

## Manual Filing Tip Sheet for Attorneys

Occasionally it is necessary to file documents such as large exhibits manually. When these instances occur, please follow the steps outlined below:

1. If the document being filed manually is in support of a document that will be filed electronically, a Notice of Manual Filing should be uploaded as an attachment to that electronically filed document in place of the supporting document.

Example: Motion for Summary Judgment (Attachments: # 1 Exhibit A – Deposition of Caroline Brady, #2 Exhibit B – Company Report, #3 Notice of Manual Filing of Exhibit C)

If the entire document is being filed manually, it is not necessary to file a separate Notice of Manual Filing.

See Paragraphs 15 and 16 of the Electronic Filing Policies and Procedures Manual.

2. Submit your manual filing to the Clerk's Office with the following:
  - a) A cover page with a case caption, and a title which accurately describes what you are filing manually. Please do not submit your manual filing with a cover page entitled "Notice of Manual Filing." If you are manually filing Exhibits to a Motion for Summary Judgment, the cover page should be captioned as Exhibits to Motion for Summary Judgment. If the manual filing is in support of a previous filing, please indicate which filing so that the Clerk's Office can properly link it on the docket.
  - b) An original signature. Paper must contain an original signature, and cannot use the s/ signature.