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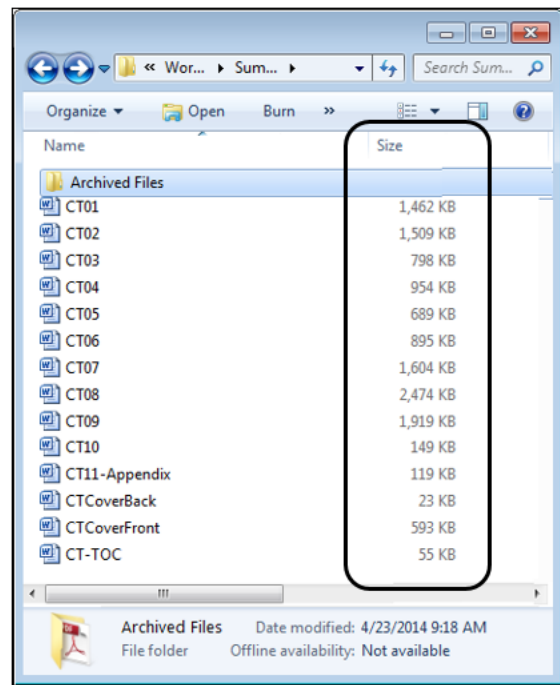
File Size Limitations

The file size limitation for an individual document is 8 MB. The entire submission cannot exceed 40 MB.

Multiple documents can be included in a single submission. If you have a document larger than 8 MB, it will need to be divided into multiple parts. When you do this, it is helpful to save the individual parts with consistent file names such as “Summons and Complaint-Part 2”, “Summons and Complaint-Part 3”, etc.

To determine the size of your document(s):

- Review the document using Windows Explorer
- A 500 page, text-only document will be approximately 1000 KB or 1 MB
- A document size greater than 8000 KB or 8 MB, must be divided into multiple parts
- Charts, tables and color increase the size of the document
- Converting a Word document to PDF will typically reduce the size of the file



Submit a Document with Additional Parts



1. From the Home page choose the **New Case** or **Cases** button, whichever is applicable.



2. **Add** the first part of the divided document for your submission. See the Reference Guides entitled *Initiating a Case* and *E-Filing to an Existing Case* for more information.
3. Select the **On Behalf of** case party once the document has been added.



Home E-File Cases My Profile Log Out user: John E. Doe

Home » County » Case Type » Case Subtype » Case Initiation » Add a Document

County: Georgetown Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (110) Debt Collections

Action Type: (4)

Action *: (5)

Acceptable File Format(s): pdf;

Document Location: (6)

Add to Submission: (7)

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml		<input type="button" value="Edit"/>	0.01 MB	
Summons & Complaint	Summons and Complaint-Part 1.pdf	<input type="button" value="Show/Hide Participants"/> Peter M. Pratt <input type="button" value="X"/>	<input type="button" value="Add"/>	6.76 MB	<input type="button" value="Remove"/>

Total Size: 6.76 MB

4. To add the additional part(s), the **Action Type** will be **Filing**.
5. Select the **Action** of **E-Filing/Additional Parts**.
6. Click **Browse** to locate the additional part to be included in the pleading.
7. Select **Add** and the Attach a SubDocument page appears.



Home E-File Cases My Profile Log Out user: John E. Doe

Home » County » Case Type » Case Subtype » Case Initiation » Add a Document » Attach a SubDocument

Attach E-Filing/Additional Parts to a Document

Attach E-Filing/Additional Parts to:

	Document Name
<input checked="" type="radio"/>	Summons & Complaint

(8)

8. Choose the document to which the Additional Part will be attached. Click **Next** and the Add a Document page re-opens.

Continue with steps 4 through 8 until all additional parts of the document have been added for the submission or the maximum size for a submission (40 MB) has been reached. The example below shows three parts of a document that have been added for the filing.



- Click **Next** when all documents have been added, and the Review and Approve Filing page opens to review and complete your submission.

See the Reference Guide entitled *Initiating a Case* and the section on *Payment and Case Status* for instructions.

Note

If your submission is greater than 40 megabytes and cannot be split into multiple filings, you may traditionally file your document with the Clerk of Court, provided the filing is accompanied by a **Certificate of Technical Failure or Technical Difficulties**.