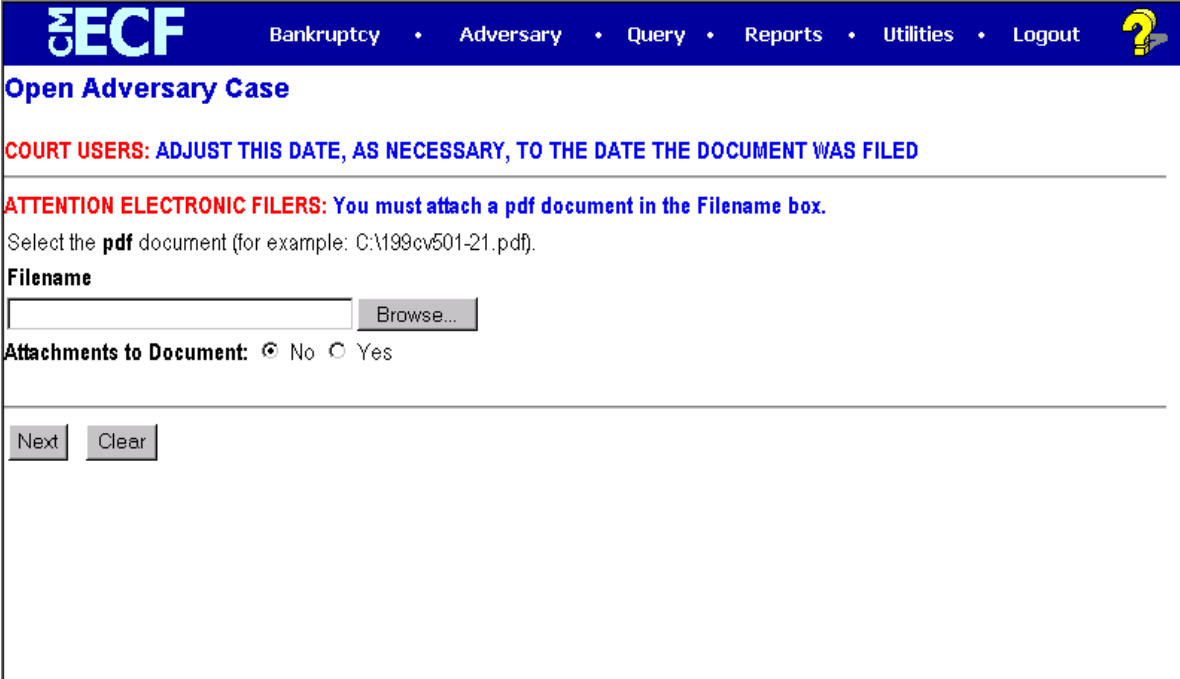# CHAPTER 11
ATTACHMENTS TO DOCUMENTS

Attachments to Documents

This module demonstrates the steps to take when an electronically filed document has attachments. This will occur most frequently when a document, such as a motion, is typed in word processing and converted to PDF format. However, there are additional exhibits to be included with the filing. In this instance there will be more than one PDF file; the document itself converted to PDF format in the word processor, and one or more attachments scanned and saved in PDF format.

STEP 1   Scan the attachment(s) and convert to *PDF* format. (See module: Converting Scanned Documents to PDF Format Using Adobe Acrobat Software for additional information.) If you have multiple exhibits to attach to a document, you can scan them all at the same time and save them under one *PDF* filename.

STEP 2   During the docketing process, the **PDF Document Selection** screen displays. **(See Figure 1)**

Figure 1

—   Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located for the main document. **Note:** View the image before associating it with the docket entry to verify that you have chosen the correct document. Right click on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once you have verified that the correct document has been selected, double-click the PDF file to select it and associate it with the docket entry.

—   The **Attachments to Document** radio button defaults to **No.** Click to select **Yes**.

—   Click **[Next]** to continue.

STEP 3   The **Attachments to Document** screen displays. **(See Figure 2)**

—   In **Section 1)**, click **[Browse]**, then navigate to the directory where the **attachment** PDF file is located for the main document. View the document to verify the correct file has been selected. Double-click the PDF **attachment** file to select it and include it with the main document for this

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

[   ] [Browse...]

2) At your option, select a document type and/or enter a description.

Type   **Description**

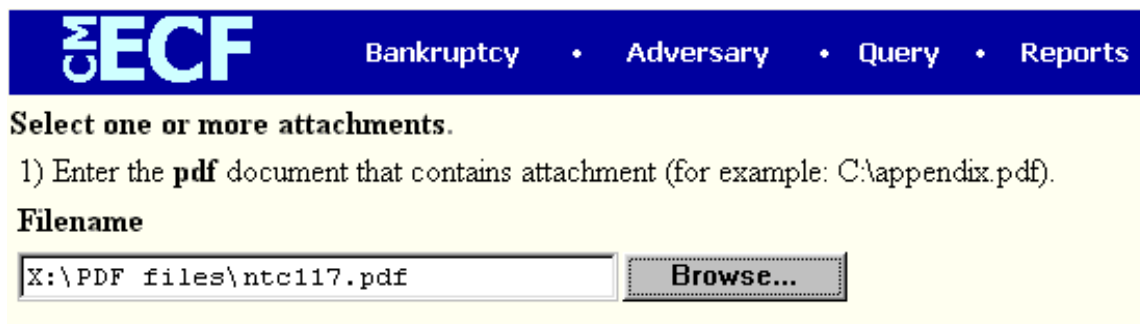[▼] [   ]

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.
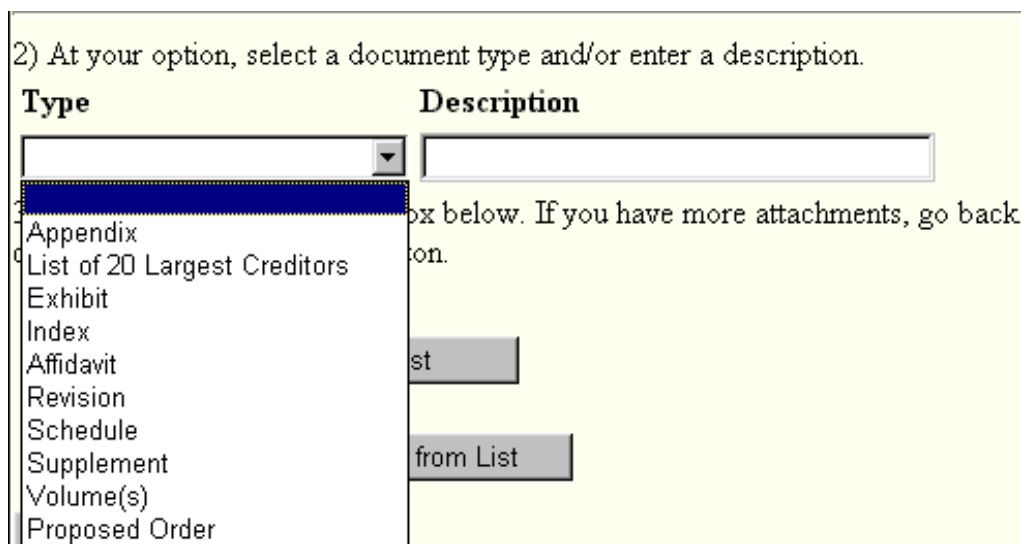
[   ] [Add to List]

            [Remove from List]

[Next]

Figure 2

docket entry.

STEP 4 The **attachment** *PDF* filename now displays in **Section 1)**. **(See Figure 3)**

Figure 3

— **Section 2)** allows for descriptive information about this **attachment**.

— Click on the down arrow — to reveal the list of options in the **Type** category. **(See Figure 4)**
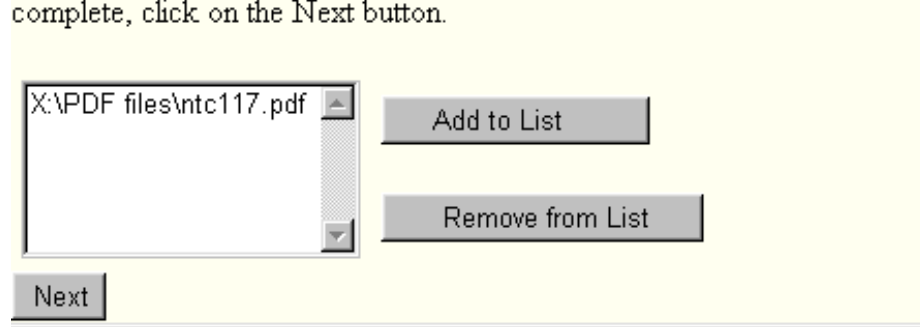

Figure 4

— Click to highlight a **Type** if appropriate for this **attachment**, or leave blank.

— If you left the type field blank, you must click inside the Description field to type the name of the **attachment**(s). As examples: *Deed of Trust and Promissory Note*; or *Security Agreement* (if only one attachment is included). Note that either **Type** or **Description** field must be filled in.

— Click **[Add to list]** to include the **attachment** in the docket entry.

STEP 5   The **Attachment Filename** displays in **Section 3)**. **(See Figure 5)**

3) Add the filename to the list box below. If you have more attachments, g
complete, click on the Next button.

| X:\PDF files\ntc117.pdf | Add to List |
| | Remove from List |

Next

Figure 5

—   If the **attachment** filename displayed is <u>incorrect</u>, click to highlight the filename, then click **Remove from List**.

—   If there are <u>additional</u> attachments to include, repeat **Steps 3 and 4** until all attachments are displayed in **Section 3)**.

—   When all attachments are displayed in **Section 3)**, click **[Next]** to continue.

—   Proceed to docket the remainder of the event as usual.