

United States Court of International Trade
Office of the Clerk
Administrative Policies and Procedures

Guidelines for: **Bulky Document Standard**

Purpose:

The purpose of these guidelines is to define the procedures for administering the Bulky Document Standard (BDS). The BDS is intended to limit the size of an electronically filed document on the Court's CM/ECF System. A document filed on the Court's CM/ECF System shall be no larger than 2 Megabytes (MB) in size, except as noted in these guidelines.

Responsibilities:

It shall be the responsibility of a filer to follow the procedures of the BDS and to strictly monitor the size of each document filed in electronic form with the Court.

Procedures:

1. Any document (including exhibits or attachments) that falls at or below the 2MB limit is to be filed electronically as a single file/document in the CM/ECF System in accordance with Administrative Order 02-01 and these guidelines. Normal upload procedures shall be followed, and no paper filing shall be required.

2. Certain documents (including exhibits or attachments) are recognized as core to an action, and therefore are exempted from the BDS. These documents are:
 - A. Summons;
 - B. Complaint;
 - C. Answer to Complaint; and
 - D. Briefs (opening, response, reply) in the following:
 - Motion for Summary Judgment;
 - Motion for Judgment on Pleadings;
 - Motion for Judgment on the Agency Record (1581(c));
 - Motion for Judgment on the Agency Record (all other Jurisdictions); and
 - Motion to Dismiss.

3. A document that exceeds the BDS and is on the list of exemptions set forth in point 2 shall be filed as follows:

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Guidelines for: **Bulky Document Standard** (continued)

- A. A document that exceeds the 2MB limit shall be broken up into logical divisions, with each division not exceeding the 2MB limit. The first part of the document shall be attached to the applicable docket entry as the main document. Each additional section of the document shall be appended to the main document as an attachment and contain a description of that attachment (e.g., main document - Part 2, etc).

Example: Assume a motion is filed and exceeds the 2MB limit. Under those circumstances, the motion shall be divided into logical divisions, each under the 2MB limit and named accordingly - Motion pages 1 thru 5 and Motions pages 6 through 10. The first division shall be entered as the main document and the remaining divisions shall be added as attachments to the main document.

- B. Exhibits or attachments that exceed the 2MB limit shall be logically divided, with a description of the divisions. No exhibit or attachment shall exceed the 2MB limit.

Example: Assume a motion that falls below the 2MB limit is filed with three exhibits. The exhibits shall be treated as individual attachments and each should be filed separately, if under the 2MB limit, and labeled accordingly, Exhibit 1 (with a brief description), Exhibit 2, and Exhibit 3. If any exhibit exceeds the 2MB limit, then it shall be divided logically and labeled accordingly (e.g. Exhibit 1 - Part 1, Exhibit 1 - Part 2).

4. A document (including exhibits or attachments), which exceeds the BDS and is not listed in the exemptions set forth in point 2, shall adhere to the Court's Rules for the manual filing of documents, with the exception that the document must be accompanied by a *Notice of Manual Filing* (CM/ECF Form 10) (See Attachment 1).

**UNITED STATES COURT OF INTERNATIONAL TRADE
BEFORE:**

Plaintiff(s).
v.
Defendant(s).

Court No.:

NOTICE OF MANUAL FILING

Please take notice that _____,
[Party Role] [Name of Party]

has manually filed the following document:

This document has not been filed electronically because (check all that apply):

- the electronic file size of the document exceeds 2.0 megabytes;
- the document cannot be converted to an electronic format;
- the document contains confidential, business proprietary or classified information;
- the document is filed under seal pursuant to Court Order; or
- other: _____

The party is relieved from filing this document as authorized by the Administrative Order No. 02-01 of this Court.

/S/

Attorney
Law Firm Name
Address
Phone Number
Fax Number
E-Mail Address

