Slide 1 - Welcome

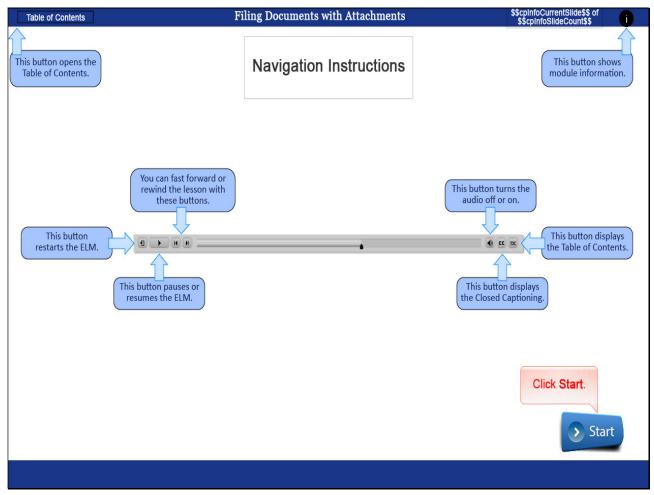
Table of Contents \$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$	
STATTES DISTRICT OF LOUS	
Filing Documents with Attachments	

Slide notes

Welcome to the Western District of Louisiana's electronic learning modules designed to assist attorneys in understanding and following the procedures established by this Court in accordance with Federal Rules, Local Rules, and/or Standing Orders.

This Electronic Learning Module will discuss Filing Documents with Attachments.

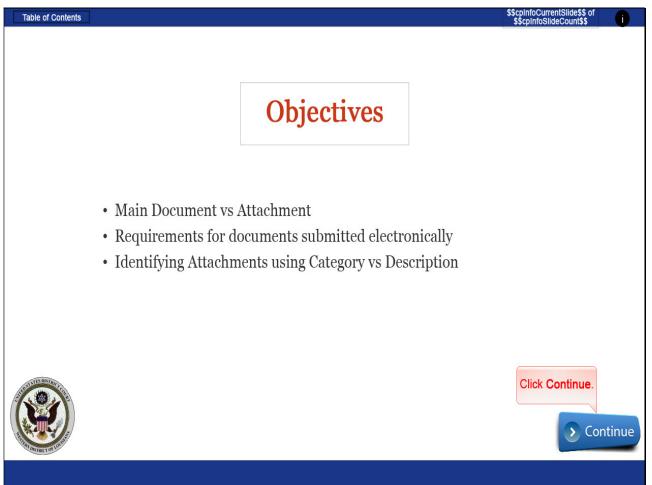
Slide 2 - Navigation Instructions



Slide notes

These Navigating Instructions are a reminder for navigating the Electronic Learning Modules. You may view the ELM titled Electronic Learning Modules for more detailed instructions. CLICK Start to begin.

Slide 3 - Objectives

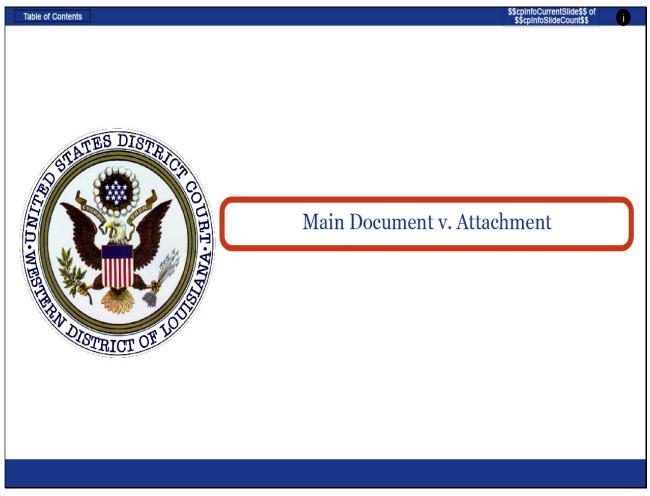


Slide notes

At the completion of this module, you should have a better understanding of documents that would be a main document and documents that would be an attachment to a main document, know the requirements for documents submitted electronically, and be able to properly identify documents attached to the main document using the category menu and/or the description free-text window.

You may skip to any one of these topics by using the table of contents function if you desire. CLICK Continue.

Slide 4 - Section Slide



Slide notes

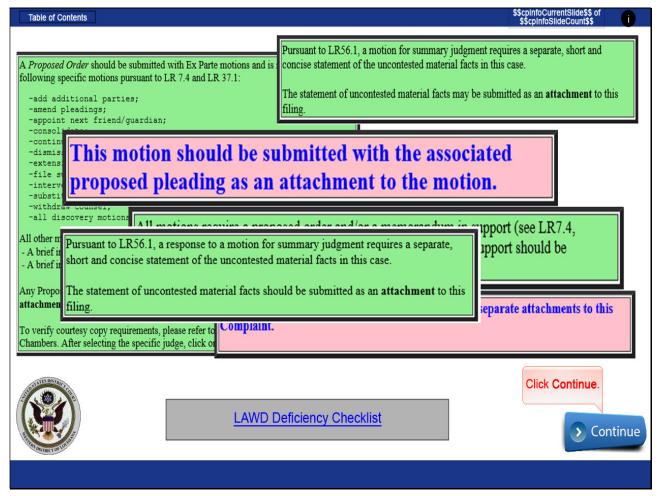
Slide 5 - Slide 5

Table of Contents	\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$	0
Date document filed (mandatory) Calendar		
Select the PDF document and any attachments.		
Main Document Browse No file selected. Contains introduction content outside any specialized parts		
To properly identify your attachment, select from the <i>Category</i> drop-down box. Further identify <mark>exhibits</mark> by entering an accurate but brief <i>Description</i> , i.e., A-Deposition of John Sm	ith.	
Attachments Specialized document parts that support the main document		
Next Clear		
	Click Continue.	tinue

Slide notes

With very few exceptions, every attorney filing made in CM/ECF will at minimum have a Main Document. A main document contains introduction content outside any specialized document parts. Specialized document parts that support the main document or are required per Court Rules or practices would be the attachments to the main document. CLICK Continue.

Slide 6 - Reminders



Slide notes

The Western District of Louisiana has incorporated reminder boxes in the CM/ECF filing system that are relative to Federal and Local Rules and Standing Orders. These are examples of reminder boxes you may see while filing electronically and are associated with specific events when filing.

The text of these reminder boxes may change as deemed necessary when rules or practices are updated. It is important that these reminders be taken into consideration to avoid the possibility of the filing being deficient or in error. CLICK Continue, or to see a Complete Deficiency Checklist, CLICK the hyper-link at the bottom of the screen.

Slide 7 - Slide 7

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Motions							
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			Click t	he expand arrow button			

Slide notes

When documents are attached to your filing, you are required to identify each attachment. Although there are times when a description to further identify documents is warranted, attachments can most often be concisely and accurately identified using the Category pick list options only. Use the description free-text window only when necessary.

CLICK the expand arrow to the right of the Category window to display the pick list options.

Slide 8 - Slide 8

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	munications L L C v. Louisiana Hearing & Telephone Corp	
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Main Document Browse	Affidavit Affidavit of understanding Agreement to abandon property Appendix	
To properly identify your attachment, se Further identify exhibits by entering an	acc Certificate re efforts to resolve-LR 37.1 A-Deposition of John Smith.	
	Civil cover sheet Elements of offense Envelope	
Attachments	Exhibit Factual basis for guilty plea Description	
Attachments	Grand Jury Certificate of Receipts	
L. Browse.	Grand Jury Concurrence Sheets Instructions to garnishee	
	Letters of reference	
Next Clear	Notice of garnishment Notice of manual attachment	
	Notice to defendant debtor	
	Proposed clerks notice Proposed Exhibit	
	Proposed Order Proposed Pleading	
	Proposed Summons Standing scheduling order (LC)	
	Statement of material facts	
	State court citation V State court notice of filing	
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Slide notes

The Category pick list options to identify the attachment are concise, accurate and acceptable identification options.

Slide 9 - Slide 9

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Fo properly identify your attachment, sele Further identify exhibits by entering an ac	c Factual basis for guilty plea Grand Jury Certificate of Receipts C Grand Jury Concurrence Sheets Instructions to garnishee Letters of reference Memorandum / Brief	h.
Attachments	Notice of garnishment Notice of manual attachment Notice to defendant debtor Proposed clerks notice Description	
Browse	Proposed Exhibit	
Next Clear	Proposed Order Proposed Summons Standing scheduling order (LC) Statement of material facts State court clation State court return of service Text of proposed order Naturalization Order Petitions for Name Change Order Granting Name Change Naturalization Agenda	Click Continue.

Slide notes

In many cases no description is needed to further identify the attachment. Description free-text window should be used only to <u>further</u> identify documents and should be brief. CLICK Continue.

Slide 10 - Slide 10



Slide notes

Slide 11 - Requirements

Table of Contents		<pre>\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$</pre>	0
	Document Requirements		
	a separate document		
-	in Portable Document Format (.pdf)		
	no larger than 25 MB		
THE RECTORNEY		Click Continue.	tinue

Slide notes

The requirements for documents submitted electronically, whether it is the main document or an attachment to the main document, are simple. Each part of the filing must be saved as a separate document, must be in portable document format, and cannot be larger than 25 MB. CLICK Continue.

Slide 12 - Slide 12



Slide notes

Slide 13 - Slide 13

Table of Contents	\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
Date document filed (mandatory) Calendar	A <i>Proposed Order</i> should be submitted with Ex Parte motions and is required for the following specific motions pursuant to LR 7.4 and LR 37.1:
Select the PDF document and any attachments. Main Document Browse No file selected. To properly identify your attachment, select from the C Further identify exhibits by entering an accurate but bu	
Attachments Catego 1. Browse No file selected.	Any Proposed Order or Memorandum in Support should be submitted as a separate attachment(s) to this motion. To verify courtesy copy requirements, please refer to <u>www.lawd.uscourts.gov</u> , then click
concise statement of the uncontested ma	Chambers. After selecting the specific judge, click on the courtesy copies tab.

Slide notes

To mimic the actual CM/ECF software and better teach the way of identifying attached documents, we will file a motion for summary judgment with multiple attachments beginning at the screen you see here. If we were starting from the selection of the motion event, we would have already seen these reminder boxes.

With this information, we know we will have the motion as the main document, a memorandum in support attached, and a statement of uncontested material facts attached at a minimum. We will also attach exhibits during our demonstration. Follow the instructions as given on each screen to proceed. CLICK Continue.

Slide 14 - Slide 14

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Slide notes

The main document will be a Motion for Summary Judgment. CLICK the browse button to the right of the Main Document window.

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Downloads	18-cv-0001.summaryjudgment.ExhibitsG	1/14/2020 2:04 PM	Adobe Acro		
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Slide 15 - Slide 15

Slide notes

A browsing window opens to allow you to search your PC or network for the drive where your documents are saved. The format of the documents can be identified by the icon to the left of the file name. Documents can be viewed from the browsing window by right clicking on the file name and selecting open. This should be done to avoid the possibility of attaching the incorrect pdf image to your filing.

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Slide 16 - Slide 16

Slide notes

Once you have verified the pdf image associated with the file name is correct, SELECT the summary judgment motion, and then CLICK the Open button.

Slide 17 - Slide 17

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Slide notes

The Main Document window is now populated with the file name you selected. You will perform the same process for viewing and selecting the attachment files to be uploaded. CLICK the browse button to the right of the first Attachment window.

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Music	18-cv-0001.summaryjudgment.manualat	11/14/2019 1:10 PM	Microsoft W				
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Slide 18 - Slide 18

Slide notes

The first attachment is the Memorandum in Support of the Motion for Summary Judgment. SELECT the summary judgment memo, and then CLICK the Open button.

Slide 19 - Slide 19

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Slide notes

The Attachment window is populated with the file name. Before adding more attachments, the filer must select a category or describe the attachment. CLICK the expand arrow button to display the Category pick list.

Slide 20 - Slide 20

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Slide notes

Slide 21 - Slide 21

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Slide notes

Since the attachment can be adequately identified by one of the Category pick list selections, there is no need to type a description in the Description free-text window. SELECT Memorandum / Brief.

Slide 22 - Slide 22

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Slide notes

The second attachment will be the Statement of Undisputed Material Facts. CLICK the browse button to the right of the second Attachment window.

Slide 23 - Slide 23

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Slide notes

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	Naturalization Agenda		

Slide notes

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Before attaching exhibits, let's discuss how exhibits should be filed. CLICK Continue

Slide 27 - Exhibit Attachment Information

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EXH	UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA DIVISION
	PLAINTIFF CASE NO.
	VERSUS JUDGE
	DEFENDANT MAGISTRATE JUDGE
A copy of the Notice of Manual Attachment should be submitted with the Exhibit to the Clerk's Office as soon as possible. The	NOTICE OF MANUAL ATTACHMENT
clerk's Office as soon as possible. The electronic filing is not complete until the manual attachment is received by the clerk's Office.	ATTACHMENTS TO: Motion for Summary Judgment DESCRIPTION: Exhibit H - Video Disc IILED BY: (Filing Party Name)
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Slide notes

Depending on the number of pages and the size of the exhibits in total, exhibits can be attached as individual exhibits, as one single document, in groups, or, when appropriate, using a Notice of Manual Attachment.

If Exhibits in total < 25 MB - can be filed as one pdf document identified using Category "Exhibit"

If Exhibits in total > 25 MB - must be filed individually or in groups and identified using Category "Exhibit" and further identified using the Description free text window.

If you have an exhibit that cannot be converted to pdf format, a notice of manual attachment is to be prepared and filed using Category "Notice of manual attachment" and further identified using the Description free-text window. CLICK Continue to proceed.

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Slide notes

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Slide 38 - Slide 38

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Slide notes

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Slide 43 - Slide 43

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Slide notes

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MOTION for Summary Judgment by Bellsouth Telecommunications L L C. Attachments: # (1) Memorandum / Brief, # (2) Stater of material facts, # (3) Exhibit A-F, # (4) Exhibit G, # (5) Notice of manual attachment Exhibit H) aty, Yocumaty, M)	ment							
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Slide notes

Before committing the transaction, you have one more opportunity to confirm all documents have been attached by reviewing the Source Document Paths and the number of pages for each document on the Final Docket Text screen. Notice how the Attachments have been briefly and concisely named. After confirmation, CLICK the Next button to commit the transaction.

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Slide notes

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Slide 46 - Slide 46

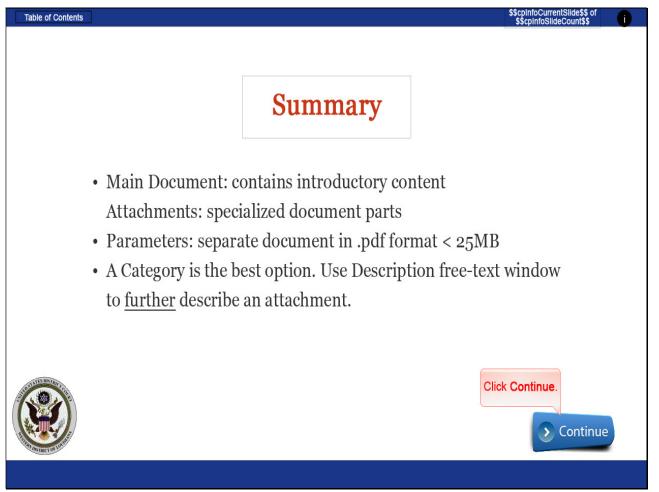
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EDITED MOTION to Suppress by Defendant. Motions referred to Magistrate Judge. (Attach Memorandum / Brief Memorandum in Support, # <u>2</u> Proposed order Proposed Ord for Search Warrant, # <u>4</u> Exhibit Guidry's Narrative Report, # <u>5</u> Exhibit (should be N attachment) Manual Submission - Disc)	der, # <u>3</u> Exhibit Affidavit
FINAL MOTION to Suppress by Defendant. Motions referred to Magistrate Judge. (Attack Memorandum / Brief, # <u>2</u> Proposed order, # <u>3</u> Exhibit Affidavit for Search Warrant Narrative Report, # <u>5</u> Notice of manual attachment Disc)	
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Slide notes

Here is an example of docket text of an entry made in the record. Looking at the original entry, it is evident that a category was chosen, and a free-text description was entered for each attachment - some of which were used correctly. The excessive or unnecessary text has been highlighted in red in the second window.

The last window shows what the edited docket text will look like when the category and free-text description boxes are utilized as designed by the system. CLICK Continue when ready.

Slide 47 - Summary



Slide notes

In review, a main document can be a motion, a response, or a trial document just to name a few; attachments are the documents supporting the main document or documents required per Federal or Local Rules or Standing Orders; each part has the same preparation parameters whether it is the main document or an attachment; and use caution when identifying attachments. A description is not always required. CLICK Continue.

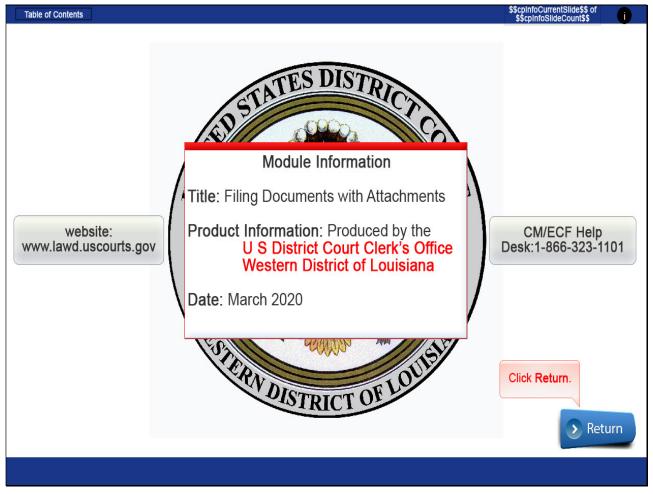
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Slide notes

Thank you for utilizing our on-line training tools for the Western District of Louisiana. Should you need further assistance, please contact our CM/ECF Help Desk during regular business hours at 1-866-323-1101. If you have feedback or suggestions to improve the effectiveness of this training module, please contact our Operations Manager at 318-676-4273. CLICK Exit.

Slide 49 - Module Information



Slide notes