Electronic briefing guide

Document Format

1. I use PDF expert and LiquidText.

2. Searchable PDFs are preferred, as they enable easier navigation and review.

3. Ideally, please send 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.

5. In the case of emails, please send a PDF of the whole document, including any attachments. Native email chains invariably do not open.

6. As to file names, 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 structure

7. Below is suggested brief structure, which can be adapted to suit each matter. Giving each document a unique number means the brief can be updated without disturbing the existing structure.

   Brief to Clarissa Amato

   Index

   Folder A. Observations
   Tab A.1 Observations dated 20 March 2026
   Tab A.2 Observations dated 26 April 2026

   Folder B. Pleadings
   Tab B.1 – Statement of Claim 3 April 2026
   Tab B.2 - Amended Statement of Claim 20 July 2026

   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 2026
   Tab C.2 – Exhibit JS-1 27 April 2026
   Any brief updates would then become the next number C.3 and so on.

   Folder D. Orders
   Tab D.1 – Orders of Jones J 25 July 2026
   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 2026
   Any brief updates would then become the next number E.2 and so on.

   Folder F. Transcripts
   Tab F.1 – Transcript 25 May 2026

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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.

Initial observations and ongoing instructions

8. Initial observations should be cross referenced to the relevant document/s in the electronic brief. Those observations go at Folder A of the brief.

9. As the matter progresses, there may be additional issues that you would like me to consider. In that case, please:

    a. send a short note of observations or request for advice by email, cross referenced to the relevant document in the brief (cc: my assistant, Katie Gow Katie.gow@banco.net.au); and
    b. add that observation/request for advice to the electronic brief in folder A (see above).

10. In the case of short updates or tasks (eg: an email to settle orders or correspondence), an email with the relevant information is fine, but please include a reference to the relevant document/s in the electronic brief.

Updates to the brief

11. When a new document or documents are added to the brief, please email me and my assistant, Katie Gow Katie.gow@banco.net.au, attaching: (a) an updated index (b) the relevant documents to be added to the brief or a link to secure ShareFile. The index should be marked in a way that makes clear what has been added.

12. For any questions about the electronic briefing and updating process, Katie can be contacted on 9376 0626 or by email at Katie.gow@banco.net.au,

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