

Filing Format Procedures – Bundling of Documents Required

How is electronic filing different?

When delivered in the paper world to the clerk's office, any filing is presented as one 'bundle'. The top document is the motion or opposition or main document. We are referring to this as the "Lead" document. Attached to it are the supporting documents – Points and Authorities, Statement of Material Facts (Not in or In Dispute), Statement of Seeking Consent, Proposed Order, Certificate of Service, Exhibits, etc. We are referring to these as "Attached" or supporting documents to the lead efile.

In the paper world, the "bundle" of the lead document and its supporting materials are filed in the case jacket and the fact of filing is docketed in one docket field, i.e. Defendant's Motion for Summary Judgment, memorandum of points and authorities, statement of material facts not in dispute, proposed order, certificate of service and affidavits 1-5.

With efile, the documents making up the filing have to be electronically "bundled" for delivery to the clerk. Otherwise, each uploaded document becomes its own separate docket entry. This multiplies the work of the clerk and makes for a confusing docket. Remember, the court's case management system, CourtView, is the official docket and case jacket. The documents will attach electronically to the docket entry that memorializes its filing.

Also, in the paper world, your lead document was file-stamped on the front page. In the electronic world, the lead document is the one that is file-stamped when accepted by the clerk and returned to the efiler. Down the road, only the front page of the lead document will be file-stamped. In the meantime, the Court is keeping to a minimum the size of the document that will be returned to the filer so the filer will have a file-stamp on the cover page.

How do we do it with efile?

There are two fields into which to upload documents: the Lead field and the Supporting documents field. (*See image 1.1*)

Filings totaling fewer than 20 pages:

If you wish to bundle your filing on your own and submit them in the lead field you may. To do that, PRIOR TO UPLOADING, each document that makes up the filing is added to the previous document with a page break between documents, i.e. by inserting the second document after the first with a page break, the third document after the second, etc. The lead is the main filing, i.e. the motion, the opposition, or the reply.

Then you may upload your merged document into the first field -- again -- only if the combined document is 20 pages or less. (*See image 1.2*)

Filings that total more than 20 pages:

1. Upload your LEAD document FIRST – such as your Motion or Opposition to Motion.
2. Upload your supporting documents – such as your Points and Authorities, Proposed Order, Certificate of Service and Exhibits -- in the Attached File Documents area

3. Merge your supporting documents (the non-lead document) using the CaseFileXpress merge feature. Check the box to the left of each **supporting** document and click the “merge documents” button. (*See image 1.3*)
4. Review the merged document – by clicking on the new merged document. Acrobat reader will open your document for review. Once you have reviewed the document, you may close the Acrobat reader and continue with your filing. If you are not satisfied with your merged document, you may delete it by clicking on the red x to the left of the document and start again. (*See image 1.4*)

Should I include a Table of Contents for my supporting documents?

Yes, providing a Table of Contents stating the title of each supporting documents is the preferred method for eFiling voluminous filings. The Table of Contents should be uploaded as the first supporting document.

In what order will my supporting documents be uploaded?

Supporting documents will be merged in the order they are uploaded. After merging the documents, a page break will be inserted between each exhibit and attachment. Thus, upload in the sequence as you would want the filing to appear to the judge.

Image 1.1

Demo
CaseFileExpress
secure legal eFiling

Your Account | Submit a Filing | Review Filings / eService | Jurisdictions | Filing Reports | eService Profile | Sign Out

Submit a Filing

1. Jurisdiction | 2. Filing | 3. Attorneys | 4. Party Information | 5. Fees | **6. Upload File** | 7. Submit Filing

Upload Documents

Document File:

Total Filing Size: 0.00 MB
Maximum Filing Size: 30 MB

Uploaded Documents

Lead Document File Name
No Lead Document has been Uploaded

Attachment File Names
No Attachments have been Uploaded

I have verified that all files have been converted correctly

Tips & Guidelines

Documents and exhibits uploaded to CaseFileExpress are automatically converted to .PDF files before being sent to the court.

Attach Documents
To attach your documents, click on the browse button and navigate through your folders. Click open on the document you want to attach, then click Attach Document. The first document attached is your main pleading. To upload one or more exhibits follow the same process.

Delete Documents
To delete uploaded documents, click on the red X.

Verify Documents
After the upload process, you may review your document by clicking on the .PDF file name. Adobe Acrobat Reader must be installed on your PC to open the document. After reviewing the document close the Adobe window and continue.

Maximum Filing Size
The maximum filing size is 30MB. For filings larger than 30MB, you will need to submit multiple filings. Provide information the clerk in Step 2 Filing in the Special Instructions box that you are submitting multiple filings due to the filing size.

Valid Document Types

- Documents and Text Files
- Images
- Spreadsheets
- Adobe PDF files

[contact online support](#)

Image 1.2

CaseFileExpress
secure legal eFiling

Your Account | **Submit a Filing** | Review Filings / eService | Jurisdictions | Filing Reports | eService Profile | Sign Out

Submit a Filing

1. Jurisdiction | 2. Filing | 3. Attorneys | 4. Party Information | 5. Fees | **6. Upload File** | 7. Submit Filing

Upload Documents

Attachment File: Browse...

Total Filing Size: 0.02 MB
Maximum Filing Size: 30 MB

Uploaded Documents	
Lead Document File Name	
<input type="checkbox"/> Opposition to Motion.pdf	

Attachment File Names
No Attachments have been Uploaded
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Image 1.3

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Upload Documents

Attachment File:

Total Filing Size: 0.06 MB
Maximum Filing Size: 30 MB

Uploaded Documents

Lead Document File Name

Opposition to Motion.pdf

Attachment File Names

Exhibit A .pdf

Exhibit B .pdf

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