

**United States District Court  
Eastern District of Michigan**

**Party Name  
Data Conventions for  
CM/ECF**



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## Individual Names

### Minors Listed as Parties:

In compliance with federal rules, use only the initials. Type 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:** In compliance with federal rules, use only 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," information is entered as party text.

Example: David Ian McCullough, a minor child by Pamela Jordan, Parent and Next Friend

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

Last Name: Jordan  
First Name: Pamela  
Party Text: Parent and Next Friend of DIM, a minor

**Does, John, Jane:** When a defendant is unknown by the plaintiff, and the complaint is drafted with names such as Doe, even though the case caption may list the parties separately, 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 Name:** If known, spell it out. If only the initial is known, type the initial in the appropriate field without 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. shall be placed in the Party text field.

Example: Deputy Warden Johnston

Last Name: Johnston  
First Name: Leave Blank  
Party Text: Deputy Warden

**Prisoner Names:** Include the first name and last name ONLY in appropriate fields. Also, **include the Prisoner ID Number** in Prisoner ID field. Enter the numbers only, excluding “#” or dashes.

Example: Benjamin A. Miller, #12345-678  
Last Name: Miller  
First Name: Benjamin  
Prisoner ID: 12345678

**Representative of a Deceased Person:**

The deceased is not a party; the representative is. The estate is not a party unless specifically designated 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:** Type “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

## U.S. Government Parties

### U.S. Government Officials:

If the head of an agency is sued in his/her 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: *Blank*

Example: Robert Mueller, FBI  
Last Name: Federal Bureau of Investigation, Director of  
First Name: *Blank*

Example: Commissioner of Social Security  
Last Name: Social Security, Commissioner of

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. Murphy, individually and in his official  
capacity as a United States Attorney  
Last Name: Murphy  
First Name: Steven  
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 typed in the party text field.

Example: CIA  
Last Name: Central Intelligence Agency

Example: USCIS, Detroit Office  
Last Name: United States Citizenship and Immigration Services  
Party Text: Detroit Office

## Business and Organization Names

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

**Abbreviations:** 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 word preceding should always be followed by a comma. Do **not** use periods between initials.

Example: Breeding, McIntyre and Cunningham, PLC  
Example: Access Graphics, Incorporated

**Ampersand:** Do NOT use the ampersand sign (&). Spell out the word "and."

### **Other Punctuation:**

Include most other punctuation and symbols in the Last name field. Exceptions are the ampersand sign which should be spelled out, periods and the pound sign (#).

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 a**

**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 occurs, 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, etc:**

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 (omit "City of")

Example: City of Detroit Police Department  
Last Name: Detroit Police Department (omit "City of")

**Articles as the  
First Word:**

Do NOT include articles (ex. "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 exceedingly long, then it might be appropriate to use numbers in the party name.

Example: 3<sup>rd</sup> 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.

Example: LincolnMercuryRedCarpetLease.com  
Last Name: Lincolnmercuryredcarpetlease.com

Example: Barnes and Noble.com, Inc.  
Last Name: Barnes and Noble.com, Incorporated

**USA in Party Name:**

On occasion, U.S. or USA is used in the body of a party name. The name should be entered as appropriate in respect to the company's name. If the party is the United States of America, the proper name should be spelled out.

Example: U. S. Autocare, L.L.C.  
Last Name: US Autocare, LLC

Example: United States of America  
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 its translation in the Last name field.

Example: Mt. Vernon Broadcasting Co.  
Last Name: Mt Vernon Broadcasting Company

**Unions:**

Use the general formula "Union Name + Local Number + Fund Name". Extraneous information should go in the "Party Text" field. Examples of extraneous 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