

ARIZONA COURT OF APPEALS, DIVISION TWO HYPERLINK INSTRUCTIONS

In civil and juvenile cases, Rule 13.1(a), Ariz. R. Civ. App. P., applies:

An electronically filed brief in Division Two of the Court of Appeals must include electronic links when citing to the record on appeal or to other items, and the brief must not include an appendix.

As a practical matter, **only two steps** are required to create a hyperlink:

- (1) In your Internet browser, copy the information needed to create a link.
- (2) In your word processor, add an electronic link in your record cite.

Here's an example we'll be working with:

I want to cite Page One of the Judgment in this case – ROA 112.

154	(112)	Trial Court Record-Judgment & Order
155	(113)	Trial Court Record-Notice Of Withdrawal/Substitution
156	(114)	Trial Court Record-All Money Receipts



Remember, for the Record on Appeal, cite the number found immediately to the left of the document title (See the red arrow).

My draft looks like this:

The trial court denied the motion and entered a judgment on January 1, 2015. [ROA 112 ep 1]

My final product will look something like this (click cite to see it work):

The trial court denied the motion and entered a judgment on January 1, 2015. [[ROA 112](#) ep 1]

ARIZONA COURT OF APPEALS, DIVISION TWO HYPERLINK INSTRUCTIONS

Conventions when citing to electronic documents:

Documents filed in the court that are not in the ROA (Record on Appeal)

Some documents to which you may wish to cite are filed with the Court of Appeals, and are not part of the record incorporated from the previous court. These may include, but are not limited to:

- Transcripts
- Briefs (Opening, Answering, Reply)

To cite to these items, include the type of document in the citation, the date, and the electronic page (ep) number. You may include abbreviations:

- Opening Brief - OB
- Answering Brief - AB
- Reply Brief - RB
- Transcript - RT

An example follows:

[OB, MM/DD/YY ep 7]

What is an electronic page (ep)?

A digital document may have page numbers printed within it, and these may differ from what a viewing application such as Adobe Reader considers the actual page number. For instance, if a document includes a cover page, that is actually the first EP, or electronic page, even if “page one” occurs later in the document text.

If referencing a document by electronic page number, be sure to use the “ep” convention in your citation, to direct the viewer to the exact page in the electronic document.

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HYPERLINK INSTRUCTIONS

To begin, please click on the name of your browser, below.

Or, if you already know how to copy a link and only need help creating the hyperlink in your word processor, click [here](#). For directions on how to save your document as a .pdf, you can skip ahead [here](#).

Internet Browsers

- [Microsoft Edge](#)
- [Internet Explorer](#)
- [Mozilla Firefox](#)
- [Safari](#)
- [Chrome](#)

ARIZONA COURT OF APPEALS, DIVISION TWO HYPERLINK INSTRUCTIONS

Copy Link Information in Microsoft Edge

1. Open the electronic record for your case.

Go to the court's website, <https://www.appeals2.az.gov/e-filer/>, and open the record for your case.

2. Right click on the record that you want to cite in your brief.

Your screen may look like this:

49	(12)	Trial Court Record-STATE'S ALLEGATION OF AGGRAVATING CI	
50	(12)	Trial Court Record-Warrant For Arrest	Open in new tab
51	(13)	Trial Court Record-STATE'S ALLEGA	
52	(13)	Trial Court Record-Grand Jury Transc	Open in new window
53	(14)	Trial Court Record-STATE'S ALLEGA	
54	(14)	Trial Court Record-Initial Appearance	Save target as
55	(15)	Trial Court Record-STATE'S ALLEGA	Copy link
56	(15)	Trial Court Record-Warrant For Arrest	
57	(16)	Trial Court Record-STATE'S NOTICE C	Add to reading list
58	(16)	Trial Court Record-Letter To Attorney	
59	(17)	Trial Court Record-MOTION FOR TEM	Ask Cortana
60	(17)	Trial Court Record-Case Management Conference	

3. Left click on "Copy shortcut" in the menu.

4. You have copied the information needed to create a link. Click [here](#) to continue.

ARIZONA COURT OF APPEALS, DIVISION TWO HYPERLINK INSTRUCTIONS

Copy Link Information in Internet Explorer

1. Open the electronic record for your case.

Go to the court's website, <https://www.appeals2.az.gov/e-filer/>, and open the record for your case.

2. Right click on the record that you want to cite in your brief.

Your screen may look like this:



3. Left click on "Copy shortcut" in the menu.

4. You have copied the information needed to create a link. Click [here](#) to continue.

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HYPERLINK INSTRUCTIONS

Copy Link Information in Firefox

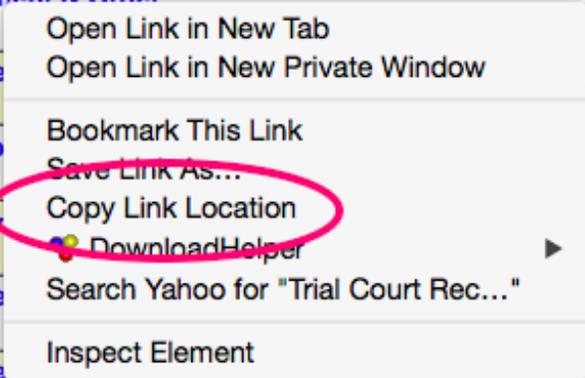
1. Open the electronic record for your case.

Go to the court's website, <https://www.appeals2.az.gov/e-filer/>, and open the record for your case.

2. Right click on the record that you want to cite in your brief.

Your screen may look like this:

154	(112)	Trial Court Record-Judgment & Order	
155	(113)	Trial Court Record-Notice	
156	(114)	Trial Court Record-All Mo	
157	(115)	Trial Court Record-Motio	
158	(116)	Trial Court Record-Notice	
159	(117)	Trial Court Record-Notice	
160	(118)	Trial Court Record-Fax	
161	(119)	Trial Court Record-Outgoing/Incoming Mail/E-Mail	
162	(120)	Trial Court Record-Motion &/For Order	
163	(121)	Trial Court Record-Notice Of Appeal	
164	(122)	Trial Court Record-Outgoing/Incoming Mail/E-Mail	



3. Left click on "Copy Link Location" in the menu.

4. You have copied the information needed to create a link. Click [here](#) to continue.

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HYPERLINK INSTRUCTIONS

Copy Link Information in Safari

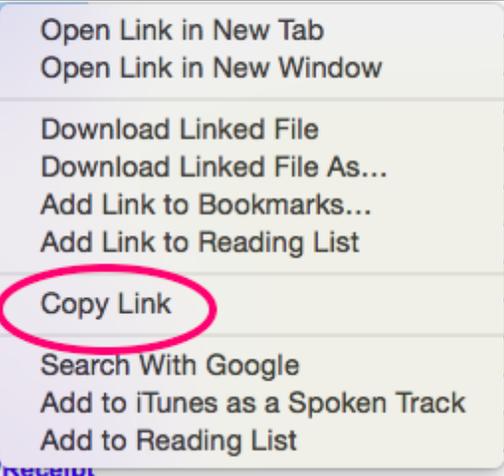
1. Open the electronic record for your case.

Go to the court's website, <https://www.appeals2.az.gov/e-filer/>, and open the record for your case.

2. Right click on the record that you want to cite in your brief.

Your screen may look like this:

150	(108)	Trial Court Record-Stipulation To Extend
151	(109)	Trial Court Record-Opposition To Request
152	(110)	Trial Court Record-Answer/Response To Opposition
153	(111)	Trial Court Record-M-Book
154	(112)	Trial Court Record-Judgment &
155	(113)	Trial Court Record-Notice Of W
156	(114)	Trial Court Record-All Money R
157	(115)	Trial Court Record-Motion For
158	(116)	Trial Court Record-Notice Of Fi
159	(117)	Trial Court Record-Notice Of A
160	(118)	Trial Court Record-Fax
161	(119)	Trial Court Record-Outgoing/In
162	(120)	Trial Court Record-Motion &/F
163	(121)	Trial Court Record-Notice Of A
164	(122)	Trial Court Record-Outgoing/In
165	(123)	Trial Court Record-Order To Ex
166	(124)	Trial Court Record-Exhibit List/receipt



3. Left click on "Copy Link" in the menu.

4. You have copied the information needed to create a link. Click [here](#) to continue.

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HYPERLINK INSTRUCTIONS

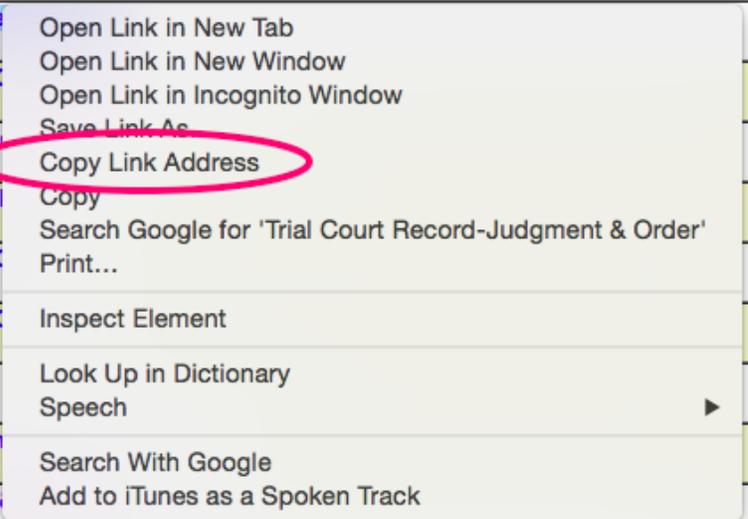
Copy Link Information in Chrome

1. Open the electronic record for your case.

Go to the court's website, <https://www.appeals2.az.gov/e-filer/>, and open the record for your case.

2. Right click on the record that you want to cite in your brief.

Your screen may look like this:

154	(112)	Trial Court Record-Judgment & Order	
155	(113)	Trial Court Record-Notice Of Appeal	
156	(114)	Trial Court Record-All Monitions	
157	(115)	Trial Court Record-Motion For Judgment	
158	(116)	Trial Court Record-Notice Of Appeal	
159	(117)	Trial Court Record-Notice Of Appeal	
160	(118)	Trial Court Record-Fax	
161	(119)	Trial Court Record-Outgoing/Incoming Mail/E-Mail	
162	(120)	Trial Court Record-Motion For Judgment	
163	(121)	Trial Court Record-Notice Of Appeal	
164	(122)	Trial Court Record-Outgoing/Incoming Mail/E-Mail	
165	(123)	Trial Court Record-Order To Extend/Shorten	
166	(124)	Trial Court Record-Exhibit List/Receipt	

3. Left click on "Copy Link Address" in the menu.

4. You have copied the information needed to create a link. Click [here](#) to continue.

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HYPERLINK INSTRUCTIONS

Once your computer has the electronic link information copied, we need to paste that information into your document to create a hyperlink. Please select your word processor below:

Word Processors

- [Microsoft Word](#)
- [Word Perfect](#)
- [Open Office](#)
- [Google Docs](#)
- [Pages](#)
- [Microsoft Word on an Apple Computer](#)

ARIZONA COURT OF APPEALS, DIVISION TWO

HYPERLINK INSTRUCTIONS

Create Hyperlink in Microsoft Word

1. Write out your record citation in the draft.

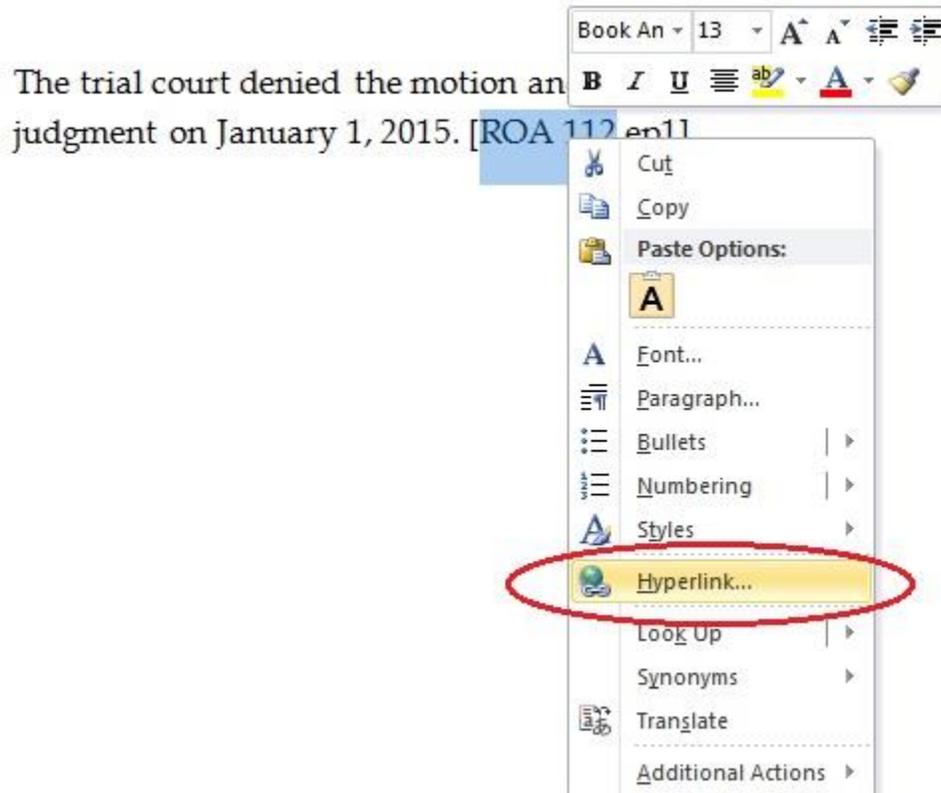
Here's our example again:

The trial court denied the motion and entered a judgment on January 1, 2015. [ROA 112 ep 1]

2. Select or highlight the text you want to turn into a hyperlink.

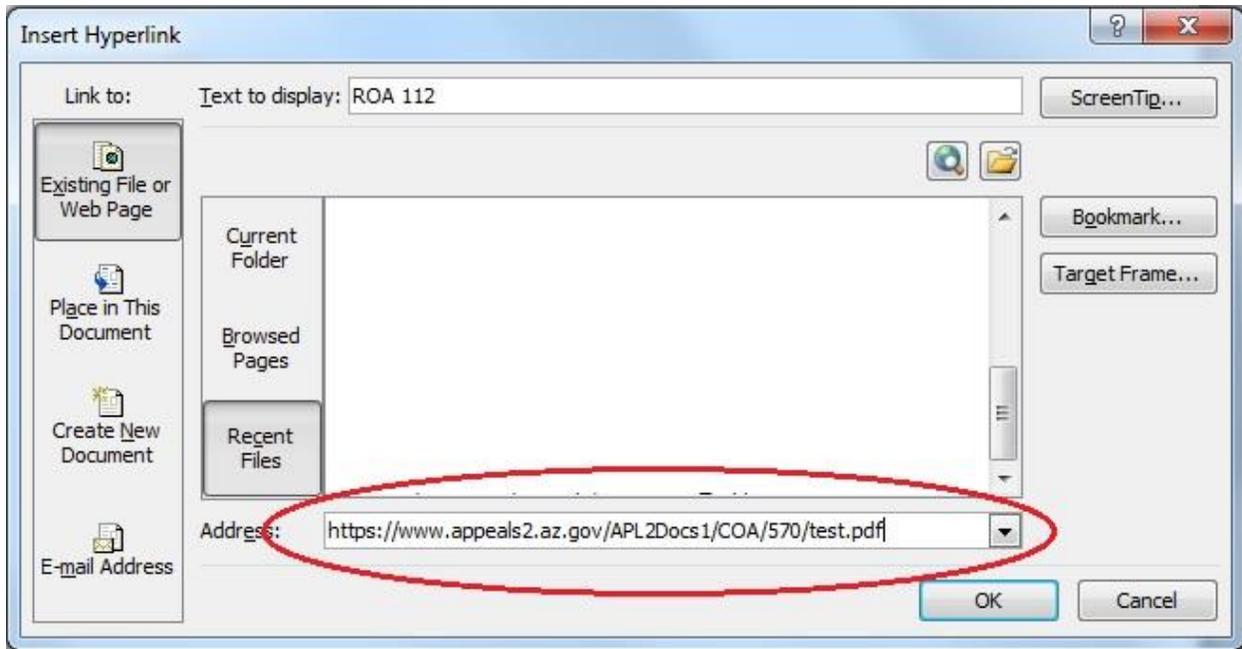
The trial court denied the motion and entered a judgment on January 1, 2015. [ROA 112 ep 1]

3. Right click on the highlighted text and select "Hyperlink."



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4. A dialogue box will pop up. Click in the field next to the word "Address."



5. On your keyboard, press the "Ctrl" button and then the "V" button, while still holding down "Ctrl." You have pasted in the electronic link information.

6. Hit "OK." You should now have a hyperlink like this:

The trial court denied the motion and entered a judgment on January 1, 2015. [[ROA 112](https://www.appeals2.az.gov/APL2Docs1/COA/570/test.pdf) ep 1]

7. Be sure to check that your hyperlinks work before filing your brief. For more directions on how to save your document and make sure the hyperlinks function, click [here](#).

ARIZONA COURT OF APPEALS, DIVISION TWO

HYPERLINK INSTRUCTIONS

Create Hyperlink in WordPerfect

1. Write out your record citation in the draft.

Here's our example again:

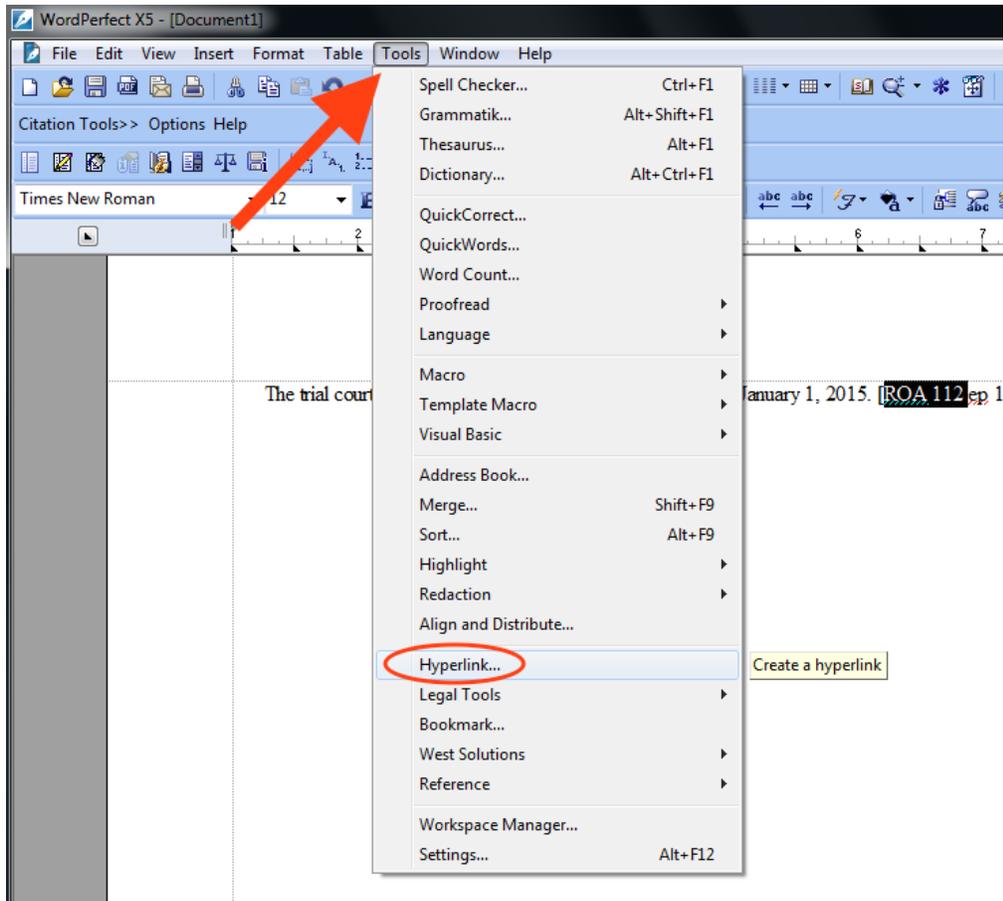
The trial court denied the motion and entered a judgment on January 1, 2015. [ROA 112 ep 1]

2. Highlight the text you want to turn into a hyperlink.

The trial court denied the motion and entered a judgment on January 1, 2015. [ROA 112 ep 1]

3. At the top of your screen, click on "Tools." A drop down menu will appear. Select "Hyperlink."

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4. A dialogue box will pop up. Click in the field next to the words "Document/Macro."

The trial court denied the motion and entered a judgment on January 1, 2015. [ROA 112]ep 1}



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5. On your keyboard, press the “Ctrl” button and then the “V” button, while still holding down “Ctrl” (for Apple computers, “command” and “V”). You have pasted in the electronic link information.

6. Hit “OK.” You should now have a hyperlink like this:

The trial court denied the motion and entered a judgment on January 1, 2015. [[ROA 112](#) ep 1]

7. Be sure to check that your hyperlinks work before filing your brief. For more directions on how to save your document and make sure the hyperlinks function, click [here](#).

ARIZONA COURT OF APPEALS, DIVISION TWO

HYPERLINK INSTRUCTIONS

Create Hyperlink in Open Office

1. Write out your record citation in the draft.

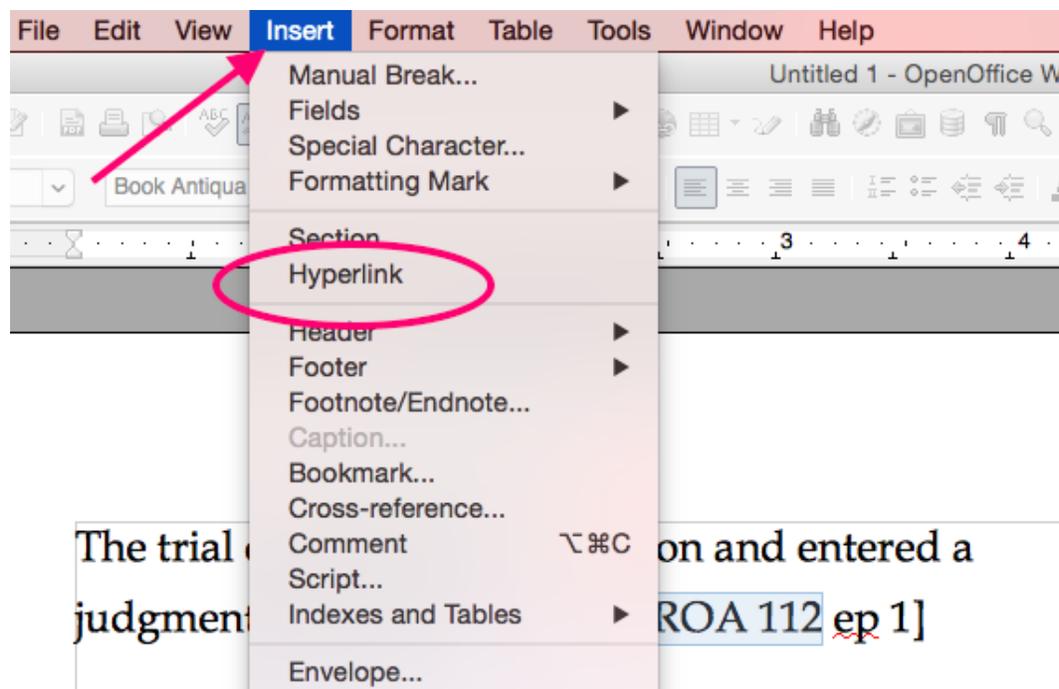
Here's our example again:

The trial court denied the motion and entered a judgment on January 1, 2015. [ROA 112 ep 1]

2. Select or highlight the text you want to turn into a hyperlink.

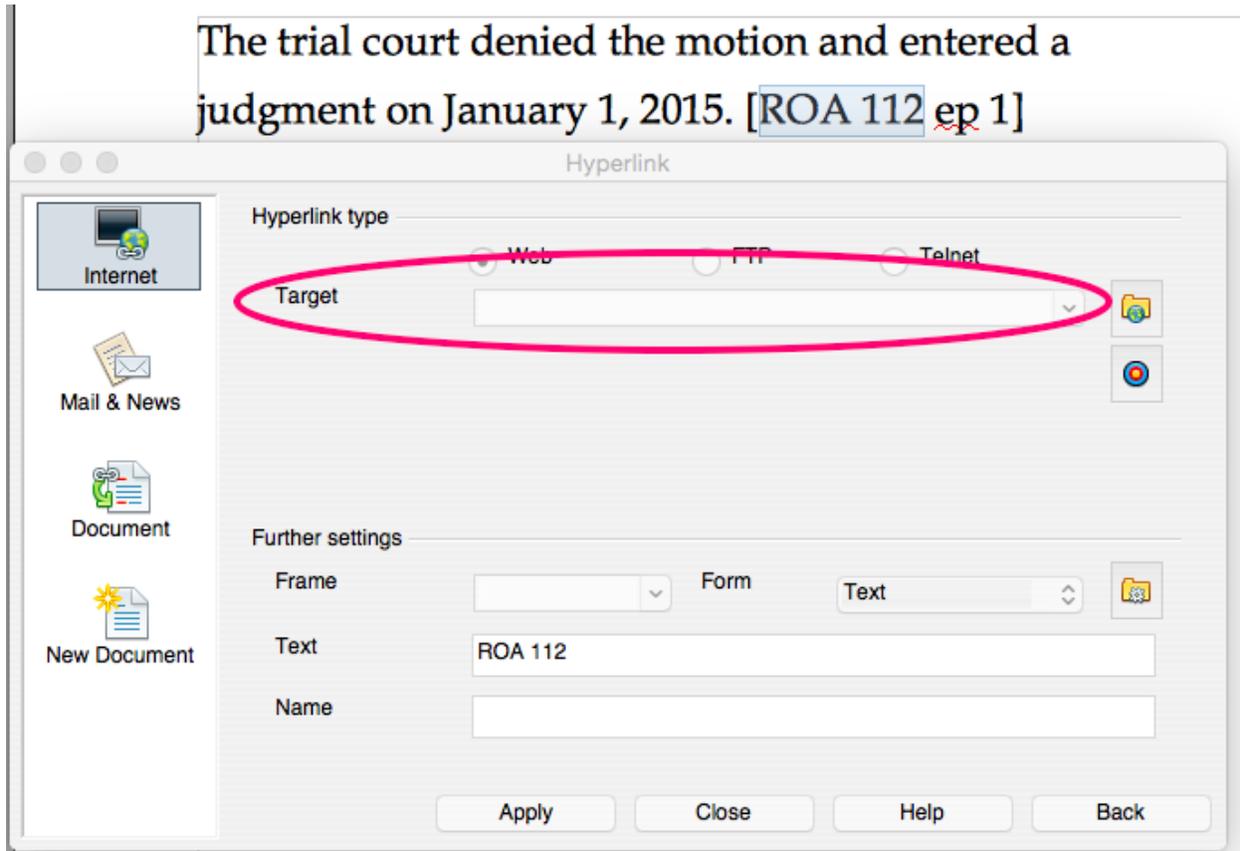
The trial court denied the motion and entered a judgment on January 1, 2015. [ROA 112]ep 1]

3. At the top of your screen, click on "Insert." A drop-down menu will appear. Select "Hyperlink."



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4. A dialogue box will pop up. In the field text to the word “Target,” paste in the electronic link information by pressing the “Ctrl” button and then the “V” button, while still holding down “Ctrl” (for Apple computers, “command” and “V”).



5. Hit “Apply.” You should now have a hyperlink like this:

The trial court denied the motion and entered a judgment on January 1, 2015. [[ROA 112 ep 1](#)]

6. Be sure to check that your hyperlinks work before filing your brief. For more directions on how to save your document and make sure the hyperlinks function, click [here](#).

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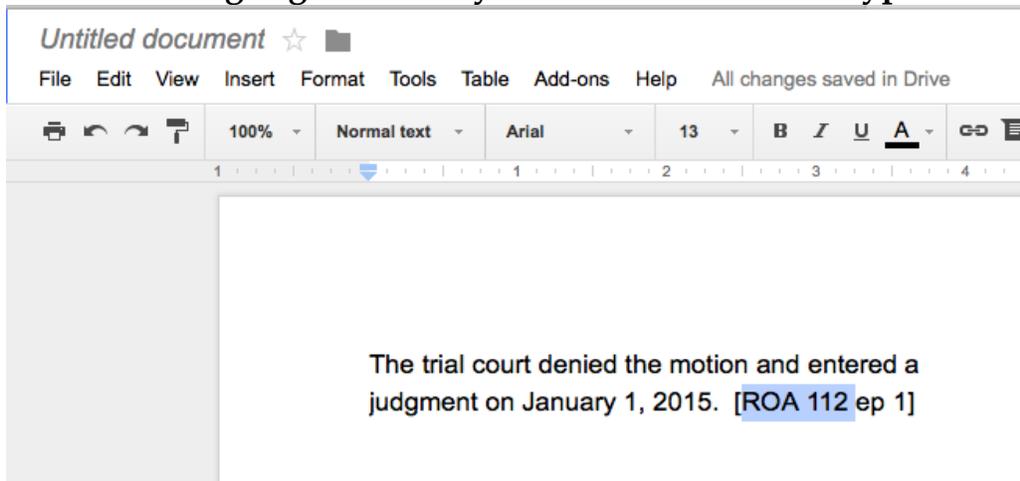
Copy Link Information in GoogleDocs

1. Write out your record citation in the draft.

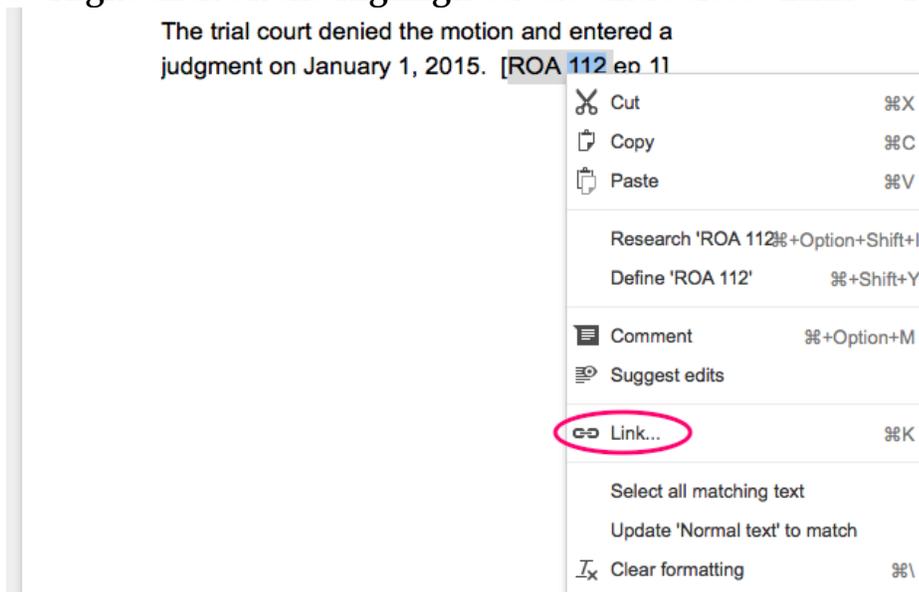
Here's our example again:

The trial court denied the motion and entered a judgment on January 1, 2015. [ROA 112 ep 1]

2. Select or highlight the text you want to turn into a hyperlink.



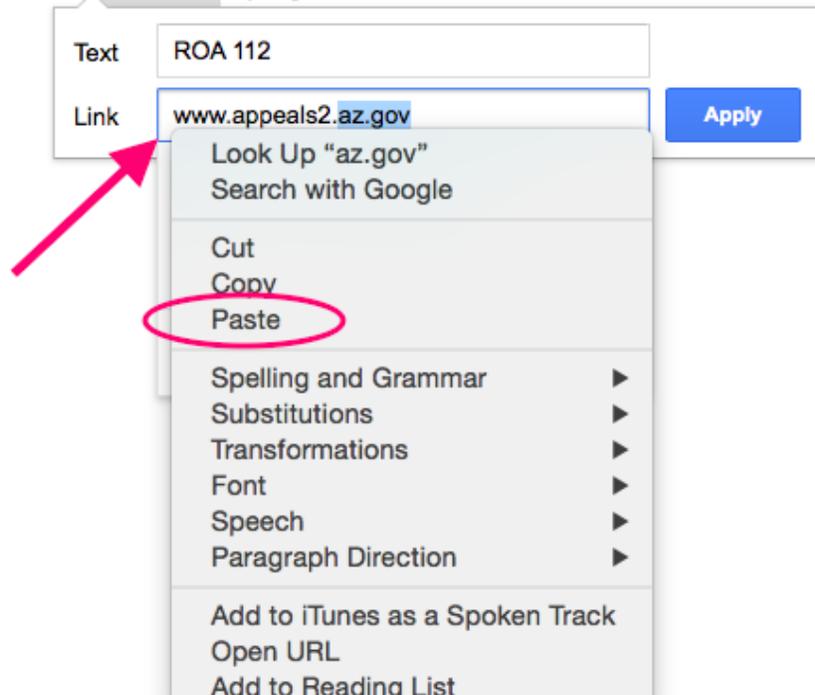
3. Right click on the highlighted text and select "Link..." from the menu.



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4. A dialogue box will pop up. Right click in the field next to the work “Link.” Then select “Paste.”

judgment on January 1, 2015. [ROA 112 ep 1]



5. Hit “Apply.” You should now have a hyperlink like this:

The trial court denied the motion and entered a judgment on January 1, 2015. [[ROA 112](#) ep 1]

6. Be sure to check that your hyperlinks work before filing your brief. For more directions on how to save your document and make sure the hyperlinks function, click [here](#).

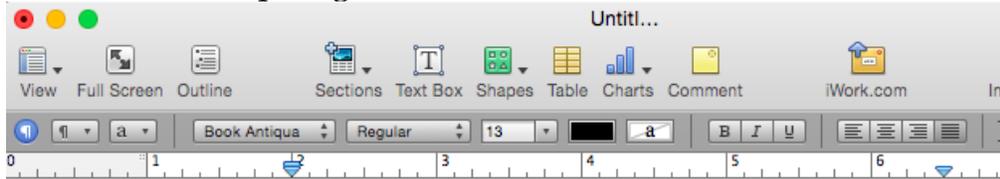
ARIZONA COURT OF APPEALS, DIVISION TWO

HYPERLINK INSTRUCTIONS

Create Hyperlink in Pages

1. Write out your record citation in the draft.

Here's our example again:

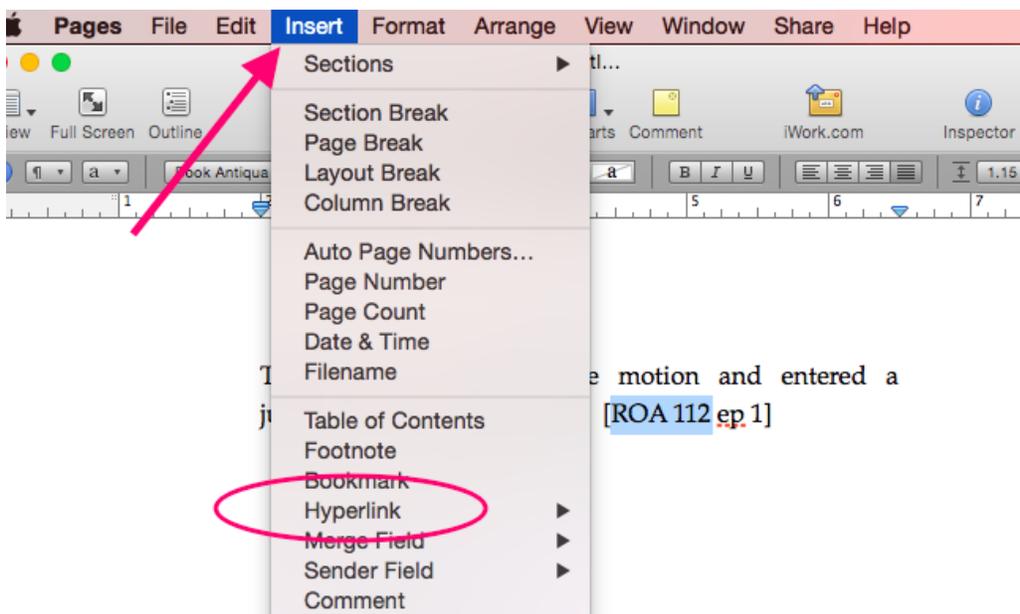


The trial court denied the motion and entered a judgment on January 1, 2015. [ROA 112 ep 1]

2. Select or highlight the text you want to turn into a hyperlink.

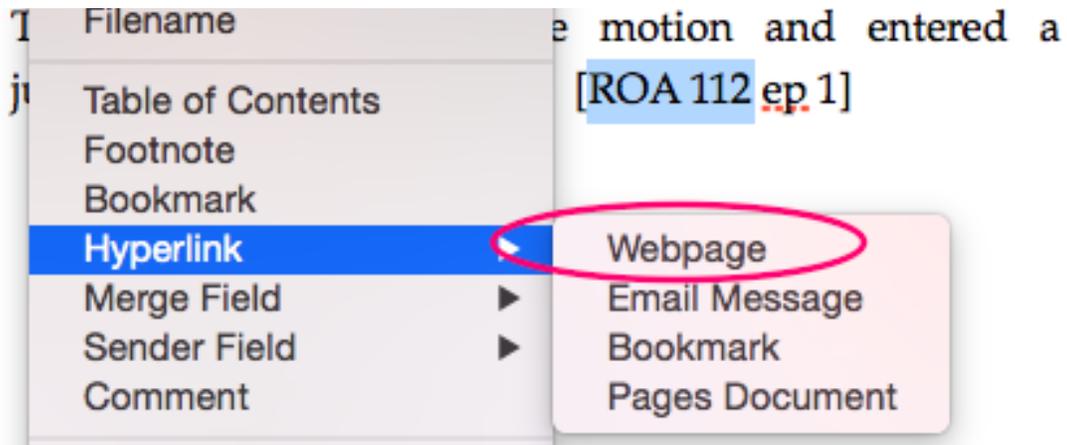
The trial court denied the motion and entered a judgment on January 1, 2015. [ROA 112 ep 1]

3. In the menu, near the top-left corner of your screen, click on "Insert." In the drop-down menu that appears, hover your cursor over "Hyperlink."



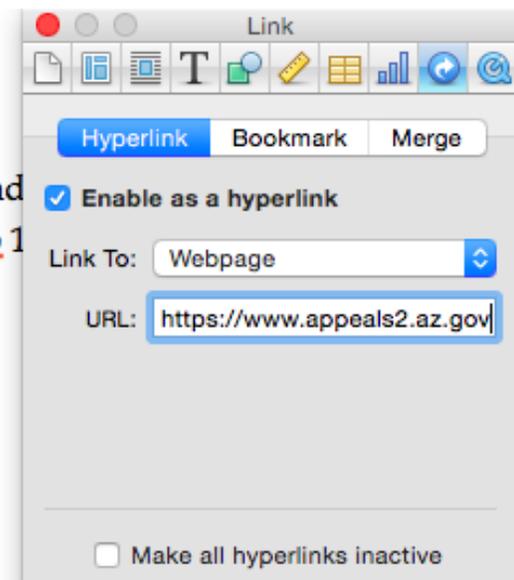
ARIZONA COURT OF APPEALS, DIVISION TWO HYPERLINK INSTRUCTIONS

4. Another drop-down menu will appear. Select “Webpage.”



4. A dialogue box will appear. Make sure the box next to “Enable as a hyperlink” is checked.

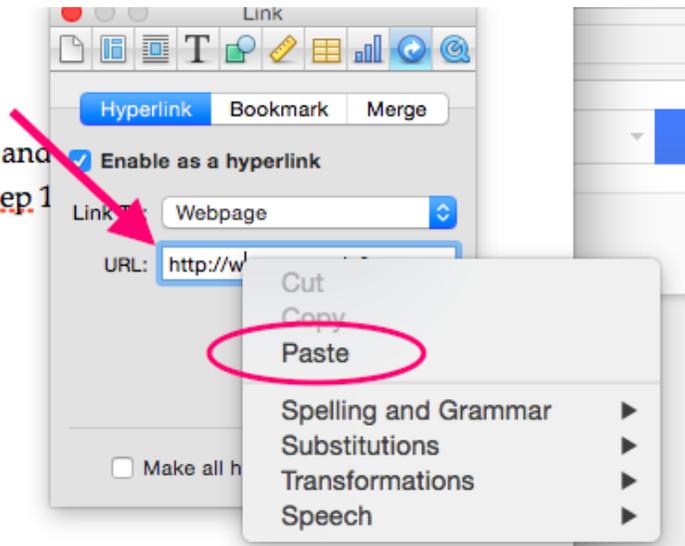
The trial court denied the motion and judgment on January 1, 2015. [ROA 112 ep 1]



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5. Right click in the field next to the acronym "URL" and select "Paste."

The trial court denied the motion and entered a judgment on January 1, 2015. [ROA 112 ep 1]



6. Close the dialogue box. You should now have a hyperlink like this:

The trial court denied the motion and entered a judgment on January 1, 2015. [[ROA 112 ep 1](#)]

7. Be sure to check that your hyperlinks work before filing your brief. For more directions on how to save your document and make sure the hyperlinks function, click [here](#).

ARIZONA COURT OF APPEALS, DIVISION TWO
HYPERLINK INSTRUCTIONS

Create Hyperlink in Microsoft Word on an Apple Computer

1. Write out your record citation in the draft.

Here's our example again:

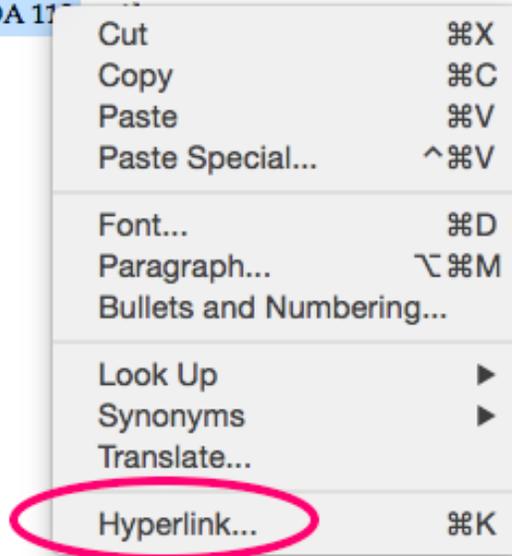
The trial court denied the motion and entered a judgment
on January 1, 2015. [ROA 112 ep 1]

2. Select or highlight the text you want to turn into a hyperlink.

The trial court denied the motion and entered a
judgment on January 1, 2015. [ROA 112 ep 1]

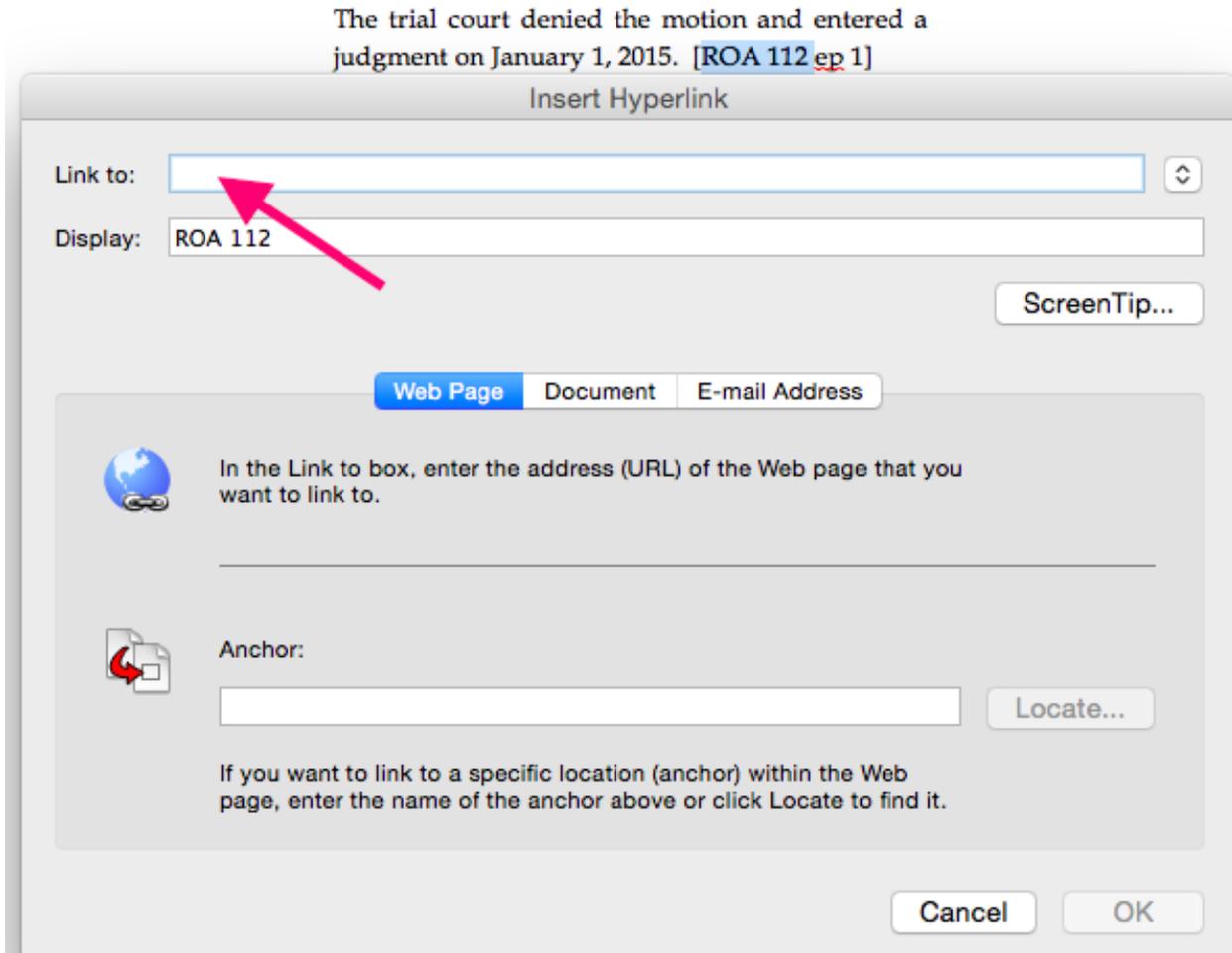
3. Right click on the highlighted text and select "Hyperlink."

The trial court denied the motion and entered a
judgment on January 1, 2015. [ROA 112 ep 1]



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4. A dialogue box will pop up. Left click in the field next to “Link to:” Then, on your keyboard, press the “command” button and then the “V” button, while still holding down “command,” to paste in the electronic link information..



5. Hit “OK.” You should now have a hyperlink like this:

The trial court denied the motion and entered a judgment on January 1, 2015. [[ROA 112 ep 1](#)]

6. Be sure to check that your hyperlinks work before filing your brief. For more directions on how to save your document and make sure the hyperlinks function, click [here](#).

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HYPERLINK INSTRUCTIONS

Saving your Document

Some practitioners have reported that their hyperlinks do not function after creating a PDF of their documents. Often, this issue occurs when a document is “printed” to a PDF file using the Adobe PDF Printer, or another third-party PDF printer, such as CutePDF or Bullzip.

To avoid this problem, we recommend that you save your file as a PDF directly from your word processor, rather than printing to a PDF printer.

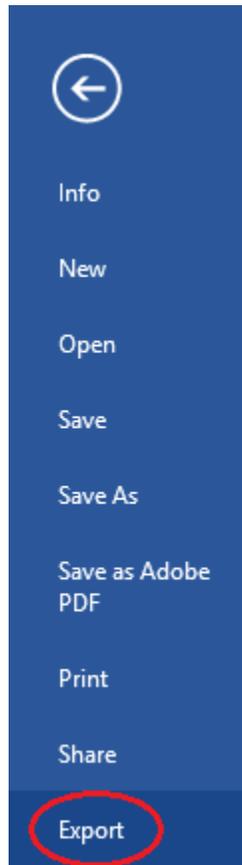
For instructions on how to save your document in PDF format, please select your word processor from the following list:

- [Microsoft Word 2016/Office 365](#)
- [Microsoft Word 2010](#)
- [Microsoft Word 2007](#)
- [Microsoft Word on an Apple Computer](#)
- [Word Perfect](#)
- [Open Office](#)
- [Google Docs](#)
- [Pages](#)

ARIZONA COURT OF APPEALS, DIVISION TWO HYPERLINK INSTRUCTIONS

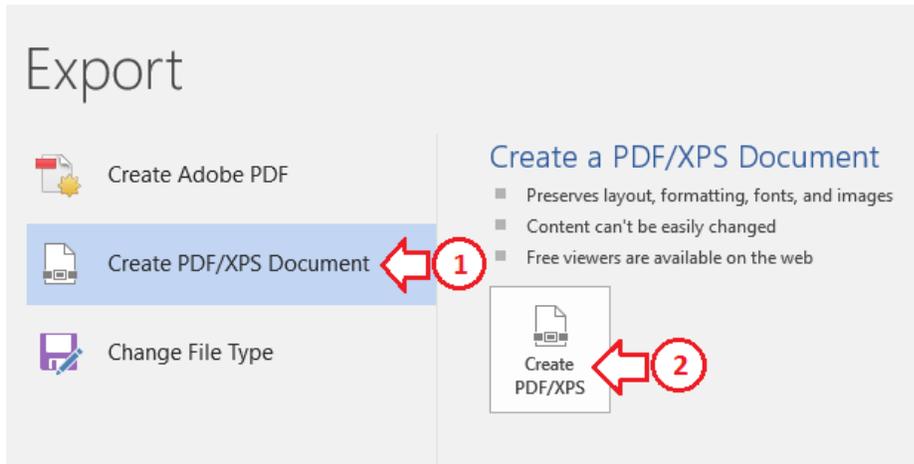
Saving a Microsoft Word 2016/Office 365 File as a PDF

1. Click on the "File" tab and click on "Export."

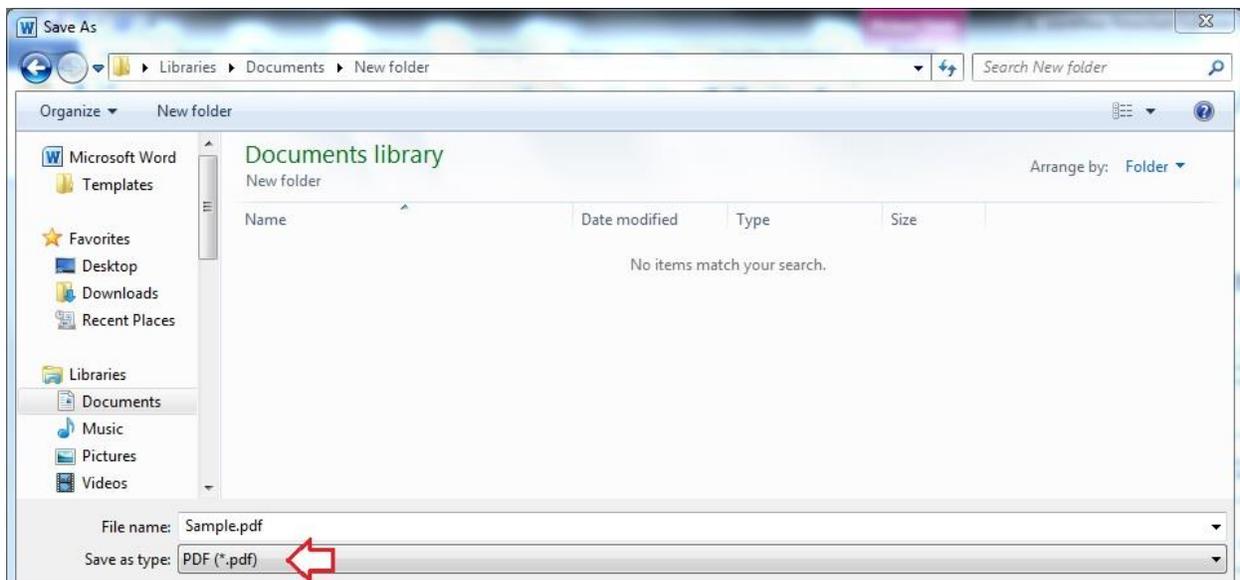


ARIZONA COURT OF APPEALS, DIVISION TWO HYPERLINK INSTRUCTIONS

2. Next, click on “Create PDF/XPS Document” (1), and then click the “Create PDF/XPS” button that appears to the right (2):



3. A dialogue box will appear. Click on the box next to the words “Save as type” and select PDF.



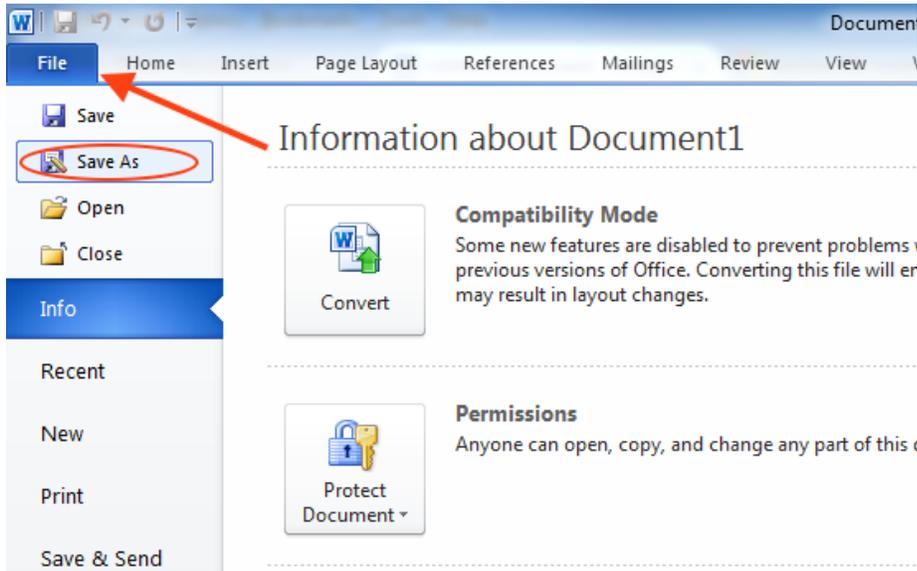
3. Name your file and select where you want to save it. Then press “Save.”

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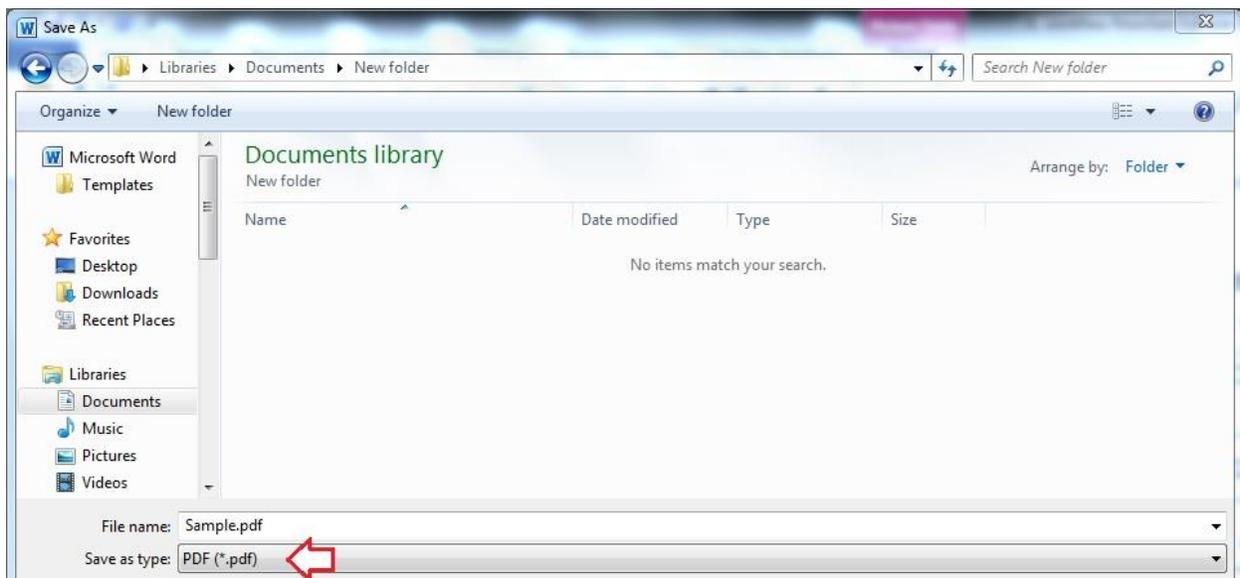
HYPERLINK INSTRUCTIONS

Saving a Microsoft Word 2010 File as a PDF

1. Click on the “File” tab and click on “Save As.”



2. A dialogue box will appear. Click on the box next to the words “Save as type” and select PDF.



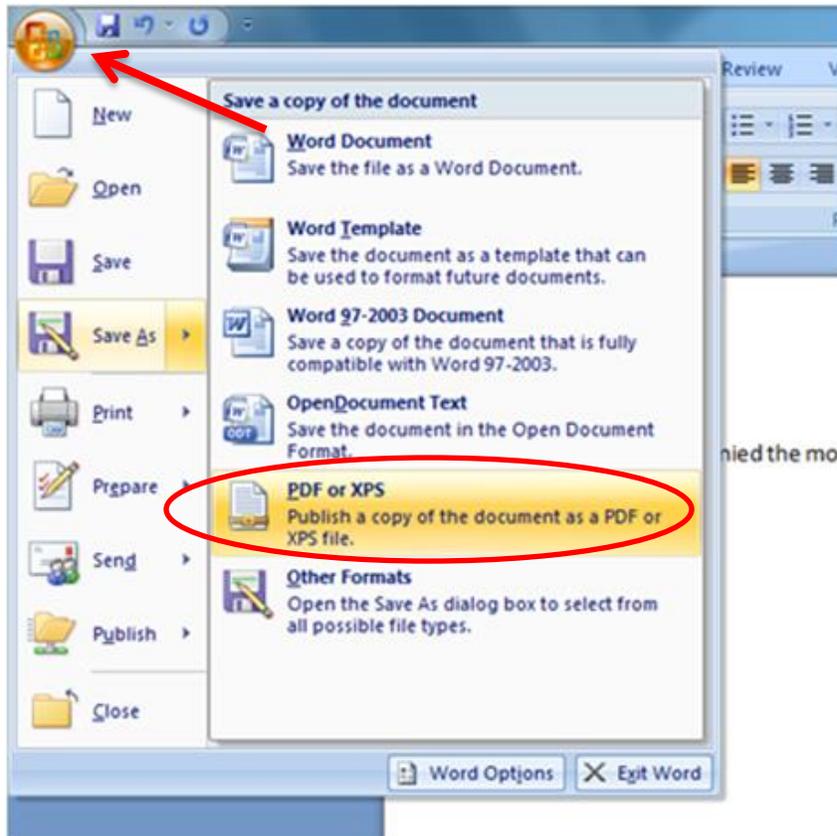
3. Name your file and select where you want to save it. Then press “Save.”

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HYPERLINK INSTRUCTIONS

Saving a Microsoft Word 2007 File as a PDF

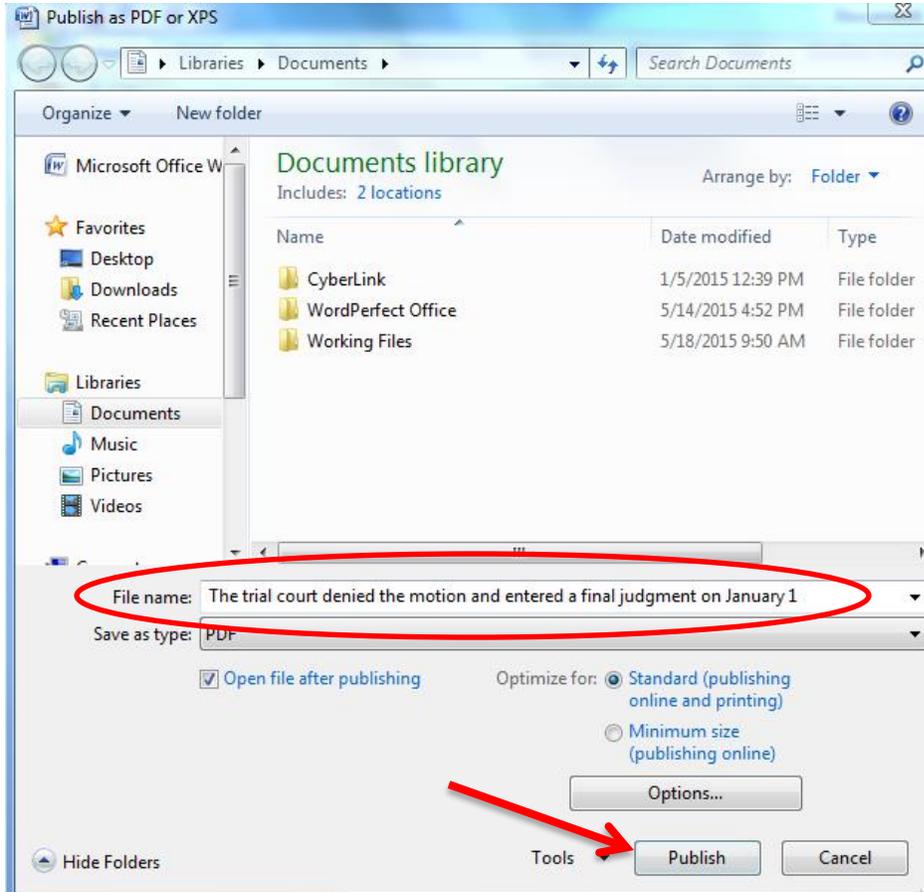
1. Click on the “Office” button in the top-left corner of the screen. Hover the cursor over “Save As” and select “PDF or XPS.”



(Continue below)

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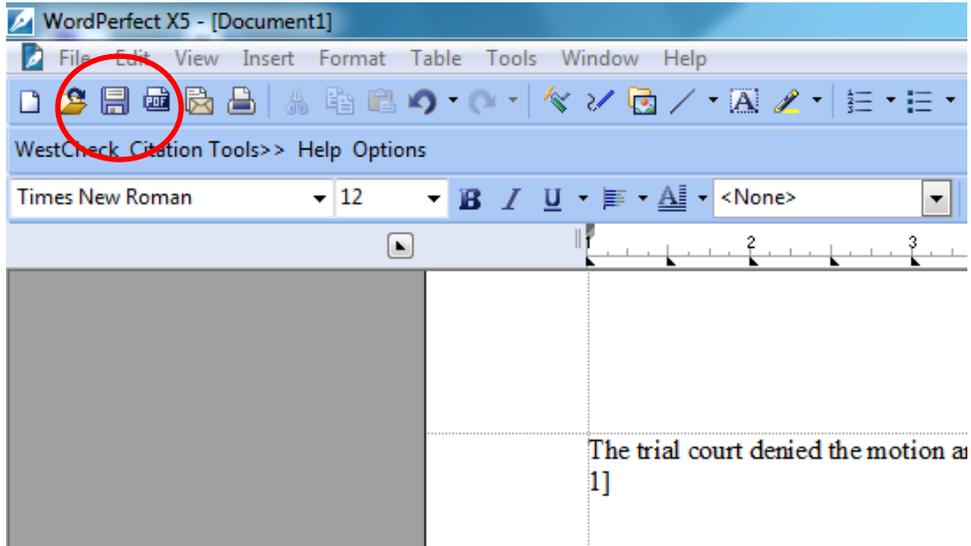
2. A dialogue box will appear. Name your file and select where you want to save it. Then press “Publish.”



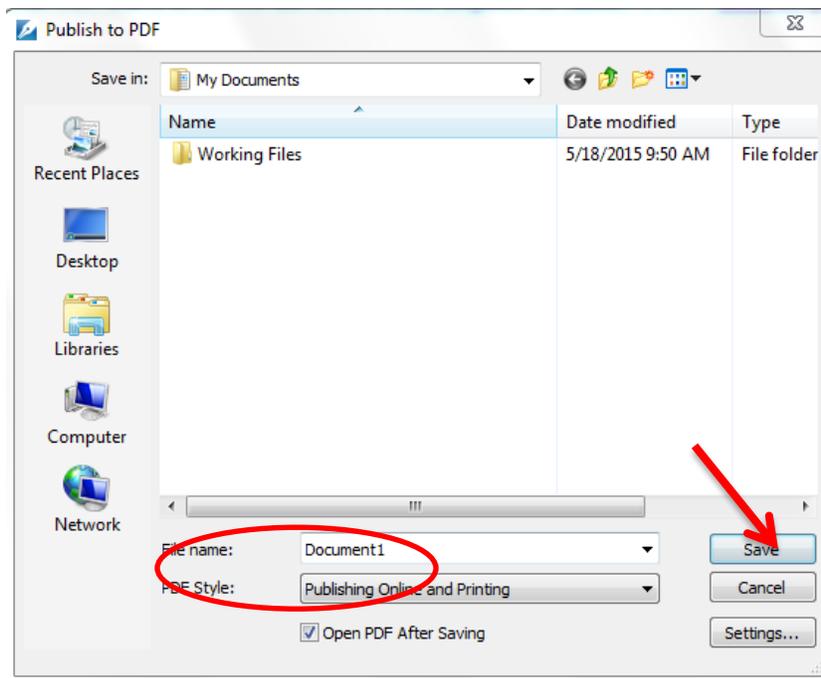
ARIZONA COURT OF APPEALS, DIVISION TWO HYPERLINK INSTRUCTIONS

Saving a Word Perfect File as a PDF

1. Click on the “PDF” button in the top-left corner of the menu, or choose “Publish to PDF” from the “File” menu.



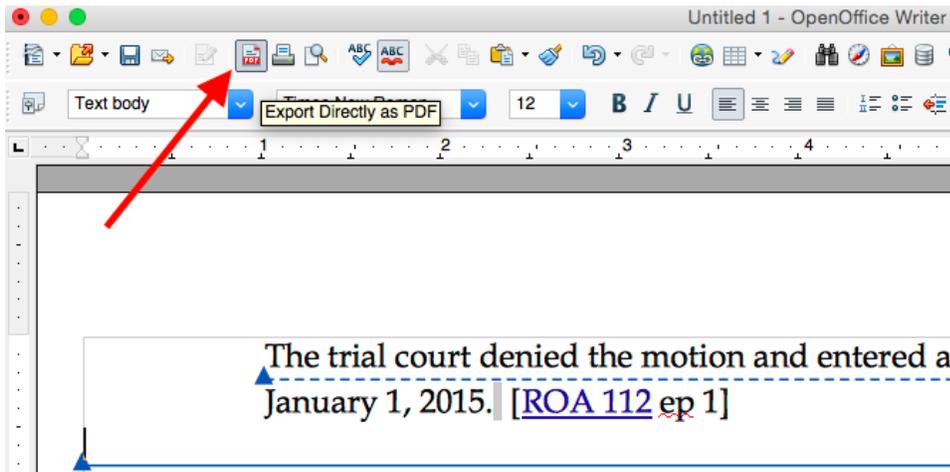
2. A dialogue box will appear. Name your file and select where you want to save it. Then click “Save.”



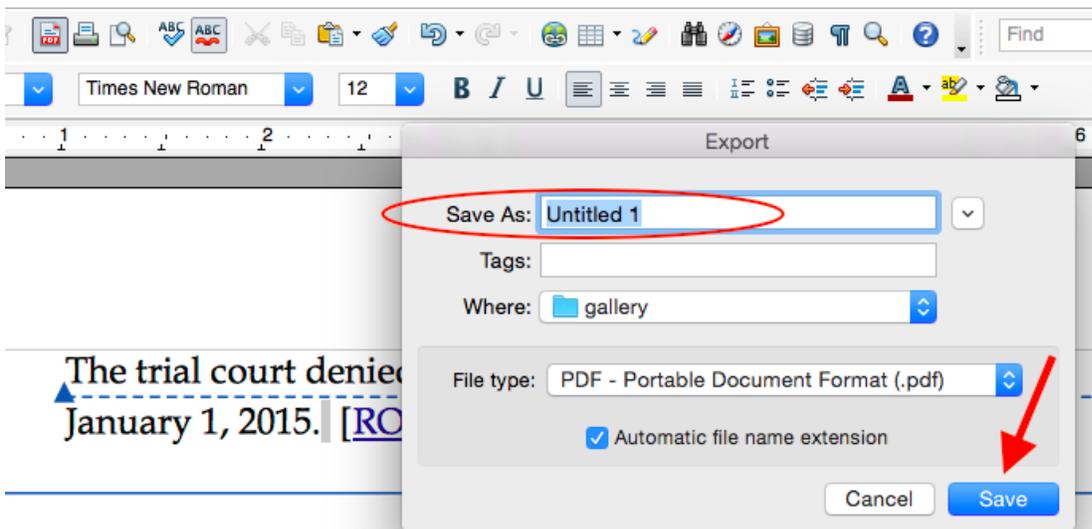
ARIZONA COURT OF APPEALS, DIVISION TWO HYPERLINK INSTRUCTIONS

Saving an Open Office File as a PDF

1. Click on the “Export Directly as PDF” button in the top menu.



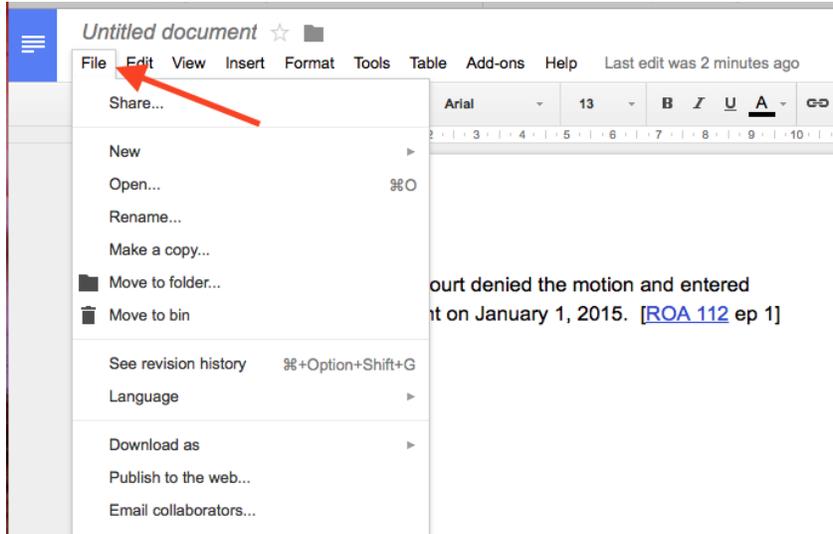
2. A dialogue box will appear. Name your file and select where you want to save it. Then click “Save.”



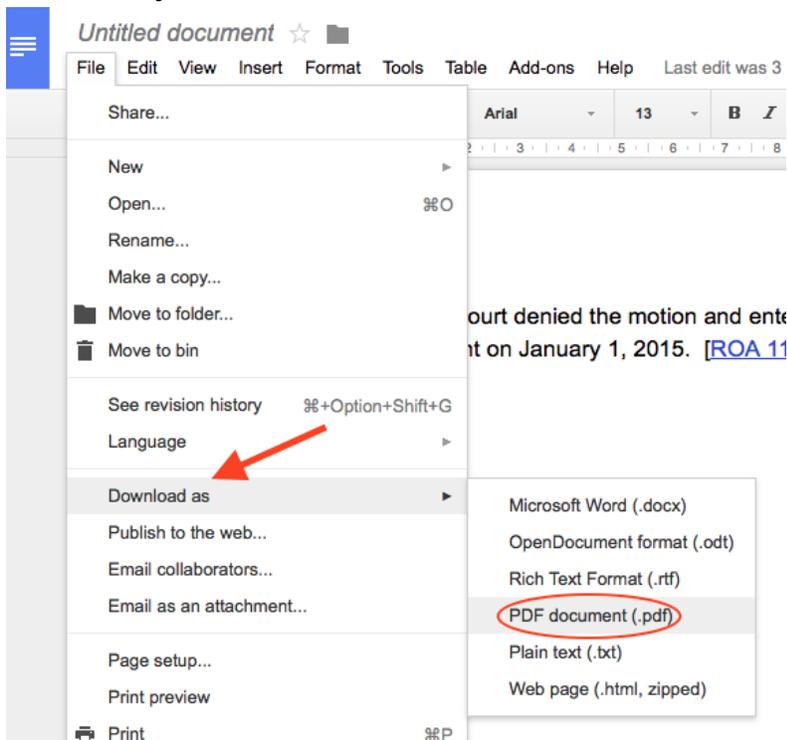
ARIZONA COURT OF APPEALS, DIVISION TWO HYPERLINK INSTRUCTIONS

Saving a Google Doc File as a PDF

1. Go to the “File” tab at the top-left corner of the screen.



2. Hover your cursor over “Download as” and click on “PDF document (.pdf).”

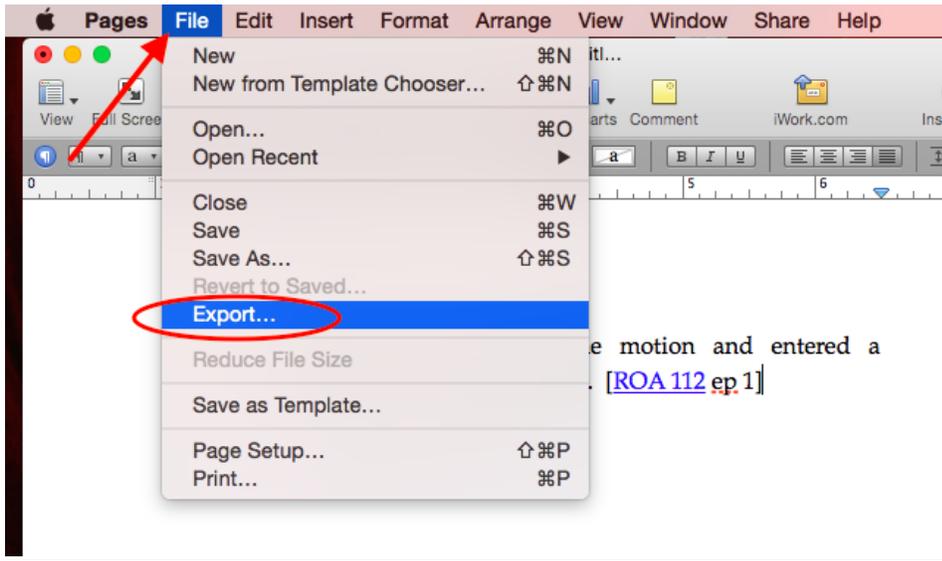


3. The file is now saved in your Downloads Folder.

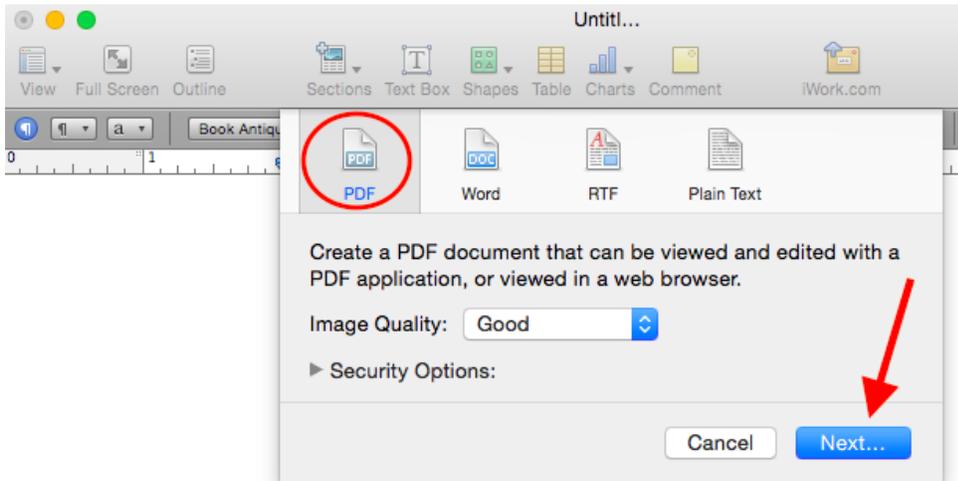
ARIZONA COURT OF APPEALS, DIVISION TWO HYPERLINK INSTRUCTIONS

Saving a Pages File as a PDF

1. Click on “File” in the top-left corner of your screen and select “Export.”

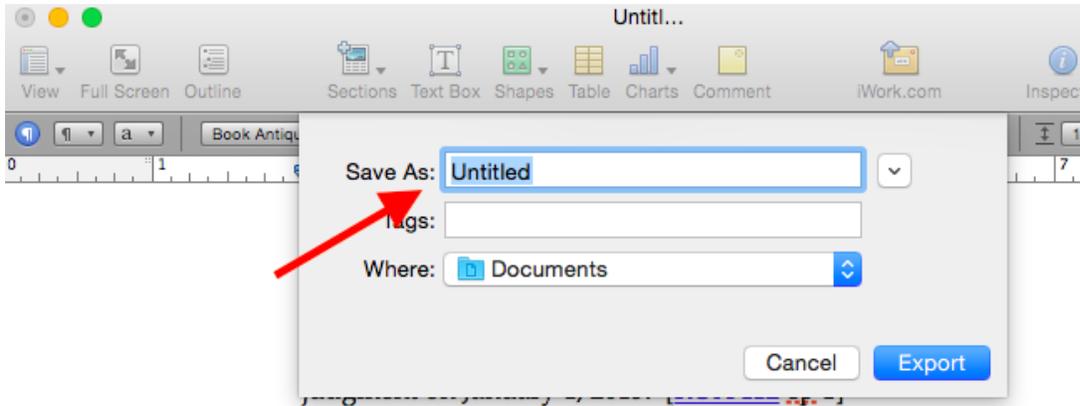


2. A dialogue box will appear. Make sure “PDF” is selected and click on “Next.”



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3. Name your file and select where you want to save it. Then click on “Export.”



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Saving a Microsoft Word File as a PDF on an Apple Computer

Due to the way that Apple controls how applications interact, you may find that you are unable to create a hyperlinked PDF file on a Mac unless you have the full Adobe Acrobat DC Pro application available.

The quickest way to get a working PDF directly from a Mac afflicted with this issue is to use a free online PDF converter. The example below uses DocuPub.com, but there are others that may be used, and all achieve the same outcome.

Note: The Court does not endorse any single PDF conversion site, nor does it make any warranties regarding them.

- 1.) Upload the Word document you'd like to convert. To do this, in the area at the right of the page, click the "Browse..." button. Leave the settings at the top of the box alone:

1. Conversion Settings

Output format: PDF Compatibility: Acrobat 9.0 (PDF 1.7)

Auto-Rotate Pages: Page By Page Resolution: 300

2. Select the File to convert

Browse... No file selected.

Upload limit: 5MB per file [Supported Formats](#)

3. Delivery Method

Wait for conversion in browser

Upload & Convert

[Reset settings](#)

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When prompted to do so, navigate to your Word document, and upload it.

- 2.) Next, click the "Upload & Convert" button. (Leave the delivery method option set to "Wait for conversion in browser.")

You will see a "Please Wait" message as the document is converted:

Please Wait ...



We are converting your document.
This may take several minutes.

Neevia Tech - Document Converter Pro and docuPrinter.

www.neevia.com

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e-documents"

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- 3.) On the final screen, where your PDF is presented, right-click (if you don't have a two-button mouse, hold down the Control button on your keyboard, at the lower-left, while clicking) on the file name.

A pop-up menu should follow. Choose "Save Link As..." or "Download linked file as..." to save a copy of the PDF somewhere where you can access it later for e-filing.

