

Filing Procedures – Linking Documents

Overview

Some documents are related to other documents. You will need to create a link between those related documents, so that the following can occur:

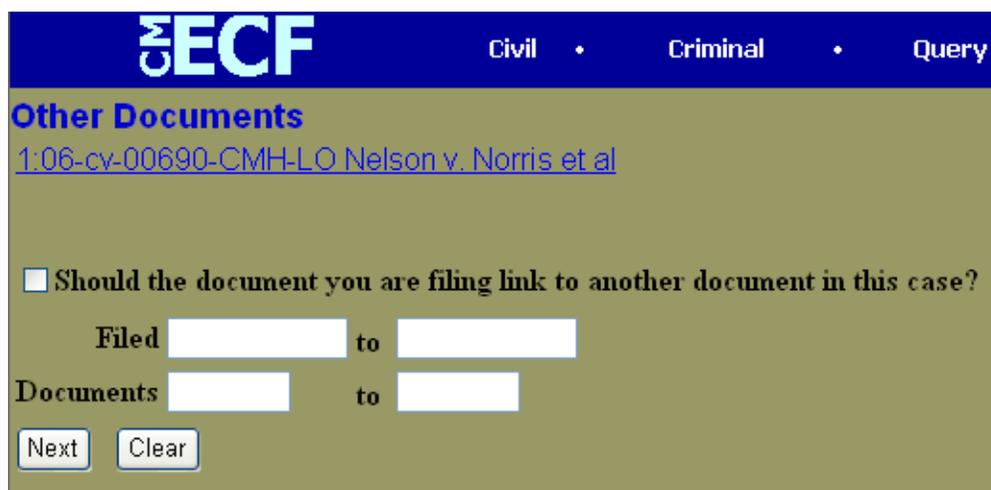
- the system knows to process the linked documents together (e.g., setting the same deadlines in regard to each document)
- the clerk's office knows which documents relate to which other documents and why you might be filing a particular document (e.g., when you are filing a response, you would link to the document to which you are responding), and
- readers of docket sheets can view the related documents (e.g., reading the motion for which a memorandum in support is filed).

The information below describes how to link related documents.

Linking Related Documents: Sample Screen Shot

When filing a document that may need to be linked to a previously filed document, you will be presented with the question, *Should the document you are filing link to another document in this case?*

See the sample screen shot below:



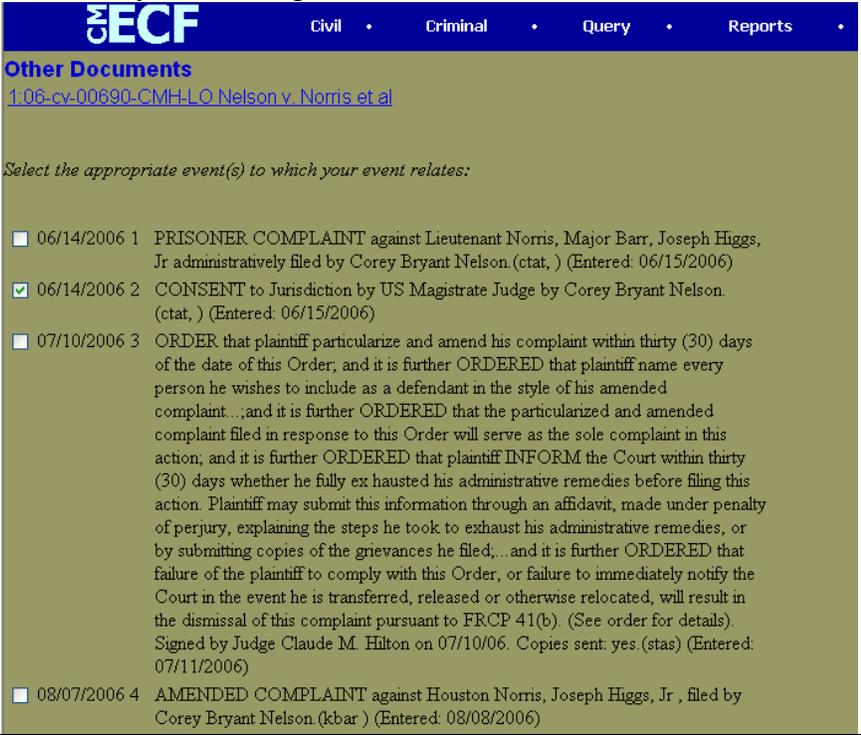
The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue navigation bar with the ECF logo and three menu items: "Civil", "Criminal", and "Query". Below the navigation bar, the page title is "Other Documents" in blue. Underneath, the case name "1:06-cv-00690-CMH-LO Nelson v. Norris et al" is displayed in blue. The main content area has a light green background and contains a checkbox labeled "Should the document you are filing link to another document in this case?". Below the checkbox, there are two rows of input fields. The first row is labeled "Filed" and the second row is labeled "Documents". Each row has two input fields separated by the word "to". At the bottom of the form, there are two buttons: "Next" and "Clear".

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Filing Procedures – Linking Documents, Continued

Linking Related Documents: Steps

Take the following steps to create a link between the document you are filing and a document previously filed:

Step	Action
1	<p>Check the box next to the question <i>Should the document you are filing link to another document in this case?</i></p> <p>Note: Do not check the box if you do not need to create a link. Instead, simply click on the <i>Next</i> button and continue filing.</p>
2	Click the <i>Next</i> button.
3	<p>Check the box next to the document you want to link to the document you are filing. See the screen shot below:</p>  <p>Select the appropriate event(s) to which your event relates:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 06/14/2006 1 PRISONER COMPLAINT against Lieutenant Norris, Major Barr, Joseph Higgs, Jr administratively filed by Corey Bryant Nelson.(ctat,) (Entered: 06/15/2006) <input checked="" type="checkbox"/> 06/14/2006 2 CONSENT to Jurisdiction by US Magistrate Judge by Corey Bryant Nelson.(ctat,) (Entered: 06/15/2006) <input type="checkbox"/> 07/10/2006 3 ORDER that plaintiff particularize and amend his complaint within thirty (30) days of the date of this Order, and it is further ORDERED that plaintiff name every person he wishes to include as a defendant in the style of his amended complaint...,and it is further ORDERED that the particularized and amended complaint filed in response to this Order will serve as the sole complaint in this action, and it is further ORDERED that plaintiff INFORM the Court within thirty (30) days whether he fully exhausted his administrative remedies before filing this action. Plaintiff may submit this information through an affidavit, made under penalty of perjury, explaining the steps he took to exhaust his administrative remedies, or by submitting copies of the grievances he filed;... and it is further ORDERED that failure of the plaintiff to comply with this Order, or failure to immediately notify the Court in the event he is transferred, released or otherwise relocated, will result in the dismissal of this complaint pursuant to FRCP 41(b). (See order for details). Signed by Judge Claude M. Hilton on 07/10/06. Copies sent: yes.(stas) (Entered: 07/11/2006) <input type="checkbox"/> 08/07/2006 4 AMENDED COMPLAINT against Houston Norris, Joseph Higgs, Jr , filed by Corey Bryant Nelson.(kbar) (Entered: 08/08/2006)
4	Scroll down to and click on the <i>Next</i> button at the bottom of the list of documents.
5	Modify the screen as appropriate and click on the <i>Next</i> button.
6	Click on the <i>Next</i> button on the next screen to commit the transaction.