# Party Name Guidelines

## Background

Before entering any party name, search the current list of names in the database by entering at least three letters of the party’s las name in the last name filed. If you party is a corporation, enter the first tree letters of the corporate name. Be sure to scroll down through the list offered on the screen. If you find something similar, check your own spelling to determine which is preferable. Should you not find a match after performing this search, you may enter the party as a new entry into the database.

When entering party names, always:

1) match the name as it is listed on the pleading;

2) avoid creating duplicate parties in the database.

## Hints for searching the party name database for existing parties

* Use an asterisk as a wildcard if you are unsure about the spelling of the name. For example, searching Sm\*th will return results for Smith and Smythe.
* Use an asterisk when searching for government agencies or corporate parties. For example, entering United \* Army returns results for United States Army, United States Department of the Army and United States Army VFW.
* Use a variety of methods when searching for abbreviations. Party name guidelines require that periods be used for all abbreviations, but errors may have been overlooked. If the party name you are searching for is J.G. Wentworth, search J\* G\* Wentworth and JG Wentworth.
* If the only difference between the party listed on the complaint and the party in the system is cosmetic, select the existing party and do not add a new party to the system. For example, WalMart vs. Wal-Mart, Proctor & Gamble vs. Proctor and Gamble, SN vs. S/N for serial number abbreviations.

## Party name style requirements

* Use appropriate punctuation.
* Use a period after initials.
* Do not use all capital letters.
* First, middle and last initials should be placed in the first, middle and last name fields, as appropriate.
* The word “The” should be moved to the end of the last name field
* Spell out United States or United States of America
* The phrase “USA for the use and benefit of” or “US ex rel” should be entered in party text. The party filing the case is considered the plaintiff. The USA is considered an interested party unless/until they agree to intervene in the case.
* The appropriate field should be used for generations.
* Titles should be placed in party text and NOT in the title field. Using the title field causes party names to appear oddly on the docket sheet.

## Issues related to pro se party names

If a pro se filer is involved in multiple cases, the filer’s original person record must be selected when entering the party, even if the new documents list a variation in the name. The name listed in the new documents should be added to the case as an alias. If a pro se filer has a significant name change, contact Attorney Registration and their primary person record name will be modified, and the changes spread to other cases as necessary.

Example: Phil Jackson files a case. Sometime later, he files a second case, listing his name as Phil A. Jackson. After verifying (if necessary) that he is the same person as the previous filer, select the existing Phil Jackson person record as the plaintiff and add the name Phil A. Jackson as an alias with alias type aka.

Months later, the same filer files a new case, listing his name as Phil A. Jackson-Bey. Select the Phil Jackson person record. Add Phil A. Jackson as an alias with an alias type of aka. Contact Attorney Registration and advise them of the modification to the name. Attorney Registration will modify the original Phil Jackson person record to the new name and push the name update to the new case.

## Examples

NOTE: Many of the examples below were taken directly from CM/ECF. Names, addresses, serial numbers, account numbers, etc. have been modified in the examples below, so as not to compromise any potentially sensitive information.

## Individual’s names

* Last name field – 200 characters
* First name field – 20 characters
* Middle name field – 15 characters

| Example… | Enter as… |
| --- | --- |
| Susan B. Anthony | Last name: Anthony  First name: Susan  Middle name: B.  Party text: |
| Lieutenant George Smith | Last name: Smith  First name: George  Middle name:  Party text: Lieutenant |
| Lieutenant Smith (no first name given) | Last name: Smith  First name: (fnu)  Middle name:  Party text: Lieutenant |
| F.N.B. a minor child, by and through his mother and natural parent Alice Benton | Last name: Benton  First name: Alice  Middle initial:  Party text: as mother and natural parent of  Alias last name: B.  Alias first name: F.  Alias middle name: N.  Alias type: mnr (minor) |
| Jesus Adolofo Villegas Navarro | Last name: Villegas Navarro  First name: Jesus  Middle name: Adolopho  Party text: |
| Victor Manuel de la Garza-Palomino | Last name: de la Garza-Palomino  First name: Victor  Middle name: Manuel  Party text: |
| First and Last name unknown | Last name: (lnu)  First name: (fnu)  Middle initial:  Party text: |

## Business names

* Business names that include acronyms or punctuation should be entered exactly as listed on the complaint.

| Example… | Enter as. . . |
| --- | --- |
| Bank of America | Last name: Bank of America  First name:  Middle initial:  Party text: |
| The Boeing Company, Inc. | Last name: Boeing Company Inc., The  First name:  Middle initial:  Party text: |
| Textron Aviation, Inc. a Delaware corporation | Last name: Textron Aviation, Inc.  First name:  Middle initial:  Party text: a Delaware Corporation |
| ABC Corporation | Last name: ABC Corporation |
| A.B.C. Corporation | Last name: A.B.C. Corporation |

## Government departments or agencies

* Enter the department or agency name as the party. If an individual name is listed as an agency representative (Secretary, Chairman, etc.), the name should be entered in party text. Always spell out “United States” and/or state names.

| Example… | Enter as. . . |
| --- | --- |
| United States of America | Last name: United States of America |
| Social Security Administration, Commissioner of | Last name: Social Security Administration, Commissioner of  First name:  Middle initial:  Party text: Nancy A. Berryhill, Commissioner |
| United States Department of Labor | Last name: United States Department of Labor  First name:  Middle initial:  Party text: Elaine Chao, Secretary |
| President George Washington, in his official capacity | Last name: Washington  First name: George  Middle initial:  Party text: President, in his official capacity |
| US Dept. of Justice | Last name: United States Department of Justice |

## States, cities and county boards

| Example… | Enter as. . . |
| --- | --- |
| State of Kansas | Last name: Kansas, State of  First name:  Middle initial:  Party text: |
| City of Wichita, Kansas | Last name: Wichita, Kansas, City of  First name:  Middle initial:  Party text: |
| Board of County Commissioners of Johnson County, Kansas | Last name: Johnson County, Kansas, Board of Commissioners  First name:  Middle initial:  Party text: |
| Sherriff of Sedgwick County, Kansas | Last name: Sedgwick County, Kansas, Sherriff  First name:  Middle initial:  Party text: |

## Addresses and real property

* Always use street address when available
* Spell out city and state name

| Example… | Enter as… |
| --- | --- |
| One parcel of property located at 900 N. Watkins, Wichita, KS, also known as Lot 11, Block 101, Westlink Village, Second Addition, Sedgwick County, Kansas, with all appurtenances and improvements thereon | Last name: 900 N. Watkins, Wichita, Kansas  First name:  Middle initial:  Party text: One parcel of property also known as Lot 11, Block 101, Westlink Village, Second Addition, Sedgwick County, Kansas, with all appurtenances and improvements thereon |
| A parcel of real property located at 3195 S. Smith, Wichita, KS | Last name: 3195 S. Smith, Wichita, Kansas  First name:  Middle initial:  Party text: A parcel of real property |

## Vehicles

* Last name field should be the make or manufacturer and identification number of the vehicle. Remaining information belongs in the party text.

| Example… | Enter as… |
| --- | --- |
| One 2005 Chrysler 300C, VIN: 2C3J3G85H16 with all attachments thereon | Last name: Chrysler VIN #2C3J3G85H16  First name:  Middle initial:  Party text: 2005 Chrysler 300C with all attachments thereon |
| Hawker Beechcraft Model 4000 Jet Aircraft, Serial No. RC-7, Registration No. N7007Q (Pending change to N711GD), including all maintenance, engine and aircraft logs with all attachments thereon | Last name: Hawker Beechcraft Serial No. RC-7  First name:  Middle initial:  Party text: Model 4000 jet aircraft Registration No. N7007Q (Pending change to N711GD), including all maintenance, engine and aircraft logs with all attachments thereon |
| One Ferris Tractor Commercial Tractor serial number 20108064 | Last name: Ferris Tractor SN #2010864  First name:  Middle initial:  Party text: Commercial Tractor |
| One 2004 26.6 foot Sea Ray boat, H.I.D. # SER19404 | Last name: Sea Ray Boat HID # SER19404  First name:  Middle initial:  Party text: 2004 model, 26.6 foot |

## United States currency

* “United States” should be spelled out.

| Example… | Enter as… |
| --- | --- |
| $1,400.00 in US Currency, more or less | Last name: $1,400.00 in United States Currency  First name:  Middle initial:  Party text: more or less |

## Estates

* The deceased person should never be listed as the main party. Always add the deceased as an alias so that a search of his/her name will return the case involving the estate.

| Example… | Enter as… |
| --- | --- |
| If an executor is listed:  Helen Smiley, Executor of the Estate of George Smiley | Last name: Smiley  First name: Helen  Middle initial:  Party text: Executor of the estate of  Alias last name: Smiley  Alias first name: George  Alias middle name:  Alias type: est (estate) |
| If an executor is not listed:  Estate of George Smiley | Last name: Estate of George Smiley  First name:  Middle initial:  Party text:  Alias last name: Smiley  Alias first name: George  Alias middle name:  Alias type: est (estate) |

## Trusts and trustees

| Example… | Enter as… |
| --- | --- |
| If the trust is listed as a party in the case, enter the trust as the main party, not the beneficiary.  Smith Family Trust, William Smith as beneficiary | Last name: Smith Family Trust  First name:  Middle initial:  Party text:  Alias last name: Smith  Alias first name: William  Alias middle name:  Alias type: trust |
| If the trustee is being sued individually and as trustee of the trust, enter both.  Bill Johnson individually and as trustee of the Bill Johnson Family Trust | Party 1 -  Last name: Johnson  First name: Bill  Middle initial:  Party text: individually and as trustee of the Bill Johnson Family Trust  Party 2 –  Last name: Bill Johnson Family Trust  Alias last name: Johnson  Alias first name: Bill  Alias middle name:  Alias type: trust |
| Banks as trustees  U.S. Bank NA as trustee of Certificate Holders of Merrill Lynch Mortgage Investors Trust, Mortgage Loan Asset-Backed Certificates, Series 200E1 | Last name: U.S. Bank NA  First name:  Middle initial:  Party text:  Alias last name: Certificate Holders of Merrill Lynch Mortgage Investors Trust, Mortgage Loan Asset-Backed Certificates, Series 200E1  Alias type: trust |

## Cellular telephones, tablets and SIM cards

* Last name field should be the type of item in question. Remaining information belongs in the party text.

| Example… | Enter as… |
| --- | --- |
| A black LG cellular telephone and a black Amazon Kindle tablet located at the Drug Enforcement Administration, 1919 N. Amidon, Wichita, Kansas\*  \*Multiple search targets of the same type of technology should be added with the appropriate number appended to the end. For example, if multiple cell phones are listed, the parties should be added as Cellular Telephone 1 and Cellular Telephone 2 with the phone numbers and other details listed in party text | Party 1 –  Last name: Cellular Telephone  Party text: a black LG located at the Drug Enforcement Administration, 1919 N. Amidon, Wichita, Kansas  Party 2 –  Last name: Tablet  Party text: a black Amazon Kindle located at the Drug Enforcement Administration, 1919 N. Amidon, Wichita, Kansas |
| A black LG BL-44JN S/N: 8CQ582089 in the custody of the United States Postal Inspection Service | Last name: Cellular telephone  Party text: a black LG BL-44JN S/N: 8CQ582089 in the custody of the United States Postal Inspection Service |
| A white T-Mobile Subscriber Information Module (SIM) card number 1260112 4517224 (Device #2) which is currently in the custody of the Wichita Police Department, 410 North Waco, Wichita, Kansas | Last name: SIM Card  Party text: a white T-Mobile Subscriber Information Module (SIM) card number 1260112 4517224 (Device #2) which is currently in the custody of the Wichita Police Department, 410 North Waco, Wichita, Kansas |

## Email addresses and websites

* For email addresses, use the name of the service provider as the primary party and the email address and other subscriber information as aliases.

| Example… | Enter as… |
| --- | --- |
| The accounts controlled by the free web-based electronic communication service provider known as Yahoo! In (Yahoo), 701 First Avenue, Sunnyvale, CA, 94089; accounts of [JohnDoe@yahoo.com](mailto:JohnDoe@yahoo.com) and all accounts subscribed to by John Doe of 1234 North West, Wichita, Kansas | Last name: Yahoo! Inc  Party text: Account controlled by the free electronic communication service provider, 701 First Avenue, Sunnyvale, CA, 94089 and all accounts subscribed to by  Alias 1 last: [JohnDoe@yahoo.com](mailto:JohnDoe@yahoo.com)  Alias 2 last: Doe  Alias 2 first: John |
| Freightquote.com | Last name: Freightquote.com |

## Service providers

* Wiretaps, pen register/trap & trace requests, subpoenas, etc. that are directed to service providers should be entered with the provider in the last name field and the target account as an alias with an alias type of aka

| Example… | Enter as… |
| --- | --- |
| In re: application of the United States of America for an order authorizing the use of pen register and trap-and-trace devices, and the disclosure of transactional records and information for Facebook account | Last name: Facebook Inc.  Alias 1 last: <https://www.facebook.com/(targetsaccountname)>  Alias 2 last: Target Profile Name (if provided) |
| In the matter of legal process to electronic service provider in case 201G-XY-2648434, subpoena number 135498 | Last name: Verizon  (target account information may be listed in a separate attachment; it is not necessary to review the entire document in order to find the information. The service provider is sufficient.) |

## Computer equipment

* Last name field should be the type of equipment (computer, printer, etc.) followed by the brand name and serial number.

| Example… | Enter as… |
| --- | --- |
| A Dell desktop computer, SN D02341Q81 located at the north workstation within the Goddard Police Department | Last name: Computer Dell S/N D02341Q81  Party text: desktop computer located at the north workstation within the Goddard Police Department |
| One HP Officejet printer, S/N MY59FG7580SN | Last name: Printer HP S/N MY59FG7580SN  Party text: One Officejet printer |
| One Sharp AL-1631 Digital Laser Copier, S/N 510955 | Last name: Copier Sharp S/N 510955  Party text: One AL-1631 Digital Laser Copier |

## Firearms

| Example… | Enter as… |
| --- | --- |
| Approximately 100 Assorted Firearms, more or less | Last name: Firearms  Party text: Approximately 100, more or less |

## Ammunition

| Example… | Enter as… |
| --- | --- |
| Approximately 40,779 Rounds of Assorted Ammunition, more or less | Last name: Ammunition  Party text: Approximately 40,779 assorted rounds, more or less |

## Packages or envelopes

* The amount of description added to party text is a judgment call. Enough information should be added to clearly identify the item to be searched, but it is not necessary to add word from the caption of the search warrant.

| Example… | Enter as… |
| --- | --- |
| United States Postal Service (USPS) envelope bearing foreign postage, addressed to “John Smith, 123 Main ST, Coffeyville, KS 67337 United States of America with a return address of “Joe Smith, 23 Buckingham St. LDN, WC2H 9DD” was dated as 12/16 (Subject Envelope #1) | Last name: USPS envelope  Party text: addressed to John Smith, 123 Main ST, Coffeyville, KS 67337 United States of America with a return address of Joe Smith, 23 Buckingham St. LDN, WC2H 9DD” |
| A FedEx box addressed to Abby Smith as further described on Attachment A, currently in the custody of the DEA, 1919 N. Amidon #330, Wichita, KS. | Last name: FedEx box  Party text: addressed to Abby Smith |

## School districts

| Example… | Enter as… |
| --- | --- |
| USD 233, the Olathe School District | Last name: USD 233 Olathe |
| Arkansas City Unified School District 470, a public school district | Last name: USD 470 Arkansas City  Party text: a public school district |
| USD No. 512 School Board, Shawnee Mission, Kansas | Last name: USD 512 Shawnee Mission, Kansas, School Board |

## Unions

* Last name field should be used for the official union name, with the Local information going in the first name field.

| Example… | Enter as… |
| --- | --- |
| Local 914, International Brotherhood of Teamsters, Chauffeurs, Warehousemen & Helpers | Last name: International Brotherhood of Teamsters, Chauffeurs, Warehousemen & Helpers  First name: Local 914 |
| American Postal Workers Union and All Affiliated Locals | Last name: American Postal Workers Union  Party text: All Affiliated Locals |

## Bank accounts

* Fed. R. Civ. P. 5.2 restricts financial account numbers to the last four digits.

| Example… | Enter as… |
| --- | --- |
| Savings Acct. #20-702-5 located at Wells Fargo Bank, 401 W. Washington in the name of Bob Smith | Last name: Account \*\*-\*\*\*702-5  Party text: Savings account at Wells Fargo Bank, 401 W. Washington in the name of Bob Smith |

## “John Doe” parties

* Generally speaking, “Doe” parties should be entered as listed on the complaint. The database currently contains dozens of variations of both John and Jane Doe, so use existing parties whenever possible.

| Example… | Enter as… |
| --- | --- |
| John Doe | Last name: Doe  First name: John |
| Pete Doe | Last name: Doe  First name: Pete |
| John Doe number 1 | Last name: Doe (1)  First name: John |

## Example cases for reference

17-2120-DDC (John Doe party examples)

16-1172-EFM (Firearms and ammunition example)

17-8001-JPO (USPS envelope example)

# Divisional/Judge Preferences

## The following space is to document variations on the above procedures in each division. Please include the date, the reason for the variation, any special details or instructions and whether the variance was requested by a judge.

Kansas City – none known as of 10/1/17

Topeka – none known as of 10/1/17

Wichita – none known as of 10/1/17

# References

# Revision Control Log

| Date | Comments | By |
| --- | --- | --- |
|  |  |  |
|  |  |  |