

- This new version of CM/ECF 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 function: District (Release 3.1); Bankruptcy (Release 3.2) and/or Appellate (available as of July 2006). 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 in your case or some other case, follow the steps below:

STEP 1 Access the appropriate CM/ECF system and run the Docket Report 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 to the clipboard. To do this, hover over the document link and click the right mouse button. Select **Copy Shortcut** (Internet Explorer/Firefox) (**Figure 1**) OR **Copy Link Location** (Firefox)(**Figure 2**). Note, the document link is represented by a number with an underscore.

Note: If you want to link to an attachment to a primary document filed in CM/ECF, you must 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.

The screenshot displays the ECF (Electronic Case Filing) system interface within an Internet Explorer browser. The top navigation bar includes the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. A 'Manual' link is also visible. The main content area is a table of filings:

Date	Page Count	Description
04/07/2008	2	Trustee Michael E. Kepier Trustee added to case : (Madison, Terry) (Entered: 04/07/2008)
04/07/2008	2	341(a) meeting scheduled for 5/19/2008 at 09:00 AM at U.S. Trustee Meetings. Last day to oppose discharge or dischargeability is 7/18/2008. Financial Management Certificate due by 7/3/2008. Notice of Meeting of Creditors . cc: via BNC to all parties (Madison, Terry) (Entered: 04/07/2008)
04/08/2008	3 (4 pgs)	Motion for Relief from Stay [Fee Amount \$150] filed by Test on behalf of Trucking, LLC.. (Attachments: # 1 Attachment# 2 Attachment 2# 3 Attachment 3) (Test) (Entered: 04/08/2008)
04/08/2008	4 (1 pg)	Notice of Motion filed by Trucking, LLC. Related document(s) 3 Motion for Relief from Stay creditor Trucking, LLC. Last Day to File Objections Request (Entered: 04/08/2008)
04/08/2008	5 (1 pg)	on behalf of Trucking, LLC. Related document(s) 3, 4 Motion unt \$150] filed by Creditor Trucking, LLC, Notice of Motion C. (Test) (Entered: 04/08/2008)

A context menu is open over the entry dated 04/08/2008 with page count 5 (1 pg). The menu options are:

- Open
- Open in New Tab
- Open in New Window
- Save Target As...
- Print Target
- Cut
- Copy
- Copy Shortcut
- Paste
- Add to Favorites...
- Convert link target to Adobe PDF
- Convert link target to existing PDF

The browser's address bar shows 'Internet' and the zoom level is set to 100%.

Figure 1: Internet Explorer

The screenshot shows the EECF system interface with a list of documents. A context menu is open over a link, showing options like 'Open Link in New Window', 'Open Link in New Tab', 'Bookmark This Link...', 'Save Link As...', 'Send Link...', 'Copy Link Location', and 'Properties'. The 'Copy Link Location' option is highlighted.

Date	Part	Description
04/07/2008	1 (1 pg)	Chapter 7 Voluntary Petition [Fee Amount \$ 299] filed by John Smith . All Schedules and Statements filed. (Madison, Terry) (Entered: 04/07/2008)
04/07/2008		Trustee Michael E. Kepler/Trustee added to case . (Madison, Terry) (Entered: 04/07/2008)
04/07/2008	2	341(a) meeting scheduled for 5/19/2008 at 09:00 AM at U.S. Trustee Meetings. Last day to oppose discharge or dischargeability is 7/18/2008. Financial Management Certificate due by 7/3/2008. Notice of Meeting of Creditors . cc: via BNC to all parties (Madison, Terry) (Entered: 04/07/2008)
04/08/2008	3 (4 pgs)	Motion for Relief from Stay [Fee Amount \$150] filed by Test on behalf of Trucking, LLC. (Attachments: # 1 Attachment# 2 Attachment 2# 3 Attachment 3) (Test) (Entered: 04/08/2008)
04/08/2008	4 (1 pg)	Notice of Motion filed by Trucking, LLC. Related document(s) 3 Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC. Last Day to File Objections/Request for Discharge (Test) (Entered: 04/08/2008)
04/08/2008	5 (1 pg)	Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC, Notice of Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC, Notice of Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC. (Test) (Entered: 04/08/2008)

Figure 2: Firefox

The screenshot shows the 'Document Selection Menu' for multiple documents. It lists four documents with their respective parts and descriptions. At the bottom, there are buttons for 'View All' and 'Download All'.

Part	Description	Pages
1	Main Document	1 page
2	Attachment	1 page
3	Attachment 2	1 page
4	Attachment 3	1 page

View All or Download All 4 pages

Figure 3: Copy URL of attachment to document

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

- Select and highlight the appropriate text to be hyperlinked, such as "Document #50" shown in **Figure 4**.

- Click **Tools** on the menu toolbar.
- Select **Hyperlink** from the drop-down list.

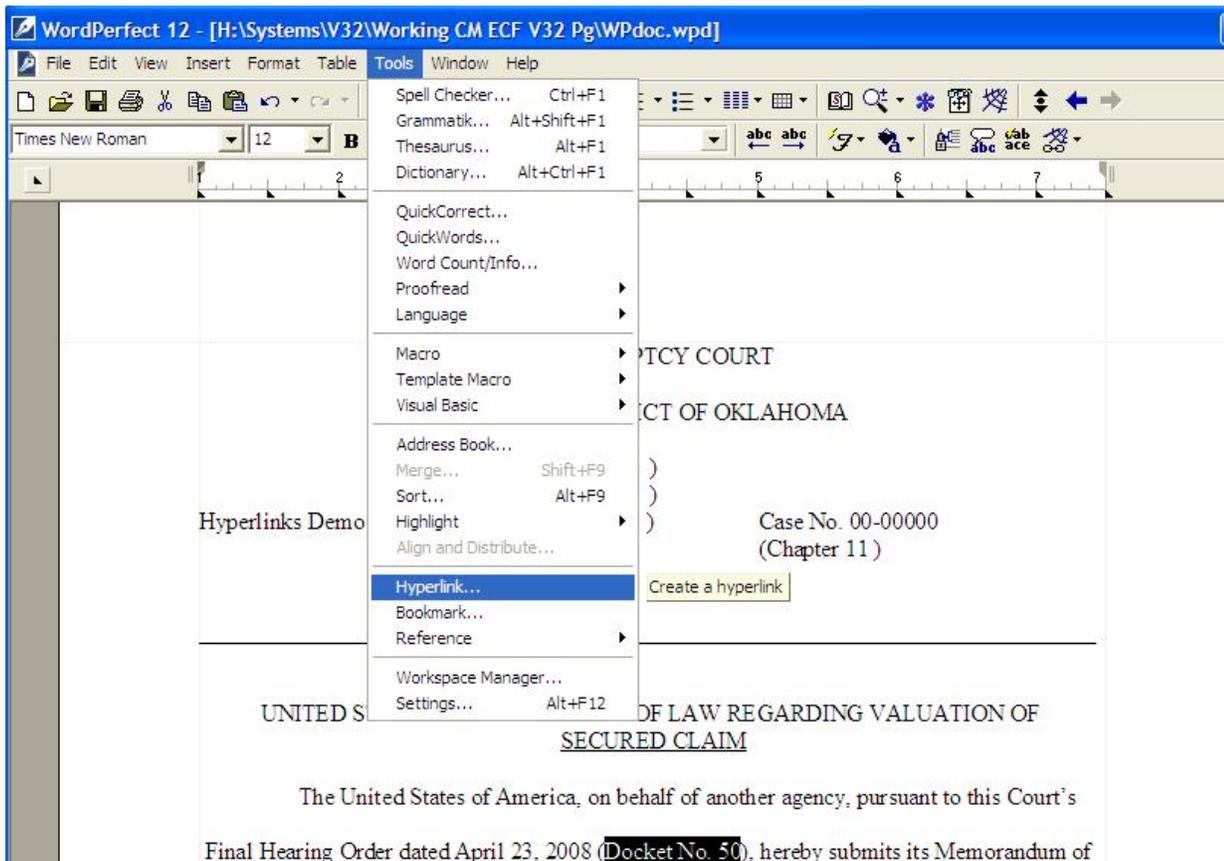


Figure 4: Highlight Text to Create the Hyperlink

STEP 5 Next, the Hyperlink Properties dialog box appears. (See **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.wiwb.uscourts.gov/cgibin/show_case_doc?case_id=30628&doc_num=44&pdf_header=0?page=23

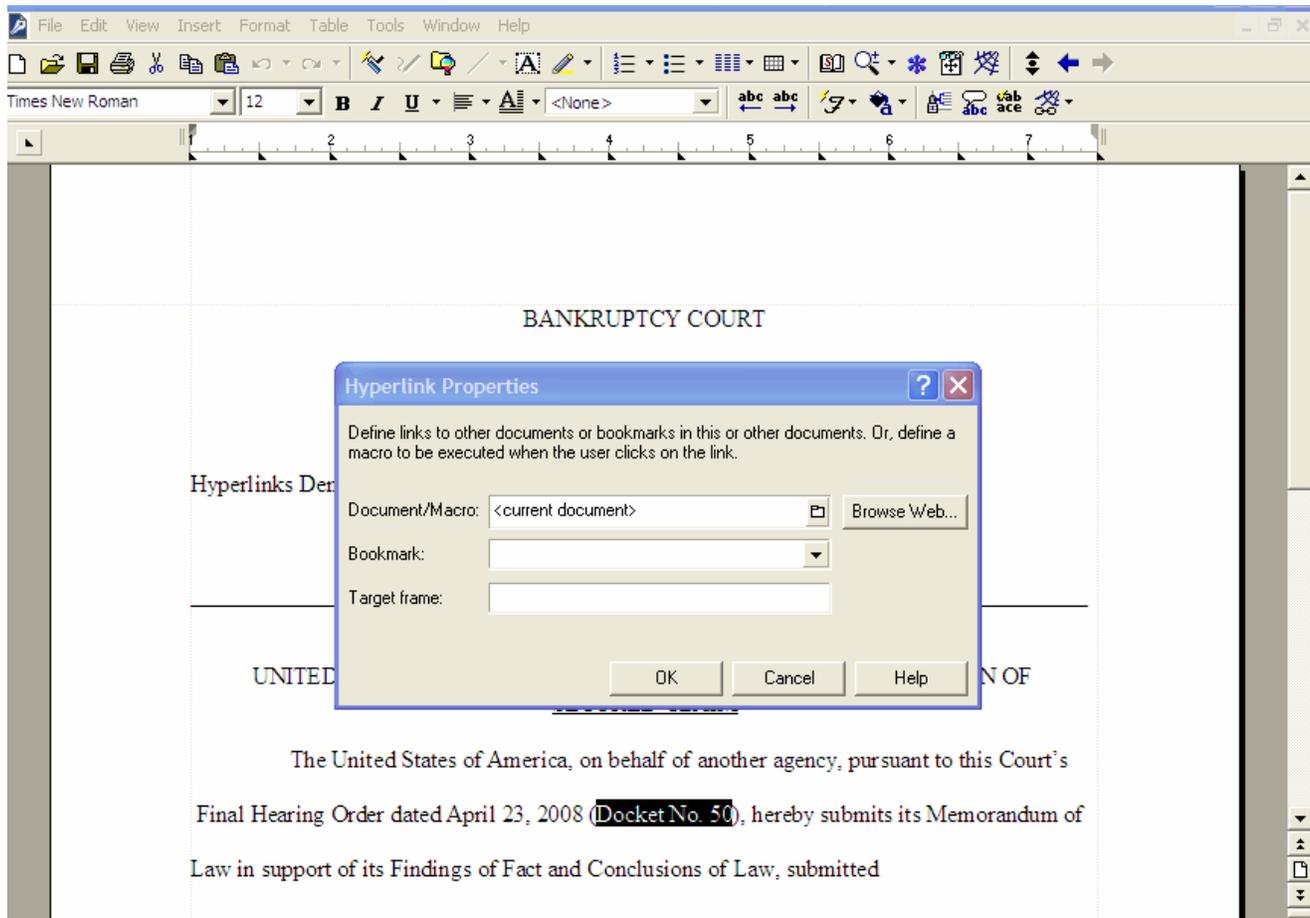


Figure 5: Paste URL

STEP 6 The next step is to convert the WordPerfect document to PDF format using the **Publish to...** or **Publish to PDF** function in WordPerfect. (See **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)

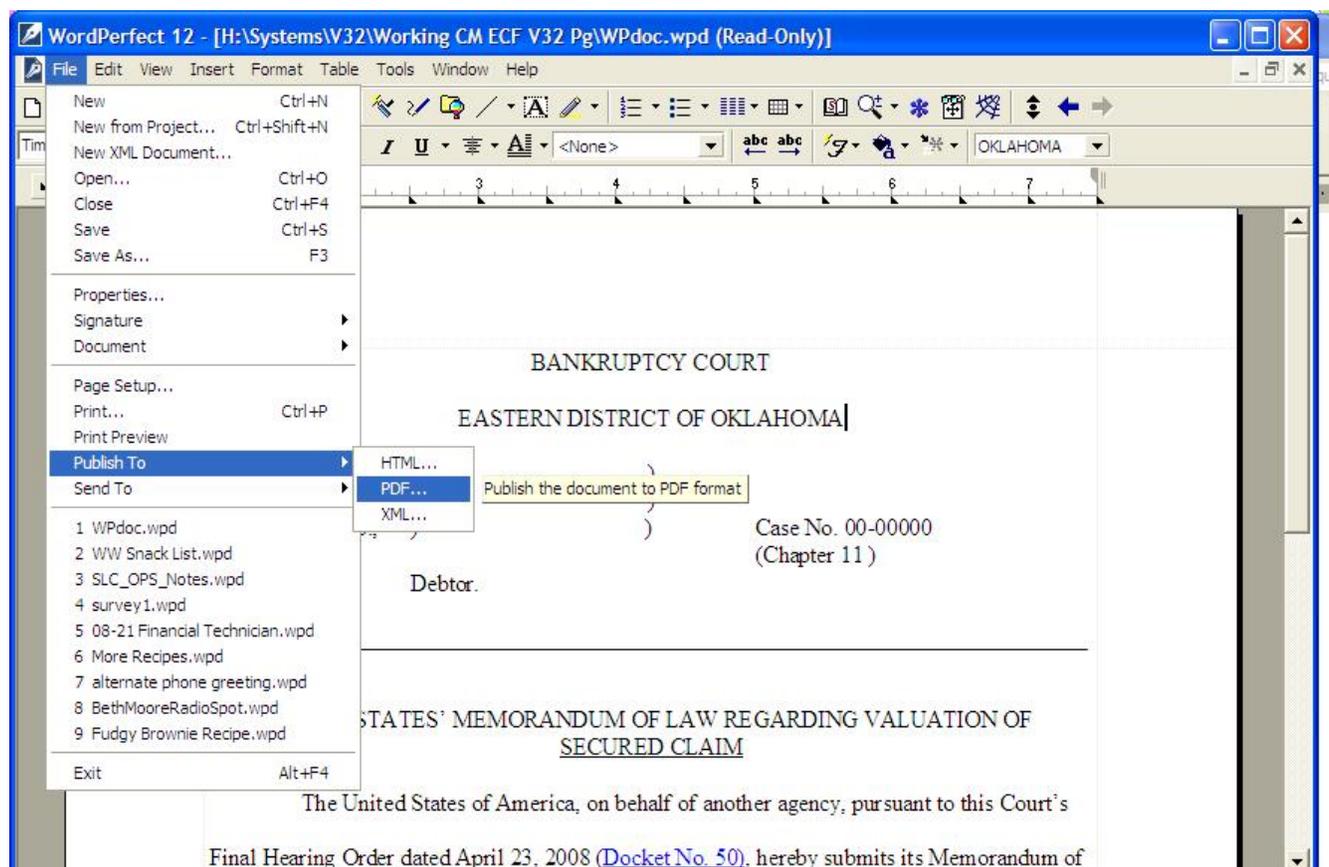


Figure 6: Publish to PDF

STEP 7 Save the document.

Things to Remember:

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

STEP 8 Docket the appropriate CM/ECF event and attach the PDF document as usual.

Create Hyperlinks Between Documents Filed Within the Same Event

It is also possible to link two or more documents to be filed in the same event. To create a hyperlink to a document filed in the same event, such as an exhibit in support of a motion or memo of law, follow the steps below.

WordPerfect

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

STEP 1 Convert the secondary document 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. (See **Figure 6** above). With the secondary document open in WordPerfect, do the following:

- 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).

STEP 2 Open the primary WordPerfect 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 12**.

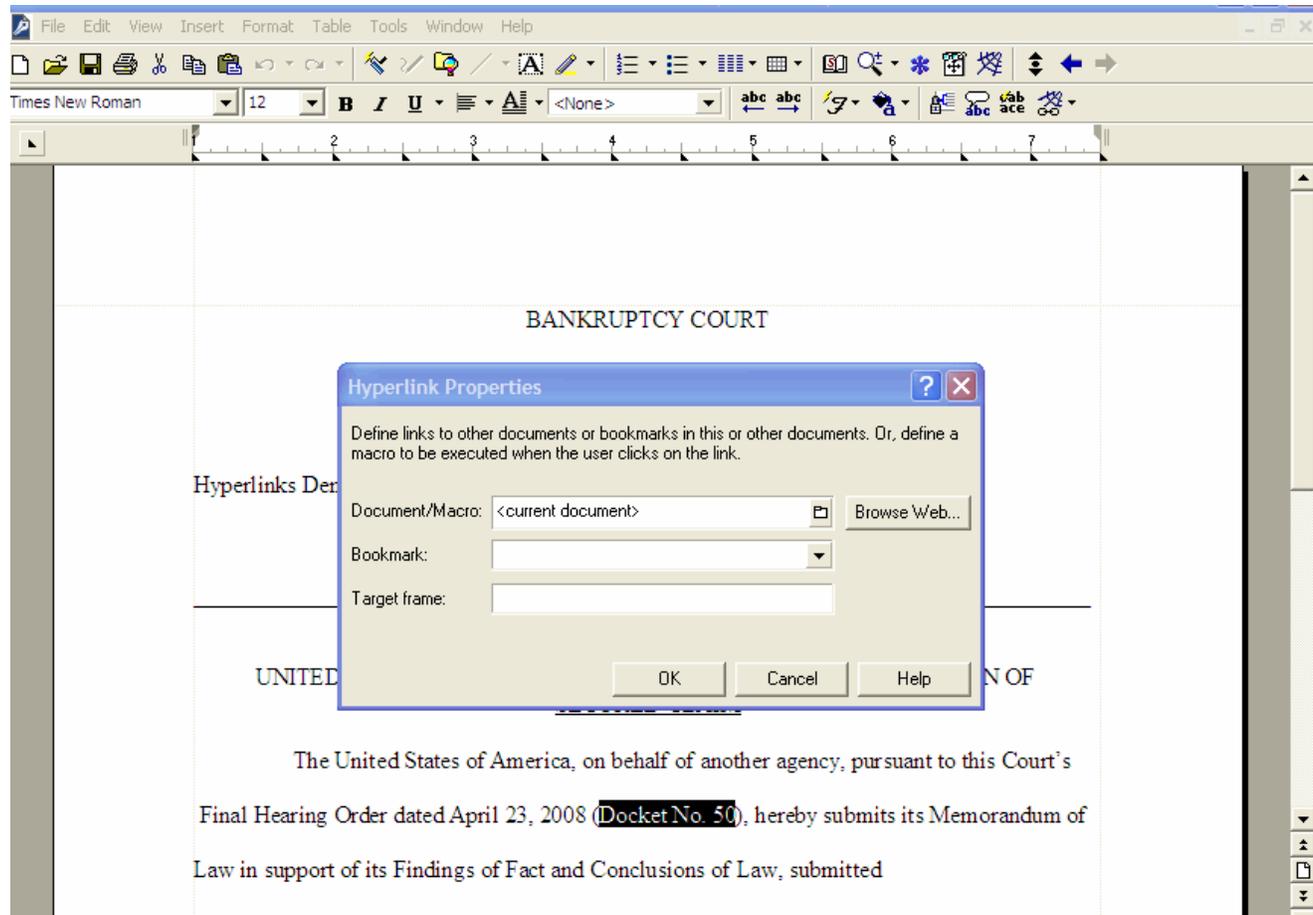


Figure 12: Creating Hyperlink to Secondary Document

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

- **Highlight the PDF document** (document must be PDF format).
- Click the **Select** button.
- Click **OK** on the **Hyperlink Properties** dialog box and the hyperlinked text will be underlined.

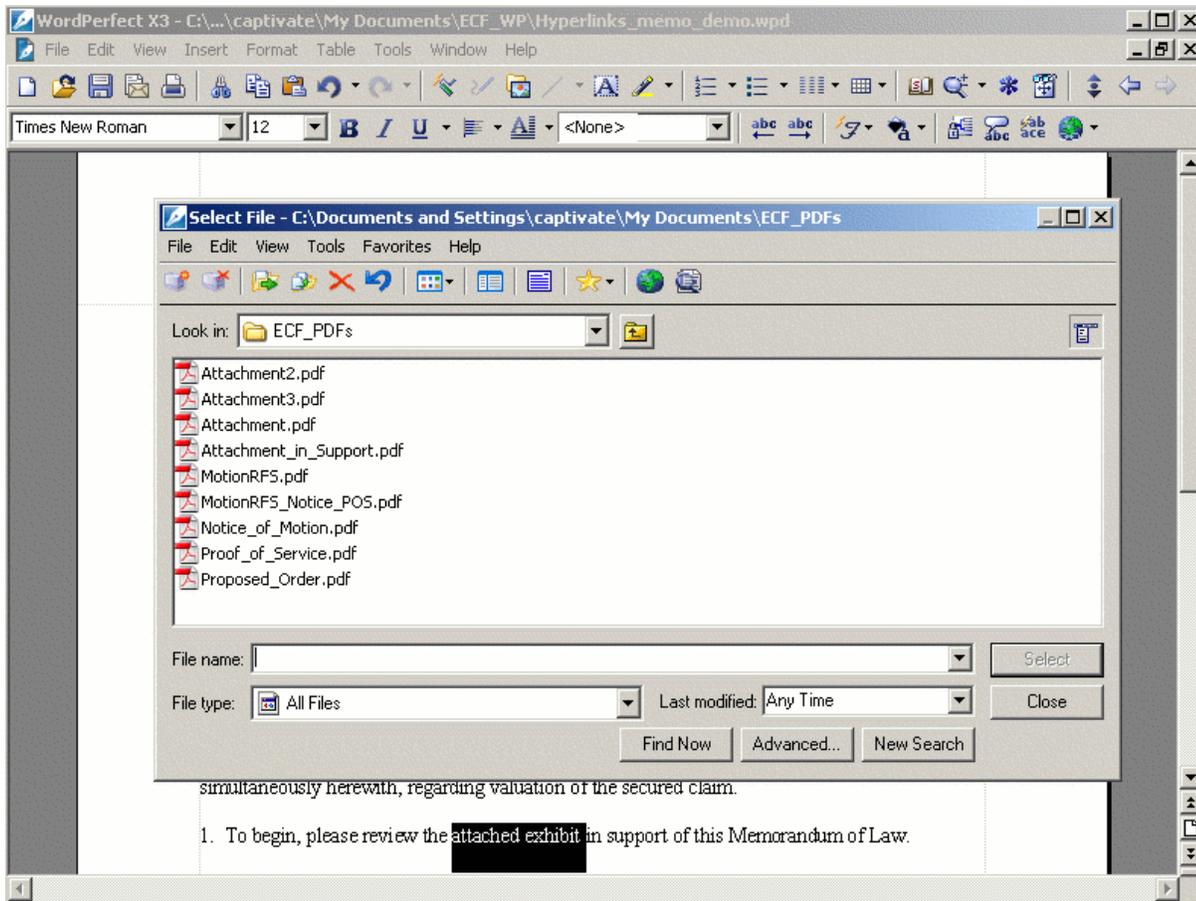


Figure 13: Linking document

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

STEP 7 Convert the primary document 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. (See **Figure 6** above).

- 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).

STEP 8 Docket the appropriate CM/ECF event and attach the PDF document and attachments as usual.