

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF TEXAS**



Consent to Proceed Before a United States Magistrate Judge

Registered users will use the **Civil Events** feature of ECF to signify the party's(ies') consent to proceed before a U.S. Magistrate Judge. Completing the Consent to Proceed form will electronically submit the form.

1. Select the type of Civil Event to file

After successfully logging into ECF, click on **Civil** from the *blue* menu bar at the top of the ECF screen. The **Civil Events** window opens displaying the major categories of events used to file documents with the clerk's office.

To file a consent, the user should click on Consent to Proceed Before a US Magistrate Judge under **Other Filings**. The Notice of Right to Consent screen appears describing the consent procedure in this district pursuant to 28 U.S.C. § 636 (c) and Fed. R. Civ. P. 73(b). The lower portion of this screen contains boxes which, when completed, create the Consent form.

2. Select the Division

Click on this drop-down box and select the **Division** in which the case is filed.

3. Complete Boxes Identifying the Case

Continue completing the form by typing the full names of the lead **Plaintiff**, lead **Defendant**, and the **Case Number** as contained in the caption of the case.

4. Select the Presiding Judge

Click on this drop-down box and select the presiding **Judge** to whom this case is assigned.

5. Select Type of Filing

Click on this drop-down box and select whether this is an **Individual Filing** or a **Joint Filing**.

6. Sign the Form

Under the heading **Party or Counsel of Record**, enter the name of the party or attorney signing the form, then [TAB] across to **Email Address** and enter that person's email address. Continue entering signatures and email addresses for each signatory, as needed.

7. Submit the Consent Form

After entering all information and confirming its accuracy, click on the **[Submit]** button.

8. Confirmation

After submitting the consent form, the following message will appear:

“Your request to proceed before a magistrate judge has been received.”

In addition, a confirmation email containing the above message will be sent to each email address provided.

Note: After you click **[Submit]**, an error message will display if a signature was entered without an email address. This only indicates that an email message will **not** be sent to that signer. You should separately notify the signer who did not receive an email message that the consent has been submitted. **DO NOT** use the **[Back]** key on your browser menu to correct the error--the consent form has already been submitted.

9. Determination by Presiding Judge

If the submission is a **joint** submission, the presiding judge will determine whether to reassign the case to a magistrate judge.

If the submission is an **individual** submission, the submission will be held until consent is received from all parties. Only if a consent is received from all parties will the presiding district judge determine whether to reassign the case to a magistrate judge.

IMPORTANT NOTE: The presiding district judge determines whether a case will be reassigned to a magistrate judge. The consent of all parties is **not** determinative.