

## MEMORANDUM

**From:** Brian Lawlor  
**To:** Team Gizmo  
**Date:** September 18, 2008  
**Re:** File-naming “best practices”

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### Template:

[draft / final] [document type] [party / case] [subject] [date] [file extension]

### Good Examples:

1085writ\_adams\_09-18-08.wpd  
draft\_1085writ\_adams\_09\_04\_2008.wpd  
final\_interogs\_garcia.doc  
draft\_notice\_appeal\_delaney.pdf  
letter\_to\_AG\_athens\_report\_10-2007.doc  
response\_motion\_strike\_oliver\_040105.wpd  
HowToSetAsideDefault\_benchmark\_2006.ppt

### Not-so-good examples:

1085writadams091808.wpd  
draft\_1085writ.wpd  
final\_interogs.doc  
draft\_notice\_delaney.pdf  
AG\_athensreport\_october.doc  
strike\_040105.wpd  
Benchmark\_2006.ppt

### Really, *really* [real-world] bad examples:

*anything.com* or \*.brf or \*.ltr or \*.frm or \*.pet or \*.cmplt or \*.not . . .  
my\_form.doc  
one-more.wpd  
draft.ppt  
...