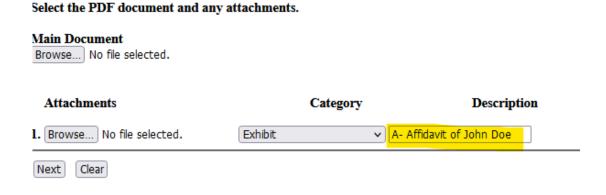
### APPROPRIATE NAMING STRUCTURE FOR E-FILED EXHIBITS OR ATTACHMENTS

Documents referenced as exhibits or attachments shall be filed in accordance with the Court's <u>administrative policies and procedures</u> and the Court's <u>ECF User Manual</u>, 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.

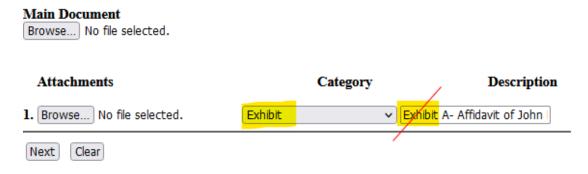
**NOTE**: When selecting out of the category box, do not type the same word(s) additionally in the description box. (See the following examples)

### **CORRECT:**



## INCORRECT:

Select the PDF document and any attachments.



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 |