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:

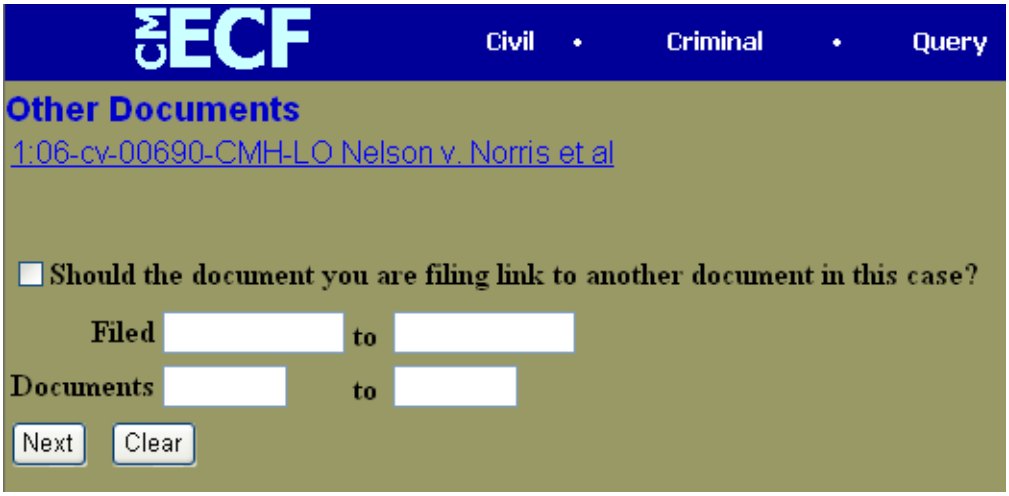
- the system knows to process the linked documents together (e.g., setting the same deadlines in regard to each document)
- the clerk's office knows which documents relate to which other documents and why you might be filing a particular document (e.g., when you are filing a response, you would link 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:



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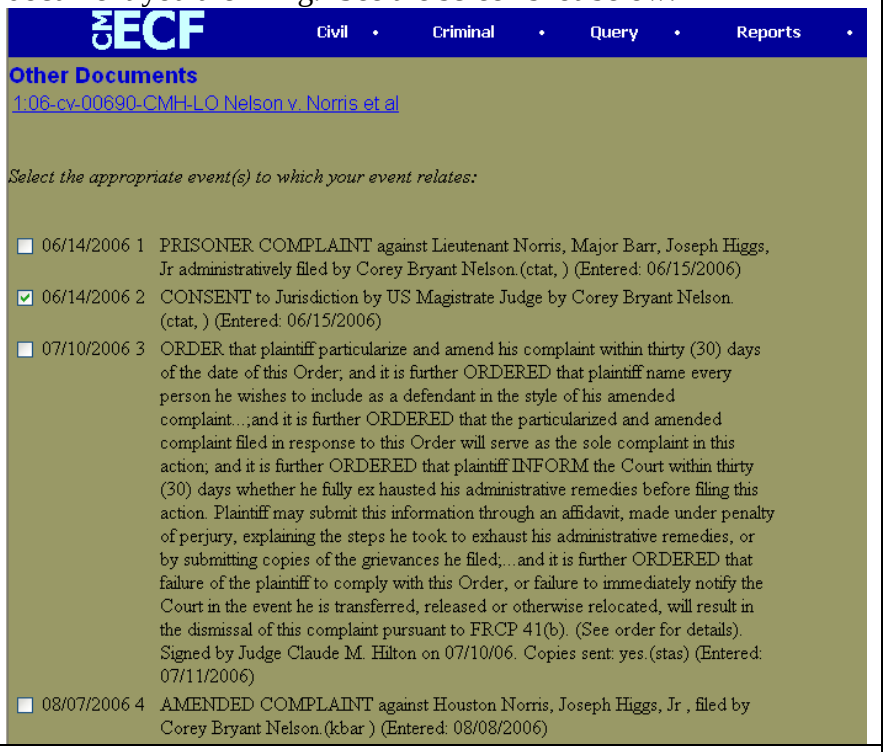
Linking Related Documents: Steps

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

Step	Action
1	Check the box next to the question *Should the document you are filing link to another document in this case?* ***Note***: Do not check the box if you do not need to create a link. Instead, simply click on the *Next* button and continue filing.
2	Click the *Next* button.
3	Check the box next to the document you want to link to the document you are filing. See the screen shot below: 
4	Scroll down to and click on the *Next* button at the bottom of the list of documents.
5	Modify the screen as appropriate and click on the *Next* button.
6	Click on the *Next* button on the next screen to commit the transaction.