

Slide 1 - Splash

The slide features a blue gradient background with a faint watermark of a scale of justice and the text 'AO-OIT-SDS TRAINING PROGRAM'. The main title 'Creating Cross-Document Hyperlinks' is centered in a large blue font. A smaller title 'Creating Cross-Document Hyperlinks in CM/ECF' is at the top. A white information box on the right contains the following text:

Electronic Learning Module Version 1.0
Appellate CM/ECF Version 2.0
Production Information:
Produced for the Appellate Courts by AO-OIT-SDSD-TB
July 1, 2008

Navigation controls include a red 'i' icon and an 'Animation' button.

Slide notes

Welcome to the lesson on creating cross-document hyperlinks. The purpose of this lesson is to show you how to create hyperlinks to CM/ECF documents within other documents.

Slide 2 - Navigation**Navigation Instructions**

In order to closely simulate the various applications, each screen in this lesson will contain instructions for you to follow that mimic the actual software. Follow those instructions to progress through the lesson.

You may also use the playback controls at the bottom of each screen. You may move forward or back and you may rewind to the beginning of the lesson. You can also drag the progress indicator bar forward or back through the lesson. The playback controls include a pause/play button. If you pause the lesson, click the button again to resume.

There is also a menu on each page in the upper left corner. If you move your mouse over the word **MENU**, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

These CM/ECF lesson modules also have a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

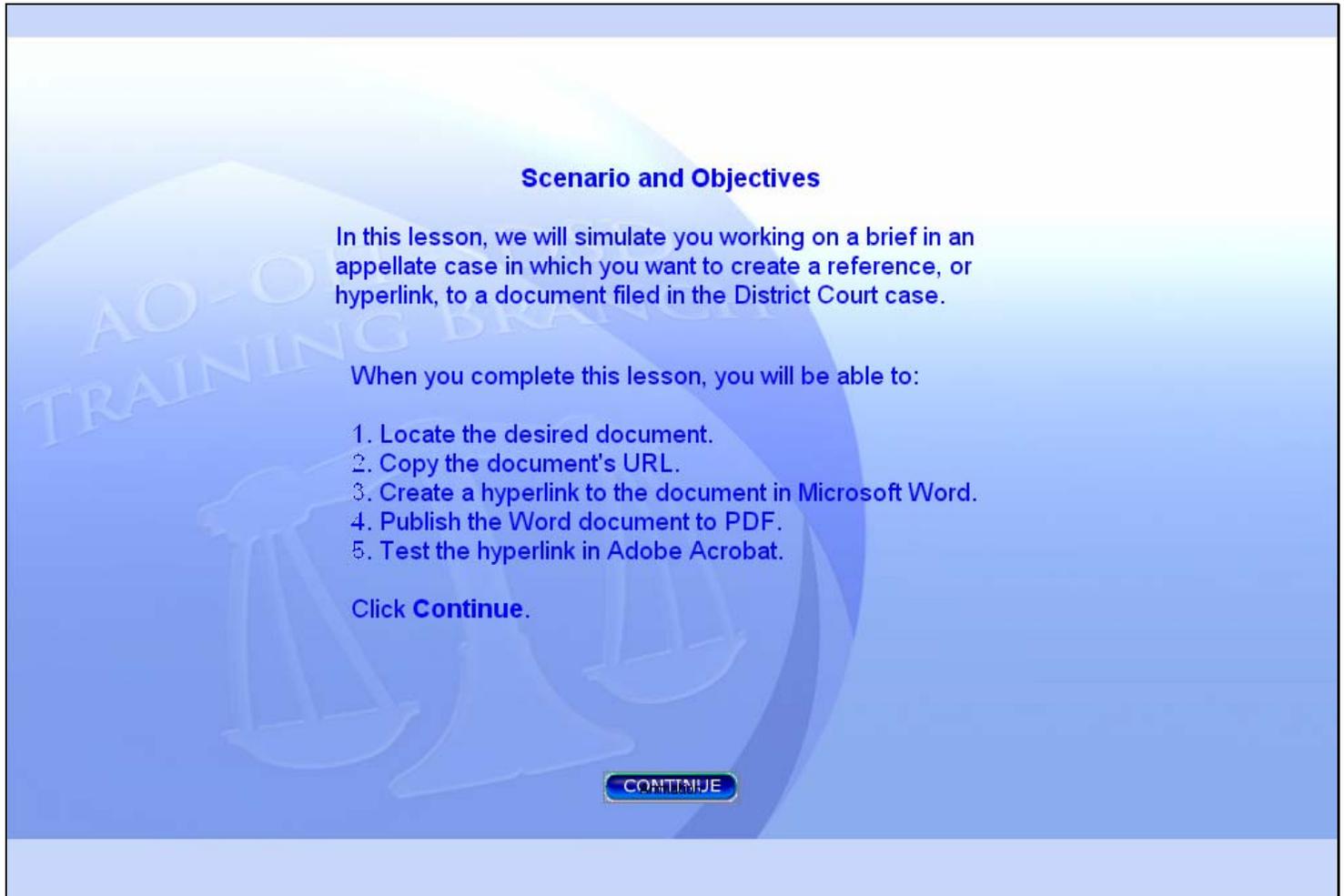
For version information about this lesson module, roll your mouse over the "i" in the heading.

To exit the lesson, click the X in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

Click the **Start** button when you're ready.

**Slide notes**

Here are the instructions on how to navigate through this electronic learning module. When you're ready to begin, click the Start button.

Slide 3 - Objectives

Scenario and Objectives

In this lesson, we will simulate you working on a brief in an appellate case in which you want to create a reference, or hyperlink, to a document filed in the District Court case.

When you complete this lesson, you will be able to:

1. Locate the desired document.
2. Copy the document's URL.
3. Create a hyperlink to the document in Microsoft Word.
4. Publish the Word document to PDF.
5. Test the hyperlink in Adobe Acrobat.

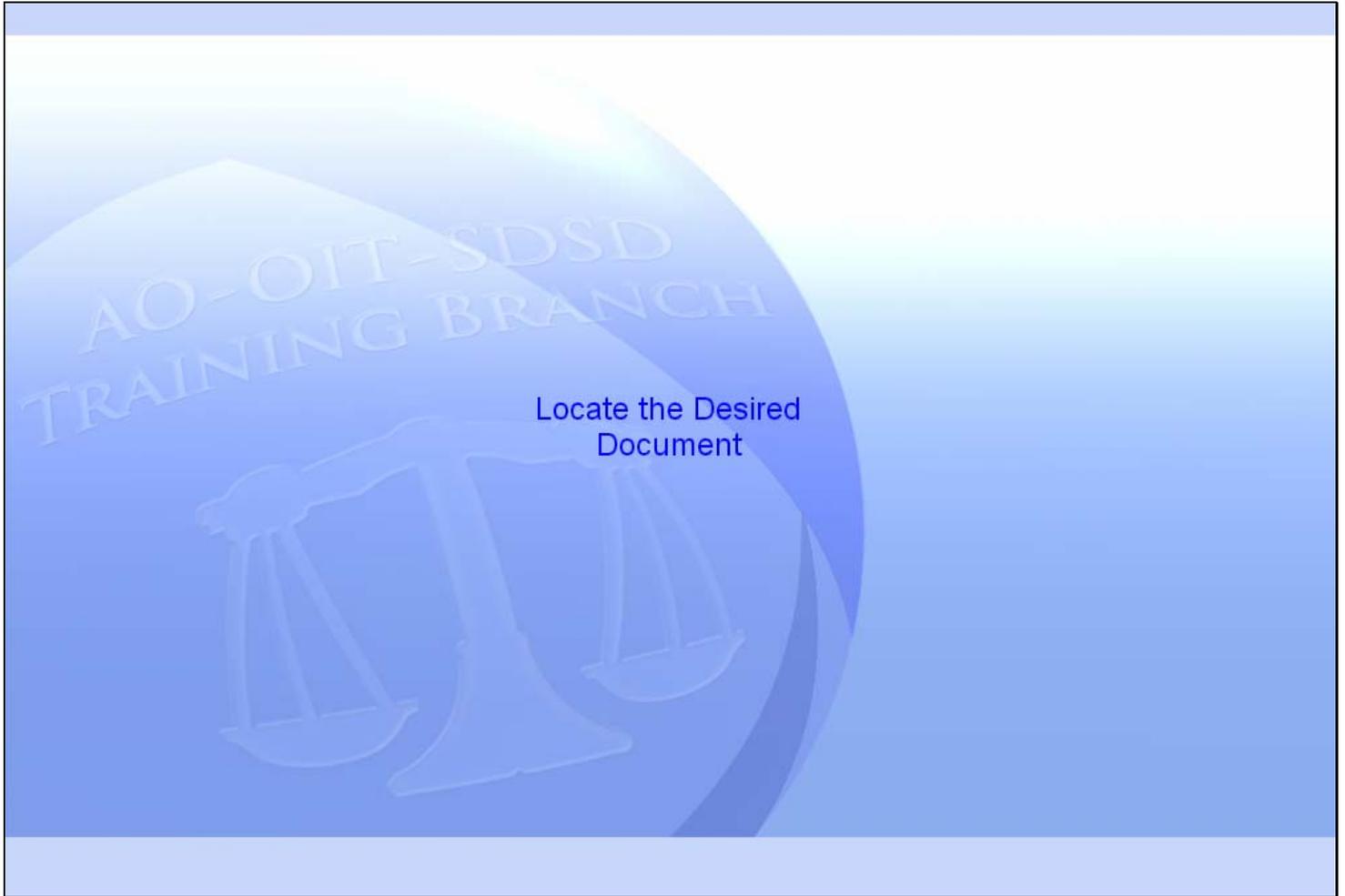
Click **Continue**.

[CONTINUE](#)

Slide notes

Here are the scenario and objectives for this lesson. These are the things you will be able to do when you complete it. Click the Continue button when you're ready.

Slide 4 - Locate



Slide notes

(Note: This is a transition slide.)

Slide 5 - Docket Report

MOED - CM/ECF (LIVE) - Docket Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850264401-L_923_0-1 Go

APPEAL, FULLCON

**U.S. District Court
Eastern District of Missouri (LIVE) (St. Louis)
CIVIL DOCKET FOR CASE #: 4:05-cv-00698-TCM**

Coffman et al v. Blunt et al
Assigned to: Mag Judge Thomas C. Mummert, III
Cause: 42:1983 Civil Rights Act

Date Filed: 04/29/2005
Jury Demand: None
Nature of Suit: 440 Civil Rights: Other
Jurisdiction: Federal Question

Plaintiff
Larry Coffman

represented by **Larry Coffman**
Missouri Department of Mental Health
Missouri Sexual Offender Treatment Center
1016 W. Columbia
Farmington, MO 63640
PRO SE

Plaintiff
Theodore Ginnery

represented by **Theodore Ginnery**
#38326
MSOTC

Press Page Down key.

Done Internet

Slide notes

We've already logged in to PACER and run the docket report for the District Court case. The document we want to refer to in our brief is document number 9 in this case. To get down to document number 9, press the Page Down key on your keyboard several times.

Slide 6 - Slide 6

The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "MOED - CM/ECF (LIVE) - Docket Report - Microsoft Internet Explorer". The address bar contains the URL "https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850264401-L_923_0-1". The main content area displays a docket report. On the left side, it lists "Theodore Ginnery" and "Matt Blunt" with the status "TERMINATED: 03/15/2006". On the right side, it lists "Theodore Ginnery" and "Gail Vasterling" with their respective titles and contact information. A blue box with the text "Press Page Down key." is overlaid on the page. The browser's status bar at the bottom shows "Done" and "Internet".

Slide notes

(Note: This is a transition slide.)

Slide 7 - Slide 7

MOED - CM/ECF (LIVE) - Docket Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850264401-L_923_0-1 Go

Joshua N. Worthington
ATTORNEY GENERAL OF MISSOURI
P.O. Box 861
St. Louis, MO 63188
314-340-7861
Fax: 314-340-7029
Email: Joshua.Worthington@ago.mo.gov
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

Press **Page Down** key.

Deborah Bell Yates
ALLSTATE INSURANCE COMPANY
12140 Woodcrest Executive Drive
St. Louis, MO 63141
314-542-5042
Fax: 314-542-0114
Email: Deborah.Yates@allstate.com
TERMINATED: 04/10/2006

Denise LeAnne Thomas
ATTORNEY GENERAL OF MISSOURI
815 Olive Street
Suite 200
St. Louis, MO 63101
314-340-7861

Done Internet

Slide notes

(Note: This is a transition slide.)

Slide 8 - Slide 8

MOED - CM/ECF (LIVE) - Docket Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850264401-L_923_0-1 Go

815 Olive Street
Suite 200
St. Louis, MO 63101
314-340-7861
Fax: 314-340-7029
Email: denise.thomas@ago.mo.gov
TERMINATED: 10/18/2006

Paul C. Evans
ATTORNEY GENERAL OF MISSOURI
P. O. Box 861
St. Louis, MO 63188
314-340-7861
Fax: 314-340-7029
Email: paul.evans@ago.mo.gov
TERMINATED: 10/12/2007

Defendant
Linda Meade

represented by **Joshua N. Worthington**
(See above for address)
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

Deborah Bell Yates
(See above for address)
TERMINATED: 04/10/2006

Done Internet

Press Page Down key.

Slide notes

(Note: This is a transition slide.)

Slide 9 - Slide 9

MOED - CM/ECF (LIVE) - Docket Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850264401-L_923_0-1 Go

Deborah Bell Yates
(See above for address)
TERMINATED: 04/10/2006

Denise LeAnne Thomas
(See above for address)
TERMINATED: 10/18/2006

Lacey R. Searfoss
THOMPSON COBURN
One US. Bank Plaza
St. Louis, Mo 63101
314-552-6316
Fax: 314-552-7316
Email: lsearfoss@thompsoncoburn.com
TERMINATED: 08/18/2006

Paul C. Evans
(See above for address)
TERMINATED: 10/12/2007

Defendant
Jay Englehart

represented by **Joshua N. Worthington**
(See above for address)
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

Done Internet

Press Page Down key.

Slide notes

(Note: This is a transition slide.)

Slide 10 - Slide 10

The screenshot shows a Microsoft Internet Explorer browser window with the title "MOED - CM/ECF (LIVE) - Docket Report - Microsoft Internet Explorer". The address bar contains the URL "https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850264401-L_923_0-1". The main content area displays the following information:

Jay Englehart
represented by **Joshua N. Worthington**
(See above for address)
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

Deborah Bell Yates
(See above for address)
TERMINATED: 04/10/2006

Denise LeAnne Thomas
(See above for address)
TERMINATED: 10/18/2006

Lacey R. Searfoss
(See above for address)
TERMINATED: 08/18/2006

Paul C. Evans
(See above for address)
TERMINATED: 10/12/2007

Alan Blake
represented by **Joshua N. Worthington**
(See above for address)
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

A blue box with the text "Press Page Down key." is overlaid on the page. The browser's status bar at the bottom shows "Done" and "Internet".

Slide notes

(Note: This is a transition slide.)

Slide 11 - Slide 11

MOED - CM/ECF (LIVE) - Docket Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850264401-L_923_0-1 Go

represented by **Joshua N. Worthington**
(See above for address)
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

Deborah Bell Yates
(See above for address)
TERMINATED: 04/10/2006

Denise LeAnne Thomas
(See above for address)
TERMINATED: 10/18/2006

Lacey R. Searfoss
(See above for address)
TERMINATED: 08/18/2006

Paul C. Evans
(See above for address)
TERMINATED: 10/12/2007

Defendant
John Rosenboom
Dr.

represented by **Joshua N. Worthington**
(See above for address)
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

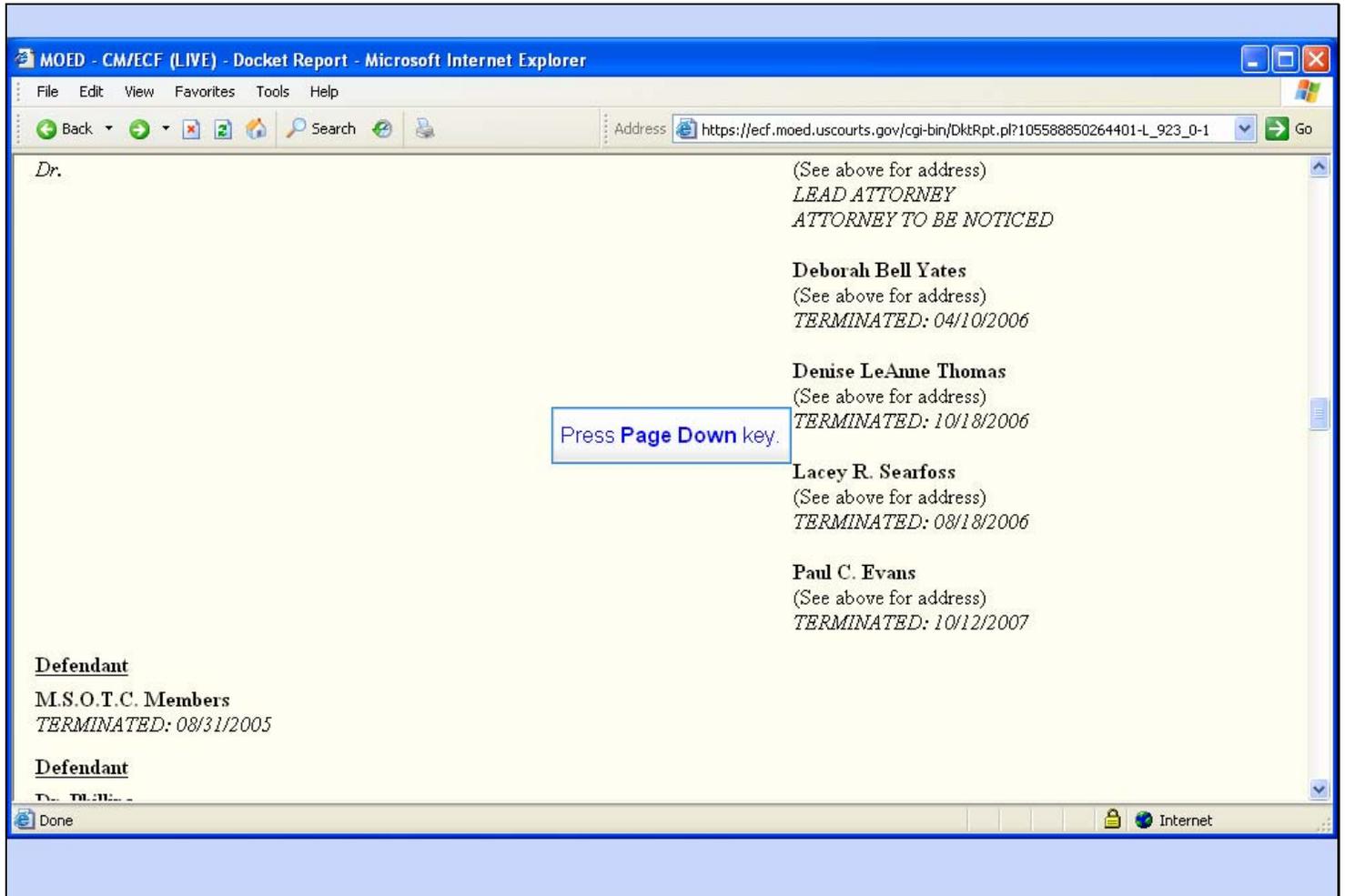
Press Page Down key.

Done Internet

Slide notes

(Note: This is a transition slide.)

Slide 12 - Slide 12



Slide notes

(Note: This is a transition slide.)

Slide 13 - Slide 13

MOED - CM/ECF (LIVE) - Docket Report - Microsoft Internet Explorer

Address: https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850264401-L_923_0-1

TERMINATED: 08/31/2005

Defendant
Dr. Phillips
 TERMINATED: 08/31/2005

Defendant
Marty Bellew Smith
 TERMINATED: 08/31/2005

Date Filed	#	Text
04/29/2005	1	MOTION for Leave to Proceed in forma pauperis by Plaintiff Larry Coffman. (CDD,) (Entered: 05/02/2005)
04/29/2005	2	COMPLAINT against defendant Matt Blunt, Linda Meade, Jay Englehart, Alan Blake Jury Demand., filed by Larry Coffman, Theodore Ginnery. (Attachments: # 1 Exhibit # 2 Civil Cover Sheet # 3 Original Filing Form# 4 Envelope)(CDD,) (Entered: 05/02/2005)
05/02/2005		***Complaint Letter Created. This is to advise you that this office has received and filed your complaint and has assigned it the above-referenced case number. (CDD,) (Entered: 05/02/2005)
05/02/2005		***Complaint Letter Processed (see notice of electronic filing for distribution list) Mon May 2 12:00:59 CDT 2005 (admin,) (Entered: 05/02/2005)
05/04/2005	3	MEMORANDUM AND ORDER - IT IS HEREBY ORDERED that the Clerk of Court shall provide each plaintiff with the court forms entitled "Motion to Proceed without Prepayment of Costs" and "Financial Affidavit - CIA23" IT IS FURTHER

Done

Slide notes

(Note: This is a transition slide.)

Slide 14 - Slide 14

Date	Page	Description
		(Entered: 05/02/2005)
05/04/2005	3	MEMORANDUM AND ORDER - IT IS HEREBY ORDERED that the Clerk of Court shall provide each plaintiff with the court forms entitled "Motion to Proceed without Prepayment of Costs" and "Financial Affidavit - CJA23". IT IS FURTHER ORDERED that plaintiffs shall have twenty days from the date of this Order to pay the statutory filing fee of \$250.00 or for each to submit a fully completed and signed "Motion to Proceed without Prepayment of Costs" and "Finaancial Affidavit - CJA23". IT IS FURTHER ORDERED that if, within 20 days from the date of this Order, plaintiffs fail to pay the filing fee or fail to each submit a fully completed and singed "Motion to Proceed without Prepayment of Costs" and "Financial Affidavit - CJA23", the case shall be dismissed, without prejudice. IT IS FURTHER ORDERED that if each plaintiff timely submits a "Motion to Proceed without Prepayment of Costs" and "Financial Affidavit - CJA23" the Clerk shall cause this case to be resubmitted to the Court for review. Press Page Down key. Resubmitted to Court docket 5/24/2005. Signed by Judge Thomas C. Mummert III on 5/4/05. (BAK,) (Copies of both a Press Page Down key. sent to both plaintiffs on 5/4/2005)(BAK,). (Entered: 05/04/2005)
05/04/2005		ORDER RECEIPT: (see receipt) Wed May 4 10:38:33 CDT 2005 (BAK,) (Entered: 05/04/2005)
05/12/2005	6	MOTION for Leave to Proceed in forma pauperis by Plaintiffs Larry Coffman, Theodore Ginnery. (BAK,) (Entered: 05/17/2005)
05/12/2005	7	FINANCIAL AFFIDAVIT - CJA 23 by Plaintiff Theodore Ginnery. (BAK,) (Entered: 05/17/2005)
05/12/2005	8	FINANCIAL AFFIDAVIT - CJA 23 by Plaintiff Larry Coffman. (BAK,) (Entered: 05/17/2005)
05/16/2005	4	Mail Returned as Undeliverable. Mail sent to Theodore Ginnery - Doc. #3 (JMW,) (Entered: 05/16/2005)
05/16/2005	5	Mail Returned as Undeliverable. Mail sent to Theodore Ginnery - Doc. #3 (JMW,) (Entered: 05/16/2005)
08/31/2005	9	MEMORANDUM AND ORDER - IT IS HEREBY ORDERED that plaintiffs' motion for leave to proceed in forma pauperis 6 is GRANTED. IT IS FURTHER ORDERED that plaintiffs' original motion to proceed in forma pauperis 1 is

Slide notes

(Note: This is a transition slide.)

Slide 15 - Slide 15

Date	Document Number	Description
05/16/2005	5	Mail Returned as Undeliverable. Mail sent to Theodore Ginnery - Doc. #3 (JMW,) (Entered: 05/16/2005)
08/31/2005	9	MEMORANDUM AND ORDER - IT IS HEREBY ORDERED that plaintiffs' motion for leave to proceed in forma pauperis 6 is GRANTED. IT IS FURTHER ORDERED that plaintiffs' original motion to proceed in forma pauperis 1 is DENIED as moot. IT IS FURTHER ORDERED that, as to plaintiffs' retaliation claims against defendants Matt Blunt, Linda Meade, Jay Englehart, Alan Blake and Dr. John Rosenboom, the Clerk shall issue process or cause process to be issued upon the amended complaint. IT IS FURTHER ORDERED that all remaining claims set forth in the complaint and amended complaint are DISMISSED, without prejudice. IT IS FURTHER ORDERED that, as to defendant Dr. Phillips, Marty Bellew Smith and "All M.S.O.T.C. Members" the Clerk shall not issue process or cause process to issue upon the amended complaint. Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		ORDER RECEIPT: (see receipt) Wed Aug 31 14:13:26 CDT 2005 (BAK,) (Entered: 08/31/2005)
08/31/2005	10	ORDER OF PARTIAL DISMISSAL pursuant to 28 U.S.C. 1915(e)(2)(B) without prejudice as to defendant Dr. Phillips, Marty Bellew Smith and "All M.S.O.T.C. Members". Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		ORDER RECEIPT: (see receipt) Wed Aug 31 14:17:03 CDT 2005 (BAK,) (Entered: 08/31/2005)
09/02/2005		Summons Issued as to defendant John Rosenboom, Matt Blunt, Linda Meade, Jay Englehart, Alan Blake. (BAK,) (Entered: 09/02/2005)
09/26/2005	11	Summons Returned Unexecuted as to Matt Blunt indicating Matt Blunt is not employed by MSOTC. (BDC) (Entered: 09/27/2005)
09/26/2005	12	SUMMONS Returned Executed Jay Englehart served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)
09/26/2005	13	SUMMONS Returned Executed Alan Blake served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)

Slide notes

And now we can see document number 9, which is a Memorandum and Order.

Each document that is underlined and in blue in this docket sheet has a unique Internet address. In browser terminology, this address is referred to as a Uniform Resource Locator, or URL. We're going to copy the URL for document number 9 and place it in our brief in Microsoft Word.

Slide 16 - Copy URL



Slide notes

(Note: This is a transition slide.)

Slide 17 - Slide 17

Date	Document Number	Description
05/16/2005	5	Mail Returned as Undeliverable. Mail sent to Theodore Ginnery - Doc. #3 (JMW,) (Entered: 05/16/2005)
08/31/2005	9	MEMORANDUM AND ORDER - IT IS HEREBY ORDERED that plaintiffs' motion for leave to proceed in forma pauperis 6 is GRANTED. IT IS FURTHER ORDERED that plaintiffs' original motion to proceed in forma pauperis 1 is DENIED as moot. IT IS FURTHER ORDERED that, as to plaintiffs' retaliation claims against defendants Matt Blunt, Linda Meade, Jay Englehart, Alan Blake and Dr. John Rosenboom, the Clerk shall issue process or cause process to be issued upon the amended complaint. IT IS FURTHER ORDERED that all remaining claims set forth in the complaint and amended complaint are DISMISSED, without prejudice. IT IS FURTHER ORDERED that, as to defendant Dr. Phillips, Marty Bellow Smith and "All M.S.O.T.C. Members" the Clerk shall not issue process or cause process to issue upon the amended complaint. Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		ORDER RECEIPT: (see receipt) Wed Aug 31 14:13:26 CDT 2005 (BAK,) (Entered: 08/31/2005)
08/31/2005	10	ORDER OF PARTIAL DISMISSAL pursuant to 28 U.S.C. 1915(e)(2)(B) without prejudice as to defendant Dr. Phillips, Marty Bellow Smith and "All M.S.O.T.C. Members". Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		ORDER RECEIPT: (see receipt) Wed Aug 31 14:17:03 CDT 2005 (BAK,) (Entered: 08/31/2005)
09/02/2005		Summons Issued as to defendant John Rosenboom, Matt Blunt, Linda Meade, Jay Englehart, Alan Blake. (BAK,) (Entered: 09/02/2005)
09/26/2005	11	Summons Returned Unexecuted as to Matt Blunt indicating Matt Blunt is not employed by MSOTC. (BDC) (Entered: 09/27/2005)
09/26/2005	12	SUMMONS Returned Executed Jay Englehart served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)
09/26/2005	13	SUMMONS Returned Executed Alan Blake served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)

Slide notes

In order to copy the URL, we need to Right-Click the document number. This right-click will cause the browser to pop up a menu that contains a choice to copy the URL.

Watch the screen and I'll do the right-click for you.

Slide 18 - Slide 18

05/16/2005	5	Mail Returned as Undeliverable. Mail sent to Theodore Ginnery - Doc. #3 (JMW,) (Entered: 05/16/2005)
08/31/2005	9	MEMORANDUM AND ORDER - IT IS HEREBY ORDERED that plaintiffs' motion for leave to proceed in forma pauperis 6 is GRANTED. IT IS FURTHER ORDERED that plaintiffs' original motion to proceed in forma pauperis 1 is FURTHER ORDERED that, as to plaintiffs' retaliation claims against defendants Matt Blunt, Linda Blake and Dr. John Rosenboom, the Clerk shall issue process or cause process to be issued. IT IS FURTHER ORDERED that all remaining claims set forth in the complaint and amended complaint are DISMISSED, without prejudice. IT IS FURTHER ORDERED that, as to defendant Dr. Phillips, Marty Bellew Smith and "All M.S.O.T.C. Members" the Clerk shall not issue process or cause process to issue upon the amended complaint. Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		ORDER RECEIPT: (see receipt) Wed Aug 31 14:13:26 CDT 2005 (BAK,) (Entered: 08/31/2005)
08/31/2005	10	ORDER OF PARTIAL DISMISSAL pursuant to 28 U.S.C. 1915(e)(2)(B) without prejudice as to defendant Dr. Phillips, Marty Bellew Smith and "All M.S.O.T.C. Members". Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		ORDER RECEIPT: (see receipt) Wed Aug 31 14:17:03 CDT 2005 (BAK,) (Entered: 08/31/2005)
09/02/2005		Summons Issued as to defendant John Rosenboom, Matt Blunt, Linda Meade, Jay Englehart, Alan Blake. (BAK,) (Entered: 09/02/2005)
09/26/2005	11	Summons Returned Unexecuted as to Matt Blunt indicating Matt Blunt is not employed by MSOTC. (BDC) (Entered: 09/27/2005)
09/26/2005	12	SUMMONS Returned Executed Jay Englehart served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)
09/26/2005	13	SUMMONS Returned Executed Alan Blake served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)

Slide notes

Slide 19 - Slide 19

The screenshot shows a Microsoft Internet Explorer window titled "MOED - CM/ECF (LIVE) - Docket Report". The address bar displays the URL: https://ecf.moed.uscourts.gov/cgi-bin/DktRpt.pl?105588850264401-L_923_0-1. The main content area is a table of docket entries. A context menu is open over the entry for document number 9, which is highlighted in blue. The menu options are: Open, Open in New Window, Open Target As..., Print Target, Copy Shortcut (highlighted with a red box), Paste, Add to Favorites..., and Properties. A callout box with a blue border and white background points to the "Copy Shortcut" option, containing the text "Click the menu option Copy Shortcut." The table below shows several other entries with dates and descriptions.

05/16/2005	5	Mail Returned as Undeliverable. Mail sent to Theodore Ginnery - Doc. #3 (JMW,) (Entered: 05/16/2005)
08/31/2005	9	MEMORANDUM AND ORDER - IT IS HEREBY ORDERED that plaintiffs' motion for leave to proceed in forma pauperis is granted. IT IS FURTHER ORDERED that plaintiffs' original motion to proceed in forma pauperis <u>1</u> is granted. IT IS FURTHER ORDERED that, as to plaintiffs' retaliation claims against defendants Matt Blunt, Linda Blunt, Alan Blake and Dr. John Rosenboom, the Clerk shall issue process or cause process to be issued on the complaint. IT IS FURTHER ORDERED that all remaining claims set forth in the complaint and amended complaint, without prejudice. IT IS FURTHER ORDERED that, as to defendant Dr. Phillips, Marty Phillips, "All M.S.O.T.C. Members" the Clerk shall not issue process or cause process to issue upon the amended complaint. Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		(see receipt) Wed Aug 31 14:13:26 CDT 2005 (BAK,) (Entered: 08/31/2005)
08/31/2005	10	ORDER OF DISMISSAL pursuant to 28 U.S.C. 1915(e)(2)(B) without prejudice as to defendant Dr. Phillips, Marty Bellew Smith and "All M.S.O.T.C. Members". Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		ORDER RECEIPT: (see receipt) Wed Aug 31 14:17:03 CDT 2005 (BAK,) (Entered: 08/31/2005)
09/02/2005		Summons Issued as to defendant John Rosenboom, Matt Blunt, Linda Meade, Jay Englehart, Alan Blake. (BAK,) (Entered: 09/02/2005)
09/26/2005	11	Summons Returned Unexecuted as to Matt Blunt indicating Matt Blunt is not employed by MSOTC. (BDC) (Entered: 09/27/2005)
09/26/2005	12	SUMMONS Returned Executed Jay Englehart served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)
09/26/2005	13	STIMMONS Returned Executed Alan Blake served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)

Slide notes

When the browser pops up the menu, notice one of the options is Copy Shortcut. By the way, in this example I'm using Internet Explorer version 6. Other browsers have a similar capability but may use different words.

When you click Copy Shortcut, Windows will copy the URL for document number 9 to its clipboard. Click that option.

Slide 20 - Slide 20

05/16/2005	5	Mail Returned as Undeliverable. Mail sent to Theodore Ginnery - Doc. #3 (JMW,) (Entered: 05/16/2005)
08/31/2005	9	MEMORANDUM AND ORDER - IT IS HEREBY ORDERED that plaintiffs' motion for leave to proceed in forma pauperis <u>1</u> is DENIED. IT IS FURTHER ORDERED that plaintiffs' original motion to proceed in forma pauperis <u>1</u> is DENIED. IT IS FURTHER ORDERED that, as to plaintiffs' retaliation claims against defendants Matt Blunt, Linda Meade, Alan Blake and Dr. John Rosenboom, the Clerk shall issue process or cause process to be issued on the complaint. IT IS FURTHER ORDERED that all remaining claims set forth in the complaint and amended complaint. IT IS FURTHER ORDERED that, as to defendant Dr. Phillips, Marty Bellew Smith and "M.S.O.T.C. Members" the Clerk shall not issue process or cause process to issue upon the amended complaint. Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		ORDER RECEIPT: (see receipt) Wed Aug 31 14:13:26 CDT 2005 (BAK,) (Entered: 08/31/2005)
08/31/2005	10	JUDICIAL DISMISSAL pursuant to 28 U.S.C. 1915(e)(2)(B) without prejudice as to defendant Dr. Phillips, Marty Bellew Smith and "All M.S.O.T.C. Members". Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
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09/02/2005		Summons Issued as to defendant John Rosenboom, Matt Blunt, Linda Meade, Jay Englehart, Alan Blake. (BAK,) (Entered: 09/02/2005)
09/26/2005	11	Summons Returned Unexecuted as to Matt Blunt indicating Matt Blunt is not employed by MSOTC. (BDC) (Entered: 09/27/2005)
09/26/2005	12	SUMMONS Returned Executed Jay Englehart served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)
09/26/2005	13	STIMMONS Returned Executed Alan Blake served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)

Slide notes

(Note: This is a transition slide.)

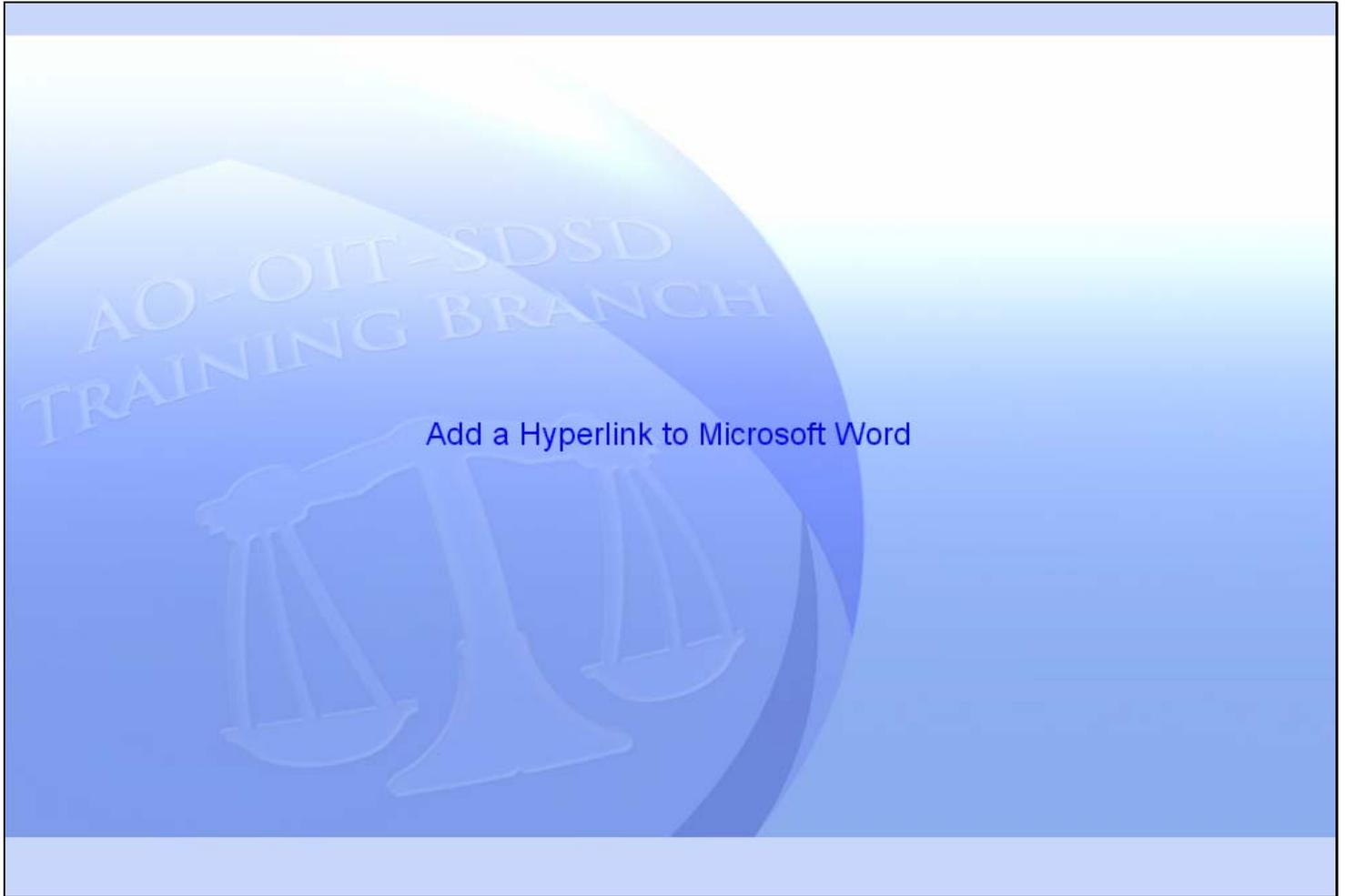
Slide 21 - Slide 21

Date	Document Number	Description
05/16/2005	5	Mail Returned as Undeliverable. Mail sent to Theodore Ginnery - Doc. #3 (JMW,) (Entered: 05/16/2005)
08/31/2005	9	MEMORANDUM AND ORDER - IT IS HEREBY ORDERED that plaintiffs' motion for leave to proceed in forma pauperis 6 is GRANTED. IT IS FURTHER ORDERED that plaintiffs' original motion to proceed in forma pauperis 1 is DENIED as moot. IT IS FURTHER ORDERED that, as to plaintiffs' retaliation claims against defendants Matt Blunt, Linda Meade, Jay Englehart, Alan Blake and Dr. John Rosenboom, the Clerk shall issue process or cause process to be issued upon the amended complaint. IT IS FURTHER ORDERED that all remaining claims set forth in the complaint and amended complaint are DISMISSED, without prejudice. IT IS FURTHER ORDERED that, as to defendant Dr. Phillips, Marty Bellow Smith and "All M.S.O.T.C. Members" the Clerk shall not issue process or cause process to issue upon the amended complaint. Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		ORDER RECEIPT: (see receipt) Wed Aug 31 14:13:26 CDT 2005 (BAK,) (Entered: 08/31/2005)
08/31/2005	10	ORDER OF PARTIAL DISMISSAL pursuant to 28 U.S.C. 1915(e)(2)(B) without prejudice as to defendant Dr. Phillips, Marty Bellow Smith and "All M.S.O.T.C. Members". Signed by Judge Jean C. Hamilton on 8/31/05. (BAK,) (Entered: 08/31/2005)
08/31/2005		ORDER RECEIPT: (see receipt) Wed Aug 31 14:17:03 CDT 2005 (BAK,) (Entered: 08/31/2005)
09/02/2005		Summons Issued as to defendant John Rosenboom, Matt Blunt, Linda Meade, Jay Englehart, Alan Blake. (BAK,) (Entered: 09/02/2005)
09/26/2005	11	Summons Returned Unexecuted as to Matt Blunt indicating Matt Blunt is not employed by MSOTC. (BDC) (Entered: 09/27/2005)
09/26/2005	12	SUMMONS Returned Executed Jay Englehart served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)
09/26/2005	13	STIMMONS Returned Executed Alan Blake served on 9/20/2005, answer due 10/11/2005. (BDC) (Entered: 09/27/2005)

Slide notes

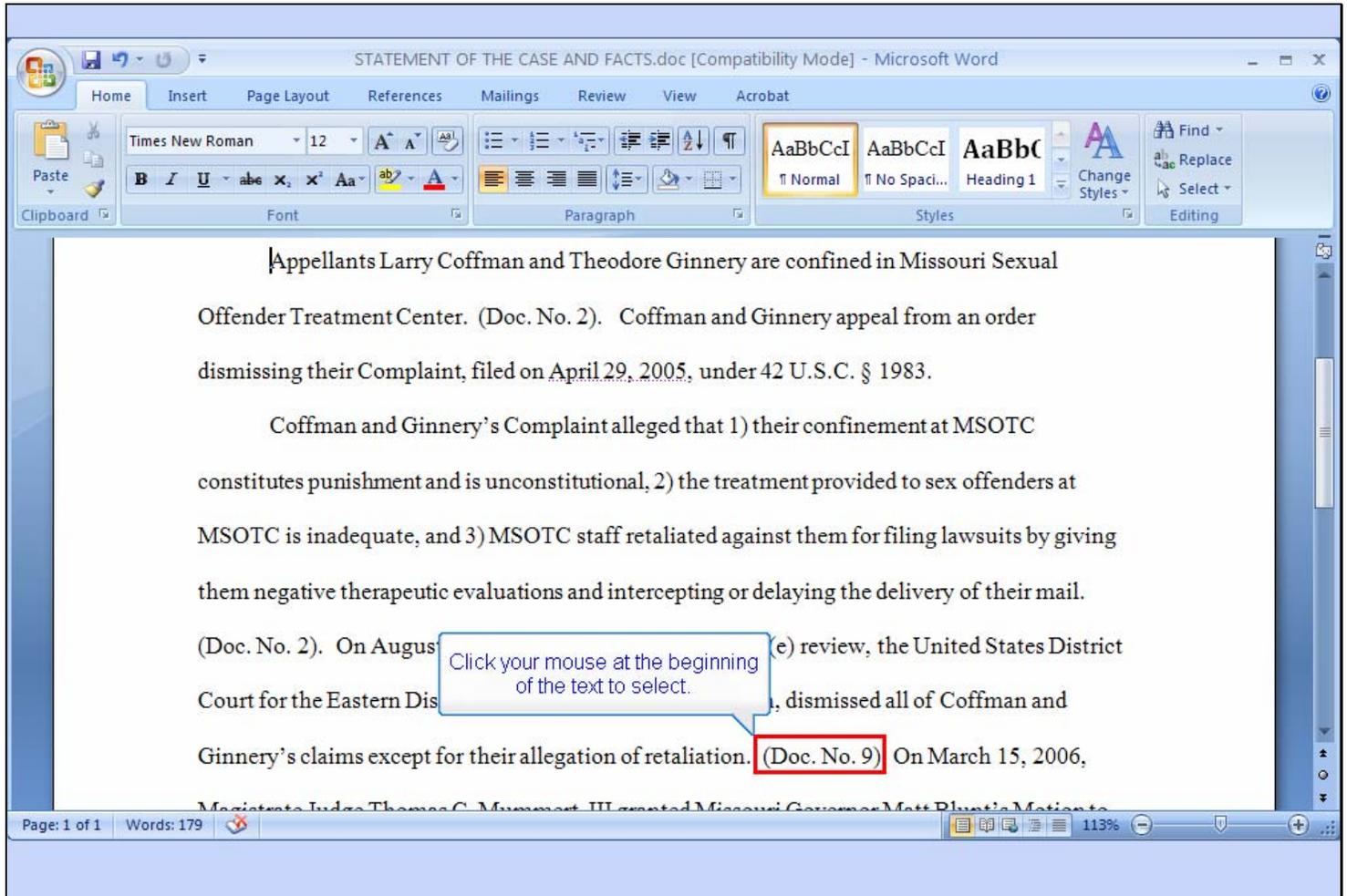
Now that Windows has a copy of the URL for document number 9 in its clipboard, we're done with the docket report and we can close the browser's window. Click the close button.

Slide 22 - Add Hyperlink



Slide notes

Slide 23 - Slide 23



Slide notes

Now we've switched over to Microsoft Word and are editing our brief. In this lesson we're using Word version 2007.

In order to create a PDF file using Microsoft Word 2007, you must first install the Acrobat PDFMaker Office COM Addin. You can obtain this free addin from Microsoft. We've already done that in this lesson.

In the text of our brief, we refer to document number 9 in the District Court case. In order to make the text Doc. No. 9 into a hyperlink to the actual document, we first must select the text that will become the hyperlink. There are several ways to select text in Word. We'll use the Click - Shift Click method. This means to click the mouse at the beginning of the text to be selected, then hold down the shift key and click at the end of the text to be selected. All text between the click and the shift click will be selected.

Point your mouse at the beginning of the text to select and click once.

Slide 24 - Slide 24

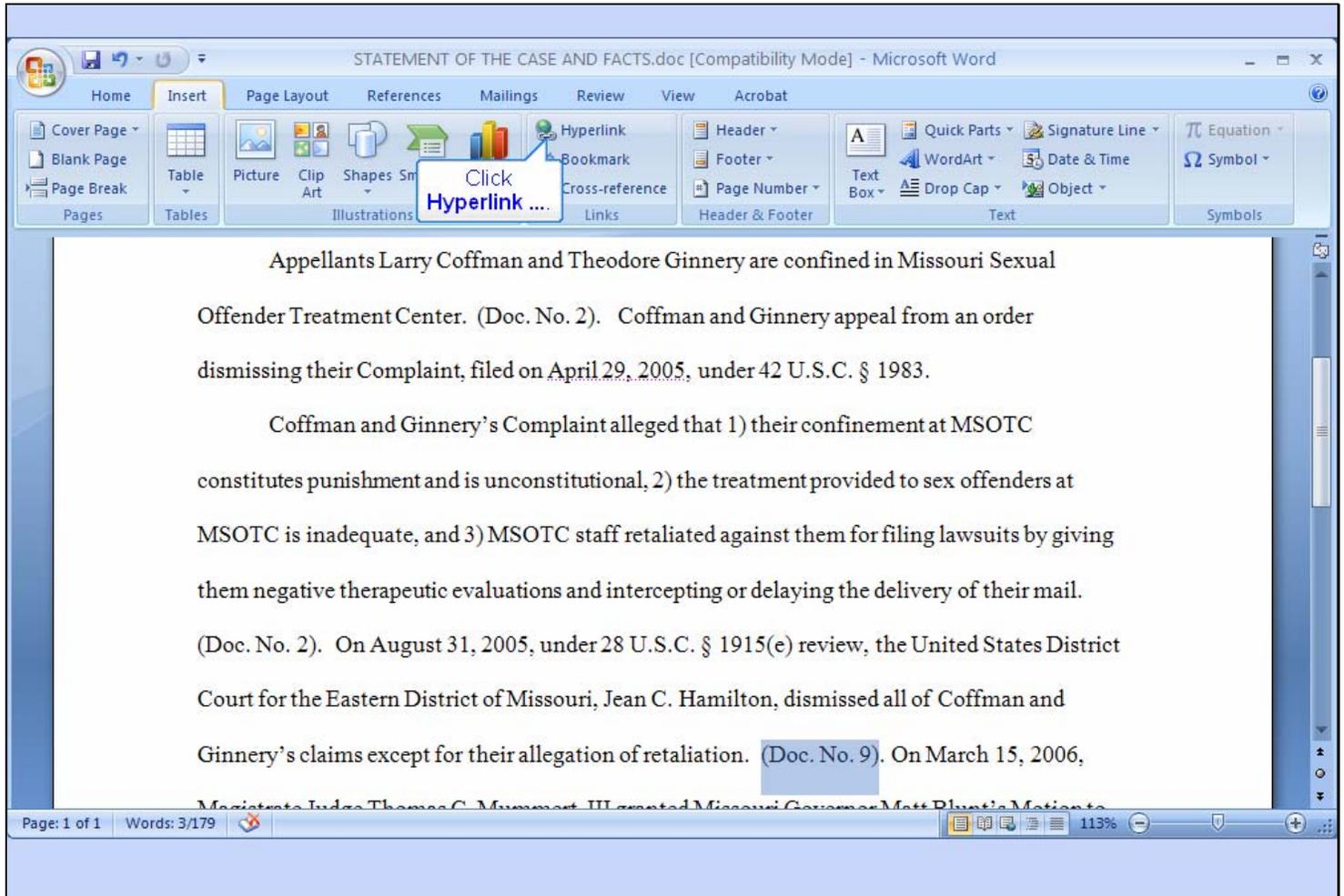
Appellants Larry Coffman and Theodore Ginnery are confined in Missouri Sexual Offender Treatment Center. (Doc. No. 2). Coffman and Ginnery appeal from an order dismissing their Complaint, filed on April 29, 2005, under 42 U.S.C. § 1983.

Coffman and Ginnery's Complaint alleged that 1) their confinement at MSOTC constitutes punishment and is unconstitutional, 2) the treatment provided to sex offenders at MSOTC is inadequate, and 3) MSOTC staff retaliated against them for filing lawsuits by giving them negative therapeutic evaluations and intercepting or delaying the delivery of their mail. (Doc. No. 2). On August 31, 2005, under 28 U.S.C. § 1915(e) review, the United States District Court for the Eastern District of Missouri, Jean C. Hamilton, dismissed Coffman and Ginnery's claims except for their allegation of retaliation. (Doc. No. 9). On March 15, 2006, Magistrate Judge Thomas C. Mueser, III granted Missouri Governor Matt Blunt's Motion to

Slide notes

Now hold down the SHIFT key and click once at the end of the desired text.

Slide 28 - Slide 28



STATEMENT OF THE CASE AND FACTS.doc [Compatibility Mode] - Microsoft Word

Home Insert Page Layout References Mailings Review View Acrobat

Cover Page Blank Page Page Break Pages

Table Tables

Picture Clip Art Shapes Sm Illustrations

Hyperlink Bookmark Cross-reference Links

Header Footer Page Number Header & Footer

Text Box Drop Cap Text

Quick Parts WordArt Date & Time Object

Signature Line Date & Time Symbol

Equation Symbol

Click Hyperlink ...

Appellants Larry Coffman and Theodore Ginnery are confined in Missouri Sexual Offender Treatment Center. (Doc. No. 2). Coffman and Ginnery appeal from an order dismissing their Complaint, filed on April 29, 2005, under 42 U.S.C. § 1983.

Coffman and Ginnery's Complaint alleged that 1) their confinement at MSOTC constitutes punishment and is unconstitutional, 2) the treatment provided to sex offenders at MSOTC is inadequate, and 3) MSOTC staff retaliated against them for filing lawsuits by giving them negative therapeutic evaluations and intercepting or delaying the delivery of their mail. (Doc. No. 2). On August 31, 2005, under 28 U.S.C. § 1915(e) review, the United States District Court for the Eastern District of Missouri, Jean C. Hamilton, dismissed all of Coffman and Ginnery's claims except for their allegation of retaliation. (Doc. No. 9). On March 15, 2006, Magistrate Judge Thomas C. Murnaghan, III granted Missouri Governor Matt Blunt's Motion to

Page: 1 of 1 Words: 3/179 113%

Slide notes

Now select Hyperlink.

Slide 29 - Slide 29

STATEMENT OF THE CASE AND FACTS.doc [Compatibility Mode] - Microsoft Word

Home Insert Page Layout References Mailings Review View Acrobat

Cover Page Blank Page Page Break Pages

Table Tables

Picture Clip Art Shapes SmartArt Chart Illustrations

Hyperlink Bookmark Cross-reference Links

Header Footer Page Number Header & Footer

Text Box Drop Cap Object Text

Equation Symbol Symbols

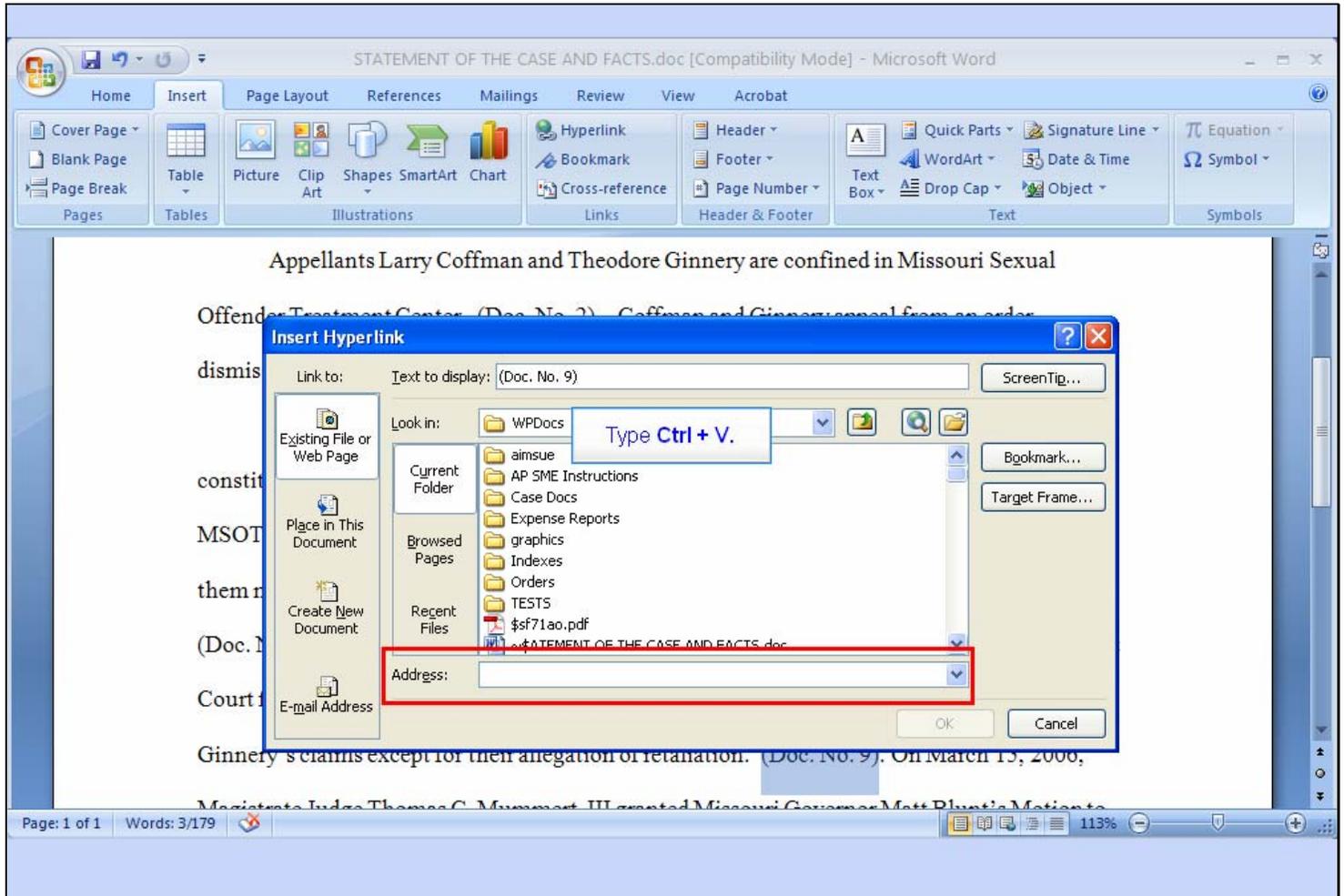
Appellants Larry Coffman and Theodore Ginnery are confined in Missouri Sexual Offender Treatment Center. (Doc. No. 2). Coffman and Ginnery appeal from an order dismissing their Complaint, filed on April 29, 2005, under 42 U.S.C. § 1983.

Coffman and Ginnery's Complaint alleged that 1) their confinement at MSOTC constitutes punishment and is unconstitutional, 2) the treatment provided to sex offenders at MSOTC is inadequate, and 3) MSOTC staff retaliated against them for filing lawsuits by giving them negative therapeutic evaluations and intercepting or delaying the delivery of their mail. (Doc. No. 2). On August 31, 2005, under 28 U.S.C. § 1915(e) review, the United States District Court for the Eastern District of Missouri, Jean C. Hamilton, dismissed all of Coffman and Ginnery's claims except for their allegation of retaliation. (Doc. No. 9). On March 15, 2006, Magistrate Judge Thomas C. Mueser, III granted Missouri Governor Matt Blunt's Motion to

Page: 1 of 1 Words: 3/179 113%

Slide notes

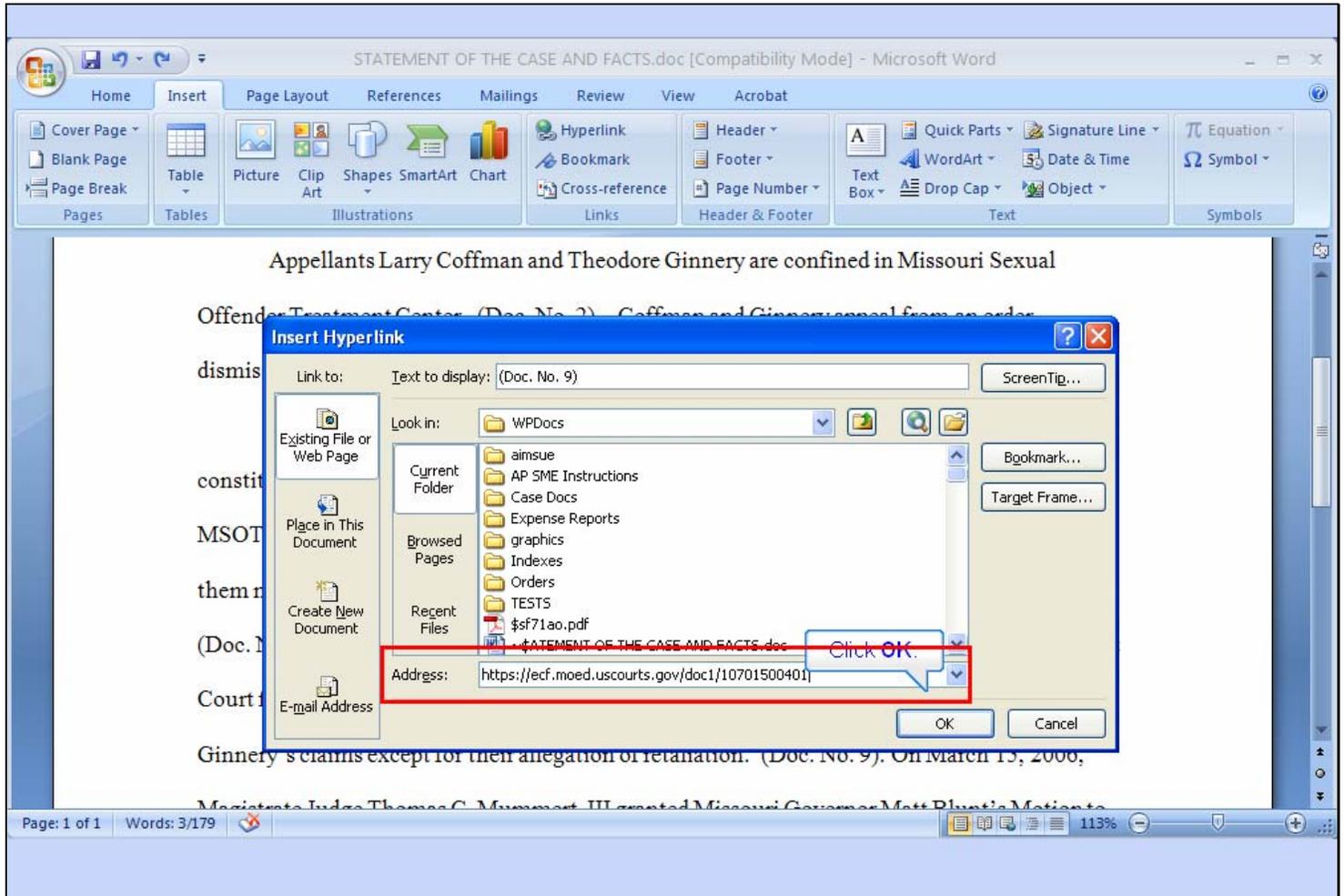
Slide 30 - Slide 30



Slide notes

An Insert Hyperlink dialog box opens. We're going to paste the URL that Windows copied to the clipboard earlier into the Address field. Like selecting text, there are several ways to paste the clipboard contents. We'll use the keyboard shortcut keystroke of CTRL+V. The URL will be pasted into the Address field. Hold down your control key and type the letter V.

Slide 31 - Slide 31



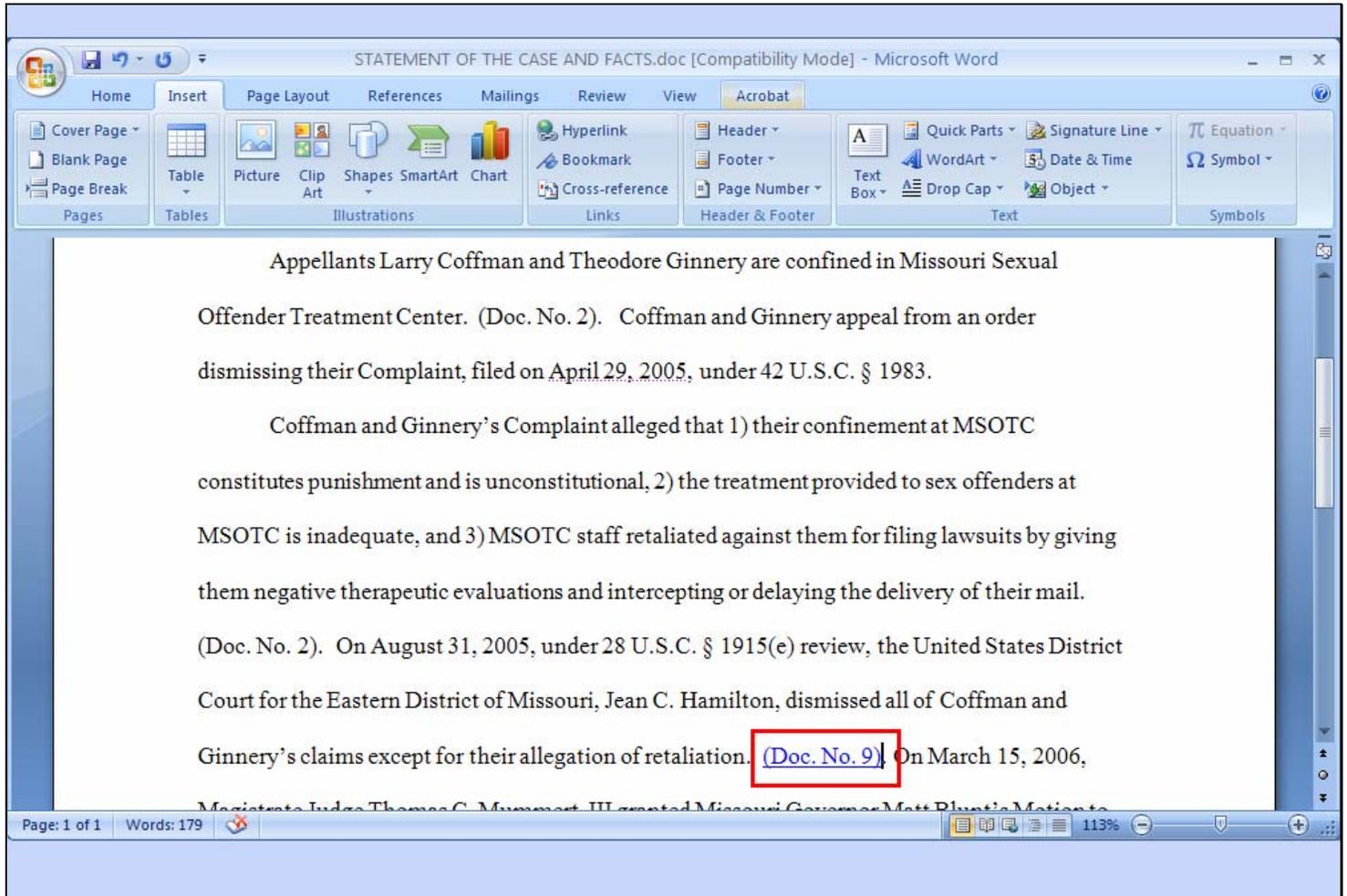
Slide notes

And Windows pastes the URL into the Address field.

The URL we just pasted is to the first page of document number 9 in the District Court case. It is possible to create a hyperlink to a specific page in the document instead of the first page. For example, if you wanted to refer to page 6 of document number 9, you would take an extra step here. You would add ?page=6 to the end of the URL for the page number. We'll leave it at the first page in this lesson.

Now, click the OK button.

Slide 32 - Slide 32



The screenshot shows the Microsoft Word 2007 interface. The title bar reads "STATEMENT OF THE CASE AND FACTS.doc [Compatibility Mode] - Microsoft Word". The ribbon is set to the "Acrobat" tab. The main text area contains the following text:

Appellants Larry Coffman and Theodore Ginnery are confined in Missouri Sexual Offender Treatment Center. (Doc. No. 2). Coffman and Ginnery appeal from an order dismissing their Complaint, filed on April 29, 2005, under 42 U.S.C. § 1983.

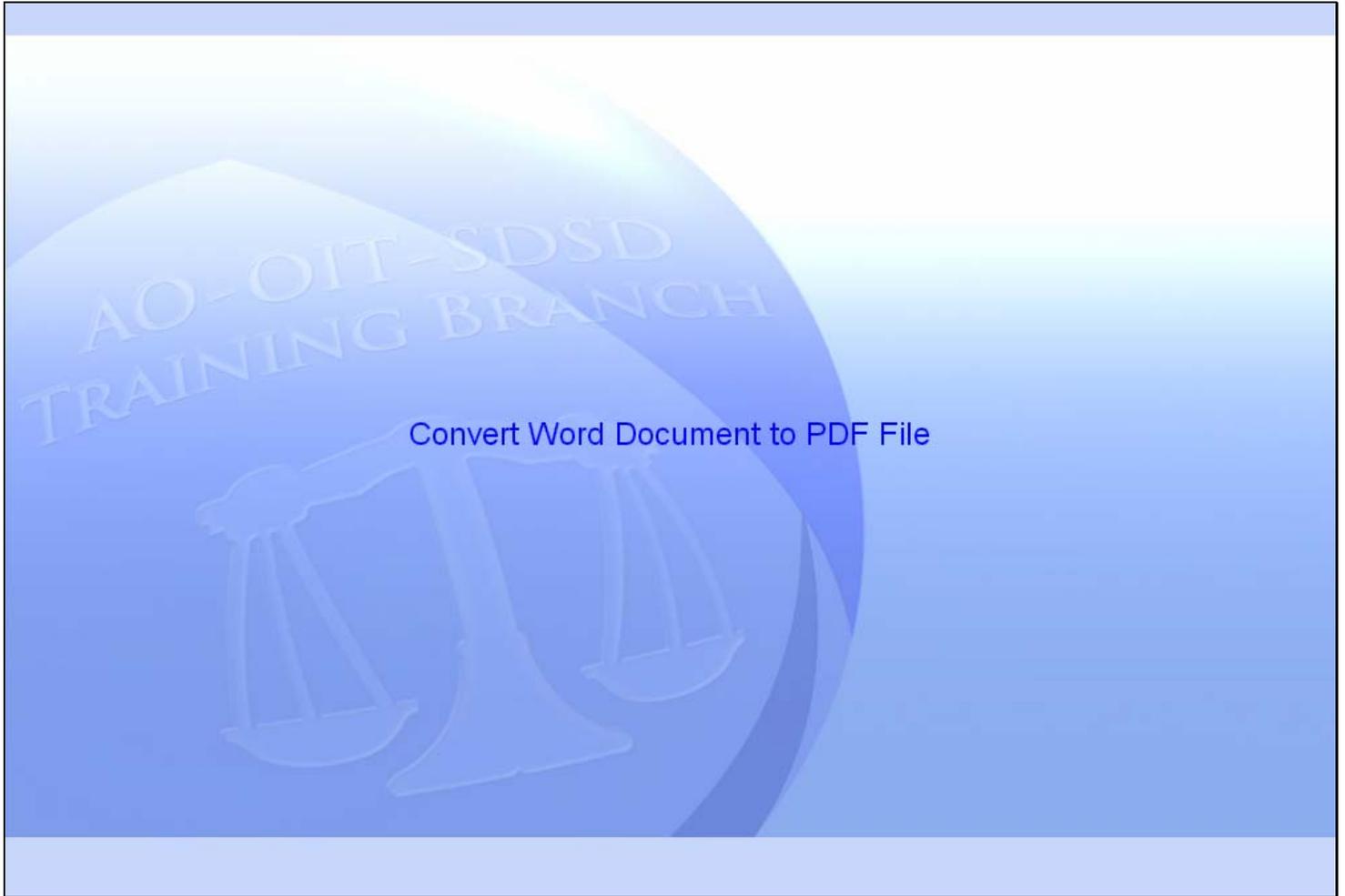
Coffman and Ginnery's Complaint alleged that 1) their confinement at MSOTC constitutes punishment and is unconstitutional, 2) the treatment provided to sex offenders at MSOTC is inadequate, and 3) MSOTC staff retaliated against them for filing lawsuits by giving them negative therapeutic evaluations and intercepting or delaying the delivery of their mail. (Doc. No. 2). On August 31, 2005, under 28 U.S.C. § 1915(e) review, the United States District Court for the Eastern District of Missouri, Jean C. Hamilton, dismissed all of Coffman and Ginnery's claims except for their allegation of retaliation. [\(Doc. No. 9\)](#) On March 15, 2006, Magistrate Judge Thomas C. Murnaghan, III granted Missouri Governor Matt Blunt's Motion to

The text "(Doc. No. 9)" is highlighted with a red box and is now a blue, underlined hyperlink. The status bar at the bottom shows "Page: 1 of 1" and "Words: 179".

Slide notes

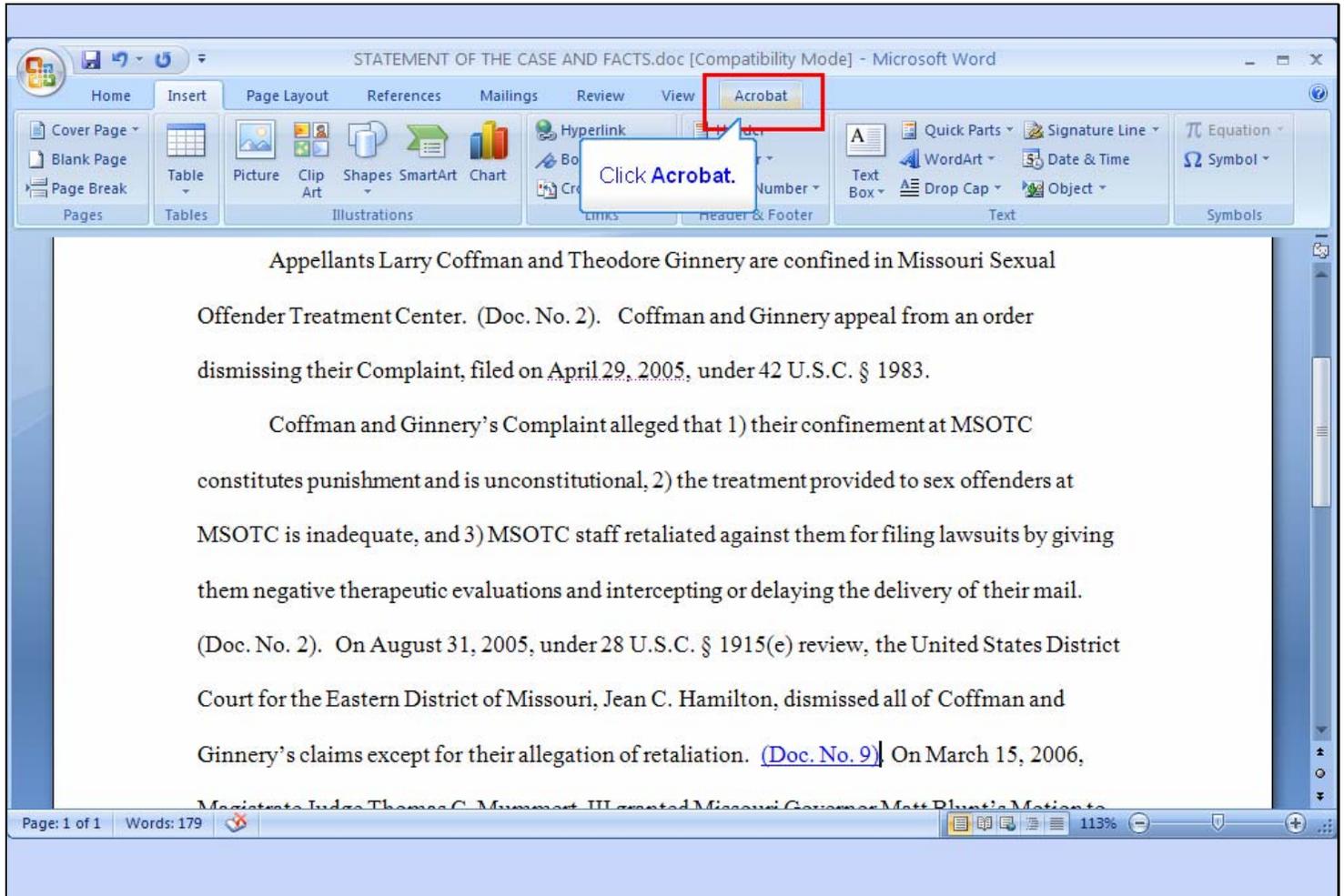
Microsoft Word has now created a hyperlink for the text we had selected. Notice the text now appears underlined and is blue.

Slide 33 - Convert to PDF



Slide notes

Slide 34 - Slide 34

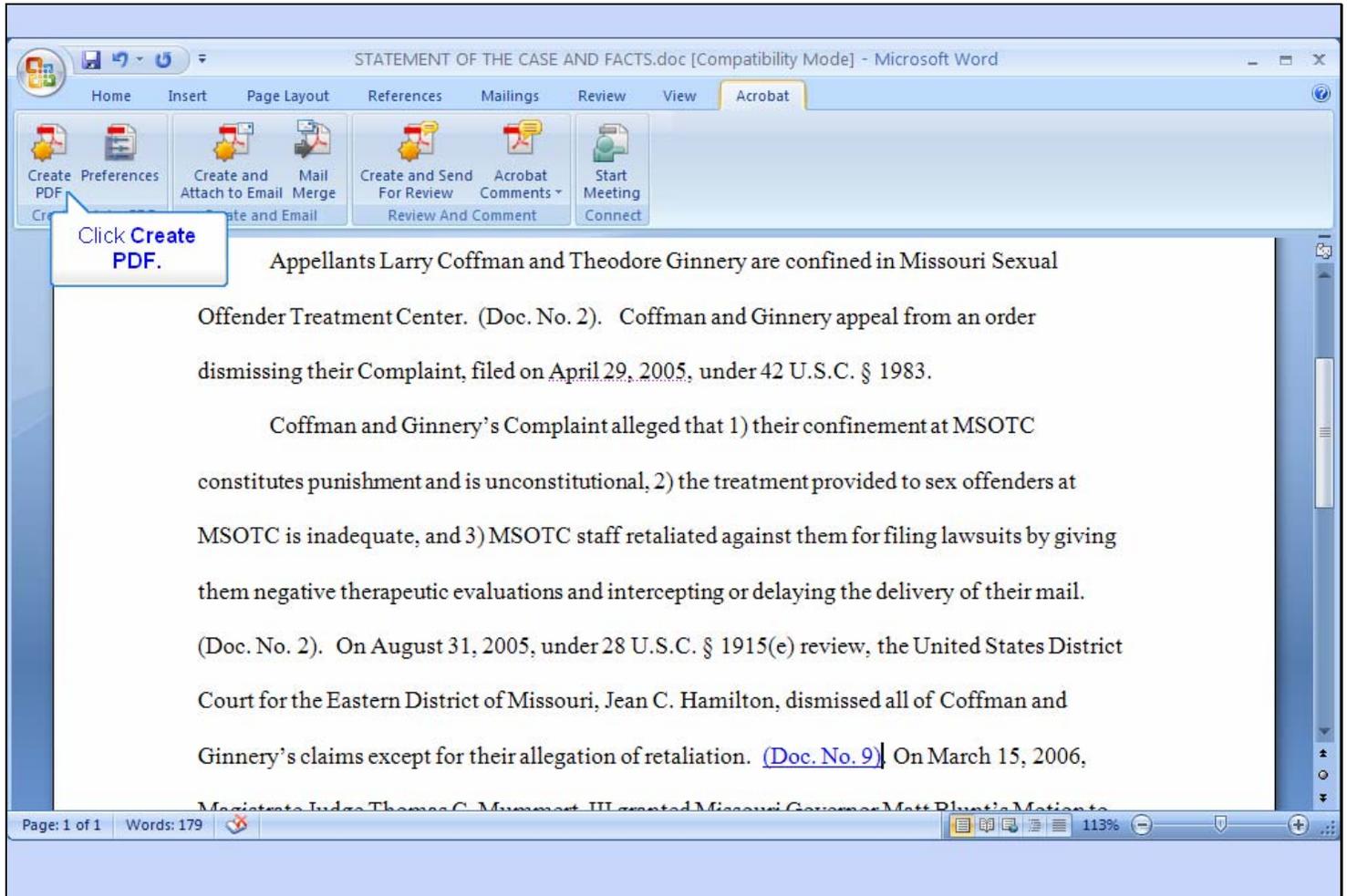
**Slide notes**

We are now going to convert this Word document to a PDF file. In order to do that, as we mentioned earlier, we must have the Acrobat PDFMaker Office COM Addin installed on our computer.

In order for the PDF file to maintain the hyperlink we just created, we can't use the method where you select File, Print, then Adobe PDF as the printer. This method will create a PDF file, but the hyperlink will not be a working hyperlink. Instead, we will use the Acrobat option in the menu. This option is added to the Word menu when you install the Acrobat PDFMaker Office COM Addin.

To begin the process, click Acrobat in the menu.

Slide 35 - Slide 35



The screenshot shows the Microsoft Word 2007 interface. The title bar reads "STATEMENT OF THE CASE AND FACTS.doc [Compatibility Mode] - Microsoft Word". The ribbon is set to "Acrobat", with the "Create PDF" button highlighted. A tooltip above the button says "Click Create PDF." The document text reads:

Appellants Larry Coffman and Theodore Ginnery are confined in Missouri Sexual Offender Treatment Center. (Doc. No. 2). Coffman and Ginnery appeal from an order dismissing their Complaint, filed on April 29, 2005, under 42 U.S.C. § 1983.

Coffman and Ginnery's Complaint alleged that 1) their confinement at MSOTC constitutes punishment and is unconstitutional, 2) the treatment provided to sex offenders at MSOTC is inadequate, and 3) MSOTC staff retaliated against them for filing lawsuits by giving them negative therapeutic evaluations and intercepting or delaying the delivery of their mail. (Doc. No. 2). On August 31, 2005, under 28 U.S.C. § 1915(e) review, the United States District Court for the Eastern District of Missouri, Jean C. Hamilton, dismissed all of Coffman and Ginnery's claims except for their allegation of retaliation. (Doc. No. 9) On March 15, 2006, Magistrate Judge Thomas C. Mueser, III granted Missouri Governor Matt Blunt's Motion to

The status bar at the bottom shows "Page: 1 of 1" and "Words: 179". The zoom level is set to 113%.

Slide notes

Now, click Create PDF.

Slide 36 - Slide 36

STATEMENT OF THE CASE AND FACTS.doc [Compatibility Mode] - Microsoft Word

Home Insert Page Layout References Mailings Review View Acrobat

Create PDF Preferences Create and Attach to Email Mail Merge Create and Send For Review Acrobat Comments Start Meeting

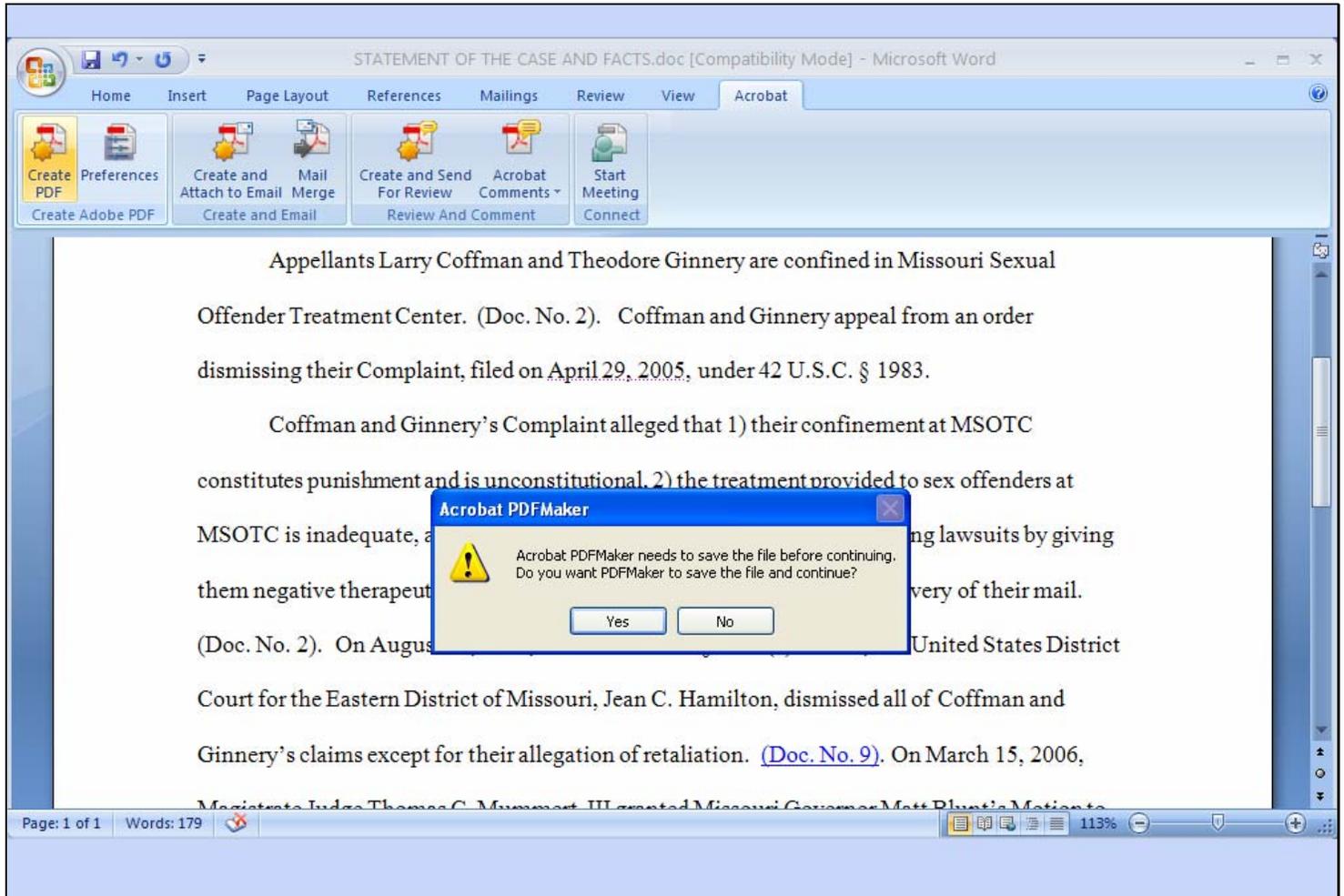
Appellants Larry Coffman and Theodore Ginnery are confined in Missouri Sexual Offender Treatment Center. (Doc. No. 2). Coffman and Ginnery appeal from an order dismissing their Complaint, filed on April 29, 2005, under 42 U.S.C. § 1983.

Coffman and Ginnery's Complaint alleged that 1) their confinement at MSOTC constitutes punishment and is unconstitutional, 2) the treatment provided to sex offenders at MSOTC is inadequate, and 3) MSOTC staff retaliated against them for filing lawsuits by giving them negative therapeutic evaluations and intercepting or delaying the delivery of their mail. (Doc. No. 2). On August 31, 2005, under 28 U.S.C. § 1915(e) review, the United States District Court for the Eastern District of Missouri, Jean C. Hamilton, dismissed all of Coffman and Ginnery's claims except for their allegation of retaliation. (Doc. No. 9) On March 15, 2006, Magistrate Judge Thomas C. Mueser, III granted Missouri Governor Matt Blunt's Motion to

Page: 1 of 1 Words: 179 113%

Slide notes

Slide 37 - Slide 37



STATEMENT OF THE CASE AND FACTS.doc [Compatibility Mode] - Microsoft Word

Home Insert Page Layout References Mailings Review View Acrobat

Create PDF Preferences Create and Attach to Email Mail Merge Create and Send For Review Acrobat Comments Start Meeting

Appellants Larry Coffman and Theodore Ginnery are confined in Missouri Sexual Offender Treatment Center. (Doc. No. 2). Coffman and Ginnery appeal from an order dismissing their Complaint, filed on April 29, 2005, under 42 U.S.C. § 1983.

Coffman and Ginnery's Complaint alleged that 1) their confinement at MSOTC constitutes punishment and is unconstitutional. 2) the treatment provided to sex offenders at MSOTC is inadequate, and they are filing lawsuits by giving them negative therapeutic feedback. They are also seeking recovery of their mail.

(Doc. No. 2). On August 1, 2006, the United States District Court for the Eastern District of Missouri, Jean C. Hamilton, dismissed all of Coffman and Ginnery's claims except for their allegation of retaliation. (Doc. No. 9). On March 15, 2006, Magistrate Judge Thomas C. Murnaghan III granted Missouri Governor Matt Blunt's Motion to

Page: 1 of 1 Words: 179 113%

Acrobat PDFMaker

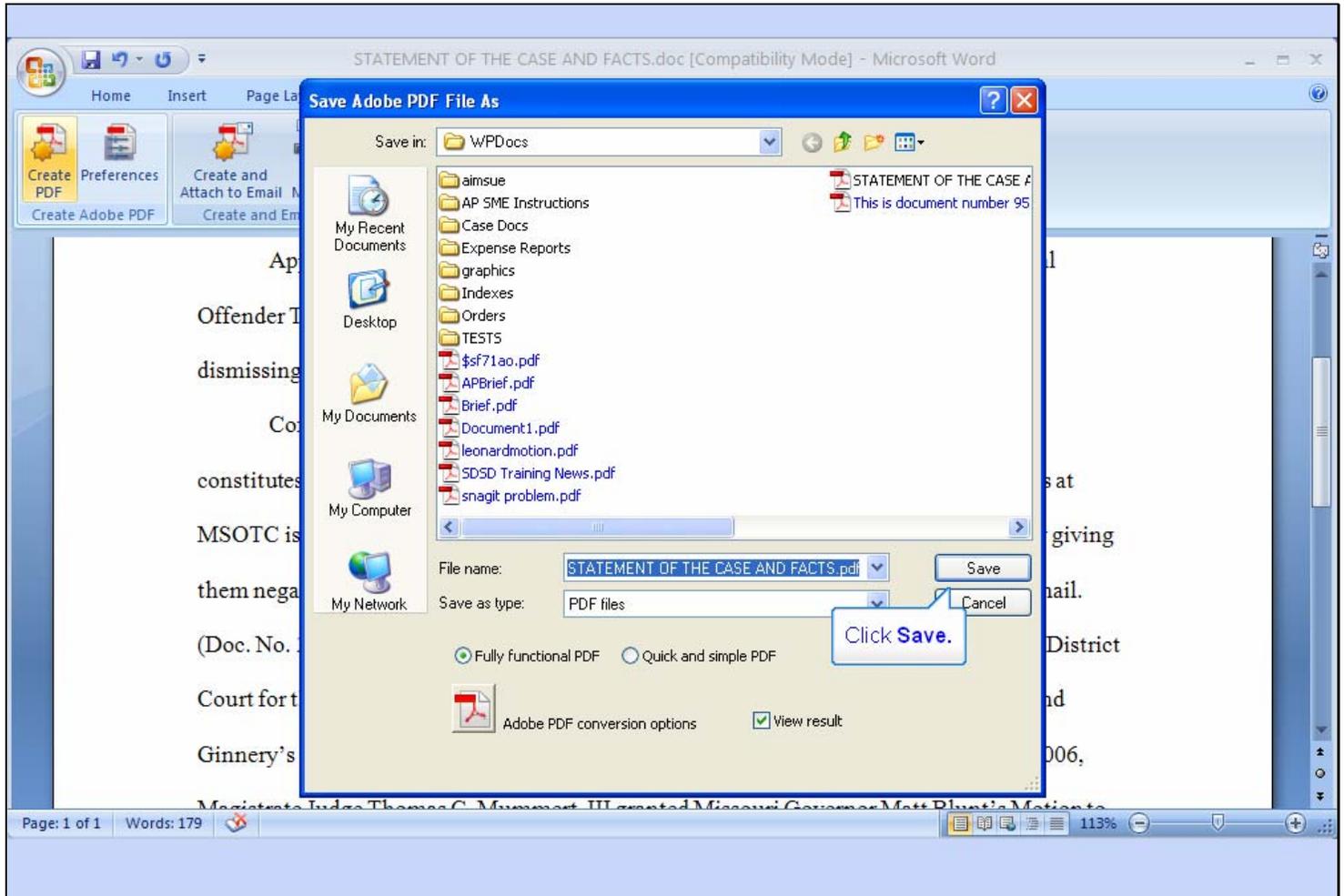
Acrobat PDFMaker needs to save the file before continuing. Do you want PDFMaker to save the file and continue?

Yes No

Slide notes

Click the Yes button.

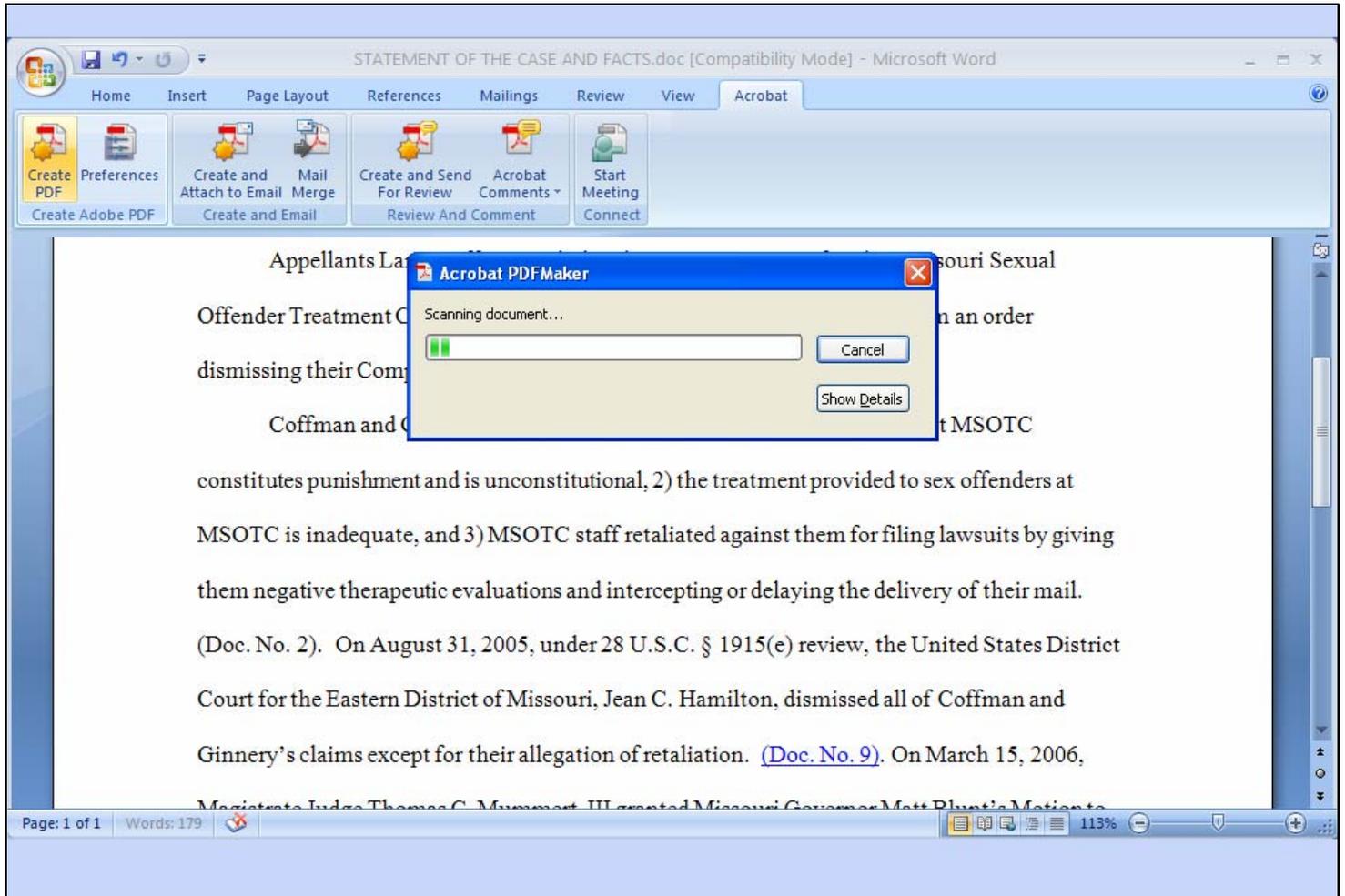
Slide 38 - Slide 38



Slide notes

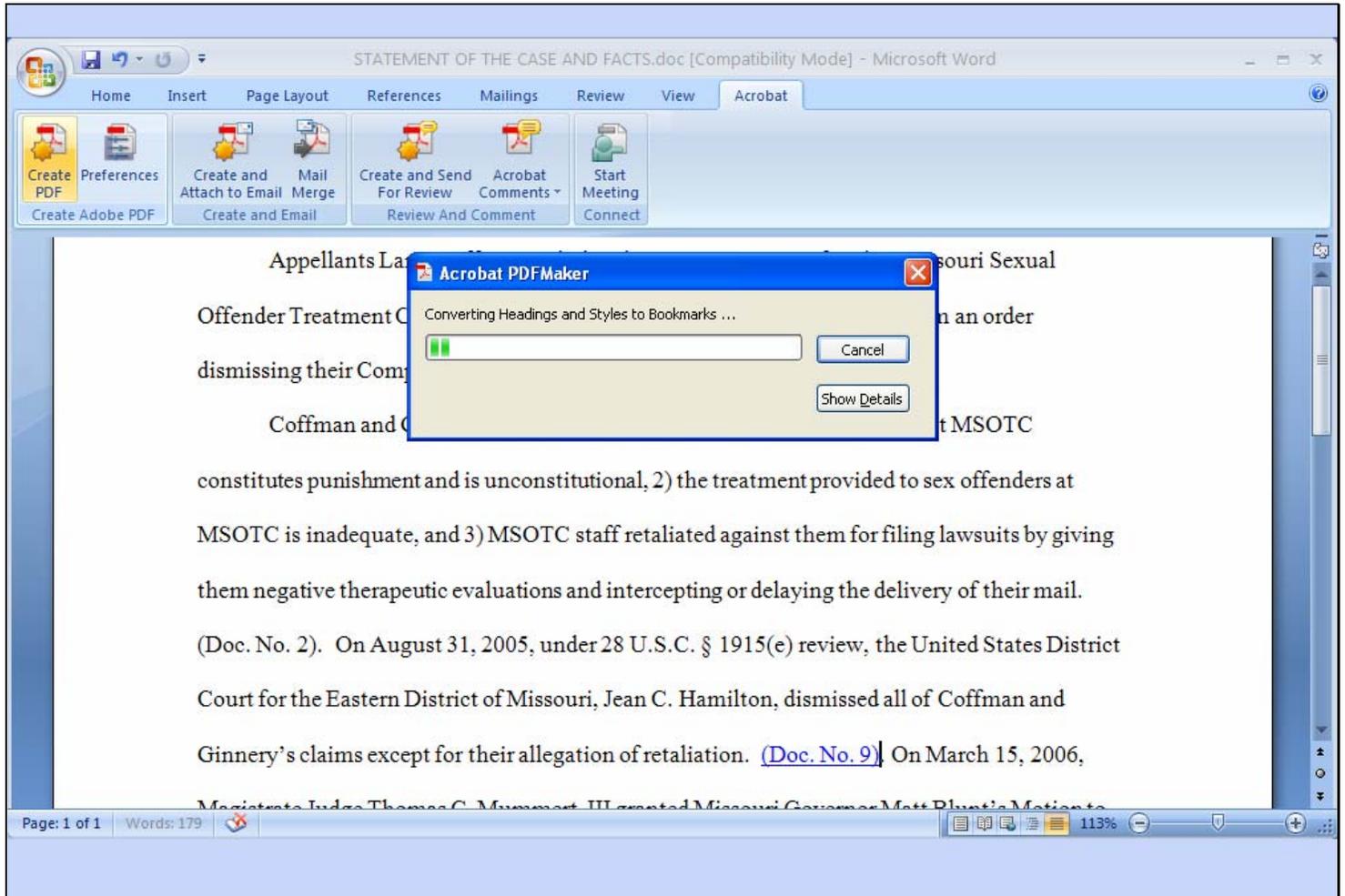
A Save Adobe PDF File As dialog opens. You may change the Save in folder if desired, and you may change the name of the file if desired. We'll leave both of these as they are. Simply click the Save button.

Slide 39 - Slide 39



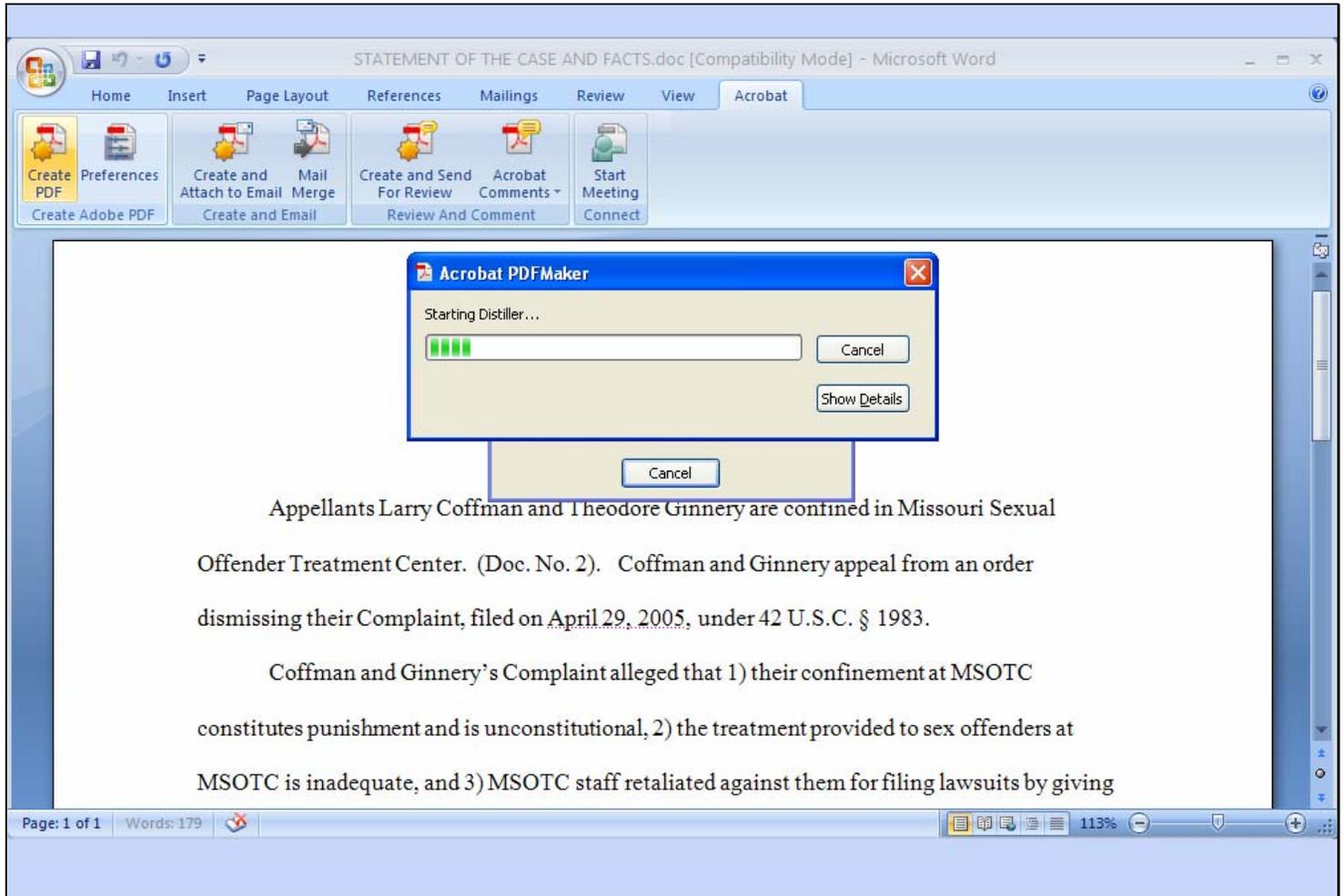
Slide notes

Slide 40 - Slide 40



Slide notes

Slide 41 - Slide 41



STATEMENT OF THE CASE AND FACTS.doc [Compatibility Mode] - Microsoft Word

Home Insert Page Layout References Mailings Review View Acrobat

Create PDF Preferences Create and Attach to Email Mail Merge Create and Send For Review Acrobat Comments Start Meeting

Create Adobe PDF Create and Email Review And Comment Connect

Acrobat PDFMaker

Starting Distiller...

Cancel

Show Details

Cancel

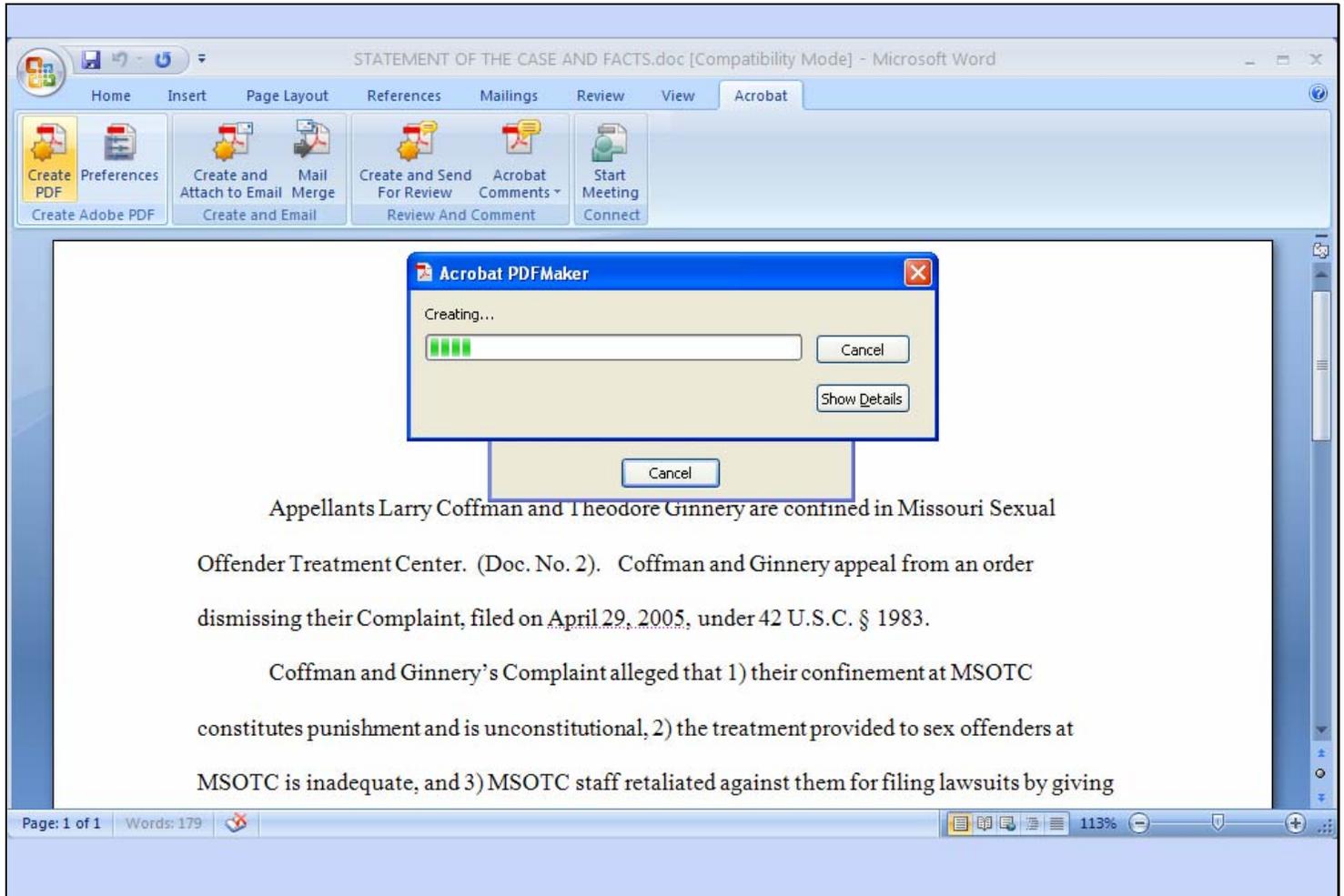
Appellants Larry Coffman and Theodore Ginnery are confined in Missouri Sexual Offender Treatment Center. (Doc. No. 2). Coffman and Ginnery appeal from an order dismissing their Complaint, filed on April 29, 2005, under 42 U.S.C. § 1983.

Coffman and Ginnery's Complaint alleged that 1) their confinement at MSOTC constitutes punishment and is unconstitutional, 2) the treatment provided to sex offenders at MSOTC is inadequate, and 3) MSOTC staff retaliated against them for filing lawsuits by giving

Page: 1 of 1 Words: 179 113%

Slide notes

Slide 42 - Slide 42



The screenshot shows the Microsoft Word 2007 interface. The title bar reads "STATEMENT OF THE CASE AND FACTS.doc [Compatibility Mode] - Microsoft Word". The ribbon is set to the "Acrobat" tab, which includes options like "Create PDF", "Preferences", "Create and Attach to Email", "Mail Merge", "Create and Send For Review", "Acrobat Comments", and "Start Meeting". A dialog box titled "Acrobat PDFMaker" is open, displaying "Creating..." with a progress bar and "Cancel" and "Show Details" buttons. Below the dialog box, the text of the document is visible:

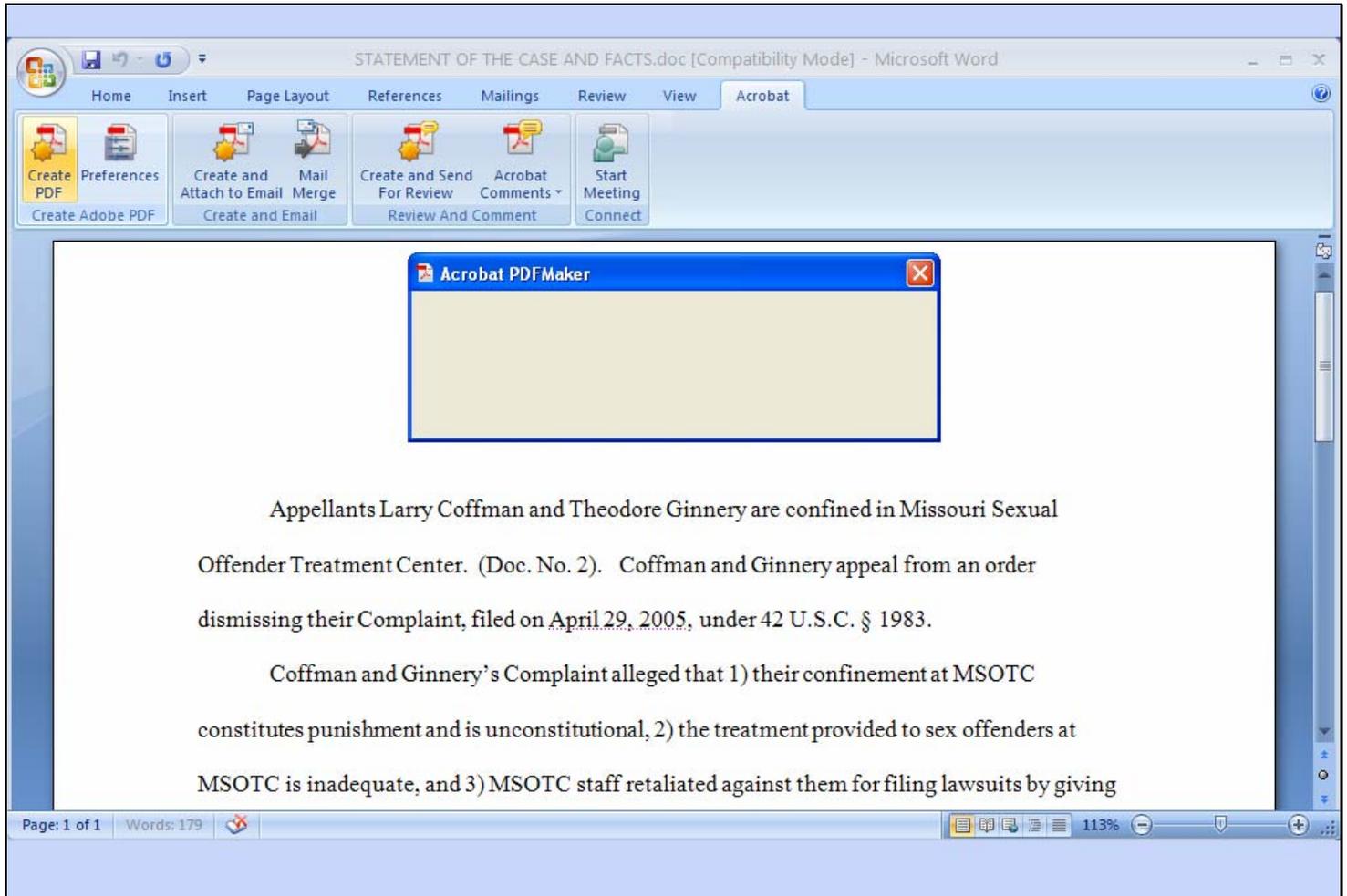
Appellants Larry Coffman and Theodore Ginnery are confined in Missouri Sexual Offender Treatment Center. (Doc. No. 2). Coffman and Ginnery appeal from an order dismissing their Complaint, filed on April 29, 2005, under 42 U.S.C. § 1983.

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The status bar at the bottom shows "Page: 1 of 1", "Words: 179", and a zoom level of "113%".

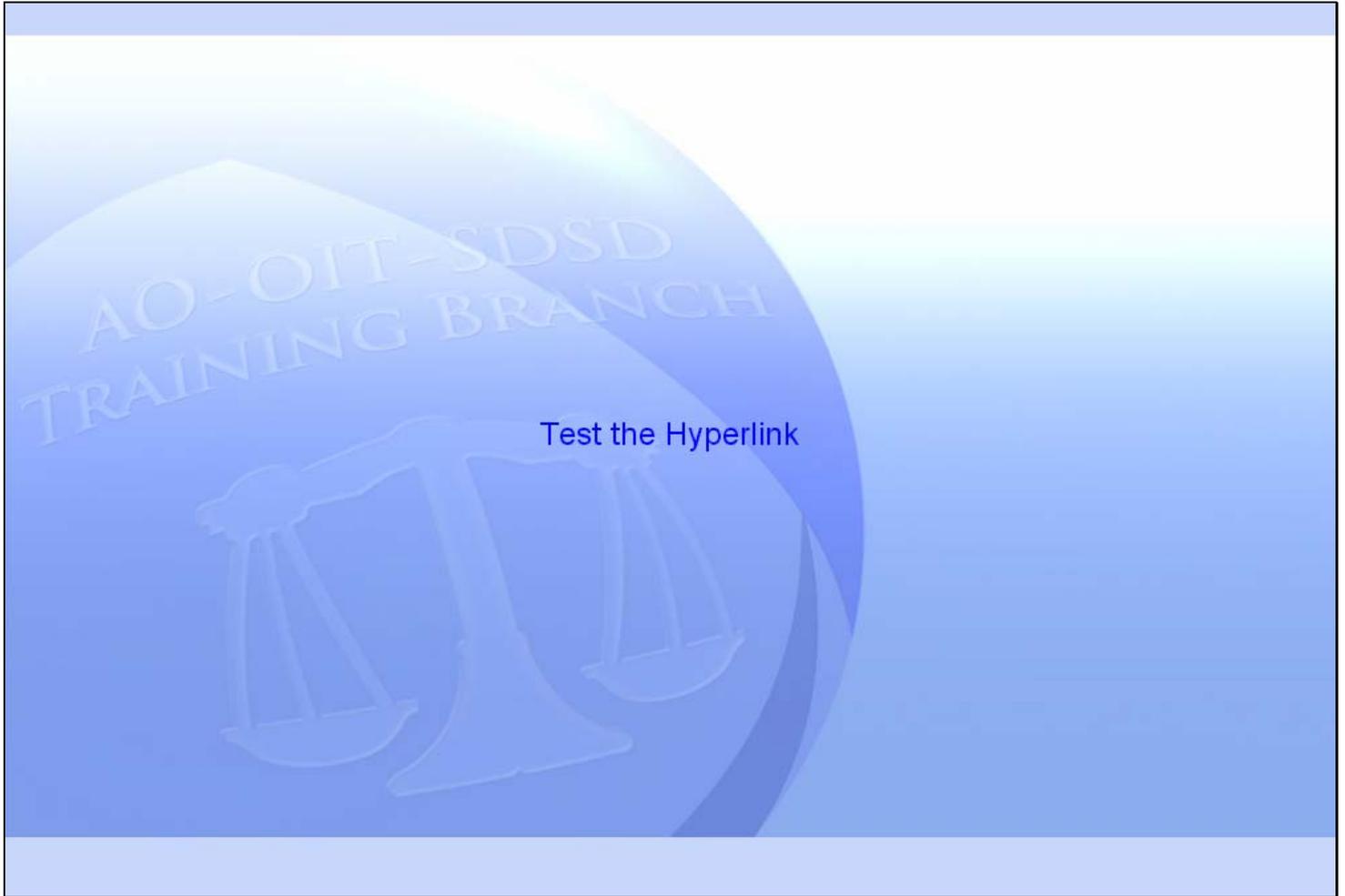
Slide notes

Slide 43 - Slide 43



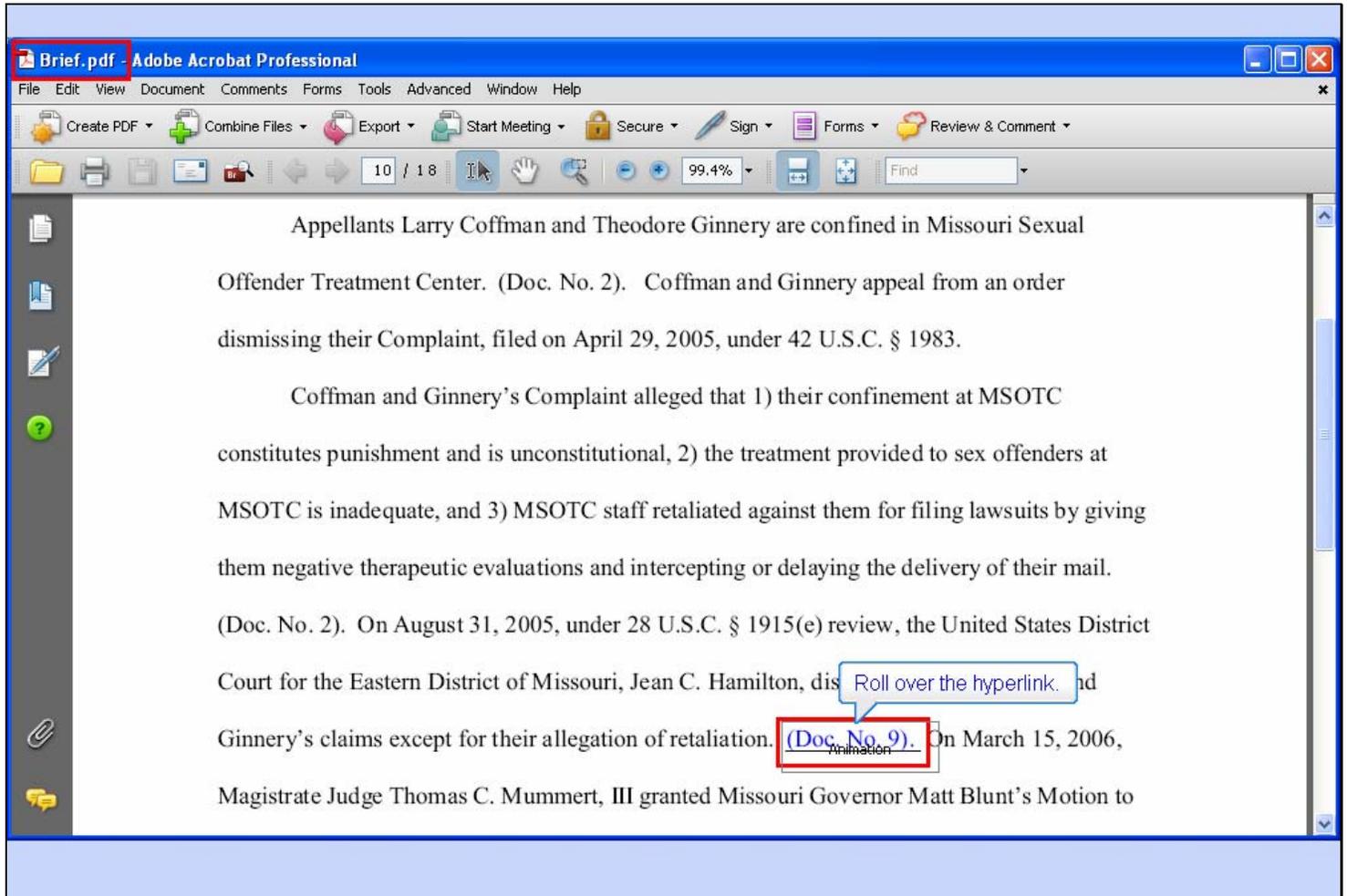
Slide notes

Slide 45 - Test Hyperlink



Slide notes

Slide 46 - Adobe Acrobat



Slide notes

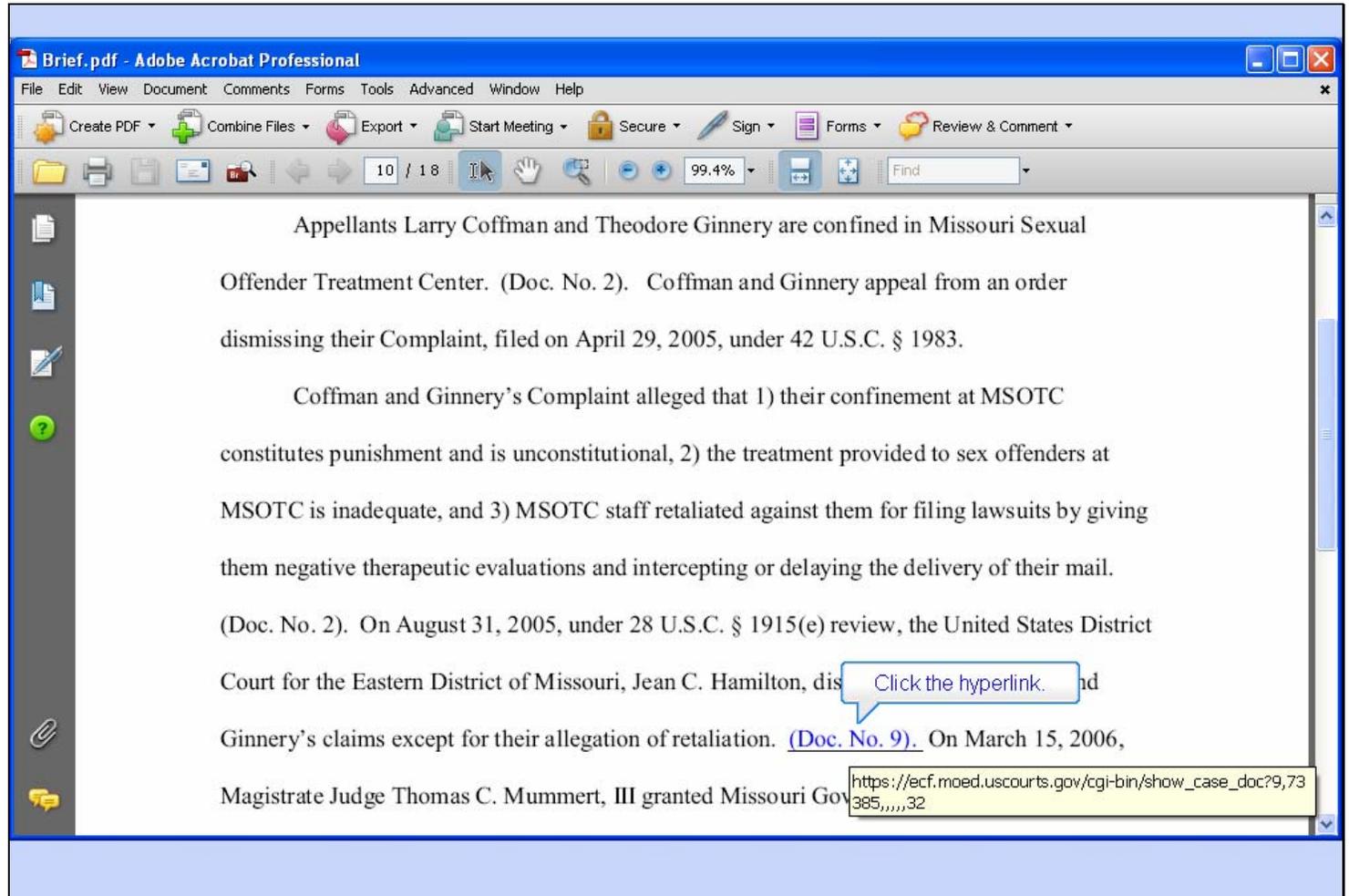
We've now opened the PDF version of the brief and moved to the page that has our hyperlink. We're going to test the hyperlink to make sure it links to the correct document in the District Court case before we file it in the Appellate Court.

By the way, notice that I've changed the name of the PDF file to simply Brief.pdf.

Also, note that a user may not have access in CM/ECF to the referenced document if it is under some user access limit, such as a sealed docket entry or a sealed document.

First, move your mouse pointer to the hyperlink.

Slide 47 - Slide 47



Appellants Larry Coffman and Theodore Ginnery are confined in Missouri Sexual Offender Treatment Center. (Doc. No. 2). Coffman and Ginnery appeal from an order dismissing their Complaint, filed on April 29, 2005, under 42 U.S.C. § 1983.

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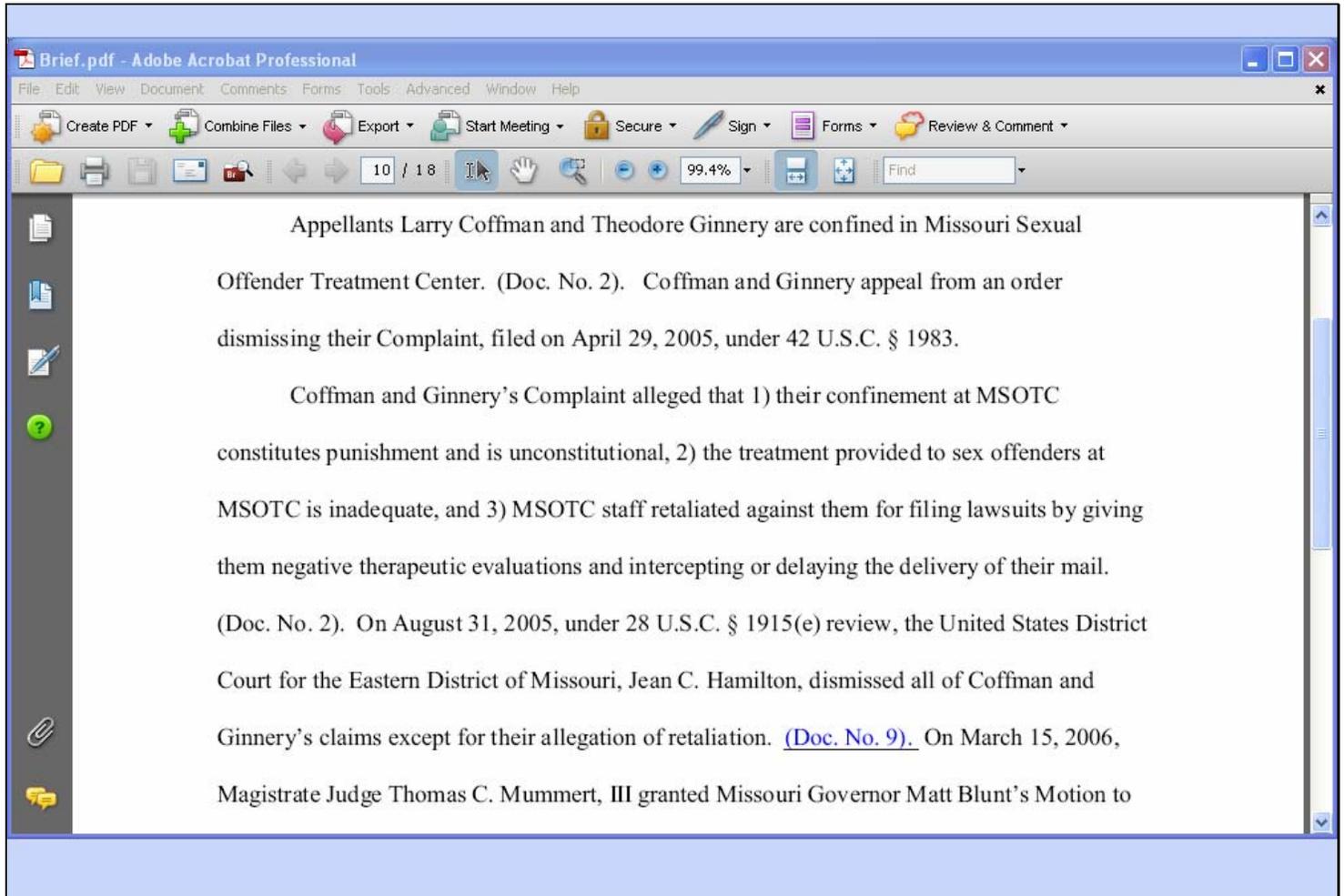
Click the hyperlink.

https://ecf.moed.uscourts.gov/cgi-bin/show_case_doc?9,73385,,,,,32

Slide notes

As your mouse hovers over the hyperlink, Adobe Acrobat displays the URL. Now click the hyperlink.

Slide 49 - Slide 49



Brief.pdf - Adobe Acrobat Professional

File Edit View Document Comments Forms Tools Advanced Window Help

Create PDF Combine Files Export Start Meeting Secure Sign Forms Review & Comment

10 / 18 99.4% Find

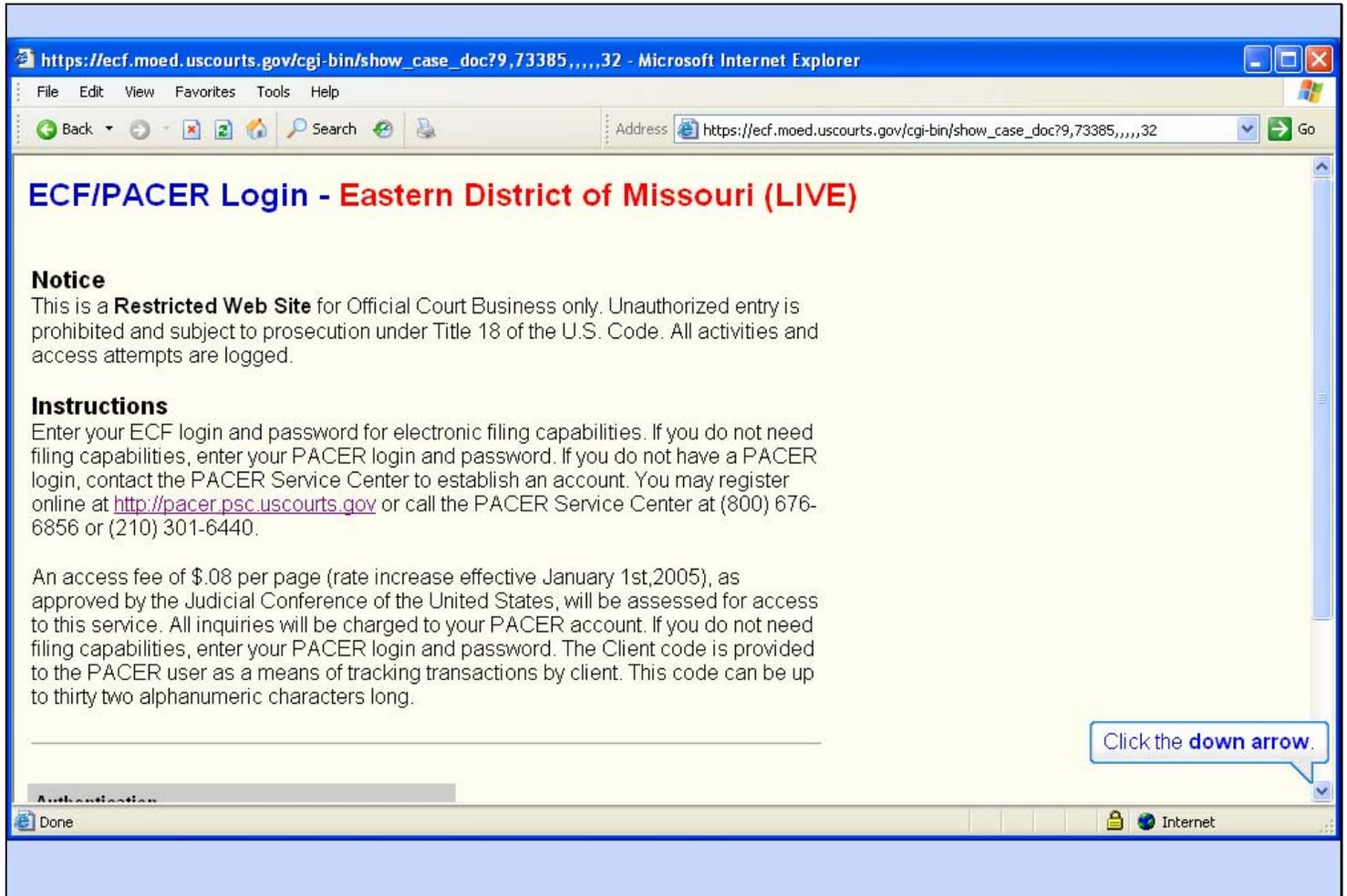
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Slide notes

(Note: This is a transition slide.)

Slide 50 - Login to PACER



The screenshot shows a Microsoft Internet Explorer browser window. The address bar displays the URL: https://ecf.moed.uscourts.gov/cgi-bin/show_case_doc?9,73385,,,,,32. The page title is "ECF/PACER Login - Eastern District of Missouri (LIVE)".

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

At the bottom of the page, there is a scroll bar with a callout box that says "Click the **down arrow**." The scroll bar is currently at the top of the page.

Slide notes

Our browser opens and loads the login page for the District Court's web site. In order to view the document, we must enter our PACER account login and password. Normal PACER billing charges will apply.

To login, click the down arrow in the scroll bar.

Slide 51 - Slide 51

Instructions

Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st,2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

client code:

Login Reset

Type at1878, then press TAB.

Try again, then press TAB.

Slide notes

Remember, both the login and password fields are case sensitive, so be sure to enter them in upper or lower case exactly as they were assigned to you.

In the login field, enter "at1878", then press the TAB key.

Slide 52 - Slide 52

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying `https://ecf.moed.uscourts.gov/cgi-bin/show_case_doc?9,73385,,,,,32`. The page content includes:

Instructions

Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st,2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Callouts:

- Blue callout: Type **abrg!14g**, then click the **Login** button.
- Red callout: Try again, then click the **Login** button.

Slide notes

In the password field, enter "abrg!14g", then click the Login button.

Slide 53 - Slide 53

Instructions

Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st,2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

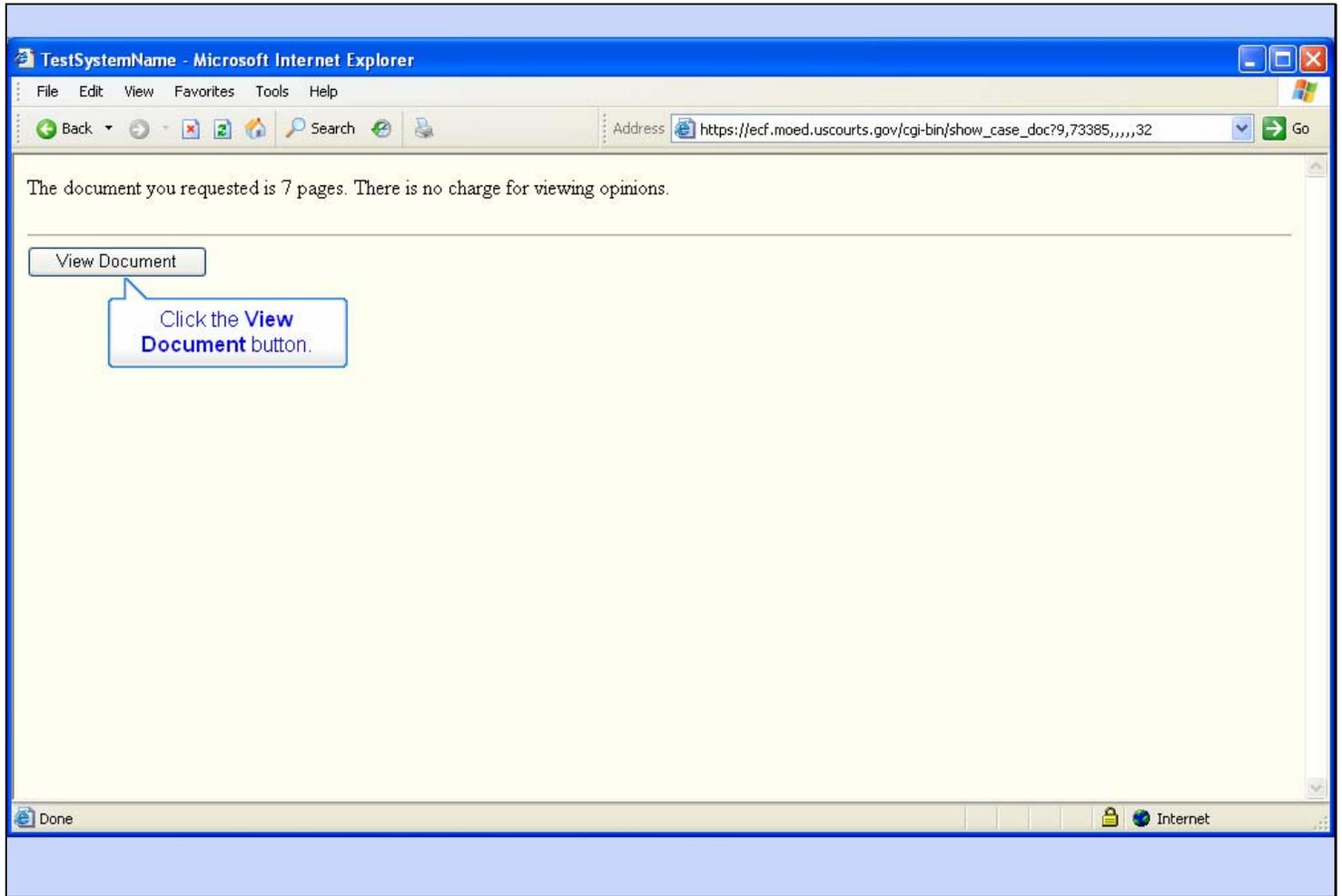
client code:

Opening page https://ecf.moed.uscourts.gov/cgi-bin/show_case_doc?9,73385,,,,,32... Internet

Slide notes

(Note: This is a transition slide.)

Slide 54 - View the Document

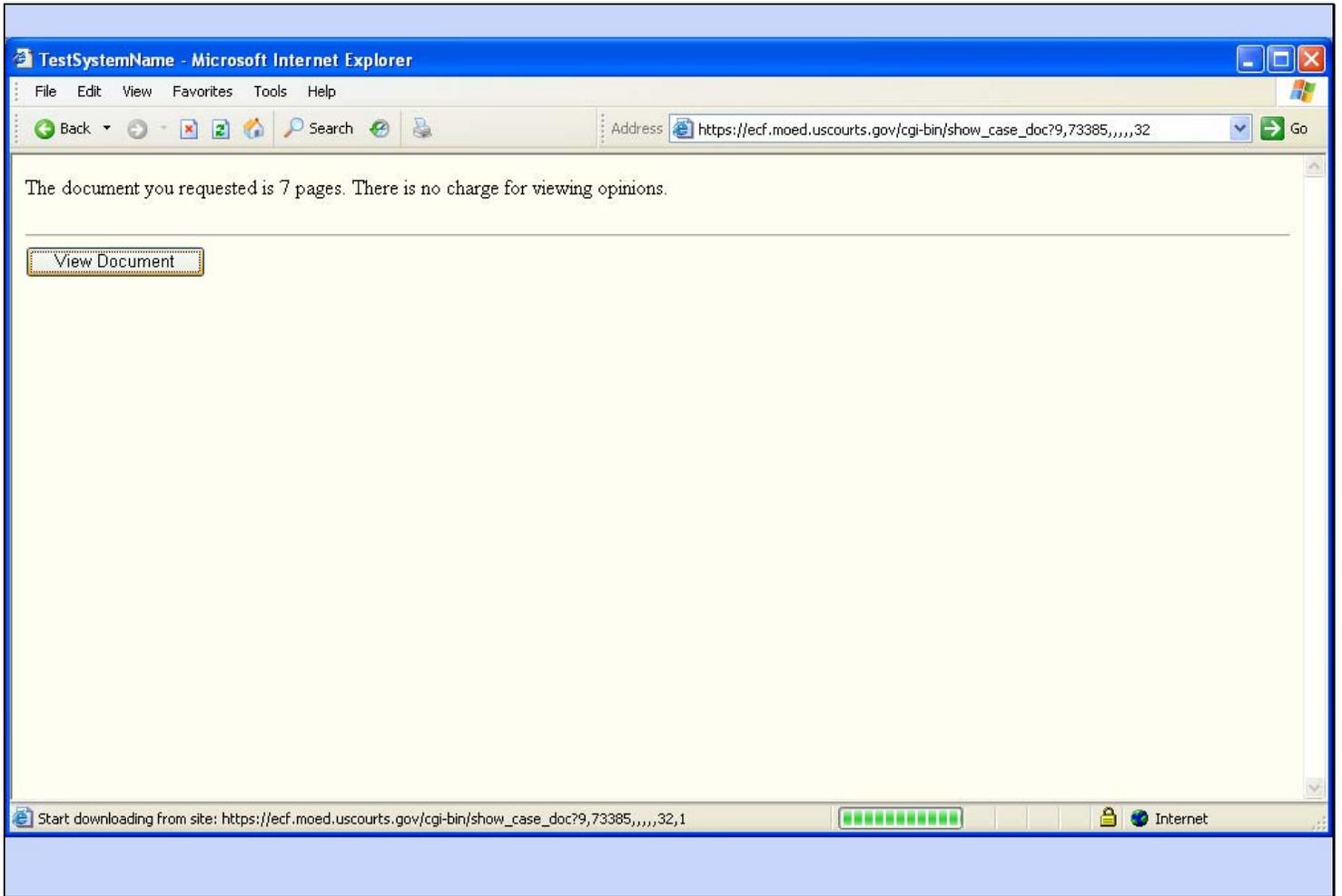


Slide notes

Since the document we're linking to is considered an opinion, there will be no PACER access fee for this document.

Click the View Document button.

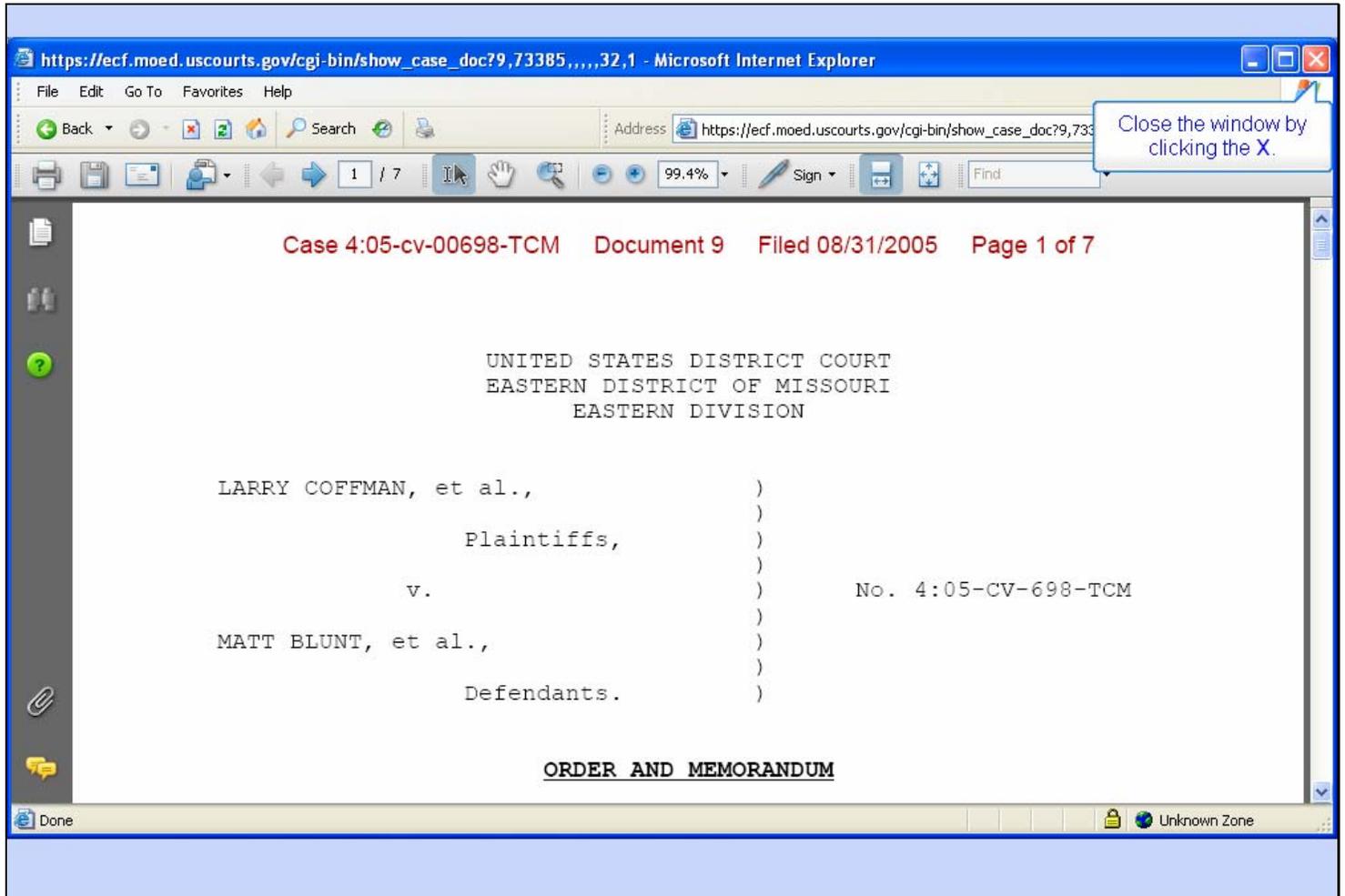
Slide 55 - Slide 55



Slide notes

(Note: This is a transition slide.)

Slide 56 - Slide 56

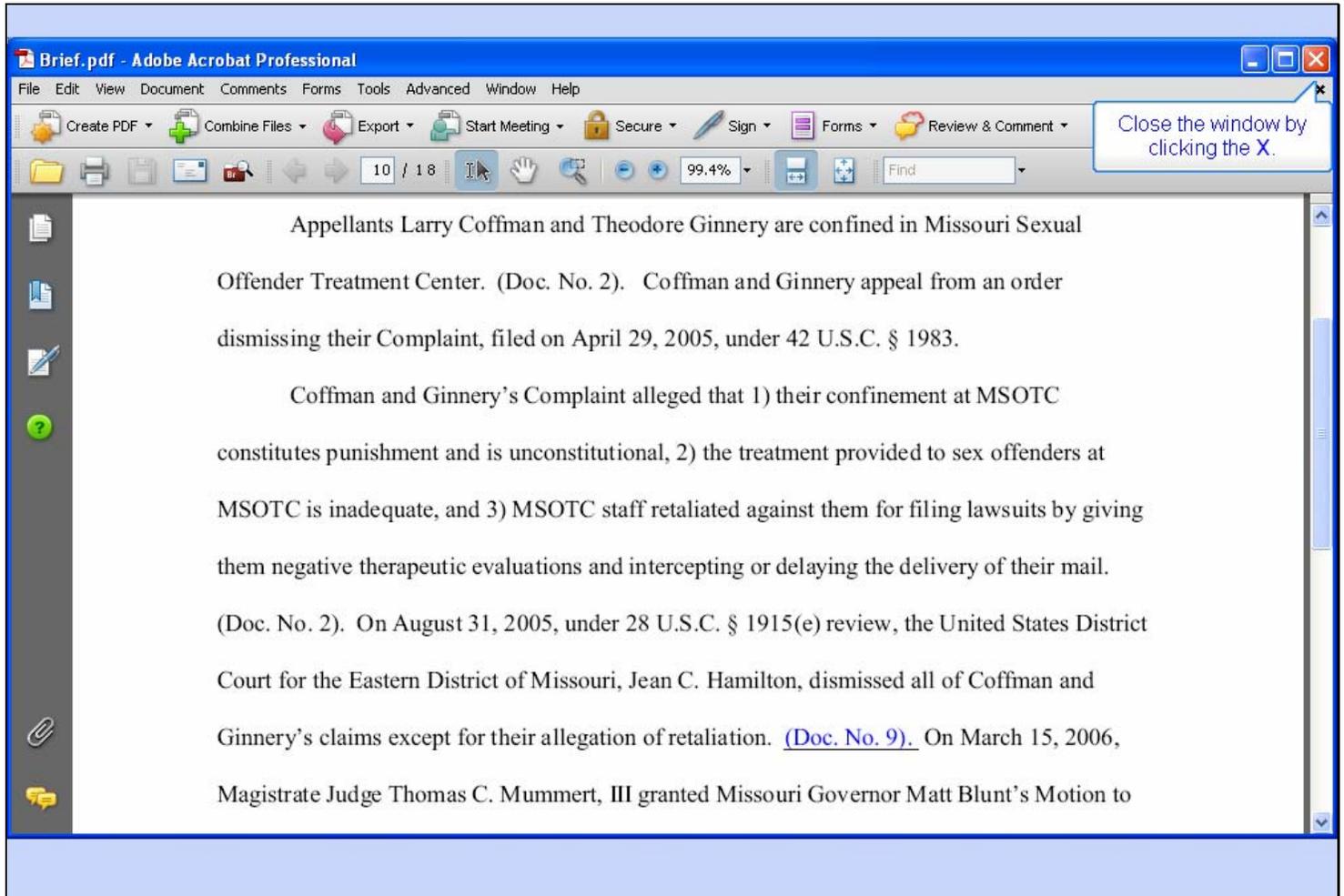


Slide notes

The PDF document for the Order and Memorandum opens and we can verify that this is indeed the document we wish to reference in our brief.

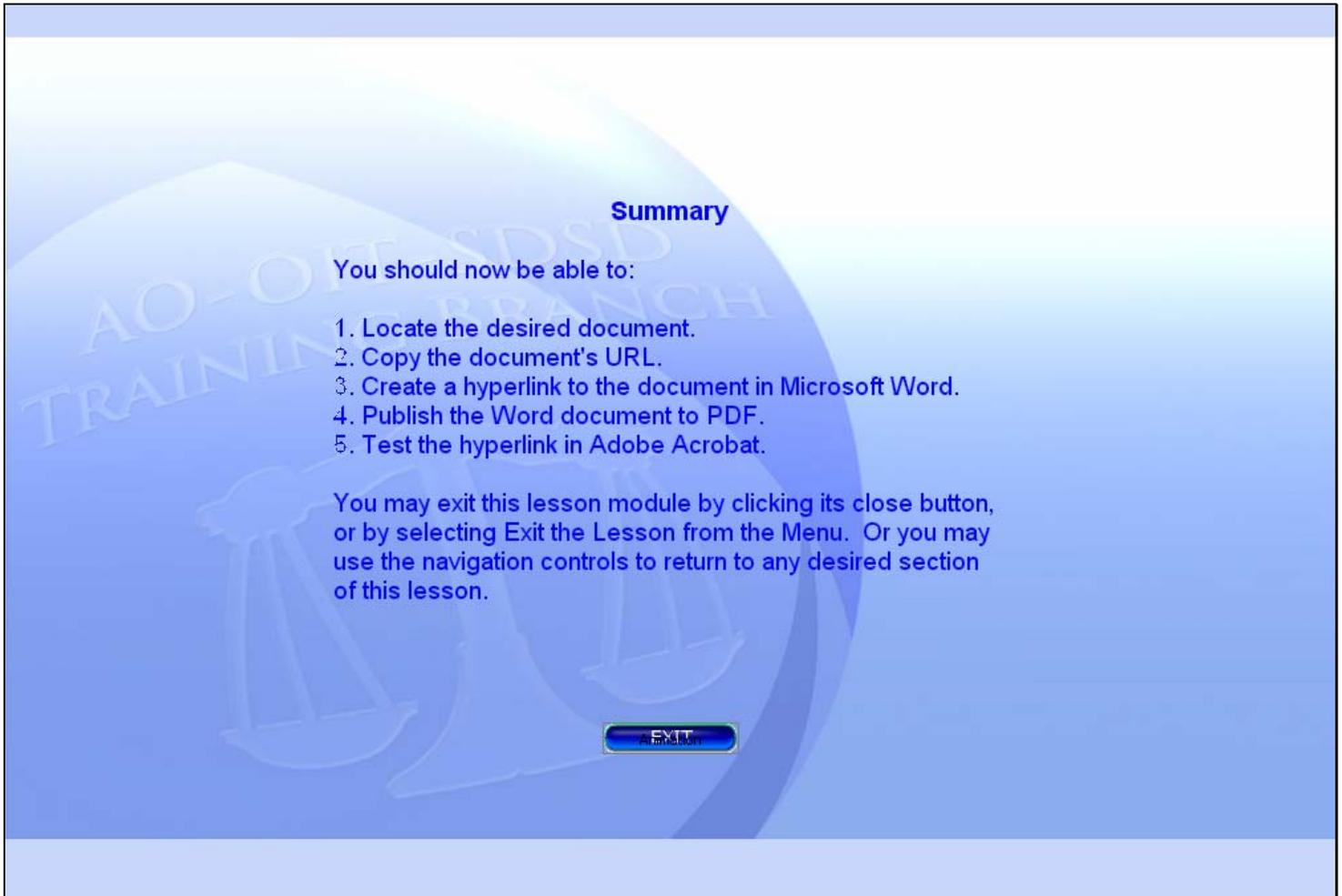
Close the browser window by clicking the X.

Slide 57 - Slide 57

**Slide notes**

We have now verified the hyperlink we have created in our brief is accurate. We can now close our brief and proceed to file it electronically in CM/ECF.

Close the Acrobat window by clicking its close button.

Slide 58 - SummaryThe slide features a blue gradient background with a faint watermark of a scale of justice and the text "AO OF TCDSD TRAINING BRANCH". The word "Summary" is written in a bold, blue font. Below it, the text "You should now be able to:" is followed by a numbered list of five steps. A paragraph below the list explains how to exit the lesson module. At the bottom center, there is a small, rectangular button with the word "EXIT" in white capital letters on a blue background.

Summary

You should now be able to:

1. Locate the desired document.
2. Copy the document's URL.
3. Create a hyperlink to the document in Microsoft Word.
4. Publish the Word document to PDF.
5. Test the hyperlink in Adobe Acrobat.

You may exit this lesson module by clicking its close button, or by selecting Exit the Lesson from the Menu. Or you may use the navigation controls to return to any desired section of this lesson.

EXIT

Slide notes

This concludes the lesson. In summary, these are the things you should now be able to do.

You can end the lesson by clicking the Exit button, or by selecting Exit the Lesson from the menu. You can also use the navigation controls to return to any desired section of this lesson.

Slide 59 - Exit



Slide notes

Thanks for taking the lesson. Goodbye.