NOTICE OF CONVENTIONALLY FILED EXHIBIT OR ATTACHMENT

[Use this form when you file non-documentary exhibits/attachments or 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.]

Filing Instructions:

1) Upload your principal document (e.g., motion, opposition) through TrueFiling.
2) Complete this form.
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 and your envelopes to the Clerk's Office.

Note: 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: *(name of principal document)* _____ which was filed on *(date)* _____.

Exhibit or Attachment Number	Description of Exhibit or Attachment

Instructions to Clerk: Anytime an exhibit/attachment is moved to another location within the court (e.g., storage, chambers, clerk's office), update TrakMan with the new location.

I certify that the exhibits/attachments listed above have been placed in exhibit storage.
Date: _____ Clerk: _____