



## eBrief

### Case Management for Barristers

Easy, Secure, Free.



#### EFFICIENT

Provides a single place for all your documents, accessible to you or any member of your team. Grant access to solicitors, expert witnesses and clients.

#### EASY

Simple to setup and use. With its powerful search functionality, finding and viewing the documents is made easy.

#### SECURE

Security is paramount. eBrief holds its data securely on highly credible and dependable servers within Australia.

## 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.pdf

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

HMOOD 2015-08-10 Transcript 6 Index.pdf

# 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](#)

# Other Supported Formats

## **Dated** Extraction

As long as the word **Dated** is used in the filename and it follows with a valid date, then the date will be automatically extracted.  
The description will contain the entire string

### **Example of valid dates where the date will be extracted:**

MRI lumbar spine dated 29 August 2013.pdf

MRI lumbar spine Dated 29 August 2013.pdf

MRI lumbar spine dated 29.08.2013.pdf

MRI lumbar spine dated 29.8.13.pdf

MRI lumbar spine dated 29-08-13.pdf

Medical Practitioner Questionnaire dated 29 September 2013 completed by Dr J Smith.pdf

Medical Practitioner Questionnaire dated 29.8.13 completed by Dr J Smith.pdf

Medical Practitioner Questionnaire dated 29-08-2013 completed by Dr J Smith.pdf

More Date Extractions:

A date will be extracted if it is at the **beginning** of the filename.

The format for the date needs to be: DD-MM-YYYY or DD.MM.YYYY or YYYY-MM-DD or YYYY.MM.DD

A date will be extracted if it is at the **end** of the filename

The format for the date needs to be: DD-MM-YYYY or DD.MM.YYYY

**Example of valid dates where the date will be extracted:**

29.09.2013 Medical Practitioner Questionnaire by Dr J Smith.pdf

29-09-2013 Medical Practitioner Questionnaire by Dr J Smith.pdf

2013.09.29 Medical Practitioner Questionnaire by Dr J Smith.pdf

2013-09-29 Medical Practitioner Questionnaire by Dr J Smith.pdf

MRI lumbar spine 29.08.2013.pdf

MRI lumbar spine 29-08-2013.pdf