PARTY NAME STANDARDS

How to Properly Add Names/Addresses to the

CM/ECF Database

Table of Contents

[INTRODUCTION 3](#_Toc433706560)

[REMINDERS 5](#_Toc433706561)

[1. INDIVIDUAL PARTY NAMES 6](#_Toc433706562)

[PARTY ENTRY 6](#_Toc433706563)

[INFANTS/MINORS 6](#_Toc433706564)

[HISPANIC NAMES: MALES AND SINGLE FEMALES 6](#_Toc433706565)

[HISPANIC NAMES: MARRIED FEMALES 7](#_Toc433706566)

[2. BUSINESS NAMES 7](#_Toc433706567)

[PARTY ENTRY 7](#_Toc433706568)

[BUSINESSES THAT ARE INTERNET ADDRESSES 7](#_Toc433706569)

[3. CITIES/COUNTIES/STATES/FEDERAL 8](#_Toc433706570)

[PARTY ENTRY 8](#_Toc433706571)

[AGENCIES THAT ARE ENTITIES of CITIES/COUNTIES/STATES 8](#_Toc433706572)

[4. AGENCY/UNION NAMES 9](#_Toc433706573)

[PARTY ENTRY 9](#_Toc433706574)

[5. PROPERTY/CURRENCY 9](#_Toc433706575)

[ADDRESSES 9](#_Toc433706576)

[MODES OF TRANSPORTATION 10](#_Toc433706577)

[CURRENCY 10](#_Toc433706578)

[6. MISCELLANEOUS ALIASES 10](#_Toc433706579)

[ESTATES 11](#_Toc433706580)

[JOHN/JANE DOES 11](#_Toc433706581)

[UNKNOWN SPOUSES, UNKNOWN TENANTS, ETC. 11](#_Toc433706582)

[7. ALIAS TYPES 12](#_Toc433706583)

[8. STANDARD ENTRY OF AGENCY/UNIONS 13](#_Toc433706584)

# 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:

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

First name is 20 characters long and is used when appropriate.

Middle name is 15 characters long and is used when appropriate.

Generation 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.

Title is 20 characters long and is used when appropriate.

Office is used for law firms, business names, etc.

Unit is generally used for the prisoner’s unit number.

Prisoner Id is used for prisoner numbers.

Address 1 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 (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 | 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)

E-mail Do not add an email here.

ProSe Select no or yes.

Role Select the appropriate role of the party.

Party text 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.
* Entering any new party name to CM/ECF should be done accurately as possible for ease with future name searches.
* If you accidentally or incorrectly add a name to the database, please contact the 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 Correctional Institution) |

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. |  | Guardian Ad Litem |
| (alias info) | JLP |  |  | obo |  |

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 |  |

## 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](http://www.thegrandwebsite.com/) | [www.thegrandwebsite.com](http://www.thegrandwebsite.com/) |  |  |  |
| [http://www.rosegarden.net](http://www.rosegarden.net/) | [http://www.rosegarden.net](http://www.rosegarden.net/) |  |  |  |

For business names that are internet addresses, 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. |  |  |
| (alias info) | Trustees of the Ohio Laborers’ District Council-Ohio Contractors’ Association Insurance Fund |  |  | obo |  |

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 will all fixtures, Appurtenances, and Improvements | Real Property Located at 35692 West Island Drive, Eastlake, Ohio |  |  | 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 Cuyahoga, 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 | its 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 | 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 |  |  |  |
| (alias info) | Smith Industries |  |  | dba |  |
| Manuel “Manny” Valle | Valle | Manuel |  |  |  |
| (alias info) | Valle | Manny |  | aka |  |
| Harriet Jones, Next friend of  Stephen Jones | Jones | Harriet |  |  | Next friend of and |
| (alias info) | Jones | Stephen |  | obo |  |

## 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 |  |  | Executor of the Estate of and |
|  | Sentinel | James | P. | obo |  |

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 |
| 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 |
| trustee | Trustee |
|  |  |

# 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 theatr 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