

APPENDIX B

PARTY NAME STANDARDS

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

1/9/2007

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INTRODUCTION

The ultimate goals 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:

The screenshot shows a web form titled "Party Information" with a blue header bar containing the ECF logo and navigation links for Civil, Criminal, Query, and Reports. The form fields are arranged in two columns. The first column includes Last name, Middle name, Title, Role (a dropdown menu set to "Defendant (dft.pty)"), Prisoner Id, Unit, Address 2, City, Country (a dropdown menu), Phone, and Party text. The second column includes First name, Generation, Pro se (a dropdown menu set to "no"), Office, Address 1, Address 3, State, Zip, Country, Fax, and Start date (a date field with "12/8/2005" entered). At the bottom, there are buttons for "Attorney...", "Alias...", "Corporate parent...", "Review...", "Submit", "Cancel", and "Clear". A note next to the "Review..." button says "Add all attorneys, aliases and corporate parents before clicking the Submit button."

Last name this field is 200 characters long and is a required entry for every party.

First name is 20 characters and is used when appropriate.

Middle name is 15 characters and is used when appropriate.

Generation this field is 5 characters and is used for the generation of the party, i.e., Jr., Sr., or I, II, III, IV, V, VI, etc.

Title DO NOT USE

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

Office Used for law firms, business names, etc.

Unit Used for prisoner numbers

Address 1 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.

Party Name Standards (1/9/2007)

Enter the following components on this line in this order (separated by a comma):

- 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

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 DO NOT USE
- Country DO NOT USE (unless country is other than USA).

Party Name Standards (1/9/2007)

<u>Phone</u>	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)
<u>Fax</u>	(same as above)
<u>E-mail</u>	DO NOT ADD AN EMAIL ADDRESS 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. For example, do not enter a party name in upper and lower case letters (though CM/ECF is not case sensitive) or with parentheses around it.
- ☛ 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	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.)

Enter title in First Name Field ONLY when no first name is listed.

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 <small>(First) (Middle) (Father's Surname) (Mother's Maiden)</small>	Villegas Navarro	Jesus	Adolfo	
Maria Isabel Aguirre Villegas <small>(First) (Middle) (Father's Surname) (Mother's Maiden)</small>	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 <small>(First) (Her Maiden Name) (Husband's Surname)</small>	Aguirre-Villegas de	Delores		

For married women, the “de” in lower-case letters indicate 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.

2. BUSINESS NAMES

PARTY ENTRY

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

Omit small words that precede business names, such as “The”, “A”, “An”, etc.

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 (or dots as they are known in the computer world).

3. CITIES/COUNTIES/STATES/FEDERAL

PARTY ENTRY

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

When entering cities, counties, and states, 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.

Never enter the name of the Department Heads (Secretary/Commisioner/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 entering Agency names that are entities of the City/County/State, enter the name starting with the City/County/State.

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

When entering Agency/Union names, 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 325678765445	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	

Do not use symbols such as # ' * when entering party names.

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
	Sentinel	James	P.		

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.

ALIAS TYPES

- agent agent of
- aka also known as
- cp corporate parent
- dba doing business as
- fdba 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

9. STANDARD ENTRY OF AGENCY/UNIONS

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

Party Name Standards (1/9/2007)

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 Longshoremen's Association
International Longshoremen's and Warehousemen's Union
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 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 Theatr Stage Empl & Moving Pic Man op of US and Canada

Party Name Standards (1/9/2007)

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 N Am
**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' international Union of North America
Laundry and Dry Cleaning International Union
Leather Workers International Union
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

Party Name Standards (1/9/2007)

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**
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 Parole Commission
United States of America
United Steelworkers of America
United Telegraph Workers, The
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