



ELECTRONIC CASE FILING PARTY NAME STANDARDS

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF ARIZONA

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Introduction

The three ultimate goals regarding the entry of party names into the CM/ECF system are:

- a) To only have one version of a particular name in the system
- b) To consistently enter all party names
- c) To be able to search for names in a logical way

Below are brief descriptions of each of the party name fields used when entering a party:

Party Information

Last name First name

Middle name Generation

Title

Role

Pro se

Prisoner Id Unit

Office

Address 1

Address 2 Show this ac

Address 3 City

State Zip Country

Prison

Phone Fax

E-mail

Party text

Start date

Corporation

NOTE: Since this information becomes available through the internet, please do NOT enter any information in the following fields:

- Office
- Address (including City, State, Zip, Country)
- Phone
- E-Mail address

<u>Last Name</u>	Field is 200 characters long and is a required entry for every party.
<u>First Name</u>	Field is 20 characters long and is used when appropriate.
<u>Middle Name</u>	Field is 15 characters long and is used when appropriate.
<u>Generation</u>	Field is 5 characters long and is used for the generation of the party (i.e.: Jr., Sr., or I, II, III, etc.).
<u>Title</u>	DO NOT USE
<u>Role</u>	Indicates appropriate role of a party (i.e. Defendant, Plaintiff, Third Party, etc.).
<u>Pro se</u>	Indicates the appropriate Pro se status of the party. Note the default is to “No.”
<u>Party text</u>	This field is used in addition to the last name field to add miscellaneous information about the party. For example, you may want to add information which is part of the case caption, but is more of a description than part of the proper name. More information on when to add party text can be found later in this document.

Reminders

- Prior to adding any new party name, ALWAYS search for an existing name, using wildcards (*) where appropriate.
- When adding a party name to the database, realize that others may one day be searching for this very name you are adding. This is why entering it in a way that makes it easy for them to find is so important for you. For example, do not enter a party name in all capital letters or with parentheses around it.
- If you accidentally or incorrectly add a name to the database, please call the Help Desk at 1-866-587-7644.

Individual Names

Similar Party Names: When a party name is listed in a format that is slightly different from the standard party name established in the database, select the “standard” form of the party name and enter the variation of the name in party text. (i.e. “Named as *name from the pleading*”). This will help keep the variations of similar party names to a minimum in the database, yet permits the recording of the party name on the docket as named on the pleading.

Example:

Sheriff Joseph M. Arpaio
Sheriff Joe Arpio (misspelled)
Joe Arpaio

For any of the above listings on a pleading, accept the “standard” form of the party name in the database:

First Name:	Joseph
Middle Name:	M
Last Name:	Arpaio
Party Text:	named as (whatever is listed on the pleading)

Unknown First Names: When entering a party name that does not include a first name or the first name is unknown or fictitious, include “Unknown” in the first name field.

Examples:

Walker

First Name:	Unknown
Last Name:	Walker

John Doe Garcia

First Name:	Unknown
Last Name:	Garcia

Titles: When entering a party name that uses a title of respect (i.e. Mr., Mrs., Ms., etc.), enter the name according to the standards and enter the title of respect in party text.

Examples:

Ms. Cindy Johnson

First Name:	Cindy
Last Name:	Johnson
Party Text:	Ms.

Mr. Johnson

First Name: Unknown
Last Name: Johnson
Party Text: Mr.

All individuals' titles, such as Doctor, Nurse, Warden, Officer, etc., should be entered as party text.

Examples:

Doctor George Smith

First Name: George
Last Name: Smith
Party Text: Doctor

Officer Jones, Badge #1234

First Name: Unknown
Last Name: Jones
Party Text: Officer, Badge #1234

Unknown or Fictitious Parties: When entering unknown or fictitious parties (i.e. John doe, Jane Doe, Unknown Officers, ABC Corporations, etc), enter them as either an Unknown Party (if referencing one person or business) or Unknown Parties (if referencing more than one person or business). Then enter in party text, "named as (whatever is listed on the pleading)."

Examples:

Fifteen Agents

Last Name: Unknown Parties
Party Text: named as Fifteen Agents

Unknown Persons

Last Name: Unknown Parties
Party Text: named as Unknown Persons

John Doe

Last Name: Unknown Party
Party Text: named as John Doe

Steve (unknown last name)

Last Name: Unknown Party
Party Text: named as Steve

Jane Does 1-10

Last Name: Unknown Parties
Party Text: named as Jane Does 1-10

XYZ Corporation

Last Name: Unknown Party
Party Text: named as XYZ Corporation

MCSO Officers

Last Name: Unknown Parties
Party Text: named as MCSO Officers

Towers Jail Medical Staff

Last Name: Unknown Parties
Party Text: named as Towers Jail Medical Staff

Periods after Initials: Always exclude the period after an initial of a person's first or middle name.

Examples:

Kevin J. Dunkin

First Name: Kevin
Middle Name: J
Last Name: Dunkin

S. Smith

First Name: S
Last Name: Smith

Dutch Names: When entering parties with Dutch Names, enter the last name exactly as it appears on the pleading (with or without the space between their last name).

Examples:

Carol Van Houten

First Name: Carol
Last Name: Van Houten

Theodore Van'Houff

First Name: Theodore
Last Name: Van'Houff

Hispanic Names: When entering parties with Hispanic names, the father's surname, or in the case of a married woman, the husband's surname, is always used as the control name. When entering two last names into the system, always enter a hyphen between the names regardless of whether or not the name already has a hyphen. For those names that include "de los," be sure to capitalize them when entering to the system (i.e., "De Los").

MALES AND SINGLE FEMALES

Examples:

Jesus Adolfo Villegas Navarro

First Name: Jesus
Middle Name: Adolfo
Last Name: Villegas-Navarro

Sonia Isabel Mendoza Martinez

First Name: Sonia
Middle Name: Isabel
Last Name: Mendoza-Martinez

Jose Ignacio Rodriguez-Gonzales

First Name: Jose
Middle Name: Ignacio
Last Name: Rodriguez-Gonzales

William Jorge Reyes-Portillo

First Name: William
Middle Name: Jorge
Last Name: Reyes-Portillo

Juan Omar de Jesus de los Reales-Lopez

First Name: Juan
Middle Name: Omar de Jesus
Last Name: De Los Reales-Lopez

MARRIED FEMALES

Example:

Delores Villegas de Aguirre

First Name: Delores
Last Name: Aguirre-Villegas de

NOTE: 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 above, the control name is Aguirre. But 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. If you are not able to determine if the female is married, meaning there is an absence of the “de” in lower case letters, assume the female is single and use the naming conventions for a single female listed above.

WIDOWED FEMALES

Example:

Ramona Navarro Vda. de Villegas

First Name: Ramona
Last Name: Villegas-Navarro Vda. de

NOTE: For widows, the “Vda. de” indicates that the woman was married to the deceased man whose surname follows. This surname is the control name for this party. Consequently, for the example shown above, the control name is Villegas. If you are not able to determine if the female is widowed, meaning there is an absence of the “Vda. de” in the name, assume the female is single and use the naming conventions for a single female listed above.

Business Names

Business Names: When entering business names, include punctuation.

Examples:

Acequia, Inc.

Last Name: Acequia, Inc.

A.M.C. Publishing

Last Name: A.M.C. Publishing

Handling Small Words: Exclude small words that precede business names such as A, An, The, etc.

Examples:

The Franklin Hotel

Last Name: Franklin Hotel

An Everyday Vacuum Company

Last Name: Everyday Vacuum Company

Businesses with Similar Names: When a business name is listed in a format that is slightly different from the standard party name established in the database, select the “standard” form of the party name and enter the variation of the name in party text (i.e. named as *name from the pleading*). This will help keep the number of versions of similar party names to a minimum in the database, yet permits you to record the party name on the docket precisely as named.

Examples:

Allstate Insurance Co.

Allstate Ins. Co.

Allstate Insurance

Businesses that are Internet Addresses: When entering business names that are internet addresses, please enter them exactly as they appear on the complaint, including the periods.

Examples:

Alloutdoors.com

Last Name: Alloutdoors.com

Homepage.com, Inc.

Last Name: Homepage.com, Inc.

www.thegrandwebsite.org

Last Name: www.thegrandwebsite.org

http://www.rosegarden.net

Last Name: http://www.rosegarden.net

United States of America

When entering United States of America in a civil case, always use **United States of America** (not USA) as the party name. USA is used as the plaintiff in a criminal case.

Cities/Counties/States

When entering cities, counties and states (State of Arizona, Maricopa County, City of Tucson), be sure that the name of the city/county/state is the first word in the last name field to make searching and indexing consistent.

Examples:

State of Arizona

Incorrect Last Name: State of Arizona

CORRECT Last Name: Arizona, State of

Arizona

Last Name: Arizona, State of

Yuma

Last Name: Yuma, City of

Maricopa County

Incorrect Last Name: Maricopa County

CORRECT Last Name: Maricopa, County of

Agencies that are Entities of Cities/Counties/States

When entering agency names that are entities of the city/county/state, enter the name starting with the city/county/state.

Examples:

Department of Education of Arizona

Last Name: Arizona Department of Education

Board of Supervisors of Pima County

Last Name: Pima County Board of Supervisors

Agency/Union Names

When entering agency/union names, enter the official union name as listed in the complaint. If the name includes a local number, enter the word "Local" and the number in the first name field.

Example:

Local Union 104, International Brotherhood of Teamsters

First Name: Local Union 104

Last Name: International Brotherhood of Teamsters

If the agency/union refers to "Trustees" in the name, enter the name according to the following format (make sure the word Trustees is always at the start of the name):

Example:

Trustees of the Operating Engineers Pension Trust

Last Name: Trustees of the Operating Engineers Pension Trust

If you come across an agency/union that refers to "All Affiliated Locals" or something similar, follow the following format:

Example:

American Postal Workers Union and All Affiliated Locals

Last Name: American Postal Workers Union

Party Text: and All Affiliated Locals

“Things” and “Locations” as Parties

When entering “things” or “locations” as parties (property, jewelry, currency, bank accounts, and vehicles), enter them as shown below.

Addresses

Examples:

1234 E. Indian School, Phoenix, Arizona

Last Name: 1234 E. Indian School, Phoenix, Arizona

Lot 11, Tempe Gardens, 456 Broadway, Tempe, Arizona

Last Name: Lot 11, Tempe Gardens, 456 Broadway, Tempe, Arizona

7890 E. Ray Road, Tempe, AZ, known as Village Green Apartments

Last Name: 7890 E. Ray Road, Tempe, AZ

Alias Last Name: Village Green Apartments

Alias Role: aka

5432 North Main, Apt. #10, Tucson, Arizona, and any associated outbuildings including garage #3

Last Name: 5432 North Main, Apt. #10, Tucson, Arizona

Party Text: and any associated outbuildings including garage #3

Modes of Transportation

Examples:

A blue 1994 Buick Regal bearing Arizona registration plate 7DHB86

Last Name: Buick Regal 1994 bearing Arizona registration plate 7DHB86, blue

One 1985 Oldsmobile Sedan, Arizona license plate 570GEM, VIN #1G3CX6931F4307805 located at the premises of 3490 South 30th Drive, Phoenix, Arizona

Last Name: Oldsmobile Sedan 1985, VIN #1G3CX6931F4307805, Arizona license plate 570GEM

Party Text: located at the premises of 3490 South 30th Drive, Phoenix, Arizona

Money/Accounts

Examples:

\$14,669.00 in US Currency

Last Name: \$14,669.00 in US Currency

NOTE: F.R.Civ.P. 5.2 states that financial account number information may include only the last four digits.

Savings Acct. #20-7024152-5 located at Wells Fargo Bank, in the Name of Chadwick T. Dunham

Last Name: Savings Acct. # **-****152-5 located at Wells Fargo Bank

\$536,000.00 in a Certified Check

Last Name: \$536,000.00 in a Certified Check

One Savings Certificate, No. 3312346

Last Name: Savings Certificate No. 3312346, One

Land

Examples:

\$6,500.00 plus any additional rental income and accrued interest from Lot No. 20, Mesa, Arizona

Last Name: Lot No. 20 Mesa, Arizona

Party Text: \$6,500.00 plus any additional rental income and accrued interest from

31.86 Acres of Land

Last name: 31.86 Acres of Land

.72 Acres of Land

Last Name: 0.72 Acres of Land

Ten Acres more or less located in Coconino County, Arizona

Last Name: 10 Acres of Land

Party Text: more or less located in Coconino County, Arizona

Miscellaneous Items

Examples:

Two computers held in police custody at Arizona State Police, Central Office, 700 W. Washington, Phoenix, Arizona

Last Name: Computers held in police custody at Arizona State Police,
Two

Party Text: Central Office, 700 W. Washington, Phoenix, Arizona

One United States Postal Service Express Mail parcel, Label No. EJ 097 655 366 US, addressed to: R.U.F., P.O. Box 112, Tucson, AZ 85701

Last Name: United States Postal Service Express Mail parcel,
Label No. EJ 097 655 366 US, One

Party Text: addressed to: R.U.F., P.O. Box 112, Tucson, AZ
85701

Estates as a Party

When entering an estate as a party in a case, enter the executor/personal representative/conservator as the main party. Never add the deceased person as the main party. Then enter the deceased person as the alias to this party using the party type "est" (estate of).

Executor and personal representative are terms that are used interchangeably. Conservator is a person who has guardianship of a minor's estate.

Example:

Helen Smiley, Executor of the Estate of George Smiley

First Name: Helen

Last Name: Smiley

Party Text: Executor of the Estate of George Smiley

Party Type: pla

Alias First Name: George

Alias Last Name: Smiley

Alias Role: est

Minors' Names

If a minor's name is listed as well as the proper name, the minor's name should be entered using their initials. Add the initials in capital letters in the last name field, separated by periods, but not spaces.

Examples:

Harriet Jones, Next Friend of Stephen Allen Jones, a minor

First Name: Harriet
Last Name: Jones
Party Text: next friend of S.A.J., a minor
Alias Last Name: S.A.J.
Alias Role: nfo

George Smith, Individually and Next Friend of Elton Smith, a minor

First Name: George
Last Name: Smith
Party Text: Individually and as next friend of E.S., a minor
Alias Last Name: E.S.
Alias Role: nfo

A.A. by his next friend Tracy Allis

First Name: Tracy
Last Name: Allis
Alias Last Name: A.A.
Alias Role: nfo

Aliases

If another name (such as a nickname) is listed as well as the proper name, the other name should be entered in the "alias segment." Please see the alias options listed below. If you would like another alias type added to this list, please call the Help Desk at 1-866-587-7644.

Examples:

Manuel "Manny" Valle

First Name: Manuel
Last Name: Valle
Alias First Name: Manny
Alias Last Name: Valle
Alias Role: aka

John Smith, doing business as Smith Industries

First Name: John
Last Name: Smith
Alias Last Name: Smith Industries
Alias Role: dba

Millard Transportation Services, a division of Millard Refrigerated Services, Inc.

Last Name: Millard Transportation Services
Alias Last Name: Millard Refrigerated Services, Inc.
Alias Role: div

ECF Alias Types:

agent	agent of
aka	also known as
assign	as assignee of
bg	by guardian
ca	other affiliate
cons	conservator for
cp	corporate parent
dba	doing business as
dec	deceased
div	a division of
est	estate of
exrel	ex rel
fdba	formerly doing business as
fka	formerly known as
iden	identified on initiating document as
nee	born
nfo	next friend of
nka	now known as
obo	on behalf of
other	other
pro	personal representative of
rpi	real party in interest
subfor	substituted for
subs	subsidiary of
suc	successor in interest
ta	trading as
trust	trustee of