

## PARTY NAME DATA CONVENTIONS

### MINORS LISTED AS PARTIES

In compliance with federal rules, only enter the initials of the minor. Enter the initials in the last name field, without periods, and type the words “a minor” in the party text.

**Example:** *James L. Smith, a minor*

Last Name:	JLS
First Name:	Leave Blank
Party Text:	a minor

### MINORS WITH REPRESENTATIVES

As mentioned above, only enter the initials to identify the minor. The name of each representative **AND *the minor’s initials are added as a separate party.***

The “next friend”, “guardian,” or “personal representative” description is entered in the party text.

**Example:** *David Ian Smith, a minor child by Pamela Smith, Parent and Next Friend*

Last Name:	DIS
First Name:	Leave Blank
Party Text:	a minor child by Pamela Smith, Parent and Next Friend

Last Name:	Smith
First Name:	Pamela
Party Text:	Parent and Next Friend of DIS, a minor

## DOES, JOHN, JANE

If a defendant cannot be identified by the plaintiff, and the complaint names them as Doe, ***do not enter multiples and do not use the plural of Doe.***

***Example:***                    ***Ten John Does***

Last Name:                Doe

First Name:              John

Party Text:                1-10

## MIDDLE NAMES

If known, spell the complete middle name. If only using the initial, enter it in the field with a period.

***Example:***                    ***Marie K. Jones***

Last Name:                Jones

First Name:               Marie

Middle Name:             K.

## TITLES IN A PARTY NAME

Titles such as Deputy Warden, Nurse, Lieutenant, Doctor, etc., should be entered in the party text field.

***Example:***                    ***Deputy Warden Johnson***

Last Name:                Johnson

First Name:               Leave Blank

Party Text:                Deputy Warden

## PRISONER NAMES

Enter the first name and last name ONLY. Also, enter the **PRISONER ID NUMBER** in the Prisoner ID field. Enter numbers only, **do not enter the # symbol or hyphens**.

**Example:** **Benjamin A. Miller, #12345-678**

Last Name: Miller  
First Name: Benjamin  
Prisoner ID: 12345678

## REPRESENTATIVE OF A DECEASED PERSON

The **deceased person is not a party**; the representative is. The estate is not a party unless specifically named in the case caption.

**Example:** **William Connor, Individually and as surviving spouse of Susie Connor**

Last Name: Connor  
First Name: William  
Party Text: Individually and as surviving spouse of Susie Connor

## ESTATES

Enter only "Estate of" in the party text field. **Do not use the word "the" in any field.**

**Example:** **The Estate of Henry Johnson**

Last Name: Johnson  
First Name: Henry  
Party Text: Estate of

## DATA CONVENTIONS FOR U.S. GOVERNMENT PARTIES AND AGENCIES

### U.S. GOVERNMENT PARTIES

If the head of an agency is sued in ***their official capacity***, the individual's **agency and title** are listed in the last name field. The individual's name is not added as a party.

***Example:***                    ***Michael Chertoff, Secretary of Homeland Security***

Last Name:                    Department of Homeland Security, Secretary of

First Name:                    Leave Blank

***Example:***                    ***Robert Mueller, FBI***

Last Name:                    Federal Bureau of Investigation, Director of

First Name:                    Leave Blank

***Example:***                    ***Commissioner of Social Security***

Last Name:                    Social Security, Commissioner of

First Name:                    Leave Blank

If someone is sued ***individually***, enter the person's name as the party and put the agency and title information in the party text.

***Example:***    ***Steven J. Smith, individually and in his official capacity as a United States Attorney***

Last Name:                    Murphy

First Name:                    Smith

Middle Name:                J.

Party Text:                    individually and in his official capacity as a United States Attorney

## U.S. GOVERNMENT AGENCIES

***All acronyms must be spelled out.*** District Offices are entered in the party text field.

***Example:***            ***CIA***

Last Name:            Central Intelligence Agency

First Name:            Leave Blank

***Example:***            ***USCIS, Detroit Office***

Last Name:            United States Citizenship and Immigration Services

First Name:            Leave Blank

Party Text:            Detroit Office

## DATA CONVENTIONS FOR BUSINESS AND ORGANIZATION NAMES

### ABBREVIATIONS AND PUNCTUATION

Spell out the **ENTIRE** name in the last name field only. ***Do not use the first name or middle name fields.*** Spell out abbreviations.

***Example:***            ***Ford Motor Co.***

Last Name:            Ford Motor Company

***Example:***            ***Amazon.com, Inc.***

Last Name:            Amazon.com, Incorporated

***Exceptions: Do not spell out PC, PLLC, and PLC.***

## Comma and Period Usage:

When business names include initials such as P.L.C. or L.L.C., or a word such as Limited or Incorporated, the previous word should always be followed by a comma.

***Do not use periods between initials.***

***Example: Breeding, McIntyre and Cunningham, PLC***

***Example: Access Graphics, Incorporated***

## Other Punctuation:

Enter other punctuation and symbols in the Last Name field. ***Do not enter periods or the “#”.***

***Example: Sharon's Hair Salon***

Last Name: Sharon's Hair Salon

Example: O'Bryan Law Center, PC

Last Name: O'Bryan Law Center, PC

## PROFESSIONAL TITLE AS PART OF BUSINESS NAME

Businesses using a person's name may include the person's professional title such as D.D.S., M.D., or Ph.D. When this happens, do not spell out the title in the Last name field.

***Example: John Brown Ph.D., P.C.***

Last Name: John Brown, PhD, PC

## CITIES, STATES, POLICE DEPARTMENTS, BOARDS

Begin with the actual name of the City or State.

**Example:** *City of Detroit*

Last Name: Detroit, City of

**Example:** *State of Michigan*

Last Name: Michigan, State of

**Example:** *School District for the City of Flint*

Last Name: Flint School District (do not include "City of")

**Example:** *City of Detroit Police Department*

Last Name: Detroit Police Department (do not include "City of")

### ARTICLES AS THE FIRST WORD

Do NOT include words such as "a," "an," "the" as the first word in the last name field.

**Example:** *The Gap, Inc.*

Last Name: Gap, Incorporated

### NUMERICAL PARTY NAMES

In general, the number should be spelled out. If the number is long, it may be easier to use numbers in the party name.

**Example:** *3rd Judicial Circuit Court of Michigan*

Last Name: Third Judicial Circuit Court of Michigan

**Example:** *39495890 Ontario, Ltd.*

Last Name: 39495890 Ontario, Limited

### DOMAIN NAMES

Capitalize only the first letter of the domain name. If a registrant (individual or business) is the actual party, **enter the domain name as an alias.**

If the domain name is part of a company name, enter the name in the last name field.

<b>Example:</b>	<b><i>LincolnMercuryRedCarpetLease.com</i></b>
Last Name:	Lincolnmercuryredcarpetlease.com
Example:	Barnes and Noble.com, Inc.
Last Name:	Barnes and Noble.com, Incorporated

### USA IN PARTY NAME

If **U.S. or U.S.A.** are a part of a party name it should be entered as appropriate in respect to the company's name. If the party is the United States of America, the entire name should be spelled out.

<b>Example:</b>	<b><i>U.S. Autocare, L.L.C.</i></b>
Last Name:	US Autocare, LLC
<b>Example:</b>	<b><i>United States of America</i></b>
Last Name:	United States of America

### MT., ST., OR FT.

When entering a company with an abbreviation such as Mt. (Mount) or St. (Saint), do not spell out the complete word in the Last name field.

<b>Example:</b>	<b><i>Mt. Vernon Broadcasting Co.</i></b>
Last Name:	Mt Vernon Broadcasting Company

### UNIONS

Use the formula ***"Union Name + Local Number + Fund Name"***.

Extra information should be entered in the ***“Party Text”*** field. Examples of extra information include “Trustees of” or “United Brotherhood of”.

***Example: Trustees of Sheet Metal Workers Local Union 80, Pension Fund***

Last Name: Sheet Metal Workers Local 80 Pension Fund

Party Text: Trustees of

***Example: International Brotherhood of Teamsters, Local #377***

Last Name: Teamsters Local 377

Party Text: International Brotherhood of