



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

Party Name Guide
(Updated 3/9/15)

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.

NOTE: ALL Party Names must be in all **CAPITAL** letters and use appropriate punctuation.

NOTE: Do not enter any additional information (address, phone, email, etc.) unless entering a Pro Se party information in relation to a Notice of Removal.

NOTE: Party Names must be entered **EXACTLY** how they are identified in the case caption (including correct punctuation).

INDIVIDUALS

Example: JOHN A. SMITH, JR.

Last name: **SMITH**

First name: **JOHN**

Middle Initial: **A.**

Generation: **JR.**

NOTE: Titles/job descriptions should be entered in the **Party text** field (*except prisoner petitions).

Social Security Administration

Example: CAROLYN W. COLVIN, Commissioner of Social Security Administration

Last name: **COLVIN**

First name: **CAROLYN**

Middle Initial: **W.**

Party text: **Commissioner of Social Security Administration**

Prisoner Civil Rights/Habeas Petitions

* Being sued in *official capacity only*

Example: SUPERINTENDENT WENDY KNIGHT

Last name: **KNIGHT**
First name: **WENDY**
Party text: **Superintendent**

Example: COMMISSIONER OF THE INDIANA DEPARTMENT OF CORRECTION

Last name: **COMMISSIONER**
First name: **(Leave blank)**
Party text: **Indiana Department of Correction**

Example: SUPERINTENDENT OF PENDLETON CORRECTIONAL FACILITY

Last name: **SUPERINTENDENT**
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**

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 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**

“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

An alias may be entered for a party only if the party alias appears in the caption of the initiating pleading. 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.

After a party has been added to the case, the filer may then add an alias name. The following alias types are available from the CM/ECF party tree:

also known as (aka)
doing business as (dba)
formerly known as (fka)

Under the party tree, select the  following the **Alias** branch. A search box will open. Enter the entire alias name (in all CAPITAL letters) in the **Last/Business Name** field.

Example: ABC COMPANY, INC., (dba) EFG COMPANY
Last/Business name: **EFG COMPANY**

Example: JANET S. SMITH, (aka) JANET S. BROWN
Party
Last name: **SMITH**
First name: **JANET**
Middle initial: **S.**

Alias
Last name: **BROWN**
First name: **JANET**
Middle initial: **S.**
Using the drop-down menu, select: **also known as (aka)**

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**