

# **UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OHIO**



## **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 Northern District of Ohio's CM/ECF database.
- Previously filed documents in cases that reside in other courts' CM/ECF databases.
- Documents being filed as attachments to your current filing.

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## Hyperlinking Highlights:



- A document can be linked to another document in the Northern District of Ohio's CM/ECF database or to any CM/ECF database in the federal courts: District, Bankruptcy, and/or Appellate.
- The hyperlink, as set by you as the filer, may link to the start of the document or to a specific page in the document.
- You can file a document that includes a hyperlink to a document that is being filed simultaneously (in the same docketing transaction). For example: A main document can contain a hyperlink to an attachment/exhibit which is e-filed in the same transaction.
- 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.
- Hyperlinks to restricted documents are not accessible unless users have appropriate permissions. So linking to sealed or restricted documents may be beneficial to the court but not accessible to outside users.
- The changes for CM/ECF Version 3.1 only pertain to hyperlinks to ECF documents; the ability to file documents with hyperlinks to any external URL (e.g., Westlaw, Lexis) is not affected by the new cross-document hyperlink functionality.

## **Information About Cross-Document Hyperlink Use:**

- When you insert cross-document hyperlinks, you must also cite the title of the document, the court record number, and if applicable, the page number. The hyperlink is a convenience, not a citation replacement.
- CM/ECF does not verify the hyperlinks within the documents. Therefore, they must be correct or they will not work.
- This functionality has been tested and works properly with 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 documents are converted to PDF format.


## CREATING HYPERLINKS TO PREVIOUSLY FILED DOCUMENTS (USING WORDPERFECT)

- 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. (Any CM/ECF report that contains document links may be used.)
- STEP 2** Locate the document on the docket sheet.
- STEP 3** Copy the URL of the document:
1. Place the mouse cursor over the **document link** and right click. The document link is represented by a number with an underscore - it is not the NEF "silver ball".
  2. Select **Copy Shortcut** (*Internet Explorer/Netscape*) (Figure 1)  
OR  
Copy Link Location (*Firefox*) (Figure 2)

**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. (Figure 3). For example, if you are linking to an attachment (exhibit) filed with a declaration, you must first select the declaration from the docket sheet. When the Document Selection Menu appears copy the URL of the attachment by following the procedure outlined above.



**You should not copy hyperlinks from Notices of Electronic Filing. 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, you should run a report in CM/ECF, such as the Docket Report, and copy the document number hyperlink from the report.**

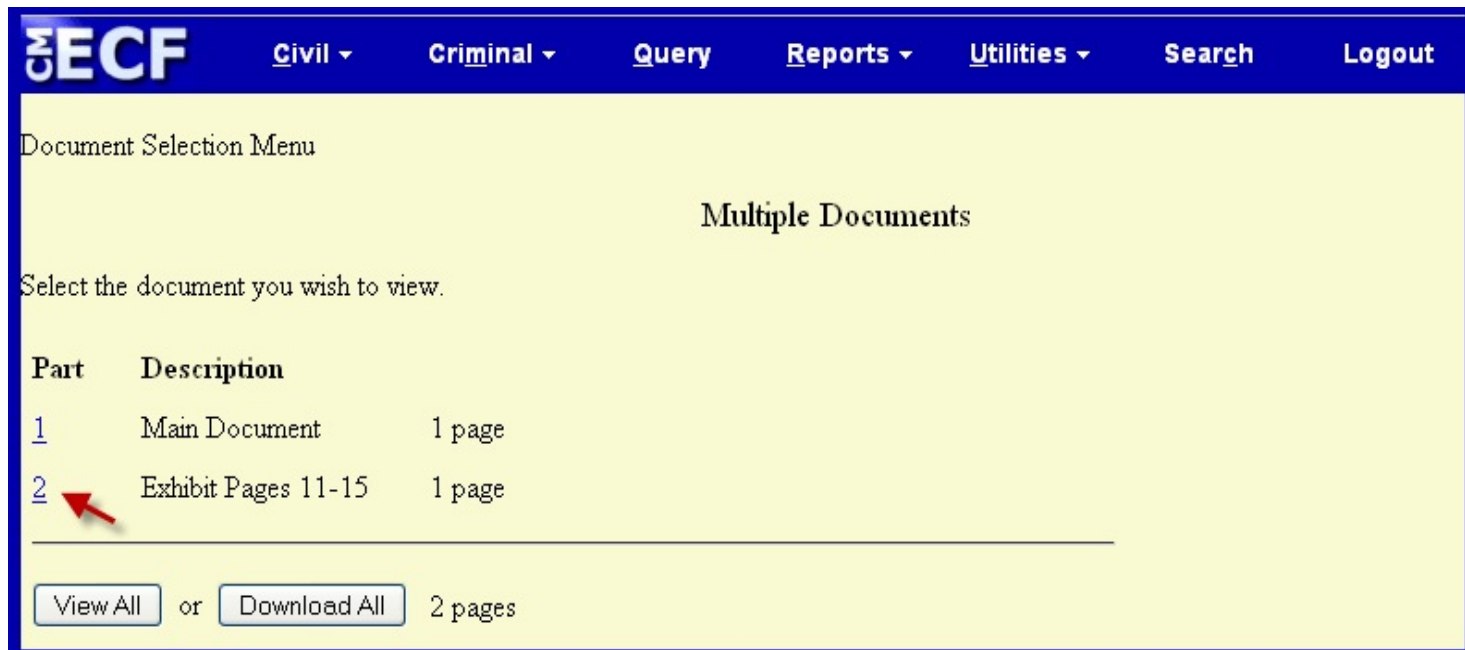
 <b>Civil</b> ▾ <b>Criminal</b> ▾ <b>Query</b> <b>Reports</b> ▾ <b>Utilities</b>		
Date Filed	#	Docket Text
01/05/2008	<a href="#">1</a>	COMPLAINT for Patent Infringement against James Watt by Leonardo
01/15/2008	<a href="#">2</a>	ANSWER to Complaint with jury demand by James Watt.(LAM, ) (Ente
01/20/2008	<a href="#">3</a>	MOTION to Dismiss by James Watt. # <a href="#">1</a> Proposed Order (LAM, ). (Er
01/20/2008	<a href="#">4</a>	re <a href="#">3</a> MOTION to Dismiss filed by James
01/20/2008	<a href="#">5</a>	er in Support re <a href="#">3</a> MOTION to Dismiss
01/20/2008	<a href="#">6</a>	re <a href="#">3</a> MOTION to Dismiss : Motion Hea
01/25/2008	<a href="#">7</a>	man (LAM, ) (Entered: 01/25/2009)
01/30/2008	<a href="#">8</a>	MOTION to Dismiss filed by Leonardo Fib
02/04/2008	<a href="#">9</a>	<a href="#">3</a> MOTION to Dismiss filed by James W
03/05/2008	<a href="#">10</a>	Requesting Additional Briefing. Signed by
03/05/2008	<a href="#">11</a>	ardo Fibonacci. (LAM, ) (Entered: 01/25
03/05/2008	<a href="#">12</a>	re <a href="#">10</a> MOTION to Continue filed by Leo
03/09/2008	<a href="#">13</a>	AFFIDAVIT of Alice Mauk by Leonardo Fibonacci. (LAM, ) (Entered:
04/01/2008	<a href="#">14</a>	DECLARATION of Dr. Phil D. Fish by Leonardo Fibonacci. (LAM, ) (
04/14/2008	<a href="#">15</a>	OBJECTIONS re <a href="#">10</a> MOTION to Continue Hearing by James Watt. (L
04/14/2008	<a href="#">16</a>	MOTION: Supp. to J. Watt. (LAM, ) (Entered: 01/25/2009)

**Figure 1: Internet Explorer**

<div> <div>ECF</div> <div> <div>Civil ▾</div> <div>Criminal ▾</div> <div>Query</div> <div>Reports ▾</div> <div>Utilities ▾</div> </div> </div>		
Date Filed	#	Docket Text
01/05/2008	<a href="#">1</a>	COMPLAINT for Patent Infringement against James Watt by Leonardo Fibonacci
01/15/2008	<a href="#">2</a>	ANSWER to Complaint with jury demand by James Watt. (LAM, ) (Entered: 01/25/2008)
01/20/2008	<a href="#">3</a>	MOTION to Dismiss by James Watt. # <a href="#">1</a> Proposed Order (LAM, ). (Entered: 01/20/2008)
01/20/2008	<a href="#">4</a>	Report re <a href="#">3</a> MOTION to Dismiss filed by James Watt. (LAM, ) (Entered: 01/20/2008)
01/20/2008	<a href="#">5</a>	Greer in Support re <a href="#">3</a> MOTION to Dismiss filed by James Watt. (LAM, ) (Entered: 01/20/2008)
01/20/2008	<a href="#">6</a>	Motion re <a href="#">3</a> MOTION to Dismiss : Motion Hearing set for 01/25/2009. (LAM, ) (Entered: 01/25/2009)
01/25/2008	<a href="#">7</a>	<a href="#">3</a> MOTION to Dismiss filed by Leonardo Fibonacci. (LAM, ) (Entered: 01/25/2008)
01/30/2008	<a href="#">8</a>	REPLY MEMORANDUM re <a href="#">3</a> MOTION to Dismiss filed by James Watt. (LAM, ) (Entered: 01/30/2008)
02/04/2008	<a href="#">9</a>	ORDER Resetting Hearing and Requesting Additional Briefing. Signed by Judge X. (LAM, ) (Entered: 02/04/2008)
03/05/2008	<a href="#">10</a>	MOTION to Continue by Leonardo Fibonacci. (LAM, ) (Entered: 01/25/2009)
03/05/2008	<a href="#">11</a>	MEMORANDUM in Support re <a href="#">10</a> MOTION to Continue filed by Leonardo Fibonacci. (LAM, ) (Entered: 03/05/2008)
03/05/2008	<a href="#">12</a>	AFFIDAVIT of Alice Mauk by Leonardo Fibonacci. (LAM, ) (Entered: 01/25/2009)
03/09/2008	<a href="#">13</a>	DECLARATION of Dr. Phil D. Fish by Leonardo Fibonacci. (LAM, ) (Entered: 03/09/2008)

Figure 2: Firefox





The screenshot shows the CM/ECF Document Selection Menu. At the top is a blue navigation bar with links: [Civil](#), [Criminal](#), [Query](#), [Reports](#), [Utilities](#), [Search](#), and [Logout](#). Below the navigation bar, the page title is "Document Selection Menu". The main content area has a yellow background and is titled "Multiple Documents". It instructs the user to "Select the document you wish to view." Below this is a table with two columns: "Part" and "Description". The table contains two rows: the first row is "1 Main Document 1 page" and the second row is "2 Exhibit Pages 11-15 1 page". A red arrow points to the number "2" in the second row. Below the table, there are two buttons: "View All" and "Download All", separated by the word "or". To the right of these buttons is the text "2 pages".

Part	Description	
<a href="#">1</a>	Main Document	1 page
<a href="#">2</a>	Exhibit Pages 11-15	1 page

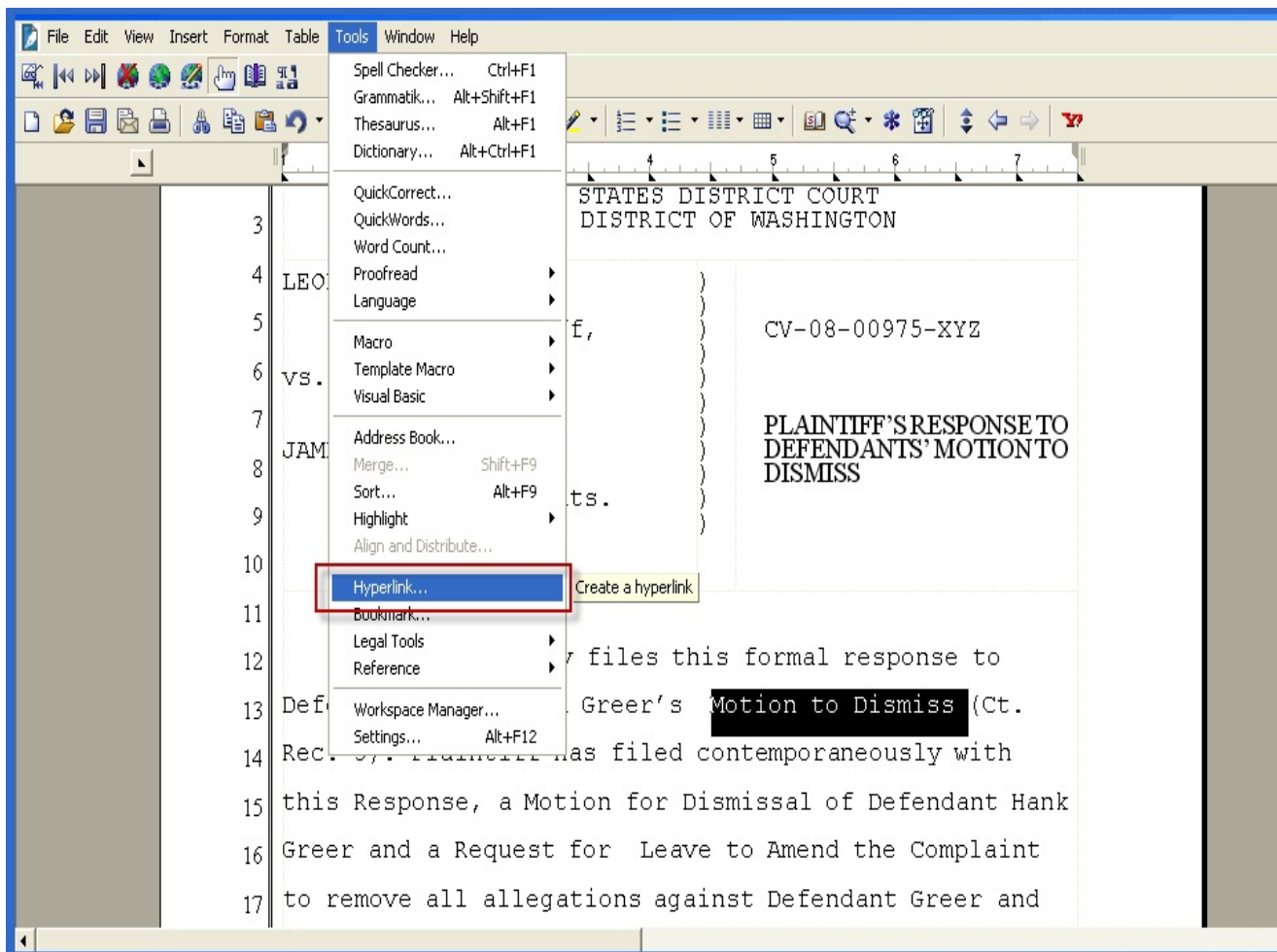
[View All](#) or [Download All](#) 2 pages

**Figure 3: Copy URL of Attachment to Document**



**STEP 4** Open WordPerfect and locate the document to which the hyperlink should be added.

- Select and **highlight the appropriate text** to be hyperlinked, such as "Motion to Dismiss" shown in Figure 4 below.
- 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).

- **Click** in the **Document/Macro** field.
- **Right Click** and **Paste** the URL of the document copied in Step 3 into the **Document/Macro** field.
- Click the **OK** button.

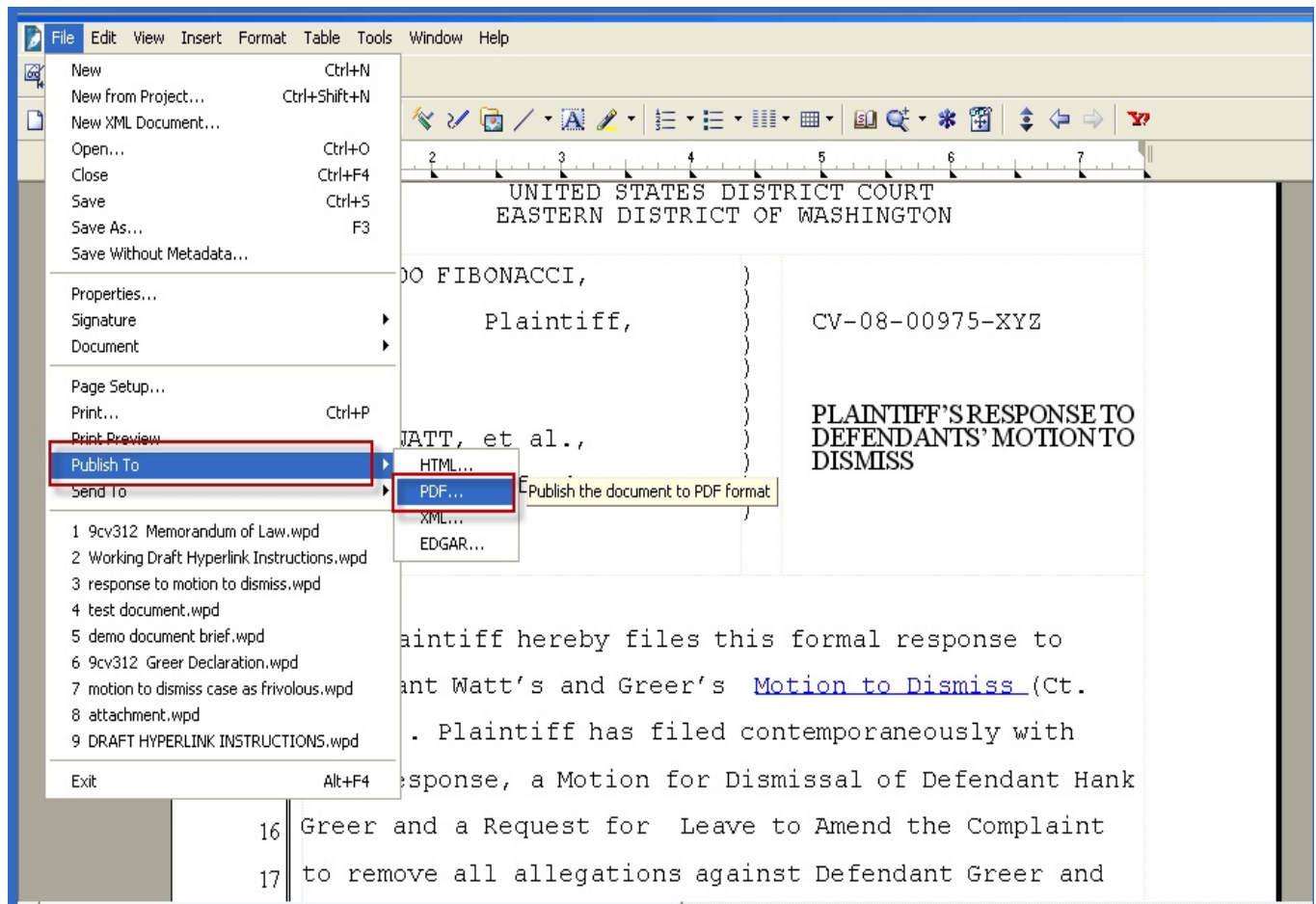


**Figure 5: Hyperlink Properties/ Paste URL**

**STEP 6** Save the Word Perfect document.

**STEP 7** Publish the WordPerfect document to PDF format.

- Click **File** on the menu toolbar.
- Select **Publish to . . .** or **Publish to PDF** function (this selection depends on the version of WordPerfect you are using) (See Figure 6).



**Figure 6: Publish to PDF**



- Do not “print” a document to a PDF writer. The hyperlinking will fail.
- “Publish to PDF...” must be used if a document contains a hyperlink.

**STEP 8** Save the PDF document.

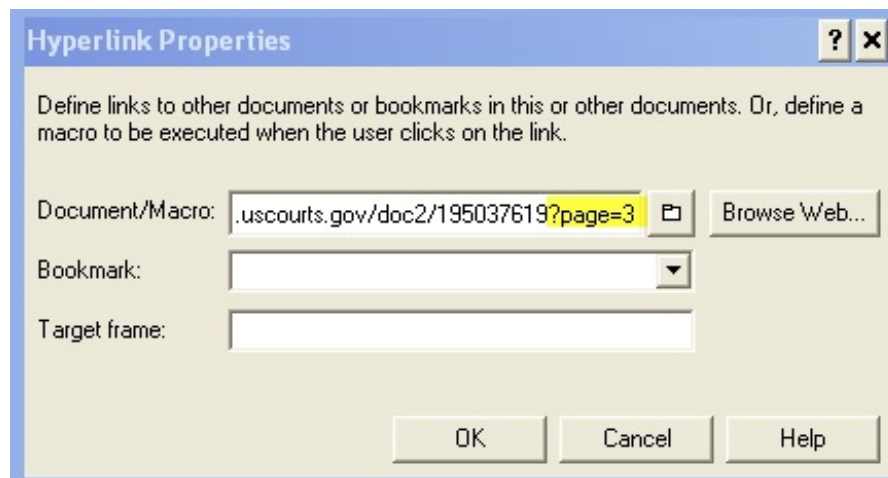
**STEP 9** E-file using the appropriate CM/ECF event and attach the PDF document as usual.

## CREATING HYPERLINKS TO SPECIFIC PAGES WITHIN PREVIOUSLY FILED DOCUMENTS (USING WORDPERFECT)

Complete **Steps 1 through 4** as instructed on pages 5-9 (above).

**STEP 5** Next, the Hyperlink Properties Dialog Box appears.

- **Click** in the **Document/Macro field**.
- **Right Click** and **Paste** the URL of the document copied in Step 3 into the **Document/Macro field**.
- Using the arrow keys, advance your cursor to the end of the URL line.
- **Type** "?page=" and insert the page number you wish the hyperlink to directly go to. (For an example, see Figure 7 below. In this example, we are linking to page 3 of a document). **Reminder:** If you are linking to a specific page in a document, cite to the page number, e.g., Motion to Dismiss (Ct. Rec. 6 at 3).
- Click the **OK** button.



**Figure 7: Linking to a Specific Page**

Publish your document to PDF and e-file following Steps 6 through 9 as instructed on pages 10-11 (above).

## CREATING HYPERLINKS BETWEEN DOCUMENTS FILED IN THE SAME EVENT (USING WORDPERFECT)

In order to create a hyperlink between the main WordPerfect document to a secondary document (attachment) filed in the same event, the secondary document must be in PDF format.

- STEP 1** Using WordPerfect, create the secondary (attachment) document to which the main document will be linked. An example of a secondary document is a proposed order, such as the one shown in Figure 8.
- STEP 2** Save the secondary WordPerfect document.
- STEP 3** Publish the secondary (attachment) document to PDF Format.
- Click **File** on the menu toolbar.
  - Select **Publish to . . .** or **Publish to PDF** function (this selection depends on the version of WordPerfect you are using) (See Figure 8)

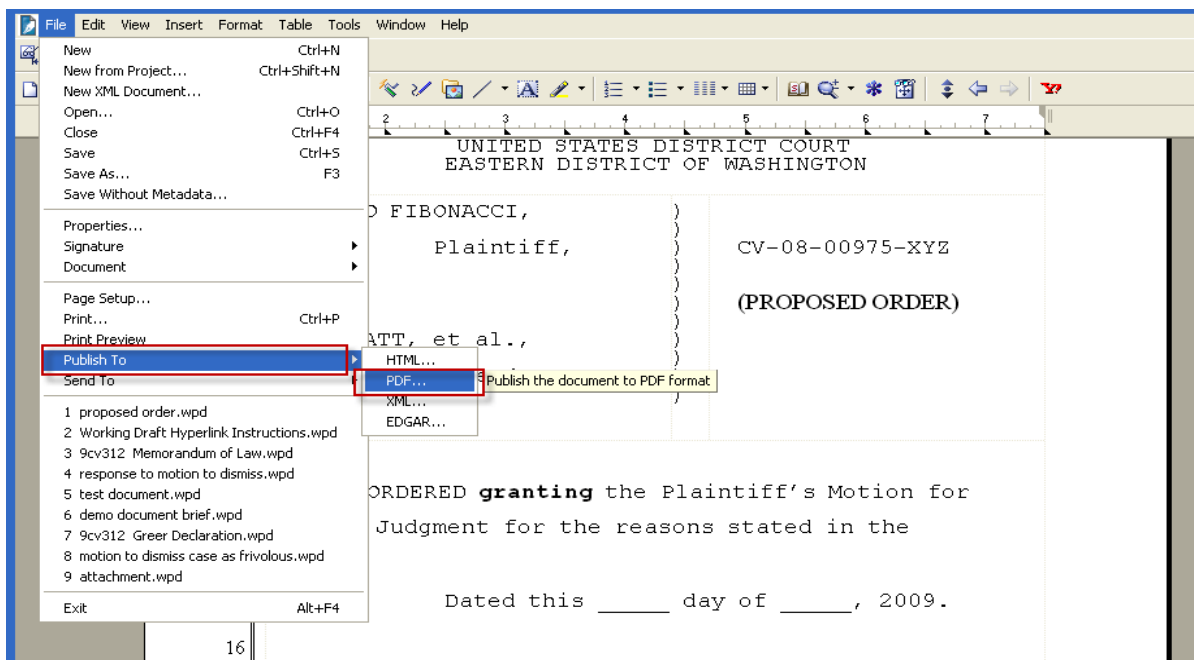


Figure 8: Sample Secondary (Attachment) Document / Publish to PDF



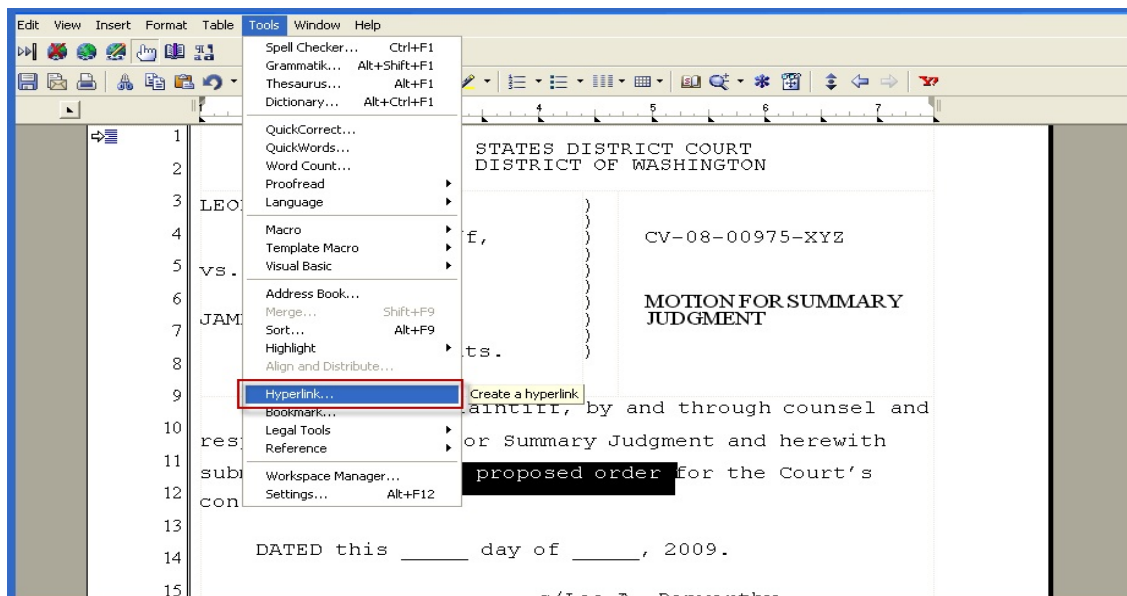
- Do not “print” a document to a PDF writer. The hyperlinking will fail.
- “Publish to PDF...” must be used if a document contains a hyperlink.

**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.

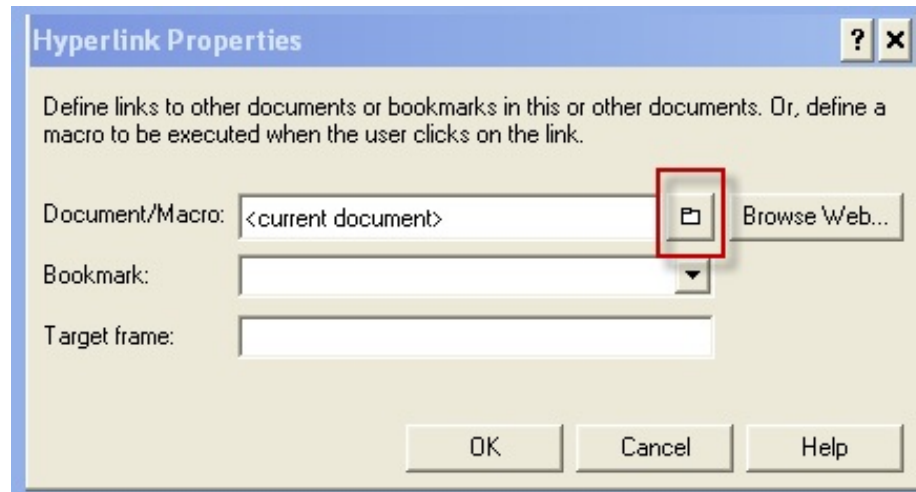
**STEP 6** Select and highlight the appropriate text in the primary document that will be displayed as the hyperlink to the secondary document (Figure 9).

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



**Figure 9: Highlight Text/ Create Hyperlink**

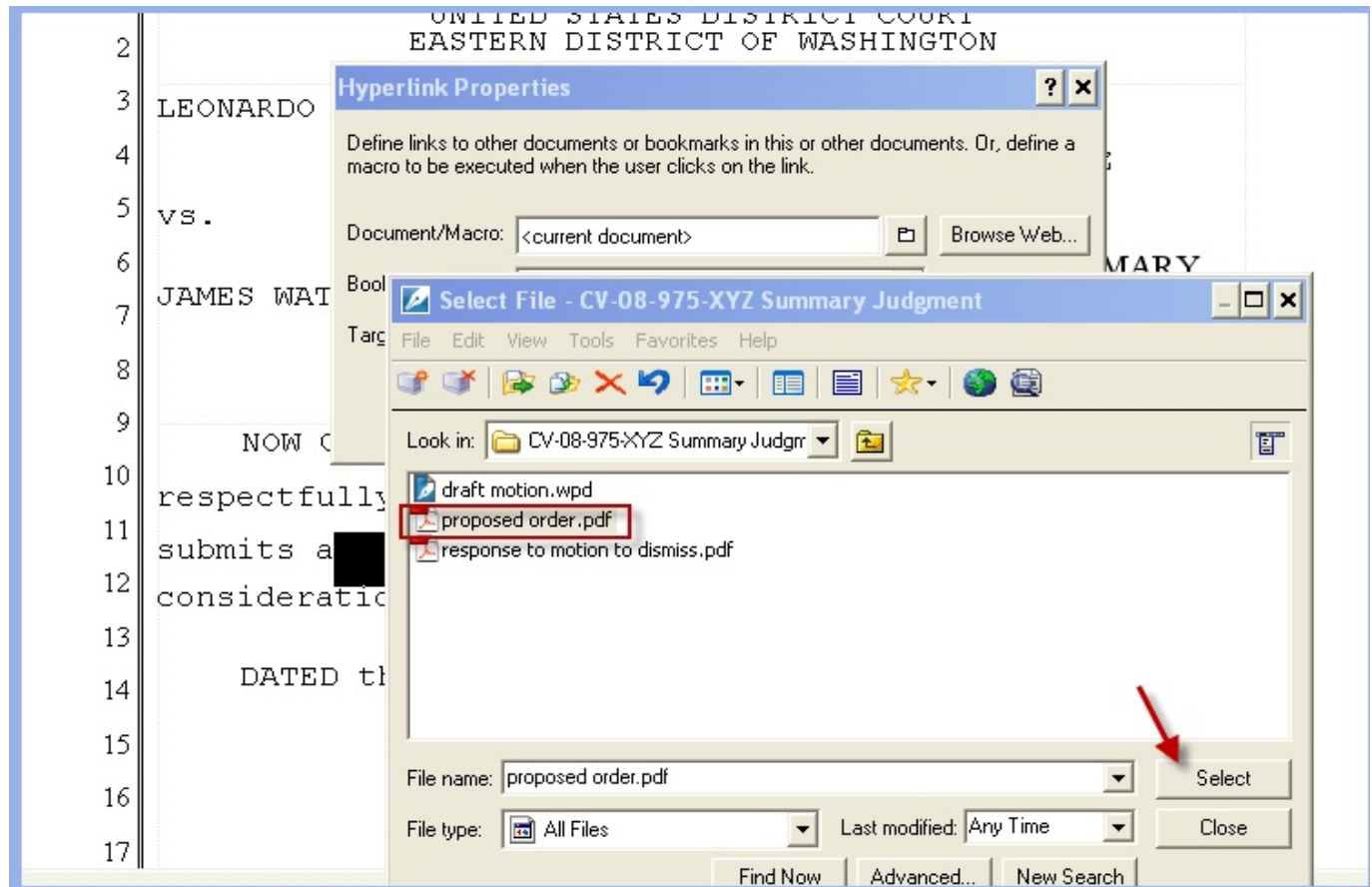
- STEP 7** Displayed next is the Hyperlink Properties dialog box. Click the folder icon located to the right of the Document/Macro Field as shown in Figure 10.



**Figure 10: Hyperlink Properties Dialog Box**

- STEP 8** 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.)
- **Highlight** the PDF document.
  - Click on the **Select** button. (See Figure 11)





**Figure 11: Linking PDF Document**

- The Hyperlink Properties box will reappear. Click **OK** on the **Hyperlink Properties** dialog box and the hyperlink text will be underlined.

**STEP 9** After you have created all of your document hyperlinks, save the primary WordPerfect document.

**STEP 10** Publish the WordPerfect document to PDF format.

- Click **File** on the menu toolbar.
- Select **Publish to . . .** or **Publish to PDF** function (this selection depends on the version of WordPerfect you are using) (See Figure 6).

**STEP 11** E-file using the appropriate CM/ECF event and attach the PDF document and attachments as usual.

## CREATING HYPERLINKS TO PREVIOUSLY FILED DOCUMENTS (USING WORD 2003)

**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. (Any CM/ECF report that contains document links may be used.)

**STEP 2** Locate the document on the docket sheet.

**STEP 3** Copy the URL of the document:

1. Place the mouse cursor over the **document link** and right click.
2. Select **Copy Shortcut** (*Internet Explorer/Netscape*) (Figure 1)  
OR  
Copy Link Location (*Firefox*) (Figure 2)

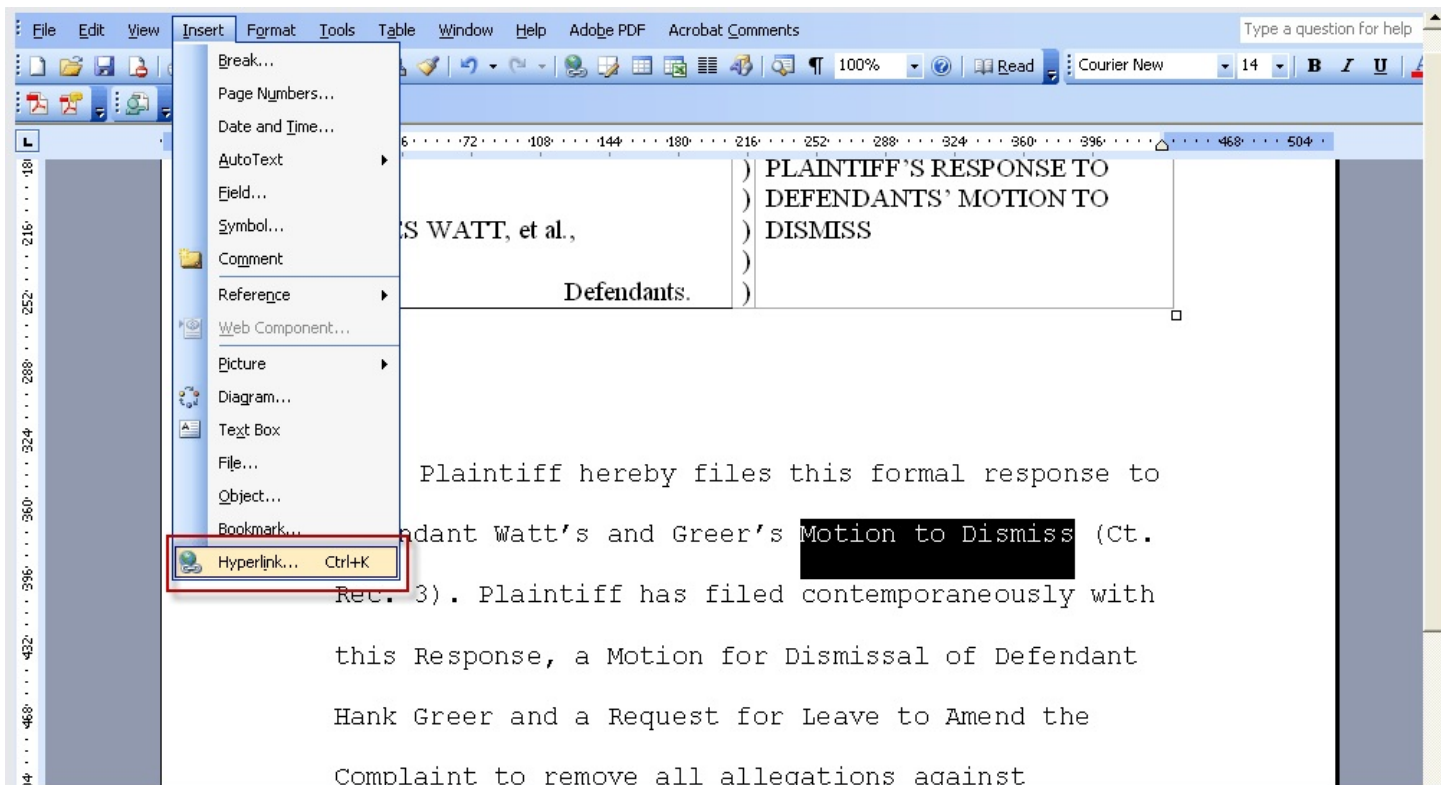
**Note:** The document link is represented by a number with an underscore - it is not the NEF "silver ball".

**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. (Figure 3). For example, if you are linking to an attachment (exhibit) filed with a declaration, you must first select the declaration from the docket sheet. When the Document Selection Menu appears copy the URL of the attachment by following the procedure outlined above.

**You 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 WORD and locate the document to which the hyperlink should be added.

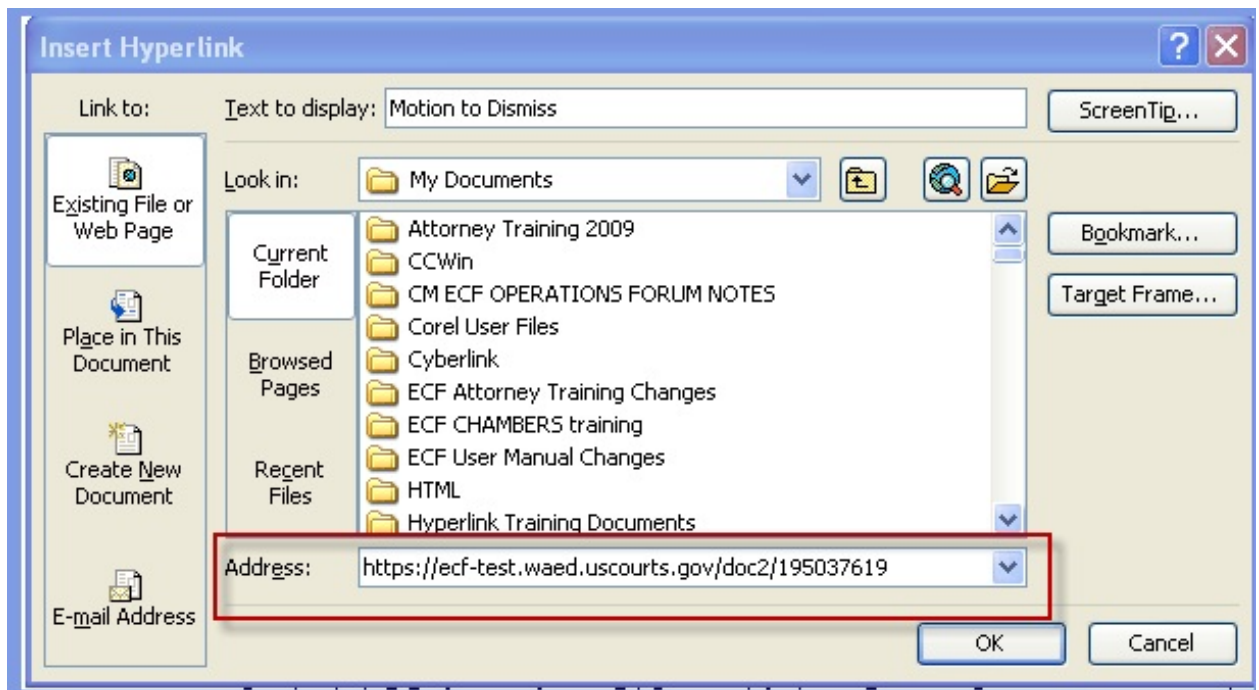
- Select and **highlight the appropriate text** to be hyperlinked, such as “Motion to Dismiss” shown in Figure 12.
- Click **Insert** on the menu toolbar.
- Select **Hyperlink** from the drop-down list.

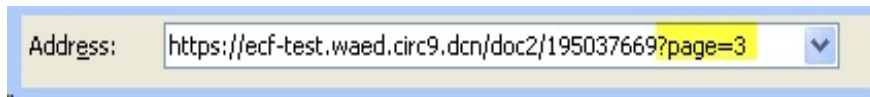


**Figure 12: Highlight Text / Insert Hyperlink**

**STEP 5** The **Insert Hyperlink** dialog box opens.

- **Paste** the URL of the document copied in Step 3 into the **Address** window by clicking the right mouse button and selecting **Paste**, or by using the **Ctrl +V** command. (See Figure 13)
  - If you wish to link directly to a specific page within the document that is being hyperlinked, at the end of the URL insert `"?page="` and the page number. In the example in Figure 14, we are linking to page 3 of a document.
- Reminder:** If you are linking to a specific page in a document, cite to the page number, e.g., Motion to Dismiss (Ct. Rec. 6 at 3).
- Click the **OK** button.
  - The hyperlink text is now underlined indicating a hyperlink has been created.

**Figure 13: Paste URL**



**Figure 14: Linking to a Specific Page**

**STEP 6** Save your WORD document.

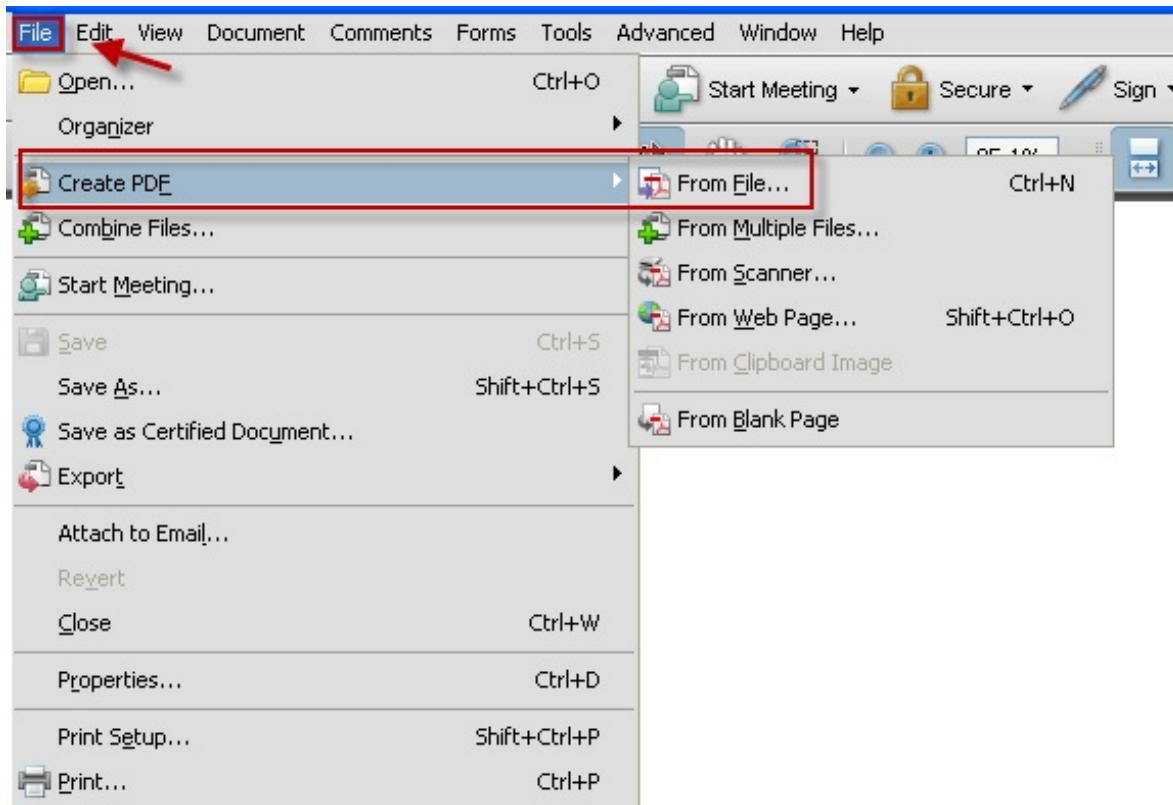


**To convert a WORD document to be filed in CM/ECF to a PDF that contains a hyperlink, the Adobe Acrobat application must be used. No other PDF conversion software can be used.**

- Click the Convert to Adobe PDF icon or Adobe PDF button depending on which version of WORD you are using.
- Save your PDF document.
- E-file using the appropriate CM/ECF event and attach the PDF document as usual.

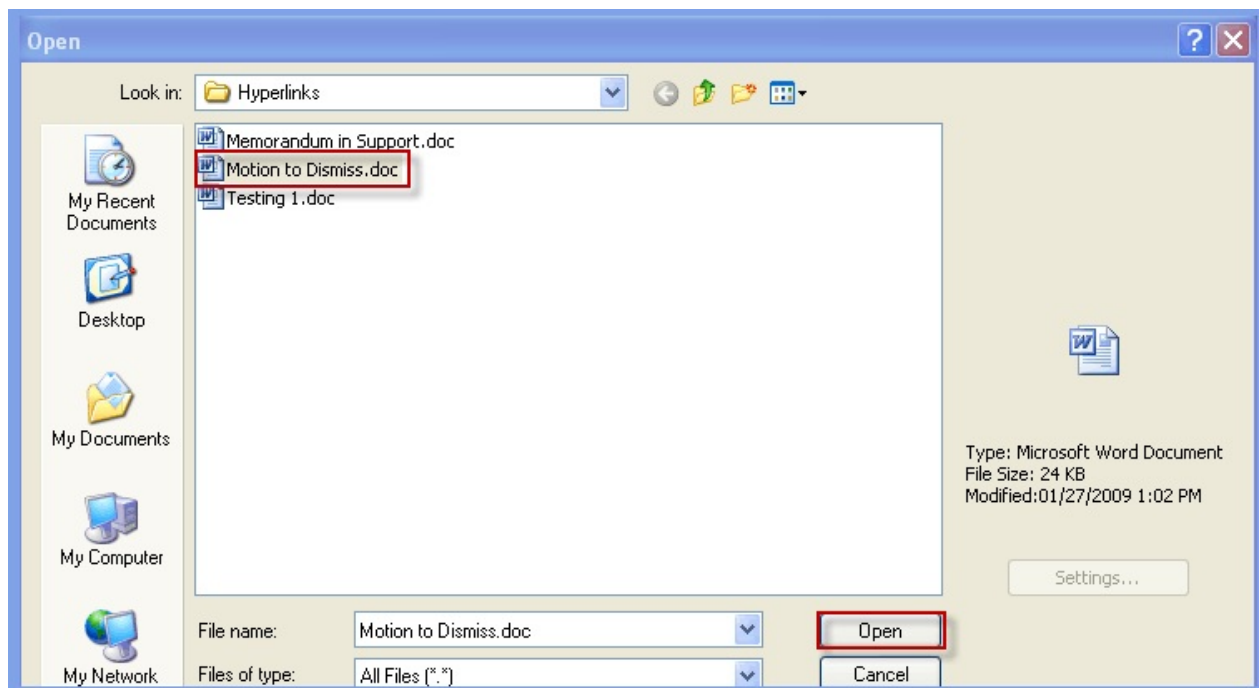
**OR**

- Save and close the WORD document. Your WORD document has to be closed for the conversion to PDF and the hyperlinks to remain in your document to function.
- Open the Adobe Acrobat Application.
- Click on **File** from the main menu. See Figure 15.
- Select **Create PDF**
- Select **From File . . . .** from the menu.



**Figure 15: Creating PDF from Acrobat**

- Navigate to the appropriate directory/folder where the WORD document is stored.
- Select the document by **Highlight** the **file name**.
- Click the **Open** button (See Figure 16).
- A series of windows opens as the document is converted.



**Figure 16: Opening WORD Document for Conversion to PDF**

- When the conversion is completed, the document is displayed in an Adobe Acrobat window. (**Note:** The hyperlink is converted automatically. **Save** the PDF document. Respond **Yes** to the save changes message.
- E-file using the appropriate CM/ECF event and attach the PDF document as usual.



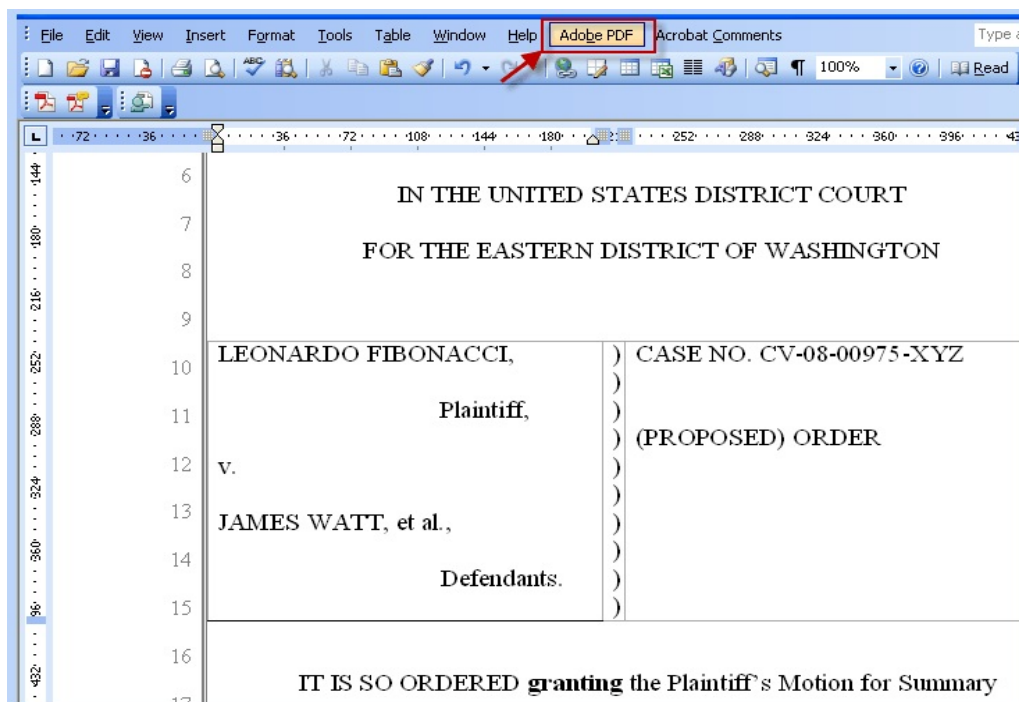
## CREATING HYPERLINKS BETWEEN DOCUMENTS FILED IN THE SAME EVENT (USING WORD 2003)

In order to create a hyperlink from the main WORD document to a secondary document filed in the same event, the secondary document (the attachment) must be in PDF format.

**STEP 1** Using WORD, create the secondary (attachment) document to which the main document will be linked. An example of a secondary document is a proposed order, such as the one shown in Figure 17.

**STEP 2** Save the secondary document before converting it to PDF format.

**STEP 3** Convert the secondary (attachment) document to PDF format and **save** it. (See instructions at Step 6 on Page 20 for converting your document to PDF).



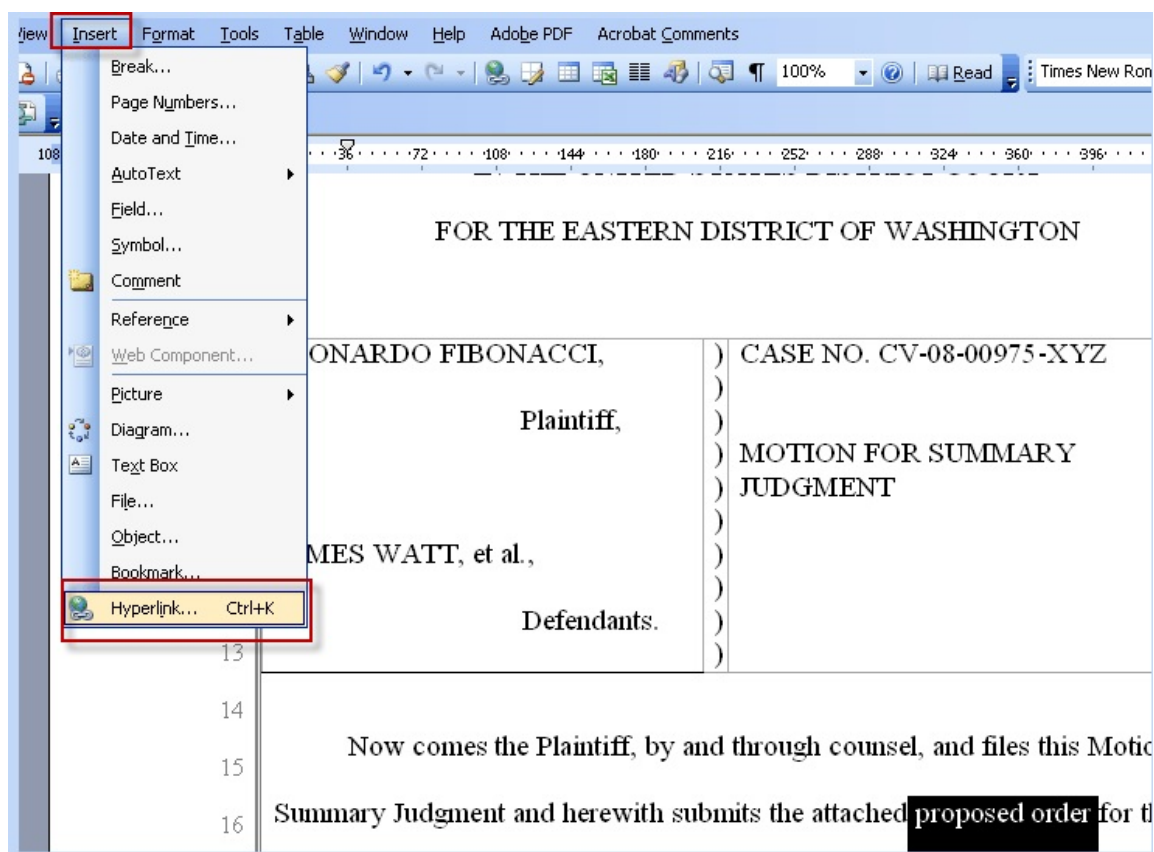
**Figure 17: Sample Secondary (Attachment) Document**

**STEP 4** Create and save the primary WORD document. (The document that will have the hyperlink to the attachment document.)

**STEP 5** Open the primary WORD document that will contain the hyperlink to the secondary (attached) document.

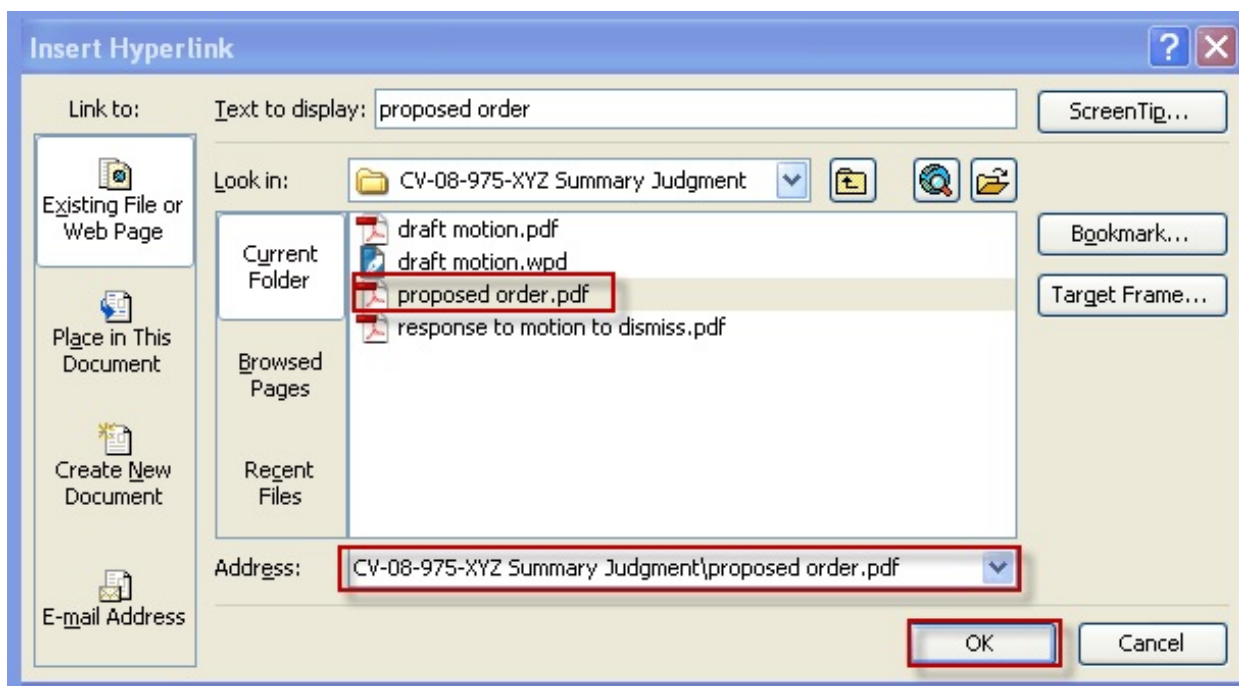
Select and **highlight the appropriate text** to be hyperlinked, such as “proposed order” shown in Figure 18.

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



**Figure 18: Highlight Text/Insert Hyperlink**

- STEP 6** Displayed next is the Insert Hyperlink Box as shown in Figure 19.
- STEP 7** Navigate to the directory/folder in which the secondary document is located. (Note: The document selected as the link must be in PDF format.)
- **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 19: Insert Hyperlink Box - Creating Hyperlink to Secondary Document**

- STEP 8** Save the main WORD document.
- STEP 9** Convert the main document to PDF. (See instructions at Step 6 on Page 20 for converting your document to PDF).
- STEP 10** E-file using the appropriate CM/ECF event and attach the PDF document and attachment(s) as usual.

## CREATING HYPERLINKS TO PREVIOUSLY FILED DOCUMENTS (USING WORD 2007)

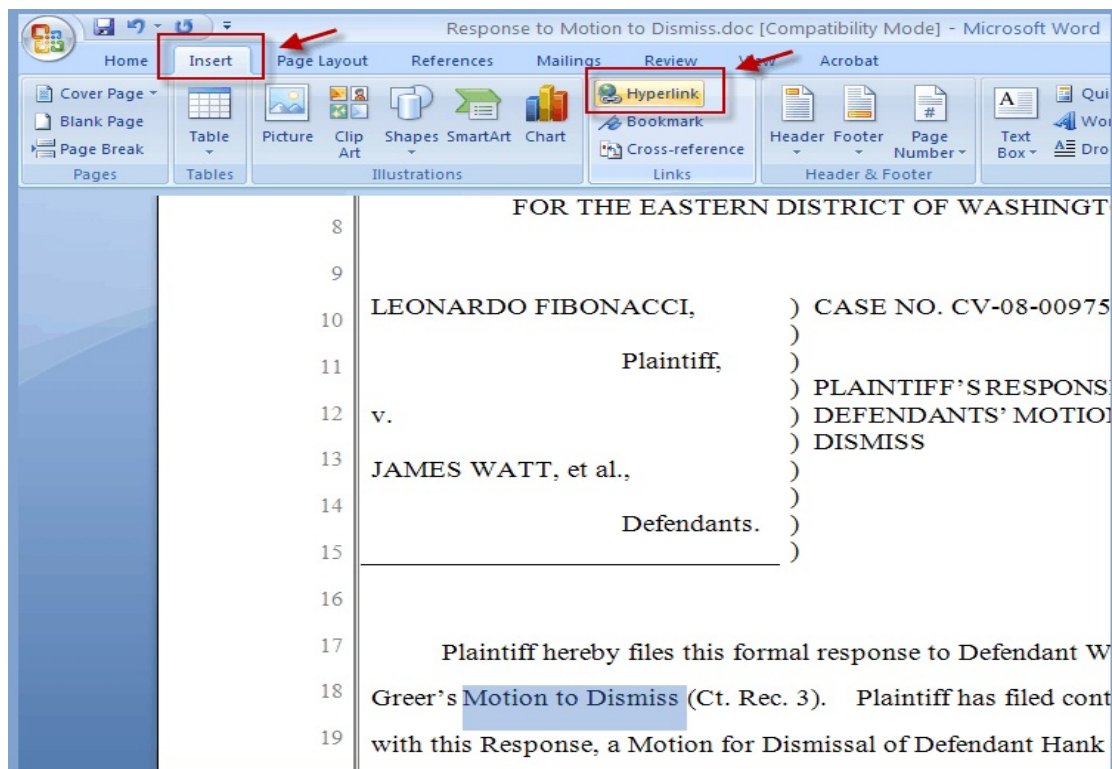
Complete Steps 1 through 3 as instructed on page 17.

**STEP 4** Open WORD and locate the document to which the hyperlink should be added.

**STEP 5** Select and **highlight the appropriate text** to be hyperlinked such as “Motion to Dismiss” shown below in Figure 20.

**STEP 6** Click **Insert** on the top tab toolbar.

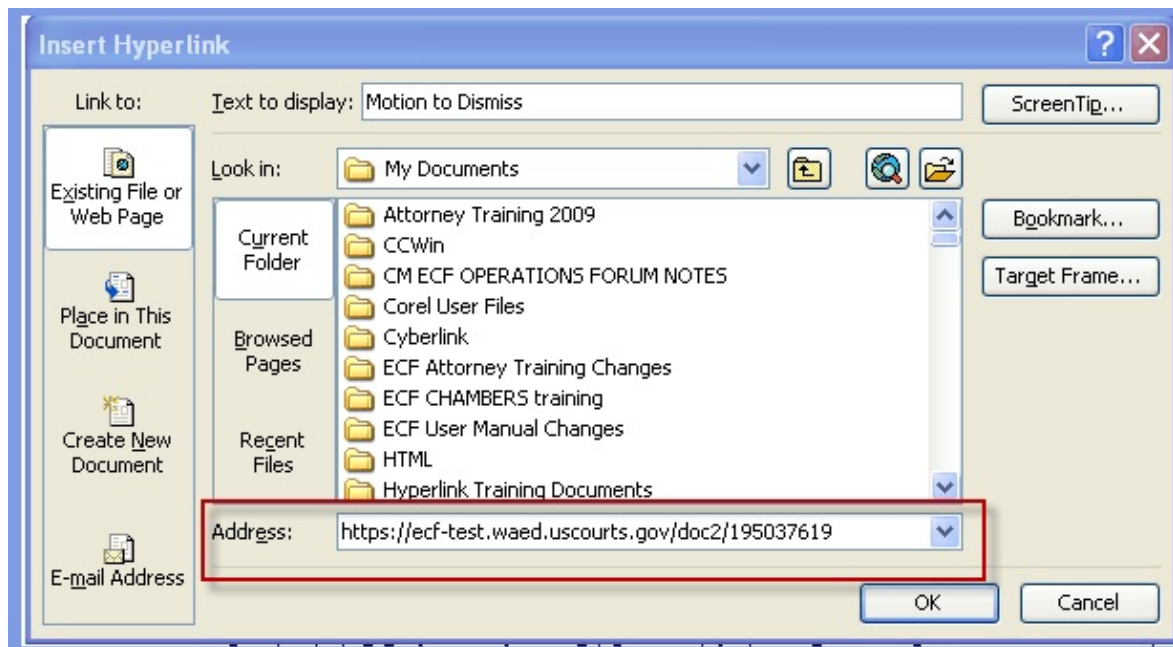
**STEP 7** Select **Hyperlink** and click.



**Figure 20: Highlight Text/Insert Hyperlink**

**STEP 8** The **Insert Hyperlink** dialog box opens.

- **Paste** the URL of the document copied in Step 3 into the **Address** window by clicking the right mouse button and selecting **Paste**, or by using the **Ctrl + V** command. (See Figure 21)
  - If you wish to link directly to a specific page within the document that is being hyperlinked, at the end of the URL insert "?page=" and the page number. In the example in Figure 22, we are linking to page 3 of a document.
- Reminder:** If you are linking to a specific page in a document, cite to the page number, e.g., Motion to Dismiss (Ct. Rec. 6 at 3).
- Click the **OK** button.
  - The hyperlink text is now underlined indicating a hyperlink has been created.

**Figure 21: Paste URL**



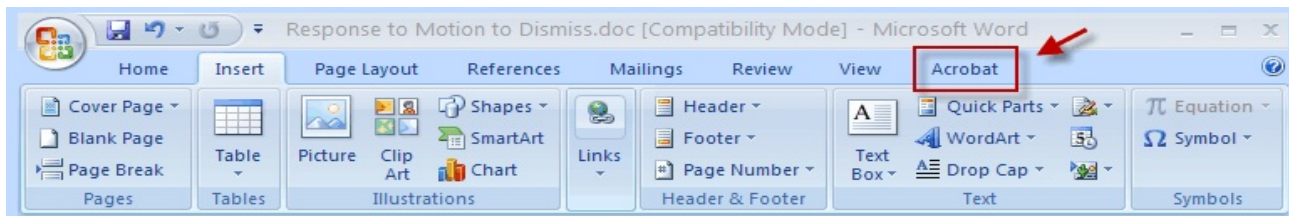
**Figure 22: Linking to a Specific Page**

**STEP 9** Save your WORD document. In WORD 2007, you may convert your document to PDF and the hyperlinks will remain in your document.



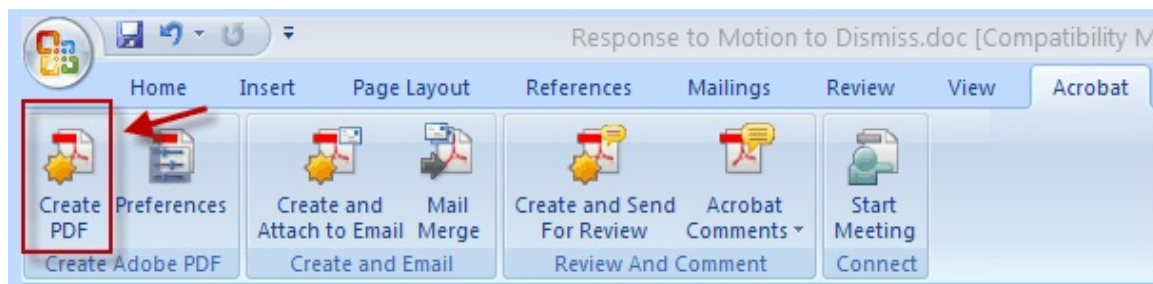
**To convert a WORD document to be filed in CM/ECF to a PDF that contains a hyperlink, the Adobe Acrobat application must be used. No other PDF conversion software can be used.**

**STEP 10** To convert your WORD document to PDF, click on the **Acrobat** tab on the top menu bar.



**Figure 23: Acrobat Tab**

**STEP 11** Click **Create PDF** button from the menu and **SAVE** your PDF.



**Figure 24: Create PDF**

**STEP 12** E-file using the appropriate CM/ECF event and attach the PDF document as usual.



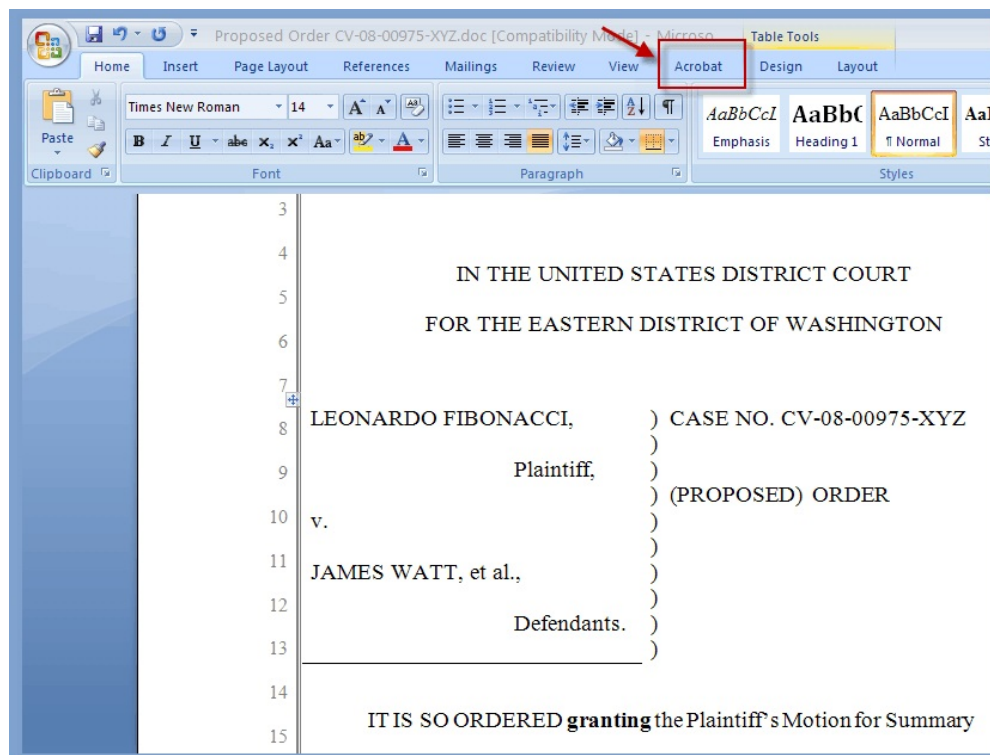
## CREATING HYPERLINKS BETWEEN DOCUMENTS FILED IN THE SAME EVENT (USING WORD 2007)

In order to create a hyperlink from the main WORD document to a secondary document filed in the same event, the secondary document (the attachment) must be in PDF format.

**STEP 1** Using WORD, create the secondary (attachment) document to which the main document will be linked.

**STEP 2** Save the secondary document before converting it to PDF format.

**STEP 3** Convert the secondary (attachment) document to PDF format and **save** it. (See instructions on Page 28 for converting your document to PDF). An example of a secondary document is a proposed order, such as the one shown in Figure 25.



**Figure 25: Sample Secondary (Attachment) Document**

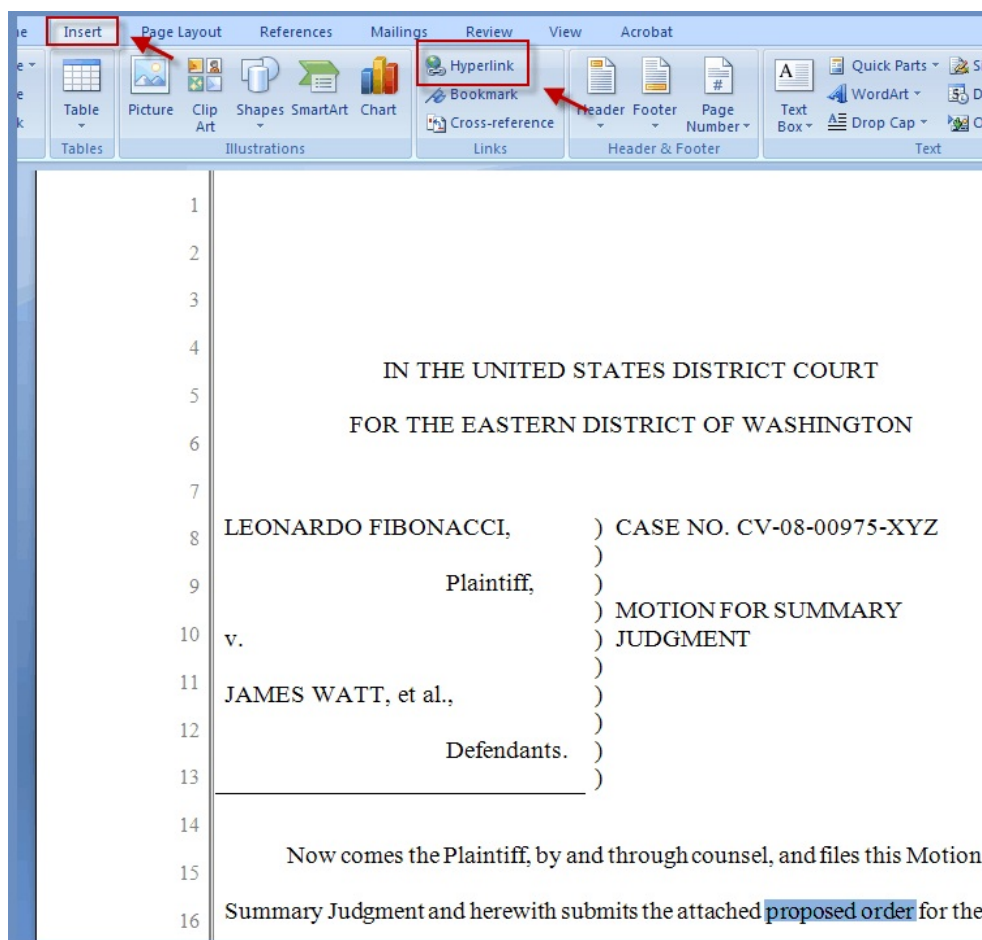


**STEP 4** Create and save the primary WORD document. (The document that will have the hyperlink to the attachment document.)

**STEP 5** Open the primary WORD document that will contain the hyperlink to the secondary (attached) document.

Select and **highlight the appropriate text** to be hyperlinked, such as “proposed order” shown in Figure 26.

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

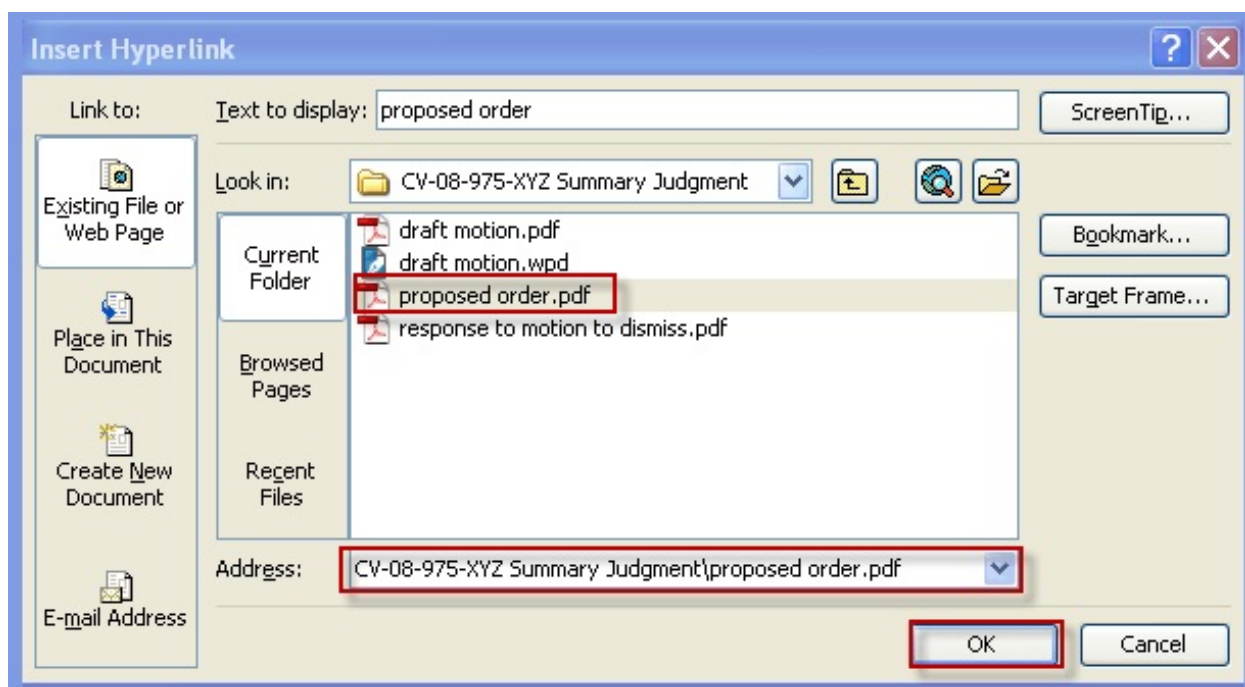


**Figure 26: Select Text/Insert Hyperlink**

**STEP 6** Displayed next is the Insert Hyperlink Box as shown in Figure 27.

**STEP 7** Navigate to the directory/folder in which the secondary document is located. (Note: The document selected as the link must be in PDF format.)

- **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 27: Create Hyperlink to Secondary Document**

**STEP 8** Save the main WORD document.

**STEP 9** Convert the main document to PDF (see instructions on page 28 for converting the document to PDF).

**STEP 10** E-file using the appropriate CM/ECF event and attach the PDF document and attachment(s) as usual.

## ACCESSING DOCUMENTS VIA HYPERLINKS / PACER BILLING

Accessing documents via a hyperlink from within a document filed in CM/ECF works the same as accessing a document hyperlink from the docket sheet or query.

If you click on a hyperlink to a CM/ECF document, but have not logged in to PACER on that CM/ECF system, a PACER log in screen appears before the document can be displayed. A billing receipt and confirmation will be displayed to users logged in with a PACER account before the document can be displayed.

Any document you receive via a Notice of Electronic Filing that contains your "free look" can be accessed via PACER without incurring a fee, but access to any hyperlinked document viewed by clicking on the hyperlink within the "free look" document (whether a hyperlink to a document filed as an attachment to the "free look" document or a document filed on any CM/ECF server) will incur a PACER fee. (See Figure 28).

Document Selection Menu

Multiple Documents

To view the main document and its attachments without incurring a PACER fee, click on the hyperlinks displayed on this menu. You may incur a PACER fee to view CM/ECF documents from hyperlinks within the documents.

Select the document you wish to view.

Part	Description	
<a href="#">1</a>	Main Document	1 page
<a href="#">2</a>	Exhibit Exhibit A - Pages 7-12	1 page

**Figure 28: PACER fees**

## CM/ECF HELP DESK & ADDITIONAL RESOURCES

If you have any questions about filing or accessing documents with cross-document hyperlinks, please call our **Help Desk** toll-free at 1-866-236-5100.

Please visit our web site at [www.waed.uscourts.gov](http://www.waed.uscourts.gov) and look under "CM/ECF" to access our Administrative Procedures for Electronic Filing and to view online training modules regarding cross-document hyperlinks.

