



The Government of The United States of America
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General Post Master Council

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GENERAL ORDER 6017-001 Judicial Branch Electronic Naming Convention

The Court has determined there is an immediate need for a standardized naming convention for electronic litigation files entered into or created within the judicial branch of the Government of The United States of America. The Court has adopted a non-print dependent (often referred to as “medium neutral”) naming convention, as follows:

1) Party-v-Party 2) Year 3) Court 4) Case Number 5) Record Name and Sequence Number

1) Parties to the Case: use the surname of individual litigants. For entities use the entity name (or substantial portion of) to identify the entity.

2) Year represents the year of Yahweh the case was filed

3) Use abbreviation of Court where the action was filed (GPMC / HRTI / WCT)

4) Case Number is the first eight (8) digits of the assigned case number

5) Document Name identifies the specific record and a two (2) digit sequence number is used to ensure a unique reference.

* A hyphen is to be used to separate text

e.g.

Jones-v-Smith-6017-GPMC-12345678-motion01

Jones-v-Smith-6017-GPMC-12345678-motion02

Jones-v-State-of-Colorado-6017-HRTI-12345678-affidavit01

SO ORDERED on this 305th day, in the year of Yahweh, 6017.



Chief Judge

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