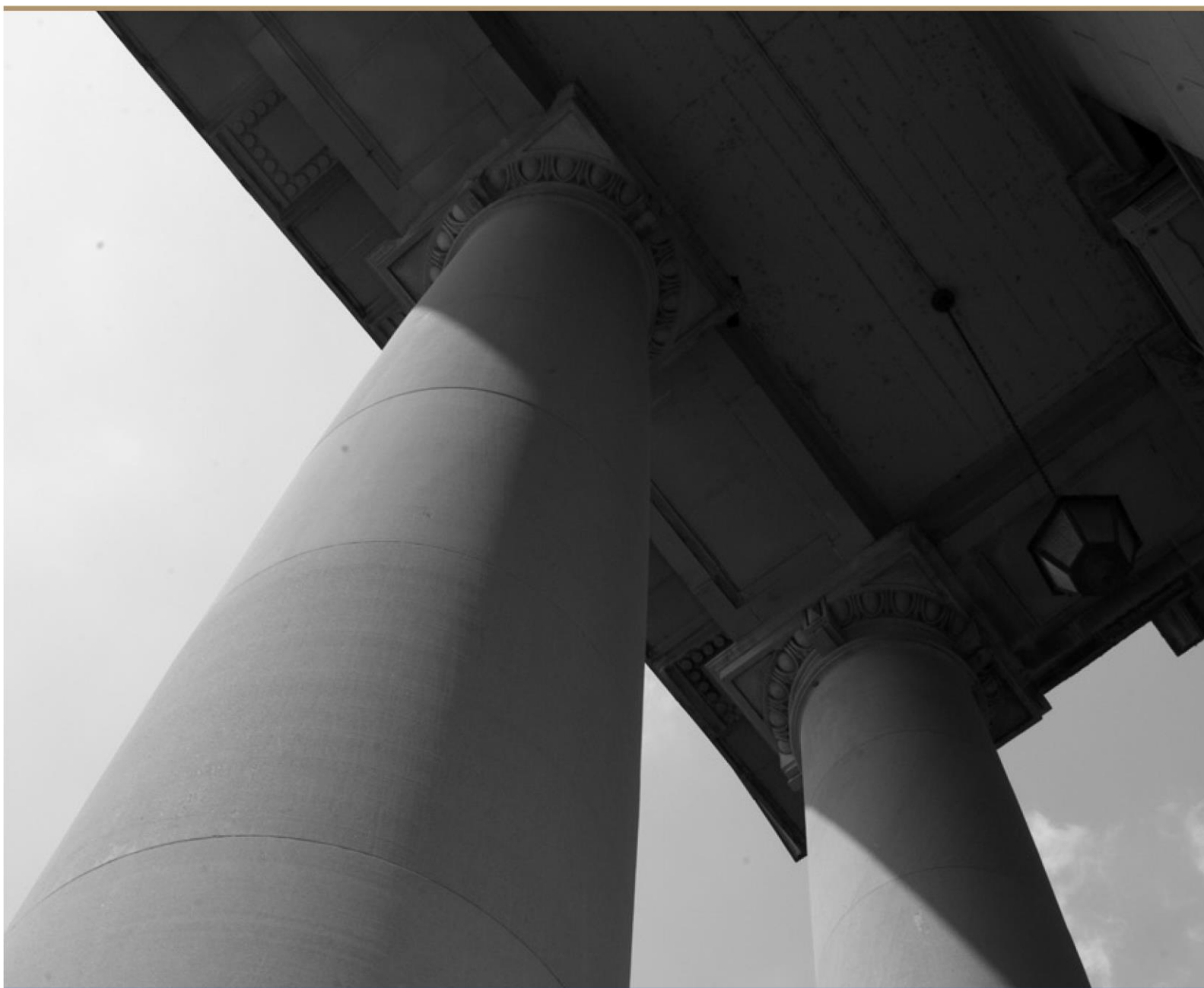




## DOCUMENT NAMING STANDARDS FOR FILE & SERVE FILERS



# DOCUMENT NAMING STANDARDS FOR EFILERS

## Introduction –

[File & Serve](#) is a product that allows you to submit documents (efiling) to the courts through electronic means. To help process your efiling faster, we highly recommend that you follow the below document naming conventions when saving your documents as a PDF file. The consistent naming conventions will help the reviewers identify your efilings easily.

## Document Naming Standard -

- The first part of the naming standard is the party title of the party filing the document (e.g., plaintiff, defendant, petitioner, respondent, State, administrator, executor, guardian, creditor, beneficiary, trustee, juvenile, movant, intervenor, etc.)
- The second part of the naming standard is the party's last name. If the party is a corporate entity or an organization, the party should enter a shortened easily identifiable name for itself. When a document is filed on behalf of multiple parties, the filer should include the last name of each party. If there are too many parties to name, the filer should list "Joint" after the party title.

NOTE: This second part does not apply to criminal, infraction, and juvenile delinquency case types.

- The third part of the naming standard is the title of the document included in the caption, the title of the AOC form, or the form number of the AOC form being filed.
- No periods or commas should be entered for any other part of the filing's name. Possessive language should not be used in the file name to avoid the use of apostrophes (e.g., use "Plaintiff Smith Motion..." rather than "Plaintiff Smith's Motion...")
- Examples:
  - Plaintiff Smith Motion to Compel
  - Defendant Joint Motion to Quash
  - Applicant Jones AOC-CR-225
  - Executor Smith AOC-E-506
  - Guardian Williams Motion in the Cause
  - Creditor Wells Fargo Claim Against Estate
  - Trustee Johnson Petition to Ascertain Beneficiaries

