

ECF File Size Limitations (posted April 22, 2004)

The size limit for documents (including exhibits) filed in ECF is two megabytes, or 2,097 KB<sup>9</sup>. To check the file size, locate the file in Windows Explorer, right click on the file and choose Properties. Any document which exceeds two megabytes shall be broken down into separate components of two megabytes or less, and each component must be filed in ECF as a separate attachment with the component containing the first page attached as the "main document". The filer must label each component document clearly when attaching it in ECF (e.g., "Affidavit of John Doe pgs 100 - 200).

A party may seek leave of the Court to conventionally file documents that are too lengthy to electronically image, i.e., "scan." If leave is granted, the filer shall file in accordance with the procedures and file the document conventionally.