

# Directions for Filing Evidentiary Exhibits for Trial in CM/ECF – Bankruptcy and Adversary

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**Docketing Event** N/A

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**Negative Notice:** N/A

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**Accompanying Orders:** N/A

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**Code and Rule References:**

[Local Rule 9070-1](#)

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**Fee:** N/A

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**Applicable Chapters:** 7, 11, 12, 13

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**Implemented:** 8/3/2015

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**Last Revision:** 1/11/2022 3:21:23 PM

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## Description

### Preparation of Exhibits

#### Introduction

The following describes the process for electronic filing of Evidentiary Exhibits with the Court. Click [here](#) to access Local Rule 9070-1, the rule associated with this process. After completing your filing, CM/ECF will report the exhibits you filed in list format with the Exhibit List at the top followed by a numerically sorted list of filed exhibits.

<b>Exhibits</b>	
<a href="#">Exhibit Index</a>	1 page
<a href="#">Exhibit 1</a>	1 page
<a href="#">Exhibit 2</a>	1 page
<a href="#">Exhibit 3</a>	1 page
<a href="#">Exhibit 4</a>	1 page
<a href="#">Exhibit 5</a>	1 page

#### Exhibit List

The Exhibit List shall be electronically stored as an individual Portable Document Format (PDF) file that lists each exhibit in numerical order and includes the following: case caption, identity of the party submitting the exhibits (e.g., plaintiff, defendant, debtor, creditor, etc.), and columns with the following headings: “Exhibit Number,” “Document Description,” “Date Identified,” “Date Admitted,” and “With or Without Objection.” No markings should be made in the “Date Identified” and “Date Admitted” columns, which shall be used by the courtroom deputy to record the exhibits that are identified and offered into evidence and those that are received into evidence. Refer to Appendix A to the [Local Rule 9070-1](#).

## Format of Exhibits

Each exhibit, preceded by an Exhibit Cover Sheet (refer to Appendix B to the [Local Rule 9070-1](#)) shall be electronically stored in an individual PDF file. Each PDF file shall have a unique identification name and number (e.g., “Debtor’s Exhibit 1”). To facilitate the submission of exhibits via CM/ECF, the individual PDF files of the exhibits should be contained in a single folder.

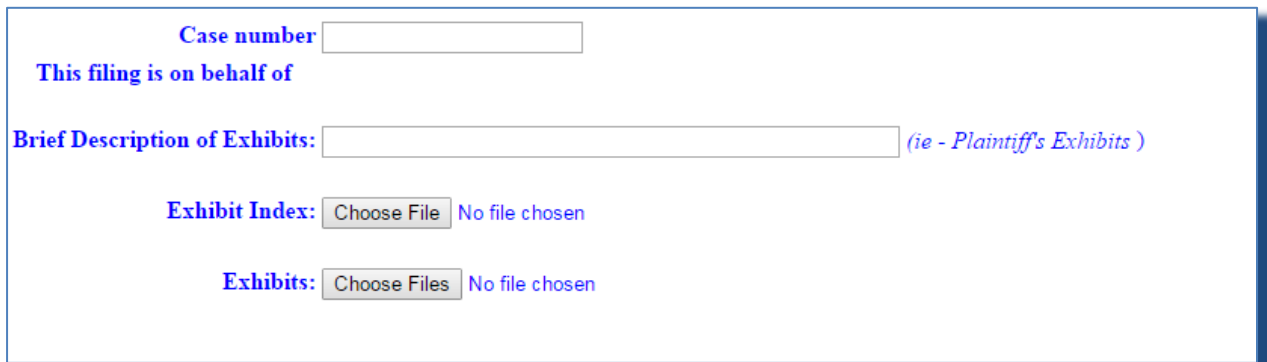
## Filing Exhibits in CM/ECF

### Hyperlink Location

Access to file Electronic Stored Exhibits with the Court is found on both the Bankruptcy and Adversary menus in CM/ECF. To upload your exhibits, click the hyperlink Evidentiary Exhibits for Trial.

**Electronically Stored Exhibit Upload**  
[Evidentiary Exhibits for Trial](#)

An input screen will display to collect the case number, the party whom you represent, description of the exhibits, the Exhibit List, and the exhibits you wish to file. An example of the entry screen is displayed below:



The screenshot shows a web form with the following fields and labels:

- Case number:** A text input field.
- This filing is on behalf of:** A text input field.
- Brief Description of Exhibits:** A text input field with the text *(ie - Plaintiff's Exhibits )* to its right.
- Exhibit Index:** A button labeled "Choose File" followed by the text "No file chosen".
- Exhibits:** A button labeled "Choose Files" followed by the text "No file chosen".

To file your exhibits, complete steps 1 through 6 below. Step 5 will vary based on your internet browser. When you reach Step 5, follow the appropriate method for your internet browser.

### Step 1: Case Number

Enter the case number. After you enter the case number, a list box will populate with associated parties.

### Step 2: Select a Party

Choose the party you represent.

### Step 3: For Trials in Contested Matters Only (Not Adversary Proceedings): Identify the Related Docket Entry

This step is for use in contested matters in the main bankruptcy case and is not applicable to adversary proceedings. After you enter the main bankruptcy case number, the screen will expand and display the following:

Select the primary docket entry related to the Exhibits you are filing

Click the Show List button. A screen will pop up and display the docket entries for each paper filed in the case. Select the primary docket entry related to the trial (e.g., Motion for Relief from Stay, Motion to Determine Secured Status and to Strip Lien Effective Upon Discharge, Objection to Claim), then click the Continue button.

Related Docket Entry Selection

Select the Primary Docket Entry that relates to the Evidentiary Exhibit upload.  
Click the Continue button to return to the previous screen.

Select	Document	File Date	Description
<input type="checkbox"/>	152	08/25/2015	Motion to Continue/Reschedule Hearing
<input type="checkbox"/>	150	08/24/2015	Motion to Continue/Reschedule Hearing
<input type="checkbox"/>	149	08/24/2015	Motion for Reconsideration
<input type="checkbox"/>	143	08/11/2015	Motion to Extend Time
<input type="checkbox"/>	135	06/19/2015	Motion to Continue/Reschedule Hearing
<input type="checkbox"/>	119	05/27/2015	Motion to Continue/Reschedule Hearing
<input type="checkbox"/>	115	05/21/2015	Motion to Extend Time
<input type="checkbox"/>	109	05/01/2015	Motion to Convert Case to Chapter 7
<input type="checkbox"/>	97	03/24/2015	Motion to Continue/Reschedule Hearing
<input type="checkbox"/>	96	03/24/2015	Motion to Determine Secured Status/Value (and Strip Lien if applicable)
<input type="checkbox"/>	95	03/24/2015	Motion to Determine Secured Status/Value (and Strip Lien if applicable)
<input type="checkbox"/>	94	03/24/2015	Motion to Determine Secured Status/Value (and Strip Lien if applicable)
<input type="checkbox"/>	93	03/24/2015	Motion to Value
<input type="checkbox"/>	77	02/24/2015	Application/Motion/Request for Payment of Administrative Expenses
<input type="checkbox"/>	76	02/24/2015	Application/Motion/Request for Payment of Administrative Expenses
<input type="checkbox"/>	61	02/09/2015	Motion for Relief from Stay (not for amended motions)

### Step 4: Exhibit Description

Enter the description of the exhibits, for example “Plaintiffs Exhibits” or “Defendants Exhibits.”

- **NOTE: DO NOT USE “ an ‘ “ as NextGen CM/ECF does not recognize special characters. Please enter either “Plaintiffs Exhibits” or “Defendants Exhibits”.**

## Step 5: Select Exhibit List

Click the button next to the Exhibit List label. A dialog box will open for you to select the PDF file of the Exhibit List.

## Step 6: Select Exhibits

This step allows you to select the individual exhibits to be uploaded. There are two methods for uploading exhibits; the method you use will depend upon your internet browser.

If you are using one of the more recent internet browsers listed below, refer to [Method 1](#).

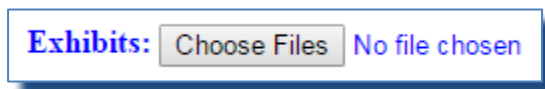
- IE version 10 or newer
- Google Chrome version 6.0 or newer
- Mozilla version 3.6 or newer
- Safari version 5.0 or newer
- Opera version 11 or newer

If your browser predates those listed above, refer to [Method 2](#).

### Step 6 - Method 1: Newer Browser

Newer browsers are capable of selecting multiple PDF files at one time. This means that you do not need to upload one exhibit at a time; instead, all of the exhibits stored in a single folder will be uploaded together. This greatly reduces the time to complete the upload. Before you begin, if you have not already done so, move all the exhibits you wish to upload to a single folder.

To select your exhibits, begin by clicking the button on the input screen to the right of the Exhibits: label.



Use one or more of the selection techniques below when the Choose File dialog box opens: [File selection with Ctrl+A](#):

This will select all files in the folder. If this folder also contains the Exhibit List or files that are not exhibits or are not in PDF format, deselect those files to exclude them from the upload by scrolling the file into view,; then press and hold the Ctrl key and then left click the file. **Note: Do not include the Exhibit List as a file to be uploaded with the exhibits; the Exhibit List has already been uploaded in Step 4 above.**

File selection with Shift key and mouse left-click:

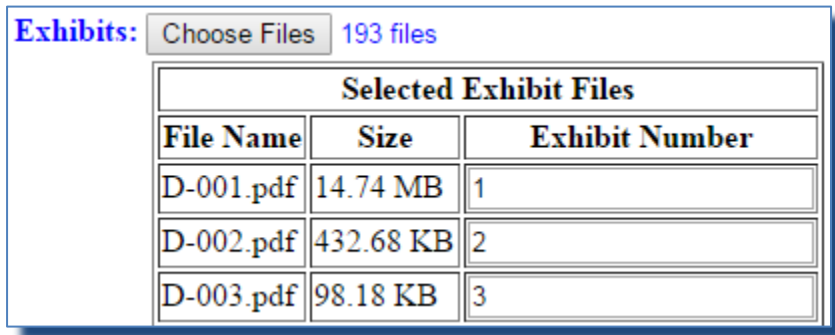
To select a range of files at one time, hold down the Shift key and left click the first exhibit. While continuing to hold down the shift key, scroll to the last exhibit and left-click. All files within the range will be selected for uploading. If any files in the selected range need to be excluded from the exhibit upload, use the Ctrl + left click technique described above.

File selection with Ctrl key and mouse left-click:

While pressing the Ctrl key, left-click the mouse on each file you are uploading. This process will take longer than Ctrl+A, however, it allows you to cherry pick files quickly.

When all the pdf files have been selected for upload, press the “upload”, “ok”, “select” or “open” button in your dialog box.

When you close the file dialog box and return to the input screen, the list of the files you have chosen will display in list form on the input screen. Next to each file is a text box which will contain the exhibit number of the associated PDF file. This box will auto-populate based on the name of the PDF file. For example, if your file is named Exhibit 5.pdf, the text box will preload with the number 5. If the file name does not contain a number, you will need to manually type the number into the text box.



The screenshot shows a dialog box titled "Exhibits:" with a "Choose Files" button and "193 files" displayed. Below this is a table titled "Selected Exhibit Files" with three columns: "File Name", "Size", and "Exhibit Number". The table contains three rows of data:

File Name	Size	Exhibit Number
D-001.pdf	14.74 MB	1
D-002.pdf	432.68 KB	2
D-003.pdf	98.18 KB	3

Note: if you attempt to upload a file other than a PDF file or your file is too large, red text will display and prevent you from continuing. If this occurs, you will need to go back to the beginning of Step 5 Method 1 and redo your file selection.

Continue to Step 7.

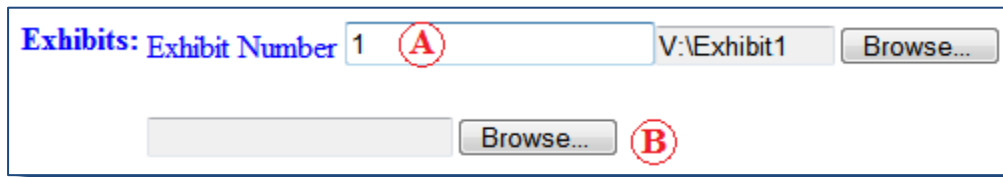
## Step 6 - Method 2: Legacy Browser

If your browser is older than one of versions listed above, you will upload individual exhibits one at a time using the traditional CM/ECF (browse) method.

Click the Browse button

**Exhibits:**

In the file dialog box double-click the pdf Exhibit The screen will display:

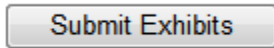


After selecting a file, a text box labeled Exhibit Number will display. This text box will contain the exhibit number of the associated PDF file (A). This box will auto-populate if a number is embedded in the name of the PDF file. For example, if your file is named Exhibit 5.pdf, text box (A) will preload with the number 5. If the file name does not contain a number, you will need to manually type the number into the text box.

To add additional exhibits, press the browse button (B). When all exhibits have been selected, continue to Step 7.

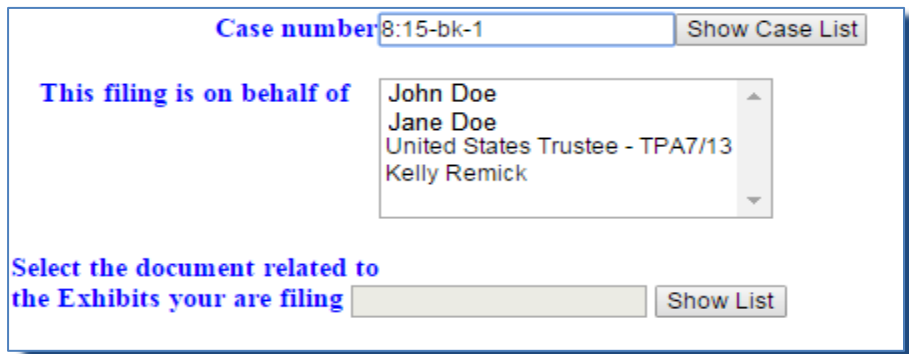
## Step 7: Submit Exhibits

Press the Submit Exhibits button on the bottom of the input page.



All the entries will be validated prior to upload. If an Exhibit number is duplicated, you will receive a message on the screen and will need to correct the duplication before proceeding.

Please be patient after pressing the Submit Exhibits button. The process may take several minutes depending on the number of exhibits being uploaded. The submission is complete when a Notice of Electronic Filing displays on your computer screen. Do not logout of CM/ECF, close your browser or navigate away from this page before receiving the Notice of Electronic Filing on your screen or the process will stop and the exhibit upload will be aborted.

A screenshot of a web form for submitting exhibits. At the top, there is a text input field labeled "Case number" containing the value "8:15-bk-1" and a "Show Case List" button to its right. Below this, the text "This filing is on behalf of" is followed by a dropdown menu with four options: "John Doe", "Jane Doe", "United States Trustee - TPA7/13", and "Kelly Remick". At the bottom, the text "Select the document related to the Exhibits your are filing" is followed by an empty text input field and a "Show List" button to its right.

Case number

This filing is on behalf of

Select the document related to the Exhibits your are filing