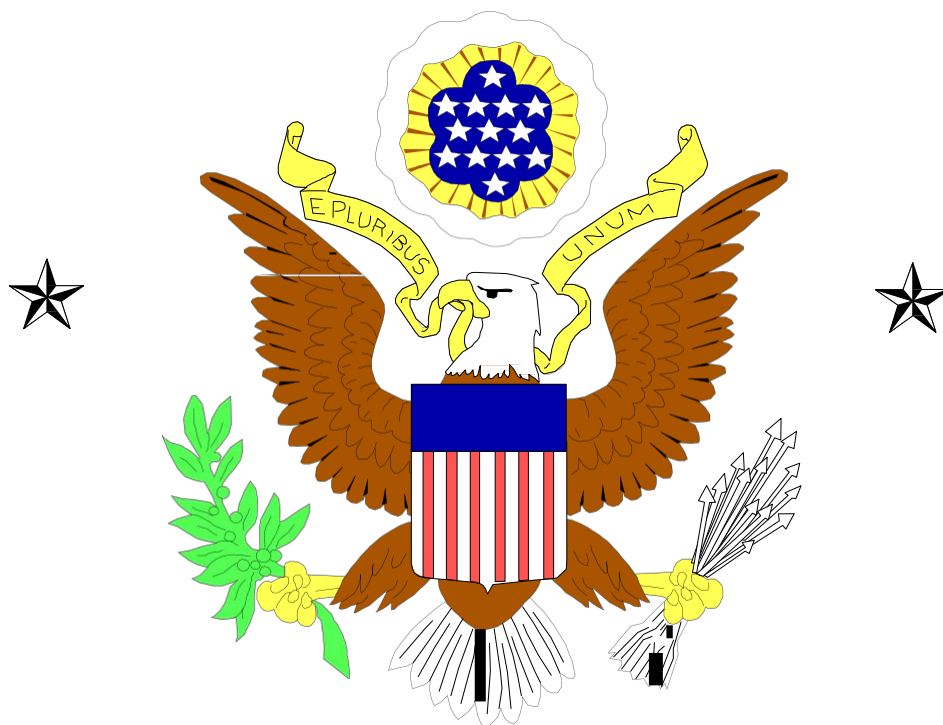


U.S. District Court
DISTRICT OF NEW JERSEY



CM/ECF

GUIDE TO
SEARCHING AND ENTERING
PARTIES

Introduction

This guide contains the preferred style practices for users of the CM/ECF application, in the District of New Jersey, to properly search and enter party names. A party should be entered the way it appears in the caption of the complaint, unless otherwise specified in this guide. The guidelines contained herein are based on practical considerations that may bear on how parties are accessed and searched by users of CM/ECF reports, docket sheets and the party index, as well as PACER.

If additional assistance is required, you may contact us as follows:

Attorney Case Opening Help Desk:

Trenton (609) 815-2759

ECF Help Desk toll free:

Camden (866) 726-0726, Newark (866) 208-1405, Trenton (866) 848-6059

E-mail: ecfhelp@njd.uscourts.gov.

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Section 1 – Searching Party Names

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

1. When searching, enter at least two consecutive letters or characters of a party's name:

Ex. 1 – To search John Miller, enter MI in Last Name field;

Ex. 2 – To search June & Associates, enter JUNE*ASSOCIATES in Last/Business Name field;

2. When searching, if just the last name is entered, CM/ECF may return a large list of names. However, if you know the first name or initial, add that to the First Name field to narrow the search:

Ex. 1 – To search John Miller, enter MI in Last Name field, J in First Name field;

3. When searching for parties, the more search clues provided, the more likely to find the exact person for whom you are searching;
4. Try alternate searches if the first search is not successful;
5. Searching is not case sensitive, but party names should be entered using **ALL CAPITAL LETTERS**.

Section 2 – Entering Party Names (enter party names in **ALL CAPITAL LETTERS**)

a. AGENCY NAMES, BUREAUS OR DEPARTMENTS OF THE GOVERNMENT

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: UNITED STATES OF AMERICA or USA
LAST NAME: UNITED STATES OF AMERICA

EXAMPLE: BUREAU OF ALCOHOL, TOBACCO AND FIREARMS
LAST NAME: BUREAU OF ALCOHOL, TOBACCO AND FIREARMS

EXAMPLE: MICHAEL J. ASTRUE, COMMISSIONER OF SOCIAL SECURITY
ADMINISTRATION
LAST NAME: COMMISSIONER OF SOCIAL SECURITY
PARTY TEXT (optional): Michael J. Astrue, Commissioner

b. ALIAS

The alias information should be added using the add alias icon. If a nickname, as well as proper name is listed, enter the nickname as an alias and use the role “aka.” If only a first name is an alias, enter the true last name. Do not use quotation marks. Do not add an alias unless it is listed in the caption.

EXAMPLE: ANTHONY “TONY” BOTTO
LAST NAME: BOTTO **FIRST NAME:** ANTHONY
ALIAS LAST: TONY
ALIAS ROLE: a/k/a

EXAMPLE: KIRAX CORPORATION, formerly known as TIGRIS
PHARMACEUTICALS
LAST NAME: KIRAX CORPORATION
ALIAS LAST: TIGRIS PHARMACEUTICALS
ALIAS ROLE: f/k/a

c. CITIES OR STATES

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

EXAMPLE: THE CITY OF CAMDEN
LAST NAME: CITY OF CAMDEN

EXAMPLE: THE STATE OF NEW JERSEY
LAST NAME: STATE OF NEW JERSEY

d. ESTATES

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 the Party Text field, if listed.

EXAMPLE: ESTATE OF ERIC MAUL, BY AND THROUGH PRISCILLA MAUL,
ADMINISTRATRIX

LAST NAME: ESTATE OF ERIC MAUL

PARTY TEXT: by and through Priscilla Maul, Administratrix

e. EX REL

When a person sues on behalf of the USA as "ex rel," add the name of the party, not the USA. Add USA and the States of as Interested Parties.

EXAMPLE: UNITED STATES OF AMERICA EX REL BART ROSSI AND ON
BEHALF OF THE STATES OF (INSERT STATE NAMES)

LAST NAME: ROSSI **FIRST NAME:** BART

INTERESTED PARTY(S): UNITED STATES, AND THE STATES OF
(INSERT STATE NAMES)

f. GUARDIAN AD LITEM/MINORS

For cases involving minor children, use only their initials. 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 the Party Text field. If initials are in the database, select that party, rather than adding a duplicate party name. If there is descriptive information for a minor as reflected in the case caption, enter the description in the Party Text field.

EXAMPLE: J.D., A MINOR BY HIS OR HER GUARDIAN AD LITEM JAY DAVIS

LAST NAME: DAVIS **FIRST NAME:** JAY

PARTY TEXT: Guardian Ad Litem for J.D., a minor

EXAMPLE: J.S. & M.S. INDIVIDUALLY AND ON BEHALF OF THEIR SON, R.S.

LAST NAME: J.S. **FIRST NAME:**

PARTY TEXT: Individually and on behalf of their son, R.S.

LAST NAME: M.S. **FIRST NAME:**

PARTY TEXT: Individually and on behalf of their son, R.S.

g. MONEY AMOUNTS AND PROPERTY NAMES

Any personal property or money amount that is listed as a party must be entered using the generic description in the Last Name field. Examples include land, food, currency, articles, drugs and vehicles.

EXAMPLE: \$239,700.00 IN UNITED STATES CURRENCY PREVIOUSLY CONTAINED IN PNC BANK MONEY MARKET ACCOUNT ENDING IN 5544, HELD IN THE NAME OF JOHN SMITH

LAST NAME: \$239,700.00 IN UNITED STATES CURRENCY

PARTY TEXT: Previously contained in PNC Bank Money Market Account ending in 5544, Held in the name of John Smith

EXAMPLE: THE REAL PROPERTY LOCATED AT: 106 W. BLANCKE STREET, LINDEN, NEW JERSEY

LAST NAME: THE REAL PROPERTY LOCATED AT: 106 W. BLANCKE STREET, LINDEN, NEW JERSEY

h. SHERIFF AND POLICE DEPARTMENT PERSONNEL

If both the first and last name of a Sheriff or Police Department personnel is provided, enter in the applicable fields. If a title is also provided, enter it in the Title field.

EXAMPLE: CAMDEN COUNTY SHERIFF, CHARLES H. BILLINGHAM

LAST NAME: BILLINGHAM **FIRST NAME:** CHARLES

MIDDLE NAME: H.

PARTY TEXT: Camden County Sheriff

EXAMPLE: OFFICER JIM JONES BADGE #55

LAST NAME: JONES

FIRST NAME: JIM

TITLE: OFFICER

PARTY TEXT: Badge #55

i. 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 both names in the Last Name field.

TWO NAMES HYPHENATED

EXAMPLE: SHIRLEY PRICE-THOMPSON

LAST NAME: PRICE-THOMPSON **FIRST NAME:** SHIRLEY

TWO NAMES NOT HYPHENATED

EXAMPLE: SHIRLEY PRICE THOMPSON (NO MIDDLE INITIAL/NAME)

LAST NAME: PRICE THOMPSON **FIRST NAME:** SHIRLEY
MIDDLE NAME:

EXAMPLE: SHIRLEY A. PRICE THOMPSON
LAST NAME: PRICE THOMPSON **FIRST NAME:** SHIRLEY
MIDDLE NAME: A.

EXAMPLE: AMADA DEL CARMEN CRUZ
LAST NAME: CARMEN CRUZ **FIRST NAME:** AMADA
MIDDLE NAME: DEL

j. TITLES

Individual titles such as Warden, Mrs., etc. should generally be entered in the Title field. However, if the title is listed but no first name, enter the title in the Title field and last name in the Last Name field. If just the title and first name are listed, enter the title in the Title field and the first name in the Last Name field. If the complaint lists a husband and wife, and the wife's first name is not provided, enter Mrs. in the Title field and last name in the Last Name field.

EXAMPLE: MRS. DAVID HALL
LAST NAME: HALL **FIRST NAME:** DAVID
TITLE: MRS.

EXAMPLE: SGT. J. FARRELL
LAST NAME: FARRELL **FIRST NAME:** J.
TITLE: SGT.

EXAMPLE: DR. MICHAEL MAGEE
LAST NAME: MAGEE **FIRST NAME:** MICHAEL
TITLE: DR.

k. UNIDENTIFIED PARTIES

If the actual identity of a party is unknown, it may be sued as a "Doe" party. Choose a suitable party from the database. If there is more than one Doe party listed in the caption, enter each party individually. If you have descriptive information for a party, as reflected in the case caption, enter the description in the Party Text field.

EXAMPLE: ABC CORPORATIONS 1-10 (UNKNOWN CORPORATIONS)
LAST NAME: ABC CORPORATIONS 1-10
PARTY TEXT: Unknown Corporations

EXAMPLE: JOHN DOES 1 THROUGH 20 (UNKNOWN INDIVIDUALS)
LAST NAME: JOHN DOES 1 THROUGH 20
PARTY TEXT: Unknown Individuals

I. UNIONS

If the Union has a local number, add the number in the Last Name field. 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: CARPENTERS DISTRICT COUNCIL OF SOUTH JERSEY

LAST NAME: CARPENTERS DISTRICT COUNCIL OF SOUTH JERSEY

WITH A LOCAL NUMBER

EXAMPLE: LOCAL 1199C, NURSES' UNION

LAST NAME: LOCAL 1199C, NURSES' UNION

UNION FUND WITH A LOCAL NUMBER

EXAMPLE: BOILERMAKERS LOCAL UNION NO. 28 WELFARE FUND

LAST NAME: BOILERMAKERS LOCAL UNION NO. 28 WELFARE FUND

m. VESSELS

When entering the name of a Vessel as a party, enter as shown below.

EXAMPLE: THE M/V GEORGIA RAY, HER ENGINES, TACKLE, APPAREL, ETC,
IN REM

LAST NAME: THE M/V GEORGIA RAY

PARTY TEXT: Her Engines, Tackle, Apparel, etc., in rem

EXAMPLE: IN THE MATTER OF THE COMPLAINT OF BARRY FLOWERS AS
OWNER OF THE VESSEL PERMISSION VI FOR EXONERATION
FROM AND LIMITATION OF LIABILITY

LAST NAME: IN THE MATTER OF THE COMPLAINT OF BARRY FLOWERS

PARTY TEXT: As Owner of the Vessel Permission VI for Exoneration from and Limitation of Liability

EXAMPLE: A 1980 CARLCRAFT HOUSEBOAT, HULL ID NO. LMG37164M80D,
ITS EQUIPMENT, APPAREL, AND APPURTENANCES IN REM

LAST NAME: A 1980 CARLCRAFT HOUSEBOAT, HULL ID NO. LMG37164M80D

PARTY TEXT: Its Equipment, Apparel, and Appurtenances in rem

n. GENERATION

Individuals with names suffices such as Jr., III or post-nominal letters indicating a title such as MD or Ph.D., should be entered in the Generation field. When a party with a suffix has been previously entered into the system, the name will appear as Last Name, First Name, Suffix. To be sure that a selected party from a query will appear with the suffix properly listed at the end of the name, double click on any parties that appear from the result of the query.

EXAMPLE: JOHN A. SMITH, JR.

LAST NAME: SMITH

MIDDLE NAME: A.

FIRST NAME: JOHN

GENERATION: JR.

Section 3 – General Rules

1. Remember to conduct **thorough searches** prior to adding names, especially businesses;
2. Enter party names as they appear in the caption of the complaint, unless otherwise specified, and in the order in which they are listed;
3. Enter obvious misspelled party names using the correct spelling;

EXAMPLE: BANKS OF AMERICAS
LAST NAME: BANK OF AMERICA

4. Use punctuations that appear in the name of the party. If a party already exists without punctuation, do not add a new party, but, rather, select the existing party;

EXAMPLE: JOHN Q. SMITH
LAST NAME: SMITH **FIRST NAME:** JOHN
MIDDLE NAME: Q.

EXAMPLE: MASON & MCBEAL, L.L.C.
SEARCH: MASON*MCBEAL
FOUND IN DATABASE: MASON & MCBEAL, LLC

5. 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

6. Use the name of a party as it appears in the complaint, unless a similar party, with the same meaning, already exists in the database;

EXAMPLE: JUNE AND ASSOCIATES, INC.
LAST NAME: JUNE & ASSOCIATES, INC.

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

EXAMPLE: ABC PHARMACY, INCORPORATED
LAST NAME: ABC PHARMACY, INC.

EXAMPLE: JOHNSON & JOHNSON, CO.
LAST NAME: JOHNSON & JOHNSON COMPANY

8. Do not enter an address for a party, unless it is a pro se litigant. If your search in the database retrieves a matching name that has an address associated with it, before accepting the name, delete the address;
9. Do not use the following special characters when adding a party name to the database, as they cause problems with coding in the background:

() “ # \$ ‘ @ ` \ / ~ ! ^ * ?