

Case Center – PDF Bookmarking Enhancement Summary Guide

What is changing?

As of July 3, 2025, Case Center will be able to detect and display up to four levels of bookmarks directly on the 'Review' page for PDF files uploaded using the 'Upload File(s)' option.

Before July 3, 2025, bookmarks created in PDF documents could only be uploaded to Case Center through the 'Upload bookmarked PDF into a single section' feature. However, selecting this feature means only first-level bookmarks are detected and it triggers Case Center to split an uploaded PDF file into separate documents when uploaded.

How do I use this feature?

When users navigate to the 'Upload' page within a given case, under the '**Upload File(s)**' heading, a new checkbox labelled 'Import Bookmarks' will be available. This checkbox will be unchecked by default. If the checkbox is ticked, users will be able to upload a bookmarked PDF as a single document, rather than having it broken out into separate documents. Each bookmark within the PDF will behave as a hyperlink, guiding users to the corresponding section of the document.

The 'Review' page will now display these bookmarks on the lefthand navigation pane and allow a user to click on and expand the bookmarks to view all bookmarks that existed within the PDF when it was uploaded. These bookmarks will appear on the 'Review' page in the same level they were formatted in the PDF. Clicking on a bookmark will take the user to the relevant point in the file.

The functionality of the 'Upload bookmarked PDF into a single section' option will not change. Users will still be able to use the 'Upload bookmarked PDF into a single section' feature to trigger Case Center to split the first-level bookmarks in a PDF file into separate documents.

If you have any questions, please contact: CaseCenterSupport@ontario.ca

Relevant Links to Material

[Superior Court of Justice](#)
[Ontario Court of Justice](#)

Appendices

Appendix I: Image of checkbox labelled 'Import Bookmarks'

Capulet v. Montague

Upload File(s)

Bundle: 02: 3July2025 - Case Conference

Select Section:

Upload using American date format:

Import Bookmarks : ←

Restricted:

Please note if a file is restricted it will not display in sub-bundles unless the sub-bundle has been configured to show restricted files. This can be configured in the bundle settings.

How to use
Use this feature to upload up to a maximum of 100 files into a section within the case. The maximum file size for any document, including zip files, is currently 2GB per file. The maximum file size for multimedia is 10GB per file.

Please follow these instructions when uploading documents:
- Do not upload password-protected documents. Remove

[Appendix II: Image of 'Review' page with a sample document uploaded with bookmarks](#)

02: 19March2025 adj - Motion o... [change](#)

B: Respondent Documents

- ▼ 1: Factum - Respondent
Montague - (February 02, 2025) B1 - B27
 - ▼ PART I - FACTS
 - ▶ A. Overview
 - ▶ B. Brief Background
 - ▼ C. Parenting
 - 12. There is voluminous material from the parties and third parties that the Court will review, but at a high level, the facts are as follows:
 - ▶ Decision-Making
 - ▶ Parenting Time
 - ▶ D. Child Support