

## Microsoft Word Hyperlinks:

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:

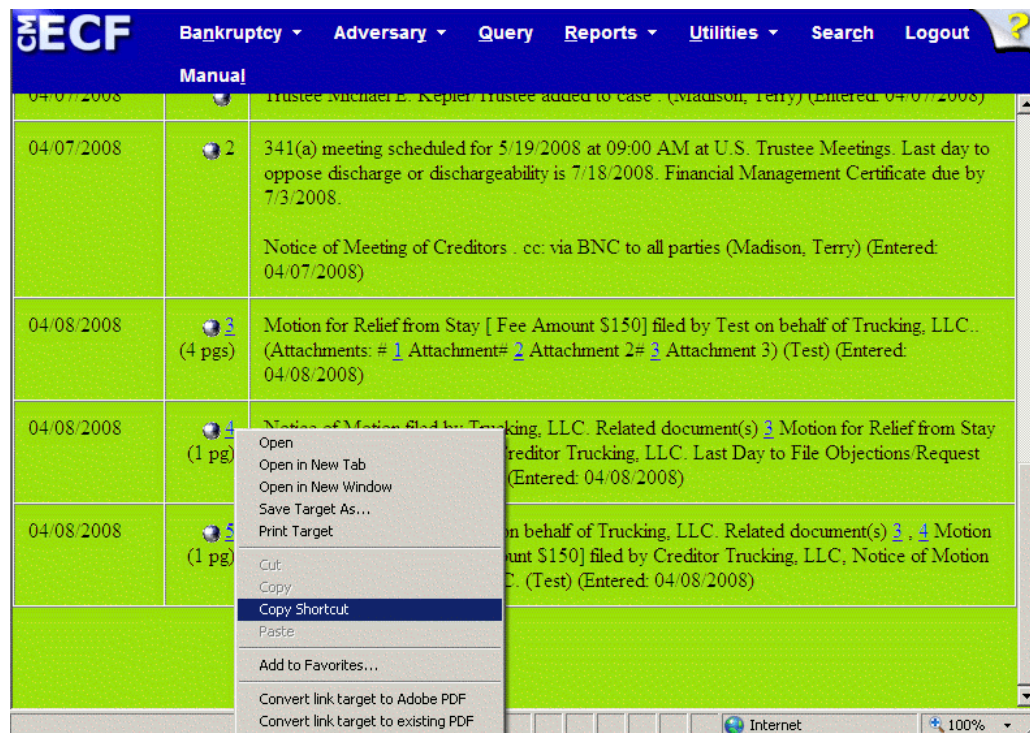
**STEP 1** Access the appropriate CM/ECF system and run the Docket Report for the case that contains the document you want to link to.

**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.



**Figure 1:** Internet Explorer

Date	Part	Description
04/07/2008	<a href="#">1</a> (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	<a href="#">2</a>	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	<a href="#">3</a> (4 pgs)	Motion for Relief from Stay [ Fee Amount \$150] filed by Test on behalf of Trucking, LLC. (Attachments: # <a href="#">1</a> Attachment# <a href="#">2</a> Attachment 2# <a href="#">3</a> Attachment 3) (Test) (Entered: 04/08/2008)
04/08/2008	<a href="#">4</a> (1 pg)	Notice of Motion Filed by Trucking, LLC. Related document(s) <a href="#">3</a> Motion for Relief from Stay [ Fee Amount \$150] filed by Creditor Trucking, LLC. Last Day to File Objections/Request for Relief (Test) (Entered: 04/08/2008)
04/08/2008	<a href="#">5</a> (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. (Test) (Entered: 04/08/2008)

Figure 2: Firefox

Document Selection Menu

Multiple Documents

Select the document you wish to view.

Part	Description	Pages
<a href="#">1</a>	Main Document	1 page
<a href="#">2</a>	Attachment	1 page
<a href="#">3</a>	Attachment 2	1 page
<a href="#">4</a>	Attachment 3	1 page

or  4 pages

Figure 3: Copy URL of attachment to document

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 "Document #50" shown in **Figure 7**.
- Click **Insert** on the menu toolbar.
- Select **Hyperlink (Word 2007)** - (This selection depends on the *version* of Word you are using.) In previous versions, Select **Hyperlink** from the drop-down list displayed after you select Insert.)

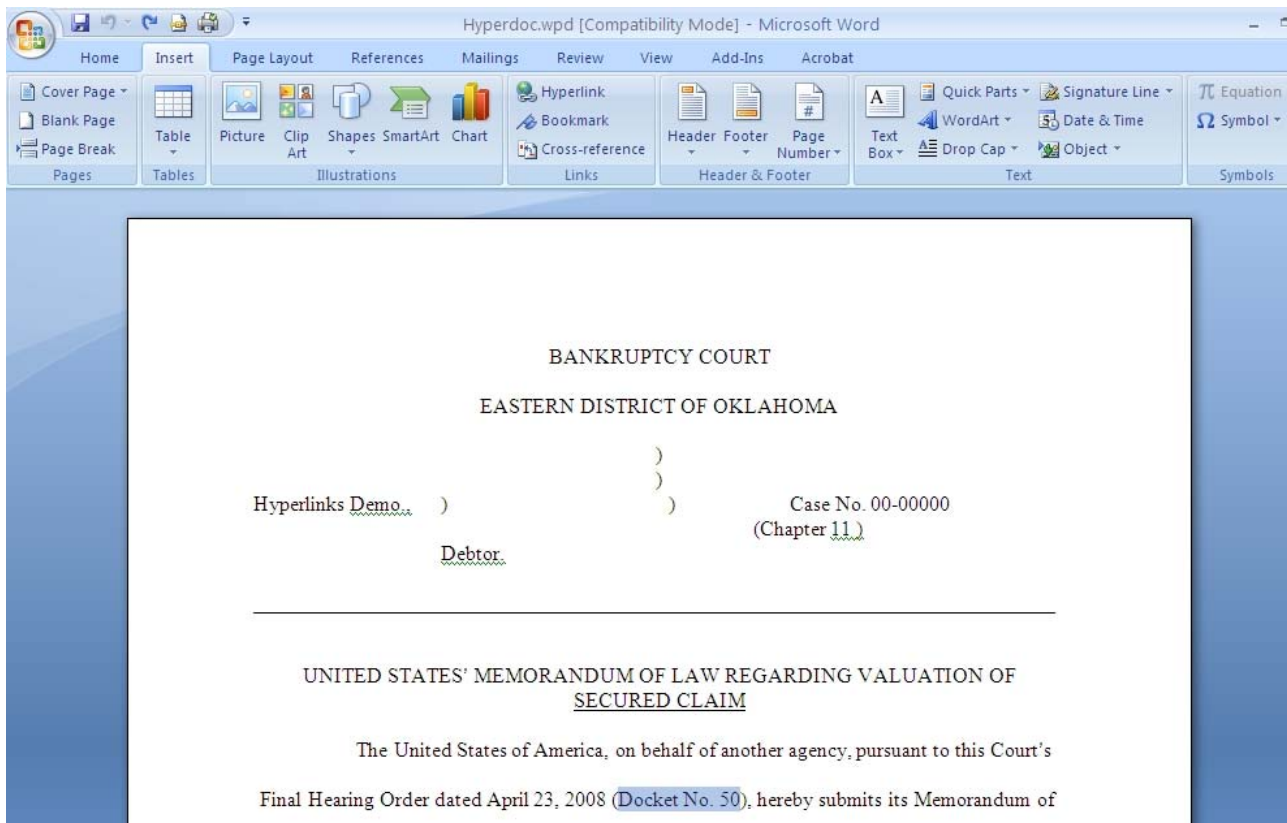
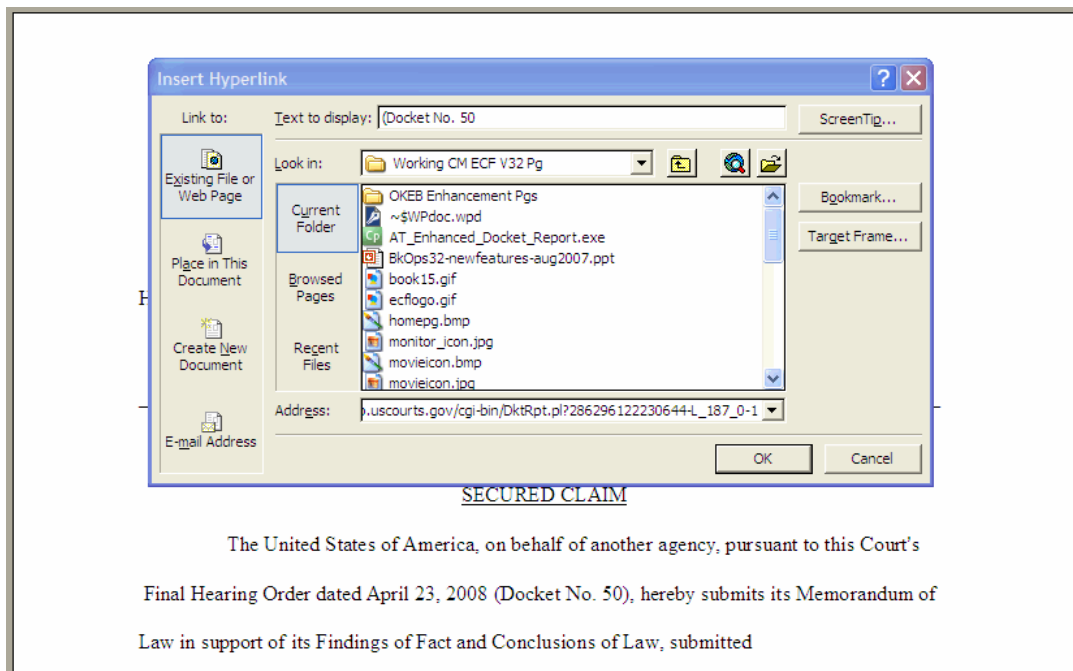


Figure 7: Highlight Text to Create Hyperlink

STEP 5 Next, the Insert Hyperlink dialog box appears. (See Figure 8).

- Paste the URL of the document copied in Step 3 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.



**Figure 8:** Paste URL

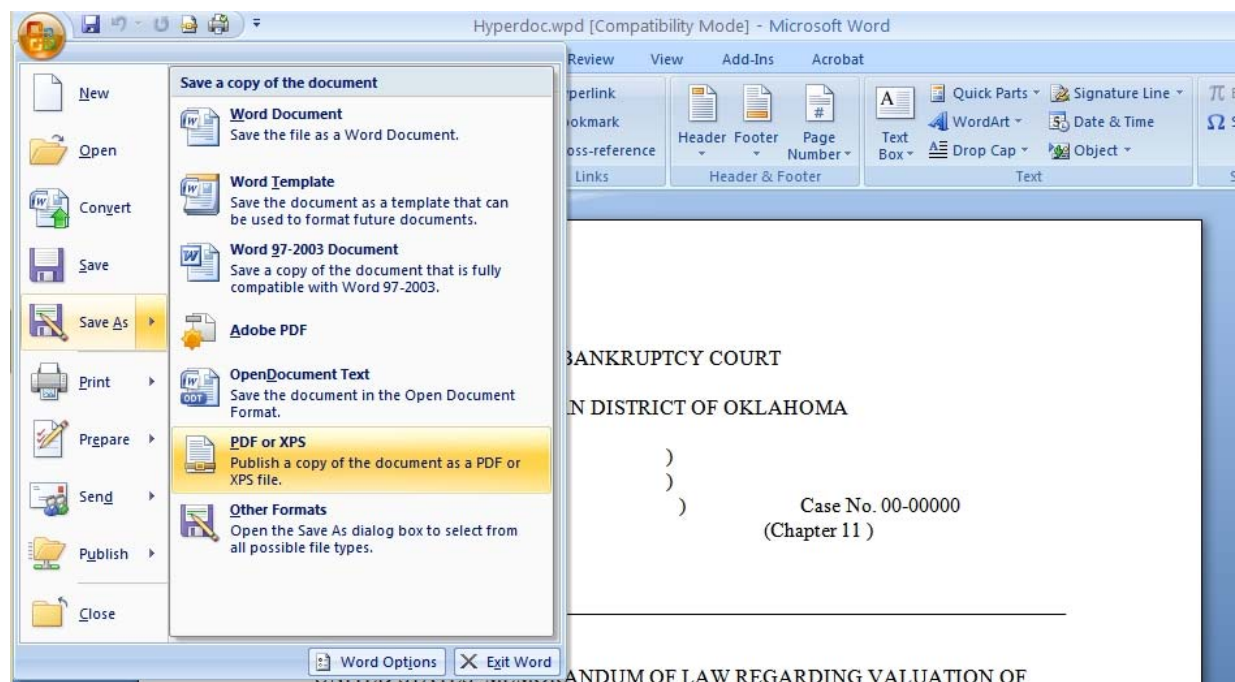
**Note:** Users may append to the URL a specific page number within the document by adding ?page=<pagenumber> at the end of the URL.

**For example:** [https://ecf.wiwb.uscourts.gov/cgi-bin/show\\_case\\_doc?case\\_id=30628&doc\\_num=44&pdf\\_header=0?page=23](https://ecf.wiwb.uscourts.gov/cgi-bin/show_case_doc?case_id=30628&doc_num=44&pdf_header=0?page=23)

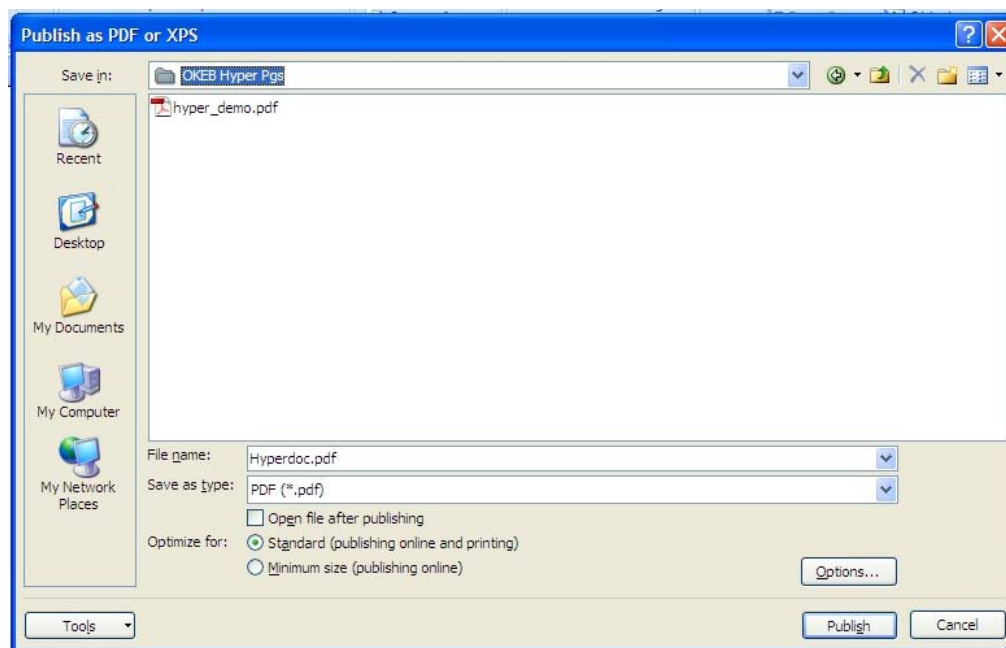
**STEP 6** Convert the document to PDF. (See **Figure 9**).

To convert a Word document to PDF that contains a hyperlink to be filed in the CM/ECF system:

- Select the "Office button".
- Click **Save As**.
- Select **PDF or XPS**.

**Figure 9:** Create PDF

**STEP 7** Navigate to the appropriate directory/folder where the PDF document should be saved. Name the file and Click **Publish**. (See **Figure 10**.)



**Figure 10:** Publish to PDF / Saving document as PDF

**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.

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

**STEP 1** Convert the secondary Word document to PDF as shown in **Figure 9** above.

Note: To convert a Word document to PDF that contains a hyperlink to be filed in the CM/ECF system, Publish to PDF should be used.

**STEP 2** Open the primary document that will contain the hyperlink to the secondary (attached) document.

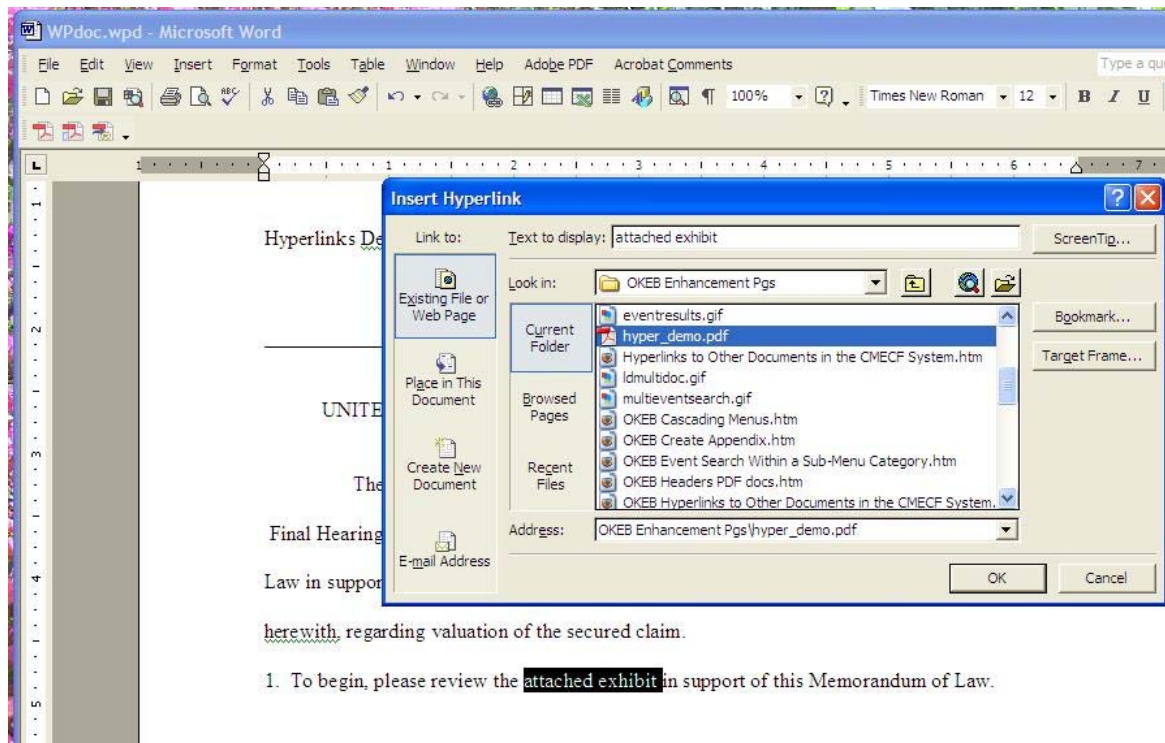
**STEP 3** Select and highlight the text in the primary document that will be displayed as the hyperlink as outlined for Microsoft Word documents as shown in **Figure 7** above.

- Click **Insert** on the toolbar.
- Select **Hyperlink** from the drop down selection list or the Insert Menu Options. (This selection depends on the *version* of Word you are using).

**STEP 4** Displayed next is the Insert Hyperlink Box as shown in **Figure 14**.

**STEP 5** Navigate to the directory/folder in which the secondary document is located. (Note: The document selected as the link must be in PDF format.) (See **Figure 14**).

- **Highlight the PDF document** (document must be in PDF format).
- Click **OK** on the **Insert Hyperlink** box and the highlighted text will be underlined.



**Figure 14:** Creating Hyperlink to Secondary Document

**STEP 6** Convert the document to PDF. (See **Figure 9**).

To convert a Word document to PDF that contains a hyperlink to be filed in the CM/ECF system:

- Select the "Office button".
- Click **Save As**.
- Select **PDF or XPS**.

**STEP 7** Navigate to the appropriate directory/folder where the PDF document should be saved. Name the file and Click **Publish**. (See **Figure 10**.)

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