

## **Instructions for Depositing Exhibits**

Registered users are encouraged to deposit exhibits through the electronic filing system. Southern District Special Rules 4 and 18(f). Any other exhibits not deposited electronically should be deposited in the format pursuant to Rule 81.16 and Southern District Special Rule 4.

The documents being deposited electronically must be scanned as PDF documents. They should be attached in the following order:

1. Cover page that includes the following;
  - a. Number and Style of the case
  - b. Name and telephone number of submitting attorney
2. Complete index of attached exhibits

Exhibits can be attached individually or grouped together as long as the group does not exceed 7MB. The total submission may not exceed 21MB. Multiple submissions may be done if necessary.