Electronic briefs

I am keen to go green and largely paperless with my briefs, **but I need your help**.

Index

1.   I need a word index capable of growing with the brief which I can use. It would be helpful if the contents can be organised in the following fashion:

A.	Pleadings	Date
A 1	Summons	
A 2	Commercial List Statement	
A 3	Commercial List Response	
B.	**Key documents**	
B 1	Policy Schedule	2019-2020
C	**Interlocutory Applications**	
C 1	Motion for preliminary discovery	

2.   When sending substantive documents (via email or link), please send an updated index. Temporary documents (eg drafts to settle) don't need to be in the index.

File names

3.   Please try to mirror the file name of the documents briefed with the index. It is most useful if the file name just has the relevant title, and no extra detail (ie removing information such as the client name, your file number and descriptors such as "*PDF*", or "*filed*"). This helps me find documents faster, particularly when I am in court.

Document formats

4.   Searchable PDFs or word documents are the most useful. Generally separate documents are more useful than one large PDF containing pleadings, evidence etc which is difficult to update. An exception is a chronological bundle of documents or bunch of annexures/exhibits.

5.   Please avoid sending native email chains. These often do not open and are difficult to file – especially when there are embedded attachments. Instead, please send me PDF versions of these documents.

6.   When sending links or documents to be downloaded, please copy my secretary Joanne Andrews at **joanne.andrews@banco.net.au** to ensure a smooth process.

7.   Please ask my secretary Joanne (8239-0207) or me if you have any queries about the form of an electronic brief.