



## CAPTIONS AND ELECTRONIC FILING IN MULTIDISTRICT LITIGATION CASES

Document preparation and filing in multidistrict litigation cases include some nuances that are not part of the usual docketing experience.

### There are three different filing scenarios for MDL document entry.

If the document being filed applies to:

1. **all cases** – it must be filed in the master case (e.g., 2:25-md-3167) and each member case.
2. **two or more member cases** – it must be filed in the master case and those individual cases.
3. **just one member case** – it must be filed in the master case and that specific member case only.

This document highlights how to prepare document captions and how to file documents in multiple MDL cases.

Contact the clerk’s office MDL Clerk at 801-524-6100 for assistance or other filing questions.

## DOCUMENT CAPTIONS

Document captions should include the master MD case number and the numbers for each of the applicable member cases. When formatting your documents, please follow these examples.

1. **If a filing applies to all member cases, then the caption should read like this:**

UNITED STATES DISTRICT COURT DISTRICT OF UTAH	
	TITLE
IN RE: [NAME OF MDL]  <i>This document relates to all member cases.</i>	Case No. 2:26-md-****  District Judge: ***** Magistrate Judge: *****



2. If you are filing in more than one member case, you can use this model:

UNITED STATES DISTRICT COURT DISTRICT OF UTAH	
IN RE: [NAME OF MDL] <i>This document relates to:</i>	TITLE Case No. 2:26-md-**** District Judge: ***** Magistrate Judge: *****
JOHN DOE, ET AL., Plaintiffs,  v.  JANE DOE, ET AL., Defendants.	Case No. 2:26-cv-****
JOHN DOE, ET AL., Plaintiffs,  v.  JANE DOE, ET AL., Defendants.	Case No. 2:26-cv-****



3. If a document only relates to a specific member case, then please format the caption like this:

UNITED STATES DISTRICT COURT DISTRICT OF UTAH	
IN RE: [NAME OF MDL]  <i>This document relates to:</i>  JOHN DOE, ET AL., Plaintiffs,  v.  JANE DOE, ET AL., Defendants.	<b>TITLE</b>  Case No. 2:26-md-**** (master case) (Case No. 2:26-cv-****) (member case)  District Judge: ***** Magistrate Judge: *****



## ELECTRONIC FILING

Filers have the ability in CM/ECF to file a document in multiple cases in one entry, rather than having to repeat the filing in each applicable member case.

Follow these steps to file an entry in more than one case without having to refile the document multiple times.

**Step 1** Enter all the applicable case numbers separated by a comma, without a space between them, like this:

The screenshot shows a form titled "Notices" with a sub-section "Civil Case Number or Numbers". A single text input field contains the text "2:20-cv-1, 2:20cv2, 2:20cv4". To the right of the input field is a button labeled "Find This Case". Below the input field are two buttons: "Next" and "Clear".

**Step 2** When all the numbers are entered, click **Find this Case**. CM/ECF will then find each of those cases and list them in separate boxes, like this:

The screenshot shows the same "Notices" form, but the "Civil Case Number or Numbers" section now contains three separate text input fields. The first field contains "2:20-cv-1", the second contains "2:20-cv-2", and the third contains "2:20-cv-4". Below these fields are the "Next" and "Clear" buttons.

**Step 3** Click Next and proceed with the filing as usual.