



Lead Document and Attachments

File and Serve presents the option to Upload a Lead Document as well as Attachments. Please see the [EFS User Alert](#) for more information regarding Filing Codes and Lead Documents.

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2 Filings
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Select Documents to Upload for Each Filing

Please only upload documents of the formats listed below:
 Portable Document File (PDF), TIF File (TIF), TIFF Files (TIFF), Word 2007 File (DOCX), Word 97/XP File (DOC), WordPerfect File (WPD)

Filing	Document	Security
▲ Affidavit-Other - of John Doe in support of motion for summary judgment		
Lead Document*	Click to Browse or Drag Files Here	
Attachments	Click to Browse or Drag Files Here	

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- Each identifiable document is defined as a “lead” document and must be submitted as a separate Filing Code
- There are very few exceptions; these documents may be submitted together as one Lead Document
 - Summons and Complaint
 - Summons and Petition
 - Notice of Motion and Motion
- All “Affidavit of Service” documents should be submitted as a separate filing code with a filing description as follows:

Filing Code	Affidavit of Service
Filing Description	e.g.: Of Summons and Complaint – Personal
	e.g.: Of Certificate of Representation and Informational Statemtent by Mail
Lead Document	Affidavit of Service
Attachments	NONE

The Attachments section should be rarely used and is intended for attaching exhibits to a document when one of the following two situations exist:

- Memorandum or Affidavit with Exhibits
 - Exhibit that is in another format (e.g.: The Memorandum (Lead Document) is a DOC and the exhibit has been scanned to PDF)
 - Exhibit that requires a different security level (e.g.: The Affidavit (Lead Document) is a public document and an exhibit is a medical record that needs to be marked Confidential)

Example of a Filing containing multiple Filing Codes and an attachment:

	Filing Code	Filing Description	Lead Document	Attachments
1.	Notice of Motion and Motion	For Summary Judgment	Notice of Motion and Motion	NONE
2.	Memorandum	In support of Motion	Memorandum	NONE
3.	Affidavit – Other	Of Mary Roe, including exhibits A-C	Affidavit with exhibits	Affidavit D (confidential records)
4.	Affidavit of Service	Of Motion, Memo and Affidavit	Affidavit of Service	NONE
5.	Proposed Document	Order Granting Summary Judgment	Proposed Order	NONE

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Filing	Document	Security
<input checked="" type="radio"/> Notice of Motion and Motion - for summary judgment Lead Document*	not of mot and mot.pdf 70.5 kb	Public Image <input type="button" value="X"/>
Attachments	<i>Click to Browse or Drag Files Here</i>	
<input checked="" type="radio"/> Memorandum - in support of Motion Lead Document*	memo.docx 20.6 kb	Public Image <input type="button" value="X"/>
Attachments	<i>Click to Browse or Drag Files Here</i>	
<input checked="" type="radio"/> Affidavit-Other - of Mary Roe - with exhibits A-D Lead Document*	Aff of MR ex A-C.pdf 612.9 kb	Public Image <input type="button" value="X"/>
Attachments	<i>Add More Documents</i> Aff of MR ex D.pdf 799.4 kb	
<input checked="" type="radio"/> Affidavit of Service - of Motion, Memo, and Affidavit Lead Document*	afs.pdf 33.4 kb	Public Image <input type="button" value="X"/>
Attachments	<i>Click to Browse or Drag Files Here</i>	
<input checked="" type="radio"/> Proposed Document - Order Granting Summary Judgment Lead Document*	Proposed Order Granting Motion.pdf 106.9 kb	Public Image <input type="button" value="X"/>
Attachments	<i>Click to Browse or Drag Files Here</i>	