Creating an Appendix with Document Links

Background. 1
Creating Appendix File. 1
Appendix File. 3

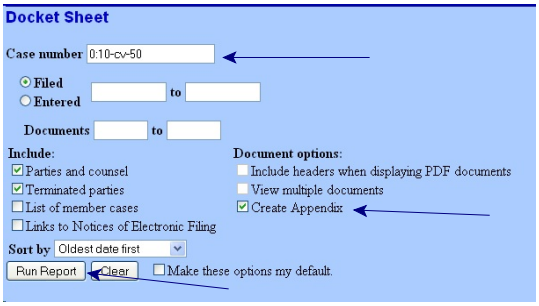
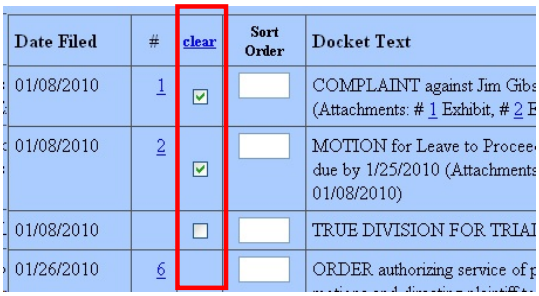
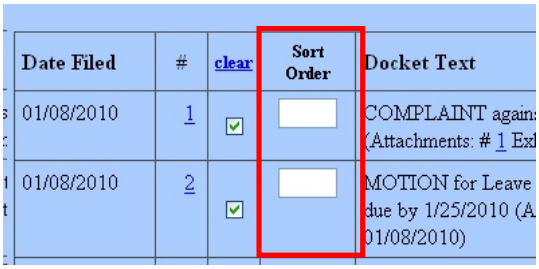
Background

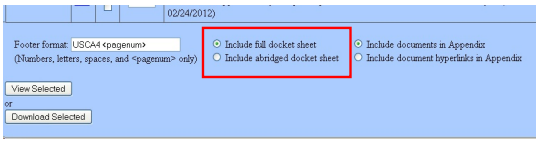
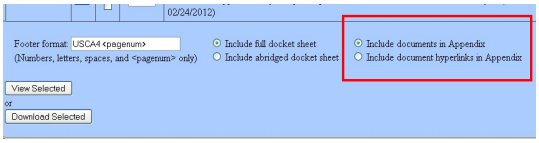
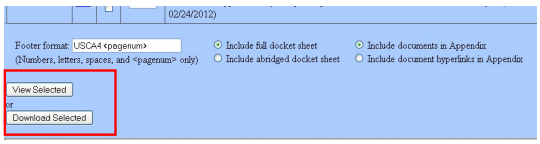
To aid in the creation of an Appeal Appendix, attorneys can select documents from the Docket Report for aggregation into a single file by selecting the Create Appendix option on the Docket Report selection screen. Users have the option to include the PDF documents or hyperlinks to those documents in the Appendix.

Creating Appendix

To create an appeal appendix, follow these steps.

Step	Action
Log on to ECF.	
Choose Reports menu.	
Choose Docket Sheet.	
Log on to PACER.	

Step	Action
Type case number. Check the Create Appendix box under the Document Options section. Click Run Report button.	
Check the boxes for each document to be included in the Appendix.	
Enter numbers in the Sort Order column to change the order in which the document is sorted in the file if needed. The table of contents for the aggregated file will be in the same order as the included documents. The order of the entries included docket sheet will not be changed.	

Step	Action
Choose the radio button located at the bottom of the docket sheet screen to either include the full docket sheet or an abridged docket sheet.	
Choose the radio button at the bottom of the docket sheet screen to either include the PDF documents or the document hyperlinks in the Appendix.	
Click either the View Selected or Download Selected button. File may now be saved to a local drive.	

Appendix File

Upon completion, the file may be saved to a local drive.

- If the size of the aggregated file is larger than allowed, the file will not be generated; instead, an error message will be displayed. It will be necessary to create multiple appendices.

- A summary of PACER billing will be provided for the selected documents. The charge will include charges for the selected documents and the docket sheet from which the documents are selected, but not for the docket sheet that is included in the aggregate file.