

Electronic File Naming Convention (E-File Name)

The electronic file shall be named in accordance with the following UTF naming conventions:

E - Edmonton C - Calgary R - Regional	V - Civil C - Criminal F - Family Y - Youth O - Other	P - Provincial Q - Queen's Bench	Last two digits of year produced "09"	Person's full last name followed by first initial of first name
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- i. The first character shall coincide with the first letter of the location where the transcript is being produced: 'E' for Edmonton, 'C' for Calgary (includes Airdrie, Banff, Canmore, Cochrane, Didsbury, and Okotoks), and 'R' for Regional (includes all other locations);
- ii. The second character shall coincide with the type of proceeding: 'V' for Civil, 'C' for Criminal, 'F' for Family, 'Y' for Youth, and 'O' for Other;
- iii. The third character shall coincide with the name of the trial court: 'P' for Provincial Court of Alberta, and 'Q' for Court of Queen's Bench;
- iv. The next two characters shall be the last two digits of the year the transcript is produced: '09' for 2009;
- v. The next characters shall coincide with the full last name of the first plaintiff/accused;
- vi. The last character shall coincide with the first initial of the first name of the first plaintiff/accused:

For example: For an Edmonton, Criminal, Queen's Bench, 2009 file, where the accused name is John Doe, the UTF electronic file name would be: ECQ09DOEJ.pdf

- vii. If the electronic file already exists, the naming convention would be altered to include the full last name followed by the first four letters of the first name:

For example: ECQ09DOEJOHN.pdf

- viii. If the electronic file already exists, the naming convention would be altered to include a sequential number:

For example: ECQ09DOEJOHN1

- ix. In cases where a style of cause contains a party name that is so common that confusion could result (such as the City of Edmonton), the least common name in the style of cause should be used.
- x. In cases where a style of cause contains two company names, use the least common name in the style of cause.