

Link Documents

These instructions outline the steps to linking a document you are e-filing to a document already filed.

1. When the screen displays “Refer to existing event(s)?,” click in the check box and click on the NEXT button.



Figure 1 Refer to existing event(s)?

2. At the next screen, the prompt “Select the category to which your event relates” and a selection box with a scroll bar display.

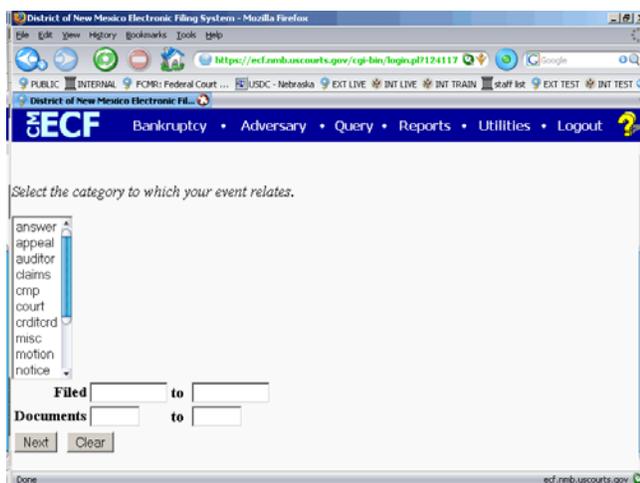


Figure 2 Select the document category

3. The program will display a list of docketed documents for you to choose the document to be linked. In order to do this, the program needs to narrow the search by document category. The categories are

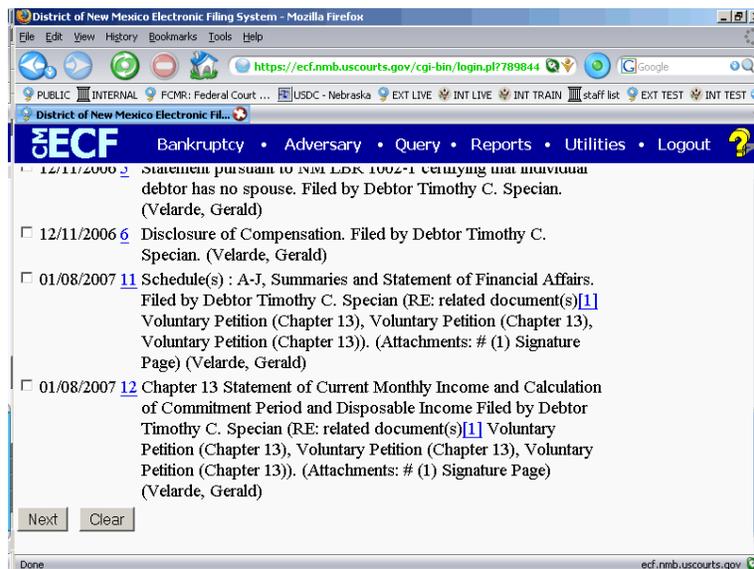
- answer
- appeal
- auditor
- claims
- cmp (for "complaint")
- court (for documents filed by the Court)
- creditcrd (for credit card/receipt events)
- misc (for any item on the miscellaneous menus)
- motion
- notice
- order
- plan
- trustee (for events on the trustee/UST menu)
- utility (for court use only)

4. There are several options for selecting categories:

- Select all categories by highlighting the first category in the list and dragging the cursor down to the last category.
- Select a specific category by highlighting it.
- Select more than one specific category by highlighting the first category you want, holding down the Ctrl key, and selecting another category.
- Once you have selected a category, you can further narrow the search by
 - entering a date filed range in the "Filed (date) to (date)" fields
 - entering a document number range in the "Documents (docket number) to (docket number)" fields.
 - If you leave these fields blank, the search will return all documents in the selected category.
 - See figure 2 above for date filed and document number fields.

- Clear selections by clicking on the CLEAR button.
- At another next screen, you will be asked to "Select the appropriate event(s) to which your event relates:"
 - If you select a category for which there are no documents filed in the case, a screen will display with the following message:

"There are no applicable events to relate to the current event. Docketing of this event cannot continue."
 - Click on the Back button to return to the category selection screen.
- If docket entries display, check the boxes for the documents to link.



- The document you have linked to (see highlighted text in the sample docket entry below) will be referenced in the docket text of the document you are filing.

Notice of Deadline to File Objections **RE: [9-1] Motion For Relief From Stay As To 2001 Ford Focus by Ford Motor Credit Company** . Notice Served on 3/7/06; Objections to Motion Due: 3/30/06 ; Number of days in Objection Period: 20; Notice given to: parties listed (Imk) (Entered: 03/08/2006)