

Events have been created in ECF to allow for the filing of both sealed and non-sealed exhibits. All current file size restrictions (35mb per attachment) will remain in place.

If you have multiple exhibits to attach in your filing event, use the “Main Document” field to upload the first exhibit (or group of exhibits). All subsequent exhibits may be uploaded using the “Attachments” field. Note: after each attachment is uploaded, an additional field will open for the next file to be uploaded.

Select the pdf document and any attachments.

Main Document
 C:\Users\psherwood\Desktop\AATEST.f Browse

Attachments

		Category	
1.	C:\Users\psherwood\Desktop\TestDoc.p	Browse...	Remove
2.		Browse...	

Next Clear

Proposed exhibits may be filed by either counsel on behalf of the plaintiff or defendant.

Note: All proposed trial exhibits that are filed shall be automatically sealed. This will occur automatically when filing.

Criminal Events → Other Filings → Trial Documents

[Plaintiff/Defendant Proposed Trial Exhibits](#)

Proposed Exhibit and *Proposed Rebuttal Exhibit* events will allow the filer to indicate to which party the exhibits pertain:

Indicate to which party these exhibits pertain.

☐ **DEFENDANT**

☐ **PLAINTIFF**

Next Clear

This information, along with the “sealed” designation, will be brought forward into the final docket text.

Docket Text: Final Text

SEALED DOCUMENT PLAINTIFF'S PROPOSED TRIAL EXHIBITS by Anton J Ascherl, filed under seal in accordance with LCvR 55. (PS)

Amended or Supplemental Proposed Exhibits

In the event that an amended or supplemental *Proposed exhibit* needs to be filed, the option will be given to the filer, with the default set to “no” (this will allow bypass of this option if it does not apply).

<p>IS THIS AN AMENDED OR SUPPLEMENTAL EXHIBIT?</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	choose	<p>Select:</p> <p><input type="radio"/> AMENDED <input type="radio"/> SUPPLEMENTAL</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
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If “yes” is selected, the filer will select ‘amended’ or ‘supplemental’. This language will be brought into the final docket text, as below:

Docket Text: Final Text
SEALED DOCUMENT PLAINTIFF'S SUPPLEMENTAL PROPOSED TRIAL EXHIBITS by Frank Grimes as to Marion Anthony D'Amico. (PS)

Admitted Exhibits will be filed jointly, post-verdict, by either counsel. The event will be public. Should counsel determine that certain admitted exhibits should be filed under seal, counsel may file those exhibits separately under seal, per standard practice, with the approval of the Court. New events have been created below:

Criminal Events → Other Filings → Other Documents
Admitted Trial Exhibits
Criminal Events → Other Filings → Sealed Documents
Sealed Admitted Trial Exhibits
Criminal Events → Other Filings → Trial Documents
Admitted Trial Exhibits

Proposed Rebuttal Exhibits: In addition, within seven (7) days of a verdict in a matter, any rebuttal exhibits that were offered by counsel, but not admitted by the Court, shall be filed by the offering party using this new ECF event:

Criminal Events → Other Filings → Trial Documents
Proposed Rebuttal Exhibits

NOTE: The Proposed Rebuttal exhibits will also be automatically sealed at the time of filing:

Docket Text: Final Text
SEALED DOCUMENT PLAINTIFF'S PROPOSED REBUTTAL TRIAL EXHIBITS by
Anton J Ascherl, re [40] (Sealed) Plaintiff/Defendant Proposed Trial Exhibits. (PS)

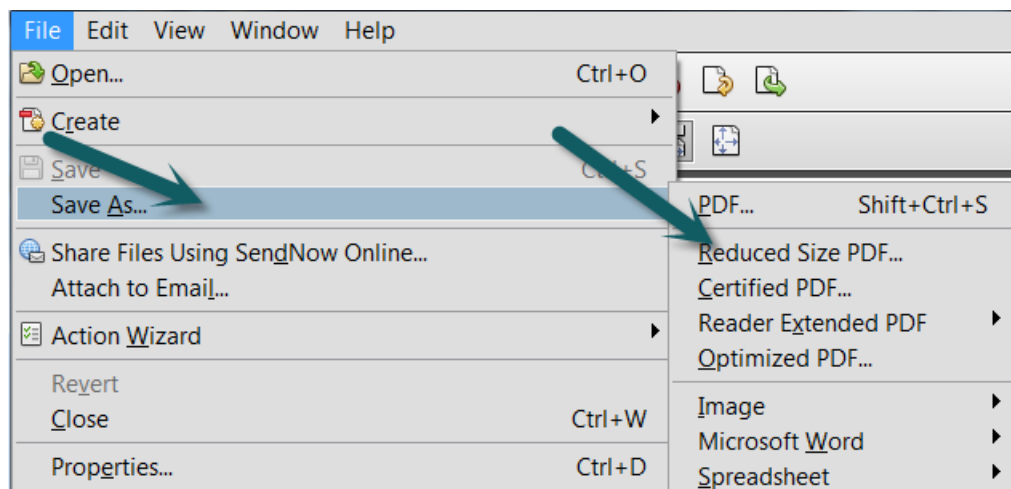
Rebuttal exhibits that were offered and admitted will be filed as part of the *Admitted Exhibits* after trial.

PDF Size Allowance and Expectations

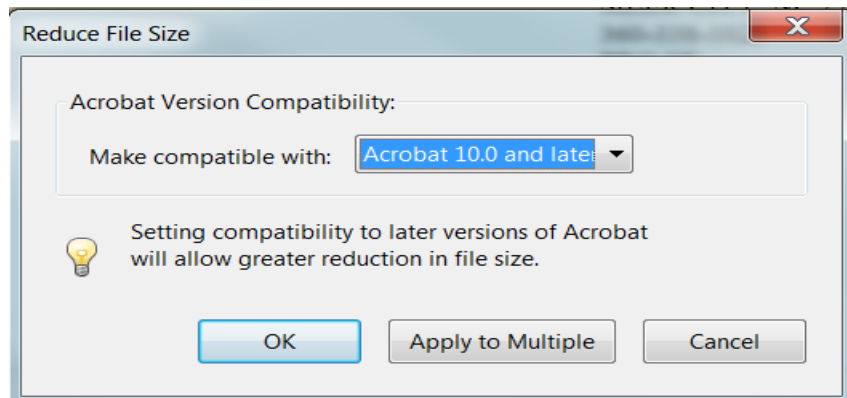
Documentary exhibits that are filed must meet all current requirements for filing within the ECF system, and must be labeled in a clear and concise manner.

The current allowable size limit for PDF attachments for Western District is 35mb *per attachment*. Multiple attachments that are under the 35mb limit may be attached in one filing event. Due to the often voluminous size of exhibits, these PDF's may need to be compressed in order to allow you to file in one event, as opposed to spreading across multiple filings.

1. Open the PDF that you wish to compress
2. Choose "File" > "Save As" > "Reduced Size PDF"



3. Set the Acrobat Version Compatibility to "Acrobat 10.0 and later", then hit "OK"



Save the newly created PDF to Desktop or Share Drive for attachment in ECF. Depending on the images in your PDF, compressing the file may reduce the image quality of your document. If reducing the size of the PDF degrades the image(s), the PDF will need to be broken into smaller chunks, in order to meet the 35mb limit. All current standards of pagination will still apply to filing of the Trial Exhibits.