



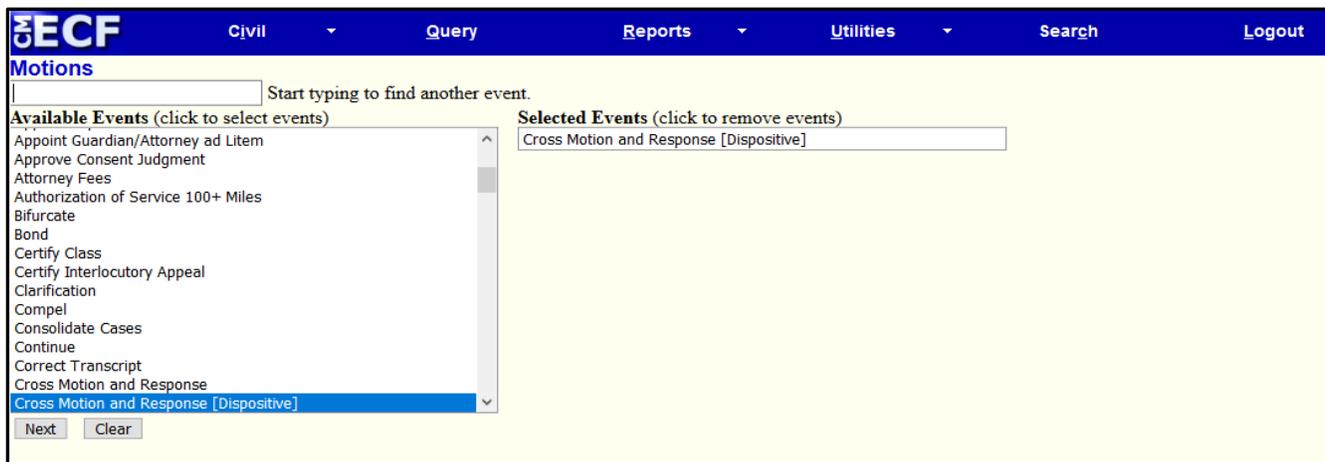
## LINKING FILINGS IN CM/ECF

When filing a document in CM/ECF, it is important to link it to previous filings related to the document. Proper linking will ensure that other parties will be able to properly link to the document and will facilitate the court's review of the document.

### When Linking Is Required

When required by CM/ECF to link a document to a prior filing, take care to link to the proper entry. The following example demonstrates proper linking when filing a combined response to a Motion Dismiss and a Cross Motion for Summary Judgment.

**STEP 1:** Ensure that the proper event is used: "Cross Motion and Response (Dispositive)" and not "Response to Motion to Dismiss/Summary Judgment"



The screenshot shows the CM/ECF interface for selecting an event. The top navigation bar includes 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main area is titled 'Motions' and contains a search box with the text 'Start typing to find another event.' Below this are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes: Appoint Guardian/Attorney ad Litem, Approve Consent Judgment, Attorney Fees, Authorization of Service 100+ Miles, Bifurcate, Bond, Certify Class, Certify Interlocutory Appeal, Clarification, Compel, Consolidate Cases, Continue, Correct Transcript, Cross Motion and Response, and Cross Motion and Response [Dispositive]. The 'Selected Events' list contains: Cross Motion and Response [Dispositive]. At the bottom of the 'Available Events' list are 'Next' and 'Clear' buttons.

**STEP 2:** When prompted to select the related document, select the previously docketed Motion to Dismiss.

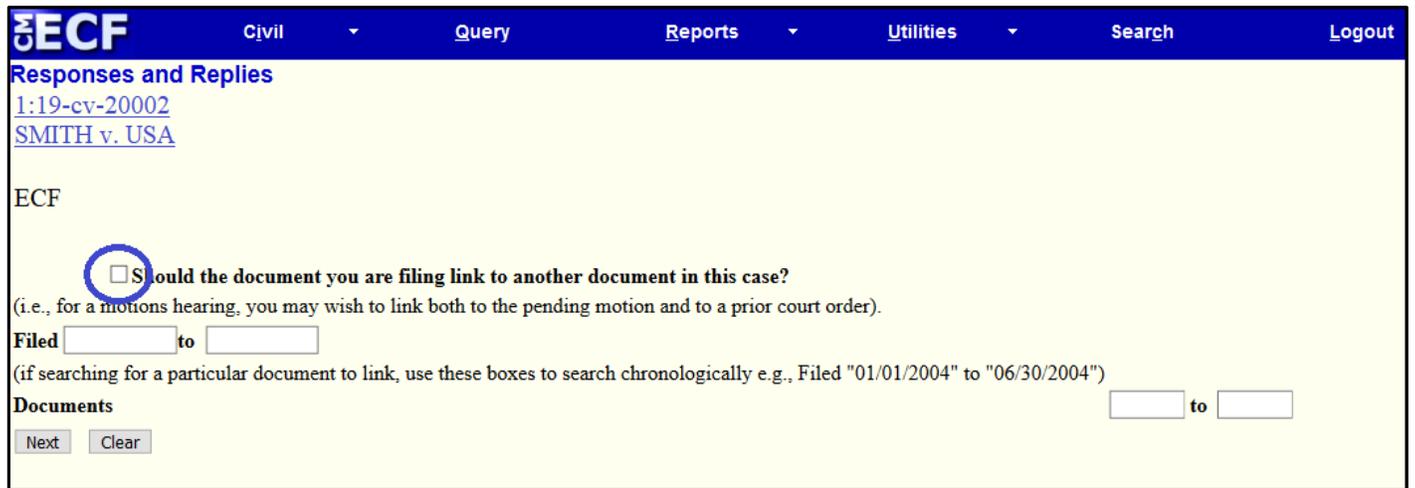


The screenshot shows the CM/ECF interface for selecting a related document. The top navigation bar includes 'Civil', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main area is titled 'Motions' and contains the case information: '1:19-cv-20002 SMITH v. USA'. Below this is the text 'ECF' and 'Select the appropriate event(s) to which your event relates:'. A list of related documents is shown with checkboxes:   
 01/22/2018 4 MOTION to Stay Deadlines in Light of Lapse of Appropriations, filed by USA. Service: 1/22/2018. Response due by 2/5/2018. (jat) (Entered: 01/22/2018)   
 02/01/2018 6 MOTION to Dismiss pursuant to Rules 12 (b)(1) and (6). filed by USA. Service: 2/1/2018. Response due by 3/1/2018. (jat) (Entered: 02/02/2018) 8)   
At the bottom of the list are 'Next' and 'Clear' buttons.



## When Linking Is Presented as an Option

When filing certain documents in CM/ECF, a screen will appear that asks whether the document should be linked to a previously filed document. If the document being filed is related to a previously filed document, check the box next to the question before clicking on the “Next” button.



The screenshot shows the CM/ECF interface. At the top, there is a navigation bar with the following items: **ECF**, **Civil** (with a dropdown arrow), **Query**, **Reports** (with a dropdown arrow), **Utilities** (with a dropdown arrow), **Search**, and **Logout**. Below the navigation bar, the page title is **Responses and Replies**. The case information is displayed as **1:19-cv-20002** and **SMITH v. USA**. The word **ECF** is shown below the case information. A question is presented:  **Should the document you are filing link to another document in this case?** The question mark in the question is circled in blue. Below the question, a note reads: (i.e., for a motions hearing, you may wish to link both to the pending motion and to a prior court order). Below this note, there is a **Filed** label followed by two input boxes and the word **to**. A second note reads: (if searching for a particular document to link, use these boxes to search chronologically e.g., Filed "01/01/2004" to "06/30/2004"). Below this note, there is a **Documents** label followed by two input boxes and the word **to**. At the bottom left, there are two buttons: **Next** and **Clear**.

If you have any questions about properly linking documents, please contact the CM/ECF Help Desk at (202) 357-6402 or [CFC\\_CMECFHelpDesk@cfc.uscourts.gov](mailto:CFC_CMECFHelpDesk@cfc.uscourts.gov).