NOTICE OF CONVENTIONALLY FILED EXHIBIT OR ATTACHMENT

[Use this form when you file non-documentary exhibits/attachments <u>or</u> when you file documentary exhibits/attachments that contain confidential or sensitive evidence in support of a principal document (e.g., motion, opposition). This form is only for use in court locations participating in efiling.]

Note on Confidentiality: Exhibits/attachments are considered public unless they are deemed confidential by statute, court rule, or by order of the court.

Filing Instructions:

- 1) Upload your principal document (e.g., motion, opposition) through TrueFiling. If you want the court to order an exhibit or attachment to be confidential, also upload the appropriate motion.
- 2) Complete this form. Leave the far right column blank.
- 3) Place your exhibits/attachments in envelopes marked with the following: case name, case number, name of the principal document, and the exhibit/attachment number.
- 4) Submit this form <u>and</u> your envelopes to the Clerk's Office.

<u>Note:</u> If you have documentary exhibits/attachments that do **not** contain confidential or sensitive evidence, please attach the exhibit/attachment to the principal document, and file it as a single document through TrueFiling.

Case No.:	
Case Name:	
Party's Name:	Plaintiff 🗌 Defendant
Party's Attorney:	

The exhibits/attachments listed below are in support of the following principal document: which was filed on *(date)*

Exhibit or Attachment Number	Description of Exhibit or Attachment	Is the Exhibit or Attachment Confidential?	**Leave Blank for Court** Scanned into OnBase?
Instructions to	Clerk: The location of exhibits/attachments n	nust be tracked thro	ugh TrakMan or

Instructions to Clerk: The location of exhibits/attachments must be tracked through TrakMan or manually tracked in a manner established by the clerk of court.

I certify that the items listed above have been placed in exhibit storage or scanned into OnBase. Date: ______ Clerk: _____