

United States Bankruptcy
Court Eastern District of New
York

ECF Tip of the Month

Relating or Linking Documents

A recommendation from the Court/Bar Strategic Planning Committee on Attorney Education is to create a tip of the month for ECF filers. For December 2011, the Tip of the Month describes the importance of and the process for relating or linking documents. Relating a document allows the filer to create an association between documents in a case. This allows for quicker and easier access to related documents on a matter.

If the document you are filing refers to an existing document on the case, relate it or link it! Relating a document is simple. When filing your document, check the box **Refer to existing event(s)**.

Common examples of documents that should be related to existing events include:

- **Answers/Responses**
- **Amended Pleadings and Motions**
- **Letters referring to a particular matter**
- **Letters of Adjournment**
- **Proposed Orders docketed separately**

The following events should not be related:

- **Amended Schedules**
- **Statements**
- **Chapter 11 Plans**
- **Chapter 13 Plans**

We encourage you to share this document with those on your staff who assist with e-filing. If you have any questions call our Help Desk before filing a document. The number is 347-394-1700 then press 6 (Brooklyn) and 631-712-6200 then press 6 (Central Islip).