

Cross - Document Hyperlinks

CM/ECF users can file PDF documents that include hyperlinks to:

- previously filed documents in the *same case*.
- previously filed documents in *other cases that reside in the court's CM/ECF database*.
- previously filed documents in cases that reside in *other court's CM/ECF databases*.

Things to Remember:

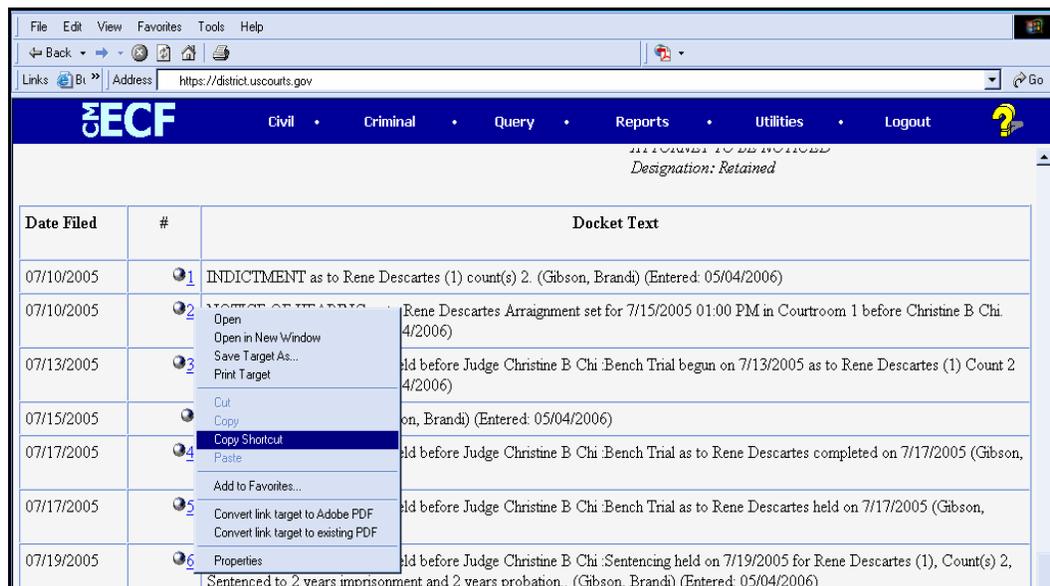
- Cross - Document Hyperlink functionality applies only to documents associated with CM/ECF docket entries.
- Hyperlinks may link to the start of a document or to a specific page in the document.
- Users can file main documents that include hyperlinks to attachment documents that are part of the same docketing transaction.
- Hyperlinks to CM/ECF documents are retained as long as the case remains in the primary CM/ECF database.
- Hyperlinks to restricted documents are not accessible unless users have appropriate permissions.
- Any documents that includes a hyperlink must also include a description of the standard citation to the hyperlinked material. The hyperlink is a convenience, not a citation replacement.
- CM/ECF does not verify URL addresses included as hyperlinks within documents.
- Cross - Document Hyperlink functionality works with WordPerfect 11 or higher and Word 2002 or higher.

This document will summarize how to create Cross - Document Hyperlinks, within the same court's CM/ECF database, using WordPerfect. Specific details and instructions for creating links using Microsoft Word may be found in the District CM/ECF 3.1 Release Notes.

USING WORDPERFECT TO CREATE HYPERLINKS TO PREVIOUSLY FILED

CM/ECF DOCUMENTS.

- STEP 1** Run the Docket Report for the case that contains the document to be linked. (Other CM/ECF reports containing document links may also be used.)
- STEP 2** Locate the document.
- STEP 3** Copy the URL of the document: **(See Figure 1.)**
- Place the mouse cursor over the **document link** (*not NEF receipt link*) and right click.
 - Select **Copy Shortcut** (*Internet Explorer/Netscape*)
OR Copy Link Location (*Firefox*)

**Figure 1 - Copy Shortcut****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.

- STEP 4** Open WordPerfect and locate the document to which the hyperlink

should be added. (See Figure 2.)

- Select and **highlight the appropriate text** to be hyperlinked, such as “Memorandum of Law” shown in the Figure 2 example.
- Click **TOOLS** on the menu toolbar.
- Select **Hyperlink** from the drop-down list.

STEP 5 Next, the Hyperlink Properties dialog box appears. (See Figure 3.)

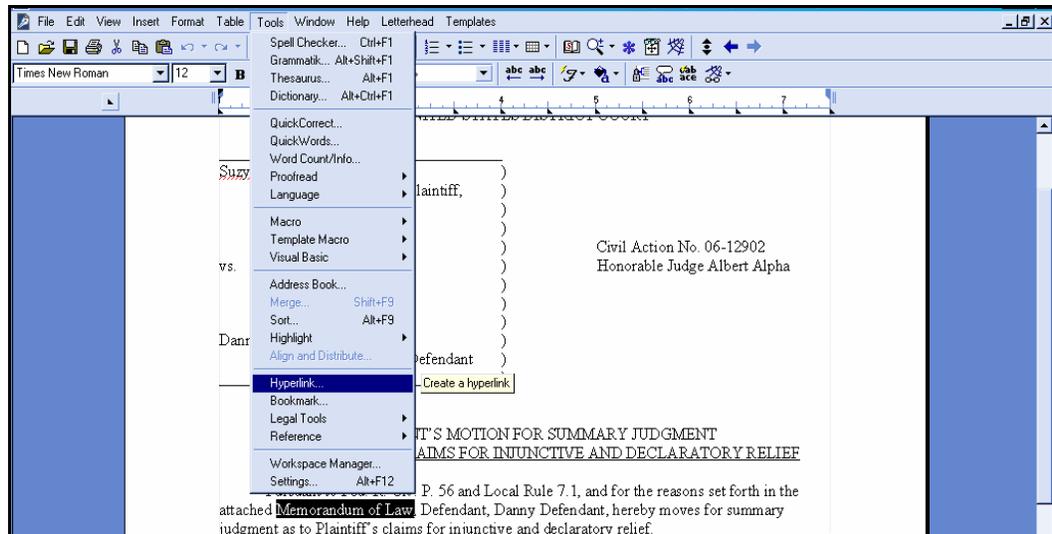


Figure 2 - Create Hyperlink

- **Paste** the URL of the document copied in Step 1 into the **Document/Macro** field.
- Click the **OK** button.

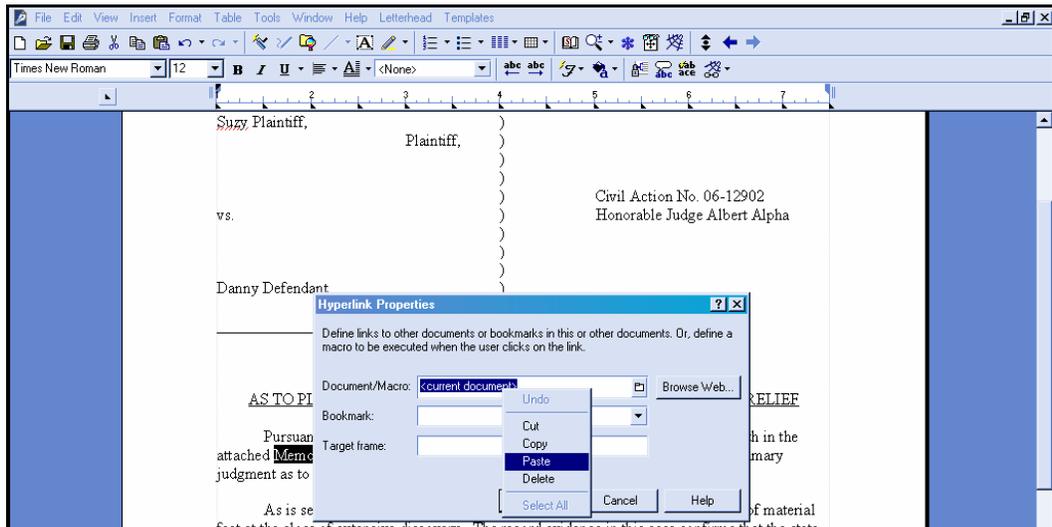


Figure 3 - Paste Hyperlinked Document URL

USING WORDPERFECT TO CREATE HYPERLINKS BETWEEN DOCUMENTS FILED IN THE SAME EVENT.

- STEP 1** Using WordPerfect, create the attachment document (secondary document) to which the main document will be linked.
- STEP 2** Save the document.
- STEP 3** Publish the attachment document to PDF. (See STEP 6 above.)
- STEP 4** Create and save the main WordPerfect document. (The document that will have the hyperlink to the attachment document.)
- STEP 5** Open the main WordPerfect document.
- **Select the text** to be displayed as a hyperlink.
 - Click **Tools** on the menu toolbar.
 - Select **Hyperlink** from the drop-down selection.
- STEP 6** Displayed next is the Hyperlink Properties dialog box. Click the **Folder icon** located to the right of the Document/Macro field. (See Figure 5.)

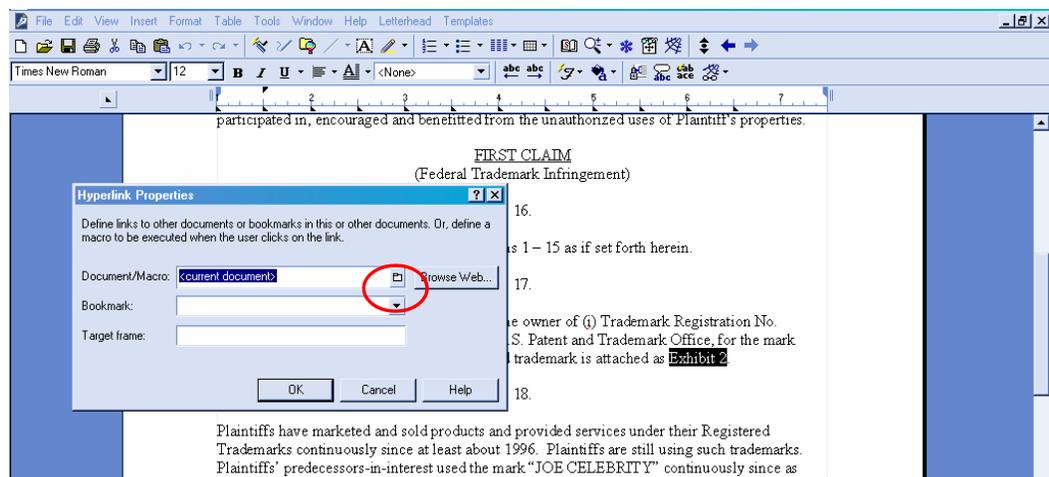
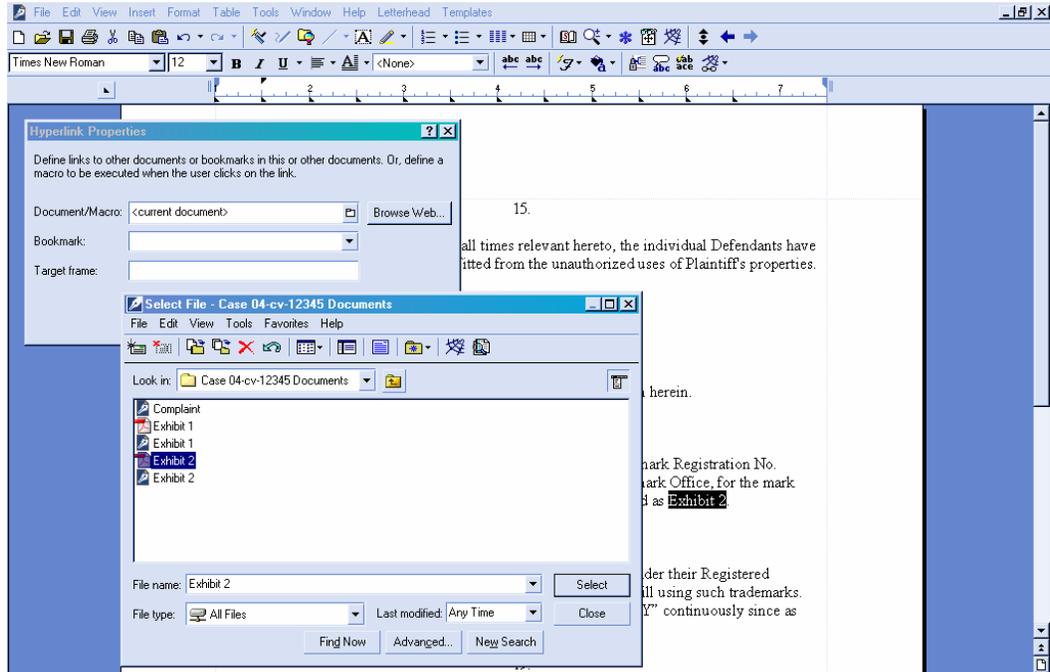


Figure 5 - Create Secondary Document Hyperlink

- STEP 7** Navigate to the folder that contains the secondary document (attachment document) to be linked. (See Figure 6.)
- **Highlight the file name.**
 - Click the **Select** button.
 - Click **OK** on the **Hyperlink Properties** dialog box.

Note:**The file selected to be linked must be in .pdf format.****Figure 6 - Select Secondary Document File**

- STEP 8** Save the main WordPerfect document.
- STEP 9** Publish the document to PDF. (See STEP 6 in the Creating Hyperlinks to Previously filed Document section.)
- STEP 10** Docket the appropriate CM/ECF event and associate the main document and attachment document as usual.