

STANDARDS AND GUIDELINES FOR ADDING PARTIES

ADDING PARTIES

A party should be entered as much as possible in the way it appears on the complaint. The standards and guidelines listed here are based on practical considerations that may bear on how or if parties are accessed and searched by users of CM/ECF reports, dockets and party index, as well as PACER and the US Party Index. **Please, Do NOT add names in ALL CAPS.**

PUNCTUATION

Punctuation will affect what order names will appear on the party index and will even affect whether they appear alphabetically. Punctuation can affect efforts to query a party name.

GENERAL RULE: no punctuation marks will be entered unless they are an actual party of the party name.

AVOID ENTERING ANY OF THE FOLLOWING:

- apostrophe "
- colon :
- comma ,
- hyphen -
- parenthesis ()
- period .
- quotation mark "
- semi-colon ;
- slash /
- square brackets []
- pound sign #
- percent sign %
- dollar sign \$

Some punctuation in PARTY TEXT is acceptable. The & mark is okay to use.

NUMBER 1 RULE FOR ADDING PARTIES: SEARCH, SEARCH, SEARCH

SEARCHING TIPS

- ALWAYS search to avoid duplicate entries.
- Enter at least two consecutive letters or characters of a party's last name or business name.

- Not case sensitive. Enter either Smith or smith, But do not leave in lowercase when creating a new party, change to Smith, do not leave as smith.
- Wild card (*) not required at the end of a search string. Entering "wi," "Wi," or "wi*" will find Bob Williams and Wilson's Auto Parts, but will not find Willie Smith or Barry Switzer.
- Enter a wild card before the letters, to take the place of other letters. If you enter "*am," for example, you will find Bob Cunningham, Judy Amstutz, and United States of America, but will not find Dick Armstrong, because the letters are not consecutive.
- Corporate names you must search for whole words, not abbreviations Avoid adding LLC, Ltd, Corp.
- Try alternate searches if your first search is not successful. Be sure the name you want is not already in the database before you add it.
- If the name you searched for already exists and neither party has an address, choose the existing name. (You can see if an address exists by right clicking on the name)
- If one name has an address or both names have different addresses, choose "CREATE NEW PARTY" (Do not use if a different address is listed, that address will appear on the docket.)
- If you are sure the parties are the same in spite of the different addresses, accept the existing record and change the address on that case and notify the Clerk's Office with a note to change the address - include your case number.

INDIVIDUAL NAMES

- If a name has been misspelled, follow the instructions to correct party names or contact the clerk's office by email, include the misspelled name, the correct spelling and the case number.
- Do not enter "John or Jane Doe's" unless that is the only party. There is already a John Doe and a Jane Doe in the database - DO NOT ADD a new one.
- Do not enter "et al"
- Use LNU (Last Name Unknown) if only dft. Make sure to Create a New Party.
- Use FNU (First Name Unknown) if only dft. Make sure to Create a New Party.
- Punctuate any initials. For example: A.T. will be entered as T. for last name and A. for first name.
- Do not use the Title Field except for Honorable, Chief Judge, or Judge.
 - Exception: for a name such as Mrs. John Ballard, place Mrs in the Title field. However, if the name is Mrs. Jane Ballard, ignore the Mrs.
- Enter titles such as MD, Sheriff, Officer, Captain, etc. in party text.
 - Example: Officer Brierly: Last Name: Brierly, First Name: FNU, Party Text: Officer.
- Spell out Plaintiff and Defendant (Sealed Defendant, Sealed Plaintiff, All Plaintiffs, All Defendants, Cook Plaintiffs, Riley Defendant. "All Plaintiffs" has the party role "p" and "All Defendants" has the party role "d." Do not do a grouping or a partial grouping unless at least five parties belong to the same group. List all parties in party text. (event: ntcptyall.) If one party should be terminated, the docket clerk will need to edit the party text to show which party was termed and the date of termination.
- Do not enter nicknames as in names - enter them in party text.

CORPORATIONS, AGENCIES, ENTITIES, ETC.

- Make the name as generic as possible, but it should make sense.
- Leave off: "Inc" "Corp" and "Co", "Ltd", etc.
- Exception: Business names of people, i.e. "Robert J. Jones Company" it makes more sense to leave on the word company.
LAST NAME: Robert J Jones Company (no punctuation)
- If the company is already in data base with "Inc.," "Corp." or "Co." go ahead and accept the record - DON'T create a new record.
- Capitalize each word except for "the," "a," "of" and "and."
- Do not use the first or middle name fields for agency/business entries.
- Drop small words such as "A: or "The" which precede business names. This can be added AFTER the business name.
LAST NAME: Rocky Mountain Chocolate Factory, The

DOT COM COMPANIES

- If several words are run together to form the name, enter it with the words all run together.
- Add the period.
- Enter the "com" in all lowercase.
- Example:
LAST NAME: Yahoo.com

AGENCIES AND UNIONS

- Most government agencies are already in the database, search well.
U.S. agencies, departments, organizations are in as "United States Department of..." not U.S. or US
- Chances are if you recognize the name, it is already in the database.
- Enter unions in the last name field. If a local and/or number is given, enter the local and number in PARTY TEXT
Example: Brotherhood of Railway, Airline and Steamship Clerks, Freight Handlers, Express and Station Employees-Local 39 - enter with no commas
LAST NAME: Brotherhood of Railway Airline and Steamship Clerks Freight Handlers Express and Station Employees
PARTY TEXT: Local 39

STATES, COUNTIES AND CITIES

- List the name of the state, county, or city **first**
Examples: City of Seattle
LAST NAME: Seattle, City of
LAST NAME: Hilldale, Town of
LAST NAME: Utah, State of

ESTATES, PENSIONS AND TRUSTS

- Enter "Estate or Trust" after a person's name. (You may use commas)
Example: The Estate of Mary Smith
LAST NAME: Smith, Mary the Estate of

FDIC

- Enter the name of the bank in party text.

MILLER ACT

- Enter the party the USA represents. Enter USA for... in the party text screen.
Example:
LAST NAME: Utah Tile and Roofing
PARTY TEXT: United States of America for and on Behalf of Utah Tile and Roofing, Inc., a Utah Corporation

PROPERTY

- **Land**
Use the address identifying the property. Do not entered as "A Parcel of Property." or "Real Property Located at..."
Example: Real Property Located at 1234 South Main, Salt Lake City, Utah 84123:
LAST NAME: 1234 South Main Salt Lake City Utah 84123(No punctuation)
PARTY TEXT: Real Property Located at
- DO NOT ADD PEOPLE, unless the person is actually being searched
- **Automobiles**
1950 Chevrolet Impala
- **Money**
Enter money w/o "cents" unless necessary. Don't spell out the amount.
No Dollar sign, no comma, no decimal, no periods
Example: \$1400.00:
LAST NAME: 1400 Dollars in US Currency
- **Bank Accounts**
Acct 020-008611 (no pound (#) sign)

DO NOT ADD ADDRESSES

1. If a party is already in the system with an incorrect address (Contact the clerk's office to correct):
 - Address changes (email utdecf_clerk@utd.uscourts.gov, Subject line: New Case needs Address Change for Party, Body, include the case number, the party name and the address.)

CHANGING PARTY NAMES or CORRECTING PARTY NAMES

Follow the instructions on adding parties to see if you can still correct them. If the case has already been created, you will need to email utdecf_clerk@utd.uscourts.gov, Subject line: New Case Party Name Correction; Body, include the case number, the misspelled party name and the correct spelling of the party name.

If the case has been created but no documents have been filed, contact the clerk's office. email utdecf_clerk@utd.uscourts.gov, Subject line: New Case Party Name Correction; Body, include the case number, the misspelled party name and the correct spelling of the party name. If afterhours, proceed to file your documents, but still send the email, the clerk's office will make the correction the following business day.

If the case has been opened and the initiating document has already been filed. You must file an AMENDED COMPLAINT:

A party name can be changed if an Amended Complaint is properly filed and accepted by the court. You may terminate or add a name(s) from an Amended Complaint. After adding or terminating parties, reference the Amended Complaint in the docket text.

ANSWER:

***If you need to file an ANSWER with a party name change, this will need to be dealt with by the judge (usually by way of order). You can bring this to the attention of the chambers assigned to the case.

If through a hearing or by way of an order a name of a party is to be changed:

1. The courtroom deputy will make the change or contact the docket clerk to make the change.

NOTICE OF REMOVAL

May only add the corrected party name if there is an order in the state case. If not, add the names as listed on the state complaint. You can then file a notice or answer requesting for the name to be corrected.

Last Updated: 10/25/2022