

# Guidelines for the Use of Hyperlinks in Electronically Filed Documents

[Note: the Court does not require the use of hyperlinks at this time.]

## Definition

For the purpose of these guidelines, a hyperlink is a reference inserted in an electronically filed document that permits a reader to click on the reference to be directed to other content, i.e., another section of the same document, an exhibit/ attachment, specific findings in the court's CM/ ECF record and /or to specific cases, statutes and other articles. Hyperlinking provides the reader immediate access to the cited/hyperlinked information in the document.

## Use of Hyperlinks

As a convenience for the court, practitioners are encouraged, but are not required, to include hyperlinks in documents.

## Permissible Uses

Electronically filed Documents may contain the following types of hyperlinks:

- 1) Hyperlinks to other portions of the same document;
- 2) Hyperlinks to other documents previously filed within the CM/ECF system;
- 3) Hyperlinks between documents that will be filed together at the same time, (e.g. Motion for Summary Judgment and the Memorandum in Support of Motion for Summary Judgment); and
- 4) Hyperlinks to an internet resource containing legal authority from recognized electronic research services, such as Westlaw, Lexis/Nexis or Findlaw and governmental rules and regulations. Hyperlinks to cited authority may not replace standard citation format and complete citations must be included in the text of the filed document. This requirement ensures that anyone working with a printed version of the document has the necessary citation, and that subsequent failure of a hyperlink will not preclude finding the cited material. (Note that Lexis/Nexis citations are dynamic and constantly changing). If a cited reference is available *on the internet only* (i.e., websites such as Zillow, Trulia, etc.), the reference shall be attached to the document being filed.

## Prohibited Uses

Electronically filed documents may not contain the following types of hyperlinks:

- 1) Hyperlinks to sealed or restricted documents;
- 2) Hyperlinks to personal web sites, including law firm websites;
- 3) Hyperlinks to an audio or video file without prior permission from the Court. Otherwise, hyperlinks to testimony must be to a written transcript.

## Record

Hyperlinks are simply convenient mechanisms for accessing material cited in a filed document and are extraneous to any filed document. Thus, the hyperlink and the site to which it refers are not part of the record. Because hyperlinks are not part of the record, the fact that a hyperlink ceases to work or directs the user to some other site does not affect the content of the filed document or the Court's opinion. If the filing party wishes to make a hyperlink a part of the record, the filer should include as an exhibit "screen shots" or other evidence of the URL as it existed at the time of its use or preserve the internet material in a PDF and attach the PDF as an exhibit with the filed document.

## Disclaimer

The proper technical functionality of any hyperlink is the exclusive responsibility of the filing party. The Court accepts no responsibility for the availability, functionality or content of any hyperlink. The Court does not endorse any product, organization or content at any hyperlinked site, or at any site to which that site might be linked. The Court has no agreements with any third parties providing services or products on a website.