

APPROPRIATE NAMING STRUCTURE FOR E-FILED EXHIBITS OR ATTACHMENTS

Documents referenced as exhibits or attachments shall be filed in accordance with the Court's [administrative policies and procedures](#) and the Court's [ECF User Manual](#), unless otherwise ordered. When providing exhibits or attachments to the Court, it is necessary that each be given a clear and concise description.

When uploading exhibits or attachments, you will see both a "Category" box and a "Description" box. Select from the category box based on what you are filing with the Court. Use the description box to further describe your exhibit or attachment.

NOTE: When selecting out of the category box, do not type the same word(s) additionally in the description box. (See the following examples)

CORRECT:

Select the PDF document and any attachments.

Main Document

No file selected.

Attachments	Category	Description
1. <input type="button" value="Browse..."/> No file selected.	<input type="text" value="Exhibit"/>	<input type="text" value="A- Affidavit of John Doe"/>

INCORRECT:

Select the PDF document and any attachments.

Main Document

No file selected.

Attachments	Category	Description
1. <input type="button" value="Browse..."/> No file selected.	<input type="text" value="Exhibit"/>	<input type="text" value="Exhibit A- Affidavit of John Doe"/>

In addition to providing the exhibit number or letter, give a clear and concise description of the actual exhibit or attachment. This additional description is required.

Examples of insufficient attachment descriptions:

Category	Description
Exhibit	A
Exhibit	B- To Motion for Preliminary Injunction
Exhibit	C- Expert report
Exhibit	C- Affidavit 1

In each of the above examples, though the description may identify where the exhibit or attachment falls within the index, none describe the actual exhibit or attachment.

Examples of appropriate attachment descriptions:

<u>Category</u>	<u>Description</u>
Exhibit	A - Affidavit of John Smith
Exhibit	B - Excerpts from Deposition of Jane Doe
Exhibit	C - Expert report from John Doe pgs. 1-49
Exhibit	C - Expert report from John Doe pgs. 50-100
Exhibit	D- BMI Sales contract dated 1/15/2023
Exhibit	E- Letter sent to Michael Smith re Sales contract on 1/20/2023