

ADDING PARTIES

Parties are added during the case opening process. If parties were not added during case opening or when filing a third-party complaint, they can be added by using the event **Addition of Parties** located under the **Other Documents** link.

- Enter party names using upper- and lower-case letters.
- Refer to the **Data Conventions Guide** for the correct way to enter party names.

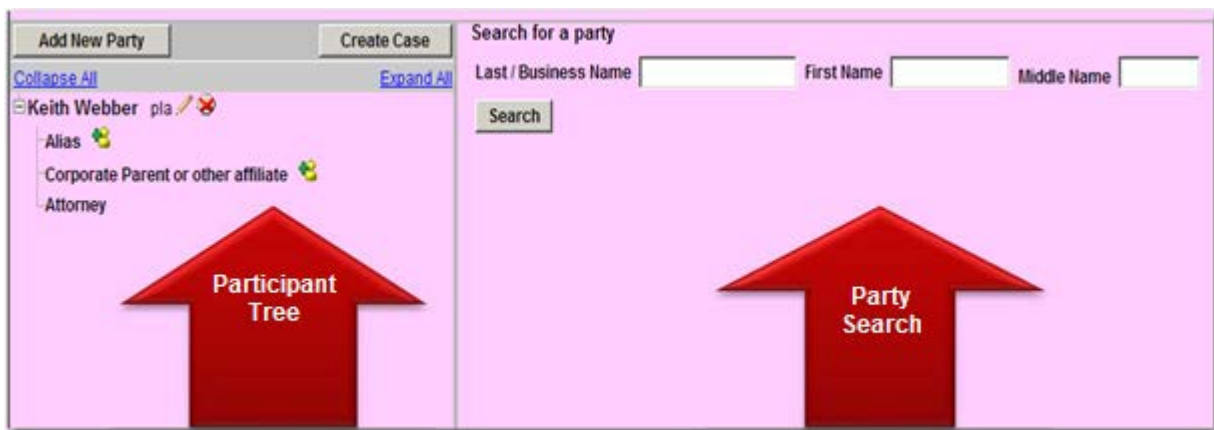


If there are any questions while adding parties to a case, call the Clerk's Office Help Desk at (313) 234-5000.

HELPFUL INFORMATION




The party entry screen is divided into two sections.

- **Left Side - Participant Tree.** After a party is added to the case, the party will be displayed in the Participant Tree.
- **Right Side – Search for a Party.** Use the right side to search for parties that are being added to the case.



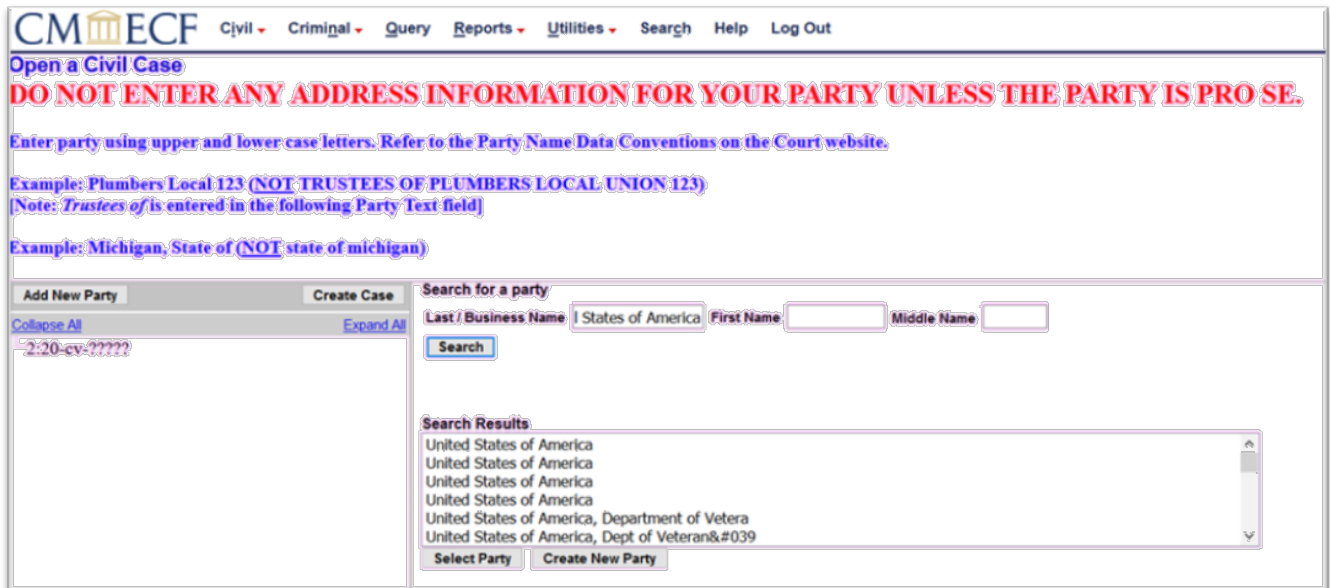
Use the **+** and **-** icons in front of each party to **expand** or **collapse** the “*branch*”.

The table below describes each icon that appears in the participant tree.

ICON	DESCRIPTION
	Delete this party from the case.
	Add role, new alias, corporate parent, or attorney.
	Edit the party, alias, corporate parent or attorney. It only displays beside the names of parties, so if no parties have been added, the icon will not appear.

HOW TO SEARCH FOR PARTIES WHEN OPENING A NEW CASE

Step 1: Enter the party name in the Last / Business Name field and click **Search**.



The screenshot shows the CM ECF web application interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, there is a section titled "Open a Civil Case" with a prominent red warning: "DO NOT ENTER ANY ADDRESS INFORMATION FOR YOUR PARTY UNLESS THE PARTY IS PRO SE." Below this warning, there are instructions: "Enter party using upper and lower case letters. Refer to the Party Name Data Conventions on the Court website." Two examples are provided: "Example: Plumbers Local 123 (NOT TRUSTEES OF PLUMBERS LOCAL UNION 123)" and "Example: Michigan, State of (NOT state of michigan)".

The main interface is divided into two panels. The left panel, titled "Add New Party", contains a "Collapse All" link and a tree view showing a single party entry: "2:20-ev-?????". The right panel, titled "Search for a party", contains a search form with fields for "Last / Business Name" (containing "States of America"), "First Name", and "Middle Name". A "Search" button is located below the form. Below the search form, there is a "Search Results" section displaying a list of search results: "United States of America" (repeated four times), "United States of America, Department of Vetera", and "United States of America, Dept of Veteran'". At the bottom of the search results, there are two buttons: "Select Party" and "Create New Party".

Step 2: If the party appears in the search results, highlight the party by clicking on the name. Click **Select Party**.

If the party does not appear in the search results, click **Create New Party**.

Step 3: The **Party Information** screen will appear on the right side of the screen. Enter the Party Information using the [Data Conventions Guide](#). Click **Add Party**.

On this screen:

- Select the appropriate **Role**.


Note that the system defaults to Defendant (dft.pty)

- **DO NOT** enter address information, unless the party if Pro Se
- **DO NOT** add title.
- Add party text if applicable.

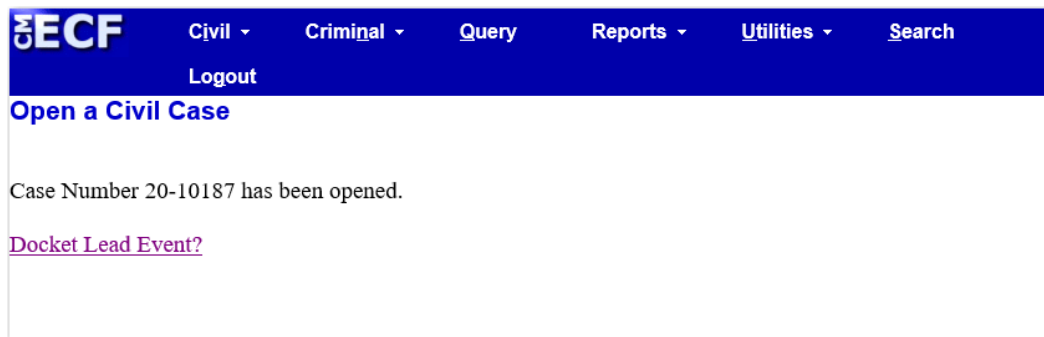


Step 4: The party will appear in the *Participant Tree* on the left side of the screen.



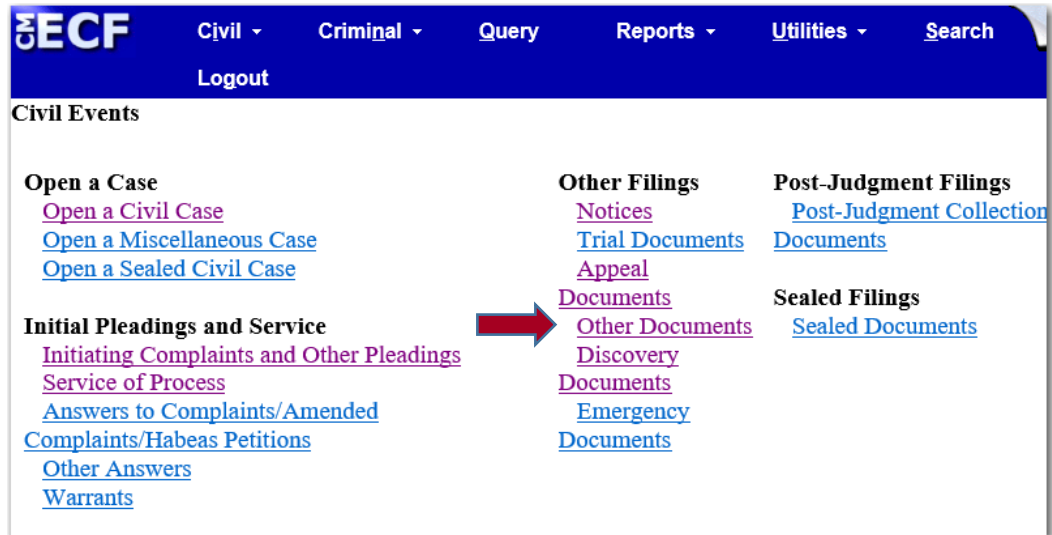
- If alias information needs to be added, click  next to Alias.
- **DO NOT** add Corporate Parent or other affiliate information.

Step 5: After all the parties have been entered, click *Create Case*.
A case number will be assigned.



ADDING PARTIES AFTER THE CASE HAS BEEN OPENED

Step 1: Select **Other Documents**.

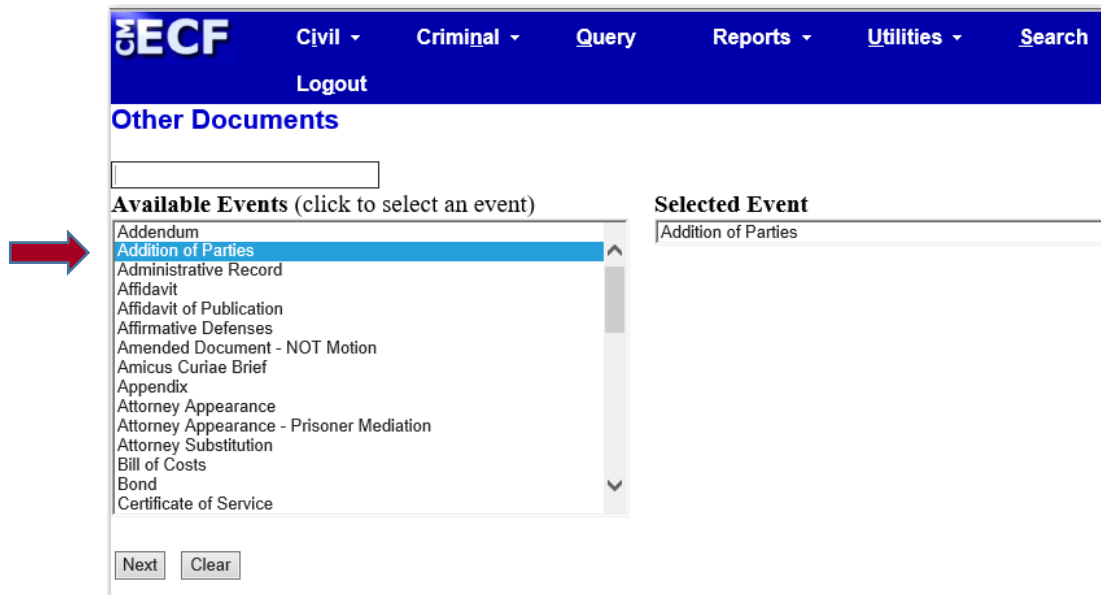


The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, and Search. Below the navigation bar is a "Logout" link. The main content area is titled "Civil Events" and is divided into three columns of links:

- Open a Case**
 - [Open a Civil Case](#)
 - [Open a Miscellaneous Case](#)
 - [Open a Sealed Civil Case](#)
- Initial Pleadings and Service**
 - [Initiating Complaints and Other Pleadings](#)
 - [Service of Process](#)
 - [Answers to Complaints/Amended Complaints/Habeas Petitions](#)
 - [Other Answers](#)
 - [Warrants](#)
- Other Filings**
 - [Notices](#)
 - [Trial Documents](#)
 - [Appeal Documents](#)
 - [Other Documents](#)
 - [Discovery Documents](#)
 - [Emergency Documents](#)
- Post-Judgment Filings**
 - [Post-Judgment Collection Documents](#)
- Sealed Filings**
 - [Sealed Documents](#)

A red arrow points from the "Other Documents" link in the "Other Filings" column to the "Other Documents" link in the "Initial Pleadings and Service" column.

Step 2: Select **Addition of Parties**.



The screenshot shows the "Other Documents" page in the ECF system. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, and Search. Below the navigation bar is a "Logout" link. The main content area is titled "Other Documents" and contains a search box and two columns:

- Available Events (click to select an event)**: A list of events with "Addition of Parties" highlighted in blue. A red arrow points to this item.
- Selected Event**: A box containing the text "Addition of Parties".

At the bottom of the page are "Next" and "Clear" buttons.

Step 3: Select the correct answer. If **Yes** is selected, the system will associate the attorney logged in, **as the attorney of record** for the selected parties.

Should you be the attorney of record listed for some or all of the parties that you are adding?

Yes
 No

Step 4: The party screen will appear. Select **New Filer** to add a new party.

Click the **New Filer** button and add all new parties. DO NOT enter the addresses for any parties unless you know they will be representing themselves pro se.

Pick Filer

Collapse All Expand All

Judith Kline pla
Glenn Wertman dft
Acme Products dft
Alias
Corporate Parent or other affiliate
Attorney

Select the filer.

Select the Party: OR Select a Group:

Kline, Judith [pla]
Wertman, Glenn [dft]
Acme Products [dft]

No Group
 All Defendants
 All Plaintiffs
 All Parties

Step 5: Enter the party name in the **Last / Business Name** field. Click **Search**.

If the party appears in the Search Results, highlight the party by clicking on the name, then click **Select Party**.

If the party is **NOT** in the Search Results, click **Create New Party**.

Click the **New Filer** button and add all new parties. DO NOT enter the addresses for any parties unless you know they will be representing themselves pro se.

Pick Filer

Collapse All Expand All

Judith Kline pla
Glenn Wertman dft

Search for a party

Last / Business Name Acme Products First Name Middle Name

Search Results

Acme Products
Acme Products, Inc.

- Step 6:** The **Party Information** screen will appear on the right side of the screen. Enter the Party Information using the **Data Conventions Guide**. Click **Add Party**.

Click the **New Filer** button and add all new parties. **DO NOT** enter the addresses for any parties unless you know they will be representing themselves pro se.

Pick Filer

Collapse All Expand All

- Judith Kline pla
- Glenn Wertman dft

Party Information

Acme Products

Title

Role

Pro se

Prisoner id Unit

Office

Address 1

Address 2 Show this address on the docket sheet

Address 3 City

State Zip Country

Prison

Phone Fax

Party text:

Start date End date

Corporation Notice

Add Party

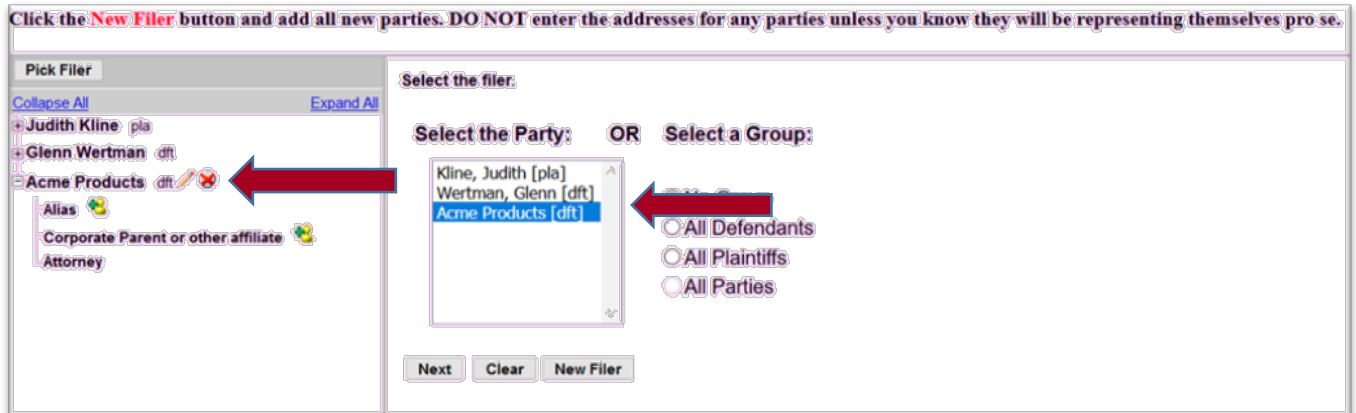
[Start a New Search](#)



On this screen:


- Select the appropriate “**Role**”.
- **(Note that the system defaults to Defendant (dft:pty).**
- **DO NOT** enter address information, unless the party is Pro Se.
- **DO NOT** add title.
- Add party text if applicable.

Step 7: The party will appear in the **Participant Tree** on the left and right sides of the screen. **The party will also appear highlighted on the right side of the screen.**



Continue adding parties until **ALL** parties have been added to the **Participant Tree** on the left side.



- If alias information needs to be added, click  next to Alias.
- **DO NOT** add Corporate Parent or other affiliate information.

When **all** the additional parties have been added, click **Next**.

Step 8: The newly added parties will be listed. **The parties with a check box checked will be associated with the attorney who is adding the party.**

If the attorney **DOES NOT** want to be associated with a party, uncheck the check box.

ONLY keep checkboxes by the parties you represent.

If you do not intend to be an attorney of record and appear on the front of the docket, remove the first checkbox by the corresponding party.

Sam Jones (pty:dft) represented by Test Attorney (aty) Notice



This screen will appear **only**, if the filer previously selected that were the attorney of record in Step 3.

Step 9: Answer the question about the issuance of summons for the added defendant(s).

If you just added defendants, do you want Court staff to issue summonses?

Note: Court staff will electronically issue a summons within one business day.

Yes
 No

Step 10: Select the reason for using the Addition of Parties event.

Select the reason you are using this event.

Party Name Not Added During a Previous Filing
 Party Name Incorrectly Added During a Previous Filing
 Both
 Other

Step 11: Review the docket text. Click **Next** to submit the entry.

Docket Text: Final Text

Addition of Parties to CM/ECF: Defendant Sam Jones. Reason: The party was not added to CM/ECF Plaintiff requests summons issued. (Attorney, Test)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.