

# Transcript Filename Convention

May 9<sup>th</sup>, 2002, v.2.2

**FINAL DRAFT**

By Winchel "Todd" Vincent III  
Project Director  
([Winchel@mindspring.com](mailto:Winchel@mindspring.com))

Georgia State University Electronic Court Filing Project  
E-CourT-Filingproject  
<http://e-ct-file.gsu.edu/>

For Georgia Courts Automation Commission

For More Information Contact:

Georgia Courts Automation Commission  
Jerry Garland, Executive Director  
244 Washington Street  
Atlanta, Georgia 30334  
[garlandj@gcac.courts.state.ga.us](mailto:garlandj@gcac.courts.state.ga.us)

## Contributors

Comments and contributions to this document have been received by:

- Judge David Emerson, Douglas County Superior Court
- Lynn Epps, Board of Court Reporting
- Jerry Garland, Georgia Courts Automation Commission
- Leslie Johnson, Board of Court Reporting
- John Ruggeri, Court of Appeals of Georgia
- Sherie Welch, Supreme Court of Georgia

# Table of Contents

<b><u>TRANSCRIPT FILENAME CONVENTION</u></b>	<b>1</b>
<b><u>CONTRIBUTORS</u></b>	<b>2</b>
<b><u>TABLE OF CONTENTS</u></b>	<b>3</b>
<b><u>TRANSCRIPT FILENAME CONVENTION</u></b>	<b>4</b>
<b><u>I. INTRODUCTION</u></b>	<b>4</b>
<b><u>II. SPECIFICATION</u></b>	<b>4</b>
<b>CD-ROM PREPARATION</b>	<b>4</b>
<b>TRANSCRIPT FILENAME FORMAT</b>	<b>5</b>
<b>RULES OF CONSTRUCTION</b>	<b>5</b>
<b>ELEMENT ONE: TRANSCRIPT</b>	<b>6</b>
<b>ELEMENT TWO: CASE NUMBER</b>	<b>6</b>
<b>ELEMENT THREE: DATE</b>	<b>6</b>
<b>ELEMENT FOUR: VOLUME</b>	<b>7</b>
<b>ELEMENT FIVE: PAGE NUMBER</b>	<b>7</b>
<b>ELEMENT SIX: VERSION</b>	<b>8</b>
<b>ELEMENT SEVEN: PARTIES</b>	<b>9</b>
<b>ELEMENT EIGHT (OPTIONAL): SPEAKER</b>	<b>9</b>
<b>ELEMENT NINE: FILE EXTENSION</b>	<b>9</b>
<b>EXAMPLES</b>	<b>10</b>
<b><u>III. COMMENTARY ON FILE NAMING CONVENTIONS</u></b>	<b>10</b>
<b>FILENAMES SHOULD BE READABLE BY HUMANS AND MACHINES</b>	<b>10</b>
<b>USE LONG FILENAMES INSTEAD OF SHORT FILENAMES</b>	<b>11</b>
<b>FILENAMES SHOULD ALPHABETIZE AND GROUP</b>	<b>11</b>
<b>FILENAMES SHOULD USE DELIMITERS</b>	<b>14</b>
<b>FILENAMES SHOULD CONTAIN DATES</b>	<b>14</b>
<b>FILENAMES MAY CONTAIN VERSION INFORMATION</b>	<b>14</b>
<b>FILENAMES SHOULD USE STANDARD FILE EXTENSION</b>	<b>14</b>
<b><u>APPENDIX A: VERSIONS</u></b>	<b>15</b>

# Transcript Filename Convention

May 9<sup>th</sup>, 2002, Version 2.2  
By Winchel “Todd” Vincent  
([Winchel@mindspring.com](mailto:Winchel@mindspring.com))

Georgia State University Electronic Court Filing Project

**FINAL DRAFT**

## I. Introduction

The Supreme Court of Georgia, the Court of Appeals of Georgia, the Board of Court Reporting, and Georgia Courts Automation Commission seek to develop an electronic filing system that will enable Georgia Court Reporters to file electronic transcripts into the Georgia trial and appellate courts. The goal is to put in place a simple system that requires minimum development and minimum impact on current court reporting practices and procedures.

To facilitate electronic submission of transcript, in June 2001, the Judicial Council of Georgia approved rules that amended the Court Reporter’s Fee Schedule and that permit court reporters to file electronic transcripts into the courts on CD-ROM in Adobe PDF format.<sup>1</sup>

The Court Reporter’s Fee Schedule as approved by the Judicial Council of Georgia states:

The rate to be paid to court reporters for copies of diskettes of any size, when ordered in conjunction with the transcript, shall be \$30.00 for each ASCII diskette and \$60.00 for each compact disc (CD). This shall only apply in cases where the court reporter has the capability and is willing to provide such service.

This document specifies a *Transcript Filename Format* for the names of transcript files saved on CD-ROM. The filename format is appropriate for use by trial and appellate courts.

## II. Specification

### ***CD-ROM Preparation***

The CD-ROM delivered to the court must include the following:

- Transcript files that follow the *Transcript Filename Format* specified in this document, below.

---

<sup>1</sup> Most Windows-based and Macintosh-based software can “print” to a PDF file in the same way that one would print to a paper document. Some programs have this functionality built-in. Otherwise, the Adobe Acrobat (writer) can be purchased and installed for this functionality. See <http://www.adobe.com/products/acrobat/main.html>.

- A file named “Index.pdf” that includes the same information as a transcript’s paper index.

The CD-ROM should be on readable-write-once media only. The CD-ROM should not be on readable-write-many media.

Each CD-ROM must be full before another CD-ROM is used. If multiple CD-ROMs are used, the “Index.pdf” file should be included on each CD-ROM. CD-ROM(s) should be clearly labeled and delivered to the court with a paper index of the files on the CD-ROM(s).

If multiple CD-ROMs are delivered to the court, each CD-ROM should be numbered using the format X of Y, where X is a unique number in the set of the total (Y) CD-ROMs For example,

1 of 3  
2 of 3  
3 of 3

The CD-ROM label should include the Court Reporter’s name, postal address, phone number, and email address.

Files on the CD-ROM should not be password protected or have any other electronic “locks” that would make the files difficult to access by the court.

## ***Transcript Filename Format***

### **Rules of Construction**

A transcript filename must contain eight of the following nine data elements, in order, delimited by an underscore.

- Element One: Transcript
- Element Two: Case Number
- Element Three: Date (YYYY\_MM\_DD)
- Element Four: Volume
- Element Five: Page Number
- Element Six: Version
- Element Seven: Parties
- Element Eight: (Optional): Speaker
- Element Nine: File Extension

### **Element One: Transcript**

A transcript filename must begin with the word “Transcript”. The initial “T” in “Transcript” must be capitalized. The word “Transcript” must be spelled completely and may not be abbreviated.

For example:

Transcript

### **Element Two: Case Number**

The second data element of a transcript filename must be the case number as it appears on the caption of the transcript.

For example:

Transcript\_CV00084

Dashes may be used in the case number. For example, CV-00084 is acceptable. The case number may be any number of digits.

### **Element Three: Date**

The third data element of a transcript filename must be the date, in the following format:

YYYY\_MM\_DD

where Y = Year, M = Month, and D = Day. Single digit months and days must be padded with a zero (“0”).

The date in the filename represents the date when the transcript was taken. If the transcript was taken on more than one day, then the first date in time should be used. For example, if the transcript began on July 15<sup>th</sup>, 2001 and ended December 14<sup>th</sup>, 2001, then the transcript filename would include:

Transcript\_CV00001\_2001\_07\_15

If the transcript is to be broken into multiple files, then the files should be broken apart according to volumes (see Element Four: Volumes, below). In this case, the date on the first page of the volume should be used in the filename.

For example, if the first page of Volume 1 begins on July 15<sup>th</sup>, 2001, the first page of Volume 2 begins on July 22<sup>nd</sup>, 2001, and the first page of Volume 3 begins on August 2<sup>nd</sup>, 2001, then the first, second, and third file names would begin with:

Transcript\_CV00001\_2001\_07\_15 (Volume 1)

Transcript\_CV00001\_2001\_07\_22 (Volume 2)

Transcript\_CV00001\_2001\_08\_02 (Volume 3)

### **Element Four: Volume**

The fourth element of a transcript filename must be the volume of the transcript in the following format:

VolXX

Where XX is a number between 00 and 99. If the volume number is a single digit, then the volume number must be padded with a zero (“0”).

The volume number must be present.

For example:

Transcript\_CV00001\_2001\_07\_15\_Vol01

Transcript\_CV00001\_2001\_07\_22\_Vol02

Transcript\_CV00001\_2001\_08\_02\_Vol03

If the transcript does not have multiple volumes or if there is no volume number, then the volume number in the filename should be Vol00 or Vol01.

A transcript without a volume number could have either of the following two filenames:

Transcript\_CV00001\_2001\_07\_15\_Vol00

Or

Transcript\_CV00001\_2001\_07\_15\_Vol01

Transcripts with more than 99 volumes may use more than two digits for the volume number.

### **Element Five: Page Number**

The fifth element of a transcript filename must be the first page number of the transcript or transcript volume in the following format:

PgXXXXX

where X is a five digit page number, padded with zeros, if necessary.

For example:

Transcript\_CV00001\_2001\_07\_15\_Vol01\_Pg00001

Transcripts that are longer than 99,999 pages may use more than five digits.

### **Element Six: Version**

The sixth element of a transcript filename must be the version of the transcript in the following format:

VerX\_Y

where X = major version number and Y = minor version number.

The original, certified copy of the transcript must use “Ver1\_0”. Subsequent modifications to the transcript file, if any, must result in a new file with an incremented version number.

Minor revisions to the transcript, made by any person or system, should result in an increment of the minor version number. For example, a minor revision to Ver1\_0 would result in Ver1\_1.

Major revisions to the transcript, made by any person or system, should result in an increment to the major version number and a reset of the minor version number to zero (“0”). For example, a major revision to Ver1\_1 would result in Ver2\_0.

The person or system making the change to the transcript has discretion to decide whether a change is major or minor.

For example:

Transcript\_CV00001\_2001\_07\_15\_Vol01\_Pg00001\_Ver1\_0

would become:

Transcript\_CV00001\_2001\_07\_15\_Vol01\_Pg00001\_Ver1\_1 (minor revision)

Transcript\_CV00001\_2001\_07\_15\_Vol01\_Pg00001\_Ver1\_2 (minor revision)

Transcript\_CV00001\_2001\_07\_15\_Vol01\_Pg00001\_Ver2\_0 (major revision)

Version “v1\_0” must be the official court reporter’s version of the transcript. If changes are made to the transcript by judges, lawyers, or other practitioners, the version number must be incremented and the resulting file can no longer be considered the official transcript.

The inclusion of a version number is not intended to encourage modification of the official transcript from its official form. Rather, the version number provides a mechanism for practitioners to annotate the transcript and save their annotations in an electronic file that is easily distinguished from the official transcript and that will order itself in a directory structure consistent with this file naming convention.

The version number could also be used by court reporters on their systems for draft transcript not in final form and not ready for publishing. For example, a transcript not in final form needing further edits could be:

Transcript\_CV00001\_2001\_07\_15\_Vol01\_Pg00001\_Ver0\_1  
Transcript\_CV00001\_2001\_07\_15\_Vol01\_Pg00001\_Ver0\_2  
Transcript\_CV00001\_2001\_07\_15\_Vol01\_Pg00001\_Ver0\_3

In this case, the final, official transcript would be published as:

Transcript\_CV00001\_2001\_07\_15\_Vol01\_Pg00001\_Ver1\_0

### **Element Seven: Parties**

The seventh element of a transcript filename must be the last names of the plaintiff and defendant (or similar adverse party) separated by “v”. This is referred to as the “style of the case.” For example:

Jones\_v\_Harper

If there are multiple parties for plaintiff or defendant (or similar adverse party), then the filename should include *only* the last name of the *first* party named on the caption of the transcript. If plaintiff is the State of Georgia, then “StateOfGeorgia” (with no spaces) should be used. The naming convention is to capitalize the first letter of each word only, including uppercase capitalization of prepositions (e.g., “For”, “Of”) and conjunctions (e.g., “And”, “Or”). If the party is a corporation or other legal entity, then the name of the legal entity as it appears on the case caption should be used without punctuation.

The style of the case should be the style of the case as it was originally filed. That is, names should not alternate if, in the case of an appeal, the plaintiff becomes the appellee.

For example:

Transcript\_CV00001\_2001\_07\_15\_Vol01\_Pg00001\_Ver1\_1\_StateOfGeorgia\_v\_Harper

### **Element Eight (Optional): Speaker**

Optionally, the last name of the witness, deponent, or other speaker may be appended as the eighth element. For example:

Transcript\_CV00001\_2001\_07\_15\_Vol01\_Pg00001\_Ver1\_1\_StateOfGeorgia\_v\_Harper\_Davis

### **Element Nine: File Extension**

The final element of the transcript filename must be the file extension. For the purposes of this specification, the file extension must be “.pdf” since Adobe PDF is required for filing.

Transcript\_CV00001\_2001\_07\_15\_Vol01\_Pg00001\_Ver1\_1\_StateOfGeorgia\_v\_Harper.pdf

The same transcript in a different file format, however, would use the file extension associated with the file format. For example:

Transcript\_CV00001\_2001\_07\_15\_Vol01\_Pg00001\_Ver1\_1\_StateOfGeorgia\_v\_Harper.pdf  
Transcript\_CV00001\_2001\_07\_15\_Vol01\_Pg00001\_Ver1\_1\_StateOfGeorgia\_v\_Harper.doc  
Transcript\_CV00001\_2001\_07\_15\_Vol01\_Pg00001\_Ver1\_1\_StateOfGeorgia\_v\_Harper.wpd  
Transcript\_CV00001\_2001\_07\_15\_Vol01\_Pg00001\_Ver1\_1\_StateOfGeorgia\_v\_Harper.xml

See below for more information on file extensions.

### ***Examples***

An example of an original certified transcript taken by a court reporter on January 14, 2002 in the case of Janet Jones versus Howard Harvey:

Transcript\_2002\_01\_14\_Vol01\_Pg00001\_Ver1\_0\_Jones\_v\_Harvey.pdf

An example of an original certified transcript published by a court reporter on January 14, 2002 in the case of Janet Jones versus Howard Harvey with the optional speaker name included:

Transcript\_2002\_01\_14\_Vol01\_Pg00001\_Ver1\_0\_Jones\_v\_Harvey\_Davis.pdf

## **III. Commentary on File Naming Conventions**

### ***Filenames Should Be Readable by Humans and Machines***

Filenames should be easily readable by both humans and machines. To be easily readable by humans, file names should look aesthetically pleasing and, more importantly, should alphabetize and group themselves in a directory structure. The following are suggestions that help human readability:

- Use long filenames.
- Use upper and lower case letters for readability.
- Do not use abbreviations.
- Use filenames that alphabetize in a directory.
- Use filenames that sort by date in a directory.
- Separate words and numbers with a delimiter.

For example:

Transcript\_2001\_01\_01.pdf

Is better than:

tran010101.pdf

For a computer to read a filename, a programmer must write code that can “read” or “parse” information from a “string” of text characters. It is easier to parse a string of text characters if the characters are in a standard format with ordered data elements, separated by delimiters. The following are suggestions that help a programmer write code for computer readability:

- Use a known, published, standard format.
- Order data elements consistently.
- Use computer-safe delimiters.
- Pad digits (e.g., it is better to represent single digit months as two digits padded by 0 because then a programmer can always expect two digits rather than having to check for one or two or otherwise count characters).
- Use a standard file extension.

For instance, it is easier to parse this string:

2001\_01\_01 where the format is YYYY\_MM\_DD

Than this string:

2001\_1\_1

The following sections explain some of these requirements in more detail.

### ***Use Long Filenames Instead of Short Filenames***

A decade ago or more, the DOS operating system could only use “short” “8 by 3” file names. “8 x 3” means a file name can only be 8 characters long with a three character file extension (e.g., “filename.fil”). Today, modern operating systems can use “long” filenames (up to 255 characters). It is easier for humans to read long file names. Additionally, more information can be incorporated into a long filename. Hence, it is a better practice to use long filenames instead of short filenames.

### ***Filenames Should Alphabetize and Group***

Files alphabetize themselves in a directory structure. It is convenient for the human reader to create filenames that will alphabetize or group in a directory structure based on information in the filename. Certain information, however, will not alphabetize correctly if it is not in the correct format.

Dates are a good example. Date formats in both the U.S. and in Europe/Australia end with the year. U.S. dates usually begin with the month, while European/Australian dates usually begin with the day. For example:

01-31-2001 (U.S.)

31-01-2001 (European/Australian)

Neither of these date formats correctly alphabetizes themselves in a directory structure, because the year is at the end. For example, the following U.S. example is not correctly alphabetized:

01-31-2001

02-01-2001

**02-01-2002**

**02-15-2002**

12-29-2001

12-30-2001

12-31-2001

Likewise, the following Australia example (using the same dates) is not correctly alphabetized:

01-02-2001

**01-02-2002**

**15-02-2002**

29-12-2001

30-12-2001

31-01-2001

31-12-2001

The problem becomes worse if single digits are not padded. For example, using the same U.S. dates:

1-31-2001

**12-29-2001**

**12-30-2001**

**12-31-2001**

**2-1-2001**

2-1-2002

2-15-2002

The following date format solves this problem: YYYY-MM-DD

2001-01-31

2001-02-01

2001-12-29

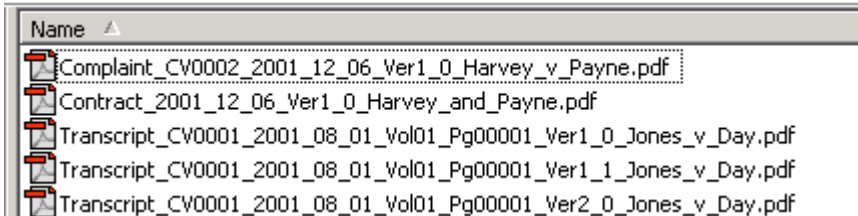
2001-12-30

2001-12-31

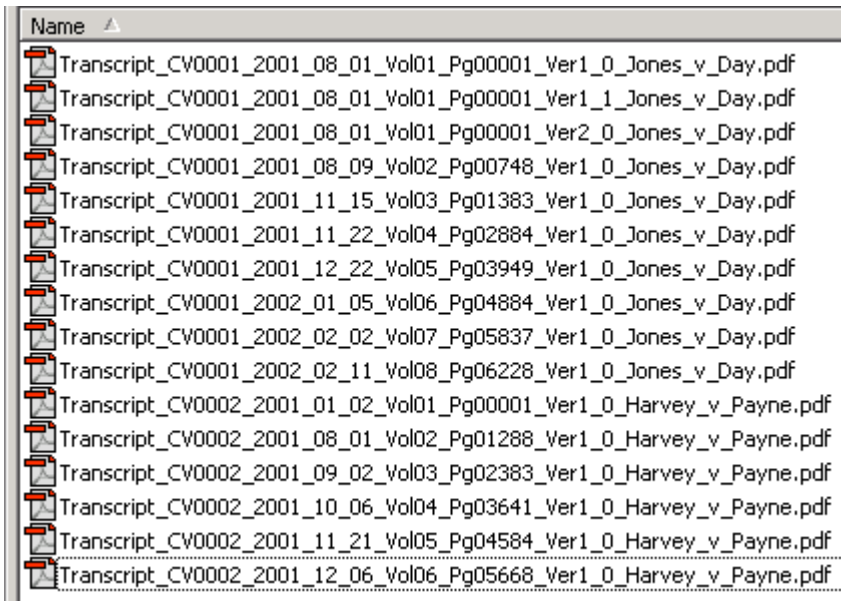
2002-02-01

2002-02-15

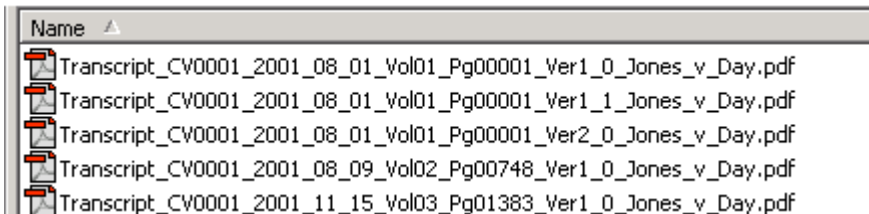
The order of the data elements optimize alphabetization and grouping in the directory structure. Use of the word transcript as the first data element groups all transcripts together in a directory that has other files. Although this may not be directly relevant to filing transcripts on CD-ROM, it is relevant when practitioners use the transcript files on their systems.



Use of case number as the second data element groups transcripts that have different case numbers. Use of an alphabetized date as the third data element orders transcript files from the same case in ascending order, from earliest to latest.



Use of a version number groups and orders revised or annotated transcripts.



The use of party names does not affect grouping or capitalization, since this is accomplished with the case number in the second position. The use of the party names is for readability by humans.

### ***Filenames Should Use Delimiters***

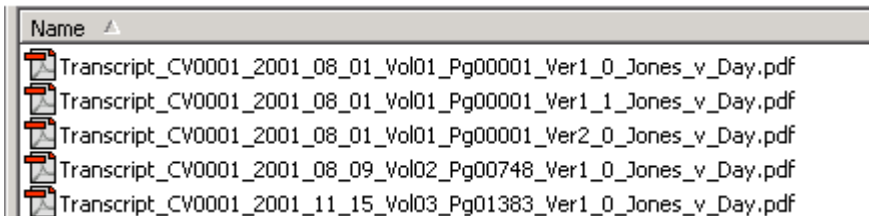
Filenames should use delimiters for both human readability and to help programmers parse filenames. There are various characters that could be used as delimiters, including spaces, periods, and dashes. Underscores are used here because they are usually “safe” in various types of electronic directories.

### ***Filenames Should Contain Dates***

Transcript filenames should contain dates so humans can easily read the date of the transcript. Although most file and directory systems record the date of the file, this date is not reliable because it is dependent on the operating system clock and will change when the file is modified or sometimes when the file is moved or copied.

### ***Filenames May Contain Version Information***

Transcript filenames may contain version numbers that help identify when changes to the document have been made. It is recognized that, once certified, the transcript is the official version and any other version is unofficial. It must also be recognized, however, that legal practitioners often make annotations or edits to transcript. The inclusion of a version number allows a legal practitioner to save an annotated or edited transcript and distinguish it from the original. For example:



Here, Ver1\_0 is the “official” transcript filed by a court reporter on a CD-ROM. The court reporter would not, however, file Ver1\_1 and Ver2\_0. A practitioner who had annotated or otherwise changed the file would save files with an incremented version number.

### ***Filenames Should Use Standard File Extension***

For optimal human and computer readability, filenames should use a file extension and should use a standard file extension. There is a long list of standard “MIME” types that are widely accepted as industry standards for file extensions.<sup>2</sup> The following table lists

---

<sup>2</sup> Multipurpose Internet Mail Extensions (MIME) Part One: Format of Internet Message Bodies. N. Freed & N. Borenstein. November 1996. <http://www.ietf.org/rfc/rfc2045.txt>.

the most common file extensions for electronic documents. As of this writing, electronically filed transcripts will only use the “.pdf” file extension.

File Type	File Extension
Adobe Portable Document Format	.pdf
Microsoft Word	.doc
Corel Word Perfect	.wpd
Rich Text Format	.rtf
ASCII and Other Text	.txt
Hypertext Markup Language	.htm or .html
Extensible Markup Language	.xml

## Appendix A: Versions

The following versions of this document have been published on the dates listed below:

- January 14, 2002, v.1.0
- February 6, 2002, v.1.1
- February 28, 2002, v.1.2
- April 24, 2002, v. 2.0
- May 6<sup>th</sup>, 2002, v.2.1