

Linking New Documents to Previously Filed Documents

Introduction

An “event” is anything that has been filed in ECF. Some filings (e.g., answers and responses) should be “linked” to a related filing or event (e.g., motions and complaints) in the case.

Procedure

When ECF determines the potential for a link, it displays the list of possible events (e.g., motions) for linkage. Choose the document to link by clicking the checkbox next to the event.

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

- 09/03/2004 7 MOTION by plaintiff John Doe for writ of habeas corpus (admin)
- 02/21/2005 [17](#) MOTION to Continue Discovery by plaintiff John Doe. Response to Motion due by 3/11/2005 (swil,).

Because there could be multiple events with similar names, it is imperative to ensure you are linking to the correct document. (This is another reason it is important to add descriptive docket text when appropriate, e.g., “motion to compel deposition of Bill Jones” rather than just “motion to compel.” Descriptions for attachments are equally important.)

If you are uncertain which event to select, you can preview the document without stopping the docketing sequence. Follow these steps. (NOTE: This requires a PACER account and will be subject to fees.)

1. Right-click on **Reports** or **Query** from the menu bar.
2. Left-click **Open in New Window**. (This ensures your docketing sequence remains where you were.)
3. Proceed with PACER login and obtain the information desired.
4. Return to the ECF docketing window and proceed to link your filing.