

# 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.*

STATEMENT OF CLAIM - WILLIAMS AND HARVEY - 02-FEB-2023.odt

STATEMENT OF DEFENSE - HARVEY ATS WILLIAMS - 12-MAR-2023.pdf

### 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.*

1.MEETING - attendance-resto - 18-APR-2023.md

2.NOTES - initial-review - 25-APR-2023.md

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