

Attachments

You may often need to submit supporting documentation along with a pleading. In order to attach supporting documents to the main document, click the Yes radio button in the below screen (**See Figure 23-1**).

Figure 23-1

NOTE: An **attached** document will be separately referenced in the docket text and the **attached** image will be accessible by clicking on the hyperlink within the docket text.

Step 1 Click **[Browse]**. Navigate to the computer directory where the applicable PDF file is. Click on the file to select it (**See Figure 23-2**).

Figure 23-2

Step 2 Select a document **type** from the pick list, and/or enter a **description** in the description box. ***You cannot leave both of the boxes blank.***

Step 3 Click **[Add to List]**. The path and file name are added to the **List** box.

To attach additional supporting documents, repeat Steps 1 through 3.

- Click **[Next]**.

**REMINDER: Attachments cannot be larger than 3MB's
(approximately 20-25 pages)**