

## Word Add In to Automate Cross-Document Hyperlinks in CM/ECF<sup>1</sup>

**Description:** In versions 3.1 and later, the federal court electronic filing system ([CM/ECF](#)) accommodates cross-document hyperlinks. That is, a filed document may contain hyperlink references to other documents in *any court record in any federal court* using the CM/ECF filing system.<sup>2</sup> The process of creating these hyperlinks manually is described in [CM/ECF 3.1 Release Notes](#) and in a [video demonstration](#).

The Word Add-In presented in this document automates the creation of cross-document hyperlinks under certain conditions. These links are created as a Microsoft Word document is prepared for filing in CM/ECF *before* it is converted to PDF format.

- The document numbers from the CM/ECF document must be present in the document in the format “docket no.” No variations, such as “doc. no.”, “dkt. no.”, “document nos.” or “document number” will permit link creation.
- The person using this tool must have access to CM/ECF (if a court staff member) or PACER (if a lawyer or other non-court staff person) and be able to login (as guided by the software) in the process of link creation. The user must be capable of navigating to the correct docket sheet.
- The automated links will not be created to specific pages of referenced documents; that is, jump cites are not created.
- No links are created to “text only” entries in the court docket. If there is no document associated with a docket entry, this software will not create a link; manual methods must be used.
- This software cannot create document-to-document hyperlinks in more than one court file.

### Installation Instructions:

1. Download the software from this document.
2. When prompted, choose Save to save the file (AutoMarkDocketNos.dot) to your system in a place you can find it.
3. Place the file into Microsoft Word’s startup folder.  
In Windows XP the Word startup folder is:  
C:\Documents and Settings\In Windows Vista, the folder is:  
C:\Users\- 4. Restart Microsoft Word.

### Use the Add In:

1. Open a Word document containing some Docket Nos.
2. In Word 2003, choose Tools>>Auto-Mark Docket Nos.  
In Word 2007, look in the Add-Ins Ribbon.  
In all versions of Word, you may press Ctrl+Alt+Shift+M.
3. When the “Auto-Mark Docket Nos. as Hyperlinks” dialog box appears, click Help or let intuition be your guide.

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<sup>1</sup> This Word Add In was created by the District of Utah. Contact [David Nuffer](#) for more information.

<sup>2</sup> At this time [all federal district and bankruptcy courts](#) use CM/ECF.