United States District Court
Southern District of Illinois

Instructions for Searching and Adding Parties

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I. Guidelines for Searching and Adding Parties in CM/ECF

Please use the following guidelines for searching and entering party names in CM/ECF.

1. <u>Conduct a thorough search before creating a new party.</u>

2. Parties must be entered in the manner in which they are captioned on the initiating document.

3. Parties captioned in more than one role must be entered separately (refer to page 7 for *Party Role* types). The second time that you add the party, you will get a message that this is a duplicate party. You should disregard this message.

4. Do not enter party names using all CAPITAL letters.

5. Omit "A", "An", and "The" in a party name.

6. *Do not add numbers, letters, or Roman numerals to a party name. Add them as *Party text.*

7. *Do not complete any address, phone, or e-mail information on the *Party Information* screen.

8. Enter the *Title* of a person in the *First name* field <u>only</u> when no first name is listed.

9. United States of America is entered as USA.

10. Commissioner of Social Security is entered as the defendant in ALL social security cases. In addition, enter the party "SSAOGC" as an *Interested Party*. This will enable the Social Security Administration General Counsel's Office and the document production facility that produces the administrative transcripts to receive timely notification of all activity in these cases.

II. Searching and Adding a Party

Please be sure to conduct a thorough search before creating a new party. Addition of duplicate parties should and can be avoided by conducting a thorough search using the following examples and instructions.

SEARCHING: Type the party's full last name and first name in the corresponding fields using the standards contained in this document. If you find your party's name already in the database, even in an abbreviated form, select that party. If you have descriptive information for a party as reflected in the case caption, enter the description in the *Party text* field. Proceed to the *Party Information* screen on page 7.

ADDING: Parties must be entered in the manner in which they are captioned on the initiating document. Parties captioned in more than one role must be entered separately (refer to page 7 for *Party Role* types). The second time that you add the party, you will get a message that this is a duplicate party. You should disregard this message. Many parties are already in the court's database. In the instance where you may have to add a party, please conform to the following guidelines. If you are not sure how to correctly enter a party, please contact the clerk's office for guidance.

Agencies

Enter only the agency name in the *Last/Business Name* field. The defendant in a Social Security case is <u>ALWAYS</u> added as Commissioner of Social Security. The United States of America is <u>ALWAYS</u> added as USA.

Example:	Name in Caption:	*Carolyn W. Colvin, Commissioner of Social Security*
	Enter As:	Commissioner of Social Security
Example:	Name in Caption:	*United States of America, Internal Revenue Service*
	Enter As:	Internal Revenue Service
Example:	Name in Caption:	*United States of America*
	Enter As:	USA

IMPORTANT: Social Security Cases – Enter the parties as they are captioned in the initiating document. In addition, enter the party "SSAOGC" as an *Interested Party*. This will enable the Social Security Administration General Counsel's Office and the document production facility that produces the administrative transcripts to receive timely notification of all activity in these cases.

Business Names

Omit "A", "An", and "The" in the business name.

Example:	Name in Caption:	*The Rust Company*
	Enter as:	
		Last Name: Rust Company

Cities/States/Townships

The actual name of the city, state, or township is placed in the *Last/Business Name* field with the description in the *First name* field. Omit "The" in the party name.

Example:	Name in Caption:	*The City of Belleville*
	Enter as:	
		Last Name: Belleville
		First Name: City of

John Does/Unknown Party(s)

If the actual identity of a party is unknown, they may be listed as a "Doe" or "Unknown" party. If multiple "John Does" or "Unknown" parties are listed separately, be sure to enter them together. Do not add the numbers, letters, or Roman numerals to the party name, add them to the *Party text*.

Example: Names in Caption: *John Doe I*
                                              John Doe II
                                              John Doe III

                         Enter As:
                             Last Name: Doe
                             First Name: John
                             Party Text: I – III

Example: Names in Caption: *John Doe Police Officer 1*
                                              John Doe Police Officer 2
                                              John Doe Police Officer 3

                         Enter As:
                             Last Name: Doe
                             First Name: John
                             Party Text: 1-3

Example: Names in Caption: *Unknown Party 1*
                                              Unknown Party 2
                                              Unknown Party 3

                         Enter As:
                             Last Name: Unknown Party
                             First Name: Leave blank
                             Party Text: 1-3

Estates

Example: Name in Caption: *Eloise Coleman, Executor of the*
                                              Estate of John Coleman

                         Enter as:
                             Last Name: Coleman
                             First Name: Eloise
                             Party Text: Executor of the Estate of John Coleman

Individuals

Please refer to the following examples:

Example: Name in Caption: *John S. Turner, Jr., Administrator of the Estate of Jane Doe*

Enter as:

Last name: Turner
Generation: If applicable
First name: John
Middle name: S.
Party text: Administrator of the Estate of Jane Doe

Example: Name in Caption: *Lynn Bissonnette, Chief of Police, in her individual and official capacity*

Enter as:
Last name: Bissonnette
First name: Lynn
Party text: Chief of Police in her individual and official capacity

ENTER *TITLE* OF PERSON IN THE *FIRST NAME* FIELD <u>ONLY</u> WHEN NO FIRST NAME IS LISTED.

Example: Name in Caption: *Sgt. James*
Enter as:
Last name: James
First name: Sgt.

Minors

Pursuant to this district's Privacy Policy, use only the initials of minor children.

Example: Name in Caption: *A.J., minor child, by and through William P. McGuire, guardian ad litem*

Enter as:
Last Name: McGuire
First Name: William
Middle Name: P.
Party Text: A.J., minor child, by and through his guardian ad litem

Property/Currency

In some cases, parties may be real or personal property. Enter the property description as it appears in the caption of the initiating document in the *Last/Business Name* field. For vessels, add any descriptive information in the *Party text* field, but omit anything concerning tackle, engines, apparel, etc.

Example: Name in Caption: *Six Thousand Dollars in United States Currency*
Enter as:
      Last Name: $6,000 in United States Currency

Example: Name in Caption: *One Parcel of Real Estate located at 2313 Parkside Place, Phoenix, AZ*
Enter as:
      Last Name: 2313 Parkside Place, Phoenix, AZ, One Parcel of Real Estate located at

Example:
      Name in Caption: *One 1982 Buick Riviera Automobile, VIN #1G4A24747CF4*
Enter as:
      Last Name: Buick Riviera Automobile, One 1983, VIN #1G4A24747CF4

Union Names

Always enter the "Local" in the *First Name* field.
Example:
      Name in Caption: *Building Laborers Local 3109 Pension Fund*
Enter as:
      Last Name: Building Laborers Pension Fund
      First Name: Local 3109

Vessels

Example:
      Name in Caption: *Golden Sails, M/V Hull #NH1234, a 24' Boston Whaler*
Enter as:
      Last name: Golden Sails, M/V Hull #NH1234
      Party text: A 24' Boston Whaler

III. Party Information Screen

Select the appropriate *Role*. Enter descriptive information as reflected in the case caption in the *Party text* field. Do not enter address information.
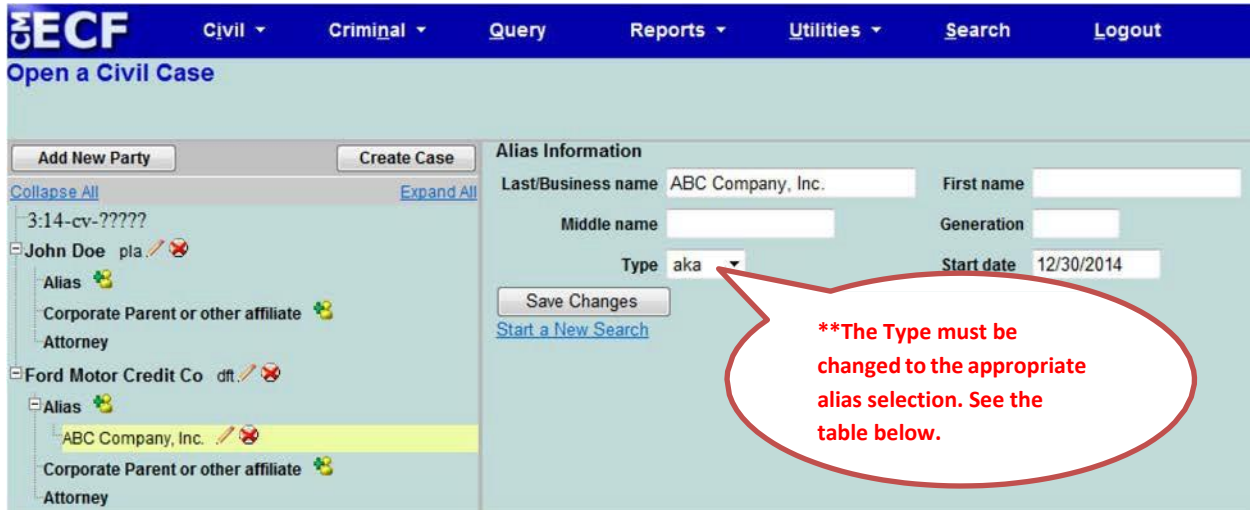
Party Roles		
Amicus	Creditor	Intervenor Defendant
Appellant	Cross Appellant	Intervenor Plaintiff
Appellee	Cross Appellee	MDL Plaintiff
Arbitrator	Cross Claimant	Material Witness
Claimant	Cross Defendant	Mediator
Consol Claimant	Custodian	Movant
Consol Counter Claimant	Debtor	Objector
Consol Counter Defendant	Debtor-in-Possession	Petitioner
Consol Cross Claimant	Defendant	Plaintiff
Consol Cross Defendant	Estate	Protective Order Defendant
Consol Defendant	Executor Defendant	Receiver
Consol Plaintiff	Executor Plaintiff	Respondent
Consol Third Party Defendant	Garnishee	Special Master
Consol Third Party Plaintiff	In Re	Taxpayer
Corrections	Interested Party	ThirdParty Defendant
Counter Claimant	Interpleader	ThirdParty Plaintiff
Counter Defendant	Intervenor	Trustee

Alias Type

Alias Information may be added by selecting the *Alias* icon 🐤 . Select the appropriate alias*Type* from the drop-down menu.

Select *Add Alias*.

Alias Types	Description	Alias Types	Description
agent	agent of	aka	also known as
dba	doing business as	est	estate of
fdba	formerly doing business as	fka	formerly known as
gal	guardian ad litem	nee	born
nfr	next friend	nka	now known as
obo	on behalf of	other	other
rec	receiver	rpi	real party in interest
suc	successor	ta	trading as

If you do not find the applicable alias type, edit your party by selecting the edit icon 🖊. Add the descriptive information in the *Party text* field.