

# LinkBuilder Add-In for MS Word

## Description

The CM/ECF LinkBuilder add-in for Word (LinkBuilder) automates the creation of cross-document hyperlinks between filings in the federal court's CM/ECF system. LinkBuilder will search a Microsoft Word document for citations to CM/ECF filings and insert a hyperlink to the corresponding file in the CM/ECF system. LinkBuilder can recognize and link to attachments to the record, as well as page specific references to create pinpoint access to specific information in the case.

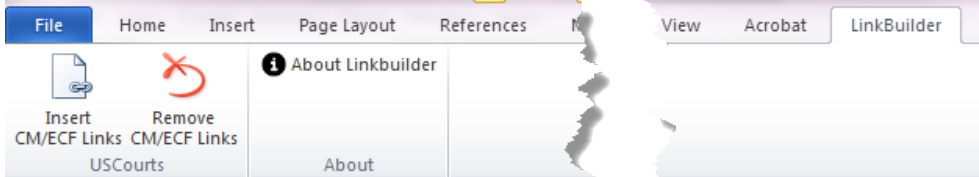
## Before you begin

Before using the LinkBuilder program, there are a few things you should be aware of.

1. You must have a login and password for either CM/ECF or PACER.
2. LinkBuilder requires Internet access to obtain the data needed to create the hyperlinks.
3. Check to see if the court in which you are filing has the LinkBuilder Report installed. The Report is not necessary, but will allow you to create hyperlinks without incurring PACER fees. To determine if the report is installed:
  1. Log in to the court's CM/ECF system.
  2. Click on **Search**.
  3. Type **LinkBuilder** in the Search field and check the results. (Note: In some courts it may be in a sub menu, such as "Local Reports" or "Other Reports".
  4. If the LinkBuilder Report is not installed, you can still use the LinkBuilder add-in, but you must use the Docket Report option (described below).
4. LinkBuilder cannot create hyperlinks to more than one case number per document unless the two documents are cited differently in text (ie., Criminal Doc. # and Civil Doc. #).
5. No links are created to "text only" entries in the court docket. If there is no PDF document associated with the filing, no hyperlink will be created.
6. No links are created to sealed or ex parte entries.
7. LinkBuilder is compatible with Word 2007, 2010 and 2013. It is not available for Mac.

## Installing LinkBuilder

Follow the steps in the table below to install the LinkBuilder add-in for Word.

| STEP | ACTION  |
|------|---|
| 1    | If Word is currently running, close it and any open documents.  |
| 2    | Save the attached LinkBuilder.dotm file to Word's Startup folder:<br>In Windows 7, Windows 8, and Windows Vista the Startup folder is:<br>C:\Users\ <i>&lt;user name&gt;</i> \AppData\Roaming\Microsoft\Word\STARTUP<br>In Windows XP the Startup folder is:<br>C:\Documents and Settings\ <i>&lt;username&gt;</i> \Application Data\Microsoft\Word\Startup |
| 3    | Restart Word.   |
| 4    | Check the ribbon for a new LinkBuilder tab which contains several buttons.<br>  |

If you do not see the attachment on the left, click the paper clip icon.

## Using LinkBuilder

Follow the steps in the table below to create hyperlinks in your document.

| STEP  | ACTION  |   |   |   |
|---|---|---|---|---|
| 1   | Open any Word document with CM/ECF citations.   |   |   |   |
| 2   | Click the <b>Insert CM/ECF Links</b> button on the LinkBuilder tab.   |   |   |   |
| 3   | Choose the court where the case is filed.   |   |   |   |
| 4   | <p>Choose the citation “phrase” used in the document. This is what LinkBuilder will search for when creating hyperlinks. The following phrases are pre-entered. If your document contains a different phrase you can type a custom phrase in the drop down box.</p> <div data-bbox="802 348 1409 945" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>LinkBuilder - Hyperlinks to CM/ECF Documents</p> <p>Select the court where the case is filed.</p> <p>Nebraska</p> <p>Select the citation format used in the document.</p> <p>If the exact citation style used in the document is not in the list, type it below. Punctuation must be exact. It will search both upper and lower case.</p> <p>Filing no. 1</p> <p>Select the method of collecting data.</p> <p><input checked="" type="radio"/> Login directly from this add-in and run report (?)</p> <p><input type="radio"/> Paste data from CM/ECF report into this add-in (?)</p> <p><input type="radio"/> Get data from Docket Sheet (*incurs PACER fee) (?)</p> <p>Help OK</p> </div> <table border="0" style="margin-top: 10px;"> <tr> <td style="vertical-align: top; padding-right: 10px;"> <p><u>Possible phrases</u></p> <p>Filing no. 1</p> <p>Filing 1</p> <p>Docket no. 1</p> <p>Doc. #1</p> <p>Doc. 1</p> <p>ECF No. 1</p> <p>ECF 1</p> </td> <td style="font-size: 3em; vertical-align: middle; padding-right: 10px;">}</td> <td style="vertical-align: top;"> <p><u>Examples of recognized citations:</u></p> <p>Filing No. 1</p> <p>Filing No. 12 at ECF p.5<br/><i>(links to filing 12 and opens to page 5)</i></p> <p>Filing No. 21-5, at CM/ECF p.22<br/><i>(links to attachment #5 of filing 21, and opens to page 22.)</i></p> <p>Filing No. 3-1 at ECF pp. 5-6<br/><i>(links to attachment #1 of filing 3, and opens to page 5.)</i></p> </td> </tr> </table> | <p><u>Possible phrases</u></p> <p>Filing no. 1</p> <p>Filing 1</p> <p>Docket no. 1</p> <p>Doc. #1</p> <p>Doc. 1</p> <p>ECF No. 1</p> <p>ECF 1</p>   | } | <p><u>Examples of recognized citations:</u></p> <p>Filing No. 1</p> <p>Filing No. 12 at ECF p.5<br/><i>(links to filing 12 and opens to page 5)</i></p> <p>Filing No. 21-5, at CM/ECF p.22<br/><i>(links to attachment #5 of filing 21, and opens to page 22.)</i></p> <p>Filing No. 3-1 at ECF pp. 5-6<br/><i>(links to attachment #1 of filing 3, and opens to page 5.)</i></p> |
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| 5   | <p>Choose the method of collecting the data for the links.</p> <p><b>Log in directly</b><br/>Use this option to access the report directly from the add-in screens. You will be prompted to log in to CM/ECF or PACER. (Note: If you are currently logged in to CM/ECF in a web browser you will be logged out of that session.) There are no PACER charges for running this report.</p> <p><b>Paste data from CM/ECF</b><br/>Use this option if you are already logged in to CM/ECF in a web browser. In CM/ECF, click on Reports then run the LinkBuilder Report (Use Search option to find it's location.) When the data is displayed, press <b>CTRL+A</b> to select all the data, then <b>CTRL + C</b> to copy it. Return to the LinkBuilder window and click <b>PASTE</b> to paste the data into the add-in window. There are no PACER charges for running this report.</p> <p><b>Get data from Docket Sheet (CM/ECF v6.0 or higher only)</b><br/>Use this option if the court in which you are filing does not have the LinkBuilder report installed. Note: The standard PACER fees will apply for running the docket report.</p>   |   |   |   |
| 6   | Once your selections are made, click <b>OK</b> and follow the instructions on the screen to access the data and create the hyperlinks.  |   |   |   |