



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WISCONSIN**

**SEARCHING FOR AND
ADDING PARTIES**

2019

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1. GUIDELINES WHEN SEARCHING FOR AND ADDING PARTIES

Please use the following guidelines when searching for and adding parties in ECF.

1. Conduct a thorough search before creating a new party.
2. Parties must be entered into CM/ECF so that their names and roles match the caption on the complaint. If a party is named in more than one role, e.g., Defendant and Counter Claimant, the party must be added to the case in each role.
3. Party names are entered using Initial Caps. Do not enter party names using ALL CAPS.
4. Do not complete any address, telephone, fax, or email information in the **Party information** screen.
5. For Social Security cases, begin by searching for the last name “Saul” and select Andrew Saul or Andrew M. Saul from the list of search results. Do not create new or different defendants.

2. SEARCHING FOR AND ADDING A PARTY

Be certain to conduct a thorough search before creating a new party. The addition of duplicate parties may be avoided by conducting a thorough search using the following parameters:

Searching

Begin by typing the beginning few letters of the party's last name followed by an asterisk in the **Last / Business Name** field. For example: Smy*, when searching for Smyth, or Acme Bev* when searching for Acme Beverage.

Adding

Parties must be entered into ECF so that they match the case caption on the case initiating documents. If you have questions about whether you are adding a party correctly, contact the clerk's office.

A. Agencies

In the **Last / Business Name** field, enter the name of the agency as it appears in the complaint. Follow the court’s [guidelines](#) for Social Security Cases.

B. Business Names

In the **Last / Business Name** field, enter the name of the business as it appears in the complaint.

C. Cities/States/Townships

In the **Last / Business Name** field, enter the name of the city, state, or town, omitting the word “The.”

Example:	Name in Caption:	The City of Madison
	Enter as:	City of Madison

D. John Does/Unknown Parties

If the identity of a party is unknown, that party may be listed as a “Doe” or “Unknown party.” If multiple “John Doe” or “Unknown” parties appear in the complaint, enter them together, e.g., “John Does 1-10” or “Unknown Defendants 1-10.”

E. Estates and Administrators

Please refer to the following examples:

Example:	Name in Caption:	The Estate of Bob Green
	Enter as:	Last Name: The Estate of Bob Green

Example:	Names in Caption:	Janice Smith, Executrix of the Estate of Bob Green
	Enter as:	Last Name: Smith
		First Name: Janice
		Party Text: Executrix of the Estate of Bob Green

F. Individuals

Example: Name in Caption: John A. Smith
Enter as: Last Name: Smith
First Name: John
Middle Name: A.

Example: Name in Caption: Olivia Mund, Chief of Police,
in official capacity
Enter as: Last Name: Mund
First Name: Olivia
Party Text: Chief of Police, in her official capacity

G. Minors

Pursuant to the Rule 5.2(a)(3) of the Federal Rules of Civil Procedure, minor children are allowed to be listed only by their initials.

Example: Name in Caption: A.J., a minor child, by and through John Smith, *guardian ad litem*
Enter as: Last Name: J.
First Name: A.
Party Text: a minor child, by and through John Smith, guardian ad litem

H. Labor Union Names

Enter the name of the union exactly as it appears in the case initiating documents.

Example: Name in Caption: Wisconsin Laborers Health Fund
Enter as: Last Name: Wisconsin Laborers Health Fund

I. Property/Currency

In some cases, parties may be real or personal property. Enter the property description as it appears in the caption of the initiating document.

Example: Name in Caption: \$11,000 in United States Currency
Enter as: Last Name: \$11,000 in United States Currency

Example: Name in Caption: Real Property Located at 1234 East Main Street, Rio, Columbia County, Wisconsin, with all Appurtenances and Improvements Thereon
Enter as: Last Name: Real Property Located at 1234 East Main Street, Rio, Columbia County, Wisconsin, with all appurtenances and improvements thereon

3. PARTY INFORMATION

Choose the appropriate **Role** for the parties. Using the **Party text** field, enter descriptive information. Do not enter address information.

Open a Civil Case

[Add New Party](#) [Create Case](#)

[Collapse All](#) [Expand All](#)

3:19-cv-?????

Party Information

Last name First name

Middle name Generation

Title

Role **Party text**


Start date End date

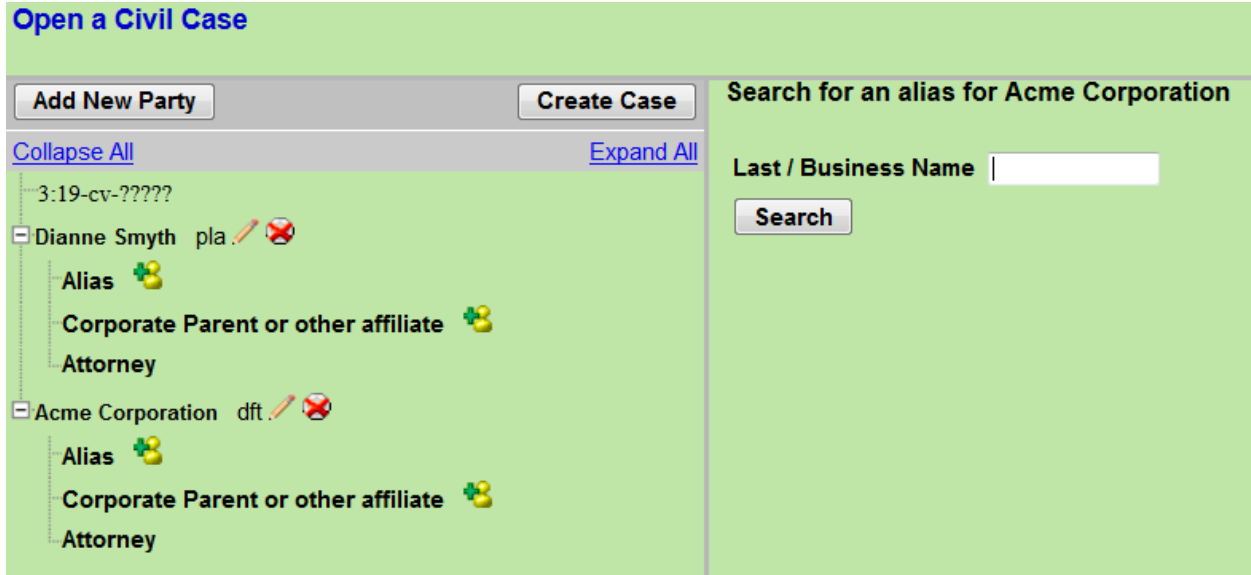
Corporation Notice

[Add Party](#)

Party Roles		
Amicus	Creditor	Intervenor Defendant
Appellant	Cross Appellant	Intervenor Plaintiff
Appellee	Cross Appellee	MDL Plaintiff
Arbitrator	Cross Claimant	Material Witness
Claimant	Cross Defendant	Mediator
Consol Claimant	Custodian	Movant
Consol Counter Claimant	Debtor	Objector
Consol Counter Defendant	Debtor-in-Possession	Petitioner
Consol Cross Claimant	Defendant	Plaintiff
Consol cross Defendant	Estate	Protective Order Defendant
Consol Defendant	Executor Defendant	Receiver
Consol Plaintiff	Executor Plaintiff	Respondent
Consol Third Party Defendant	Garnishee	Special Master
Consol Third Party Plaintiff	In Re	Taxpayer
Corrections	Interested Party	ThirdParty Defendant
Counter Claimant	Interpleader	ThirdParty Plaintiff
Counter Defendant	Intervenor	Trustee

4. ALIAS

Alias information is added by clicking the Alias icon . You need to first search for the alias name. As with the party name, the alias name may already exist within ECF.











Open a Civil Case

Add New Party **Create Case** **Search for an alias for Acme Corporation**

[Collapse All](#) [Expand All](#)

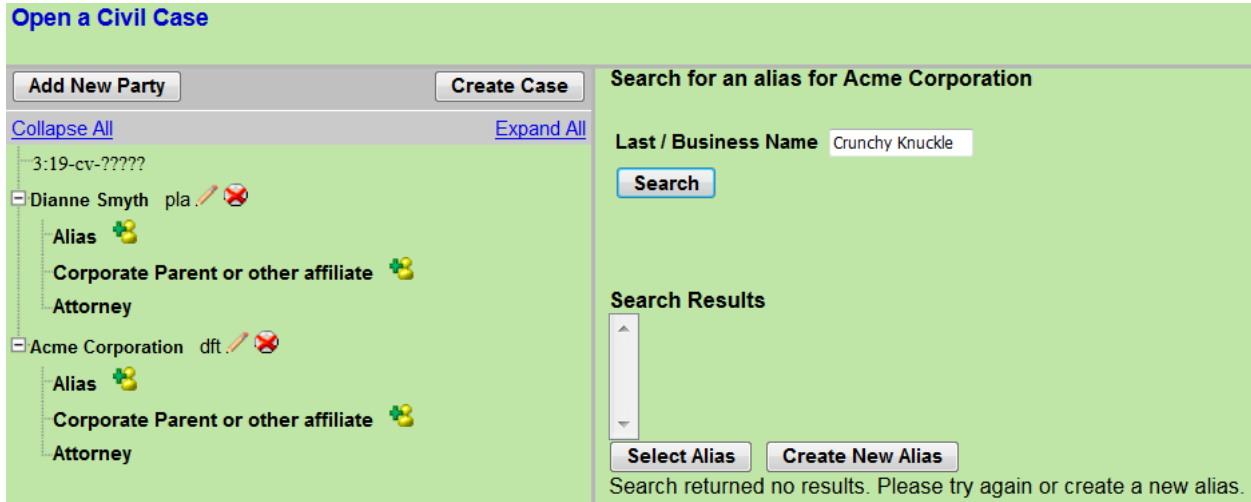
3:19-cv-?????

- Dianne Smyth pla.  
 - Alias 
 - Corporate Parent or other affiliate 
 - Attorney
- Acme Corporation dft.  
 - Alias 
 - Corporate Parent or other affiliate 
 - Attorney

Last / Business Name

Search

After searching for your alias, you may **Select Alias** or **Create New Alias**.











Open a Civil Case

Add New Party **Create Case** **Search for an alias for Acme Corporation**

[Collapse All](#) [Expand All](#)

3:19-cv-?????

- Dianne Smyth pla.  
 - Alias 
 - Corporate Parent or other affiliate 
 - Attorney
- Acme Corporation dft.  
 - Alias 
 - Corporate Parent or other affiliate 
 - Attorney

Last / Business Name

Search

Search Results

Select Alias **Create New Alias**

Search returned no results. Please try again or create a new alias.

After selecting the alias **Type**, click **Add Alias** to add to your party information.


The screenshot shows a web interface for opening a civil case. On the left, there is a list of parties: Dianne Smyth (pla) and Acme Corporation (dft). Each party has expand/collapse icons and an edit/delete icon. The main area is titled 'Alias Information' and contains the following fields:

- Last/Business name: Crunchy Knuckle
- Middle name: (empty)
- Type: agent (dropdown menu)
- First name: (empty)
- Generation: (empty)
- Start date: 3/14/2019

 The 'Add Alias' button is located below the 'Type' dropdown and is circled in red.

Alias Type	Translation
agent	agent of
aka	also known as
dba	doing business as
est	estate of
fdba	formerly doing business as
fka	formerly known as
gal	guardian ad litem
nee	born

Alias Type	Translation
nfr	next friend
nka	now known as
obo	on behalf of
other	other
rec	receiver
rpi	real party in interest
suc	successor
ta	trading as

If you do not find the applicable alias type, edit your party using the edit icon . Add the descriptive information in the **Party text** field.

After adding your alias, the information is displayed in the participant tree. To delete a party or an alias, use the delete party icon .



The screenshot shows a web interface titled "Open a Civil Case". At the top, there are two buttons: "Add New Party" and "Create Case". Below these are two links: "Collapse All" and "Expand All". The main area displays a participant tree for a case identified as "3:19-cv-?????". The tree contains two main entries:

- Dianne Smyth** (pla) with a delete icon. It has three sub-entries: "Alias", "Corporate Parent or other affiliate", and "Attorney".
- Acme Corporation** (dft) with a delete icon. This entry is highlighted with a red rounded rectangle. It has three sub-entries: "Alias" (which includes a sub-entry "Crunchy Knuckle"), "Corporate Parent or other affiliate", and "Attorney".