File naming

Digital files must have names that allow viewers to understand the purpose and content of the file. A user who offers a descriptive file name makes operations easier and, ultimately, saves clients' time and money.

Definition

A “digital file” means any computer-readable document, regardless of file type or file extension, that is meant to be stored on the firm's Nextcloud database.

Naming conventions

Digital files should bear names that include the following categories of information, in descending order,

1. a word or characters that describe the file's purpose;
2. a short description of the file's contents;
3. an abbreviated date of the file's creation (where applicable or useful); and
4. the file extension (which is automatically generated by the computer–do not manually change file extensions).

For ease of reading, please render categories one (1), two (2), and three (3) in all capitals; category four (4) should be rendered in lowercase, unless the initial capital exception (*infra*) is applied.

Punctuation

Elements of a file name should be separated by a dash (**-**). Do not use a period in any part of the file name, save to separate the name from the file extension.

Use a period (**.**) to separate the file extension from the rest of the string.

Rendering dates in file names

Dates are rendered in file names as DAY-MONTH-YEAR.

The day is always represented numerically using two digits. A placeholder '0' must be used if the day does not include a second digit (i.e. 1-9).

The month is rendered as the first three or four letters of the month, all capitalized:

- JAN
- FEB
- MAR
- APR

- MAY
- JUN
- JUL
- AUG
- SEPT
- OCT
- NOV
- DEC

The year is represented with the four numbers that together make up our Arabic notation for the year.

Examples

Pleadings

Pleadings may not require a description, for, in many cases, the file's purpose is sufficient. If, however, a pleading serves dual purposes (e.g. a defence and counterclaim), provide the main purpose (in our example, a defence) and indicate that a counterclaim is included in the description.

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STATEMENT OF CLAIM - WILLIAMS AND HARVEY - 02-FEB-2023.odt
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STATEMENT OF DEFENSE - HARVEY ATS WILLIAMS - 12-MAR-2023.pdf
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Matter journal / notes to file

Files included in the matter journal folder of a matter file do not require the client and matter numbers in the file name. They are instead sequentially numbered to preserve a chronological order of files in the matter journal.

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1.MEETING - attendance-resto - 18-APR-2023.md
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2.NOTES - initial-review - 25-APR-2023.md
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