



U. S. District Court, Southern District of Indiana
Case Management/Electronic Case Filing System

Party Name Guide for Civil Cases
(Updated 1/10/2022)

The most critical component of electronic civil case opening is the entry of party names. It is important that this be done correctly because it impacts not only the case being filed, but the general records of the court. Consult the Electronic Case Opening Instructions for searching, creating and adding parties. This guide will provide examples of how new parties should be entered into the court's CM/ECF database.

THINGS TO NOTE:

- **ALL** Party Names must be entered in all **CAPITAL** letters, along with appropriate punctuation.
- When entering Party Names, omit articles such as "A", "An" and "The" in the name field.
- Titles/job description and any other descriptors should be entered in the **Party text** field.
- **Do not** enter any additional information (address, phone, email, etc.) unless entering a Pro Se party information in relation to a Notice of Removal.
- **Party names** should be entered exactly as they are identified in the caption of the complaint/petition.

INDIVIDUALS

Example: Dr. JOHN A. SMITH, JR.

Last name: **SMITH**

First name: **JOHN**

Middle Initial: **A.**

Generation: **JR.**

Party text: **Dr.**

NOTE: Titles/job descriptions should be entered in the **Party text** field.

If an individual only has one letter as the last name, add a period after the letter in the last name field. The system must have two characters to sort and a 'space' is not a character.

Example: John S

Last name: **S.**

First name: **JOHN**

Social Security Administration

Example: ANDREW M. SAUL, Commissioner of the
Social Security Administration
Last name: **KIJAKAZI**
First name: **KILOLO**
Middle initial:
Party text: **Acting Commissioner of the Social Security
Administration** (as of 7/12/2021)

Prisoner Civil Rights/Habeas Petitions

In 2017, the Indiana Legislature deemed that the heads of Indiana correction institutions be referred to as “Warden” instead of “Superintendent.” So, if a petitioner is suing an Indiana prison official who serves in that capacity, the caption should reflect that party name as “Warden” with the party text referencing the appropriate institution.

Example: SUPERINTENDENT OF PENDLETON CORRECTIONAL FACILITY
Last name: **WARDEN**
First name: **(Leave blank)**
Party text: **Pendleton Correctional Facility**

Example: WARDEN OF USP TERRE HAUTE
Last name: **WARDEN**
First name: **(Leave blank)**
Party text: **USP Terre Haute**

Example: COMMISSIONER OF THE INDIANA DEPARTMENT OF
CORRECTION
Last name: **COMMISSIONER**
First name: **(Leave blank)**
Party text: **Indiana Department of Correction**

DECEASED PARTIES

Example: ROBERT SMITH, Executor of the Estate of Doris Smith, Deceased
Last name: **SMITH**
First name: **ROBERT**
Party text: **Executor of the Estate of Doris Smith, Deceased**

MINORS

For civil cases involving minor children, use only their initials.
See [Fed.R.Civ.Proc. Rule 5.2](#) for more information.

Example: J.K., by and through his parent/next best friend, John Smith
Last name: **K.**
First name: **J.**
Party text: **By and through his parent/next best friend, John Smith**

For criminal cases involving juveniles, do NOT use their initials, but rather SEALED DEFENDANT.

Example: J.W. Juvenile Defendant
Last name: **SEALED DEFENDANT**
First name: **(leave blank)**
Party text: **(leave blank)**

“DOE” PARTIES

If the actual identity of a party is unknown, it may be sued as a “DOE” party. If there is more than one “DOE” party listed in the caption, enter each individually. If you have descriptive information for a party as reflected in the case caption, enter the description in the **Party Text** field.

Example: JOHN DOE
Last name: **DOE**
First name: **JOHN**

Example: JANE DOE, Nurse
Last name: **DOE**
First name: **JANE**
Party text: **Nurse**

BUSINESSES

The entire name must be entered in the **Last Name** field. Enter the entire company name as it appears in the caption of the initiating document. Please omit articles such as “A”, “An” and “The” in the last name field. Additional descriptive information about a company may be entered in the **Party Text** field.

Example: THE WALL STREET JOURNAL
Last name: **WALL STREET JOURNAL**

Example: FIRST UNITED INSURANCE COMPANY
Last name: **FIRST UNITED INSURANCE COMPANY**

Example: ABC COMPANY, INC. a Delaware Limited Liability Company
Last name: **ABC COMPANY, INC.**
Party text: **A Delaware Limited Liability Company**

Example: PLUMBERS & PIPEFITTERS LOCAL UNION 123, Richmond
Regional Office
Last name: **PLUMBERS & PIPEFITTERS LOCAL UNION 123**
Party text: **Richmond Regional Office**

ALIAS NAMES

If a party has an alias name, the entire party name and alias name must be entered under the **Last/Business Name** field exactly how it is identified in the complaint/petition.

Example: ABC COMPANY, INC., doing business as, EFG COMPANY
Last/Business name: **ABC COMPANY, INC., doing business as, EFG COMPANY**

Example: JANET S. SMITH, a/k/a JANET S. BROWN
Last/Business name: **JANET S. SMITH, a/k/a JANET S. BROWN**

NOTE: Never enter a corporate parent as an alias. Instead, file a Corporate Disclosure Statement after filing the initiating documents. *See [Fed.R.Civ.Proc. Rule 7.1](#) for more information.*

CITIES/TOWNS/STATES

Enter the name of the city, town, or state in the **Last Name** field, including “Town of” “City of” or “State of”.

Example: CITY OF EVANSVILLE, INDIANA
Last name: **CITY OF EVANSVILLE, INDIANA**

Example: BOONE COUNTY, INDIANA
Last name: **BOONE COUNTY, INDIANA**

Example: STATE OF INDIANA
Last name: **STATE OF INDIANA**

Example: CITY OF INDIANAPOLIS
Last name: **CITY OF INDIANAPOLIS**

UNITED STATES OF AMERICA

Enter “UNITED STATES OF AMERICA” in the **Last Name** field and search. Select the party “UNITED STATES OF AMERICA” from the database.

AGENCIES

Example: DEPARTMENT OF HOMELAND SECURITY

Last name: **DEPARTMENT OF HOMELAND SECURITY**

Example: STATE OF INDIANA DEPARTMENT OF CORRECTIONS

Last name: **STATE OF INDIANA DEPARTMENT OF CORRECTIONS**

OTHER PARTIES

In some cases, parties may be real or personal property. Enter the property description, as it appears in the caption of the initiating document, in the **Last Name** field.

Example: 2005 Blue Nissan Maxima VIN# 123456789

Last name: **2005 BLUE NISSAN MAXIMA VIN# 123456789**

Example: 5 Sun Street, Terre Haute, IN

Last name: **5 SUN STREET, TERRE HAUTE, IN**

Example: \$10,000.00, US Currency held in safe deposit box #123 at People's Bank

Last name: **\$10,000.00, US CURRENCY**

Party text: **Held in safe deposit box #123 at People's Bank**