

UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF FLORIDA



Clerk's Instructions for Uploading and Filing Evidentiary Exhibits for Trial

Instructions for Filing Evidentiary Exhibits for Trial in CM/ECF Pursuant to Local Rule 9070-1

[Click here](#) to review Local Rule 9070-1 before filing exhibits.

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Preparation of Exhibits

Introduction

For a party NOT represented by counsel (a “*pro se*” party), evidentiary exhibits must be submitted by sending them to the Clerk of Court by electronic mail to: ProSeExhibits@flsb.uscourts.gov. Each exhibit must be a separate, sequentially numbered file saved in Portable Document Format (PDF) and labeled with the party’s name and exhibit number (e.g., Debtor’s Exhibit 1). Local Form Exhibit Register must also be submitted. Each PDF file shall not exceed 50MB in size. Once received in the electronic mailbox, the Clerk will upload the exhibits in CM/ECF. This will constitute the pro se party’s exchange of exhibits with represented parties.

For parties who ARE represented by counsel, the following procedures outline the process for electronically uploading and filing Evidentiary Exhibits with the Court. [Click here](#) to review Local Rule 9070-1. Upon completion, CM/ECF will display the filed exhibits in list format with the Exhibit Register at the top, followed by the numerically sorted list exhibits.

Part	Description	
<u>1.</u>	Exhibit Register	10 Pages
<u>2.</u>	Exhibit 1	2 Page
<u>3.</u>	Exhibit 2	7 Pages
<u>4.</u>	Exhibit 3	1 Page

NOTE: To file only the exhibit register (or amended exhibit register) without exhibits, do not continue. Select **Bankruptcy (or Adversary)>Other>Exhibit Register/List [without exhibits]**.

Internet Browser

Ensure that updated versions (or newer) of the following browsers are used.

- Mozilla Firefox
- Google Chrome
- Microsoft Edge
- Safari

Exhibit Register

Local Form [Exhibit Register](#) shall be electronically filed as a separate Portable Document Format (PDF) file that lists each exhibit in numerical order along with a brief description of the exhibit. No markings should be made in the following columns: "Admitted," "Refused," or "Not Introduced," as these are reserved for court use only.

Format of Exhibits

Each exhibit shall be electronically stored as a separate PDF file. Each PDF file shall not exceed 50MB in size and shall have a unique identification name and number (e.g., Debtor's Exhibit 1, Plaintiff's Exhibit 1). All exhibits shall be numerically identified. Exhibits marked alphabetically (e.g., Plaintiff's Exhibit A), will not be accepted. Also, exhibit numbers entered into the CM/ECF upload program **MUST** match their corresponding PDF document.

NOTE: In order for this program to work properly, all exhibits to be uploaded must be stored in the same file folder on the computer or shared network drive.

Filing Exhibits in CM/ECF

Program Hyperlink Location

To access the exhibit program in CM/ECF, select the hyperlink located under either the **Bankruptcy** or **Adversary** menus.

Electronically Stored Exhibit Upload
[Evidentiary Exhibits for Trial](#)

A data input screen will display and collect the following information: case number, party filer, description of exhibits, Exhibit Register, and exhibits to be uploaded. An example of the entry screen is displayed below:

Case number	<input type="text"/>
This filing is on behalf of	
Brief Description of Exhibits:	<input type="text"/> (ie - Plaintiff's Exhibits)
Exhibit Index:	<input type="button" value="Choose File"/> No file chosen
Exhibits:	<input type="button" value="Choose Files"/> No file chosen

Step 1: Case Number

Enter a case number, then press the <Enter> key twice. The party selection list will display.

Step 2: Select a Party

Choose the party who is filing the exhibits.

Case number	9:20-bk-14792
This filing is on behalf of	<div style="border: 1px solid gray; padding: 2px;"><div style="background-color: #0070C0; color: white; padding: 2px;">TooJay's Management LLC</div><div style="padding: 2px;">Office of the US Trustee</div><div style="padding: 2px;">Broward County</div><div style="padding: 2px;">TJ Acquisition LLC</div><div style="padding: 2px;">TooJay's Downtown Tampa, L.L.C.</div></div>

Step 3: Identify the Related Docket Entry

This step applies only when exhibits are filed in a main bankruptcy case and is not applicable to adversary proceedings.

Select the primary docket entry related to the Exhibits you are filing	<input type="text"/>	<input type="button" value="Show List"/>
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Click the Show List button. A screen will display all the docket entries in the case. Select the docket entry that corresponds to the trial/evidentiary hearing in which the exhibits are related (e.g., Motion to Use Cash Collateral, Objection to Claim), then click **Continue**.

Related Docket Entry Selection			
Select the Primary Docket Entry that relates to the Evidentiary Exhibit upload.			
Click the Continue button to return to the previous screen.			
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>			
Select	Doc#	File Date	Description
<input type="checkbox"/>	9	12/3/2020	Motion to Determine Adequate Assurance Payments
<input type="checkbox"/>	8	12/1/2020	Motion to Pay officer Compensation
<input type="checkbox"/>	7	11/25/2020	Application to Employ Accountant
<input checked="" type="checkbox"/>	6	11/21/2020	Motion to Use Cash Collateral
<input type="checkbox"/>	5	11/21/2020	Motion for Pre-Petition Wages, Salaries, and Employee Benefits
<input type="checkbox"/>	4	11/21/2020	Notice of Appearance by Creditor XYZ Corp.
<input type="checkbox"/>	3	11/20/2020	Corporate Ownership Statement Filed by Debtor ABC, Inc.
<input type="checkbox"/>	2	11/20/2020	Disclosure of Compensation by Attorney John Smith

Step 4: Exhibit Description

Provide a brief description of the exhibits (e.g., Plaintiff's Exhibits, Defendant's Exhibits, Debtor's Exhibits, Creditor's Exhibits).

Step 5: Upload Exhibit Register

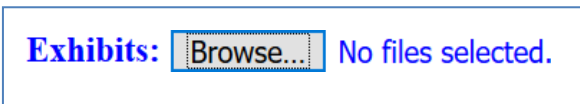
Click the **Browse...** button to search for and upload the Exhibit Register.

NOTE: To file only the exhibit register (or amended exhibit register) without exhibits, do not continue. Select **Bankruptcy (or Adversary)>Other>Exhibit Register/List [without exhibits]**.

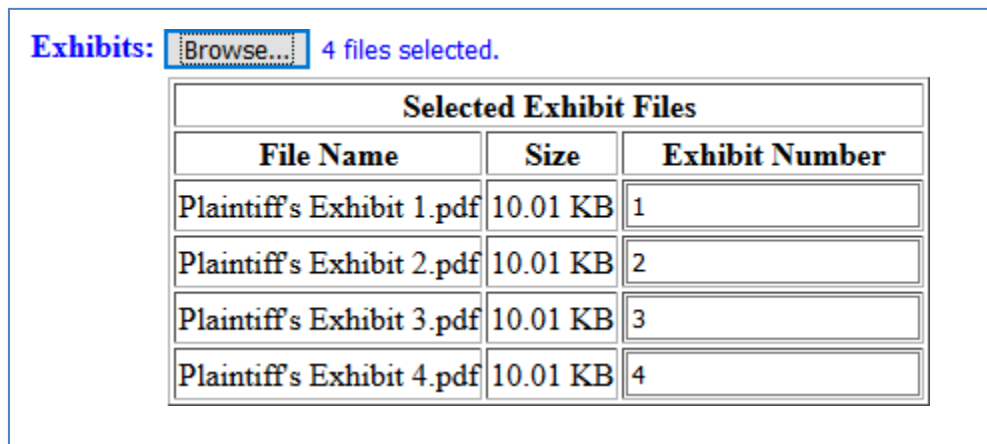
Step 6: Upload Exhibits

Click the **Browse...** button to search for and upload one or more PDF exhibits. In order to upload multiple exhibits in one filing transaction, **ALL** exhibits must be stored in the same file folder on your computer or shared network drive. Multiple exhibits may be selected for upload using the Ctrl or Shift key method.

NOTE: Do not select the Exhibit Register, as it was already uploaded in step 5.



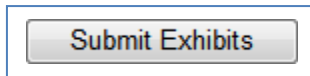
When all PDF exhibits files have been selected for upload, a list will display the Exhibit name, Size, and Exhibit number. Notice, including the exhibit number in the PDF name, will automatically populate the exhibit number into the Exhibit Number field. If the name of the exhibit does not contain a number, the number will need to be manually entered.



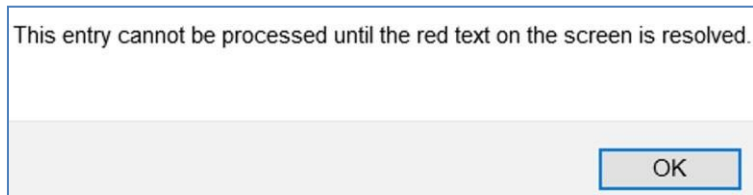
NOTE: An alert message will display if the document being uploaded is not in PDF format or is larger than 50MB. Convert the document or resize it to comply with upload requirements.

Step 7 - Submit Exhibits

Click the **Submit Exhibits** button located at the bottom of the screen.



The exhibit submission will be validated prior to filing. Examples of validation failures include a duplicate exhibit number or a field missing data. Corrections must be completed before proceeding.



NOTE: Please be patient after selecting the **Submit Exhibits** button. The process may take several minutes depending on the number and size of exhibits being uploaded. The submission is complete when a Notice of Electronic Filing (NEF) displays. **DO NOT** logout of CM/ECF **or** close your browser **or** navigate away from this page before receiving the Notice of Electronic Filing or the process will terminate, resulting in the exhibits not being uploaded in CM/ECF.

Sample Final Docket Entry:

05/18/2020	 9 (5 pgs; 5 docs)	Proposed Exhibits ranging from 1 to 4 . 5 documents attached filed by Attorney John Smith on behalf of Creditor XYZ. <i>Plaintiff's Exhibits</i> (related document(s) 5).
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