

Hyperlinks to Documents in CM/ECF System

This district's electronic filing rules permit filers to create hyperlinks to case or statutory citations. AP 2.3(i). CM/ECF, however, permits CM/ECF users to file documents that include hyperlinks to a previously filed document in the same case or another case, as well as to a document that is being filed in the same submission, such as exhibits to motions or memos of law. A document can be linked to another document in any federal court's database if the court is running the appropriate version of CM/ECF that includes the hyperlink functionality. This hyperlink functionality has been tested in Corel WordPerfect 11 or higher and Microsoft Word 2002 or higher. Hyperlinks added to documents created in other word processing programs may not function properly once the document is converted to PDF format.

Create Hyperlinks to Previously Filed CM/ECF Documents

To create a hyperlink to a previously filed CM/ECF document filed in your case or a document filed in another case, follow the steps below:

- STEP 1** Access the appropriate Docket Report via PACER for the case that contains the document you want to link to.
- STEP 2** Locate the document on the docket sheet.
- STEP 3** Copy the URL of the document link to the clipboard. To do this, hover over the document link and click the right mouse button. Select **Copy Shortcut (Internet Explorer)** (Figure 1) OR **Copy Link Location (Firefox)** (Figure 2).

NOTE: If you want to link to an attachment to a document filed in CM/ECF, select the hyperlink to the attachment from the Document Selection Menu. (See Figure 3). For example, if you are linking to a memorandum of law filed with a motion, you must first select the motion from the docket sheet. When the Document Selection Menu appears, copy the URL of the attachment by following the procedure outlined above.

Note: Users should NOT copy hyperlinks from Notices of Electronic Filing. NEFs contain special information associated with the “free look” to qualified recipients and should not be used for Cross-Document Hyperlinks.

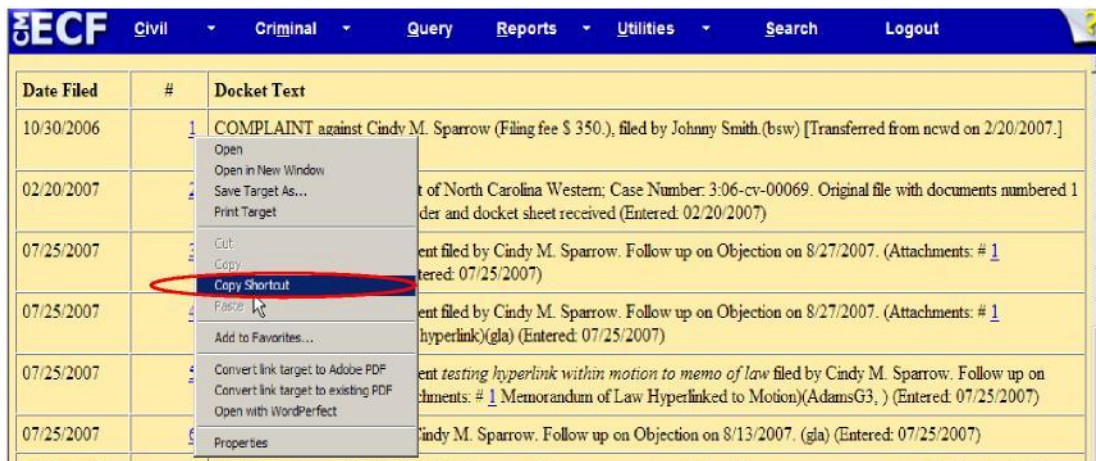


Figure 1: Internet Explorer



Figure 2: Firefox

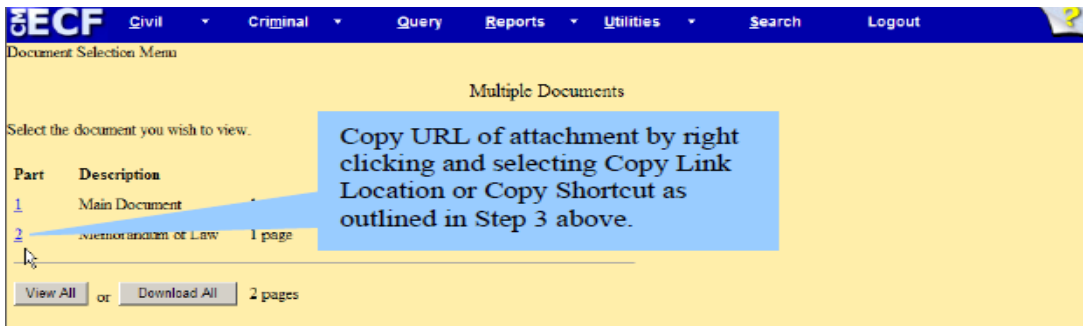


Figure 3: Copy URL of Attachment to Document

Note: From this point, the proper method for inserting the hyperlinks in your document depends on whether you are creating the hyperlink in a WordPerfect or Word document. Please refer to the appropriate section below.

WordPerfect

STEP 4 Open the document to which you want to add a hyperlink.

- Select and highlight the appropriate text to be hyperlinked, such as “doc. no. 23” as shown in Figure 4.
- Click **Tools** on the menu toolbar.
- Select **Hyperlink** from the drop-down list.

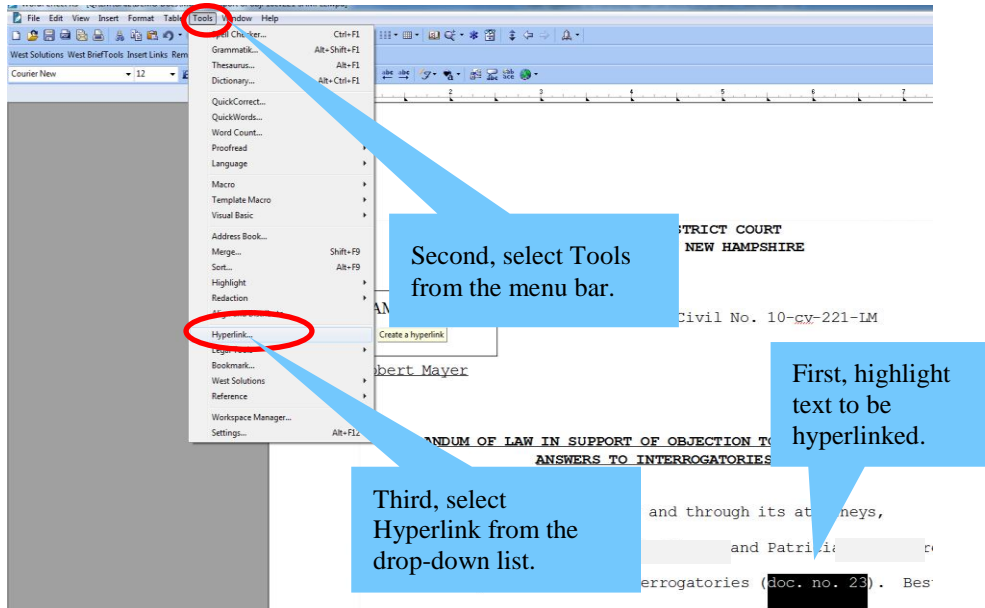


Figure 4: Highlight Text to Create the Hyperlink

STEP 5 Next, the Hyperlink Properties dialog box appear (Figure 5).

- **Paste** the URL of the document copied in Step 3 into the **Document/Macro** field of the Hyperlink Properties window by clicking the right mouse button and selecting **Paste** or by using the **Ctrl + V** command.
- Click the **OK** button.

Note: Users may append to the URL a specific page number within the document by adding **?page=<pagenumber>** at the end of the URL.

For example: https://ecf.nhd.uscourts.gov/cgi-bin/show_case_doc?case_id=30628&doc_num=44&pdf_header=0?page=23

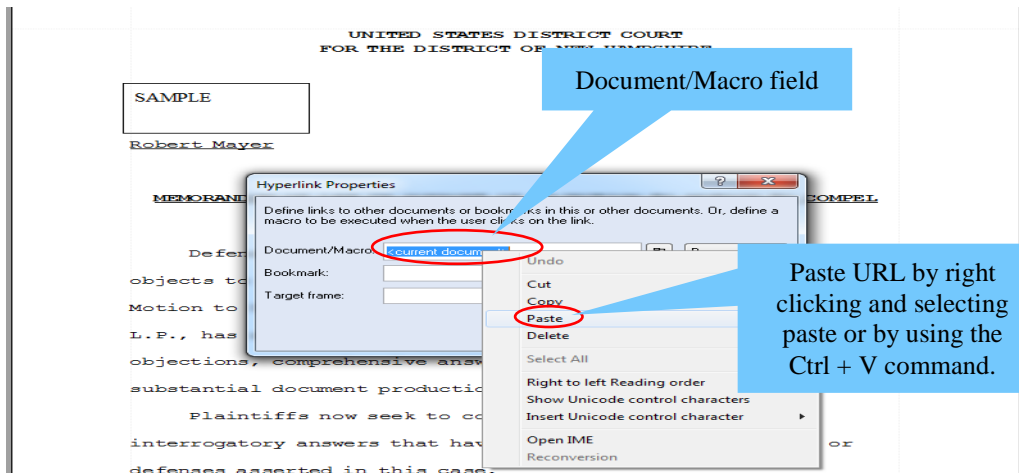


Figure 5: Paste URL

STEP 6 Save the document before publishing to PDF.

STEP 7 Publish to PDF using the **Publish to...** or **Publish to PDF** function in WordPerfect (Figure 6). Converting to PDF using other methods will not retain the hyperlink.

- Click **File** on the menu toolbar.
- Select **Publish to...** then **PDF** or **Publish to PDF** (this selection depends on the version of WordPerfect you are using).

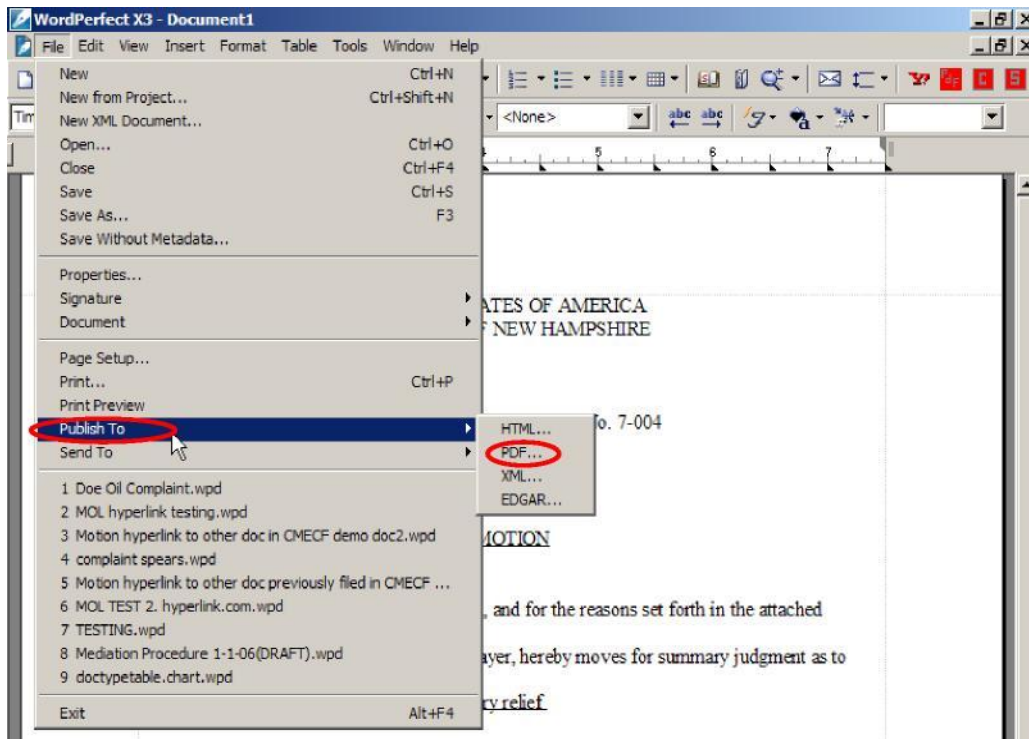


Figure 6: Publish to PDF

OR

- Close the WordPerfect document.
- Open Adobe Acrobat.
- Click **File** on the menu toolbar.
- Select **Create PDF** then **From File** (Figure 7).
- Navigate to the appropriate directory/folder where the WordPerfect document is stored. Select the document and click the **Open** button. Depending on the version of Adobe Acrobat you are using, a series of windows may open as the document is converted.

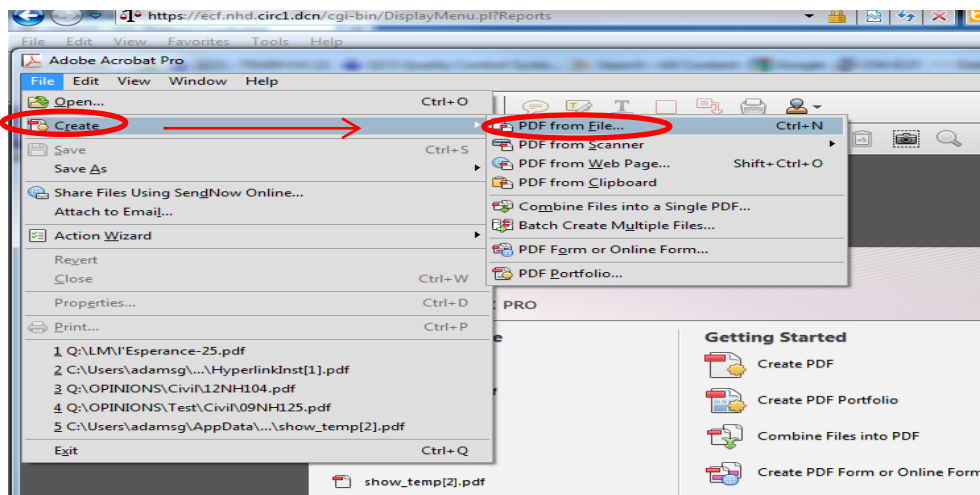


Figure 7: Create PDF from File

Things to Remember:

- **Publish to PDF must be used if a document contains a hyperlink.**
- **Do not convert a WordPerfect document to Adobe PDF Writer by selecting the print option for Cross – Document Hyperlinks functionality.**

STEP 8 When the conversion is complete, the document is displayed in the Adobe Acrobat window. Save and close the Adobe file.

STEP 10 Docket the appropriate CM/ECF event and attach the PDF document as usual.

Microsoft Word

STEP 4 Open the document to which you want to add a hyperlink.

- Select and highlight the appropriate text to be hyperlinked, such as “doc. no. 23” as shown in Figure 8.
- Click **Insert** on the menu toolbar (or the **Insert** tab in Word 2010).
- Select **Hyperlink** from the drop-down list (or the **Hyperlink** icon in Word 2010).

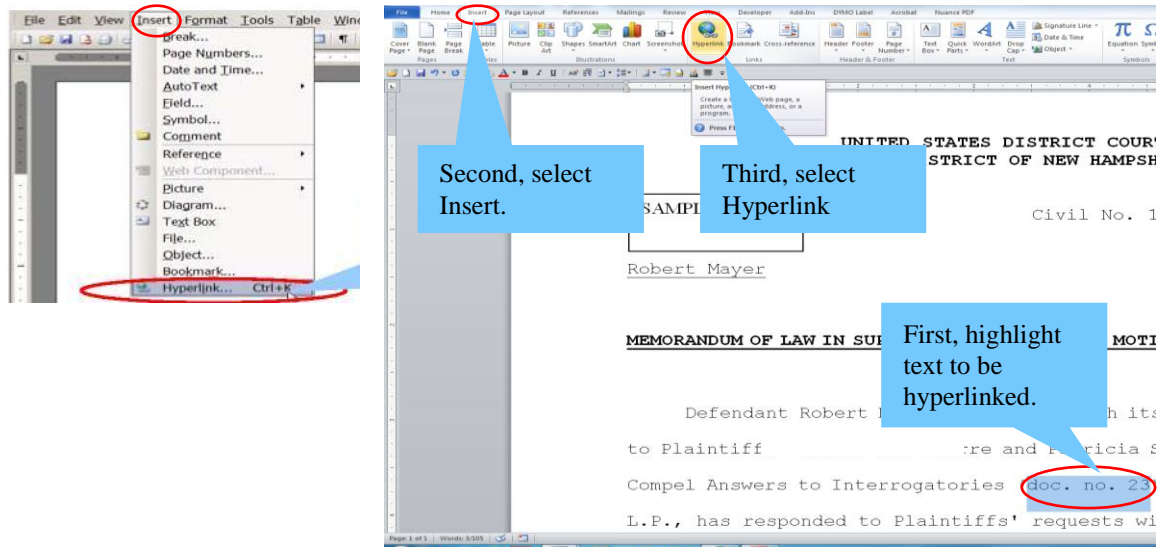


Figure 8: Highlight Text to Create Hyperlink

STEP 5 Next, the Insert Hyperlink dialog box appears (Figure 9).

- **Paste** the URL of the document copied in Step 3 above into the **Insert Hyperlink** window by clicking the right mouse button and selecting **Paste** or by using the **Ctrl-V** command.
- Click the **OK** button.

Note: Users may append to the URL a specific page number within the document by adding **?page=<pagenumber>** at the end of the URL.

For example: https://ecf.nhd.uscourts.gov/cgi-bin/show_case_doc?case_id=30628&doc_num=44&pdf_header=0?page=23

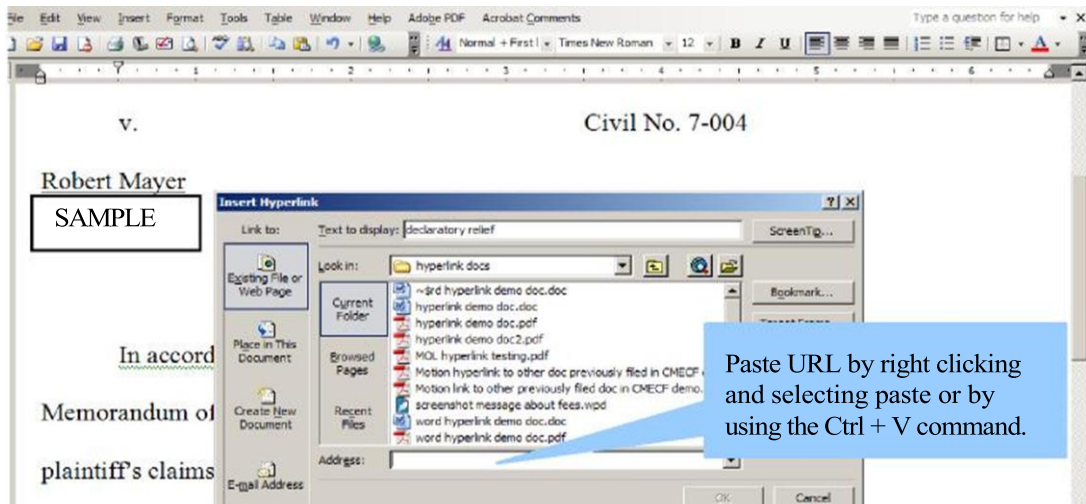


Figure 9: Paste URL

STEP 6 Save the document before publishing to PDF.

STEP 7 Publish to PDF using the Adobe Acrobat application. Converting to PDF using other methods will not retain the hyperlinks.

- Click the **Insert** tab (or the **Acrobat** tab if using Word 2010) on your toolbar.
- Select the **Abode PDF** button (or **Create PDF** if using Word 2010). (Figure 10).

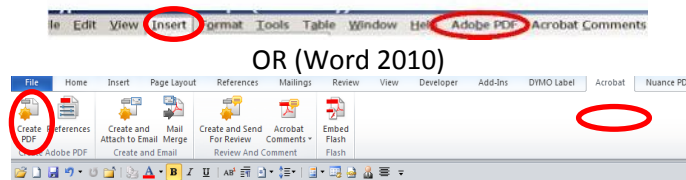


Figure 10: Publish to Adobe PDF

OR

- Close the Word document.
- Open Adobe Acrobat.
- Click **File** on the menu toolbar.
- Select **Create PDF** then **From File** (Figure 7).
- Navigate to the appropriate directory/folder where the Word document is stored. Select the document and click the **Open** button. Depending on the version of Adobe Acrobat you are using, a series of windows may open as the document is converted.

STEP 8 When the conversion is complete, the document is displayed in the Adobe Acrobat window. Save and close the Adobe file.

STEP 9 Docket the appropriate CM/ECF event and attach the PDF document as usual.

Create Hyperlinks to Documents Filed in the Same Submission

It is also possible to link two or more documents to be filed in the same submission. To create a hyperlink to a document filed in the same submission, such as an exhibit in support of a motion or memo of law, follow the steps below. Again, the proper method for inserting these hyperlinks depends on whether you use WordPerfect or Word to create your document.

NOTE: Hyperlinks in a primary document to a secondary document filed in the same submission do not vitiate the requirement that each exhibit or attachment to a motion or pleading (i.e. primary document) must also be filed as a separate attachment and individually numbered/lettered as set forth in AP 2.5(a).

WordPerfect

In order to create a hyperlink in the primary document to a secondary document filed in the same submission, the secondary document must be in PDF format.

STEP 1 Publish the secondary document (i.e., the attachment to which the main document will be linked) to PDF format using the **Publish to...** or **Publish to PDF** function in WordPerfect. Converting to PDF using other methods will not retain the hyperlink. With the secondary document open in WordPerfect:

- Click **File** on the menu toolbar.
- Select **Publish to...** then **PDF** or **Publish to PDF** (this selection depends on the version of WordPerfect you are using) (Figure 6).

OR

- Close the WordPerfect document.
- Open Adobe Acrobat.
- Click **File** on the menu toolbar.
- Select **Create PDF** then **From File** (Figure 7).
- Navigate to the appropriate directory/folder where the WordPerfect document is stored. Select the document and click the **Open** button. Depending on the version of Adobe Acrobat you are using, a series of windows may open as the document is converted.
- When the conversion is complete, the document is displayed in the Adobe Acrobat window. Save and close the Adobe file.

STEP 2 Open the primary document that will contain the hyperlink to the secondary document.

STEP 3 Select and highlight the appropriate text in the primary document that will be displayed as the hyperlink to the secondary document as shown in Figure 4 above.

- **Select the text** to be displayed as a hyperlink.
- Click **Tools** on the menu toolbar.
- Select **Hyperlink** from the drop-down list.

STEP 4 Displayed next is the Hyperlink Properties dialog box. Click the Folder icon located to the right of the Document/Macro field as shown in Figure 11.

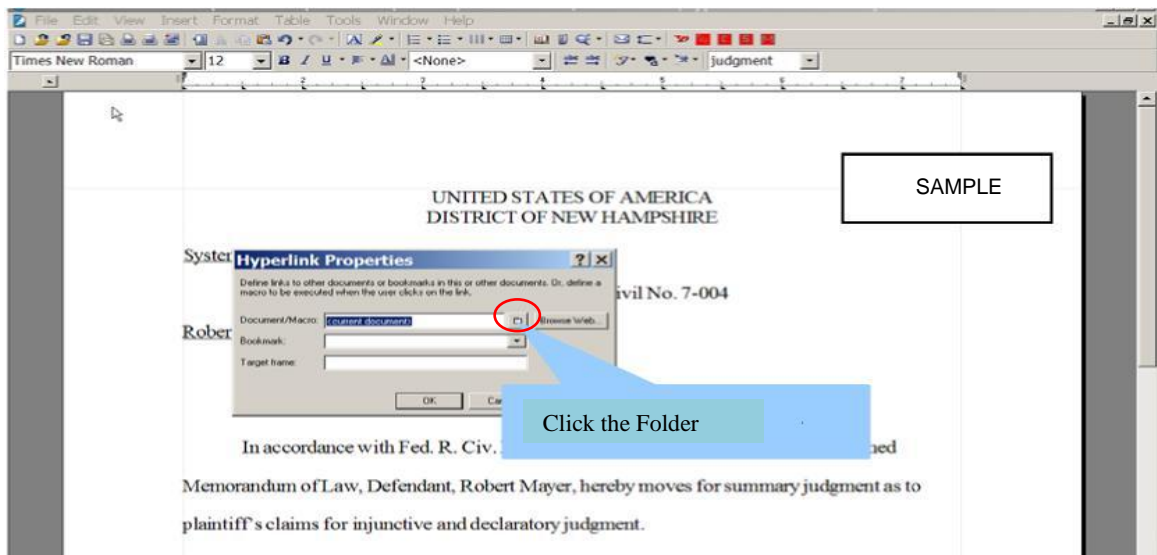


Figure 11: Creating Hyperlink to Secondary Document

STEP 5 Navigate to the directory/folder in which the secondary document is located (Figure 12). (Note: The document selected as the link must be in PDF format.)

- **Highlight** the **PDF document**.
- Click the **Select** button.
- Click **OK** on the **Hyperlink Properties** dialog box.

Note: Users may append to the URL a specific page number within the document by adding *?page=<pagenumber>* at the end of the URL.

For example: https://ecf.nhd.uscourts.gov/cgi-bin/show_case_doc?case_id=30628&doc_num=44&pdf_header=0?page=23

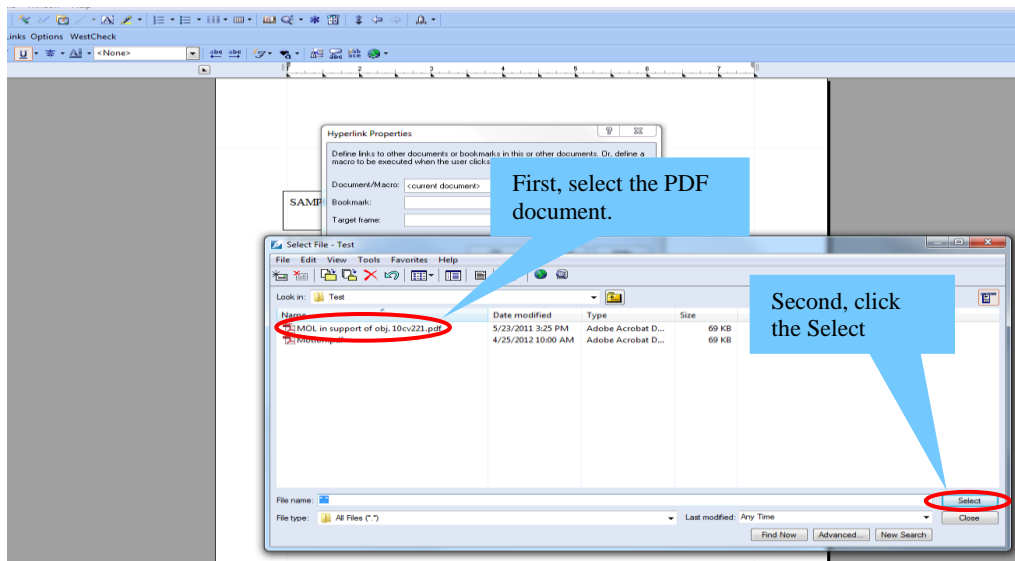


Figure 12: Linking document

STEP 6 After you have created all of your document hyperlinks, save the primary WordPerfect document.

STEP 7 Publish the primary document to PDF using the **Publish to...** or **Publish to PDF** function in WordPerfect. Converting to PDF using other methods will not retain the hyperlink (Figure 6).

- Click **File** on the menu toolbar.
- Select **Publish to...** then **PDF** or **Publish to PDF** (the selection option depends on the version of WordPerfect you are using).

OR

- Close the WordPerfect document.
- Open Adobe Acrobat.
- Click **File** on the menu toolbar.
- Select **Create PDF** then **From File** (Figure 7).
- Navigate to the appropriate directory/folder where the WordPerfect document is stored. Select the document and click the **Open** button. Depending on the version of Adobe Acrobat you are using, a series of windows may open as the document is converted.

STEP 8 When the conversion is completed, the document is displayed in the Adobe Acrobat window. Save and close the Adobe file.

STEP 9 Docket the appropriate CM/ECF event and attach the PDF document and attachments as usual.

Microsoft Word

In order to create a hyperlink in the primary document to a secondary document filed in the same submission, the secondary document must be in PDF format.

STEP 1 Publish the secondary document (i.e., the attachment to which the main document will be linked) to PDF using the Adobe Acrobat application. Converting to PDF using other methods will not retain the hyperlink in Word. With the secondary document open in Word:

- Click the **Insert** tab (or the **Acrobat** tab if using Word 2010) on your toolbar.
- Select **Abode PDF** button (or **Create PDF** if using Word 2010) (Figure 10).

OR

- Close the Word document.
- Open Adobe Acrobat.
- Click **File** on the menu toolbar.
- Select **Create PDF** then **From File** (Figure 7).
- Navigate to the appropriate directory/folder where the Word document is stored. Select the document and click the **Open** button. Depending on the version of Adobe Acrobat you are using, a series of windows may open as the document is converted.
- When the conversion is completed, save and close the Adobe file.

STEP 2 Open the primary document that will contain the hyperlink to the secondary document.

STEP 3 Select and highlight the text in the primary document that will be displayed as the hyperlink to the secondary document as shown in Figure 8.

- Click **Insert** on the menu toolbar (or the **Insert** tab in Word 2010).
- Select **Hyperlink** from the drop-down list (or the **Hyperlink** icon in Word 2010).

STEP 4 Displayed next is the Insert Hyperlink Box. To insert from the Current Folder, click the down arrow in the "Look in" field as shown in Figure 13. (You can also insert from "Recent Files."). There are several options for selecting your document listed on the left side of the Insert Hyperlink box.

STEP 5 Navigate to the directory/folder in which the secondary document is located (Figure 13). (Note: The document selected as the link must be in PDF format.)

- **Highlight** the **PDF document**.
- Click **OK** on the **Insert Hyperlink** box and the highlighted text will be underlined.

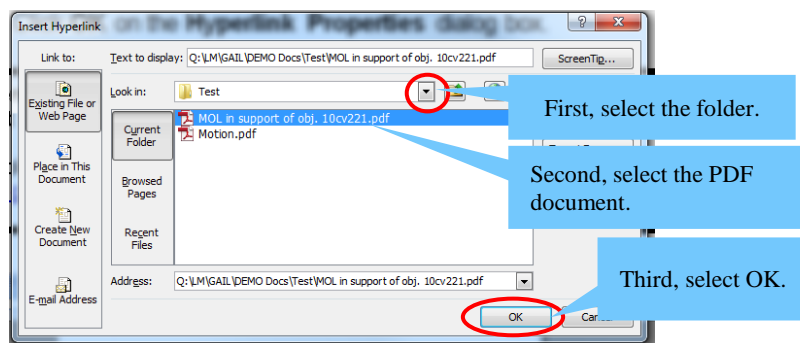


Figure 13: Creating Hyperlink to Secondary Document

STEP 6 After you have created all of your document hyperlinks, save the primary Word document.

STEP 7 Publish the primary document to PDF. Publish to PDF using the Adobe Acrobat application must be used. Converting to PDF using other methods will not retain the hyperlink.

- Click the **Insert** tab (or the **Acrobat** tab if using Word 2010).
- Select the **Adobe PDF** button (or the **Adobe** tab if using word 2010) (Figure 10).

OR

- Close the Word document.
- Open Adobe Acrobat.
- Click **File** on the menu toolbar.
- Select **Create PDF** then **From File** (Figure 7).
- Navigate to the appropriate directory/folder where the Word document is stored. Select the document and click the **Open** button. Depending on the version of Adobe Acrobat you are using, a series of windows may open as the document is converted.

STEP 8 When the conversion is completed, the document is displayed in the Adobe Acrobat window. Save and close the Adobe file.

STEP 9 Docket the appropriate CM/ECF event and attach the PDF document and attachments as usual.

Accessing Documents via Hyperlinks

Accessing documents via a hyperlink from within a document filed in CM/ECF works the same as accessing a document hyperlink from the docket sheet or query.

If you click on a hyperlink to a CM/ECF document, but have not logged in to PACER, a PACER log in screen appears before the document can be displayed. Once logged in as a PACER user, you will have access to documents on any CM/ECF server for the duration of the browser session or until you log out of PACER. A billing receipt and confirmation will be displayed to users logged in with a PACER account before the document can be displayed.

Any document you receive via a Notice of Electronic filing that contains your “free look” can be accessed via PACER without incurring a fee but access to any hyperlinked document viewed by clicking on the hyperlink within the “free look” document (whether a hyperlink to a document filed as an attachment to the “free look” document or a document filed on any CM/ECF server) will incur a fee. To avoid incurring PACER fee when viewing an attached document filed with your “free look,” the document must be viewed from the “Document Selection Menu” (Figure 14). Any documents viewed via a hyperlink within a document filed on any CM/ECF server will incur a PACER fee.

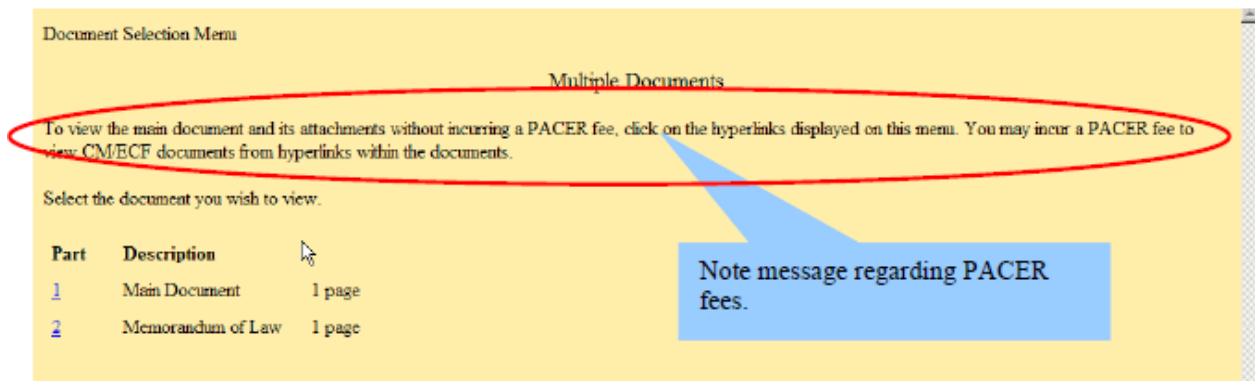


Figure 14: PACER fees