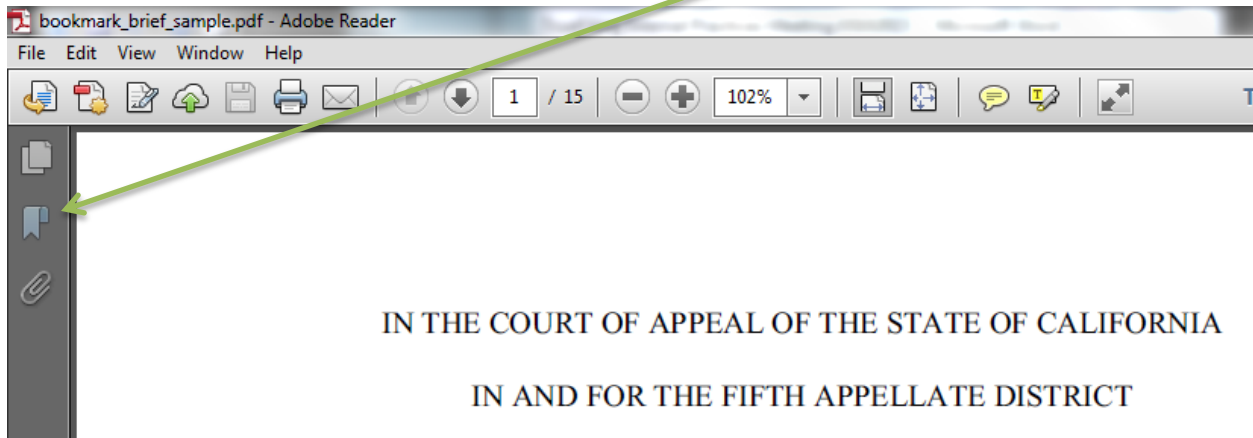


What is a Bookmark in a PDF?

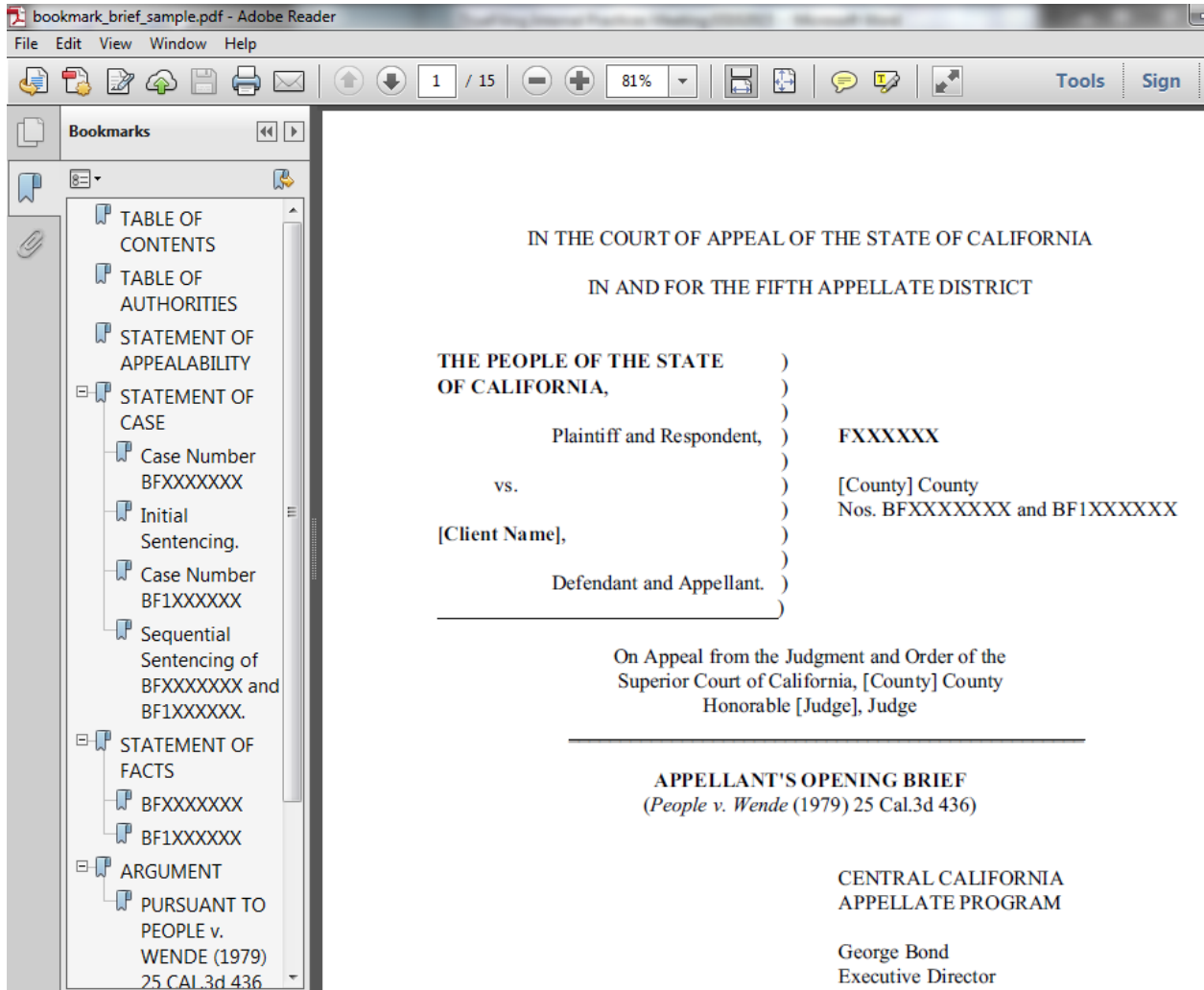
CCAP has received several questions about the bookmarking requirement in the Fifth District’s Local Rule 8(b), which provides, in relevant part, that “[t]he table of contents for each brief shall include electronic bookmarks to each heading in the text. All original proceedings must include electronic bookmarks from the table of contents for each heading in the text, and to the first page of any exhibit(s), with a description of the exhibit included in the bookmark.”

Rule 8(b) refers to electronic bookmarks that may be added to a PDF. They are a navigational tool that allows readers to locate and link to specified areas in a document. The bookmarks are a type of link that appears in a navigational panel on the side of the PDF, not in the table of contents of the document itself. **A brief submitted to the Fifth District via TrueFiling must include electronic bookmarks to each heading in the text, including subheadings.**

A reader will know if bookmarks have been added to a PDF because a picture of a bookmark will appear on the left-hand side of the PDF:



When the reader clicks on the bookmark icon, the bookmark navigational panel will open:



When the reader clicks on one of the bookmarks in the navigational panel, he or she is taken to the PDF page where the heading is located. These are the electronic bookmarks that the Fifth District's Local Rule 8(b) refers to.

An example of a bookmarked brief is available here:

http://www.capcentral.org/procedures/court_policies/bookmark_brief_sample.pdf (you will need to download the sample brief to access the bookmarks)