

CONSENT TO PROCEED BEFORE A MAGISTRATE JUDGE

General Civil Cases

If all parties voluntarily consent to have a magistrate judge conduct any and all proceedings in a **general civil case**, including trial, ordering the entry of a final judgment, and conducting all post-judgment proceedings, one party shall e-file the jointly signed Form 85 (<http://www.uscourts.gov/forms/AO085.pdf>). An /s/ [attorney name] shall be included on each signature line on the form. The event to use for e-filing is:

Civil -> Other Filings -> Other Documents -> Stipulation and Order (Proposed - one document)

The e-filing attorney will retain the original, signed, paper document in accordance with LCivR5.7(e)(ii). Once the form has been e-filed, the judge will sign and e-file the consent.

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Magistrate Referred Cases (i.e., Social Security, Habeas)

If a party wishes to voluntarily consent to having a magistrate judge conduct any and all proceedings in a **magistrate referred case**, including trial, ordering the entry of a final judgment, and conducting all post-judgment proceedings, they shall complete the steps below:

- 1) Each party shall complete, print and submit an original signed "paper" consent Form 85 (<http://www.uscourts.gov/forms/AO085.pdf>) to the Clerk. **Note: This form shall not be e-filed.**
- 2) The Clerk will retain each submitted form until signed forms have been received from all parties to the action. If any party withholds consent, the identity of the parties consenting or withholding consent will not be communicated to any magistrate judge or district judge to whom the case has been assigned.
- 3) If all forms have been submitted, they are forwarded to the judge for signature. Note: The judge normally only signs one form.
- 4) The Clerk's Office will e-file all of the consent forms as a single document.