

Briefing Guidelines and Document Structure

This document sets out the preferred format for preparing briefs, along with guidance on document formatting and the process for managing updates.

Document Format Guidelines

1. I use PDF expert and LiquidText.
2. Searchable PDFs are preferred, as they enable easier navigation and review.
3. Generally, it is better for me to receive a brief of single pdfs rather than all documents combined in one long PDF, as this is hard to navigate and update.
4. If a document includes an attachment, please combine both into a single PDF file.
5. Please avoid sending native email chains as they often do not open and are hard to file when there are embedded attachments. Instead, please send a PDF of the whole document.
6. It makes it much easier to find a document quickly in the brief if the file name includes just the essential information (eg: Statement of Claim 3 April 2025) without any additional information (eg: your client name, document ID).

Brief Folder Structure

7. This is a suggested brief structure. Giving each document a unique number means the brief can be updated without disturbing the existing structure. It also makes things easier for the solicitor and Counsel team to be working from the same numbering system.

Brief to Clarissa Amato

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Folder A. Observations

Tab A.1 Observations

Folder B. Pleadings

Tab B.1 – Statement of Claim 3 April 2025

Any brief updates would then become the next number B.2 and so on.

Folder C. Affidavits and exhibits

Tab C.1 – Affidavit Ms Julie Smith 27 April 2025

Tab C.2 – Exhibit JS-1 27 April 2025

Any brief updates would then become the next number C.3 and so on.

Folder D. Orders

Tab D.1 – Orders

Any brief updates would then become the next number D.2 and so on.

Folder E. Key correspondence

Tab E.1 – Letter Y firm to Z firm 15 May 2025

Any brief updates would then become the next number E.2 and so on.

Folder F. Transcripts

Tab F.1 – Transcript 25 May 2025

Any brief updates would then become the next number F.2 and so on.

Folder G. Working documents

Tab G.1. – Pleadings matrix

Any brief updates would then become the next number G.2 and so on.

Brief Updates

8. Please send all updates to the brief (either emailed documents or a link to a secure sharefile) to me, copied to my PA, Isabella Fisk (Isabella.fisk@banco.net.au) together with a list of the documents being added or updated so it is clear what has changed. This ensures updates can be managed efficiently and accurately.
9. Please ask my PA, Isabella Fisk (9376 0600) if you have any questions about the format of electronic briefing.