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[Home](#) > [Getting Started](#) > Documentation Filing - Attachments

Attachments

There is often a need to submit supporting documents with a pleading. When docketing an event you may attach supporting documents to the main document by clicking the **Yes** on the Attachments to Document radio button. **(Located under the *Browse Button*)**

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

Step 1 Click **Browse**, then navigate to the drive and directory where the appropriate PDF file for the attachment is located and select it.

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

Click **Next**.

Remember: Attachments cannot be larger than 3MB's (Approximately 20-25 pages)

Manual Chapter:

Getting Started

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