

Eastern District of Washington Instructions for Filing Large Documents

Please note that filing large documents in CM/ECF is time-consuming. Scanned attachments to documents can be very large. For your own convenience, we encourage you to use the guidelines in our Civil and Criminal Administrative Procedures:

“Attorneys shall submit only those excerpts of the referenced exhibit that are directly germane to the matter under consideration. Excerpted material must be clearly and prominently identified as such. Parties who file excerpts do so without prejudice to their right to timely file additional excerpts of the exhibit. Responding parties may also timely file additional excerpts of the exhibit that they believe are directly germane.”

–Page 9 of the Administrative Procedures for Criminal Cases, also Page 10 of the Administrative Procedures for Civil Cases.

File Size Limit

If you must file a large document consider this:

The maximum size of documents that can be filed is 10 megabytes per file. This will accommodate most word-processed documents. However, if a document is scanned, it may easily exceed the 10-megabyte limit. In that case, the document must be split into separate files, each below the 10-megabyte limit. These parts may be filed as attachments to the main document.

There are several time/size limits associated with filing in CM/ECF

- **No single file can exceed 10 megabytes.** If you try to file a document larger than that, it will be rejected by the server.
- As file size increases, the time it takes to upload the file also increases.
- **We suggest you keep the total file size for any one transaction under 40 megabytes.**

Determining File Size

There are many ways to determine the file size of your document. One way is from Windows Explorer:

- Right click on the Start Button at the bottom of your Windows screen
- Left click on the Explore option
- Navigate to the proper file folder
- Select the View menu, Details
- The Size column lets you see the file size of your document

Splitting PDF Documents into Separate Files

It is difficult to estimate how many scanned pages will fit within the CM/ECF file size restriction of 10MB. Scanning pictures, tables and charts tends to result in larger files than scanning letters and memoranda. One option is to scan a few pages at a time, making sure each resulting PDF is within the limit. Another option is to scan everything at once and then use PDF splitting software to divide the file into manageable pieces. We have found that PDF Split and Merge, freeware available at www.pdfsam.org, performs this task quite well. However, we are not able to provide technical support for this or other software you may be using.

How to Use *Additional Attachments to Main Document*:

For a document and attachments larger than 40 megabytes, you may use the separate event “*Additional Attachments to Main Document*” to file further portions of the document. See the example below:

As an example, if you have a Motion for Summary Judgment with 10 attachments, and each attachment is close to the 10-megabyte limit, follow the instructions listed below:

- Docket your main document - e.g. Motion for Summary Judgment.
- On the screen where you select your pdf document, click on “Yes” to the question - Attachments to Documents. Click “Next.”
- Attach 2 documents, keeping the total file size of the transaction under 40 megabytes. Complete the transaction by hitting the “Next” button on the transaction commit screen.
- You have 6 attachments left to file.

- For the next portion of your document, file *Additional Attachments to Main Document*. List the next 2 exhibits, giving a page number range for each part, and, optionally, a description. Complete the transaction by hitting the “Next” button on the transaction commit screen. Again, keep the total file transaction size under 40 megabytes.
- Follow this procedure until all portions of your document have been filed.

Warning: If a filing transaction can’t be completed in the one-hour time limit, you will get an error message as follows:

An error has occurred while processing your request. Please click the back button of your browser and resubmit your request.

Depending on the browser you are using, hitting the back button and resubmitting via re-selecting the “Next” button may work. If this doesn’t work, start the filing process again with the reduced number of attachments.

Another message you may occasionally receive, after hitting the back button and resubmitting the document by selecting the “Next” button is:

“Warning: The transaction you submitted has already been accepted and posted by this system. If your original submission contained an error, you must contact the court for further instructions on how to void it. If this submission was inadvertently submitted (clicking on the ‘Next’ link on the previous page twice), you may find details about your original submission by viewing your transaction log. Additional information follow.”

This message is telling you that the document has been successfully filed, despite the fact that you did not receive the normal notice at the end of your filing transaction. As usual, you will receive a Notice of Electronic Filing via email.

If you have any questions regarding this information, please call our help desk toll-free at **1-866-236-5100** or **Spokane local at 509-458-3410** from 8:00 a.m. to 5:00 p.m., PST.

Stress Test Information:

Using a high speed Internet connection, we tested filing pleadings with aggregate file size of 35-40 megabytes. On average, the process took about 45 minutes. Most of the time it completed successfully. Sometimes we got a server error message and had to repeat the process with fewer attachments. Results will vary depending on the speed of your connection and how busy the ECF server is. **We suggest you keep file size of any one transaction under 40 megabytes.**