

United States District Court
Southern District
of
New York

CM/ECF Party Name Data Conventions Manual

*Guide for Attorneys and Court Staff on How to
Enter Party Names*

May 12, 2015

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Introduction

This guide contains the preferred style practices for all users of the CM ECF application in the Southern District of New York to properly enter party names. The intention of the guide is to make everyone's task easier, whether they are entering data or inquiring into the CM/ECF database, thus displaying information in more uniform and predictable ways, as well as reducing confusion and errors.

The purpose of establishing conventions and standards for party name entries is to facilitate litigation searches and to avoid duplication of party names in the database. The basic rule for party name entry is to spell it exactly as it appears on the pleading. It is important to do a thorough search to avoid entering duplicate information. Searches are conducted by entering only the first few letters of the last name of a person, business, municipality, organization, or agency. The information will be retrieved only as it appears on the system database.

Searching For a Party in CM ECF

It is very important that you search ECF for the parties in your case to determine whether they have previously been involved in litigation in this district and are therefore already in the ECF system. Please conduct a thorough search and do not create a new party unless absolutely necessary.

Searching for a Party in ECF

1. Search for and add parties to the case in the precise order in which they appear in the pleading.
2. In the Last / Business Name field, enter two or more consecutive characters, then click the [**Search**] button. *Example:* for the name “Anderson,” “Ande” would work as a search parameter.
3. A list of party names matching your criteria may appear. Click on the name of the correct party to highlight it and click the [**Select Party**] button.
4. If you search finds no matches in the ECF system, you will receive a message indicating the search produced no results and no names will appear in the search results field. If this occurs, broaden the search parameters and try again.

Party Name Search Hints

- Enter at least two consecutive letters or characters of a party's name.
- The search is not case sensitive, but party names should be entered with initial caps and lower case letters. For example: Enter Smith or smith.
- The name may have been abbreviated when it was added to the database, especially state names.
- You can enter a wild card before letters, to take the place of other letters. For example: Enter "*am" and find Bob Cunningham and Judy Amhurst, but not Steven Armstrong since the letters are not consecutive. A wild card (*) is not required at the end of a search string.
- When searching for a party DO NOT use an asterisk or star at the beginning of the word. But an asterisk or star may be used before or within search strings. For example, Villa*; Agricult*re Dep*, Dep*t of Justice.
- Try alternate searches if your first search is not successful. First, search for the entire party's name (i.e., World Communications). If that is not successful, you can search for part of the party's name (i.e. World Comm or just World).
- Always begin with a broad search and narrow it down by entering more of the party name if the results are too voluminous.
- When searching, if just the last name is entered, CM ECF may return a list of a hundred parties with that last name. However, if you know the first name or initial, you can add that to the first name field to narrow your search. For example, instead of entering Grant only, if you search for Carol Grant, you will retrieve Carol A. Grant and Carolyn Grant.
- If there are articles in the title such as "A" or "The", you may or may not need to include the article in the search. For example, a search request for The Daily News may not produce a result. But a search request for Daily News will be successful. Likewise a search for Daily News may not produce a result; but a search for The Daily News will be successful.
- Search by last name "Doe", if you have parties referenced as "Jane Doe, John Doe, Doe, or Does".

Creating a New Party in CM ECF

It is very important that you search ECF for the parties in your case to determine whether they have previously been involved in litigation in this district and are therefore already in the ECF system. Please conduct a thorough search and do not create a new party unless absolutely necessary.

Creating a New Party in ECF

If your broadest search does not yield your party, click the [**Create New Party**] button to add the party to the system.

Please follow the party name data conventions in this manual when adding a new party in ECF.

If unsure how a specific party name should be entered, please contact the Clerk's Office Help Desk for guidance.

Proper Format and Style Conventions for Names – The Basics

These style conventions apply to all names entered in the CM/ECF application:

- If the name appears on the list in the database, select it to help eliminate different versions or duplicates of the same party name.
- Use upper and lower case characters for all names and capitalize the first letter in a proper noun. (*e.g.* Wallace D. Smith, United Insurance Services)
- Do not use all capital letters unless all or part of the business name is in all capitals, such as IBM; in that case, only use capitals for the portion of the name that is in all capitals.
- If a business name begins with an article (A, An or The), omit the article. (*e.g.* The Wood Bros. Manufacturing Corp.)
- Use single spacing between all names and initials and punctuation if appropriate (*e.g.* J. J. Jones, Smith, Inc., CW Bradford Ltd., Patrick MacDougal, Kathleen O'Brien)
- When typing names that have upper and lower case letters or hyphens, do not insert spaces. Use hyphens in the last name or first name field when necessary. (*e.g.* Patrick MacDougal, Kathleen O'Brien, Mary Smith-Baker).
- Business names should be entered entirely in the Last / Business Name field. Do not use the First Name or Middle Name field when entering business names. The Last / Business Name field fits up to 200 characters.
- Do not use the ampersand sign (&) for "and" unless it is part of a company name on the petition or pleading. (*e.g.* B & D Company, Cameron & Associates)
- Enter US and USA without any spaces. (*e.g.* USDA ; US Department of Agriculture, US Attorney)

If unsure how a specific party name should be entered, please contact the Clerk's Office Help Desk for guidance, at (212) 805-0136, Option #2.

Proper Format and Style Conventions for Names – Optional Fields

It is not necessary to complete all the fields listed on the Party Information screen. See details as follows:

Generation

Enter the generation information (*e.g.* Jr., Sr., III, IV, etc.) in the generation field.

Title

If a party has a title, add it (*e.g.* Dr., Rev., Nurse Practitioner, Lead Foreman, Official Administrator, Warden, Correctional Officer, etc.) in the Title Field.

NOTE: The information entered in the title field (*e.g.* Dr., Rev., etc.), will only appear on docket sheet, not in the docket text.

Role

Select the appropriate party role (*e.g.* plaintiff or defendant). Please refer to the SDNY Statistical Case Opening Codes Manual for a list of available party role codes.

The role will default to defendant; change the role, as necessary.

Address Fields

Do not add the address, phone or fax information for the party, unless they are pro se litigant. Ensure the address fields are blank, and delete the fields, if needed, before accepting the party information screen.

If the party is pro se and a prisoner, select a prison from the drop-down list in the Prison field.

INDIVIDUAL PERSONS NAMES

When entering an individual's name, enter the full last name, full first name, middle name (or initial) in the designated fields. Do not enter names in ALL CAPS

Individuals

Enter the full last name, full first name, middle name (or initial) in the designated fields.

Example: Mary Jane Smith

| | |
|-----------------------|-------|
| Last / Business Name: | Smith |
| First Name: | Mary |
| Middle Name: | Jane |
| Generation: | |
| Title: | |
| Party text: | |

Enter the full last name, full first name, middle name (or initial) in the designated fields. If the middle name is unknown, then leave it blank.

Example: Mary Smith

| | |
|-----------------------|---------------|
| Last / Business Name: | Smith |
| First Name: | Mary |
| Middle Name: | (Leave Blank) |
| Generation: | |
| Title: | |
| Party text: | |

Enter the full last name, full first name, middle name (or initial) in the designated fields. If the full first name is unknown and or the middle name is unknown, then enter the initials.

Example: M. J. Smith

| | |
|------------------------|-------|
| Last / Business Name : | Smith |
| First Name: | M. |
| Middle Name: | J. |
| Generation: | |
| Title: | |
| Party text: | |

Enter the full last name, full first name, middle name (or initial) in the designated fields. If the party has multiple middle names, enter the multiple middle names in the Middle Name field.

Example: John Michael Kramer Martin

Last / Business Name: Martin
First Name: John
Middle Name: Michael Kramer
Generation:
Title:
Party text:

Individuals Sued in Individual and Official Capacity

When entering a party being sued as an individual and in their official capacity, enter the party twice.

Enter the full last name, full first name, middle name (or initial) in the designated fields. If the party has a title, enter the title of the party in the Title field. Enter the additional text in the Party Text field.

Example: Lieutenant George Smith, Individually and in his official capacity

Last / Business Name: Smith
First Name: George
Middle Name: (Leave Blank)
Generation:
Title: Lieutenant
Party text: Individually

Last / Business Name: Smith
First Name: George
Middle Name: (Leave Blank)
Generation:
Title: Lieutenant
Party text: in his official capacity

Individuals in Class Action Cases

When entering a party who is filing an action individually and on behalf of all others

similarly situated, enter the party once.

Enter the full last name, full first name, middle name (or initial) in the designated fields. Enter the additional text in the Party Text field.

Example: Jane W. Walton, Individually and on behalf of all others similarly situated

| | |
|-----------------------|---|
| Last / Business Name: | Walton |
| First Name: | Jane |
| Middle Name: | W. |
| Generation: | |
| Title: | |
| Party text: | Individually and on behalf of all others similarly situated |

Enter the full last name, full first name, middle name (or initial) in the designated fields. If the middle name is unknown, then leave it blank. Enter the additional text in the Party Text field.

Example: Samuel Baton, Individually and on behalf of all others similarly situated

| | |
|-----------------------|---|
| Last / Business Name: | Baton |
| First Name: | Samuel |
| Middle Name: | (Leave Blank) |
| Generation: | |
| Title: | |
| Party text: | Individually and on behalf of all others similarly situated |

Individuals as Representatives of a Deceased Person

When entering a party who is filing an action individually and on behalf of a deceased person, enter the party twice. The deceased is not a party; the representative is. The estate is not a party unless specifically designated in the case caption. If the estate is a party see the section titled Estates Information, for how to enter an estate party.

Enter the full last name, full first name, middle name (or initial) in the designated fields. Enter the additional text in the Party Text field.

Example: Jane W. Walton, Individually and as surviving spouse of John L. Walton

Last / Business Name: Walton
First Name: Jane
Middle Name: W.
Generation:
Title:
Party text: Individually

Last / Business Name: Walton
First Name: Jane
Middle Name: W.
Generation:
Title:
Party text: as surviving spouse of John L. Walton

Individuals who are Prisoners

When entering a party who is a prisoner, include the Prisoner ID Number in the Prisoner ID field, if it is known.

Enter the full last name, full first name, middle name (or initial) in the designated fields. Enter the Prisoner ID Number in the Prisoner ID field, if it is known. Enter the numbers only, excluding “#.”

Example: Robert A. Smith, #12345-678

Last / Business Name: Smith
First Name: Robert
Middle Name: A.
Generation:
Title:
Prisoner ID: 12345-678
Party text:

INDIVIDUAL PERSONS WITH 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

| | |
|-----------------------|------------------|
| Last / Business Name: | Villegas Navarro |
| First Name: | Jesus |
| Middle Name: | Adolfo |
| Generation: | |
| Title: | |
| Party text: | |

Example: Maria Isabel Aguirre Villegas

| | |
|-----------------------|------------------|
| Last / Business Name: | Aguirre Villegas |
| First Name: | Maria |
| Middle Name: | Isabel |
| Generation: | |
| Title: | |
| Party text: | |

Example: Maria Isabel Hernandez Puertodelcampo

| | |
|-----------------------|--------------------------|
| Last / Business Name: | Hernandez Puertodelcampo |
| First Name: | Maria |
| Middle Name: | Isabel |
| Generation: | |
| Title: | |
| Party text: | |

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

| | |
|-----------------------|---------------------|
| Last / Business Name: | Villegas de Aguirre |
| First Name: | Delores |
| Middle Name: | |
| Generation: | |
| Title: | |
| Party text: | |

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 / Business Name: | Navarro Vda de Villegas |
| First Name: | Ramona |
| Middle Name: | |
| Generation: | |
| Title: | |
| Party text: | |

BUSINESS NAMES

When entering a business name, enter the full and complete name as referenced in the pleading in the Last / Business Name field only. Do not enter names in ALL CAPS, unless the name is in all caps (e.g. FTD).

Business Names without Punctuations or Abbreviations

Enter the full and complete agency/business name as referenced in the pleading in the Last / Business Name field only.

Example: One Beacon Insurance Company

| | |
|-----------------------|------------------------------|
| Last / Business Name: | One Beacon Insurance Company |
| First: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: Hollingsworth Broadcasting Company of Southern California

| | |
|-----------------------|---|
| Last / Business Name: | Hollingsworth Broadcasting Company of Southern California |
| First: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Business Names with Punctuations or Abbreviations

Enter the full and complete agency/business name as referenced in the pleading in the Last / Business Name field only, include proper punctuation.

Example: Wood Bros. Manufacturing Corp.

| | |
|-----------------------|--------------------------------|
| Last / Business Name: | Wood Bros. Manufacturing Corp. |
| First: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |

Party text:

Example: U.S. Metal Corporation

Last / Business Name: U.S. Metal Corporation
First: (Leave Blank)
Middle Name: (Leave Blank)
Generation: (Leave Blank)
Title: (Leave Blank)
Party text:

Enter the full and complete agency/business name as referenced in the pleading in the Last / Business Name field only, avoid using abbreviations for the first word, unless an abbreviation is necessary to properly identify the business.

Example: Int'l Credit Bank

Last / Business Name: Int'l Credit Bank
First Name: (Leave Blank)
Middle Name: (Leave Blank)
Generation: (Leave Blank)
Title: (Leave Blank)
Party text:

Business Names that Begins with an Article (A, An, The)

Enter the full and complete agency/business name as referenced in the pleading in the Last / Business Name field only. Exclude from the entry of business name any leading "A", "An" or "The."

Example: The Wood Bros. Manufacturing Corp.

Last / Business Name: Wood Bros. Manufacturing Corp.
First: (Leave Blank)
Middle Name: (Leave Blank)
Generation: (Leave Blank)
Title: (Leave Blank)
Party text:

Example: The Smith & Witherspoon Restaurant Group, Inc.

Last / Business Name: Smith & Witherspoon Restaurant Group, Inc.
First: (Leave Blank)

Middle Name: (Leave Blank)

Generation: (Leave Blank)

Title: (Leave Blank)

Party text:

Businesses Using a Person’s Name and Professional Title

Businesses using a person’s name may include the person’s professional title such as D.D.S., M.D., or Ph.D. When a professional title is part of a business name, enter the full and complete agency/business name as referenced in the pleading in the Last / Business Name field only.

Example: John Smith, D.D.S.

Last / Business Name: John Smith, D.D.S.

First Name: (Leave Blank)

Middle Name: (Leave Blank)

Generation: (Leave Blank)

Title: (Leave Blank)

Party text:

CONTENTS NAMES

When entering the name of contents or valuables as a party, enter the contents and valuables name as referenced in the pleading in the Last / Business Name field only. Exclude from the entry of contents and valuables names any leading "The."

Example: The Contents of One Container #123456 including 1000 Sony Portable DVD Players, 220 GE Cash Registers and 5000 Sharp Printing Calculators

| | |
|-----------------------|---|
| Last / Business Name: | Contents of One Container #123456 including 1000 Sony Portable DVD Players, 220 GE Cash Registers and 5000 Sharp Printing Calculators |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: Contents of a First Avenue Bank Account #123456 held in the name of John Smith

| | |
|-----------------------|--|
| Last / Business Name: | Contents of a First Avenue Bank Account #123456 held in the name of John Smith |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

CORRECTIONAL FACILITIES

When entering the names of correctional facilities, enter the names of the correctional facilities, in the Last / Business Name field only. If the name of the correctional facility is abbreviated, spell out the name of the correctional facility.

Example: Attica Correctional Facility

| | |
|-----------------------|------------------------------|
| Last / Business Name: | Attica Correctional Facility |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: MCC

| | |
|-----------------------|----------------------------------|
| Last / Business Name: | Metropolitan Correctional Center |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: Dutchess County Jail

| | |
|-----------------------|----------------------|
| Last / Business Name: | Dutchess County Jail |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

COURTS AND PERSONNEL NAMES INFORMATION

When entering the names of courts and their personnel as a party, enter the court name and personnel as referenced in the pleading.

Example: Bronx County Court

| | |
|----------------------|--------------------|
| Last /Business Name: | Bronx County Clerk |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: Civil Court City of New York

| | |
|----------------------|------------------------------|
| Last /Business Name: | Civil Court City of New York |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: Criminal Court City of New York

| | |
|----------------------|---------------------------------|
| Last /Business Name: | Criminal Court City of New York |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: Chief Clerk of Court of Claims

| | |
|----------------------|--------------------------------|
| Last /Business Name: | Chief Clerk of Court of Claims |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

DOMAIN NAMES

When entering domain names as a party, enter the domain names in the Last / Business Name field only as referenced in the pleading. Include the periods (or dots as they are known in the computer world).

Example: Facebook.com

| | |
|----------------------|---------------|
| Last /Business Name: | Facebook.com |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: FTD.com, Inc.

| | |
|----------------------|---------------|
| Last /Business Name: | FTD.com, Inc. |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: www.twoifbysea.COM

| | |
|----------------------|--------------------|
| Last /Business Name: | www.twoifbysea.com |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: http://www.oneifbyland.net

| | |
|----------------------|----------------------------|
| Last /Business Name: | http://www.oneifbyland.net |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |

Party text:

ESTATE NAMES

When entering the estate of a deceased as a party, enter the key words “Estate of” followed by the name of the deceased in the Last / Business Name field (only). Type the descriptive information in the Party text field. Exclude from the entry of estate names any leading “The.”

Example: Estate of John A. Goldsmith, deceased

| | |
|-----------------------|-----------------------------|
| Last / Business Name: | Estate of John A. Goldsmith |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | Deceased |

Example: The Estate of Jane E. Smith, deceased

| | |
|-----------------------|-------------------------|
| Last / Business Name: | Estate of Jane E. Smith |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | Deceased |

Example: The Estate of late former Third Avenue Bank President, John N. Smith

| | |
|-----------------------|---|
| Last / Business Name: | Estate of John N. Smith |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | late former Third Avenue Bank President |

EX REL

When a person sues on behalf of the USA as “ex rel”, add each name separately with the party role “plaintiff”

Example: United States of America ex rel John Smith

Last / Business Name: USA
First Name: (Leave Blank)
Middle Name: (Leave Blank)
Generation: (Leave Blank)
Title: (Leave Blank)
Party text: ex rel

Last / Business Name: Smith
First Name: John
Middle Name:
Generation:
Title:
Party text:

GOVERNMENT ENTITIES – FEDERAL GOVERNMENT

When entering the US Government as a party, enter the US and USA acronyms without any spaces and without any periods.

United States Government

If the litigant is the US, U.S. or U.S.A., enter the US and USA acronyms without any spaces and without any periods in the Last / Business Name field.

Example: US or U.S.

| | |
|------------------------|---------------|
| Last / Business Name : | US |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: USA or U.S.A.

| | |
|-----------------------|---------------|
| Last / Business Name: | USA |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: United States

| | |
|-----------------------|---------------|
| Last / Business Name: | United States |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: United States of America

| | |
|-----------------------|--------------------------|
| Last / Business Name: | United States of America |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |

Party text:

United States Government Agencies

When entering an agency name as a party, enter the agency name in the Last / Business Name field only.

Example: Social Security Administration

| | |
|-----------------------|--------------------------------|
| Last / Business Name: | Social Security Administration |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

If the agency name is an acronym, spell out the name of the agency. If a District Office or Branch Office is specified for an agency; enter the District Office or Branch Office information in the Party text field.

Example: SEC

| | |
|-----------------------|------------------------------------|
| Last / Business Name: | Securities and Exchange Commission |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: USPS

| | |
|-----------------------|-------------------|
| Last / Business Name: | US Postal Service |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: USA Food and Drug Administration

| | |
|-----------------------|---------------------------------|
| Last / Business Name: | US Food and Drug Administration |
| First Name: | (Leave Blank) |

Middle Name: (Leave Blank)

Generation: (Leave Blank)

Title: (Leave Blank)

Party text:

Example: INS, at New York Office

Last / Business Name: Immigration and Naturalization Service

First Name: (Leave Blank)

Middle Name: (Leave Blank)

Generation: (Leave Blank)

Title: (Leave Blank)

Party text: New York Office

Example: FBI Office of New York

Last / Business Name: Federal Bureau of Investigation

First Name: (Leave Blank)

Middle Name: (Leave Blank)

Generation: (Leave Blank)

Title: (Leave Blank)

Party text: New York Office

United States Government Officials

If the head of a US agency is sued in his/her official capacity, enter the name of the official in the same way that the name of an individual is entered, then type the descriptive information in the Party text field.

Example: Michael J. Astrue, Commissioner of Social Security Administration

Last / Business Name: Astrue

First Name: Michael

Middle Name: J.

Generation:

Title:

Party text: Commissioner of Social Security Administration

Example: Commissioner of Social Security Administration

Last / Business Name: Commissioner of Social Security Administration

First Name: (Leave Blank)

Middle Name: (Leave Blank)

Generation: (Leave Blank)
Title: (Leave Blank)

Party text:

Example: Social Security Administration Office of Disability Adjudication and Review

Last / Business Name: Social Security Administration
First Name: (Leave Blank)
Middle Name: (Leave Blank)
Generation: (Leave Blank)
Title: (Leave Blank)
Party text: Office of Disability Adjudication and Review

Example: Eric H. Holder, Jr. Attorney General

Last / Business Name: Holder
First Name: Eric
Middle Name: H.
Generation: Jr.
Title:
Party text: US Attorney General

If the head of a US agency is sued in his/her individual capacity, the individual's name is added as a party.

Example: Michael J. Astrue, individually

Last / Business Name: Astrue
First Name: Michael
Middle Name: J.
Generation:
Title:
Party text: individually

GOVERNMENT ENTITIES – CITIES, COUNTIES, STATES, DEPARTMENTS AND BOARDS NAMES

When entering the name of a city, county, state, agency, board and department as a party, enter the name of the city, county, state, agency, board or department in the Last / Business Name field. Many cities, counties and states already exist as parties in ECF, so be sure to conduct a thorough name search before creating a new party.

Cities

If the litigant is a city, enter the key words “City of” followed by the name of the city in the Last / Business Name field.

Example: New York City

| | |
|-----------------------|------------------|
| Last / Business Name: | City of New York |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | (Leave Blank) |

Example: Chicago

| | |
|-----------------------|-----------------|
| Last / Business Name: | City of Chicago |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | (Leave Blank) |

Counties

If the litigant is a county, enter the county followed by the key word “County” in the Last / Business Name field.

Example: County of Rockland

| | |
|-----------------------|-----------------|
| Last / Business Name: | Rockland County |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |

Generation: (Leave Blank)
Title: (Leave Blank)
Party text: (Leave Blank)

Example: County of Westchester New York

Last / Business Name: Westchester County, New York
First Name: (Leave Blank)
Middle Name: (Leave Blank)
Generation: (Leave Blank)
Title: (Leave Blank)
Party text: (Leave Blank)

States

If the litigant is a state, enter the key words “State of” followed by the name of the state in the Last / Business Name field.

Example: New York State

Last / Business Name: State of New York
First Name: (Leave Blank)
Middle Name: (Leave Blank)
Generation: (Leave Blank)
Title: (Leave Blank)
Party text: (Leave Blank)

Example: State of New York

Last / Business Name: State of New York
First Name: (Leave Blank)
Middle Name: (Leave Blank)
Generation: (Leave Blank)
Title: (Leave Blank)
Party text: (Leave Blank)

City, County and State Agencies, Boards and Departments

If the litigant is a city, county, state agency, board or department, drop the words “State of” or “County of” or “City of” from the Last / Business Name field and start the Last / Business Name field with the name of the state, county, or city.

Example: City of New York Fire Department

Last / Business Name: New York City Fire Department
First Name: (Leave Blank)
Middle Name: (Leave Blank)
Generation: (Leave Blank)
Title: (Leave Blank)
Party text: (Leave Blank)

Example: County of Westchester Department of Corrections

Last / Business Name: Westchester County Department of Corrections
First Name: (Leave Blank)
Middle Name: (Leave Blank)
Generation: (Leave Blank)
Title: (Leave Blank)
Party text: (Leave Blank)

Example: State of New York Department of Corrections

Last / Business Name: New York State Department of Corrections
First Name: (Leave Blank)
Middle Name: (Leave Blank)
Generation: (Leave Blank)
Title: (Leave Blank)
Party text: (Leave Blank)

JOHN DOE AND JANE DOE NAMES

When a defendant is unknown by the plaintiff and a pleading is drafted with names such as Doe, even though the case caption may list the parties separately, do not enter multiples and do not use the plural of Doe.

Example: John Doe

| | |
|-----------------------|------|
| Last / Business Name: | Doe |
| First Name: | John |
| Middle Name: | |
| Generation: | |
| Title: | |
| Party text: | |

Example: Jane Doe

| | |
|-----------------------|------|
| Last / Business Name: | Doe |
| First Name: | Jane |
| Middle Name: | |
| Generation: | |
| Title: | |
| Party text: | |

Example: John Does 1-10

| | |
|-----------------------|------|
| Last / Business Name: | Doe |
| First Name: | John |
| Middle Name: | |
| Generation: | |
| Title: | |
| Party text: | 1-10 |

Example: Ten John Does

| | |
|-----------------------|------|
| Last / Business Name: | Doe |
| First Name: | John |
| Middle Name: | |
| Generation: | |
| Title: | |

Party text: 1-10

Example: John Doe, as Trustee of the Mutual View Trust Fund

Last / Business Name: Doe
First Name: John
Middle Name:
Generation:
Title:
Party text: as Trustee of the Mutual View Trust Fund

Example: John Doe, as Trustee of the Mutual View Trust Fund

See the examples above for John Doe and Jane Doe.

MINORS LISTED AS PARTIES AND MINORS WITH REPRESENTATIVES NAMES

When adding a minor's name as a party, in compliance with federal rules, use only the initials to identify the minor, unless the court orders otherwise.

Minors Listed Individually

When the minor is listed individually, enter the initials in the Last / Business Name field, without periods. Enter the word "a minor" in the Party text field.

Example: Jane E. Smith, a minor

| | |
|-----------------------|---------|
| Last / Business Name: | JES |
| First Name: | |
| Middle Name: | |
| Generation: | |
| Title: | |
| Party text: | a minor |

Minors Listed with a Representative

When the minor is listed with a representative or representatives, enter the name of each representative and the minor's initials as a separate party. The "next friend," "guardian," or "personal representative," information is entered in the Party text field.

Example: Jane E. Smith, a minor child by Robert Smith, Parent and Next Friend

| | |
|-----------------------|---|
| Last / Business Name: | JES |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | |
| Title: | |
| Party text: | a minor child by Robert Smith, Parent and Next Friend |

| | |
|-----------------------|---------------|
| Last / Business Name: | Smith |
| First Name: | Robert |
| Middle Name: | (Leave Blank) |
| Generation: | |
| Title: | |

Party text:

Parent and Next Friend of JES, a minor

MONETARY NAMES

When entering an amount of money as a party, enter the dollar amount in the Last / Business Name field only.

Example: Fourteen Thousand Six Hundred Sixty-Nine Dollars (\$14,669.00) in U.S. Currency

| | |
|-----------------------|------------------------------|
| Last / Business Name: | \$14,669.00 in U.S. Currency |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: \$ 15,100.00 in U.S. Currency

| | |
|-----------------------|------------------------------|
| Last / Business Name: | \$15,100.00 in U.S. Currency |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: \$ 15,100.00, More or Less, In United States Currency

| | |
|-----------------------|------------------------------|
| Last / Business Name: | \$15,100.00 in U.S. Currency |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | More or Less |

PROCEEDS NAMES

When entering proceeds as a party, enter the proceeds name exactly as it appears on the pleading in the Last / Business Name field only. Exclude from the entry of proceeds names any leading “The.”

Example: Proceeds of Health Care Fraud Transferred to Certain Domestic Bank Accounts and Accrued Interest in Wachovia Bank Account Number 123456789

| | |
|-----------------------|--|
| Last / Business Name: | Proceeds of Health Care Fraud Transferred to Certain Domestic Bank Accounts and Accrued Interest in Wachovia Bank Account Number 123456789 |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: The Proceeds From the Sale of 1000 Pounds of Gulf Shrimp

| | |
|-----------------------|--|
| Last / Business Name: | Proceeds From the Sale of 1000 Pounds of Gulf Shrimp |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

RADIO STATION TRANSMISSION EQUIPMENT NAMES INFORMATION

When entering the radio station transmission equipment as a party, enter the information in the Last / Business Name field only, as shown below. If there is an address affiliated with the radio station transmission equipment, enter the address in the Party text field.

Example: Any and all radio station transmission equipment, radio frequency power amplifiers, radio frequency test equipment and any other equipment associated with or used in connection with transmissions on frequency 88.3 MHz, located at 3058 Third Avenue, New York, NY 10021

| | |
|-----------------------|--|
| Last / Business Name: | Any and all radio station transmission equipment, radio frequency power amplifiers, radio frequency test equipment and any other equipment associated with transmissions on 88.3 MHz |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | located at 3058 Third Avenue, New York, NY 10021 |

REAL PROPERTY NAMES

When entering the names of real property or the proceeds from the sale of real property as a party, use the street address or the most descriptive part first in the Last / Business Name field only.

Example: One Parcel of Real Estate located at 23 Elm Street, New York, NY

| | |
|-----------------------|-----------------------------|
| Last / Business Name: | 23 Elm Street, New York, NY |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | One Parcel of Real Estate |

Example: A Single Family Residence located at 123 Main Street, White Plains, NY 10601, Parcel Control Number 12-34-56-78-90-000-123 including the appurtenances thereto and the improvements thereon

| | |
|-----------------------|---|
| Last / Business Name: | 123 Main Street, White Plains, NY 10601 |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | A Single Family Residence Parcel Control Number 12-34-56-78-90-000-123 including the appurtenances thereto and the improvements thereon |

Example: Proceeds From the Sale of Real Property located at 23 Elm Street, New York, NY

| | |
|-----------------------|-----------------------------|
| Last / Business Name: | 23 Elm Street, New York, NY |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |

Example: Baruch College

| | |
|-----------------------|----------------|
| Last / Business Name: | Baruch College |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |

Party text: Title: (Leave Blank)
Party text: Proceeds From the Sale of Real Property

SCHOOLS, COLLEGES AND UNIVERSITIES

When entering the names of schools, colleges and universities enter the names of the schools, colleges and universities, in the Last / Business Name field only. If the name of the school, college and university is abbreviated, spell out the name of the school, college and university.

Example: Baruch College

| | |
|-----------------------|----------------|
| Last / Business Name: | Baruch College |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: BMCC

| | |
|-----------------------|--|
| Last / Business Name: | Borough of Manhattan Community College |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: CUNY

| | |
|-----------------------|-----------------------------|
| Last / Business Name: | City University of New York |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: Ardsley School

| | |
|-----------------------|----------------|
| Last / Business Name: | Ardsley School |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: Albany School District

| | |
|-----------------------|------------------------|
| Last / Business Name: | Albany School District |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

UNION NAMES

When entering union names as a party, enter the official union name in the Last / Business Name field only as referenced in the pleading. If the union refers to “Trustees” in the name, include the word Trustees at the start of the name.

Example: International Brotherhood of Electrical Workers

| | |
|-----------------------|---|
| Last / Business Name: | International Brotherhood of Electrical Workers |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: United Textile Workers Union

| | |
|-----------------------|------------------------------|
| Last / Business Name: | United Textile Workers Union |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: International Brotherhood of Teamsters Local Union 810

| | |
|-----------------------|--|
| Last / Business Name: | International Brotherhood of Teamsters Local 810 |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: Local 810, International Brotherhood of Teamsters

| | |
|-----------------------|---|
| Last / Business Name: | Local 810, International Brotherhood of Teamsters |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |

Party text:

Example: Trustees of International Brotherhood of Teamsters Local Union 810

Last / Business Name: Trustees of International Brotherhood of Teamsters
Local 810
First Name: (Leave Blank)
Middle Name: (Leave Blank)
Generation: (Leave Blank)
Title: (Leave Blank)
Party text:

Example: James Smith, Mary Jones, Richard Lyons as Trustees of Local 123 Welfare, Pension, Annuity and Job Training Trust Funds

Last / Business Name: Smith
First Name: James
Middle Name:
Generation:
Title:
Party text: as Trustee of Local 123 Welfare, Pension, Annuity and
Job Training Trust Funds

Last / Business Name: Jones
First Name: Mary
Middle Name:
Generation:
Title:
Party text: as Trustee of Local 123 Welfare, Pension, Annuity and
Job Training Trust Funds

Last / Business Name: Lyons
First Name: Richard
Middle Name:
Generation:
Title:
Party text: as Trustee of Local 123 Welfare, Pension, Annuity and
Job Training Trust Funds

UNKNOWNNS

When entering unknowns as a party, enter unknown information in the Last / Business Name field only as referenced in the pleading.

Example: Unknown Agents

| | |
|-----------------------|----------------|
| Last / Business Name: | Unknown Agents |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: Unknown Officers

| | |
|-----------------------|------------------|
| Last / Business Name: | Unknown Officers |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

Example: ABC Corp. (fictitious entity as true identity unknown)

| | |
|-----------------------|-------------------|
| Last / Business Name: | Unknown ABC Corp. |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | |

VEHICLE NAMES INFORMATION

When entering the name of a vehicle as a party, enter year and the make of the vehicle in the Last / Business Name field only. If the VIN, license plate and color information for the vehicle is included, enter the VIN, license plate and color information in the Party text field.

Example: One 2010 Land Rover Vin. #ABCDE123456

| | |
|-----------------------|-----------------|
| Last / Business Name: | 2010 Land Rover |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | VIN ABCDE123456 |

Example: A red 2013 Toyota Camry bearing NY plate ABC123

| | |
|-----------------------|------------------------------|
| Last / Business Name: | 2013 Toyota Camry |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | Red, NY License Plate ABC123 |

Example: Lexus 2011, Silver, Model ES350 VIN HTBKL123456

| | |
|-----------------------|-------------------------------------|
| Last / Business Name: | 2011 Lexus |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | Silver, Model ES350 VIN HTBKL123456 |

VESSEL NAMES INFORMATION

When entering the name of a vessel as a party, enter the name of the vessel as shown below in the Last / Business Name field only.

Example: M/V Sun Star, its engines, tackle, and appurtenances, in rem

| | |
|-----------------------|--|
| Last / Business Name: | M/V Sun Star |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | its engines, tackle, and appurtenances, in rem |

Example: M/V "Little Boat", her engines, boilers, tackle, ec.

| | |
|-----------------------|--|
| Last / Business Name: | M/V Little Boat (without the quotation marks) |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | her engines, boilers, tackle, etc. |

Example: One 25' Vessel Registered as TNL 2102 GE, its inventory and trailer

| | |
|-----------------------|--|
| Last / Business Name: | One 25' Vessel Registered as TNL 2101 GE |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | its inventory and trailer |

Example: Happy Halibut, M/V No. 54321

| | |
|-----------------------|-------------------|
| Last / Business Name: | M/V Happy Halibut |
| First Name: | (Leave Blank) |
| Middle Name: | (Leave Blank) |
| Generation: | (Leave Blank) |
| Title: | (Leave Blank) |
| Party text: | No. 54321 |

PARTY ROLE TYPE DEFINITION

The Role field on the Party Information screen is used to identify/describe a party's role in a case.

When a party name is selected from the list or a party name is created, a Party Information screen appears. This allows the user to enter pertinent party information. The Role field is one of the pertinent fields the user will need to complete. The Role field will default to Defendant. It is important that the user selects the appropriate Role type on the Party Information screen.

| PARTY ROLE TYPE DEFINITION TABLE | |
|---|------------------------|
| CODE | DESCRIPTION |
| dft | Defendant |
| drem | Defendant-in-Rem |
| fac | Facilitator |
| 5pd | Fifth Party Defendant |
| 5pp | Fifth Party Plaintiff |
| 4pd | Fourth Party Defendant |
| 4pp | Fourth Party Plaintiff |
| gar | Garnishee |
| garer | Garnisher |
| inre | In Re |
| ip | Interested Party |
| intpl | Interpleader |
| intpld | Interpleader Defendant |
| intplp | Interpleader Plaintiff |
| intv | Intervenor |
| intvd | Intervenor Defendant |
| intvp | Intervenor Plaintiff |
| ldpla | Lead Plaintiff |
| mw | Material Witness |
| med | Mediator |
| misc | Miscellaneous |
| mon | Monitor |
| mov | Movant |
| nmdft | Nominal Defendant |

| PARTY ROLE TYPE DEFINITION TABLE | |
|---|-----------------------|
| CODE | DESCRIPTION |
| ntc | Notice Only |
| obj | Objector |
| par | Parent Corporation |
| payagnt | Paying Agent |
| pet | Petitioner |
| pla | Plaintiff |
| rc | Receiver |
| rf | Referee |
| rldft | Relief Defendant |
| res | Respondent |
| 6pd | Sixth Party Defendant |
| 6pp | Sixth Party Plaintiff |
| sm | Special Master |
| tax | Taxpayer |
| 3pd | Third Party Defendant |
| 3pp | Third Party Plaintiff |
| trust | Trustee |

ALIAS TYPE DEFINITION

The Type field on the Alias Information screen is used to identify/describe the type of alias added for a party.

If a party has an alias, enter the name using initial caps and follow the party name data conventions for CM/ECF listed in this document, as if entering a regular party name. Once the party has been added, click on the Alias icon in the participant tree. You will get a screen that allows you to search for the alias. Enter the Last/Business Name and click on search. You may get possible matches. If one of the selections matches the alias, then click on it and then click on [**Select Alias**]. If there are no search results or none of the results match exactly the party name, then click [**Create New Alias**]. After either selecting or creating the alias you will get an Alias Information Screen. On this screen you should select the type of alias from the Type drop down menu. The menu options are:

| ALIAS TYPE DEFINITION TABLE | |
|-----------------------------|--|
| CODE | DESCRIPTION |
| agent | agent of |
| aka | also known as |
| ase | as subrogee of |
| asg | as assignee of |
| aso | as subrogor of |
| dba | doing business as |
| div | division of |
| exrel | ex relatione |
| fbo | for the benefit of |
| fdba | formerly doing business as |
| fka | formerly known as |
| nee | born |
| nka | now known as |
| none | none |
| oa | operating as (determine whether to include this in our database. Used in other countries.) |
| obo | on behalf of |
| other | other |
| pka | personally known as |
| rpi | real party in interest |

| ALIAS TYPE DEFINITION TABLE | |
|-----------------------------|-----------------------------|
| CODE | DESCRIPTION |
| sii | successor in interest |
| sit | successor indenture trustee |
| suc | as successor to |
| ta | trading as |

Example: Michael Jones, also known as "Mikey Fingers"

Last / Business Name: Jones
 First Name: Michael
 Middle Name:
 Generation:
 Title:
 Party text:

Last/Business name: Mikey Fingers (**without the quotation marks**)
 First name:
 Middle name:
 Generation:
 Type: aka

Example: Joan Watson, doing business as Watson Investigations

Last / Business Name: Watson
 First Name: Joan
 Middle Name:
 Generation:
 Title:
 Party text:

Last/Business name: Watson Investigations
 First name:
 Middle name:
 Generation:
 Type: dba