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## 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.

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## 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)

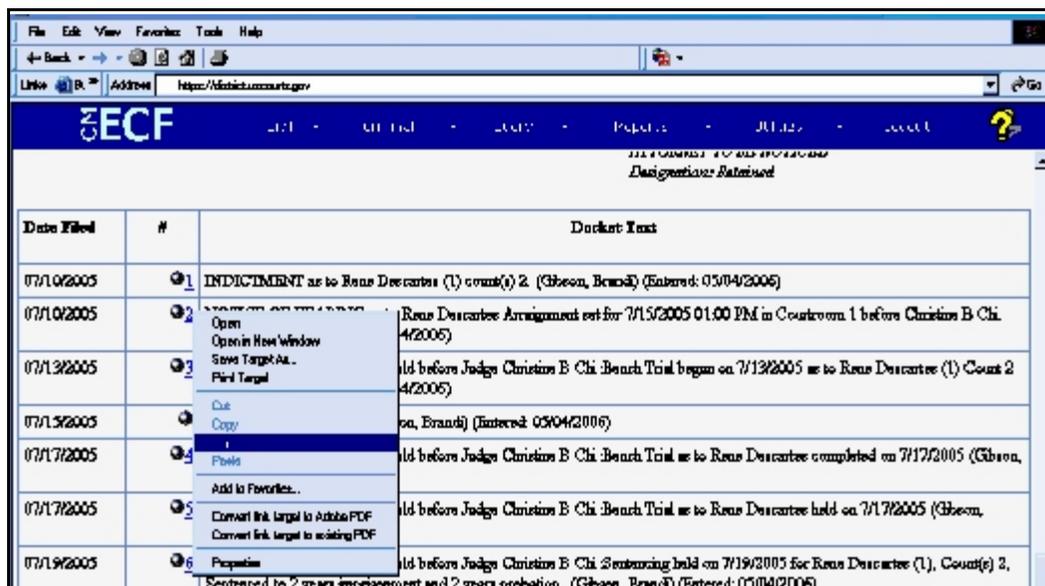


Figure 1 - Copy Shortcut

### 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.

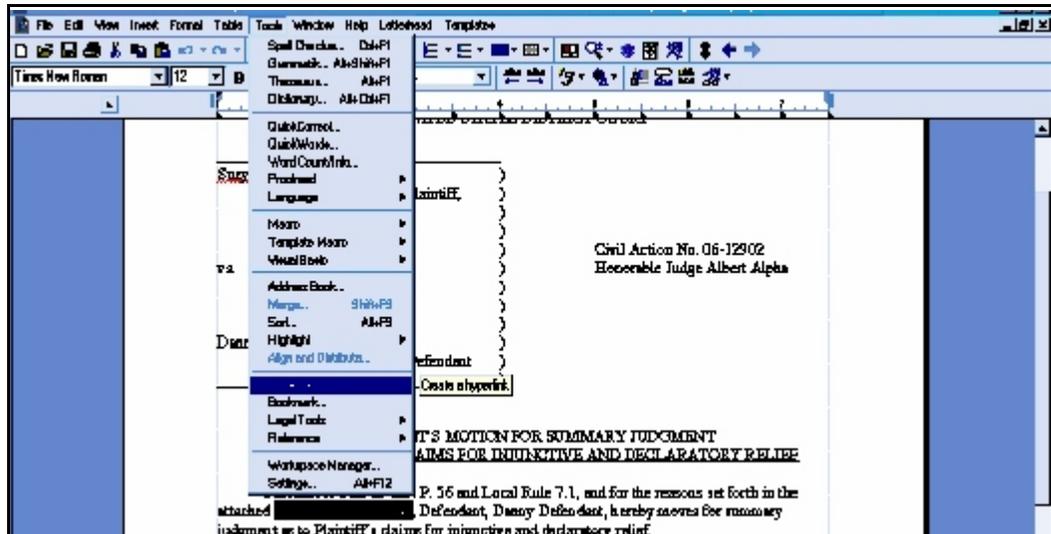


Figure 2 - Create Hyperlink

- STEP 5** Next, the Hyperlink Properties dialog box appears. (See Figure 3.)
- **Paste** the URL of the document copied in Step 1 into the **Document/Macro** field.
  - Click the **OK** button.

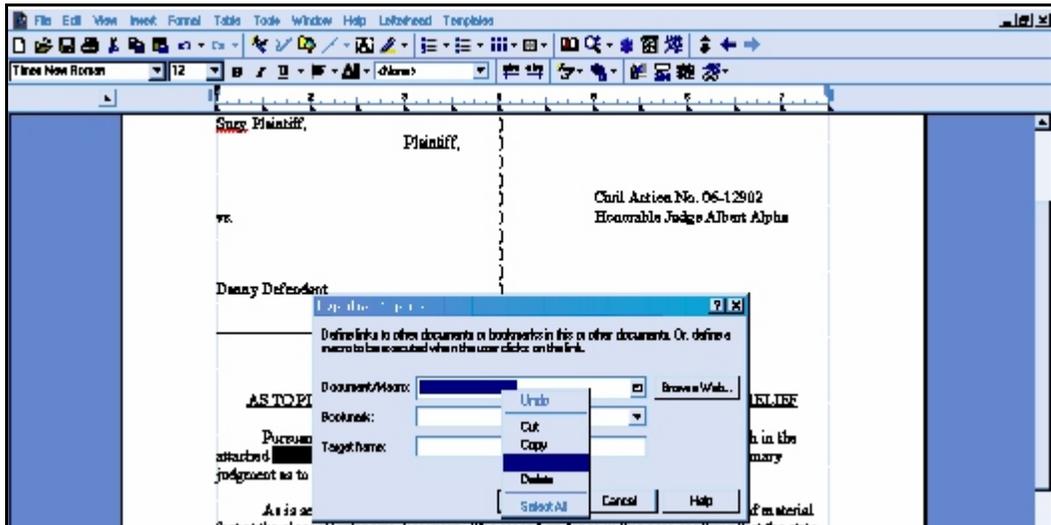


Figure 3 - Paste Hyperlinked Document URL

**Note:**

Users may append to the URL a specific page number within the document by adding *?page=<pagenumber>* at the end of the URL. Please refer to District CM/ECF 3.1 Release Notes for detailed instructions.

**STEP 6** The next step is to convert the WordPerfect document to PDF format. (See Figure 4.)

- Click **File** on the menu toolbar.
- Select **Publish to...** then **PDF**.

**STEP 7** Save the document.

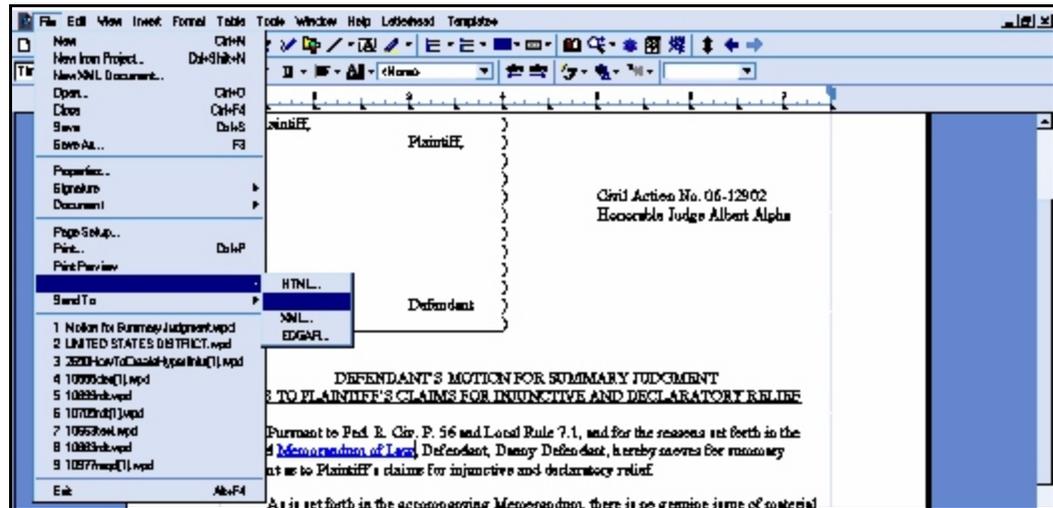


Figure 4 - Publish to PDF

**Things to Remember:**

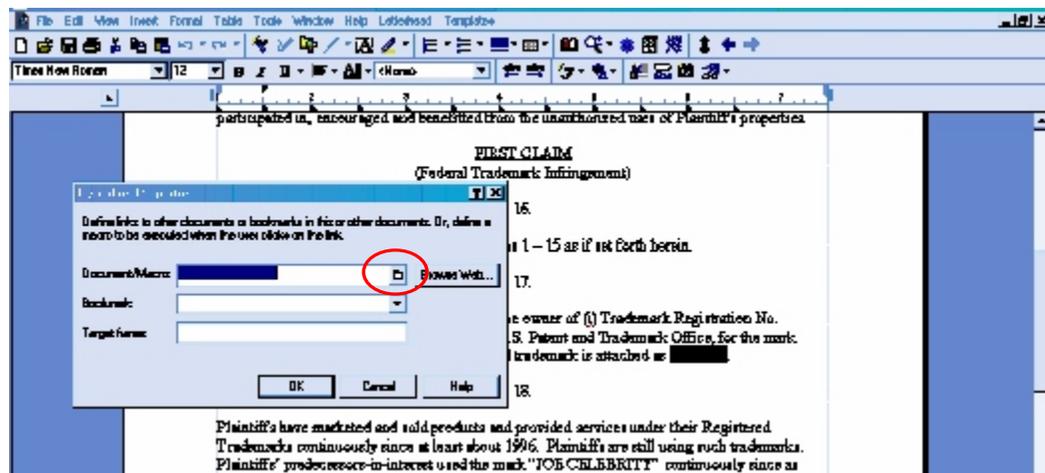
- Do not print a WordPerfect document to Adobe PDF Writer for Cross - Document Hyperlinks functionality.
- Publish to PDF must be used if a document contains a hyperlink.

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

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## 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.)



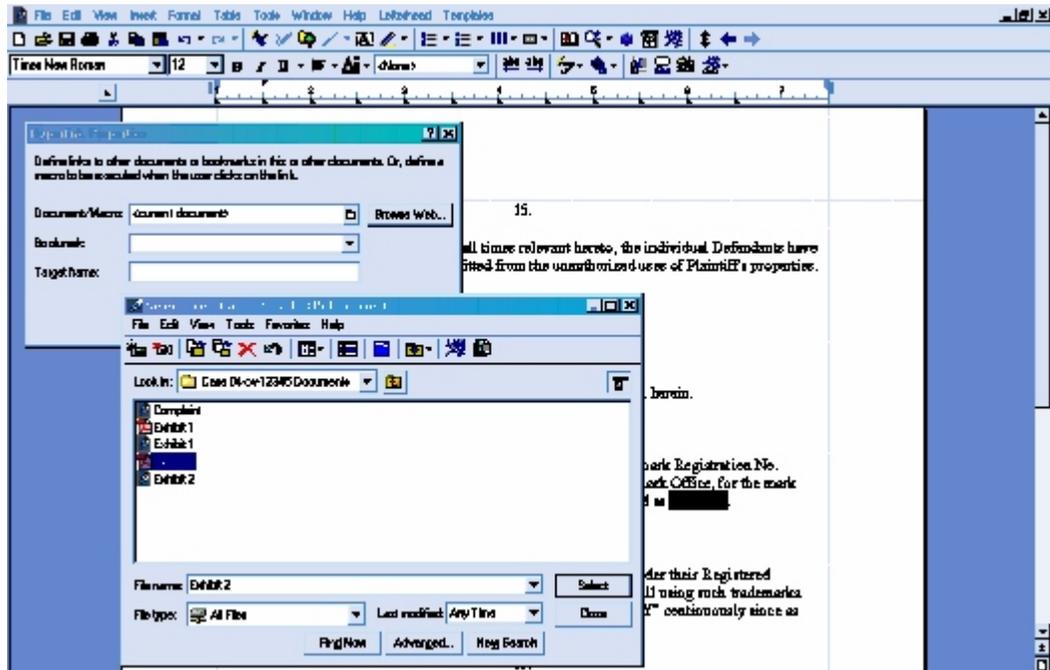
**Figure 5** - Create Secondary Document Hyperlink

- 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.
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**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.