

## STANDING ORDER NO. 2:

### Instructions for Submitting Hyperlinked Electronic Courtesy Copies

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To assist in the task of reviewing briefs that cite to extensive supporting evidence, please provide a **HYPERLINKED ELECTRONIC COURTESY COPY** of any brief that relies on **more than 100 pages** of exhibits, affidavits, and/or declarations.

In doing so, please follow these instructions:

1. Ensure that all PDFs are both legible and word-searchable. Send an electronic file containing a PDF of your brief and supporting documents with bookmarked exhibits to [blackwell\\_chambers@mnd.uscourts.gov](mailto:blackwell_chambers@mnd.uscourts.gov). If the file is too large to attach to an email, please instead provide the file to chambers on a flash drive.
2. Each citation or reference to evidence within the brief should function as a hyperlink. Each hyperlink should link to the pincited pages of the cited exhibits and/or declarations. When a hyperlink is clicked, the document should open to the pincited page in a separate tab. The tab containing the brief should remain open to the same page last viewed and clicked.
3. On the pincited document page, include a hyperlink that links back to the location of the citation within the brief.