## Filling Preparation:

Before you begin to file, be sure to review the following procedures:

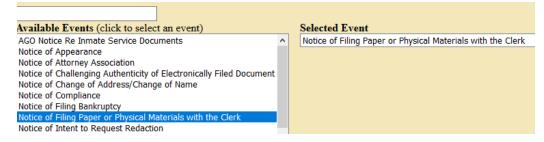
ECF Filing Procedures III(J) - Filing Documents Electronically: Exhibits

## Important Notes:

- These instructions should be used to file non-paper (e.g. DVDs or thumb drives) and/or oversized exhibits (papers larger than 8-1/2" x14").
- The <u>Notice of Filing Paper of Physical Materials with Clerk template</u> provided by this Court should be used when filing non-PDF items.
- The Notice of Filing Paper of Physical Materials with Clerk should always be filed as its own docket entry using the Notice of Filing Paper or Physical Materials with the Clerk event and not as an attachment to another event.

## Filing instructions:

- 1. Go to **Civil** or **Criminal > Other Filings > Notices**.
- 2. Enter your Case Number.
- 3. Select Notice of Filing Paper or Physical Materials with the Clerk under Available Events, then select Next.



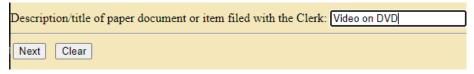
4. Attach your Notice as a PDF document as the Main Document, then select Next.

Main Document Browse Notice.pdf		
Attachments	Category	Description
1. Browse No file selected.		~
Next Clear		
Select the filer (the party you	Select the filer.	
represent), then select <b>Next</b> .	Select the Party:	
	Evergreen Gardens [pla] Grass Roots Inc [dft]	

5.

## Filing a Non-PDF item

6. Enter a description and/or title of the paper or physical material you will be filing with the Court, then select **Next**.



7. You are provided the option to link this filing back to another filing in the case.

**Note:** This is not a requirement, but if you are filing an exhibit or supporting document for another docket entry such as a motion or declaration, you will want to link back to the filing it is supporting.

- a. If you do not need to link the filing, just select **Next** to continue to step 8.
- b. If you do need to link to another filing, check **Should the document you are filing link to another document in this case?**, then select **Next**.

Should the document you are filing link to another document in this case?					
Filed	to				
Documents	to				
Next Clear	-)				

c. Select the filing to which you wish to link, then select Next.

Select the appropriate event(s) to which your event relates:	
09/10/2018 1 COMPLAINT against defendant(s) Grass Roots Inc with JURY DEMAN (Receipt # 12345), filed by Evergreen Gardens. (Attachments: # 1 Civil Cover Sheet, # 2 Summons)(VB)	Ð
$\bigcirc$ 09/10/2018 John G Roberts added. (VB)	
12/03/2019 2 MOTION to Seal, filed by Plaintiff Evergreen Gardens. (Attachments: # Proposed Order) Noting Date 12/20/2022, (STP)	1
O1/26/2021 <u>3</u> MOTION to Dismiss, filed by Defendant Grass Roots Inc. (Attachments Proposed Order, # <u>2</u> Exhibit A - Records) Noting Date 2/12/2021. (STP)	_
Next Clear	

- 8. Select **Next** on the following screen.
- 9. The final docket text is displayed. If everything is correct, select **Next** to commit your filing.

Docket Text: Final Text NOTICE of Filing Video on DVD in Paper or Physical Form with the Clerk's Office by Plaintiff Evergreen Gardens in re [3] Motion to Dismiss. (Smith, John)

10. Print out a copy of the **Notice** after filing (with the filing stamp across the top), attach to the physical item that you are filing, and deliver to the Court by mail, FedEx, or in-person.