Filing Procedures – Multi-Part Documents

Introduction

Because individual pleadings and motion reliefs require different responses from the Court and from the CM/ECF system, filing users are strongly encouraged to create a separate document for each pleading or motion relief.

However, if a filing user prepares a single document containing more than one pleading or more than one motion relief, the filing user must file the document as many times as there are pleadings or motion reliefs.

More Than One Pleading

A filing user who prepares a single document that contains more than one pleading must file that document as many times as there are pleadings and use a separate entry for each filing.

For example, if filing one document that contains both the *Plaintiff's Response to Defendant's Motion to Dismiss* and the *Plaintiff's Motion to Amend Complaint*, the filing user would first file the document using the event *Response to Motion* – and link it to the *Motion to Dismiss*. Once the filing user received the NEF for the *Response* filing, the filing user would then file and attach the same document again, this time using the event *Motion* as a separate entry.

More Than One Motion for Relief

A filing user who prepares a single document that contains more than one motion for relief must file that document as many times as there are motions for reliefs and use a separate motion relief entry for each filing.

For example, if filing one document that contains a motion to dismiss, a motion for summary judgment, and a motion to compel, the filing user would file and attach the same document three separate times as three separate motion reliefs.