

# Filing a Non-PDF item

## Filing Preparation:

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

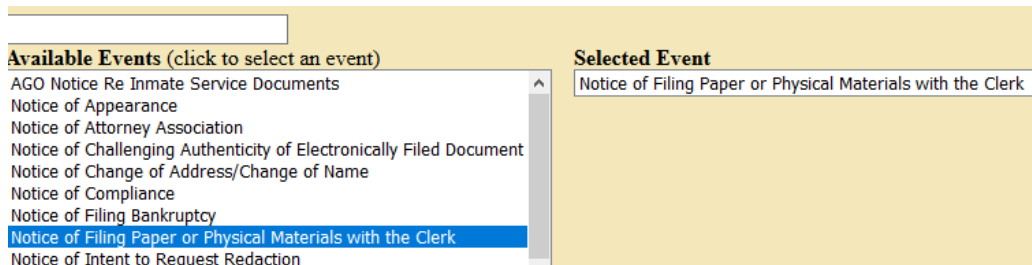
- [ECF Filing Procedures III\(J\) - Filing Documents Electronically: Exhibits](#)

## FILING INSTRUCTIONS

If you need to file non-paper (e.g. DVDs or thumb drives) and/or oversized exhibits (papers larger than 8-1/2" x14"), you must follow the below procedure.

**Note:** If these items are exhibits in support of another event, do not file the **Notice of Filing Paper or Physical Materials with the Clerk** as an attachment. This notice should always be filed as a separate event as shown below.

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



**Available Events** (click to select an event)

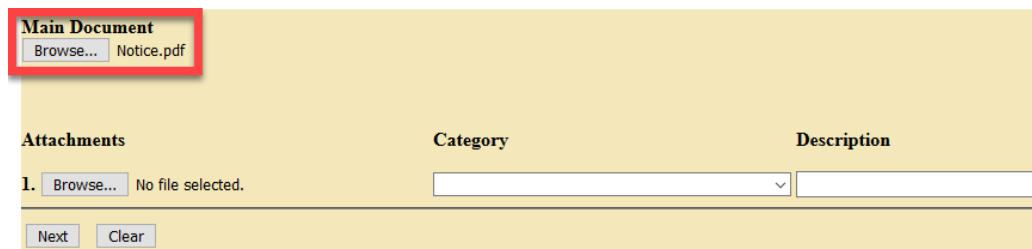
- AGO Notice Re Inmate Service Documents
- Notice of Appearance
- Notice of Attorney Association
- Notice of Challenging Authenticity of Electronically Filed Document
- Notice of Change of Address/Change of Name
- Notice of Compliance
- Notice of Filing Bankruptcy
- Notice of Filing Paper or Physical Materials with the Clerk**
- Notice of Intent to Request Redaction

**Selected Event**

Notice of Filing Paper or Physical Materials with the Clerk

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

**Note:** You should use the [Notice of Filing Paper of Physical Materials with Clerk](#) template provided by this Court.



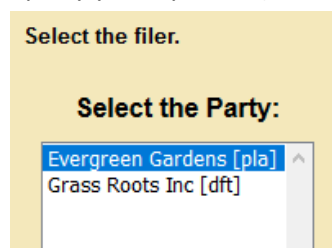
**Main Document**

Browse... Notice.pdf

Attachments	Category	Description
1. Browse... No file selected.		

Next Clear

5. Select the filer (the party you represent), then select **Next**.



Select the filer.

Select the Party:

- Evergreen Gardens [pla]
- Grass Roots Inc [dft]

## 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**.

Description/title of paper document or item filed with the Clerk:

7. You then have the opportunity to link this filing back to another filing in the case.

**Note:** This is not a requirement, but if filing an exhibit or supporting document for another filing event 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 off **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

- c. Select the filing 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 DEMAND (Receipt # 12345), filed by Evergreen Gardens. (Attachments: # [1](#) Civil Cover Sheet, # [2](#) Summons)(VB)

09/10/2018 John G Roberts added. (VB)

12/03/2019 [2](#) MOTION to Seal, filed by Plaintiff Evergreen Gardens. (Attachments: # [1](#) Proposed Order) Noting Date 12/20/2022, (STP)

03/17/2020 [3](#) MOTIONS IN LIMINE , filed by Plaintiff Evergreen Gardens. (Attachments: # [1](#) Proposed Order) Noting Date 3/27/2020, (Instructor, Class)

04/08/2020 [4](#) MOTION to Dismiss , filed by Plaintiff Evergreen Gardens. (Attachments: # [1](#) Proposed Order) Noting Date 4/17/2020, (Instructor, Class)

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. inre [3] Motion in Limine. (Instructor, Class)**

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.