

UNITED STATES DISTRICT COURT EASTERN DISTRICT OF LOUISIANA



GUIDELINES FOR ADDING PARTIES

Revised December 2015

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INTRODUCTION

A party should be entered as much as possible in the way it appears on the complaint. Users entering party names must enter party names as they appear in the caption of the complaint and must be in strict compliance with this court's standards and guidelines. The standards and guidelines contained herein 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.

The ultimate goals regarding the entry of names into the system are: (a) to only have ONE version of a particular name (a recurring name) in the system; (b) to make similar, but slightly differing names that are unique enough so that they are recognizable and distinguishable from similarly named parties within the same case; and (c) to be able to retrieve names in a logical manner.

As long as the name you want to enter is exactly the same as a name already in the system, select that name and do not create a new party. It does not matter if the John M. Smith you want to enter, and the John M. Smith that's already in the system is the same person or not. All that's happening is that you are accepting a name ONLY, and not a prior case association.

If additional assistance is required, you may contact our ECF Help Desk at (504) 589-7788 or toll free at (866) 209-7767.

SEARCHING FOR PARTIES

It is extremely important that you **always conduct a thorough** search before entering a name to the database. Duplicate parties clutter the system and make selecting the correct party a time-consuming task. The following are suggestions that could make the search easier.

- You must enter at least two consecutive letters or characters of a party's name.
- The search is not case sensitive. For example, you can enter Smith or smith.
- The name may have been abbreviated when it was added to the database, especially state names.
- A wild card (*) is not required at the end of a search string. You can enter a wild card before the letters, if desired, to take the place of other letters. For example, you can enter "*am" and find Bob Cunningham and Judy Amstutz but not Dick Armstrong since the letters are not consecutive.
- Try alternate searches if your first search is not successful. Be sure the name you are searching for is not already in the database before you add it.

GENERAL RULES

1. Enter party names as they appear in the caption of the complaint and in the order in which they are listed; DO NOT enter the names in all CAPS.
2. Remember to conduct **thorough searches** before adding names, especially businesses.
3. The Title field is not to be used for entering information such as The, Dr., etc.
4. Obvious misspelled party names will be entered using the correct spelling.

EXAMPLE: Kathleen Blanko
Last name: Blanco First name: Kathleen

5. Use punctuation that appears in the name of the party. If a party already exists without punctuation, do not add a new party just to add the punctuation.

EXAMPLE: John Q. Smith
Last name: Smith First name: John Middle name: Q.

EXAMPLE: Allen & Norman, L.L.C.
EXISTING NAME: Last name: Allen & Norman, LLC

6. Do not use spaces between initials. If a party already exists with spaces between the initials, do not add a new party just to add the spaces.

EXAMPLE: A & P Food Stores
Last name: A&P Food Stores

7. If a business name on the complaint begins with an article (A, An or The), enter the party name without the article preceding the name.

EXAMPLE: The Franklin Mint Company
Last name: Franklin Mint Company

8. If the business name uses "and", use and. If the business name uses "&", use &. If a party already exists with the opposite one, do not add another party to the database.

EXAMPLE: Junge and Associates, Inc.
EXISTING NAME: Junge & Associates, Inc.

9. Do not add a new party to the database if one already exists with or without a standard abbreviation.

EXAMPLES: Ashland Pharmacy, Incorporated
Johnson & Johnson Co.
EXISTING NAMES: Ashland Pharmacy, Inc.
Johnson & Johnson Company

10. **Do not enter or edit an address for a party.** If your search in the database retrieves a matching name that has an address associated with it, accept the name with the address even if it is not the correct address or relevant to your party. The address will not appear on the docket sheet.

11. Do not use the following special characters when adding a party name to the database. They cause problems with the coding in the background.

() " # \$ % @ ` \ | ~ ! ^ * ?

AGENCY NAMES

When a Secretary or Head of a federal agency is named, enter the name of the agency in the Last name field. In party text, enter the name of the agency head as captioned.

EXAMPLE: Michael J. Astrue, Commissioner of Social Security Administration
Last name: Social Security Administration
Party text: Michael J. Astrue, Commissioner

ALIASES

If a nickname, as well as a proper name is listed, enter the nickname as an alias and use the alias role "aka". If only a **first** name is an alias, you must enter the true last name. Do NOT use quotation marks. Do not add an alias unless it is listed in the caption.

EXAMPLE: Manuel "Manny" Valle
Last name: Valle First name: Manuel
Alias last: Valle Alias first: Manny
Alias role: aka

EXAMPLE: L&W Supply Corporation, doing business as Seacoast Supply
Last name: L&W Supply Corporation
Alias last: Seacoast Supply
Alias role: dba

BUREAUS OR DEPARTMENTS OF THE GOVERNMENT

When a specific bureau or department of the government is a party, the department's title should be listed first.

EXAMPLE: State of Louisiana Department of Health & Hospitals
Last name: Department of Health & Hospitals State of Louisiana

CITIES, PARISHES OR STATES

Enter the name of city, parish or state first so that searches can be conducted by the most common word in the name.

EXAMPLE: The City of New Orleans
Last name: New Orleans City

EXAMPLE: Parish of St. Tammany
Last name: St. Tammany Parish

EXAMPLE: State of Louisiana
Last name: Louisiana State

CLASS ACTION

Enter Party Text for each plaintiff separately.

EXAMPLE: Anibal Oscar Cabrera and Fernando Angeles Corona
Last name: Anibal Oscar Cabrera
Party text: Individually and on behalf of all others similarly situated.

Last name: Fernando Angeles Corona
Party text: Individually and on behalf of all others similarly situated.

ESTATES OR SUCCESSIONS

When an estate is a party in a case, the name of the deceased is entered as the party with the executor's name in party text if listed.

EXAMPLE: Succession of Sylvia West
Last name: West First name: Sylvia
Party text: Succession of

EXAMPLE: Estate of James P. Sentinel by Joseph Smith, Executor of the Estate of James P. Sentinel
Last name: Sentinel First name: James Middle name: P.
Party text: Joseph Smith, Executor of the Estate of James P. Sentinel

EX RELS

When a person sues on behalf of the USA as "ex rel," add the name of the party, not the USA. Add USA in party text.

EXAMPLE: USA for the use & benefit of Aloha Enterprises, Inc.
Last name: Aloha Enterprises, Inc.
Party text: USA for the use & benefit of

GENERATIONS

A party's generation should be entered in the Generation field.

EXAMPLE: Robert Woods, III
Last name: Woods First name: Robert Generation: III

GUARDIAN AD LITEMS (on behalf of)

When a minor is listed on a complaint and his or her guardian ad litem is also listed, enter the guardian's name only with the minor listed in party text.

EXAMPLE: K. T., a minor by his or her Guardian Ad Litem James N. Johnson
Last name: Johnson First name: James Middle name: N.
Party text: Guardian Ad Litem for K.T., a minor

EXAMPLE: John Smith, individually & on behalf of his minor child, MDS
Last name: Smith First name: John
Party text: Individually & on behalf of his minor child, MDS

PERSONAL PROPERTIES

Any personal property that is listed as a party must be entered using the generic description in the Last name field, such as Land, Food, Currency, Articles, Drugs and Vehicle. In party text, add the actual description of the property.

EXAMPLE: \$14,699.00 in U. S. Currency
Last name: Currency
Party text: \$14,699.00 in U.S. Currency

EXAMPLE: 17.29 Acres of Land, Situated in Orleans Parish, State of Louisiana
Last name: Land
Party text: 17.20 Acres of Land, Situated in Orleans Parish, State of Louisiana

SHERIFF & POLICE DEPARTMENT PERSONNEL

If both the first and last name of sheriff or police department personnel is provided, enter in the applicable fields. If a title is also provided, enter the title in the party text field.

EXAMPLE: John M. Robert, Deputy Jefferson Parish Sheriff's Department
Last name: Robert First name: John Middle name: M.
Party text: Deputy Jefferson Parish Sheriff's Department

EXAMPLE: Deputy William Porter
Last name: Porter First name: William
Party text: Deputy

SURNAMES

If the last name is hyphenated, enter both names with the hyphen in the Last name field. If the last name is not hyphenated and does not have a middle name/initial, enter the name in both the Middle and Last name fields.

Two Hyphenated

EXAMPLE: Shirley Forrest-Harris
Last name: Forrest-Harris First name: Shirley

Two Not Hyphenated

EXAMPLE: Shirley Forrest Harris (no middle initial/name)
Last name: Harris First name: Shirley Middle name: Forrest

EXAMPLE: Shirley A. Forrest Harris (with middle initial/name)
Last name: Harris First name: Shirley Middle name: A. Forrest

Spanish

EXAMPLE: Jesus Adolfo Villegas Navarro
Last name: Navarro First name: Jesus Middle name: Adolfo Villegas

TITLES

Individual titles, such as Warden, Mrs., etc., should generally be entered in party text. However, if the title is listed but no first name, enter the title in the First name field. If just the title and first name is listed, enter the title in the first name field and the first name in the Last name field. If you have a complaint listing a husband and wife and the wife's first name is not provided, enter Mrs. and the husband's first name in the first name field.

EXAMPLE: Nurse Sizemore
Last name: Sizemore First name: Nurse

EXAMPLE: Sgt. Adam
Last name: Adam First name: Sgt.

EXAMPLE: Dr. James R. Olson
Last name: Olson First name: James Middle name: R.
Party text: Dr.

EXAMPLE: Mr. Ken Melancon
Mrs. Ken Melancon
Last name: Melancon First name: Ken
Last name: Melancon First name: Mrs. Ken

UNIDENTIFIED PARTIES

If the complaint lists parties that are unknown at the time of filing, enter as Unidentified Party or Parties.

EXAMPLE: ABC Insurance Company
Last name: Unidentified Party

EXAMPLE: John Doe
Jane Doe
Last name: Unidentified Parties

UNIONS

If the union has a Local number, add the number in party text. If the party is a fund with a Local number, enter the entire name in the Last name field as provided.

Without a Local number

EXAMPLE: United Textile Workers Union
Last name: United Textile Workers Union

With a Local number

EXAMPLE: Local 18 Sheet Metal Workers Union
Last name: Sheet Metal Workers Union
Party text: Local 18

Union Fund with a Local number

EXAMPLE: Operating Engineers Local 139 Health Benefit Fund
Last name: Operating Engineers Local 139 Health Benefit Fund

VESSELS

When entering a Motor Vessel, enter the name of the motor vessel first, then M/V.

EXAMPLE: The M/V Bonnie Lee, her engines, tackle, apparel, etc., in rem
Last name: Bonnie Lee M/V
Party text: her engines, tackle, apparel, etc., in rem