

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](#)

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 [Notice of Filing Paper of Physical Materials with Clerk template](#) 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**.

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 as the **Main Document**, then select **Next**.

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 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

- 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 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)
- 01/26/2021 [3](#) MOTION to Dismiss, filed by Defendant Grass Roots Inc. (Attachments: # [1](#) Proposed Order, # [2](#) Exhibit A - Records) Noting Date 2/12/2021. (STP)

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.