

1 **Rule 21A. Hyperlinks.**

2 **(a) Required and permitted links.** If a filing cites to a document in the trial court record under Rule  
3 11, to the transcript of a trial court hearing under Rule 12, or to a document already filed with the  
4 appellate court, the citation in a filing by a lawyer must link to the document. The citation in a filing by a  
5 self-represented party may link to the document. If the citation in a filing by a self-represented party does  
6 not link to the document, the document must be attached in an addendum to the filing.

7 **(b) Displayed text of link or citation.**

8 (b)(1) The displayed text of a link to a document in the trial court record must set forth "R:#:#"  
9 where the first digit is the docket number of the document and the second digit is the PDF page  
10 number on which the reference is found.

11 (b)(2) The displayed text of a link to a document the appellate court record must set forth "A:#:#"  
12 where the first digit is the docket number of the document and the second digit is the PDF page  
13 number on which the reference is found.

14 (b)(3) If the document cited is included in the addendum to the filing, the displayed text of the  
15 citation must include the name of the document and the page number on which the document is  
16 found.

17 (b)(4) A party may set forth a further reference to a document to aid the reader, such as a  
18 document title, paragraph number, section number, etc.

19 (b)(5) The displayed text of a link to legal authority should reasonably conform the *Bluebook*  
20 *Uniform System of Citation* and Standing Order 4.

21 **Advisory Committee Notes**

22 A link to a cited document allows the reader to read the source material in context. The appellate  
23 courts require links only to court records, showing the importance of those records in an appeal, review,  
24 or original proceeding. A party is permitted to link to any other cited material, including other parts of the  
25 document being filed.

26 Before linking to a document, the author should consider the possibility that the source material will  
27 change. First, a link built with a URL is broken if the publisher changes the URL or removes an item from  
28 publication. Also, the content of material may change over time. A statute linked to when a brief is written  
29 might be amended by the time the brief is read. An alternative to linking to material on the internet is to  
30 create a file from the source, include the file in an addendum, and link to it there.

31 There are several publishers who offer proprietary applications with primary and secondary source  
32 materials through the internet. A link to a proprietary application will not work for someone who does not  
33 subscribe to that application.

34 The process for creating links is not governed by court rule. It is a function of the software used to  
35 create the document. For more information about the proprietary applications used by the courts, public  
36 sources for reference materials, and brief instructions on creating links, see the court's webpage [URL for  
37 webpage describing links].