

E-filing Notice re: Magistrate Judge Jurisdiction

1. Login to CM/ECF using your e-filing login.
2. Select Notice re: Magistrate Judge Jurisdiction from the Civil Events menu. (Note: Do not use the drop down menu.)



3. Enter the case number. You must enter the appropriate Magistrate Judge initials.

Division # (1,2,4)	Case Year	Case Number	Magistrate Judge Initials
4	16	- cv - 01313	- NAB

4. Click on the Search button. The Case Number will be displayed.
5. Click Generate Form.

The screenshot shows the CM/ECF search interface. The 'Generate Form' button is circled in red. The search results show the case number 4:16-cv-01313-NAB, Plaintiff Harris, and Defendant City of Edmondson.

6. Click the radio button for Consent or Decline.

The screenshot shows the consent/decline form. The 'Consent to Magistrate Judge Jurisdiction' radio button is circled in red. The text explains that by consenting, the filer agrees to have the case heard by a United States magistrate judge.

7. Enter the party or parties that you represent.

The screenshot shows the party information form. The 'Name of Party or Parties' field is circled in red. The date is August 25, 2016, and the name is Lori M Rife.

8. Click on Email Form . The form will be sent to the case management team and you will receive an email verifying that the form has been submitted.

The screenshot shows the 'Email Form' button, which is circled in red. This button is used to submit the form to the case management team.