



RULES FOR NAMING DOCUMENTS TO BE UPLOADED TO CASE FILE VIEW

The Contested Financial Remedy portal

Introduction

1. The introduction of Case File View (CFV) to the Contested Financial Remedy portal offers a real opportunity to ensure that all documents filed in respect of an application are readily available, easily identifiable, and swiftly accessible.
2. However, it is recognised that there will be a wide variety of individuals who will upload documents to the portal, and they will range in experience of Contested Financial Remedy and understanding of the system, the time they have to undertake the task and their own ability to complete it.
3. In order to assist all those who use the Contested Financial Remedy portal, whether to upload documents or access them thereafter, this document sets out the rules by which documents are labelled prior to being uploaded and placed in CFV.
4. In order to be effective therefore the necessary rules need to be clear, simple, logical and easy to implement.

THE PRIMARY RULES

5. Any document uploaded to the Contested Financial Remedy portal are placed into the file / sub-file within CFV based on the user selecting the correct document type on the dropdown list when uploading the document, and selecting the correct options that apply to that document such as being for an FDR or being confidential document.
6. The file name for the document should be described in accordance with these rules.
7. The description given should, wherever possible, be sufficiently short to enable anyone looking at CFV to read it without having to adjust their screen.
8. The Bundle should be uploaded in accordance with PD27A and any guidance as to E-Bundles then in operation.

SPECIFIC RULES

NB: The document file name is what you name the documents saved to your device, the document will not be renamed upon uploading to the portal.

9. Every document uploaded must have the correct file name for the purpose of ensuring it is
 - (a) uploaded to the correct folder or sub-folder on CFV and
 - (b) capable of being correctly recognised thereafter.
10. The CFV file name should always contain:
 - a. **The type of document** you are uploading i.e., form E.
 - b. **The full name (first and last name)** of the person whose evidence is set out in that document.

c. **Date of document** creation or date signed.

11. Examples of expected documents file names:

Case Summary: **Case Summary Joe Bloggs 01/01/24**

Form E: **Form E Joe Bloggs 01/01/24**

Form G: **Form G Jane Bloggs 02/02/24**

Form H: **Form H Joe Bloggs 03/03/24**

Statement: **Statement Jane Bloggs 04/04/24**

Witness statement: **Witness statement Joe Bloggs 05/05/24**

Questionnaire: **Questionnaire Jane Bloggs 06/06/24**

Expert report: **Report Dr Jones 07/07/24**