

## eBrief

THE DOCUMENT  
SHARING CLOUD  
SOLUTION

An indispensable  
productivity-enhancing tool  
for case management.

**And it's free.**



# eBrief File Naming Conventions

**eBrief uses PDF files.**

When importing files into eBrief the following file naming conventions are suggested, however it is possible to upload any PDF file

document-name document-date document-type

For example, if you has an exhibit called Michael Davis dated the 01/12/2015 you would call the file:

**Michael Davis 2015-12-01 Exhibit.pdf**

If the exhibit also had a number 55 then the file would be called:

**Michael Davis 2015-12-01 Exhibit 55.pdf**

The following are the document types for automatic importing

- Exhibit
- Transcript
- Authority
- Deposition
- Expert Report
- Witness Statement



## Document Format

- document-name (mandatory)
- document-date (mandatory)
- document-type (mandatory)
- document-number (optional)

## Document Examples:

Michael Davis 2015-12-01 Exhibit.pdf

Michael Davis 2015-12-01 Exhibit 55.pdf

## Transcript Format

- document-name (mandatory)
- document-date (mandatory)
- document-type (mandatory)
- day-number (mandatory)
- comments (optional)

## Transcript Examples:

Able Demolitions 2015-12-09 Transcript 2

LONG 2015-09-30 Transcript 2 Page 35-60

HMOOD 2015-08-10 Transcript 6 Index



# Other Supported Formats

## QLD Commercial List

The file format for the QLD commercial list is as follows:

document-number document-name document-date

## Document Format

- document-number (mandatory)
- document-name (mandatory)
- document-date (mandatory)

## Examples

BS1234.16 statement of claim 01.12.16.pdf

BS1234.16 defence 01.12.16.pdf

BS1234.16 reply 01.12.16.pdf

BS1234.16 defence and counterclaim 01.12.16.pdf

BS1234.16 reply and answer 01.12.16.pdf

## Reference

[QLD Commercial List Electronic Document Naming Conventions](#)

