

Bates numbers

All pages of every document retrieved during the litigation “discovery process” has been assigned a unique number, usually numerical, however, in some cases it is an alphanumeric sequence. This number is referred to as the Bates number, named after the Bates automatic numbering machine. The Bates number is the document identifier and the format and length of the number varies across the tobacco company document websites. The following table illustrates some of the key differences.

Company	Website Field	sequence	Usual Length (chars)	Example of the format for a single page document	Multi-page divider	Example of the format for a multiple page document
Philip Morris	Document ID	numeric*	10	2000510120	slash /	1003575563/5565
Lorillard	Document ID	numeric*	8	88024178	slash /	88026355/6359
Tobacco Institute	Document ID	alphanumeric*	11	TIMN0053288	slash /	THKP0003444/3447
RJR	Document ID	numeric*	9	511053141 -3141	space dash -	507891145 -1146
CTR	Bates number	numeric or alphanumeric	8 or 10	11302957-2957	dash -	11325391-5392
ATC	Start bates End bates	numeric	9	Start bates: 968011192 End bates: 968011192	Not applicable	Start bates: 950186878 End bates: 950186896
B&W	Start bates End bates	numeric*	9	Start bates: 670301837 End bates: 670301837	Not applicable	Start bates: 620787211 End bates: 620787229

* sometimes includes an alphabetic suffix, which increases the character length by one digit

Note: BAT documents are usually a numeric sequence of nine (9) characters.