

## **How to Enter an Oversized Filing in Eastern District of North Carolina (EDNC) CM/ECF.**

All CM/ECF systems have some degree of file size limitations. For the Eastern District of North Carolina (EDNC) the maximum file size for any individual document is 50 megabytes. The maximum merge file size (main document plus one or more attachments) limitation is 60 megabytes.

The system does not provide reminders of the total file size used as a filer uploads documents into the system. In fact, the system will permit larger sized items to be uploaded and everything will appear normal until the filer tries to submit/commit the filing. If oversized files have been uploaded, the filer will then get the “spinning circle” and the system will advise that the filing failed.

All filers are encouraged to create and know the file size of each of their documents before they log in to CM/ECF.

The recommended method for converting desktop created documents to PDF format is to create and save each original document as a Word or WordPerfect document and then, while that saved version is still open, go to the tool bar in the user’s word processing program. Click on “File” > “Print” > “Print As” > Select the PDF writing program loaded on the computer. The document is not actually printing, it is converting and flattening the document in the background. Save this PDF version of the document for uploading into CM/ECF.<sup>1</sup>

The following example shows how to enter and link an oversized filing in the EDNC CM/ECF system for a civil case. This all-purpose linking process works for both “Civil” and “Criminal” filings.

This example operates on the premise that the filer is familiar with the standard civil case opening procedure. If not, please review the “Civil Case Opening” tutorial found under the “CM/ECF” tab at [www.nced.uscourts.gov](http://www.nced.uscourts.gov).

In this example case, the filer needs to file a complaint (main document) that has (4) attachments.

1. Complaint = 50 megabytes
  - a. Attachment 1 - Civil Cover Sheet = 5 megabytes
  - b. Attachment 2 - Proposed Summons = 5 megabytes
  - c. Attachment 3 – Affidavit = 5 megabytes
  - d. Attachment 4 – Exhibit One – Photo = 5 megabytes

From the previous information, the filer immediately realizes that this is an oversized filing.

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<sup>1</sup> Some word processing programs offer other methods for file conversion to PDF. The conversion method recommended above provides the best filing results in conjunction with CM/ECF configurations.

## What to do?

After reflection, the filer will realize that the main document and attachments (1) and (2) can be entered in the usual manner.

However, before proceeding to do so, the filer is going to create one more PDF document. This new document will be a “placeholder” document which for this example will be titled “Notice of Continuation of Filing Regarding the Complaint.”

In this example, the filer will then proceed to open their new case, upload the “Complaint” and attach the “Civil Cover Sheet” and the “Proposed Summons.”

The filer will then click “Next” knowing that they still have documents related to the “Complaint” that need to be added into CM/ECF. The filer will complete this docket entry in the usual manner. The filer will get the case number and the initial NEF presented at the finalization of a docket entry.



### Complaints and Other Initiating Documents

[2:23-cv-00032 Plaintiff v. Defendant](#)

Select the PDF document and any attachments.

#### Main Document

COMPLAINT.pdf

Attachments	Category	Description
1. <input type="button" value="Choose File"/> CIVIL COVER SHEET.pdf	Civil Cover Sheet	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="button" value="Choose File"/> SUMMONS ...POSED.pdf	Proposed Summons	Defendant John Defendant <input type="button" value="Remove"/>
3. <input type="button" value="Choose File"/> No file chosen		<input type="text"/>



### Complaints and Other Initiating Documents

[2:23-cv-00032 Plaintiff v. Defendant](#)

U.S. District Court  
EASTERN DISTRICT OF NORTH CAROLINA

#### Notice of Electronic Filing

The following transaction was entered by Doel, John on 2/21/2023 at 11:30 AM EST and filed on 2/21/2023

Case Name: Plaintiff v. Defendant  
Case Number: [2:23-cv-00032-F](#)  
Filer: John Plaintiff  
Document Number: 1  
Judge(s) Assigned: James C. Fox (presiding)

Docket Text:  
[COMPLAINT](#) against John Defendant ( Filing fee \$ 402 receipt number 123456.) (Attachments: # (1) Civil Cover Sheet, # (2) Proposed Summons Defendant John Defendant) (Doel, John)


Then, to enter and link attachments (3) and (4) to the Complaint, the filer will return to “Civil” on the navigation bar. The filer will then go to “Notices” and scroll down and select “Notice – Other.” Then click “Next.”

The screenshot shows the top navigation bar of the CM ECF system. The logo "CM ECF" is on the left, followed by a dropdown menu currently set to "Civil". Other menu items include "Criminal", "Query", "Reports", "Utilities", "Search", "Help", and "Log Out". Below the navigation bar, the page is titled "Civil Events". There are three main sections of links: "Open a Civil Case" with a sub-link "Atty Open CV Case"; "Initial Pleadings and Service" with sub-links "Complaints, Other Initiating Documents", "Service of Process", "Answers to Complaints", and "Other Answers"; and "Motions and Related Filings" with sub-links "Motions" and "Responses and Replies". To the right, there are two more sections: "Other Filings" with sub-links "ADR Documents", "Discovery Documents", "Notices", "Trial Documents", "Appeal Documents", and "Other Documents"; and "Sealed and Ex Parte Events" with a sub-link "Sealed and Ex Parte Events". A blue arrow points up to the "Civil" dropdown menu, and another blue arrow points left to the "Notices" link under "Other Filings".

The screenshot shows the "Notices" page in the CM ECF system. At the top is the same navigation bar as in the previous screenshot. Below the navigation bar, the page title is "Notices". There is a search box with the placeholder text "Start typing to find an event." Below the search box, there are two columns. The left column is titled "Available Events (click to select an event)" and contains a scrollable list of event types: "Notice of Appearance", "Notice of Application for Writ", "Notice of Change of Address", "Notice of Intent to Request Redaction", "Notice of Lis Pendens", "Notice of Related Case", "Notice of Removal", "Notice of Settlement", "Notice of Special Appearance", "Notice of Substitution of Counsel", "Notice of Suggestion of Subsequent Authority", "Notice of Voluntary Dismissal", "Notice of Writ to Produce", "Notice-other", and "Offer of Judgment with Notice of Acceptance". A blue arrow points to the "Notice-other" item in this list. Below the list are "Next" and "Clear" buttons. The right column is titled "Selected Event" and contains a dropdown menu that is currently empty. A blue arrow points to the "Next" button.

In this example, the filer has not logged out of the system or otherwise changed case numbers. The system will remember the prior case number. **The filer will need to verify the correct case number whenever this screen is presented.**

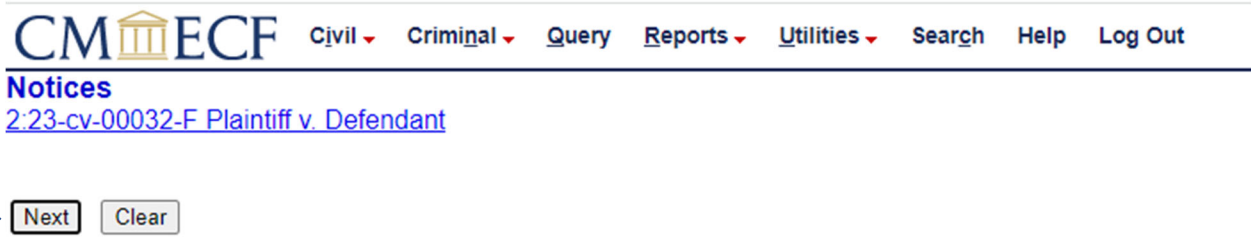
Click "Next."



The screenshot shows the CM/ECF interface. At the top, there is a navigation bar with the CM/ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below this is a section titled "Notices". Under "Notices", there is a label "Civil Case Number" above a text input field containing "2:23-cv-32". Below the input field are two buttons: "Next" and "Clear". A blue arrow points to the "Next" button.

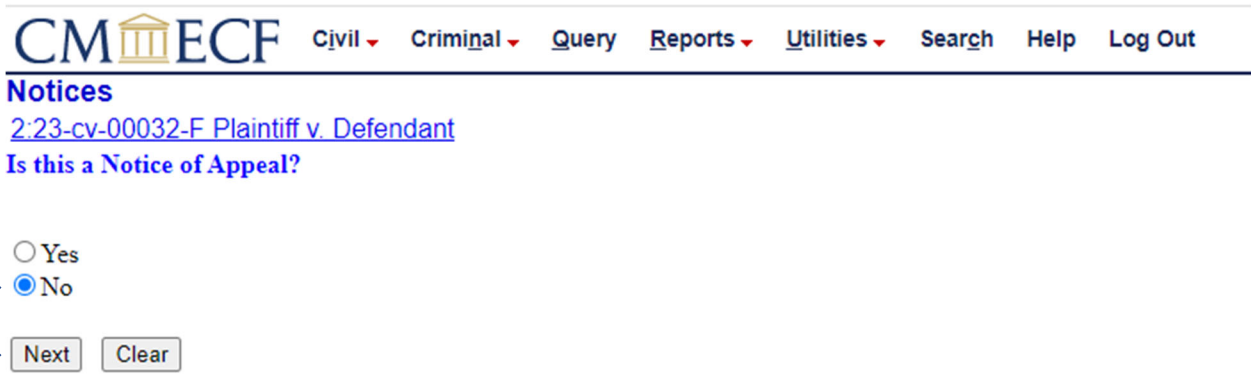
The filer will get a "ghost screen."

Click "Next."



The screenshot shows the CM/ECF interface. At the top, there is a navigation bar with the CM/ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below this is a section titled "Notices". Under "Notices", there is a link "2:23-cv-00032-F Plaintiff v. Defendant". Below the link are two buttons: "Next" and "Clear". A blue arrow points to the "Next" button.

The filer will answer "No" as shown below and then click "Next."



The screenshot shows the CM/ECF interface. At the top, there is a navigation bar with the CM/ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below this is a section titled "Notices". Under "Notices", there is a link "2:23-cv-00032-F Plaintiff v. Defendant". Below the link is the question "Is this a Notice of Appeal?". There are two radio buttons: "Yes" (unselected) and "No" (selected). Below the radio buttons are two buttons: "Next" and "Clear". Two blue arrows point to the "No" radio button and the "Next" button.

The filer is now presented with the “Choose File” screen. The filer will left click on “Choose File” and navigate to the placeholder document titled “Notice of Filing.” (In a live filing the user is encouraged to have a more specific document name such as “Notice of Continuation of Filing Regarding Complaint.” This placeholder will be the main document.

**CM ECF** Civil Criminal Query Reports Utilities Search Help Log Out

**Notices**  
[2:23-cv-00032-F Plaintiff v. Defendant](#)  
Select the PDF document and any attachments.

**Main Document**  
Choose File No file chosen

**Attachments** **Category** **Description**

I. Choose File No file chosen [dropdown] [text box]

Next Clear

The filer will follow the usual suggested practice of left clicking on the proposed document to highlight the same > right clicking to open the document to verify > close the document. The filer will then be returned to the file directory and will leave the “Notice of Filing” highlighted and will then click “Open.”

Open

Images (\nce.circ4.dcn\ral.nced) (I:) > CMECFTestDocs > CMECFTrainingDocs

Search CMECFTrainingDocs

Name	Date modified	Type
MOTION FOR THIS.wpd	6/22/2010 3:24 PM	WordPerfect X8 D...
MOTION.pdf	3/3/2022 4:24 PM	Adobe Acrobat D...
nced_5-22-cv-00012-H-1 APPEALS TEST DOCUMENT ON...	9/27/2022 10:20 AM	Adobe Acrobat D...
NOTICE - APPEAL.pdf	3/3/2022 4:46 PM	Adobe Acrobat D...
NOTICE - ATTORNEY APPEARANCE.pdf	3/3/2022 4:01 PM	Adobe Acrobat D...
NOTICE - HEARING.pdf	3/3/2022 4:02 PM	Adobe Acrobat D...
NOTICE - JUDICIAL.pdf	3/3/2022 4:02 PM	Adobe Acrobat D...
NOTICE - OF APPEAL.pdf	3/3/2022 4:45 PM	Adobe Acrobat D...
NOTICE - OF FILING.pdf	3/3/2022 4:01 PM	Adobe Acrobat D...
NOTICE - OTHER.pdf	3/4/2022 10:11 AM	Adobe Acrobat D...
NOTICE - PASSPORT SURRENDER.pdf	3/3/2022 4:37 PM	Adobe Acrobat D...
NOTICE - REDACTED DOCUMENT.pdf	3/3/2022 4:00 PM	Adobe Acrobat D...

File name: NOTICE - OF FILING.pdf All Files (\*.\*)

Open Cancel

The filer will then proceed to individually upload, categorize, and describe each of the previously omitted attachments. Once finished, click "Next."

Notices

[2:23-cv-00032-F Plaintiff v. Defendant](#)

Select the PDF document and any attachments.

Main Document

Choose File NOTICE - OF FILING.pdf

Attachments

Category

Description

- |    |                            |           |                          |        |
|----|----------------------------|-----------|--------------------------|--------|
| 1. | Choose File AFFIDAVIT.pdf  | Affidavit | Witness One              | Remove |
| 2. | Choose File EXHIBIT.pdf    | Exhibit   | One - Photo of Defendant | Remove |
| 3. | Choose File No file chosen |           |                          |        |

Next Clear

The filer will now be asked to specify the filer of this document. In this example, left click once to highlight and select the plaintiff and then click "Next."

Notices

[2:23-cv-00032-F Plaintiff v. Defendant](#)

Pick Filer

[Collapse All](#)

[Expand All](#)

- John Defendant dft
- John Plaintiff pla

Select the filer.

Select the Party:

- Defendant, John [dft]
- Plaintiff, John [pla]

Next Clear New Filer

The question now asked is whether this document should link to another document in the case. The filer does wish to link this entry to the previously entered "Complaint" so the filer will click in the square box noted below and then click "Next."

Notices

[2:23-cv-00032-F Plaintiff v. Defendant](#)

Should the document you are filing link to another document in this case?

Filed  to

Documents  to

The example case only has one other docket entry so the system will automatically put a check mark in the "Link box" next to the Complaint.

If there were other docket entries in the case and the filer was using the "Notice – Other" event, the system would bring up the other docket entries and the filer would then click in the "Link Box" beside the item(s) to which they wanted the current filing to be linked.

Click "Next."

Notices

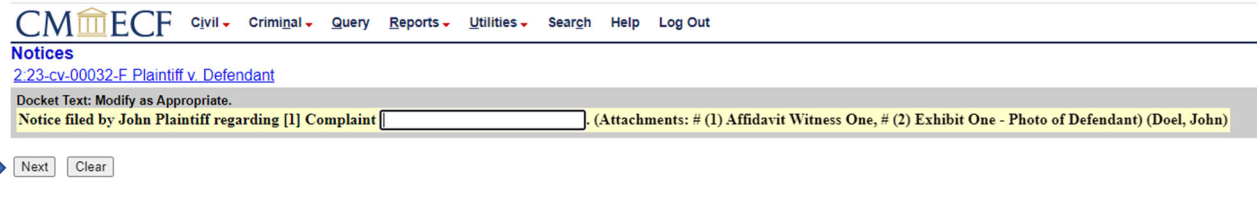
[2:23-cv-00032-F Plaintiff v. Defendant](#)

Select the appropriate event(s) to which your event relates:

02/21/2023 [1](#) COMPLAINT against John Defendant ( Filing fee \$ 402 receipt number 123456.) (Attachments: # [1](#) Civil Cover Sheet, # [2](#) Proposed Summons Defendant John Defendant) (Doel, John)

The filer is now presented with the standard summary screen.

**Review the data.** If correct, click “Next.” If not, click on “Civil” on the navigation bar and begin anew.



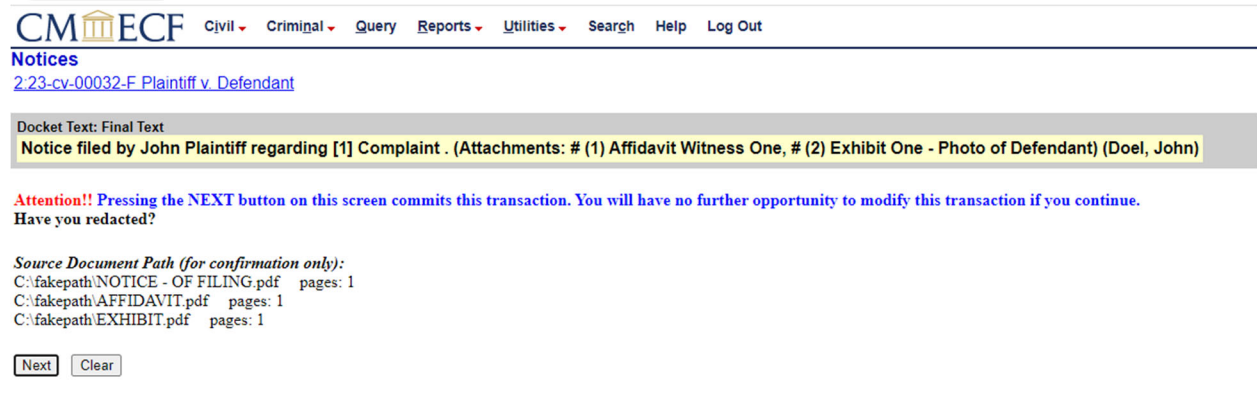
CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Notices  
2:23-cv-00032-F Plaintiff v. Defendant

Docket Text: Modify as Appropriate.  
Notice filed by John Plaintiff regarding [1] Complaint (Attachments: # (1) Affidavit Witness One, # (2) Exhibit One - Photo of Defendant) (Doel, John)

Next Clear

The filer is now presented the “Point of No Return” screen. This is a filer’s last opportunity to abort this transaction. To do so, click “Civil” on the navigation bar and start over. Click “Next” to commit the transaction.



CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Notices  
2:23-cv-00032-F Plaintiff v. Defendant

Docket Text: Final Text  
Notice filed by John Plaintiff regarding [1] Complaint . (Attachments: # (1) Affidavit Witness One, # (2) Exhibit One - Photo of Defendant) (Doel, John)

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted?

Source Document Path (for confirmation only):  
C:\fakepath\NOTICE - OF FILING.pdf pages: 1  
C:\fakepath\AFFIDAVIT.pdf pages: 1  
C:\fakepath\EXHIBIT.pdf pages: 1

Next Clear

The filer is now presented with the initial Notice of Electronic Filing or NEF. The filer will also receive an NEF via the email address they have on file in the system. To get the one free look at the document(s) via the emailed version of the NEF, click on the “Document Number” NOT the “Docket Number.”



CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Notices  
2:23-cv-00032-F Plaintiff v. Defendant

U.S. District Court  
EASTERN DISTRICT OF NORTH CAROLINA

**Notice of Electronic Filing**

The following transaction was entered by Doel, John on 2/21/2023 at 11:43 AM EST and filed on 2/21/2023

Case Name: Plaintiff v. Defendant  
Case Number: 2:23-cv-00032-F  
Filer: John Plaintiff  
Document Number: 2

Docket Text:  
Notice filed by John Plaintiff regarding [1] Complaint . (Attachments: # (1) Affidavit Witness One, # (2) Exhibit One - Photo of Defendant) (Doel, John)

2:23-cv-00032-F Notice has been electronically mailed to:

2\_22\_23 Revised