

Large Documents

Document sizes

An entire document, including the main document and any attachments, filed in CM/ECF cannot exceed 40MB in size. 40 megabytes (MB) = 40,960 kilobytes (KB).

A single document, either the main document or an attachment, cannot exceed 12MB in size. 12 megabytes (MB) = 12,288 kilobytes (KB).

If an entire document is too large when you try to file it in CM/ECF, the system may “timeout” and you will have to start over again with smaller documents.

If a single document is too large, first check your PDF writer program to see if it has a feature that can automatically condense or reduce the size of a PDF document.

If a single document is still too large, it must be divided into two or more smaller documents. When possible, divide your document into parts at logical places, such as between sections or chapters.

Documents exceeding 40MB

If you have done everything possible to reduce the size of your single documents and your entire document (the main document and all of its attachments) still exceeds 40MB in size, the entire document will have to be filed in CM/ECF in two or more transactions. Following are the steps involved in filing multiple transactions.

Step	Action
1.	File the main document (e.g., Affidavit in Support of Motion) and as many attachments as possible (up to 40MB) using the appropriate event. <u>Note:</u> When prompted to “Select the appropriate event(s) to which your event relates,” select the motion to which your document relates.
2.	File the main document (e.g., Affidavit in Support of Motion) AGAIN and the rest of the attachments using the Supplement event located in CM/ECF under Other Filings → Other Documents . <u>Note:</u> When prompted to “Select the appropriate event(s) to which your event relates,” select <u>both</u> the motion to which your document relates AND the document filed in Step 1.
3.	Repeat Step 2 if necessary.

Voluminous attachments

When you click on the document number hyperlink contained in a Notice of Electronic Filing (NEF) for a document filed in CM/ECF with multiple attachments, depending on your web browser, you may not be able see all of the attachments and their corresponding hyperlinks. To see all of the attachments and their hyperlinks, try the following: (1) Hold down the **Ctrl** key on your keyboard while at the same time rolling the wheel on your mouse to shrink the list of attachments so that you can see all of them. The list of attachments will be small (in some cases very small), but you will be able to click on the corresponding hyperlink for each attachment so that you can look at the document and either print it or save it. (2) Use a different web browser. If you are still unable to see all of the attachments and their hyperlinks after trying these options, please call the nearest Clerk’s office for assistance – Pierre (945-4600), Rapid City (399-6000), Sioux Falls (330-6600).