



# **ADVANCED BRIEF-DRAFTING FOR THE DIGITAL AGE: BOOKMARKS AND INTERNAL LINKS**

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# Webinar Overview

- Becoming comfortable with changes arising from electronic briefing
- Resources and sample files
- Terminology
- Add bookmarks to a brief's Table of Contents (MS Word)
- Add bookmarks to a brief's Addendum (PDF / Adobe)
- Create internal links
- Additional tips & techniques

# Becoming comfortable with electronic briefing

- Much remains the same. But some things have changed, with new skills & software required to file a conforming brief and appendix.
- Review the Appeals Court's e-filing rules & checklists at <https://www.mass.gov/guides/electronic-filing-at-the-appeals-court>
- Recognize key differences between paper & electronic briefs
- Buy a “pro” version of PDF software
- Learn how Word stores formatting & other information hidden within a document
- Practice manipulating sample files long *before* a brief is due
- Attend related trainings (e.g. how to automatically create a Table of Authorities)

# Resources and Sample Files

- Appeals Court guide on its webpage:  
<https://www.mass.gov/service-details/how-to-create-pdfs-with-bookmarks-and-internal-links> (also attached in PDF format)
- “Brief Template,” available at Appeals Court webpage for use in Microsoft Word, with common bookmarks for an appellate brief already built in
- Sample Word and PDF files, in both “before” (no bookmarks / internal links) and “after” format, for you to review and practice with after this webinar

# Terminology

- Bookmarks and internal links both quickly take the reader from one part of an electronic document to another via a menu / selection of some kind, or by pointing and clicking.
- Bookmarks
  - Use them to show the structure and organization of a document (or appendix)
  - You give them a descriptive name & they take the reader directly to the section of the document or appendix where he or she wants to go
- Internal links
  - Effective more as a “pinpoint cite” type of navigational feature
  - Can get the reader quickly to the exact source for a cited reference
  - Differ from “external” links, not presently permitted by Mass. appellate courts

# Add bookmarks to a brief's Table of Contents (MS Word)

- Sample brief: dog bites man story (not impounded)
- Demonstration of two methods
  - Method 1: Use Appeals Court template
  - Method 2: Apply “Styles” manually
- Then convert Word document to PDF format using “Save as”

# Add bookmarks to a brief's Addendum (PDF / Adobe)

- Method 1: Using an Addendum Table of Contents that was typed manually
- Method 2: By generating the Addendum Table of Contents automatically

# Create internal links

- Putting it all together – combine your Brief and Addendum (PDF versions)
- Add internal links from (for example) a citation within the body of your brief to the source text for a specific finding of fact in your Addendum
- Consider cost vs. benefit in light of effort required and utility to the reader
  - Remember you cannot use *external* links (e.g., to separate transcript or exhibit appendices) and must add each internal link of this sort manually



# Additional tips & techniques for generating “e-file ready” briefs

- Remember to make all PDF's searchable & remove metadata
- Consider still printing out a hardcopy of everything for proofreading purposes before hitting that “submit” button for electronic filing
- Similar, if slightly more involved, techniques to what we covered today can be used to automatically generate a Table of Authorities



**QUESTIONS?**