# CM/ECF STYLE GUIDE

## Purpose

This document will provide instruction on adding names and addresses in CM/ECF to maintain consistency and standardization within the database.

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#### Things to Remember

* Always search before entering a name. Many names already exist in the CM/ECF database.
* *Consistency*. Try to use consistent names within the complaint. Add the party in as you think it should be. Then, in Party Text list the name they used on the complaint, ie “Listed as.......”
* *Punctuation.* Do not use punctuation in name fields. The only exception to this rule is for the City. You may use punctuation in the Party Text field.
* *Hyphenation.* You may use hyphens in name fields if hyphenating two names, such as Smith-Jones. If there is no first name, do not designate no name by placing a hyphen in the first name field.
* *Names starting with “The”.* Drop the word “The” and list the name. Do not add “The” at the end of the party name.

|  |  |
| --- | --- |
| **IF appears as...** | **THEN type...** |
| The Allied Waste Company | Allied Waste Company |

* *Abbreviations*. In general, abbreviations are not used for proper names. The exception is “USA”. You may use abbreviations in addresses.
* *Corrections of names*. When conducting quality assurance, the Clerk’s Office shall make any corrections as necessary. Any duplicate names will be removed.

# Name standards

#### Names, in general

|  |  |  |
| --- | --- | --- |
| Example*:* | Beth Shaw Moore |  |
|  | Last Name: First Name: Middle Name: | Moore Beth Shaw |

**Multiple versions of the same name**

* Use only the more complete name for the alias.
* Include any name which is substantially different.

Examples*:* Jessie A. Kirkland, aka Jessie A. Fox and Jessie Anne Fox Last Name: Kirkland

First Name: Jessie

Middle Name: A

Alias Last Name: Fox Alias First Name: Jessie Alias Middle Name: Anne Alias Type: aka

Robert Jones

aka Robert A. Jones , aka Robert Alfred Jones, aka Bob Alfred Jones

Last Name: Jones

First Name: Robert

*and*

Alias Last Name: Jones Alias First Name: Robert Alias Middle Name: Alfred Alias Type: aka

Alias Last Name: Jones Alias First Name: Bob Alias Middle Name: Alfred Alias Type: aka

**Companies and corporations**

* + Drop the word "The" and list the name.

Examples*:* The Amalgamated Sugar Company

Last Name: Amalgamated Sugar Company

Turner & Newall PLC and its subsidiary J.W. Robert Ltd.

Last Name: Turner & Newall PLC

*and*

Last Name: JW Robert Ltd

## Minor children

* Anytime there is a minor, only type the initials.
* All initials are typed in the last name field.
* CM/ECF requires a minimum of two letters in the last name field.

### Example: Mike R Jones

Last Name: MRJ First Name: Middle Name:

* When adding multiple minors that have the same initials, number the,

Example: Marissa Gomez and Marisol Gomez

### Last Name: MG1 First Name: Middle Name:

*and*

Last Name: MG2 First Name: Middle Name:

**Guardian ad litem**

Included guardians in the Alias section. This will ensure that they will be located during a search, but will not appear as a party to the case.

### Example*:* Gloria J. Clark, individually, and as Guardian Ad Litem for Jason L. Clark; Anthony P. Clark and the estate of Frank Clark, deceased

*and and*

Last Name: Clark

First Name: Gloria

Middle Name: J

Party Text: individually and as Guardian Ad Litem for JLC; APC and the estate of Frank Clark, deceased

Alias Last Name: JLC Alias Type: unk

Alias Last Name: APC Alias Type: unk

Alias Last Name: Clark Alias First Name: Frank Alias Type: est

**Unknown individuals or Does**

* Search for the name before adding. The name “Doe” already exist in

CM/ECF.

* List numerical items as they appear in the complaint. Numbers = numbers. Roman numbers = roman numbers

|  |  |  |
| --- | --- | --- |
| Examples*:* | John Doe (single Doe) |  |
|  | Last Name: | Doe |
|  | First Name: | John |

Multiple Does

John Does 1-2

Last Name: Does 1-2

First Name: John

Combination Does

47 Jane and John Does

Last Name: Does 1-47

First Name: Jane & John

Does 1-4

Last Name: Does 1-4

### First Name:

Unknown Deputy Sheriff of the Ada County Sheriff’s Department Last Name: Unknown Deputy Sheriff

Party Text: of the Ada County Sheriff’s Department

## Unknown corporations

|  |  |
| --- | --- |
| **IF...** | **THEN...** |
| XYZ Corporations | XYZ Corporations |

**Unknown heirs, estates, trusts, etc.**

* The executor is entered as the main party, with the deceased person as the alias.

Example: Unknown Heirs, Devisees, Successors in Interest and Claimants to the Estate of Jack S. Olson, deceased

Last Name: Unknown Heirs

Party Text: Devisees, Successors in Interest and Claimants to the Estate of Jack S. Olson, deceased

Alias Last Name: Olson Alias First Name: Jack Alias Middle Name: S Alias Type: est

* + Do not type in “The”

Example: The estate of George Smiley

Last Name: Smiley First Name: George

Party Text: Estate of George Smiley Party Type: est

## Prisoner Cases

Examples*:* C/O W. Brown

Last Name: Brown

First Name: W

Party Text: C/O

C/O Brown

Last Name: Brown

Party Text: C/O

Sgt. Brown

Last Name: Brown

Party Text: Sgt

Nurse Ron Jones, in his individual capacity Last Name: Jones

First Name: Ron

Party Text: Nurse

Nurse Ron

Last Name: Ron

Party Text: Nurse

## Spanish names

* The use of a hyphen determines how the last and middle name are entered.

This applies to any aka or fka names.

* Do not reverse female sur-names when entering them. Enter them as they appear in the complaint.

|  |  |  |
| --- | --- | --- |
| Examples*:* | Rosa Gonzalez Martinez | (no hyphen) |
|  | Last Name: | Martinez |
|  | First Name: | Rosa |
|  | Middle Name: | Gonzalez |

Juan Sanchez-Rios (with hyphen)

Last Name: Sanchez-Rios

First Name: Juan

Jose Miguel Torres Zavala (4 names, no hyphens) Last Name: Zavala

First Name: Jose

Middle Name: Miguel Torres

Guillermo Luis Millan-Cerna (4 names with hyhens) Last Name: Millan-Cerna

First Name: Guillermo

Middle Name: Luis

Sergio Lopez-Hernandez, aka Nacho

Last Name: Lopez-Hernandez

First Name: Sergio Alias Last Name: Nacho Alias Type: aka

Maria De Jesus-Lopez

Last Name: De Jesus-Lopez

First Name: Maria

Jose De La Rosa

Last Name: De La Rosa

First Name: Jose

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## Government agencies

Examples: United States Forest Service

Last Name: US Forest Service

US Department of Agriculture

Last Name: US Department of Agriculture

Dept of Agriculture

Last Name: Agriculture Department of

State of Idaho, Department of Finance Last Name: State of Idaho

Party Text: Department of Finance

ID St Bureau of Prisons

Last Name: Idaho State Bureau of Prisons

## Head of agencies

Examples*:* Elizabeth Dole, Secretary of Labor

Last Name: Dole First Name: Elizabeth

Middle Name: (only if listed) Party Text: Secretary of Labor

Patty J Belton, Director of Idaho Department of Finance Last Name: Belton

First Name: Patty Middle Name: J

Party Text: Director of Idaho Department of Finance

Director of Idaho Department of Finance

Last Name: Director of Idaho Department of Finance

## State, counties or cities

Examples*:* The State of Idaho

Last Name: Idaho State of

Ada County

Last Name: Ada County

City of Boise

Last Name: Boise City of

## Commissions or Commissioners

Examples*:* Ada County Commissioners

Last Name: Ada County Commissioners

The Franklin County Commission

Last Name: Franklin County Commission

Boards of Commissioners

Last Name: List as they appear in complaint.

## US ex rel

|  |  |  |
| --- | --- | --- |
| Examples*:* | U.S. ex rel John Adams |  |
|  | Last Name: | Adams |
|  | First Name: | John |
|  | Party Text: | US ex rel |

U.S. ex rel Adams Construction

Last Name: Adams Construction

Party Text: US ex rel

## Addresses, vehicles, computers, etc.

Examples The residence at 2260 Camden Dr., Boise, ID 83704

Last Name: 2260 Camden Dr Boise, ID 83704

Party Text: (only needed if they add a location description

i.e. One mile past mile post 288.....etc.)

A grey 2002 Ford Explorer, Vin #1234567890 Last Name: 2002 Ford Explorer

Party Text: A grey 2002 Ford Explorer, VIN #1234567890

A motor vehicle, white with red stripe 1987 Ford Bronco bearing Idaho license plate 1/A 90746

Last Name: 1987 Ford Bronco

Party Text: A motor vehicle, white with red stripe 1987 Ford Bronco bearing Idaho license plate 1/A 90746

One 1948 Piper 12 Single Engine Airplane, serial No 3773M Last Name: 1948 Piper 12 Single Engine Airplane Party Text: One 1948 Piper 12 Single Engine Airplane,

serial No 3773M

Dell Optiplex GX150 Model Number DHM,Serial Number 8116F11 Desktop Computer, and one 40 GB Maxtor D740X-6L Hard Drive, Serial Number 662208938858, located at ICE Evidence Room, at 1185 South Vinnell Way, Boise, Idaho 83709

Last Name: Dell Optiplex GX150

Party Text: Model Number DHM,Serial Number 8116F11

....., located at ICE Evidence Room, at 1185 South Vinnell Way, Boise, Idaho 83709

1999 24 foot Four Winns boat, registration no. ID 4999V, Hull ID no. XUE908

Last Name: 1999 24 foot Four Winns boat

Party Text: 1999 24 foot Four Winns boat, registration no....

One 75 foot yacht named Mizar Last Name: 75 foot yacht

Party Text: One 75 foot yacht named Mizar

## Money

Example: $14,669.00 in U.S. Currency

Last Name: $14669 US Currency

## Real estate and real property

Examples Tracts of land without address

Last Name: 11.24 Acre Cassia County

Two Parcels of Land located in Cassia County Last Name: Two Parcels Cassia County

Party Text: Two parcels of land...(rest of description)

One parcel of real estate located at 23 Elm Row Boise, ID Last Name: 23 Elm Row Boise ID

Party Text: Sued as one parcel of real estate located at

Real property located at Avery, Shoshone County, Idaho, commonly known as Avery Trading Post, with all fixtures, appurtenances and improvements thereon, and further including any and all state and local liquor licenses connected with the use of such property as a commercial bar operation, (owner of record Sam Parks)

Last Name: Avery Trading Post

Party Text: Real property located at Avery, Shoshone County, Idaho, commonly known as Avery Trading Post, with all fixtures, appurtenances and improvements thereon, and further including any and all state and local liquor licenses connected with the use of such property as a commercial bar operation, (owner of record Sam Parks)

Alias Last Name: Parks Alias First Name: Sam Alias Type: unk