

U.S. District Court, District of Minnesota Key Reminders for Electronic Filing on ECF

- **Affidavits and exhibits must be filed separately from the memorandum they support.** Only a *L.R. 7.1 Word Count Compliance* should be attached to the memorandum.
- **File Exhibits as attachments to the Affidavit.** Exhibits should be saved as a separate PDF document from the Affidavit and be attached when filing the Affidavit; do not file a PDF containing both the Affidavit and Exhibits combined.
- **Each attachment must be less than 35 MB or 35,840 KB.**
- **Proposed Orders should be filed in ECF and e-mailed, in word processing format, to the judge ruling on the issue.**
- **Link all supporting documents (memorandums, affidavits, replies) to the motion.** For example, a reply to a memorandum in support of a motion should be linked to the motion, not the memorandum.
- **When naming attachments, the text selected from the Category drop down and the text typed into the Description will BOTH be in the docket text.** For example, selecting Exhibit(s) from the drop down menu and typing Exhibits into the description will lead to duplication in the docket text.

Attachments	Category	+	Description	= Docket Text
<input type="button" value="Browse..."/> 00 Test PDF A.pdf	Exhibit(s)			1-15

- **Include the judge's initials with the case number on all filings.**
- **Refer to the "Party Naming Guide" when opening a new case.** Do not include party text (i.e. a Minnesota Corporation, in his official capacity) or aliases in the party name.
- **When opening a new case, ECF will add a \$ and 000 to the amount you type in the Dollar Demand.** For example, if you type 75, ECF enters it as \$75,000.