

APPENDIX N
AFFIDAVIT OF DOCUMENT TEMPLATE & FIELD DESCRIPTIONS

Template

| PROD NO | DATE | DOC TYPE | TITLE | AUTHOR | RECIPIENT | ATTACHMENT |
|---------|------------|-------------|---------------------------------|---------------------------------------|--|------------|
| 1 | 2003-03-03 | Letter | Discovery Task Force | Wortzman SB, Lerners LLP | Charendoff S, Min. of Attorney General | A |
| 1.A | 2003-03-03 | Memo-randum | Affidavit of Documents Template | Wortzman SB, Lerners LLP | Sharma M, Min. of Attorney General | |
| 2 | 2003-04-03 | Letter | Affidavit of Documents Template | Sharma M, Min. of Attorney General | Wortzman SB, Lerners LLP Charendoff S, Min. of Attorney General | |
| | | | | | | |

Field Descriptions

| Field Name | Field Description |
|------------|--|
| PROD NO | <p>Tab number or assigned number for document listed in the affidavit of documents is assigned at the discovery stage.</p> <p>If each document page is sequentially numbered, production numbers may not be sequential as they can coincide with the first page of each separate document. If BEGDOC and ENDDOC fields are used, this field can also be used if a production number has been assigned.</p> <p>If additional productions are added to a list after production numbers are already assigned, the new productions could be numbered 3504.1 to keep the productions in chronological order.</p> <p>It is necessary to distinguish between the productions of the different parties involved. Accordingly, a prefix should be used. Eg.: production numbers for <i>IBM v. Microsoft and Bill Gates</i> could be IBM0214, Mic0004, and BG3790.</p> |
| DOC DATE | <p>If there is no date on the document, estimate a date, as is sometimes necessary when preparing an affidavit of documents. If a date is incomplete, either actual or estimated, use zeros to fill in missing information.</p> <p>Format: must be 8 digits, as follows: YYYY-MM-DD. Eg.: for May 23, 1978, enter as 1978-05-23; for month and year (May 1978), enter as 1978-05-00; for year only (1978), enter as 1978-00-00; and for documents without a date, enter as 0000-00-00.</p> |
| DOC TYPE | Eg.: letter, memorandum, report, testimony, etc. No more than one doc type should be used for each document. |
| TITLE | The title, as it appears on the document; usually following 'Re:' or 'Subject:'. |
| AUTHOR | <p>Authors are the person(s) and/or organization(s) responsible for the creation or origination of the document, such as the person delivering a speech or presentation, newspaper or magazine that publishes an article, payer of a cheque or invoice, both parties to a contract, all parties in an interview, etc.</p> <p>Format: last name_initial(s)_affiliation; Eg.: Catherine Zeta-Jones is entered as Zeta-Jones C; Scarlett O'Hara is entered as O'Hara S; Lara Flynn Boyle is entered as Flynn Boyle L.</p> |
| RECIPIENT | <p>Recipients are the person(s) and/or organization(s) to whom the document is sent or addressed., such as the payee of a cheque or invoice, person for whom a report or financial statement is prepared, etc.</p> <p>Format: see AUTHOR</p> |
| ATTACHMENT | A letter is assigned to each attachment of a document for production in the affidavit of documents. The other basic fields should also be entered for each attachment. |