

# File a Motion:

08-00110 Catholic Bishop of Northern Alaska

Type: bk Chapter: 11 v

Judge: DMD Assets: y

Case Flag: PlnDue, DsclsDue, Efiled, UnderAdvisement, OSL, 341concluded, TransferClai

NAMING ATTACHMENTS

STEP 1:  
- pick up your attachment

## Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

### Filename

S:\TRAININGpdfsOnly\Promissory Note.

2) Select a document type, and/or enter a description.

### Type

Exhibit

### Description

Promissory Note / Deed of Trust

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

STEP 2:  
- NAME your attachment(s).  
- It is not always necessary to pick up the word "exhibit" in the type field, but it is ALWAYS necessary to name your attachments with some kind of description. If you do not, no one knows what they are looking at.

STEP 3:  
- click "add to list" to attach your attachment to the back of your main document.

## Document Selection Menu

## Multiple Documents

Select the document you wish to view.

<b>Part</b>	<b>Description</b>	
<a href="#">1</a>	Main Document	13 pages
<a href="#">2</a>	attach 1	6 pages
<a href="#">3</a>	attach 2	12 pages
<a href="#">4</a>	attach 3	35 pages
<a href="#">5</a>	attach 4	16 pages
<a href="#">6</a>	attach 5	34 pages
<a href="#">7</a>	attach 6	14 pages
<a href="#">8</a>	attach 7	2 pages

This is INCORRECT!!

There are over 100 pages here and no one knows what they are.

It is not acceptable to call your attachments "attachment" "attach1", "exhibit", "support" or any other single word without some further descriptor.

If you do not name your attachment, no one, including chambers, will know what they are, forcing them to open each attachment. This is a big inconvenience when they may only be looking for a specific item, and in particular when there are multiple pages as shown in this example. This is how the docket looks, and this is how the email goes out. Do not do this.

## Document Selection Menu

## Multiple Documents

Select the document you wish to view.

<b>Part</b>	<b>Description</b>	
<a href="#">1</a>	Main Document	4 pages
<a href="#">2</a>	Exhibit Promissory Note	3 pages
<a href="#">3</a>	Exhibit Deed of Trust	9 pages
<a href="#">4</a>	Exhibit Trustee's Sale Guaranty	15 pages
<a href="#">5</a>	Exhibit Affidavit of Robert Anderson	4 pages

This is CORRECT.

Attachments should always be named in some way.

The word "exhibit" is not always necessary, what is important, is that the attachments have been identified in some more explanatory way other than the word 'attachment', or 'exhibit'. It does not need to be a long description (see next page), the only requirement is that there be some descriptor.

## Document Selection Menu

## Multiple Documents

Select the document you wish to view.

<b>Part</b>	<b>Description</b>	
<u>1</u>	Main Document	4 pages
<u>2</u>	Attachment to Motion for Relief From Stay consisting of six page deed of trust,	9 pages



This is TO MUCH information. It is extra work, not necessary, and anything in excess of the allowed number of letters will be truncated.

All that would have been required in this situation were the words:  
Deed of Trust & Warranty Deed

The word attachment is not required, nor is a long explanation of the document. A short description will do.