

## **Rule 5005-12 ATTACHMENTS AND EXHIBITS**

(a) Each abstract, exhibit, and excerpt shall be electronically filed as a separate Portable Document Format (“PDF”) file attached to the docket entry to which it refers.

(b) Filing Users shall provide a description of each attachment or exhibit at the time of filing, using the description input field provided by the CM/ECF System. Descriptions shall clearly and concisely identify the content and/or type of document being attached.

(c) Filing Users shall submit as exhibits or attachments only those excerpts of the referenced documents that are directly germane to the matter under consideration by the Court. All excerpted material shall be clearly and prominently identified as such. Filing an excerpt as an attachment or exhibit does not prejudice the filing of additional excerpts or the complete document. Responding parties may timely file additional excerpts or the complete document that they believe are directly germane. The Court may require parties to file additional excerpts or the complete document.

(d) With respect to loan documentation, in lieu of the entire document, a one-page Local Bankruptcy Form 28 (Document and Loan History Abstract) may be filed.

(e) A party filing a pleading containing a Document and Loan History Abstract, or an excerpted exhibit, shall have a paper copy of the entire document at any hearing pertaining to the pleading.

(f) A party filing a pleading containing an excerpt or abstract shall, upon request of any party in interest, provide a copy of the entire exhibit. Unless otherwise directed by the Court, the copy may be provided in electronic format.