

PARTY NAME STANDARDS

How to Properly Add Names/Addresses to the
CM/ECF Database

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INTRODUCTION

The ultimate goal regarding the entry of party names into the system is to be able to retrieve names in a logical way. Here are brief descriptions of each of the fields you will use when entering a party:

<u>Last name</u>	is 200 characters long and is a required entry for every party.
<u>First name</u>	is 20 characters long and is used when appropriate.
<u>Middle name</u>	is 15 characters long and is used when appropriate.
<u>Generation</u>	is 5 characters long and is used for the generation of the party, i.e., Jr., Sr., or I, II, III, IV, V, VI, etc.
<u>Title</u>	is 20 characters long and is used when appropriate.
<u>Office</u>	is used for law firms, business names, etc.
<u>Unit</u>	is generally used for the prisoner's unit number.
<u>Prisoner Id</u>	is used for prisoner numbers.
<u>Address 1</u>	is the building Name (and Number) or complete address and suite number. Try to keep the entire address on the Address 1 line. If you are unable to do this, finish putting the address on line Address 2.

NOTE: DO NOT ENTER ADDRESS INFORMATION FOR A PARTY THAT HAS AN ATTORNEY

Enter the following components on this line in this order, with a comma between 4th and 5th as well as between 5th and 6th.

- 1st Address number
- 2nd Predirectional (i.e., N, S, E, W)
- 3rd Street Name
- 4th Suffix (i.e., St., Rd., Dr., etc.)
- 5th Postdirectional (i.e., NE, NW, SE, SW)
- 6th Suite/Apartment/Floor number (or the like)

Ex: 1234 W. MICHIGAN ST., NW, STE. 100
 1st 2nd 3rd 4th 5th 6th 7th

COMMON ADDRESS ABBREVIATIONS							
Apartment	APT.		Extension	EXT.		Post Office	P.O.
Avenue	AVE.		Floor	FL.		Road	RD.
Branch	BR.		Highway	HWY.		Room	RM.
Building	BLDG.		Lane	LN.		Route	RTE.
Boulevard	BLVD.		Heights	HTS.		Rural Route	R.R.
Center	CTR.		North	N.		South	S.
Court	CT.		Northeast	NE.		Southeast	SE
Creek	CR.		Northwest	NW.		Southwest	SW
Department	DEPT.		Office	OFF.		Street	ST.
Drive	DR.		Parkway	PKWY.		Square	SQ.
East	E.		Place	PL.		Suite	STE.
Estate(s)	EST(S).		Plaza	PLZ.		West	W.

- Address 2 Use this line as a continuation of Address line 1 if necessary.
- Address 3 Do not use unless the address will not fit in Address lines 1 and 2. Sometimes this will not appear correctly on the docket
- City Spell city names in their entirety (don't abbreviate).
- State See the Standard Abbreviations List for the two-letter abbreviation.
- Zip Five digit zip code + four digit code, if known.
- County Enter county name
- Country Only use if country is other than USA.
- Phone Enter using the following format Area Code-123-4567 (ex. 614-555-1234). Do not use parenthesis around the area code. (Do not enter prison phone numbers)
- Fax (same as above)

<u>E-mail</u>	Do not add an email here.
<u>ProSe</u>	Select no or yes.
<u>Role</u>	Select the appropriate role of the party.
<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. It contains an indefinite number of characters.

REMINDERS

- Prior to entering any party name, ALWAYS do more than one search 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.
- If you accidentally or incorrectly add a name to the database, please contact the local Clerk's Office to delete or edit it for you at:

Cincinnati	513-564-7500
Columbus	614-719-3000
Dayton	937-512-1400

1. INDIVIDUAL PARTY NAMES

PARTY ENTRY

Document Caption	Last Name	First Name	Middle Name	Title	Party Text (if applicable)
Mr. And Mrs. Thomas Smart and Family Members whose names are currently unknown	Smart	Thomas		Mr.	and family members whose names are currently unknown
	Smart	Mrs.			
Sgt. James	James			Sgt.	
James S. Haviland, Warden of the Allen Correctional Institution, in his individual capacity	Haviland	James	S.		In his individual capacity (Warden, Allen Corr.)

INFANTS/MINORS

Document Caption	Last Name	First Name	Middle Name	Alias Role Type	Party Text (if applicable)
JLP, by and through his guardian ad litem William P. McGuire	McGuire	William	P.	obo	Guardian Ad Litem on behalf of
(alias info)	JLP				

Always enter the minor's initials as an Alias Party. No text can be added to an Alias Party.

HISPANIC NAMES: MALES AND SINGLE FEMALES

Document Caption	Last Name	First Name	Middle Name	Party Text (if applicable)
Jesus Adolfo Villegas Navarro (First) (Middle) (Father's Surname) (Mother's Maiden)	Villegas Navarro	Jesus	Adolfo	
Maria Isabel Aguirre Villegas (First) (Middle) (Father's Surname) (Mother's Maiden)	Aguirre Villegas	Maria	Isabel	

In the above examples, the control name that the system will use to identify the male party is VILLEGAS and the control name for the female party is AGUIRRE.

HISPANIC NAMES: MARRIED FEMALES

Document Caption	Last Name	First Name	Middle Name	Party Text (if applicable)
Delores Villegas de Aguirre (First) (Her Maiden Name) (Husband's Surname)	Villegas de Aguirre	Delores		

2. BUSINESS NAMES

PARTY ENTRY

Document Caption	Last Name	First Name	Middle Name	Party Text (if applicable)
The Enrich Company, Inc.	The Enrich Company, Inc.			
D.M.C. Publishing	D.M.C. Publishing			

BUSINESSES THAT ARE INTERNET ADDRESSES

Document Caption	Last Name	First Name	Middle Name	Party Text (if applicable)
Alloutdoors.com	Alloutdoors.com			
HomePage.com, Inc.	HomePage.com, Inc.			
www.thegrandwebsite.com	www.thegrandwebsite.com			
http://www.rosegarden.net	http://www.rosegarden.net			

When entering business names that are internet addresses please enter them exactly as they appear on the document, including the periods.

3. CITIES/COUNTIES/STATES/FEDERAL

PARTY ENTRY

Document Caption	Last Name	First Name	Middle Name	Party Text
The City of Toledo	The City of Toledo			
City of Stow	City of Stow			
Municipality of Greenville	Municipality of Greenville			
Township of Butler	Township of Butler			
Franklin County	Franklin County			
James Haviland, Warden of Allentown Correctional Facility	Warden, Allentown Correctional Facility			
State of Ohio	State of Ohio			
Jo Anne Barnhart, Commissioner of Social Security	Commissioner of Social Security			
United States of America, Internal Revenue Service	Department of Internal Revenue Service			

Never enter the name of the Department Heads (Secretary/Commissioner/Warden) unless they are sued in their individual capacity.

AGENCIES THAT ARE ENTITIES of CITIES/COUNTIES/STATES

Document Caption	Last Name	First Name	Middle Name	Party Text (if applicable)
Department of Corrections, State of Ohio	Ohio Department of Corrections			
Board of Elections of Hamilton County	Hamilton County Board of Elections			

When you are entering Agency names that are entities of a City, County or State, enter the name starting with the City, County or State name.

4. AGENCY/UNION NAMES

PARTY ENTRY

Document Caption	Last Name	First Name	Middle Name	Alias Type	Party Text (if applicable)
International Brotherhood Of Electrical Workers Local Union No 212	International Brotherhood of Electrical Workers Local Union No 212				
Painters and Allied Trades District Council No. 12 Profit Sharing Annuity Plan, Trustees of the	Trustees of the Painters and Allied Trades District Council No 12 Profit Sharing Annuity Plan				
American Postal Workers Union and All Affiliated Locals	American Postal Workers Union and all Affiliated Locals				
Drexel J. Thrash, on behalf of the Trustees of the Ohio Laborers' District Council-Ohio Contractors' Association Insurance Fund	Thrash	Drexel	J.	obo	On behalf of the Trustees of the Ohio Laborers' District Council-Ohio Contractors' Association Insurance Fund

When entering an Agency or Union name, enter the official union name as listed on the document.

If the Agency/Union refers to "Trustees" in the name, enter in the above format, making sure the word Trustees is always at the start of the name.

Any party which refers to "All Affiliated Locals" or something similar to that should have that included in the title.

5. PROPERTY/CURRENCY

ADDRESSES

Document Caption	Last Name	First Name	Middle Name	Party Text
Real Property Located at 35692 West Island Drive, Eastlake, Ohio, Together with all fixtures, Appurtenances, and Improvements	35692 West Island Drive, Eastlake, Ohio, Real Property Located at			Together with all Fixtures, Appurtenances, and Improvements
17.29 Acres of Land, More or Less, Situated in the County of Cuyahoga, State of Ohio	17.29 Acres of Land Situated in the County of Cuyhoga, State of Ohio, more or less			

MODES OF TRANSPORTATION

Document Caption	Last Name	Party Text (if applicable)
One 1982 Buick Riviera, VIN # 1G4A2574CE4	1982 Buick Riviera, VIN #1G4A2574CE4	
1979 Chrysler Newport, VIN # 325678765445, its tools, engine, and gold-plated bumpers	1979 Chrysler Newport, VIN # 25678765445	it tools, engine and gold-plated bumpers
One 1979 27' Bayliner Boat and Trailer, VIN # BLBK34VS0279-9P	1979 Bayliner Boat and Trailer, 27 foot, VIN # BLBK34VS0279-9P	

CURRENCY

Document Caption	Last Name	First Name	Middle Name	Party Text (if applicable)
Six Thousand Dollars in United States Currency	\$6,000 (Six Thousand Dollars) in United States Currency			
Savings Account #xxxx7878 located at National City Bank, in the Name of Chadwick T. Dunham	Savings Account #xxxx7878 Located at National City Bank			in the name of Chadwick T. Dunham

6. MISCELLANEOUS ALIASES

Document Caption	Last Name	First Name	Middle Name	Alias Role Type	Party Text (if applicable)
John Smith, doing business as Smith Industries	Smith	John		dba	
(alias info)	Smith Industries				
Manuel “Manny” Valle	Valle	Manuel		aka	
(alias info)	Valle	Manny			
Harriet Jones, Next friend of Stephen Jones	Jones	Harriet		obo	
(alias info)	Jones	Stephen			

ESTATES

Document Caption	Last Name	First Name	Middle Name	Alias Role Type	Party Text (if applicable)
The Estate of James P. Sentinel by Joseph Smith, as Executor of the Estate of James P. Sentinel	Smith	Joseph		obo	Executor of the Estate of James P. Sentinel

The Executor is put in as the First Party - You cannot add party text to an alias. Never add the deceased person as the main party.

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

JOHN/JANE DOES

Document Caption	Last Name	First Name	Middle Name	Party Text (if applicable)
John Doe 1- 7	Doe	John		1-7

As a John/Jane Doe is identified and added as a party, the party text needs to be modified as to the number of John/Jane Does remaining. When the last John/Jane Doe has been identified then the John/Jane Doe party should be deleted from the case.

UNKNOWN SPOUSES, UNKNOWN TENANTS, ETC.

Document Caption	Last Name	First Name	Middle Name	Party Text (if applicable)
Unknown Spouse of Kenneth M. Keller, if any	Unknown Spouse of Kenneth M. Miller			if any
Unknown Tenants, if any, of the property located at 112 Prospect Street, Lodi, Ohio 44254	Unknown Tenants 112 Prospect Street, Lodi, Ohio 44254			if any, of the property located at

Always enter “Unknown” first in the last name field. Since the property or person is already entered as a party, there is no reason for an alias party entry.

7. ALIAS TYPES

Agent	agent of
aka	also known as
cp	corporate parent
dba	doing business as
fdb	formerly doing business as
fka	formerly known as
nee	born
nka	now known as
obo	on behalf of
other	other
rpi	real party in interest
ta	trading as

8. STANDARD ENTRY OF AGENCY/UNIONS

Actors' Equity Association
Agricultural Employment Relations Board
Aluminum, Brick and Glass Workers International Union
Amalgamated Clothing and Textile Workers Union
Amalgamated Lace Operatives of America
Amalgamated Transit Union
American Association of University Professors
American Fed of Musicians of the US and Canada
American Federation of Government Employees
American Federation of Grain Millers
American Federation of State, County and Municipal Employees
American Federation of Teachers
American Federation of Television and Radio Artists
American Flint Glass Workers Union
American Guild of Musical Artists
American Guild of Variety Artists
American Nurses' Association
American Postal Workers Union
American Soccer League Players Association
Associated Actors and Artistes of America
Association of Western Pulp and Paper Workers
Bakery, Confectionery and Tobacco Workers Intl Union
Benefits Review Board
Bro Railway, Airline & Steamship Clerks, Freight Hand, Expr & Stn Emp
Brotherhood of Police and Security Officers
Brotherhood Railway Carmen of the United States and Canada
Building and Construction Trades Council
Bureau of Alcohol, Tobacco and Firearms
Bureau of Citizenship and Immigration Services
Bureau of Indian Affairs
Bureau of Land Management
Civil Aeronautics Board
Civil Service Commission (U.S.)
Commission of Social Security
Communications Workers of America
Congress of Independent Unions
Consumer Products Safety Commission
Coopers International Union of North America
Copyright Royalty Tribunal
Department of Agriculture
Department of Commerce

Department of Defense
Department of Economic Security
Department of Education
Department of Energy
Department of Health and Human Services
Department of Health, Education and Welfare
Department of Homeland Security
Department of Housing and Urban Development
Department of Interior
Department of Justice
Department of Labor
Department of Public Safety
Department of Transportation
Distillery, Wine and Allied Workers International Union
Drug Enforcement Agency
Environmental Protection Agency
Equal Employment Opportunity Commission
Farmers Home Administration
Federal Aviation Agency
Federal Bureau of Investigation
Federal Coal Mine Safety Board
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Detention Center
Federal Election Commission
Federal Energy Agency
Federal Energy Regulatory Commission
Federal Labor Relations Authority
Federal Maritime Board
Federal Maritime Commission
Federal Mine Safety and Health Administration
Federal Mine Safety and Health Review Commission
Federal Reserve System
Federal Trade Commission
Federation of Professional Athletes
Food and Drug Administration
Fraternal Association of Special Haulers
General Services Administration
Glass, Pottery, Plastics & Allied Workers Intl Union
Graphic Communications International Union
Hotel Employees & Restaurant Employees International Union
Independent Union of Plant Protection Employees
Indian Health Services
Industr Union of Marine and Shipbuilding Workers of America
Insurance Workers International Union
Internal Revenue Service

International Brotherhood of Electrical Workers
International Brotherhood of Firemen and Oilers
International Brotherhood of Painters and Allied Trades
International Chemical Workers Union
International Die Sinkers' Conference
International Guards Union of America International Ladies' Garment Workers' Union
International Leather Workers Union
International Longshoremen's and Warehousemen's Union
International Longshoremen's Association
International Molders and Allied Workers Union
International Organization of Masters, Mates and Pilots
International Typographical Union of North America
International Union of Bricklayers and Allied Craftsmen
International Union of Elevator Constructors
International Union of North America Laundry and Dry Cleaning
International Union of Operating Engineers
International Union of Petroleum and Industrial Workers
International Union of Security officers
International Union, Allied Industrial Workers of America
International Union, United Plant Guard Workers of America
International Woodworkers of America Interstate Commerce Commission
Intl Alliance Theater Stage Empl & Moving Pic Man Op of US and Canada
Intl Assoc of Bridge, Structural and Ornamental Iron Workers
Intl Assoc of Heat and Frost Insulators and Asbestos Workers
Intl Association of Machinists and Aerospace Workers
Intl Bro Boilermakers, Iron Shipbuilders, Blacksmiths, Forgers & Helpers
Intl Bro of Teamsters, Chauffeurs, Warehousemen & Helpers
Intl Federation of Professional and Technical Engineers
Intl Leather Goods, Plastics and Novelty Workers' Union
Intl Plate Printers, Die Stampers & Engravers Union of North America
Intl Union Electronic, Electrical, Tech, Salaried & Machine Workers
Intl Union of Allied, Novelty and Production Workers
Intl Union, United Auto, Aerospace and Agricultural Implement Workers of America Laborers'
Major Indoor Soccer League Players Association
Major League Baseball Players Association
Mechanics Educational Society of America
Merit Systems Protection Board
Metal Polishers, Buffers, Platers and Allied Workers International Union
National Aeronautics and Space Administration
National Alliance of Postal and Federal Employees
National Association of Broadcast Employees and Technicians
National Association of Letter Carriers of the USA
National Basketball Players Association
National Brotherhood of Packinghouse and Industrial Workers
National Education Association
National Federation of Federal Employees

National Federation of Licensed Practical Nurses
National Football League Players Association
National Labor Relations Board
National League of Postmasters
National Marine Engineers' Beneficial Association
National Maritime Union of America
National Plant Protection Association
National Rural Letter Carriers' Association
National Union of Hospital and Health Care Employees
Natl PO Mail Hand, Watchmen, Messengers, & Group Lead Div Laborers Intl Union of NA
Newspaper Guild, The
North American Soccer League Players Association
Nuclear Regulatory Commission
Occupational Safety and Health Administration Occupational Safety and Health Review
Commission Office and Professional Employees International Union
Office of Management and Budget
Office of Personnel Management
Office of Workers Compensation Program
Oil, Chemical and Atomic Workers International Union
Oper Plasterers & Cement Masons Intl Assoc of the Us & Canada
Pacific Coast Marine Firemen, Oilers, Watertenders & Wipers Assoc
Patent office
Pattern Makers' League of North America
Postal Rate Commission (U.S.)
Postal Service (U.S.)
Professional Air Traffic Controllers Organization
Railroad Retirement Board
Retail, Wholesale and Department Store Union
Sailors' Union of the Pacific
Screen Actors Guild
Screen Extras Guild, Inc.
Seafarers Intl Union of No Amer, Atlantic, Gulf, Lakes & Inland Waters Dist
Seafarers' International Union of North America
Seafarers' Intl Union of North America, Pacific District Securities and Exchange Commission
Service Employees International Union
Sheet Metal Workers' International Association
Small Business Administration
Southern Labor Union
Stove, Furnace & Allied Appliance Workers Intl Union of North America
Textile Proc Serv Trades, Health Care, Prof & Tech Empl Intl Union
The United Telegraph Workers
Title, Marble, Terrazzo, Finishers & Shopment Intl Union
Transport Workers Union of America
United Assoc Journey& App, Plub & Pipe Fit Indus
United Brotherhood of Carpenters and Joiners of America
United Electrical, Radio and Machine Workers of America

United Farm Workers of America
United Food and Commercial Workers International Union
United Furniture Workers of America
United Garment Workers of America
United Mine Workers of America
United Paperworkers International Union
United Rubber, Cork, Linoleum and Plastic Workers of America
United States Air Force
United States Army
United States Bureau of Prisons
United States Marine Corps
United States Navy
United States of America
United States Parole Commission
United Steelworkers of America
United Textile Workers of America
United Union of Roofers, Waterproofers & Allied Workers
Upholsterers' International Union of North America
Utility Workers Union of America
Veterans Administration
Writers Guild of America