

Hyperlinks to Internet Sites

Users can file documents with links to external (URL) sites, including Westlaw® and LexisNexis®.¹ **Hyperlinks to cited authority may not replace standard citation format. Complete citations must be included in the text of the filed document.** See E.D. TN. Electronic Case Filing Rules and Procedures ¶ 16 and E.D. TN LR 7.4. The district and magistrate judges encourage attorneys to include hyperlinks, especially for legal citations.

Cross-Document Hyperlinks

CM/ECF users can file a document that includes a hyperlink to a previously filed document(s) in the same case or another case that resides on the CM/ECF system where the filing is being entered, or on any other court's CM/ECF system.

Details about the functionality:

- The hyperlink, as set by the filer, may link to the start of the document or to a specific page in the document.
- A filer can file a document that includes a hyperlink to a document that is being filed simultaneously (in the same docketing transaction) with the primary document (*e.g.*, a Memo in Support of Summary).
- Immediately after a document is filed in CM/ECF, that document will be available to be linked as a hyperlink in a subsequently filed document.
- Users should **not** copy hyperlinks from NEFs. The document hyperlinks in NEFs contain special information that allows them to provide one "free look" to qualified recipients of the NEF. Instead of copying hyperlinks in NEFs, users should run a report in CM/ECF, such as the Docket Report, and copy the document number hyperlink from the report. See below for more information on this process.

General assumptions about cross-document hyperlink usage:

- Any document that includes a hyperlink must also include a description of the hyperlinked document. The hyperlink is a convenience, not a citation replacement.
- The CM/ECF application will not verify the validity of hyperlinks within hyperlinked documents filed in CM/ECF.
- This functionality has been tested and works properly with Corel WordPerfect 11 or higher, Microsoft Word 2002 or higher² and Adobe Standard 8.0 or higher.

¹ Both Westlaw® and LexisNexis® have applications which will scan documents and convert legal citations to hyperlinks. Other such software is no doubt available.

² Hyperlinks added to documents created in word processing programs other than WordPerfect and Word may not function properly once the documents are converted to PDF

Using **Microsoft Word** to create hyperlinks to *existing* CM/ECF documents:

1. Access CM/ECF and run the docket report for the case that contains the document you want to link to.
2. Locate the document among the docket entries.
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/Netscape) or *Copy Link Location* (Firefox) from the selection list. (**Note:** The document link displays after the filed date and is represented by a number with an underscore, *e.g.* 2).
4. In Microsoft Word, open the document you want to add the hyperlink to. In the document, highlight the citation text for which you wish to create the hyperlink.
5. Click *Insert* on the toolbar and select *Hyperlink* from the dropdown selection list.
6. The *Insert Hyperlink* window opens. Paste the URL into the Address field (by clicking the right mouse button and selecting *Paste*, or by using the **Ctrl + V** command). The URL of the CM/ECF document is pasted (displays) in the address field. You can append to the URL a citation to a specific page number within the document, if desired. To do this, enter **?page=<page number>** at the end of the URL, for example,
https://ecf.tned.circ6.dcn/cgi-bin/show_case_doc?case_id=46577&doc_num=1&de_seq_num=11&pdf_header=1?page=2. Click the *OK* button and the dialog box will close. The hyperlink text now is underlined indicating a hyperlink has been created.
7. Save and close the word processing document.
8. **To convert the Word document to PDF format, the Adobe Acrobat application must be used.** There are a number of ways to convert a Word document; the following illustrates conversion from within Adobe Acrobat.³ (**Note:** If the document is open when the next step is executed an error message is returned. The Word file must be closed before converting it to PDF.)
9. Open the Adobe Acrobat application. Click on *File* in the toolbar and select *Create PDF* and then *From File...*
10. A navigation window opens. Navigate, if necessary, to the directory/folder where the Word document is stored. Select the document and click the *Open* button.
11. A series of windows open as the document is converted. When the conversion is completed, the document is displayed in an Adobe Acrobat window. (**Note:** The hyperlink is converted automatically.)
12. Close the Adobe file. Respond *Yes* to the save changes message and store the PDF document in the appropriate directory/file.
13. Docket an event in CM/ECF and upload the PDF file to the docket entry as usual.

format.

³ The Acrobat toolbar in Microsoft Word may also be used to convert the document.

Using **Microsoft Word** to create Hyperlinks between Documents Filed *in the Same Event*:

1. Create the secondary Word document(s) (*i.e.*, the attachment) to which the main document will be linked. Publish the secondary document(s) to PDF. See steps 8–12 above.
2. Create/open the main document (*i.e.*, the document that will have the hyperlink to the secondary document).
3. Select the text in the main document that will be displayed as the hyperlink. Click *Insert* on the toolbar and select *Hyperlink* from the dropdown selection list.
4. Navigate to the folder in which the secondary document you wish to link to is located. Highlight the file and click the *OK* button. (Note: The file selected as the link must be in **PDF** format.)
5. The name of the selected file displays in the Address field. You can append to the file name a citation to a specific page number within the document, if desired. To do this, enter `?page=<page number>`, e.g., `Exhibit 2.pdf?page=23`.
6. Click the *OK* button and the dialog box will close. The hyperlink text will be underlined.
7. Save the Word document. Publish the document to PDF using Adobe Acrobat.
8. Docket an event in CM/ECF and upload the main document and attachments as usual.

Using **WordPerfect** to create hyperlinks to *existing* CM/ECF documents:

1. Access CM/ECF and run the docket report for the case that contains the document you want to link to.
2. Locate the document among the docket entries.
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/Netscape) or *Copy Link Location* (Firefox) from the selection list. (Note: The document link displays after the filed date and is represented by a number with an underscore, e.g. 2).
4. In WordPerfect, open the document you want to add the hyperlink to. In the document, highlight the citation text for which you wish to create the hyperlink.
5. Click *Tools* on the toolbar and select *Hyperlink* from the dropdown selection list.
6. The Hyperlink Properties window opens. Paste the URL into the *Document/Macro* field (by clicking the right mouse button and selecting *Paste* or by using the **Ctrl + V** command). You can append to the URL a citation to a specific page number within the document, if necessary. To do this, enter `?page=<page number>` at the end of the URL, for example, `https://ecf.tned.circ6.dcn/cgi-bin/show_case_doc?case_id=46577&doc_num=1&d_e_seq_num=11&pdf_header=1?page=2`. Click the *OK* button and the dialog box will close. The hyperlink text now is underlined indicating a hyperlink has been created.
7. Save the word processing document.
8. To convert the WordPerfect document to PDF format, **do not print to Adobe**

PDF Writer. You must use Publish to PDF if the document contains a hyperlink. (Printing to PDF is permitted if the document does not contain hyperlinks.) Click *File* on the toolbar, select *Publish to* and then *PDF* from the dropdown selection list or *Publish to PDF* (the selection depends of the version of WordPerfect you are using). Navigate, if necessary, and store the PDF document in a local directory.

9. Docket an event in CM/ECF and add the PDF to the docket entry as usual.

Using **WordPerfect** to create Hyperlinks between Documents Filed *in the Same Event*:

1. Create the secondary WordPerfect document(s) (*i.e.*, the attachment) to which the main document will be linked. Publish the secondary document(s) to PDF. See Step 8 above.
2. Create/open the main document (*i.e.*, the document that will have the hyperlink to the secondary document).
3. Select the text in the main document that will be displayed as the hyperlink. Click *Tools* on the toolbar and select *Hyperlink* from the dropdown selection list. The Hyperlink Properties box is displayed.
4. Click the *Folder* icon next to the *Document/Macro* field.
5. Navigate to the folder in which the secondary document you wish to link to is located (*i.e.*, the localpath name). Highlight the file and click the *Select* button. (**Note:** The file selected as the link must be in **PDF** format.)
6. You can append to the file name a citation to a specific page number within the document, if desired. To do this, enter **?page=<page number>**, e.g., Exhibit 2.pdf?**page=23**.
7. Click *OK* in the Hyperlink Properties box. The hyperlink text will be underlined.
8. Save the main WordPerfect document. Publish the document to PDF. (See Step 8 above.)
9. Docket an event in CM/ECF and upload the main document and attachments as usual.

Hyperlinks and PACER billing:

When a PACER user accesses a document for the first time via the Notice of Electronic Filing, he/she will not incur fees for accessing the newly filed document, but access to any hyperlinked document from within the original document will incur a fee.

When a PACER user accesses a document after the first look, or accesses it from a docket sheet, he/she will be charged for the original document and any documents displayed when using a hyperlink.

If documents filed in the same transaction contain hyperlinks to each other, the free look will be available from the document number hyperlink displayed on the NEF document submenu, not from the hyperlinks in the documents themselves.