

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.” The Third District also requires briefs and original proceedings to include electronic bookmarks. (See Ct. App., Third Dist., Local Rules, rule 5(b)(3), Electronic Filing.)

The Fifth District’s Local Rule 8(b) and the Third District’s Local Rule 5(b)(3) refer 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 or the Third District via TrueFiling must include electronic bookmarks to the following items in the brief:**

- **Table of Contents**
- **Table of Authorities**
- **All headings and subheadings in the brief**
- **Certificate of Word Count**
- **Proof of Service**

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:



