Northern District of Florida
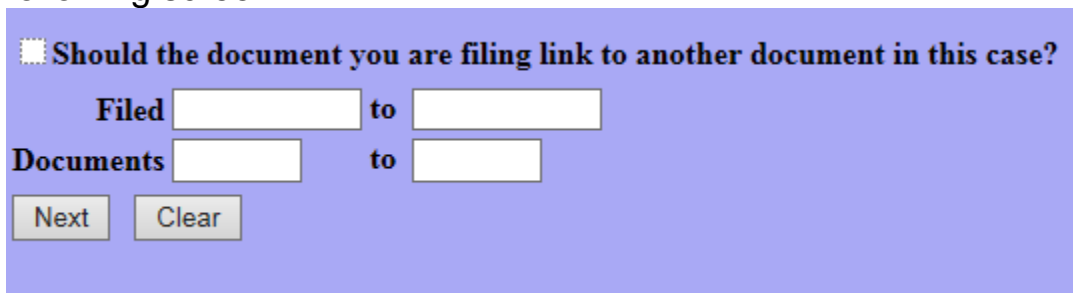# CM/ECF Attorney User Guide
Chapter 12

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 CM/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 the Next button, 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.**

Select the appropriate event(s) to which your event relates:

☐ 01/26/2012 1 COMPLAINT against JAMES BLACKWOOD, T BRATCHER, C COUNCE, L MCDONALD, T MILLS, KEITH MURPHY, A SIMMONS, M STEPHENS, M TERRAZAS filed by RUFUS HAMPTON. (Motion for IFP filed, No service copies.) (jws) (Entered: 01/27/2012)

☐ 01/26/2012 2 MOTION for Leave to Proceed in forma pauperis by RUFUS HAMPTON. (jws) Original illegible. (Entered: 01/27/2012) *(Terminated)*

☐ 01/27/2012 ACTION REQUIRED BY MAGISTRATE JUDGE: Chambers of MAGISTRATE JUDGE GARY R JONES notified that action is needed Re: 1 Complaint (No service copies.), 2 MOTION for Leave to Proceed in forma pauperis. Referred to GARY R JONES. (jws)

☐ 01/27/2012 3 Notice to Pro Se. (jws)

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 **"Should the document you are filing link to another document in this case?"**. You will then be able to continue moving through the event process without linking to a document by clicking on the Next button.