

I.T. "How To" Sheet

VOLUSIA REPORTING ASCII FILE NAMING SCHEME

VRC Standard

The below is the standard that we need to institute in order to assure uniformity and ease of job lookup.

The date should be formatted as YYYY-MM-DD. Please note the text case/punctuation. There is only one space between each portion of filename, not the names themselves. With the exception of the date, do not use any non-text/numeric (i.e. periods) characters.

Samples ASCII Job Name:

- Criminal: YYYY-MM-DD State v Def_1st_Name Def_Last_Name Type_Job b4/of 1st_Inital_Last_Name_Of_Judge_or_Deponent reporter's_3_initals
 - 2007-10-25 SOF v John Smith Hrg b4 WParsons hsd.txt
 - 2007-10-25 SOF v John Smith Depo of SJones hsd.txt
- Civil: YYYY-MM-DD Plaint v Def Type_Job b4/of 1st_Inital_Last_Name_of_Judge_or_Deponent reporter's3initals
 - 2007-10-25 Jones v Smith Depo of John Smith hsd.txt
- Meetings: YYYY-MM-DD Meeting_Name Type_Job for 1st_Inital_Last_Name_Of_Person_Ordering reporter's3initals
 - 2007-10-25 City of DeLand Mtg for Bob Jones hsd.txt

Volusia Reporting Company

432 South Beach Street
Daytona Beach, FL 32114
Phone: (386) 255.2150
Info@VolusiaReporting.com



Brian Gardner
(386) 409-9096
BGardner@VolusiaReporting.com



Job Abbreviations	Job Description
Depo	Deposition
Hrg	Hearing
INT	In The Interest Of
MRPU	Medical Record Pickup
Mtg	Meetings
Plea	Pleading
PleaSent	Pleading & Sentencing
RPU	Records Pickup
Sent	Sentencing
Trial	Trial
EUO	Exam Under Oath
Sworn	Sworn Statement
Unsworn	Unsworn Statement