previously filed documents and create a paginated appendix in PDF if desired. This PDF is not attached to the docket report.

For questions concerning filing large documents and adding attachments, please contact [local clerk's office](#) or [ECF Help Desk](#).

B. Attaching Your Document

Using standard ECF filing procedures, select the appropriate docket event and click **[Browse]** next to the **Main Document** text field to attach your PDF document to the docket entry. See Figure 1.

The screenshot shows a web interface for filing documents. At the top, it says "Complaints and Other Initiating Documents" and "3:12-cv-00061 Williams v. Johnsonville". Below this, it instructs the user to "Select the pdf document and any attachments." There is a "Main Document" field with a "Browse..." button highlighted by a red box. Below that, it says "Attach your main document." and "When adding attachments, select a category and/or enter a description. Both will appear in the docket text, so do not repeat words in the description that are in the category you select." There is a table with columns "Attachments", "Category", and "Description". The first row has a "Browse..." button in the "Attachments" column. At the bottom, there are "Next" and "Clear" buttons.

Figure 1

A pop-up box will appear. Navigate to the appropriate folder containing the PDF document(s) you wish to file. Right-click on the document and select the option to open the document in Adobe Acrobat. See Figure 2.

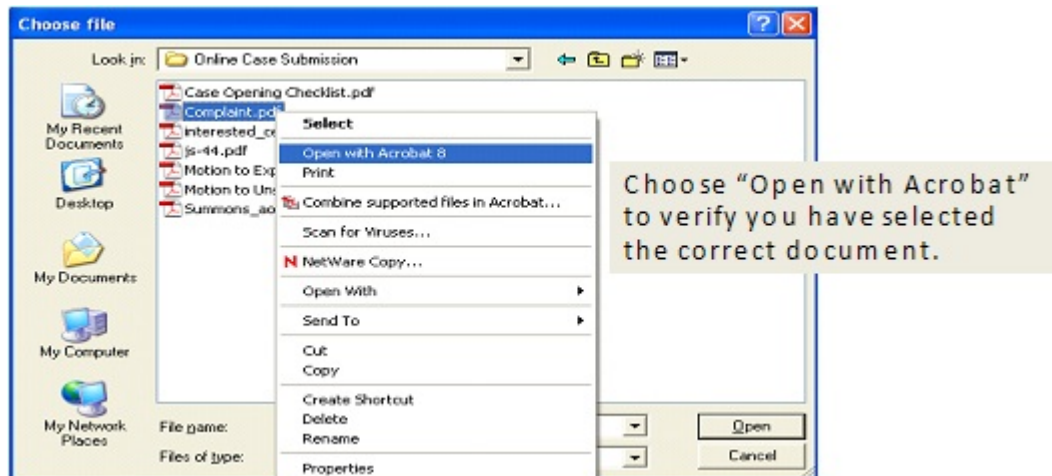


Figure 2

After verifying you have selected the correct PDF document, click **[Open]** to accept the PDF for filing. See Figure 3.

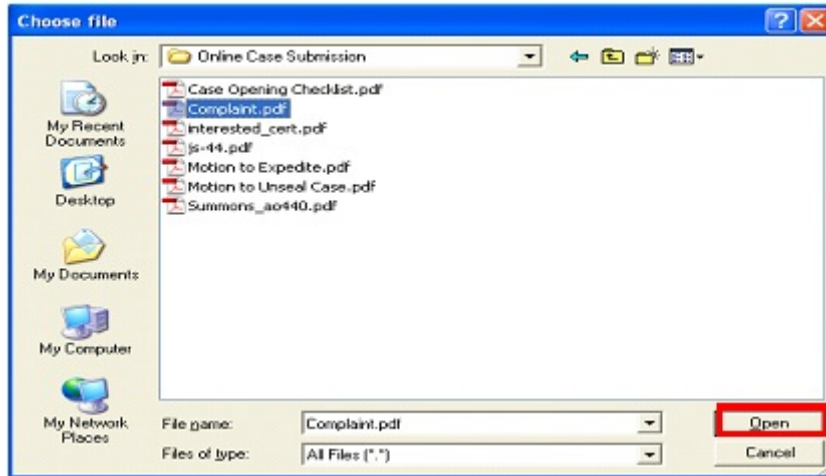


Figure 3

The pop-up box will disappear and the path to the **Filename** will appear in the text field box. If you wish to file attachments to the main document(s), click **[Browse]** under the **Attachments** section of the screen to add the first attachment. See Figure 4.

Complaints and Other Initiating Documents
[3:12-cv-00061 Williams v. Johnsonville](#)

Select the pdf document and any attachments.

Main Document
M:\USER\AWoods\Online Case Submiss

Attach your main document.

When adding attachments, select a category and/or enter a description.
Both will appear in the docket text, so do not repeat words in the description that are in the category you select.

Attachments	Category	Description
1.	<input type="button" value="Browse..."/>	<input type="text"/>

Figure 4

C. Adding Attachments

Navigate to the appropriate folder and preview the document as described under **Attaching your Document**, above. After attaching the document, click the down arrow under the “Category” field and select the appropriate attachment type from the displayed options. If none of the categories are appropriate, leave the category field blank. Then 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.

Additional rows appear as needed to attach the next PDF document. Click [**Browse**] to repeat the process until all attachments have been added. When you have added all attachments, click [**Next**] to continue the docketing process. See Figure 5.

Complaints and Other Initiating Documents
3:12-cv-00061 Williams v. Johnsonville

Select the pdf document and any attachments.

Main Document
M:\USER\AWoods\Online Case Submiss

Attach your main document.

When adding attachments, select a category and/or enter a description.
Both will appear in the docket text, so do not repeat words in the description that are in the category you select.

Attachments	Category	Description
1. M:\USER\AWoods\Online Case Submiss <input type="button" value="Browse..."/>	Affidavit(s)	of Jon Brown <input type="button" value="Remove"/>
2. M:\USER\AWoods\Online Case Submiss <input type="button" value="Browse..."/>	Exhibit(s)	Pages 1 - 50 <input type="button" value="Remove"/>
3. M:\USER\AWoods\Online Case Submiss <input type="button" value="Browse..."/>	Exhibit(s)	Pages 51 - 70 <input type="button" value="Remove"/>
4. M:\USER\AWoods\Online Case Submiss <input type="button" value="Browse..."/>	Exhibit(s)	Pages 71 - 100 <input type="button" value="Remove"/>
5. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/> <input type="button" value="Remove"/>

Figure 5

D. Completing the Filing

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 6.

Complaints and Other Initiating Documents
3:12-cv-00061 Williams v. Johnsonville

Docket Text: Modify as Appropriate.

COMPLAINT against Johnsonville filed by John Williams. Clerk to issue summons(es). In each Notice of Electronic Filing, the judge assignment is indicated, and a link to the [Judges Copy Requirements](#) is provided. The court reminds the filer that any required copy of this and future documents must be delivered to the judge, in the manner prescribed, within three business days of filing. Unless exempted, attorneys who are not admitted to practice in the Northern District of Texas should seek admission promptly. Forms, instructions, and exemption information may be found at www.txmd.uscourts.gov, or by clicking here: [Attorney Information - Bar Membership](#) (Attachments: # (1) Affidavit(s) of Jon Brown, # (2) Exhibit(s) Pages 1 - 50, # (3) Exhibit(s) Pages 51 - 70, # (4) Exhibit(s) Pages 71 - 100) (Woods, Antonio)

Figure 6

E. 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**.

F. 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 LCR49.2(b). The Notice of Electronic Filing does not constitute service of the exhibit on any other party.