

Adding Party Name Records in ECF

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Introduction

Court staff enter party record information for new cases; however, other e-filers may need to add party name record information when filing certain documents.

Following specific guidelines and standard formatting rules for adding party name records is important. It promotes consistency, reduces duplicate records, and enhances the ability to search, access, and use the party name records. The impact extends beyond the record itself to reports, dockets, party indices, and PACER.

General Rules

There are a few basic rules related to adding parties in CM/ECF.

- ALWAYS perform a search before entering a new party name record. If the record exists in CM/ECF, it should be used. If not, try alternate searches before entering a new party name record. (See [Searching for Party Name Records.](#))
- Business names should be entered entirely in the Last Name field.
- Last/Business names must be at least 2 characters.
- Add party name records to cases exactly as they appear in the caption of the document **and** in the order in which they are listed. CM/ECF will accept up to 256 characters in one name field; therefore, do not abbreviate.

- Exceptions include:

Name Type	Format	Reason
State City County	<i>State name, State of</i> <i>City name, City of</i> <i>County name, County of</i>	To ensure the states/cities/counties will be in alphabetical order by name. If states were listed as "State of <i>state name</i> ," all 50 states would be alphabetically in "S."
Company Names with leading "The"	<i>Company name, The</i>	To ensure the company will be in alphabetical order by name. If every company with a leading "The" in its name were listed as "The <i>company name</i> ," all of those companies would be alphabetically in "T."

Select Party

When adding a party to an existing case, there are two options on the Select Party Screen.

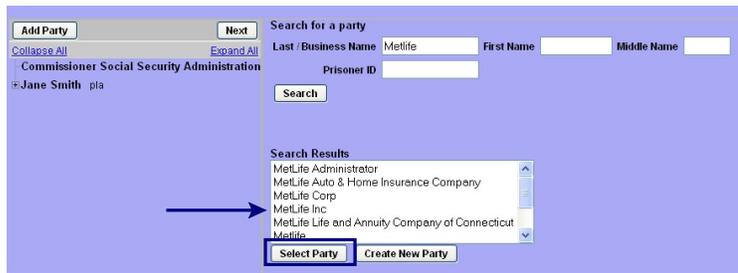
IF...	THEN...
Party name is listed,	Click party name and continue with filing.
Party name is not listed,	Click New Filer button and add the party.

Searching for Party Name Records

Always, search for the party name record before adding a new record. **If the party name record exists in ECF, it should be used.**

Following are general guidelines for executing a search.

- The search is not case sensitive, ex. enter Smith or smith.
- Avoid punctuation (commas, periods, etc.) in searches because they can produce unexpected results.
- Some listings may have several variations, e.g., State of South Carolina which may be listed as South Carolina, State of; SC, State of SC, etc.

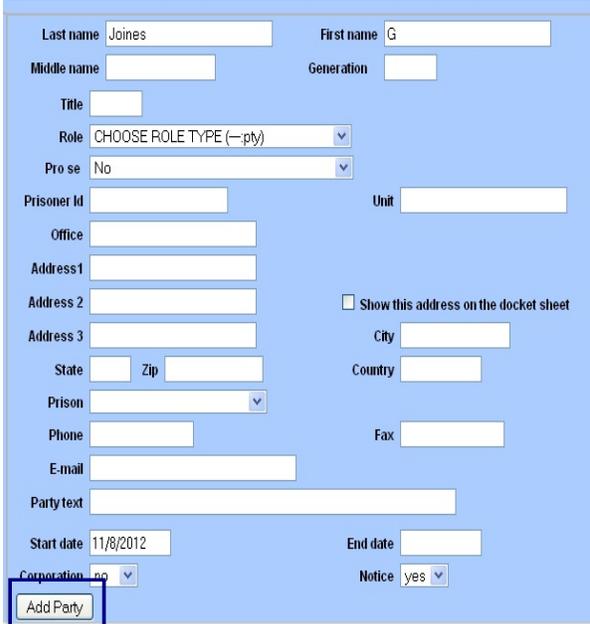
STEP	RESULT
<p>Enter at least two consecutive characters in the Last/Business Name Field. First and Middle Names are optional at this point.</p> <p>Click Search.</p>	
<p>If CM/ECF displays a list of matching name records, click on the name on the Search Results list and click Select Party button.</p>	
<p>If CM/ECF displays a message indicating no matches, try alternate searches.</p> <p>Make sure the party name record is not already in the database before adding it.</p>	

STEP	RESULT
<p>If the name is not found, click Create New Party.</p> <p><u>Note:</u> Keep in mind that the “names” on the list are records and do not represent actual people.</p>	

Adding Party Information - NON-COURT USERS

After clicking **Select Party** or **Create New Party**, complete Party Name and the information on the Party Information screen as follows. (For detailed instructions on specific fields, see [Party Information Fields](#).)

NON-COURT USERS: COMPLETE ONLY THE FIELDS LISTED HERE.

STEP	RESULT
<p>Verify and complete:</p> <p>Party Name Title Role Party text Corporation</p> <p>NOTE: Do NOT change the Notice field from “yes” to “no” or you will NOT receive notices related to this party.</p> <p>When completed, click Add Party button. (See Party Information Fields below for more information.)</p> <p><i>Note to Court Users: If adding parties through utilities, screen may appear different.</i></p>	 <p>The screenshot shows a web form for adding party information. Fields include: Last name (Joines), First name (G), Middle name, Generation, Title, Role (CHOOSE ROLE TYPE (-pty)), Pro se (No), Prisoner Id, Unit, Office, Address 1-3, State, Zip, City, Country, Prison, Phone, Fax, E-mail, Party text, Start date (11/8/2012), End date, Corporation (no), and Notice (yes). A blue box highlights the 'Add Party' button at the bottom left.</p>

STEP	RESULT
<p>If party includes an alias or corporate parent, see Aliases or Corporate Parents.</p> <p>To add additional parties, click New Filer button and repeat steps.</p> <p>When all parties, aliases, and corporate parents have been added or modified, click Next button.</p>	 <p>The screenshot shows a web interface for selecting a filer. On the left, there is a tree view under 'Pick Filer' with options: 'Commissioner Social Security Administration', 'Jane Smith pla', 'MetLife Inc dtf', 'Alias', 'Corporate Parent or other affiliate', and 'Attorney'. On the right, a 'Select the Party:' dropdown menu is open, showing 'Commissioner Social Security Administration [dtf]', 'Smith, Jane [pla]', and 'MetLife Inc [dtf]'. Below the dropdown are 'Next', 'Clear', and 'New Filer' buttons.</p>

Party Information Fields

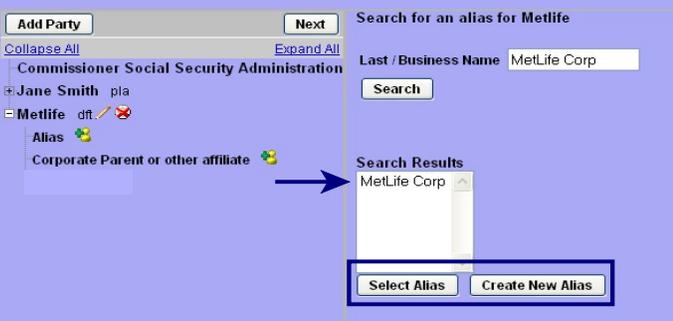
COURT USERS: Complete all Party Information fields indicated.

Field	Information
Last name	<p>Enter entire business name or Last name. If the last name is unknown, type LNU (last name unknown). If the last name is listed as John Doe, unknown officer, all unknown persons, or something similar, enter as listed. <i>(Note: these are probably already in the system.)</i> <i>(Note: For ECF purposes, dba is considered an alias and should not be included in the Last name field. See section on alias.)</i></p>
First name	<p>If only an initial, type initial. If unknown, type FNU (first name unknown). If no first name but there is a title, type the title in the first name field so it displays appropriately on the docket. If there is no first name or title, leave the first name field blank.</p>
Middle name	<p>If a name, type name. If an initial, type initial. If no middle name, leave blank.</p>
Generation	<p>Enter appropriate information or leave blank.</p>

Field	Information
Title	For example, Dr., Mrs., Lieutenant. If no first name, type title in first name field so it displays appropriately on the docket.
Role	Choose correct role from list. <i>(Note: If a party role is not assigned, the party name will not appear on the docket.)</i>
Pro Se	COURT USE ONLY - yes/no
Prisoner ID	COURT USE ONLY - ID #
Office	DO NOT USE.
Unit	COURT USE ONLY. (Prisoner unit, if included)
Address fields	COURT USE ONLY. (Prisoner and Pro Se only)
Country	DO NOT USE.
Phone/Fax	COURT USE ONLY. (Pro Se only) (Use dashes, e.g., 803-123-4567)
E-mail	DO NOT USE.
Party text	Additional descriptive information such as Trustee for the estate of...; Governor of SC; Guardian for the minor J H*; etc. *Pursuant to FRCP 5.2, only initials of minors should be used. <i>(Note: Information in the party text field will not display in the docket entry, but will display on the docket sheet in the caption/parties.)</i> The Clerk's office is not responsible for changing or redacting minor names which are included in filings.
Corporation	yes/no
Notice	COURT USE ONLY - yes/no

Aliases

If the party name(s) in a caption includes a nickname, aka, dba, etc., for ECF purposes, that information should be entered in the alias screen.

STEP	RESULT
<p>Click the Alias icon to access the alias screen, from the Party Search screen.</p>	
<p>Enter name in Last/Business Name field to search for an alias.</p> <p>Click Search.</p>	
<p>Choose desired name from Search Results. Click Select Alias.</p> <p>If name is not on the list, click Create New Alias.</p>	
<p>Complete additional required information, if available.</p> <p>Alias "Type" defaults to "dba." Select correct alias "Type" from the drop-down list. (See chart for list of alias types and abbreviations.)</p> <p>Click Add Alias.</p> <p><i>Note to Court Users: If adding parties through utilities, screen may appear different.</i></p>	
<p>To add multiple Aliases, click Alias icon to repeat above steps.</p>	
<p>To add Corporate Parent or other affiliate, see section on Corporate Parents.</p>	

STEP	RESULT
<p>To add additional parties, click New Filer button - see Adding a Party When Name Record Exists or Adding a Party When Name Record Is Not Found.</p> <p>When all parties, aliases, and corporate parents have been added or modified, click Next button.</p>	

Alias types to select from are:

Abbreviation to Enter	Role
ad	Administrator of the estate
agent	agent of, one who acts for another
aka	also known as
aor	Attorney of Record
aso	As subrogee of
con	Conservator of
dba	doing business as
est	Estate of
exc	Executor of the estate
fdba	formerly doing business as
fka	formerly known as
gal	Guardian ad Litem
nee	born (placed before a married woman's maiden name)
nka	now known as
obo	on behalf of
other	an alias which is not one of the listed types
png	parental natural guardian
poa	Power of Attorney
pr	Personal Representative

Abbreviation to Enter	Role
proces	Process Agent
rpi	real property in interest
sausa	Special Assistant US Attorney
sucin	Successor in Interest
sucmer	Successor by Merger
sureb	Surety Bondman
surep	Surety Producer
ta	trading as
tdba	trading and doing business as

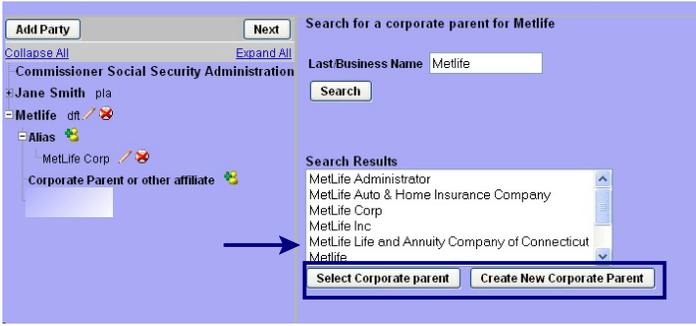
Corporate Parents

The Code of Conduct for federal judges requires judges to recuse themselves from cases where they, a spouse, or resident minor child may have a conflict of interest. Judges are also required to recuse themselves when they are disqualified for other reasons, such as personal knowledge of disputed facts, prior service as an attorney or material witness in the matter, and involvement of relatives as parties, attorneys, or witnesses.

ECF assists judges in identifying potential conflicts of interests. However, the clerk or filing user must first enter information regarding the parties and any “corporate parents.”

LR 26.01 Answers to Interrogatories, Question C specifies that parties are to identify any corporate parents. The information should also be included in the Disclosure Statement (FRCP 7.1). If any parties are identified in these documents, the clerk or filing user must include that information when adding the party to the case. (If it is not done when at that time, the Clerk's Office must modify the party name record in Utilities to include this information.) ECF can then generate a report that lists any potential conflicts of interest.

If the party name(s) in a caption includes a corporate parent or other affiliate, that information should be entered in the Corporate Parent screen.

STEP	RESULT
<p>Click the Corporate Parent or other affiliate icon to access the Corporate Parent or other affiliate screen.</p>	
<p>Enter Last/Business Name.</p> <p>Click Search.</p> <p>Choose desired name from Search Results.</p> <p>Click Select Corporate parent. OR If name is not on list, click Create New Corporate Parent.</p>	
<p>Complete additional required information, if available.</p> <p>Click Add Corporate Parent.</p> <p><i>Note to Court Users: If adding parties through utilities, screen may appear different.</i></p>	
<p>To add additional Corporate Parents, click Corporate Parent or other affiliate icon and repeat above steps.</p>	
<p>To add additional parties, click New Filer button - see Adding a Party When Name Record Exists and Adding a Party When Name Record Is Not Found.</p> <p>When all parties, aliases, and corporate parents have been added or modified, click Next button.</p>	

Bankruptcy Appeals - COURT USE ONLY

The Transmittal of Record on Appeal will list the name of the appellant, the appellee, and the names/addresses of all attorneys. These party names determine the caption of the case, e.g., Appellant vs. Appellee.

Party types are: a for Appellant and e for Appellee.

Date	Comments	By