

**CM/ECF GUIDE FOR
ENTERING PARTY NAMES**



**United States District Court
Northern District of Indiana**

Table of Contents

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40

Section
No.

Page
No.

- I. Party Name Entry**
- A. Entry of simple party names [2](#)**
- B. Abbreviations. [2](#)**
- C. Agency/Business Names. [2](#)**
- D. Estates as Parties. [4](#)**
- E. Generations/Titles in Party/Attorney Name Entry.. [7](#)**
- F. Money/Currency. [8](#)**
- G. Party Text. [9](#)**
- H. Punctuation. [9](#)**
- I. Real Estate/Property. [9](#)**
- J. Social Security Cases (And Other Government Agency Cases). [10](#)**
- K. Spanish Surnames. [10](#)**
- L. State/Local Government Names. [11](#)**
- M. Street Address as a Party. [13](#)**
- N. Telephone Number Entry. [14](#)**
- O. Titles/Generations in Party/Attorney Name Entry.. [14](#)**
- P. Union Names. [14](#)**
- Q. Unknown Heirs. [15](#)**

1
2
3
4
5
6
7
8
9

R. Unknown Spouses or Tenants..... [15](#)

S. USA as a Party..... [16](#)

T. Vehicles..... [16](#)

U. Alias names..... [16](#)

1
2
3 **I. Party Name Entry.**
4

5 The three ultimate goals regarding the entry of party names into the system are: 1) To only
6 have one version of a particular name (a recurring name) in the system; 2) To make similar,
7 but slightly differing, names unique enough so that they are recognizable; and 3) To be able
8 to retrieve names in a logical way.
9

- 10
- 11 • *It is the policy of this court not to use punctuation in party/attorney names.*
12 Exceptions: Dollar amounts; Radio/TV stations; Internet addresses; Real
13 Estate/Property (*also see separate sections for Money/Currency and for Real*
14 *Estate/Property*). It is okay to use punctuation in party text, *if unavoidable*.
 - 15 • Use upper & lower case for party names (International Business Machines) - not all
16 caps unless the name is always spelled that way (IBM).
 - 17
 - 18 • *Include small words such as "The" or "A" which precede business names AFTER the*
19 *business name, i.e., Celotex Corporation The (no punctuation)*. Parties should NOT
20 be entered with A or The in front of the name, no matter how it shows up on the
21 document.
22
 - 23 • IF YOU MUST ADD A NAME to the system, **there is only one last name field in**
24 **CM/ECF**, not a short name and a long name. When possible, use a name already in
25 the database. Do not add another version of a name that already exists just to
26 differentiate between parties.
27
 - 28 • If the name is lengthy or has identifying data, enter that information as PARTY
29 TEXT.
30
 - 31 • Click on "Create new party"; the information you entered when searching will
32 appear in the last name field.
33
 - 34 • If the information previously entered needs to be changed, type the Last name or
35 business name correctly; then enter the First name and Middle name if applicable.
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A. Entry of simple party names

Example: **Bonita R. Crocodile von Everglades**

Last name: **Crocodile von Everglades** First name: **Bonita**
Middle name: **R** Generation: *(blank)* Title: *(blank)*

Example: **John B. Jones, husband, and the marital community composed thereof**

Last name: **Jones** First name: **John**
Middle name: **B** Generation: *(blank)* Title: *(blank)*

Party text: **husband and the marital community composed thereof**

B. Abbreviations: *Avoid using abbreviations in party name entry unless they are used in the party name in the document from which you are obtaining the name you are entering. Be aware of how abbreviations appear on the docket sheet.*

C. Agency/Business Names: Name should be entered in last name field.

- If a business name has already been entered into the system but you have the same name with identifying data, accept the name and enter the identifying data in party text.
- Generally, DO NOT use First Name or Middle Name when entering agency/business names, with the following exception:

Union Names with Local Number *(also see separate section for Union Names)*
- If a BUSINESS NAME contains the name of a city, state or county, as in University of Notre Dame or Purdue University, Pennsylvania Life Insurance Company, enter precisely as it is on the document unless there is identifying data (use party text) or the words “The” or “A” which FOLLOW the name if they are not placed in party text. *(Also see separate section for State/Local Government Names which are handled differently.)*

1 Example: **A-Z Management Consulting Partnership, Inc.**

2
3 Last name: **A-Z Management Consulting Partnership Inc** First name:
4 Middle name: Generation: *(blank)* Title: *(blank)*

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6 * * * * *

7
8 Example: **C.D.F. Co., a Corporation**

9
10 Last name: **CDF Co** First name:
11 Middle name: Generation: *(blank)* Title: *(blank)*

12
13 Party text: **a Corporation**

14
15 * * * * *

16
17 Example: **Dons' Amoco, formerly Don's Standard Service**

18
19 Last name: **Dons' Amoco** First name:
20 Middle name: Generation: *(blank)* Title: *(blank)*

21
22 **TO ADD ALIAS PARTY NAME - SEE "U" ON PAGE 16 OF THIS GUIDE.**

23
24 Last name: **Don's Standard Service** First name:
25 Middle name: Generation: *(blank)*

26
27 *Alias* Type: **fka**

28
29 * * * * *

30
31 Example: **Gates Motors Inc and Gates Chevrolet Corp a/k/a Gates**
32 **Automotive**

33
34 Last name: **Gates Motors Inc** First name:
35 Middle name: Generation: *(blank)* Title: *(blank)*

36
37 *(enter Gates Chevrolet Corp as another party or as an alias, after verifying which*
38 *is correct; it is possible you could have two parties with the SAME alias)*

39
40

TO ADD ALIAS PARTY NAME - SEE "U" ON PAGE 16 OF THIS GUIDE.

Last name: **Gates Automotive** First name:
Middle name: Generation: *(blank)*

Alias Type: **aka**

Example: **Hesperia Gold, a limited partnership**

Last name: **Hesperia Gold** First name:
Middle name: Generation: *(blank)* Title: *(blank)*

Party text: **a limited partnership**

Example: **The J. C. Penney Company**

Last name: **J C Penney Company The** First name:
Middle name: Generation: *(blank)* Title: *(blank)*

Example: **Wood Bros. Manufacturing Corp.**

Last name: **Wood Bros Manufacturing Corp** First name:
Middle name: Generation: *(blank)* Title: *(blank)*

D. Estates as Parties: There are two methods by which estates may be entered into the system.

- Enter the deceased as the "main" party and the executor on the "alias" screen
- Enter the executor as the "main" party and the deceased under "alias"

If the executor is listed first, he/she will be entered as the "main" party and the deceased will be entered as an alias. If the deceased person is listed first, he/she will be entered as the "main" party with the executor entered as an alias. It is noted that in order to accomplish this, it will be necessary to verify placement on the docket depending on party role used. The important thing to remember is that any person's name shown on the complaint should be entered on the docket, either as a party or alias.

Example: **Estate of Robert J. Ehrhardt, Deceased, by Catherine Ehrhardt, personal representative**

Last name: **Ehrhardt** First name: **Robert**
Middle name: **J** Generation: *(blank)* Title: *(blank)*
Role: **estd (estate defendant) OR estp (estate plaintiff)**
OR if applicable,
(dft) defendant OR (pla) plaintiff

Party text: Deceased

TO ADD ALIAS PARTY NAME - SEE "U" ON PAGE 16 OF THIS GUIDE.

Last name: **Ehrhardt personal representative** First name: **Catherine**
Middle name: Generation: *(blank)*

Alias Type: est (estate of)

Example: **Kathleen White, independent executrix of the estate of Anne Glenn, deceased**

Last name: **White** First name: **Kathleen**
Middle name: Generation: *(blank)* Title: *(blank)*
Role: **estp (estate plaintiff) OR estd (estate defendant)**
OR if applicable,
(dft) defendant OR (pla) plaintiff

Party text: Independent executrix

TO ADD ALIAS PARTY NAME - SEE "U" ON PAGE 16 OF THIS GUIDE.

Last name: **Glenn deceased** First name: **Anne**
Middle name: Generation: *(blank)*

Alias Type: est (estate of)

Example: **The Estate of George Smiley**

Last name: **Smiley** First name: **George**
Middle name: Generation: *(blank)* Title: *(blank)*

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Role: **estp (estate plaintiff) OR estd (estate defendant)**
OR if applicable,
(dft) defendant OR (pla) plaintiff

Party text: **The** (see section regarding use of party text)

NOTE THE ABOVE EXAMPLE HAS NO ALIAS

Example: **Helen Smiley, Executor of the Estate of George Smiley**

Last name: **Smiley** First name: **Helen**
Middle name: Generation: *(blank)* Title: *(blank)*
Role: **excep (executor plaintiff) OR execd (executor defendant)**
OR if applicable,
(dft) defendant OR (pla) plaintiff

Party text: **Executor of the Estate of George Smiley**

TO ADD ALIAS PARTY NAME - SEE "U" ON PAGE 16 OF THIS GUIDE.

Last name: **Smiley** First name: **George**
Middle name: Generation: *(blank)*

Alias Type: **estate of**

Example: **Helen Smiley, Executor of the Estate of George Smiley**
OR Estate of George Smiley, Helen Smiley, Executor

Last name: **Smiley** First name: **George**
Middle name: Generation: *(blank)* Title: *(blank)*
Role: **estp (estate plaintiff) OR estd (estate defendant)**
OR if applicable,
(dft) defendant OR (pla) plaintiff

Click on box at bottom of screen to add alias (aliases do NOT have party text or a title field):

Last name: **Smiley** First name: **Helen**
Middle name: Generation: *(blank)*

Alias Type: **executor**

E. Generations/Titles in Party Name Entry:

- With regard to **party names**, we have discovered in CM/ECF that information in the “Title” field will not appear on the front of the docket. In addition, party search screens in CM/ECF display only last and first names, so it’s not possible to tell if a party has a title. It will be necessary to NOT enter titles in the Title field.
- Generations such as **Jr, Sr, I, II, III, IV, V**, will be placed, with NO punctuation, in the **Generation** field.
- Titles such as **DDS, MD, DO, RN, LPN or PhD** will be placed, with NO punctuation, in the **Last Name** field after the party’s name.
- Titles such as **Sgt., Capt., Sheriff, Supt, Lt, Detective, Nurse, Doctor, Dr**, etc., will be placed, with NO punctuation, in the **First Name** field in front of the first name, or by itself if there is no first name. **If it will not fit in this screen with the first name, it must be placed in party text.**
- **It is suggested that if a title is NOT on our approved abbreviation list, it should be placed in party text.** It will still show up on the front of the docket but will not appear as an error for everyone to see if querying party names.

Example: **Dr. James F. Floor, Sr., doctor at Indiana State Prison**

Last name:	Floor	First name:	Dr James
Middle name:	F	Generation:	Sr Title: <i>(blank)</i>

Party text: **doctor at Indiana State Prison**

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Example: **Sheldon A. McQueen, Jr, Ph.D.**

Last name: **McQueen PhD** First name: **Sheldon**
 Middle name: **A** Generation: **Jr** Title: *(blank)*

Example: **Lieutenant Johannes Nelson**

Last name: **Nelson** First name: **Johannes**
 Middle name: Generation: *(blank)* Title: *(blank)*

Party Text: **Lieutenant**

Example: **Capt. Smithson**

Last name: **Smithson** First name: **Capt**
 Middle name: Generation: *(blank)* Title: *(blank)*

Example: **Sgt. Tom Hurst**

Last name: **Hurst** First name: **Sgt Tom**
 Middle name: Generation: *(blank)* Title: *(blank)*

Example: **John A. Green, M.D.**

Last name: **Green MD** First name: **John**
 Middle name: **A** Generation: *(blank)* Title: *(blank)*

F. Money/Currency: When entering a dollar amount as a party, leave out unnecessary punctuation.

Example: **\$14,669.00 in U.S. Currency**

Last name: **\$14,669.00 in US Currency** First name:
 Middle name: Generation: *(blank)* Title: *(blank)*

G. Party Text: *If a title or other identifying data is too long to fit in the appropriate field, it must be placed in party text. Never enter part of a title with the name and cut it off (truncate) because it will not fit.*

Example: **Assistant Superintendent Mark Hanson**

Last name: **Hanson** First name: **Mark**
Middle name: Generation: *(blank)* Title: *(blank)*

Party Text: **Assistant Superintendent**

Example: **Correctional Officer Lawrence Ray Jones**

Last name: **Jones** First name: **Lawrence**
Middle name: **Ray** Generation: *(blank)* Title: *(blank)*

Party Text: **Correctional Officer**

H. Punctuation: Do NOT use punctuation in party name entry, with the exception of **hyphenated** names.

- **The pound sign (#) is considered to be punctuation and should not be used.**

Example: **Jane A. Rockefeller-Eisenhower**

Last name: **Rockefeller-Eisenhower** First name: **Jane**
Middle name: **A** Generation: *(blank)* Title: *(blank)*

I. Real Estate/Property: When entering real estate as a party, use the most descriptive part first. Also refer to Street Address as a Party section, If street address is part of the name, enter all, including city, state and zip code, if any, in last name field with no punctuation, with identifying data in party text.

Example: **One Parcel of Real Estate located at 23 Elm Row, Phoenix, AZ**

Last name: **23 Elm Row Phoenix AZ** First name:
Middle name: Generation: *(blank)* Title: *(blank)*

Party text: **One Parcel of Real Estate located at**

J. Social Security Cases (And Other Government Agency Cases): The party name Social Security Administration should not be used. Instead **Commissioner of Social Security should be entered as the party name** and the name of the person sued or other identifying information will continue to be added in party text as follows: “sued as Jane Doe, *(etc.)*”.

All US Government Agencies should be handled this way. For example: The name “Elaine L. Chao, Secretary of Labor, U. S. Department of Labor” would be entered with “**United States Department of Labor**” in Last Name, and “sued as Elaine L Chao, Secretary of Labor” would be entered in party text.

K. Spanish Surnames: When entering parties who have Spanish surnames, the father’s surname or, in the case of a married woman, the husband’s surname, is always used as the control name.

Males and Single Females

Example: **Jesus Adolfo Villegas Navarro**

First name: Jesus
Middle name: Adolfo
Father’s surname: Villegas
Mother’s maiden name: Navarro

Last name: **Villegas Navarro** First name: **Jesus**
Middle name: **Adolfo** Generation: *(blank)* Title: *(blank)*

Example: **Maria Isabel Aguirre Villegas**

First name: Maria
Middle name: Isabel
Father’s surname: Aguirre
Mother’s maiden name: Villegas

Last name: **Aguirre Villegas** First name: **Maria**
Middle name: **Isabel** Generation: *(blank)* Title: *(blank)*

Example: **Maria Isabel Hernandez Puertodelcampo**

Last name: **Hernandez Puertodelcampo** First name: **Maria**
Middle name: **Isabel** Generation: *(blank)* Title: *(blank)*

Married Females:

For married women, the “de” in lower-case letters indicates that the woman is married to the man whose surname follows. This surname is the control name for this party. Consequently, for the example shown below, the control name is Aguirre. Since the woman’s maiden name and the word “de” are really an important part of the “last name” of this party, they follow the husband’s surname and are separated from it by a hyphen, to indicate that the order of the last names has been reversed.

Example: **Delores Villegas de Aguirre**

First name: Delores

Middle name:

Father’s (her maiden): Villegas

Husband’s surname: Aguirre

Last name: **Villegas de Aguirre** First name: **Delores**

Middle name: Generation: *(blank)* Title: *(blank)*

* * * * *

Widowed Females:

For widows, the “Vda. de” indicates that the woman was married to the deceased man whose surname follows. Be sure to include the words “Vda de” in the last name field.

Example: **Ramona Navarro Vda de Villegas**

Last name: **Navarro Vda de Villegas** First name: **Ramona**

Middle name: Generation: *(blank)* Title: *(blank)*

- L. State/Local Government Names:** The name of the State, County, City, etc. should be entered first, i.e., “Board of Commissioners of Grant County” should be entered as “**Grant County Board of Commissioners**”; “City of South Bend” would be “**South Bend City of**” etc. Be sure to begin the name with the word on which the name should be indexed. A name such as “The City of Hammond” would be entered as “**Hammond The City of**” with no punctuation.

Example: **Department of Tourism & Visitor Information of the State of Washington**

Last name: **Washington the State of**

First name:

Middle name: Generation: *(blank)* Title: *(blank)*

Party text: **Department of Tourism & Visitor Information of**

Example: **State of Massachusetts**

Last name: **Massachusetts State of** First name:
Middle name: Generation: *(blank)* Title: *(blank)*

Example: **King County**

Last name: **King County** First name:
Middle name: Generation: *(blank)* Title: *(blank)*

Example: **City of Seattle**

Last name: **Seattle City of** First name:
Middle name: Generation: *(blank)* Title: *(blank)*

Example: **Washington State Bureau of Prisons**

Last name: **Washington State Bureau of Prisons** First name:
Middle name: Generation: *(blank)* Title: *(blank)*

More Examples:

Enter **Indiana State of** instead of State of Indiana
Enter **Marion County of** instead of County of Marion
Enter **Indianapolis City of** instead of City of Indianapolis

Example: **Unknown Deputy Sheriff of the Peoria County Sheriff's Department**

Last name: **Peoria County Sheriff's Department** First name:
Middle name: Generation: *(blank)* Title: *(blank)*

Party text: **sued as Unknown Deputy Sheriff**

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Example: **University of Washington at Seattle**

Last name: **University of Washington at Seattle** First name:
Middle name: Generation: *(blank)* Title: *(blank)*

M. Street Address as a Party: Entire address including city, state and zip code, if any is placed in last name field, with no punctuation. All other identifying information should be placed in party text. Also see Real Estate/Property.

Example: **1319 3rd Avenue North, Gary, Indiana, and all locked or unlocked containers therein**

Last name: **1319 3rd Avenue North Gary Indiana** *(NO PUNCTUATION)*
First name:
Middle name: Generation: *(blank)* Title: *(blank)*

Party Text: **and all locked or unlocked containers therein**

Example: **2020 North 300 West, LaPorte, Indiana, a white two-story house with attached garage**

Last name: **2020 North 300 West LaPorte Indiana**
First name: *(NO PUNCTUATION)*
Middle name: Generation: *(blank)* Title: *(blank)*

Party Text: **a white two-story house with attached garage**

Example: **BJ's Bar & Café, 210 S Newton Street, Goodland, IN**

- If the primary purpose of this entry is the business, accept or enter that & put the address in party text.
- If the primary purpose is the address, accept or enter that and put the rest of the information in party text.

N. Telephone Number Entry: Telephone and fax number entries should be in the form "xxx-xxx-xxxx" using dashes between the phone numbers, not ()'s or /'s.

O. Titles/Generations in Party/Attorney Name Entry: In CM/ECF it will be

necessary to NOT enter titles in the Title field, but we will use the Generation Field for Jr, Sr, I, II, III, IV, V. The only way to make titles show up when searching is to include them as part of the person's name. (see examples listed under Generations/Titles.....)

P. Union Names: Enter the correct Union Name (without the local number) in the LAST NAME field. If the name includes a local number, enter the word "Local" and the number in the FIRST NAME field. *Be sure the union is not already in the system before adding another.* **NOTE: This is the only time a non-person party would have information in the first name field.**

Example: **Sheet Metal Workers Local No 20, Gary Area Pension Fund**

Last name: **Sheet Metal Workers Gary Area Pension Fund**
First name: **Local 20**
Middle name: Generation: (blank) Title: (blank)

Example: **International Association of Heat and Frost Insulators and Asbestos Workers, Local 1001**

Last name: **International Association of Heat and Frost Insulators and Asbestos Workers** First name: **Local 1001**
Middle name: Generation: (blank) Title: (blank)

Example: **International Brotherhood of Painters and Allied Trades**

Last name: **International Brotherhood of Painters and Allied Trades**
First name:
Middle name: Generation: (blank) Title: (blank)

Party text:

Q. Unknown Heirs:
OR
Unknown Heirs Devisees Legatees Husbands Wives Widows Widowers Successors Executors Administrators Personal Representatives Guardians Trustees Receivers Grantees and Lessees
OR
Unknown Heirs Devisees Legatees Successors Executors Administrators Personal Representatives Guardians Trustees Receivers Grantees and Lessees

R. Unknown Spouses or Tenants: When entering an unknown spouse, use the last name field exactly as you normally would when entering individual names as parties. The first name field will be used to make the "unknown spouse" designation, and the middle name will contain any first or middle name information available for the known spouse. If no first or middle name information is given for the known spouse, leave the middle name field blank.

Example: **Unknown Spouse of John B. Jones, Jr., M.D.**

Last name: **Jones MD Unknown Spouse of** First name: **John**
Middle name: **B** Generation: **Jr** Title: *(blank)*

Example: **Unknown Spouse of Maria A. Shriver-Schwartzenegger**

Last name: **Shriver-Schwartzenegger Unknown Spouse of** First name: **Maria**
Middle name: **A** Generation: *(blank)* Title: *(blank)*

Example: **Unknown tenants, if any, of the Property Located At: 1112 Prospect**

Last name: **1112 Prospect** First name: **Unknown Tenants**
Middle name: Generation: *(blank)* Title: *(blank)*

Party Text: **Unknown tenants if any of the Property Located At**

S. USA as a Party: If a federal governmental agency is sued as USA, add the agency in "Party Text", i.e., Internal Revenue Service, Department of Agriculture, etc.

T. Vehicles: Use Party Text for identifying information other than the VIN #. Do NOT use any unnecessary punctuation.

Example: **1999 Cadillac, VIN #1G6KD52BOSU257327, a white four-door vehicle located on the lot at Arby's**

Last name: **1999 Cadillac VIN 1G6KD52BOSU257327** First name:
Middle name: Generation: *(blank)* Title: *(blank)*

Party Text: **a white four-door vehicle located on the lot at Arby's**

