EXTERNAL REVIEW OF THE QUEENSLAND OPERATIONS OF THE STAR ENTERTAINMENT GROUP LIMITED

PROCEDURAL GUIDANCE ON DOCUMENT PRODUCTION AND DOCUMENT MANAGEMENT PROTOCOL

Contents

Introduction

1 This Procedural Guidance relates to:

(a) the production of materials in response to a requirement to produce (**RTP**), and requirement to give verified written information (**RTG**) issued under s 5 of the *Commissions of Inquiry Act 1950* (Qld) (**Act**) (each, a **Compulsory Process**);

(b) claims of reasonable excuse in response to a Compulsory Process; and

(c) the Document Management Protocol (**Protocol**).

2 This Procedural Guidance should be read in conjunction with the Act, the *Casino Control Act 1982* (Qld) and the terms of reference of the Review.

3 In this Procedural Guidance, and the Protocol that follows, reference to a Party (or Parties) means:

(a) any entity, organisation or individual that has been served with, or is the subject of a Compulsory Process; and

(b) anyone who intends to provide documents, evidence or other material to the Review, including in response to an informal request for information.

4 The intended audience for this Procedural Guidance includes a Party, as well as the legal representatives and IT professionals engaged to assist Parties in responding to Compulsory Processes.

5 This Procedural Guidance may be varied or replaced by the Review at any time. The Review may, at any time, depart from this Procedural Guidance if it considers it appropriate to do so.

Production of material to the Review

6 Any material to be produced to the Review should be in an accessible electronic format consistent with the requirements of this Procedural Guidance and the Protocol.

7 This does not preclude the Review from accepting material, at its discretion, in a hard copy format or as objects.

8 If a Party producing documents to the Review is not able to comply with the requirements of this Procedural Guidance or the Protocol, the Party should contact the Solicitors Assisting the Review to discuss alternative arrangements for production: the.star.review.qld@corrs.com.au, Maureen Duffy on (03) 9672 3134 or Alex Thompson on (03) 9672 3104.

Seeking a Non-Publication Direction

9 The existence of personal information is not, on its own, a basis on which the Review will make a Non-Publication Direction. However, the Protocol includes a process for Parties to identify any personal identifying information.

10 Any party who seeks an order under s 16 of the Act that the contents of any document (or any part of a document) produced to the Review shall not be published (**Non-Publication Direction**) must:

(a) have regard to section 16 of the Act and any notes which accompany the Compulsory Process;

(b) comply with Part E of Procedural Guidance No 1; and

(c) comply with the requirements of the Protocol for the production and coding of documents where a Non-Publication Direction is made.

The Review's document management system

11 The Review will maintain an electronic database using the Nuix Discover (**Ringtail**) platform that will contain, among other things, copies of all material produced to the Review including material produced in response to a Compulsory Process, informal request for information or otherwise.

12 Any person who has a technical question about producing material electronically to the Review should contact the Solicitors Assisting the Review: the.star.review.qld@corrs.com.au, Maureen Duffy on (03) 9672 3134 or Alex Thompson on (03) 9672 3104.

Claims of 'reasonable excuse' in response to Compulsory Processes

13 Any Party who asserts that they have a reasonable excuse for failing to comply with a Compulsory Process, in whole or in part, must:

(a) have regard to sections 3 (definition of reasonable excuse), 5(2) and 14 of the Act, any notes which accompany the Compulsory Process;

(b) comply with any relevant Procedural Guidance issued by the Review; and

(c) if the Hon Robert Gotterson AO QC is satisfied that a reasonable excuse exists for failing to produce a document in whole or part, comply with the requirements of the Protocol for the production and coding of those documents.

DATED this 1ˢᵗ day of August 2022

Hon Robert Gotterson AO QC

External Reviewer, External Review of the Queensland Operations of the Star Entertainment Group Limited

Document Management Protocol

Introduction

1   This Protocol outlines the method by which documents are to be provided to the Review, whether in response to a Compulsory Process or otherwise.

2   The intended audience of this Protocol is the legal representatives and IT professional engaged to assist Parties to produce materials to the Review.

3   All documents to be produced to the Review must be prepared and provided in accordance with this Protocol.

4   This Protocol may be varied, changed or amended by the Review from time to time. The Review may, at any time, depart from this Protocol if it considers it appropriate to do so, including but not limited to circumstances where it is unreasonable or too onerous for a Party to comply with the technical specifications of this Protocol.

Exchange format of Documents

5   The Review will accept electronic Documents in a Ringtail (.mdb) format as per Annexure A.

6   Each electronic file must be produced in its native format or, alternatively, produced as a rendered text searchable PDF together with a (.txt) file containing the OCR contents of the PDF file, as per Annexure B.

7   The Review accepts that complete document metadata might not be available for all electronic documents. Parties should provide all metadata where practicable.

8   Hard copy documents will be produced as text searchable PDFs, together with extracted text files, as per Annexure B where possible.

9   Original versions of all documents must be retained by the person producing it.

Identification of documents – Document IDs

10   Each document must be identified with a Document ID and page number which are unique to each page and will be the primary means of identification of documents.

11   All Document IDs and page numbers are to be stamped in the top right hand corner of each page.

12   A Document ID must be in the following format:

PPP(P).BBBB.FFFF.NNNN_(XXXX)

(a)   **PPP(P)** is a three (or four) letter party code that identifies a Party. A Party producing documents should contact the Solicitors Assisting the Review (the.star.review.qld@corrs.com.au) prior to production to confirm the Party codes available for use.

(a)   **BBBB** is a 4-digit 'box' number identifying separate collections of documents (for example in relation to a particular Compulsory Process), the number to be between 0001-9999.

(b)   **FFFF** is a 4-digit 'container' number identifying further separate collections of documents, the number to be between 0001-9999.

(c)   **NNNN** is a 4-digit number used to differentiate individual documents and/or individual pages. In some cases, NNNN operates as a document number rather

than a page number because individual pages are not numbered (ie non-standard Native files not produced as searchable PDFs). This number is padded with zeros to consistently result in a 4 digit structure.

(d) **(XXXX)** is an optional 4-digit number used to identify suffix rendered PDF pages. It is only required where Parties may choose to review documents in native format in their document review platforms and render documents to PDF for the purpose of production. The suffix must be preceded by an underscore, padded with zeros to consistently result in a 4-digit number structure.

13   An example of the Document ID structure is as follows:

ABC.0001.0001.0020

Where:

ABC	Party Code
0001	Unique 'box' number allocated by Party.
0001	Unique 'container' number allocated by Party.
0020	Unique Document number within the 'container'

14   Document IDs assigned must be unique to each document and must not be re-assigned to subsequent documents produced.

15   If alternate numbering is required please contact the Review to discuss.

16   It is understood and accepted that Document IDs may not be consecutive as a result of the removal of irrelevant documents during review. A Party must however identify host and attachment documents with consecutive Document IDs.

17   Upon production of a document, the document filename must be its Document ID.

18   If Parties wish to render a document at the time of production following a native file review and:

(a) the first Document ID is ABC.0001.0001.0001; then

(b) the first page of that document rendered PDF must be stamped with: ABC.0001.0001.0001;

(c) the second page of that document must be stamped with: ABC.0001.0001.0001_0002;

(d) the third page of that document must be stamped with: ABC.0001.0001.0001_0003

Document hosts and attachments

19   Every electronic document that is attached to or embedded within another document will be called an **Attached Document**. A document that contains at least one Attached Document will be called a **Host Document**. A document that is neither a Host or Attached Document will be called a **Standalone Document**.

20   Examples of Host Documents and Attached Documents include:

(a) an email, letter or fax (Host Document) and its attachments (Attached Documents).

(b)   an electronic file (Host Document) that has other files embedded within it (Attached Documents)

21   If an Attached Document also contains attachments, those attachments will be treated as attachments to the Host Document.

22   A Party must ensure that false or unnecessary relationships between Host Documents and Attached Documents are not created by:

(c)   taking reasonable steps to ensure that email footers, logos, and other repeated content are not separated as Attached Documents; and

(d)   ensuring that physical or digital document containers, such as hard copy folders or electronic ZIP container files, are not identified as Host Documents, unless the identification of the container as a Host Document is necessary to the understanding of the documents within that container.

23   Unless required to provide documents in their native structure for technical reasons, documents should be extracted from their containers and the container itself should not be produced.

24   For hard copy documents, document delimiting is to be done logically. This means that physical delimiters such as staples, clips, dividers, may be used as a guide only and the start and end page of a document should be logically determined. All documents comprising a brief, file, or similar are separate documents.

Indexes and Load Files of documents produced

25   All documents to be produced to the Review must be:

(a)   included in an itemised electronic index of documents in Microsoft Excel format (**Index**) that is provided to the Review; and

(b)   provided in an electronic format in accordance with the Production Load File Specification at Annexure A or B (as applicable) (**Load File**).

26   Both the Index and the Load File must contain the following data for each document, where available:

(c)   Document ID

(d)   Host Document ID

(e)   Document Type

(f)   Document Date

(g)   Document Title

(h)   Author (From)

(i)   Recipient (To)

(j)   Recipient (CC)

(k)   Recipient (BCC)

(l)   RTP or RTG No.

(m)   RTP or RTG Tranche No.

(n)   RTP or RTG Schedule Category number

(o)   Withheld

(p)	Restriction requested
(q)	Reason for restriction request
(r)	LPP
(s)	Personal-identifying-information

27   For further details on the Document Details and specifications, see Annexure A.

Document metadata

28   Wherever possible, a Party is to rely on the automatically identified metadata of electronic documents. Automatically identified metadata should be used when:

(a)   searching for documents;

(b)   itemising documents in a list; and

(c)   preparing a production of documents in accordance with the Production Specification for Load File and Documents at Annexure A or B.

29   A Party should take reasonable steps to ensure that all appropriate document metadata is not modified or corrupted during collection and preparation of electronic documents for review and production.

30   Document metadata is to be automatically extracted using Australian Eastern Standard Time (AEST) as the time zone in the processing application.

31   The Review accepts that complete document metadata may not be available for all electronic documents. A Party should attempt to provide complete metadata where practicable.

32   Hard copy documents must be produced as searchable PDFs, together with a load file as per Annexure A or B where possible.

33   A Party must provide information regarding the software and procedure used to automatically identify the metadata of their electronic documents if requested by the Review.

34   Original versions of all documents must be retained by the Party producing them.

De-duplication of documents

35   A party must take reasonable steps to ensure that duplicate documents are removed from the produced material (**De-Duplication**).

36   The Review acknowledges that there may be circumstances where duplicates need to be identified and produced for evidentiary purposes.

37   Duplication must be considered at a document group level. That is, all documents within a group comprising a Host Document and its attachments, will be treated as duplicates only if the entire group of documents is duplicated elsewhere. An Attached Document must not be treated as a duplicate if it is merely duplicated elsewhere as an individual standalone document that is not associated with another group of documents.

38   A Party must apply electronic de-duplication using a MD5 algorithm.

39   Parties will take reasonable steps to remove irrelevant system files and immaterial content including Temporary internet files, 'thumbs.db' files, and cookies.

40   Temporary internet files and cookies are to be excluded from the production process.

Exclusion of unusable file types

41   A NIST filter is to be applied to a Party's electronic documents to remove files with no user-generated content, such as system files and executable files, so that these are excluded from searches and disclosure (to the extent possible).

42   Temporary internet files and cookies are to be excluded from the disclosure process.

Treatment of email chain correspondence

43   Where an email is identified as relevant and it forms part of an email chain, the Party must disclose the entire email chain.

Use of advanced analytics technology

44   Parties may use advanced analytics technologies at their own discretion, but they must maintain the integrity and context of the documents, and provide entire document groups including all attachments.

45   Parties may use 'Email threading' technology to minimise document review. Where this technology has been used, Parties may provide only the relevant end point email with its attachments.

46   Parties may use technology commonly referred to as 'TAR / Assisted Review / Predictive coding' for document review at their discretion. Parties do not need to seek agreement to use such technology, but must disclose to the Review that it has been used and implement processes to ensure that they are meeting their obligations under a Compulsory Process or otherwise by providing only material identified as relevant to the Compulsory Processes issued, along with their document group.

Data security

47   A party producing data must take all reasonable steps to ensure that the data is useable and is not infected by malicious software.

Errors in provided documents

48   If errors are found in any produced documents, the Party producing must provide a corrected version of the document to the Review as soon as reasonably possible once that error is identified.

49   If errors are found in more than 25% of the produced documents in any one tranche, the Party who produced those documents must, if requested by the Review, provide a correct version of all documents within the tranche.

50   A written explanation setting out the reasons for the errors in the documents and describing the data affected must be provided by the Party producing if errors are found in any produced documents.

Electronic provision of data for productions

51   Unless otherwise agreed or ordered by the Review, the information provided and delivered to the Review must be uploaded to the Review's file share platform. To request a link to the file share platform, a Party must email the.star.review.qld@corrs.com.au. The Party must specify the Compulsory Process number in the subject line of the email and identify the name(s) and email address(es) of the person(s) who require access to the secure data transfer link to upload the data

in the body of the email. If a Party is unable to use this platform to provide the material, please advise the Solicitors Assisting the Review via email to the.star.review.qld@corrs.com.au so that alternative arrangements can be made for materials to be produced to the Review.

52   In all cases Parties must apply encryption to the zip file uploaded to Review's file share platform and the password must be shared with the Review via a separate email, at the time of confirming the delivery.

Production of documents if reasonable excuse for not complying with a Compulsory Process

53   Where a Party has been notified that the Hon Robert Gotterson AO QC is satisfied that it has a reasonable excuse for failing to produce a **whole** document, the Party must:

    (a)   ensure that the document is identified in the Index and Load File; and

    (a)   code the field 'Withheld=Yes' in the Index and Load File.

54   Where a Party has been notified that the Hon Robert Gotterson AO QC is satisfied that a reasonable excuse exists for failing to produce **part(s)** of a document, the Party must:

    (a)   redact the part(s) of the document that the Party asserts it has a reasonable excuse to withhold;

    (b)   ensure that the document is identified in the Index and Load File; and

    (c)   code the field 'Withheld=Part' in the Index and Load File

Production of documents subject to legal professional privilege

55   Parties seeking to assert a claim for legal professional privilege (**LPP**) in respect of a document to be produced, in whole or in part, should have regard to the notes which accompany the Compulsory Process and any relevant Procedural Guidance by the Review.

56   Where a Party asserts LPP over a whole document, the Party should produce the document, redact the whole of the text of the document, and select the 'Yes' value in the Annexure A table.

57   Where a Party asserts LPP over part of a document, the Party should produce the document, redact the part(s) of the document that are subject to the claim, and select the 'Part' value in the Annexure A table.

58   Where a Party asserts LPP in respect of a document to be produced, in whole or in part, the Party should produce a statement setting out the facts relied on as establishing the existence of LPP.

Production of documents where a Non-Publication Direction is sought

59   Where a Party seeks Non-Publication Direction over information that is personal identifying information, the Party may:

    (a)   highlight the personal identifying information as set out in paragraph 61;

    (b)   code the field 'Personal identifying information=Yes' in the Index and Load File; and

(c)   code the fields 'Restricted' and 'Restricted Reason' in the Index and Load File as is appropriate.

60   Where a Party seeks Non-Publication Direction over information other than personal identifying information, the Party may:

(a)   highlight the information as set out in paragraph 61; and

(b)   code the fields 'Restricted' and 'Restricted Reason' in the Index and Load File as is appropriate.

61   The highlight colours to be applied are set out below:

Colour	Reason for highlighting
Light Blue	Personal identifying information.
Green	Claim for prohibition on publication provided for in s 16 of the Act.

62   If part of any document provided to the Review is highlighted in accordance with this section, the Party producing that document must retain a non-highlighted version of the document which must be produced to the Review on request.

Production of redacted copies of documents subject to Non-Publication Direction

63   Where a Non-Publication Direction is made in respect of a document or part(s) of a document, the Party who has produced the document in accordance with paragraphs 59 to 62 above must produce to the Review a replacement image of the document which:

(a)   contains black redactions over the document or part/s of the document subject to the non-publication order; and

(b)   is marked with '_R' at the end of the document ID.

64   Unless otherwise directed, the replacement image must be provided to the Review no later than two (2) business days after the Non-Publication Direction is made. If a Non-Publication Direction is applied for or made in close proximity to a hearing at which the document is intended to be tendered, to allow for the efficient conduct of the hearing, the Review may require a Party to provide a replacement image less than two business (2) days after the Non-Publication Direction is made.

65   If an image is redacted multiple times or by multiple parties, then the replacement image must be marked with '_R1', '_R2' and so on.

Annexure A

Production Specification for Load File and Documents

1 The production will consist of two parts

(a) Load file in a Ringtail export.MDB format.

(b) Cascading documents folder.

2 Cascading document folder structure

Text searchable PDF files, NATIVE files and extracted TEXT files of the Document will be organised in a cascading folder structure according to the Document ID components.

PPP\BBBB\FFFF\

Eg. ABC\0001\0001**ABC.0001.0001.0020.pdf**

3 Ringtail MDB specification

(a) Overview of structure of four-table Microsoft Access database:

(i) The document metadata is to be structured into the following four Microsoft Access database tables:

Table Name	Table Description
Export	Main document information.
Parties	People and organisation information for each document.
Pages	Listing of electronic image filenames for each document. The Pages table will correspond to the files within the cascading document folder structure.
Export_Extras	Additional data fields for each document, including subjective fields populated by the parties during review.

4 Export

This table contains a single entry for each document produced.

Field	Data type	Explanation – Document Types and Coding Method and possible values
Document_ID	Text, 255	Unique Identifier for each document.
Host_Reference	Text, 255	The Document ID of the Host Document.

Field	Data type	Explanation – Document Types and Coding Method and possible values
Document_Type	Text, 255	Hard copy: objectively captured (refer Annexure C). Native Emails: "Email". Other electronic documents (not native emails): objectively captured, electronic file type, or electronic file kind.
Document_Date	Date, 11	Format: DD-MMM-YYYY (e.g. 01-Mar-2010) Hard copy: objectively captured. Emails: sent or received date. Other electronic documents (non-emails): objectively captured or extracted from metadata. Undated documents: NULL. Partial date (year only): 01-Jan-YYYY. Partial date (month and year): 01-MMM-YYYY. Partial date (date and month): DD-MMM-1900. Date ranges: the latest/greatest date.
Estimated	Text, 3	Yes or No only (no NULL values). Partial date: Yes. Date ranges: Yes. Undated. Documents: No. Default: No.
Title	Text, 255	Hard copy: objectively captured Emails: subject field. Other electronic documents (non-emails): objectively captured, filename, or extracted from metadata. Untitled documents: NULL
Level_1 - Level_10	Text, 20	The corresponding level information of the Document ID and documents.

5   Parties Table

(a)   This Table holds the names of people associated with a particular document and their relationship to the document. It might also hold organisation information for these people. There is a one-to-many relationship between the Export Table containing the primary document information and the Parties Table because multiple people could be associated with a single document.

(i)   Where a document has multiple parties, each party must be entered into a separate row in the parties table.

(ii)   To associate a person with an organisation (or vice versa), the person and organisation should appear on the same row within the parties table, but

with the person information captured in the persons field, and the organisation information captured in the organisations field.

(iii) It is not mandatory for email addresses to be split into person and organisation, even where this information is visible from the email address. Where the email address is not split between person and organisation, the full email address should be entered into the person's field.

(iv) Where metadata is used, it is not mandatory to split the parties' information into person and organisation, even where this information is visible. Where the metadata is not split between person and organisation, the metadata should be entered into the persons field.

(v) It is not mandatory for every document to have an author (i.e. "From") where this information is not visible in the document.

Field	Data type	Explanation
Document_ID	Text, 255	Document ID.
Correspondence Type	Text, 100	FROM, TO, CC, BCC.
Organisations	Text, 255	Hard copy: objectively captured. Electronic emails: email addresses or email alias name or objectively captured. Other electronic documents (non-emails): objectively captured, extracted from metadata, or NULL.
Persons	Text, 255	Hard copy: objectively captured in the format: {Surname} {First Name Initial} e.g. Smith J Electronic emails: email addresses or email alias name Other electronic documents (non-emails): objectively captured, extracted from metadata, or NULL.

6 Pages Table

There will be at least one entry in the Pages Table that relates to a single document in the Export Table. Concurrently, there will be an entry in the Pages Table for every file provided in the cascading document folder structure.

Field	Data type	Explanation
Document_ID	Text, 255	Document ID.
File Name	Text, 128	Filename, including extension of each indexed document.
Page Label	Text, 32	"PDF" for files produced as searchable multipage PDF documents. "Native" for documents produced as native electronic files.

Field	Data type	Explanation
		"Text" for extracted text files.
Page_Num	Number, Double	An integer indicating the order in which the files related to the document should be sequenced.
Num_Pages	Number, Double	Number, Double - a number that represents the total number of pages of the document for files produced as searchable multipage PDF Documents. "1" for documents produced as native electronic files and for extracted text files

7 Export Extras Table

(a) The Export Extras Table holds the additional metadata that is not held in the other three Tables mentioned above.

Field	Data type	Explanation
Document_ID	Text, 255	Unique document Identifier (Document ID).
theCategory	Text, 50	Text OR Date OR Numb OR Bool OR Pick OR Memo.
theLabel	Text, 255	Custom Field Contents from the List of Extras Fields below.
theValue	Text, 255	Custom Field Contents from the List of Extras Fields below.
Memovalue	MEMO	Custom Field Contents from the List of Extras Fields below for values more than 255 characters.

(b) Required Extras Fields

TheLabel	Field Type (theCategory)	Acceptable Values	Explanation
Withheld	PICK	Yes, Part	Only required for documents being withheld in full or part. Single choice only
Restricted	PICK	Yes, Part	Only required for documents with restrictions in full or part. Single choice only.
Restricted Reason	PICK	–Secret process of manufacture (s14(1)); Non-Publication Direction (s16).	Basis on which a restriction is claimed. Only required for documents marked as Restricted = Yes or Part.
LPP	PICK	Yes, Part.	Only required where LPP is claimed in full or part. Single choice only.

TheLabel	Field Type (theCategory)	Acceptable Values	Explanation
Personal Identifying Information	PICK	Yes	Only required for documents containing personal identifying information.
MD5	TEXT		MD5 hash value used for deduplication, if available.
RTP or RTG Number	TEXT	RTP or RTG-100.	The RTP or RTG Number is identified on the RTP or RTG document (e.g. RTP- 100 or RTG-100).
RTP or RTG Tranche	PICK	RTP or RTG.100_TR001	The tranche of production of documents to the specific RTP or RTG (e.g. RTP-100_TR001)
RTP or RTG category	PICK	RTP-100:01(a)	The schedule category(s) in the RTP or RTG for which the document is relevant (e.g. RTP-100:01(a)). Where more than one category applies to a document, each category should appear as a separate entry in the extras table.
Date (time)	TEXT	DD-MMM-YYYY HH:MM (where HH is a 24 hour format).	As the Document_Date field in the Export table does not support Date/Time, this field should be added as a text field in the export_extras. Format: DD-MMM-YYYY HH:MM where HH is a 24 hour format (e.g. 01-Mar- 2010 14:22) Hard copy: objectively captured. Emails: sent or received date. Other electronic documents (non-emails): objectively captured or extracted from metadata. Undated Documents: NULL. Partial date (year only): 01- Jan-YYYY. Partial date (month and year): 01-MMM-YYYY. Partial date (date and month): DD-MMM-1900. Date ranges: the latest/greatest date. No time: 00:00.

Annexure B

Preparation of documents and hard copy digitisation specifications

1 Preparation of documents

(a) Non-Standard electronic documents that do not lend themselves to conversion to PDF (for example, complex spreadsheets, databases, etc.) will be produced in native format, all other files will be provided as multipage text searchable paginated PDFs.

(b) Electronic documents produced as searchable multi-page PDFs will be stamped with sequential page numbers in the top right hand corner of each page.

(c) Hard copy documents should be produced as searchable, stamped, multi-page PDF Documents. The minimum requirement for scanned images is 300dpi text searchable multi-page PDF.

(d) Colour versions of documents will be created if the presence of colour is necessary to the understanding of the document.

(e) Extracted text files will be generated directly from the native file, even if the file is being produced in PDF format. Only redacted or hard copy documents will have their extract text generated after conversion to PDF.

Annexure C

Document type list – Objectively coded Documents

For electronic files this information is to be extracted from the native file

Document Type			
Agenda	Email	Minutes of Meeting	Transcript
Agreement/Contract/Deed	Facsimile	Notice	Web Page
Affidavit/Statement	Fax Transmission Report	Permit	
Annual Report	File Note	Photograph	
Article	Financial Document	Physical Media	
Authority	Form	Presentation	
Board Papers	Handwritten Note/Note	Receipt	
Brochure	Invoice/Statement	Report	
Certificate	Legislation/Act	RFI – RFO	
Cheque Remittance	Letter	Search/Company Search	
Court Document	List	Social Media/Messaging	
Curriculum Vitae/Resume	Manual/Guidelines	Specification	
Diary Entry	Map	Table/Spreadsheet	
Divider/File Cover	Media Article/Release	Submissions	
Diagram/Plan	Memorandum	Timesheet	