

## Refer to Existing Events or “Linking” Docket Entries

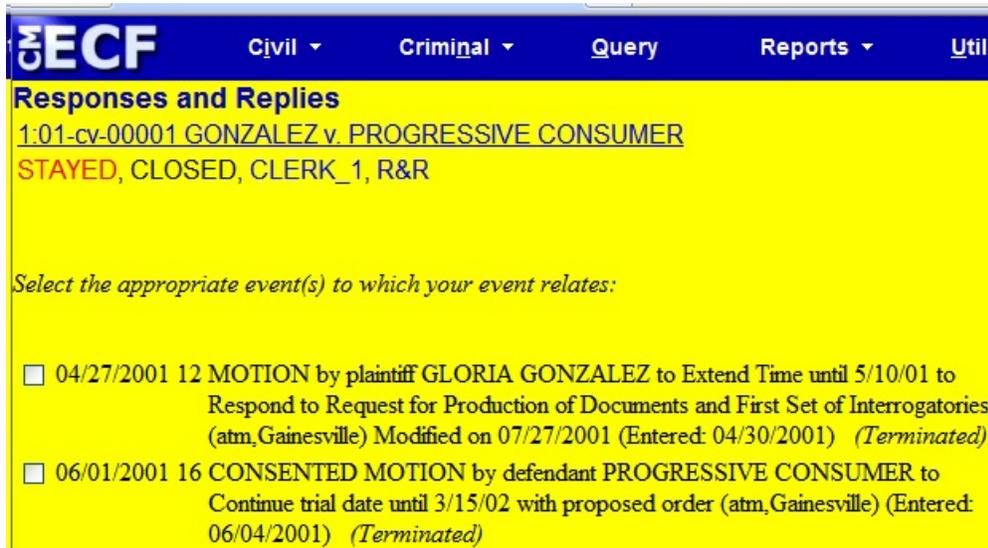
Some pleadings should be linked to related documents in the case. For example, if you file a “Response to Motion”, the ECF system will present you with a list of available motions in the case so that a link may be forged between your response and the existing motion. Links are used for reporting purposes and also allow court staff to review your case more efficiently. Links to other documents also help to clarify the intent of your pleading.

When filing certain types of documents you may be presented with the following screen:



By checking the check-box and clicking [\[Next\]](#), the user will be presented with a pick list of documents that can be linked to the current docket entry. **Note: Certain events will present the user with a picklist without having to ask for one. Other events will present a box like that shown above but will also allow you to limit your search for related documents by document number range or by date range.**

The pick list may appear as follows:



Click the checkbox in front of the document(s) you wish to link to and click [\[Next\]](#). You must link to *at least one* document from the list, and you may select multiple items if required.

If you have arrived at this screen in error, click the [\[Back\]](#) button on your browser and remove the check from the checkbox before the question “**Refer to existing event(s)?**”. You will then be able to continue moving through the event process without linking to a document by clicking on the [\[Next\]](#) button.

Note: Many events offer users the ability to link to other documents in a case. When applicable, attorneys are encouraged to use this option as the linked records aid the judges and court staff when reviewing the case record. Links forged in this manner appear on reports used by chambers and Clerk's Office staff to manage your case.