

REFERENCING AN EXISTING EVENT (LINKING)

When filing a document such as an objection, response, answer, hearing notice, or certificate of service, you are required to associate (link) your document to the underlying motion or document to which it is related. For example, a Response must be associated with the Motion to which it is related. This allows anyone reading the docket to easily understand the connections between documents and to access related documents without searching the entire docket. It also results in quick access to documents scheduled for a hearing when running certain queries and reports (i.e. calendar events report).

To associate a document you are filing with a previously filed document:

Step 1 - Click inside the box next to “**Refer to existing event(s)?**” [Note: Linking of some events is automatic and the filer will not see *this* prompt.]

File an answer to a motion:

[05-50016 Pandora H. Jimerson](#)

Refer to existing event(s)?

Next

Clear

Click the [Next] button.

Step 2 - Select the category to which your event relates by choosing the filing category in which the related document was filed. To select more than one, hold down the <Ctrl> key and click on the desired items. If you are unsure which category to choose, highlight the entire list which will display the entire docket. This is *not* preferred in cases containing a large amount of docket entries. You may also further limit the search by entering search criteria in the Filed (filed date) and Documents (document number) fields.

Example: You are filing a response to a motion. You choose the category **motion** from the category list.

Select the category to which your event relates.

answer
appeal
claims
cmp
court
creditrd
misc
motion
notice
order

Filed to

Documents to

Next Clear

Click the [Next] button.

Step 3 - Click inside the box(es) to which your entry should relate.

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

08/09/2005 [2](#) Motion to Allow Late Claim filed by Johnny Oliver Johnson IV, Nancy Jane Johnson (Welch, Debbie)

08/09/2005 [3](#) Motion for Relief from Stay . Receipt Number cc, Fee Amount \$150, filed by Creditor GMAC (Welch, Debbie)

08/12/2005 [4](#) Application for Compensation for Attorney for Debtor filed by Johnny Oliver Johnson IV, Nancy Jane Johnson (Fife, Barney)

Next Clear

Click on the [Next] button.

REVIEWING THE FINAL DOCKET TEXT

On the **Docket Text: Modify as Appropriate** screen, you are presented with the text which will appear on the docket. There may be a drop-down box in which you may select an item to help you better identify the document you are submitting, i.e., **Amended, Ex Parte, Emergency**, etc. There may also be a text box provided for you to add additional text. If provided, add only appropriate text, if any. Whatever you add will be seen by anyone viewing the docket. Read the docket text carefully to ensure that you have made the correct choices as to the document to be filed. At this point, the document is not yet filed and you have an opportunity to modify this submission without the intervention of the court. If you notice that the docket text is incorrect, take one of the following options:

- OPTION 1** If the docket text is incorrect because you chose the wrong menu item, simply click the appropriate heading (Bankruptcy, Adversary) and start the electronic filing process over again.
- OPTION 2** If you chose the correct menu item but the docket text is incorrect, i.e., wrong hearing date, wrong party, etc., you can try clicking **Back** at the top left of your b. If you get the **Action Cancelled** screen or other screens you haven't seen previously, you can try clicking **Back** one more time. You can always click the Bankruptcy or Adversary heading on the blue CM/ECF Main Menu Bar and start the electronic filing process over again.

On the **Docket Text: Final Text** screen, you are presented with the *final* text which will appear on the docket. You cannot make any modifications to this screen. You will be prompted: **“Attention!!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.”**

NOTE: If you notice an error AFTER you have proceeded past the Final Docket Text screen, you will need to contact the Court.

UNDERSTANDING THE NOTICE OF ELECTRONIC FILING

The Notice of Electronic Filing (NEF) confirms that the document was filed. It shows the following information:

- < The exact date and time the document was filed.
- < The case name, case number, and document number.
- < The docket text.
- < The parties in the case to whom notice will be electronically sent.
- < The parties in the case to whom notice will not be electronically sent.

TIP: Clicking on the hyperlink for the “*case number*”, “*case name*”, will prompt you for your PACER login and password, then display the *Docket Report screen*. Clicking on the hyperlink for the “*document number*” will also prompt you for your PACER login and password, then display the “*Document*” itself.

Notice of Electronic Filing

The following transaction was received from Attorney, Joanna entered on 8/23/2005 at 4:51 PM EDT and filed on 8/23/2005 at 4:51 PM EDT.

Case Name: Johnny Oliver Johnson and Nancy Jane Johnson

Case Number: [05-50080](#)

Document Number: [6](#)

Docket Text:

Objection to (Motion to Allow Late Claim) filed by Creditor GMAC (related document(s)[2] Motion to Allow Late Claim) (Attorney, Joanna)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: n:\test.pdf

Electronic document Stamp:

[STAMP bkecfStamp_ID=970768733 [Date=8/23/2005] [FileNumber=18503-0] [54ba81d8663b1073f295119b5fa2033b1bfdafdb3e7254cf6c5923e375ee4f0f6e4dab25e94e2dcf2134d15c008b49735db26291046593d16f72dad9bda3e82c]]