Tips and Suggestions to Verify

Following these 4 tips will greatly improve the chances of your Electronic Exhibit submission being verified on the first try.

1. On the Template, the Exhibit Number you enter needs to begin on Cell A15. If your first number does not start at 15, your exhibits will not be verified.

2. Exhibit numbers on spreadsheet must include the extension and exactly match the files on the drive.

3. Files that are not .pdf cannot be on the same drive that is being tested. These will be file stamped and only pdf's will work for that function.
   If your files cannot be converted to pdf's, please coordinate with the department and submit other file types separately.

Once File name extensions is checked, you will then be able to verify that all file names end with .pdf, and that your file names match the exact name on the spreadsheet.

Correct File Naming Examples
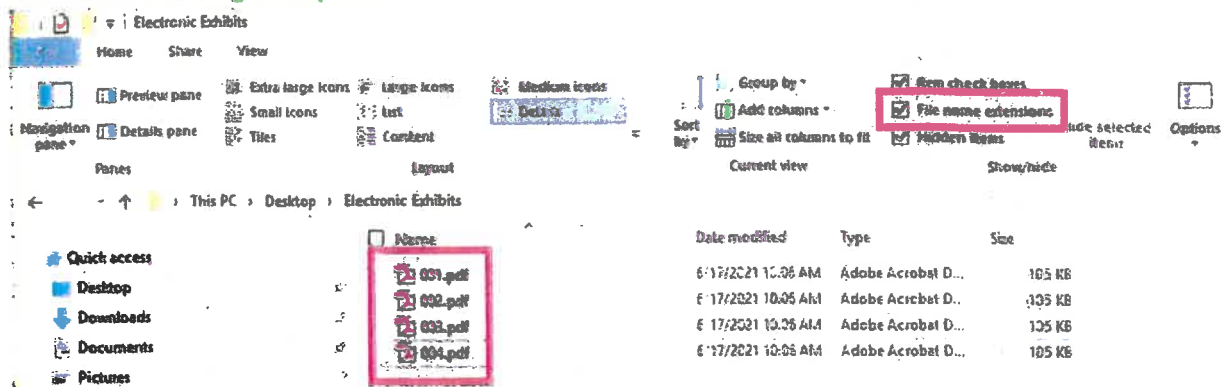
4. Make sure your File Explorer is displaying File Name Extensions. In File explorer, choose the View Tab and check the box "File name Extensions". As you can see below, if you name them .pdf with that box unchecked they will now say .pdf.pdf which will not verify.

Incorrect File Naming Examples
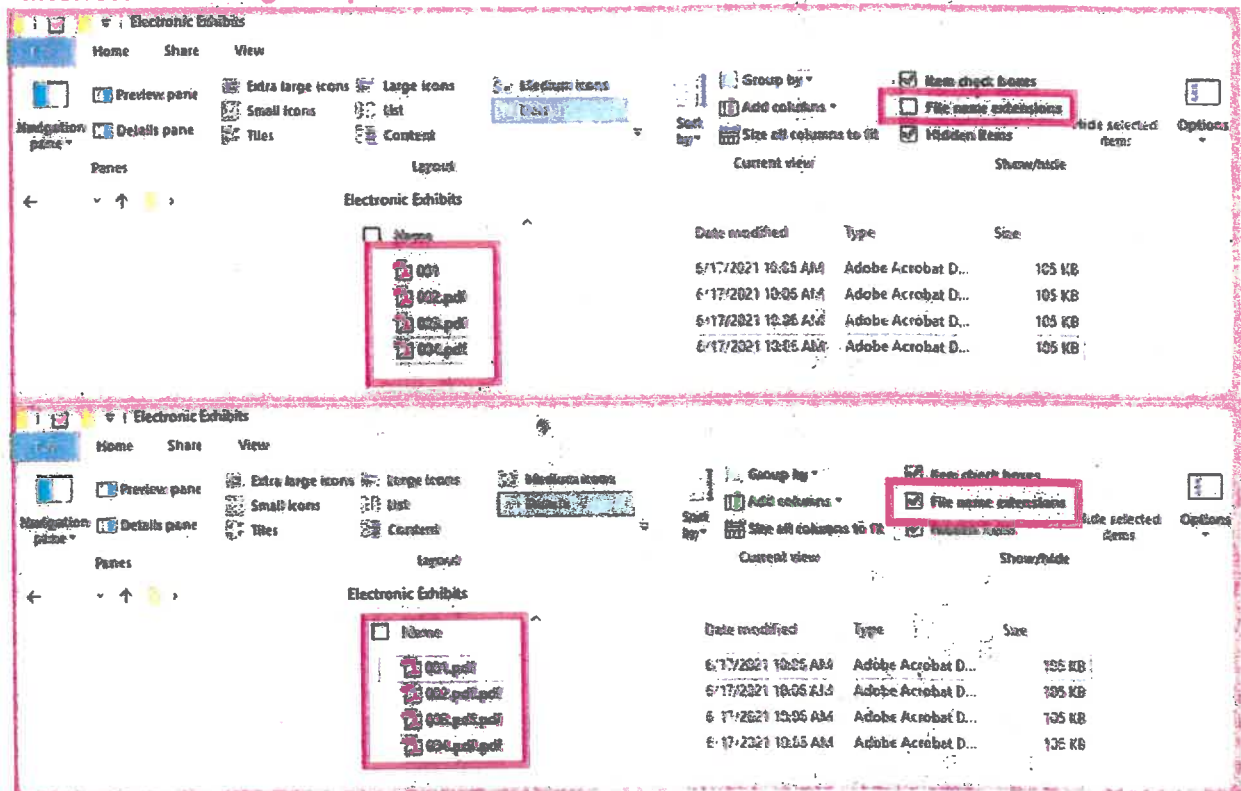
Cannot Open File: Locate and open the file. If you can open it, report the bug to Business Team.

General Errors

1. Exhibit numbers cannot include letters or dashes in the file name. (12a or 12.1 will fail)
2. The exhibits and/or exhibit list are in a folder and not on the root of the drive
3. There are extra items on the drive (hard drive system files, pdf copies of the exhibit list, so on)