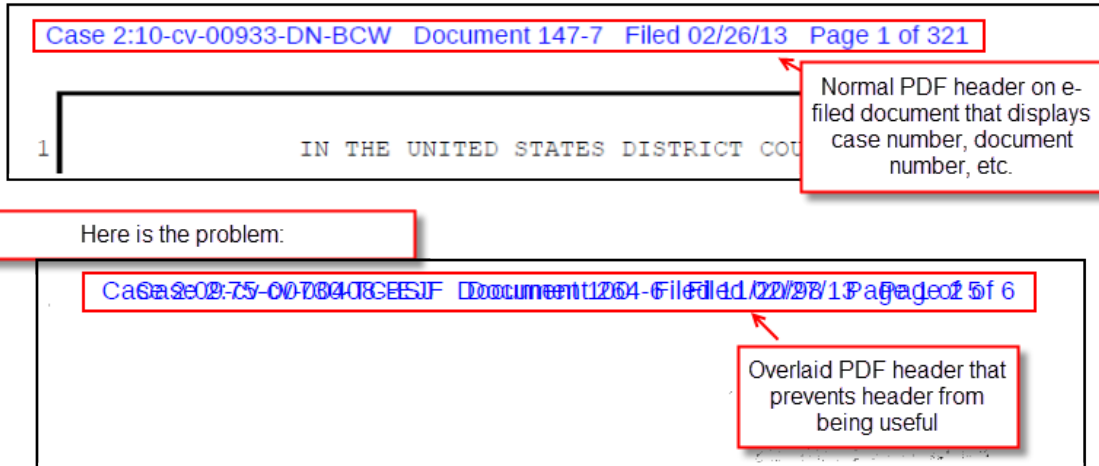


E-filing Tech Tip on PDF headers

Problem: E-filing documents a second time, resulting in overlaid PDF headers



Here is one solution:

ECF Query Reports Utilities Logout

Docket Sheet

Case number

Filed to

Entered to

Documents to

Include:

- Parties and counsel
- Terminated parties
- List of member cases

Document options:

- Include headers when displaying PDF documents
- View multiple documents

Format:

- HTML
- PDF (page)

Sort by

To prevent headers from being overlaid and unreadable, you can download the document, without the headers, or use 'whiteout' to cover them up

Uncheck this box to download a document from PACER **without** the headers, if you plan to re-file the document.

Here is another solution:

Use **Cross-document hyperlinks** to link directly to the other document from your main document. If you do not need to highlight, or otherwise annotate the previously filed document, you can copy the hyperlink that points to the existing document, and paste it into your main document where it references this 'exhibit' that you are creating. This eliminates the need to completely re-file the document, you will just be linking to an existing document.

See this document at http://www.utd.uscourts.gov/documents/hyperlink_atty.pdf for instructions on how to do that, or feel free to call our technical Help Desk at (801) 524-6105 for specific questions or help on cross-document hyperlinking.