

## **Instructions for Depositing Exhibits**

Registered users are encouraged to deposit exhibits through the electronic filing system. Western District Special Rule 12

The documents that are being deposited must be prepared and/or scanned as .pdf documents. They should be attached in the following order:

1. Cover page that includes the following:
  - a. Number and style of the case
  - b. Complete index of attached exhibits
  - c. Statement signed by submitting attorney certifying the exhibits are in fact the original exhibits, or true and accurate copies thereof, submitted to the court or agency from which the appeal is taken
  - d. Name and telephone number of submitting party
2. Exhibits can be attached individually or grouped together as long as the group does not exceed 7mbs. The total submission may not exceed 21 mbs. Multiple submissions may be done if necessary

Under Special Rule 4, for exhibits that cannot be electronically filed, or for non-registered users, the original exhibits may be deposited directly with the court. If practical, the exhibits should be placed in an envelope with an attached cover page that includes the following:

- a. Number and style of the case
- b. Complete index of attached exhibits
- c. Statement signed by submitting attorney certifying the exhibits are in fact the original exhibits, or true and accurate copies thereof, submitted to the court or agency from which the appeal is taken
- d. Name and telephone number of submitting party

If an exhibit is too large to be contained in an envelope, the exhibit shall be labeled with the number and style of the case and the name and address of the attorney submitting the exhibit. An index with the information above must still be filed separately.

For additional information on physically depositing exhibits with the court see Western District Special Rule 4.