

How to File Documents with Attachments in CM/ECF

1. Select the case type (bankruptcy or adversary) in which you want to file the motion or other document.
2. Select the type of filing.

Bankruptcy Events

[Orders/Opinions...](#)

(Do NOT submit B21 Statement of SSN)

Open New BK Case
[Open a Bankruptcy Case](#)
[Open an Involuntary BK Case](#)
[Upload Case](#)

Chapter 11 Actions
[Ch 11 Misc](#)
[Ch 11 Motions](#)
[Ch 11 Plan](#)

Claims
[Claim Actions On More Than One Case \(Batch\)](#)
[Claim Actions On One Case](#)
[Claims Upload](#)
[Creditor Maintenance...](#)
[File Claims](#)

Filings
[Answer/Response/Objection](#)
[Appeal](#)
[Court Batch Filings](#)
[Court Events](#)
[Miscellaneous/Other](#)

Filings (cont.)
[Motions/Applications](#)
[Multi-Case Court Utility](#)
[Notices](#)
[Plan](#)

Miscellaneous
[Auditor's Reports](#)
[Judge/Trustee Assignment](#)

Trustee/BA
[Trustee Batch Filings](#)
[Trustee's 341 Filings \(Ch 7 Only\)](#)
[Trustee/Bankruptcy Administrator](#)
[Order Upload](#)
[Notice of Deposit of Unclaimed Funds](#)

3. Enter the case number.

File a Motion

Case Number

Next Clear

4. Select the event for your document.
5. Select your name from the list of attorneys as the filing attorney.

6. Select the party you represent.

7. Upload the main document that you want to file, then select Yes to upload attachments to your main document. Click Next.

The screenshot shows a form with a light green background. At the top, there is a 'Date filed' field with the value '5/8/2019' and a calendar icon. Below this is the 'Document number assignment' section, which has two radio button options: 'Automatically assign number' (which is selected) and 'Enter other document number'. To the right of this section is a callout box that says 'Select Yes to upload attachments'. Below that is the 'Filename' section, which includes a 'Browse...' button and the text 'Motion.pdf'. To the left of this section is a callout box that says 'Upload main document'. Below the filename is the 'Attachments to Document' section, which has two radio button options: 'No' and 'Yes' (which is selected). At the bottom of the form are two buttons: 'Next' and 'Clear'.

8. Add the first attachment to your main document. The order you add the documents will be the numbered order in CM/ECF. For example, if you want an affidavit to be the first attachment, add that as the first document.

9. Using the drop-down menu, select a Category for the document. You may also add a description to the document. If there are multiple documents with the same category, you must add a description to each one (for example, Affidavit Mr. John Smith, Affidavit Ms. Mary Hart, then select Add to List. Repeat steps 8 and 9 until you have loaded all attachments. When you are finished, select Next.

The screenshot shows a form with a light green background. At the top, it says 'Select one or more attachments.' followed by the instruction '1) Select the PDF document that contains the attachment.' Below this is the 'Filename' section, which includes a 'Browse...' button and the text 'No file selected.'. Below this is the instruction '2) Fill in the fields below.' followed by two input fields: 'Category' (a drop-down menu) and 'Description' (a text box). To the left of the 'Category' field is a callout box that says 'category', and to the right of the 'Description' field is a callout box that says 'description'. Below these fields is the instruction '3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.' Below this instruction is a list box with two buttons: 'Add to List' and 'Remove from List'. To the right of the 'Add to List' button is a callout box that says 'add to list'. At the bottom of the form is a 'Next' button.

10. You will have an opportunity to review the docket text before the filing is final. Click Next.

11. After you upload the document, the docket text will look similar to this.

Motion to Determine Validity of Payment Change filed by [REDACTED] on behalf of [REDACTED] (Attachments: # [1](#) Affidavit Mr. John Smith # [2](#) Affidavit Ms. Mary Hart # [3](#) Exhibit Mortgage Statement) ([REDACTED]) (Entered: 05/08/2019)

12. If you click on the document number, you will have a list of the documents that you filed along with the category and description.

Document Selection Menu

Select the document you wish to view.

Part	Description	
1	Main Document	1 page
2	Affidavit Mr. John Smith	1 page
3	Affidavit Ms. Mary Hart	1 page
4	Exhibit Mortgage Statement	1 page

or 4 pages