

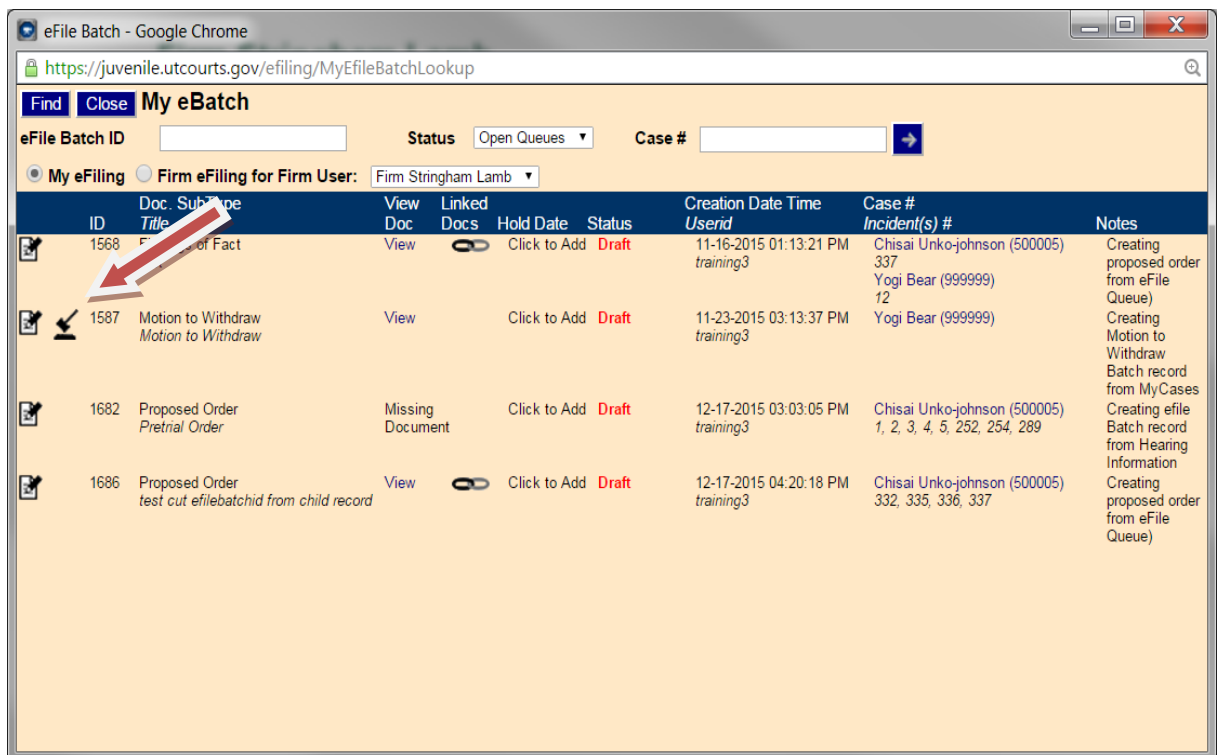
# LINKING DOCUMENTS

(Filer/Attorneys)

There are two ways filers/attorneys can link documents in CARE. In order for documents to link properly you must choose the right incident or incidents.

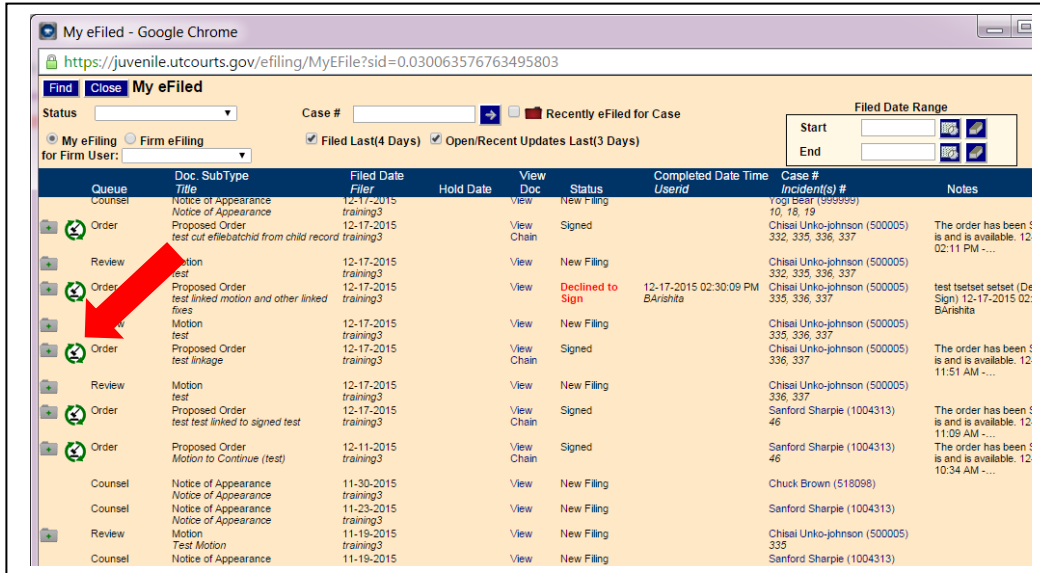
## LINKING A MOTION AND PROPOSED ORDER

To link together a motion and a proposed order, begin the process by eFiling a motion. From the Batch Detail screen attach the incident and the PDF document but **DO NOT SELECT** the eFile button at this time. Select Go Back to Batch Lookup. On the My eBatch screen you will see a black gavel next to the motion that you have processed. Click on the gavel to file a proposed order. This will copy all case(s) and incident(s) entered on the Motion and start the process to create a proposed order and will link the two documents together. You will need to go back to the My eBatch screen and complete your draft motion by clicking edit and eFile.

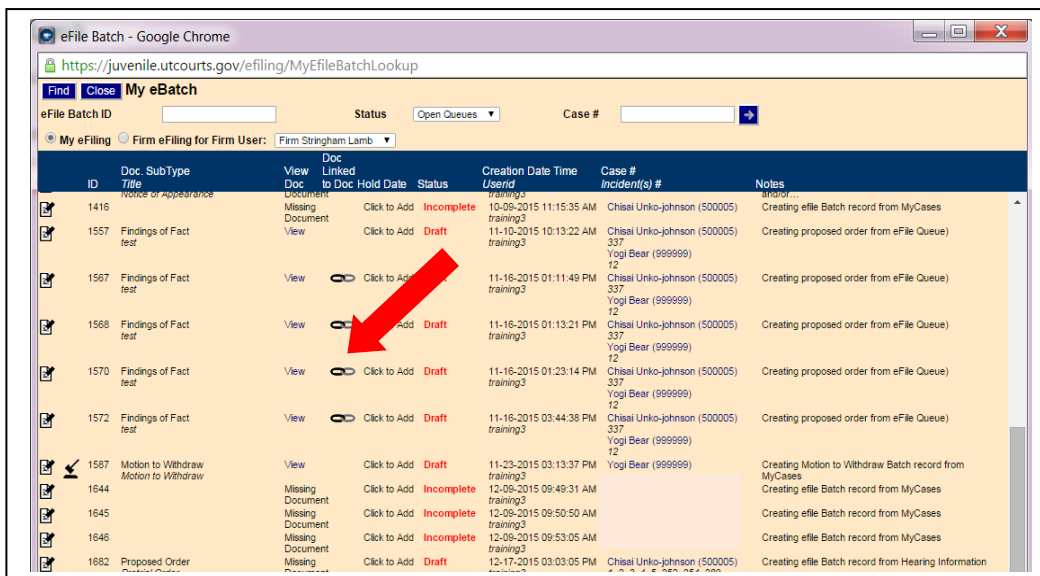


## LINKING AN AMENDED ORDER

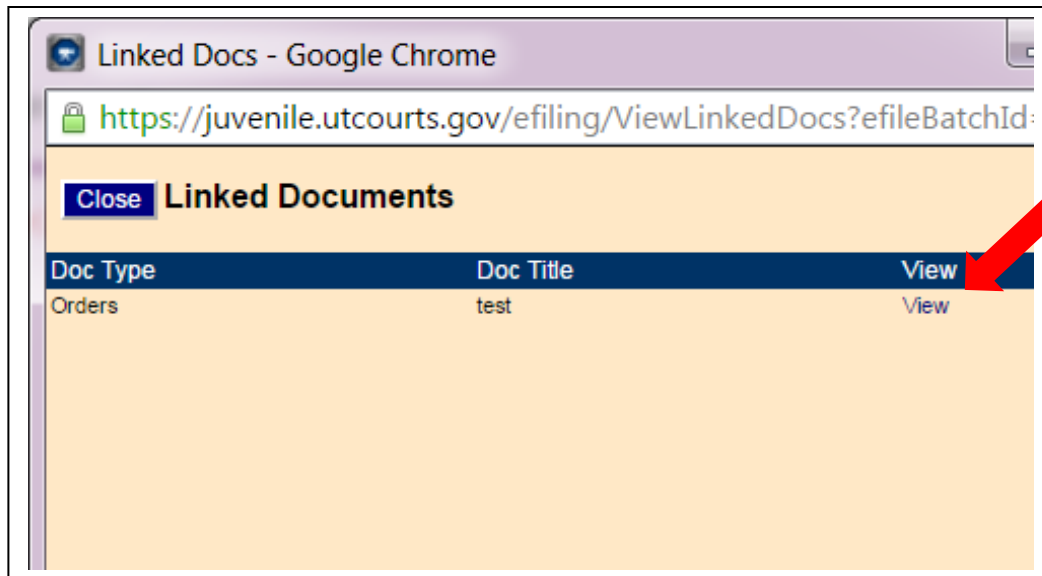
To link an amended order to the original order go to My eFiled, you can click on the gavel icon in the green circle to create an amended order. This will copy all case(s) and incident(s) on the order and all verbiage. Make sure the amended checkbox is clicked. This will link the amended order to the original order.



Once a document is linked to another document you will see a link icon.



Click on the link icon to view the documents that have been linked to each other.



Once a document has been linked to another document, you will see the link icon on all of the document screens.