



SUGGESTED NAMING SYSTEM FOR TrialWorks

TAB	DOCUMENT CATEGORY	DOCUMENT NAME
Ancillary	Admin	Administrative docs
Ancillary	Authorization	HIPPA Employment Education Social Security IRS Substitution of Counsel
Ancillary	Client Docs	Tobacco Questionnaire Client Inquiry Form
Ancillary	Envelopes	[Name] – Envelope
Ancillary	Expert Docs	Expert Name – Description of documents or materials (i.e. Smith – CV)
Ancillary	Labels and Indexes	Index Title-Volume Label description Binder Spines
Ancillary	Notes	Author and description of notes (hand-written notes that are scanned)
Ancillary	Research	Subject matter of research (case law should be saved in Research tab)



Ancillary	Retainer Docs	Retainer Agreement Statement of Clients Rights (SOCR) MMP Waiver Addendum to Retainer Agreement Affidavit on Fee Approval Petition on Fee Approval (<i>copy doc to Pleadings tab</i>)
Ancillary	Settlement	General Release Settlement Demand/Proposal Settlement Rejection Settlement Acceptance Closing Statement and Copies of Disbursements



Ancillary	<p>Trial</p> <p><i>All items listed should be copied to the Trial Material tab for the trial notebook</i></p>	<p>Voir Dire/Jury Selection</p> <p>Jury Instructions</p> <p>Opening Statement</p> <p>Closing Argument</p> <p>Trial Subpoena Table</p> <p>Depo Table</p> <p>Trial Chronology</p> <p>Witness Line-Up</p> <p>Case Scenario</p> <p>Medical Chronology</p> <p>Medical Bills Summary</p> <p>Costs of Our Firm and co-counsel</p> <p>Summary of Settlement Demands and Offers</p> <p>Trial Order Checklist</p>
Correspondence	Attorney	Subject of letter (i.e. dates for expert deposition)
Correspondence	Client	Subject of letter (i.e. transmittal of rogs)
Correspondence	Fax Cover Sheet	Fax Cover to [name of recipient]
Correspondence	Insurance	Subject of letter (i.e. request inspection of vehicle)
Correspondence	Judge	Subject of letter (i.e. transmittal of proposed order)
Correspondence	Medical	Subject of letter (i.e. request updated medical bills)
Correspondence	Expert Witness	Subject of letter (i.e. request for depo dates)
Correspondence	Lay Witness	Subject of letter (i.e. request for statement)
Correspondence	Various Agencies	Subject of letter



Costs	Invoices for advanced client costs (no medical bills)	DO NOT SCAN ITEMS TO COSTS UNTIL FURTHER NOTICE
Depositions	Depo notices and transcripts <i>(subpoenas are in separate tab)</i>	Witness (Deponent) Name
Hearings	Notices Re-Notices X-Notices Cancellations Transcripts	Motion to be Heard
Legal/Discovery	RFA (Req for Admissions) <i>(copy motions and orders to Pleadings tab)</i>	P RFA to D, Smith dated 1-1-07 D Smith Objections to P RFA dated 1-1-07 P Motion to Compel Better Responses to RFA dated 1-1-07 Order on Ps Motion to Compel Better Responses to RFA dated 1-1-07 D Smith Responses to Ps RFA dated 1-1-07 Add description of requests to Notes field
Legal/Discovery	Rogs (Interrogatories) <i>(copy motions and orders to Pleadings tab)</i>	Ps Rogs to D, Smith dated 1-1-07 D Smith Objections to Ps Rogs dated 1-1-07 Ps Motion to Compel Better Answers to Rogs dated 1-1-07 Order on Ps Motion to Compel Better Answers to Rogs dated 1-1-07 D Smith Answers to Ps Rogs dated 1-1-07 Add description of requests to Notes field



Legal/Discovery	RTP (Req for Production) <i>(copy motions and orders to Pleadings tab)</i>	Ps RTP to D, Smith dated 1-1-07 D Smith Objections to Ps RTP dated 1-1-07 Ps Motion to Compel Better Responses to RTP dated 1-1-07 Order on Ps Motion to Compel Better Responses to RTP dated 1-1-07 D Smith Responses to Ps RTP dated 1-1-07 D Smith Request for Copies of Ps Responses to RTP dated 1-1-07 Add description of requests to Notes field
Legal/Discovery	Trial (Expert Witness Interrogatories, Trial Req for Production, Trial Interrogatories) <i>(copy motions and orders to Pleadings tab)</i>	Ps Trial RTP to D, Smith dated 1-1-07 D Smith Objections to Ps Trial RTP dated 1-1-07 Ps Motion to Compel Better Responses to Trial RTP dated 1-1-07 Order on Ps Motion to Compel Better Responses to Trial RTP dated 1-1-07 D Smith Responses to Ps Trial RTP dated 1-1-07 Add description of requests to Notes field
Legal/Discovery	Presuit	Ps Presuit Rogs to D Hospital dated 1-1-07 D Hospital Answers to Presuit Rogs dated 1-1-07 Add description of request in Notes field
Legal/Discovery	Non-Party Production <i>(copy motions and orders to Pleadings tab)</i>	NPNP to [name of non-party] Request for Copies to D Hospital for NPNP dated 1-1-07 Add info such as 'client previous employer' in Notes field



Medical	Includes medical records, bills, liens, electronic requests to MediConnect <i>(copy links to Production Tracker)</i>	Provider and date info to be entered when creating requests Records are filed in this tab electronically by MediConnect or manually Use check boxes in record detail for bills, x-rays, liens LIENS must be entered on Medical tab. Enter amount of lien and amount paid if applicable. After you have entered the \$ amounts, click the check box for lien. This will send the data to the Insurance/Liens tab and you will be able to generate a report. Do not click this box if you do not have \$ amounts available.
Memo	Includes inter-office memos, to do lists and misc docs	Description of document (i.e. Trial To Do List)
Pleading	Affidavit	Affidavit of [Name] *if applicable 'In Support/Opposition to [Motion or Memo]'
Pleading	Answers	D, Smith Answer to [Initial, 1 st Amended, etc] Complaint
Pleading	Civil Cover Sheet	Civil Cover Sheet
Pleading	Complaints	Ps Complaint, 1 st Amended Complaint, 2 nd Amended Complaint, etc
Pleading	Denial of Affirmative Defenses	Ps Denial of Affirmative Defenses
Pleading	Memorandum of Law	Memo in Support/Opposition to [Motion]



<p>Pleading</p>	<p>Motions</p> <p><i>(copy motions and orders regarding discovery to Legal/Discovery tab)</i></p> <p>It is key that all related docs line up on tab. Saving with consistent names will force this to occur.</p> <p>Add description of specific discovery requests in motion under Notes field</p>	<p>P/Ds Motion to Compel [subject matter] P/Ds Motion to Compel Dates of Availability for [name of witness] P/Ds Motion to Dismiss [name of party] P/Ds Motion for Sanctions Against [name of party; add subject matter in Notes] P/Ds MSJ [subject matter in Notes] P/Ds Amended MSJ Ps Motion for Default Against [name of party] P/Ds Motion to Strike [subject matter] P/Ds Motion for Enlargement of Time [subject matter] P/Ds Motion to Shorten Time [subject matter] P/Ds Motion for Reconsideration as to [subject matter] P/Ds Motion for Extension of Time to [subject matter] P/Ds Motion for Protective Order on [subject matter] P/Ds Motion for Entry of Order on [subject matter] P/Ds Motion to Appoint Commissioner as to Deposition of [Witness Name] P/Ds Ex Parte Motion to [subject matter]</p>
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Pleading	Notice <i>(copy notices regarding discovery to Legal/Discovery tab)</i>	P/Ds Notice for Trial P/Ds Notice of Voluntary Dismissal of [name of party] P/Ds Notice of Unavailability of [name of attorney; add dates in Notes field] P/Ds Notice of Vacation of [name of attorney; add dates in Notes field] P/Ds Notice of Filing in Support/Opposition P/Ds Notice of Filing [attachment] P/Ds Notice of Substitution of Counsel P/Ds Notice of Change of Address
Pleading	Orders <i>(copy orders regarding discovery to Legal/Discovery tab)</i>	Order Granting/Denying [Name of Motion] Trial Order for [trial date] <i>(copy to Trial Material Tab)</i>
Pleading	Petition	Petition on Fee Approval <i>(copy to Ancillary tab)</i> Petition for Extension of SOL
Pleading	Presuit	Ps NOI to [Potential Def] D Smith Response to NOI D Smith Denial of Claim USS of [Name of Witness]

Pleading	Trial <i>All items should be copied to Trial Material tab for trial notebook</i>	P/Ds Expert Disclosure and/or Availability P/Ds Supplemental Expert Disclosure P/Ds Withdrawal of [Name of Expert] P/Ds PTS Joint PTS P/Ds Witness and Exhibit Lists P/Ds Adoption of Previously Filed PTS, Witness and Exhibit Lists P/Ds Motion in Limine on [subject matter] P/Ds Motion to Bifurcate Trial Verdict Form Final Judgment
Pleading	Probate	Letters of Administration Oath of Personal Representative Order Approving Personal Representative Petition for Administration
Pleading	Proof of Service <i>(summonses only; subpoenas are in a separate tab)</i>	[Name of Defendant] - Proof of Service for [Version of Complaint]
Pleading	Summons	[Name of Defendant] – Summons for [Version of Complaint]
Research	Law	Case law, statutory law, appellate briefs (Add issue in description field)
	Other	Websites (Add issue in description field)



Subpoena	Subpoenas and Proofs of Service	[Name of Witness] – Subpoena for Trial [Name of Witness] – Amended Subpoena for Trial [Name of Witness] – Subpoena for Deposition [Name of Witness] – Amended Subpoena for Deposition Proof of Service gets filed with Stamped Copy of Subp as Additional
Appeals	Notice	Notice of Appeal Notice of Cross-Appeal
Appeals	Index	Index to Record
Appeals	Appendix	Appendix to [Name of Brief]
Appeals	Reply	Reply to [Name of Brief]
Appeals	Response	Response to [Name of Brief]

Production Tracker	<p>Document production, bates stamped docs, exhibits</p> <p>Tracks discovery request that prompted production of item</p> <p>Allows user to conduct a 'Discovery Query' using key words</p> <p>Item Type is same as Doc Category (this is</p>	<p>File as Item Type CLIENT DOCS:</p> <p>Drivers License</p> <p>Social Security Card</p> <p>Client Diary</p> <p>Lease Agreement</p> <p>Contract</p> <p>Death Certificate</p> <p>Birth Certificate</p> <p>Tax Returns [year] – file each year separately</p>
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a building list in Production Tracker)

Redacted and/or Full Description available

File as Item Type DEF DOCS:

Driving History – [Def Name]

Drivers License – [Def Name]

Medical Records – [Def Name]

Tax Returns [year] – [Def Name]

File as Item Type PHOTOS:

Police Photos taken by [agency or photographer]

Aerial Photos taken by [agency or photographer]

Scene Photos taken by [agency or photographer]

Vehicle Photos taken by [agency or photographer]

Injury Photos taken by [agency or photographer]

File as Item Type INSURANCE:

Declarations Page and/or Complete Policy

File as Item Type EXPERTS:

[Name of Expert] – CV

[Name of Expert] – Report

[Name of Expert] – Updated Report

**TW is working on an update that will allow users to link CV to activated 'Expert Tab' in Contacts, then copy CV to Production Tracker*



File as Item Type INVESTIGATION:

Homicide Report
Accident Report
Traffic Court Docs
Criminal Court Docs
Background Check Docs
Driving History
Vehicle Title and Registration
Witness Statements
Accident Reconstruction
EMS Report
Traffic Light Sequence
Day in the Life
Docs regarding Similar Incidents
Professional Profiles

File as Item Type MMP LIABILITY:

[Name of Facility] Policies and Procedures
[Name of Facility] Hospital Bylaws
Presuit Notices
Presuit Discovery
Denial of Claim



[Name of Facility/Physician] Hospital/Physician Relationship Contracts

[Name of Facility/Physician] Hospital/Physician Financial Docs

File as Item Type MEDICAL RECORDS (copy link from Medical tab):

[Name of Provider] - Records

File as Item Type MEDICAL BILLS (copy link from Medical tab):

[Name of Provider] – Bills