



**DOCUMENT NAMING CONVENTION
ELECTRONIC PREPERATION AND PRESENTATION OF EVIDENCE (EPPE)**

REFERENCE PR 12/2016

ATTACHMENT 9

Document Naming Convention

Logical Message identifier (LM..)	MG Reference	Naming Convention	Example
LM07	MG2	Doc Name, witness SURNAME First Name	MG2 BLOGGS Joe
LM07	MG3	Doc Name Author	MG3 – Police (or CPS) <i>(NB no requirement to return CPS MG3 as part of case file)</i>
LM07	MG3a	Doc Name Author	MG3a – Police (or CPS) <i>(NB no requirement to return CPS MG3a as part of case file)</i>
LM07	MG4	Doc Name, defendant SURNAME, First Name	MG4 BLOGGS Joe
LM07	MG4A	Doc Name, defendant SURNAME, First Name	MG4A BLOGGS Joe
LM07	MG4B	Doc Name, defendant SURNAME, First Name	MG4B BLOGGS Joe
LM07	MG4C	Doc Name, defendant SURNAME, First Name	MG4C BLOGGS Joe
LM07	MG4D	Doc Name, defendant SURNAME, First Name	Postal Requisition for BLOGGS Joe
LM07	MG4E	Doc Name, defendant SURNAME, First Name	Postal Requisition for BLOGGS Joe
LM07	Certificate of Service	Doc Name, defendant SURNAME, First Name	Certificate of Service for BLOGGS Joe

LM07	MG5	Doc Name	MG5
LM07	MG6	Doc Name	MG6
LM07	MG6A	Doc Name	MG6A
LM07	MG6B	Doc Name	MG6B
LM07	MG6C	Doc Name	MG6C
LM07	MG6C Continuation	Doc Name cont.	MG6C cont.
LM07	MG6D	Doc Name	MG6D
LM07	MG6E	Doc Name	MG6E
LM07	MG7	Doc Name, defendant SURNAME, First Name	MG7 BLOGGS Joe
LM07	MG8	Doc Name, defendant SURNAME, First Name	MG8 BLOGGS Joe
LM07	MG9	Doc Name	MG9
LM07	MG10	Doc Name	MG10 Police
LM07	MG10	Doc Name	MG10 Civilian
LM05	MG11	Doc Name, witness SURNAME First Name, date of statement	MG11 SMITH John 08/07/2015

LM05	MG11 Handwritten	Doc Name, witness SURNAME First Name, date of statement H/W	MG11 SMITH John 08/07/2015 H/W
LMO5	MG11 VPS	Doc Name, witness SURNAME First Name, date of statement	MG11 VPS SMITH John 08/07/2015
LM07	MG11B	Doc Name, witness SURNAME First name, date	MG11B Back SMITH John 08/07/2015
LM07	MG12	Doc Name	MG12
LM07	Application for Court Order	Doc Name	Application for Criminal Behaviour Order (e.g.)
LM07	MG14	Doc Name	MG14
LMO6	MG15	Doc Name, defendant SURNAME First Name Date of interview Time of interview	MG15 SMITH John 15/05/2015 13:06 to 13:56
LM06	Exhibit	Ex Ref No. Description	Ex AB1 Photos of injuries SMITH John
LM07	MG16	Doc Name	MG16
LM07	MG17	Doc Name	MG17
LM07	MG18	Doc Name	MG18
LM07	MG19	Doc Name victim SURNAME first name	MG19 SMITH John

LM07	MG20	Doc Name	MG20
LM07	MG21	Doc Name	MG21
LM07	MG21 –FSP	Doc Name	MG21
LM07	MG21A	Doc Name	MG21A
LM07	Prosecutors PNC print	Doc Name defendant SURNAME First Name	PNC – Pros BLOGGS Joe
LM07	Court Defence Probation PNC print	Doc Name defendant SURNAME First Name	PNC – Crt/Def/Prob BLOGGS Joe
LM07	MGDD A/B/C	Doc Name,	MGDD (A)
LM07	MG22(b) SFR1	Doc Name, description	SFR 1 (Fingerprints) SFR1 (DNA)
LM07	MG22(c) SFR 2	Doc Name, description	SFR 2 (Fingerprints) SFR 2 (DNA)
LM07	SDC	Doc Name	Streamline Disclosure Certificate
LM07	Unused Material	Unused Schedule/SDC, Item No, Item Name	Examples below:

LM07	Custody Record	Doc Name, Item No, Item Name	MG6C Item 1 Custody Record
LM07	ID Procedures	Doc Name, Item No, Item Name	MG6C Item 2 VIPER
LM07	Interview Plan	Doc Name, Item No, Item Name	MG6C Item 3 Interview plan 10/05/15 13:06 to 13:56
LM07	PNB	Doc Name, Item No, Item Name	MG6C Item 4 PNB PC 103 BROWN
LM07	Witness PNC	Doc Name, Item No, Item Name	MG6C Item 5 Witness PNC SMITH John

This naming convention is the minimum standard expected to be followed.

Where an individual's name is recorded in the naming convention, the SURNAME (in CAPITALS) should be listed first followed by the forename.

Any document that is being sent in support of an order should begin with the prefix of the order being sought followed by the description of the document e.g. CBO (Criminal Behaviour Order) MG11 Smith John.

Any document that is being sent in support of the Defendant's Bad Character should be named as MG16, Name of Document

THE ABOVE LIST IS NOT EXHAUSTIVE