

INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

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INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

SEARCH FOR A PARTY

Please be sure to conduct a thorough search before creating a new party.

Individual

Type the party's full last name and first name in the corresponding fields and search. If you find your party's name already in the database, select that party. If you have descriptive information for a party as reflected in the case caption, enter the description in the party text field. Proceed to the party information screen on page 8.

"Doe" parties

If the actual identity of a party is unknown, they may be sued as a "Doe" party. In these instances, please search for the parties as follows:

Example:	Last Name:	Doe
	First Name:	As listed in the caption, e.g. John, Jane
	Party Text:	All other information describing the party, e.g. 1-10

Please choose a suitable "Doe" party from the database. If there is more than one Doe party listed in the caption, please enter each individually. If you have descriptive information for a party as reflected in the case caption, enter the description in the party text field. Proceed to the party information screen on page 8.

Business

Type at least the first full word of the company name in the Last name field and search. Omit articles such as A, An, and The. You may abbreviate common words such as Company (Co) Corporation (Corp) Incorporated (Inc).

Example:	The Wall Street Journal
Search Last name field:	Wall Street Journal

Example:	First United Insurance Company
Search Last name field:	First United

If you find your party's name already in the database, even in an abbreviated form, select that party. If you have descriptive information for a party as reflected in the case caption, enter the description in the party text field. Proceed to the party information screen on page 8.

INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

Cities/Towns/States

Enter the name of the city, town or state, in the Last name field and search. If “Virginia” is listed following the city or town do not include it in your search criteria.

Example: City of Arlington, Virginia
Search Last name field: Arlington

Example: State of Virginia
Search Last name field: Virginia

If you find your party’s name already in the database, select that party. Proceed to the party information screen on page 8.

United States of America

Enter “USA” in the Last name field and search. **Always select the party “USA” from the database.** Proceed to the party information screen on page 8.

Agencies

Enter only the agency name in the Last name field and search.

Example: Department of Homeland Security
Search Last name field: Homeland Security

Social Security Cases

Enter the parties as they are captioned in the initiating document. **In addition**, enter the party *SSA (Social Security Administration)* as an *Interested Party*. This will enable the government agencies involved to receive timely notification of all activity in these cases.

If you cannot find your party already in the database, you must create a new party.

INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

CREATE A NEW PARTY

Parties must be entered in the manner in which they are captioned on the initiating document. Parties captioned in more than one role must be entered separately. The second time you add the party you will get a message that this is a duplicate party. You may disregard the message indicating “duplicate party.” Many parties are already in the court’s database. In the instance where you may have to add a party, please conform to the following guidelines. If you are not sure how to correctly enter a party, please contact the Clerk’s Office for guidance. **Please do not enter parties in ALL CAPS, or complete any address/phone or email information on the party screen.**

Individual

Enter Last name; First name; Middle name; Generation; and Party text fields as appropriate. **All titles (Ms., Miss, Mr., Dr., Sgt., etc.) must be entered in Title field. Leave all other fields blank.** Do not enter party text for descriptive information available as an alias. You will be given an opportunity to select alias codes on page 9. Pursuant to this District’s Privacy Policy, for cases involving minor children, use only their initials. Please refer to the following examples:

Example: Last name: Turner
 First name: John
 Middle name: S.
 Generation: Jr.
 Party text: Administrator of the Estate of Jane Doe

Example: Last name: Bissonnette
 First name: Lynn
 Party text: Chief of Police in her individual and official capacities

Example: Last name: Rogers
 First name: Clarise
 Party text: ppa A.S., a minor

Example: Last name: J.
 First name: K.
 Party text: by & through his parents/next best friend, John Smith

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Business

Enter the entire company name as it appears in the caption of the initiating document in the Last name field. Omit articles such as "A, An, The" that precede business names. Additional descriptive information about a company must be entered in the Party text field. Leave all other fields blank. Do not enter party text for descriptive information available as an alias. You will be given an opportunity to select alias codes on page 9. Please refer to the following examples:

Last name: ABC Company, Inc.
Party text: A Delaware Limited Liability Company

Last name: Plumbers & Pipefitters Local Union 123
Party Text: Waterbury Regional Office

Last name: Virginia Laborer's Health & Welfare Fund

Last name: A & B Ltd.

Cities/Towns/States

Enter only the name of the city, town or state as it appears in the caption of the initiating document in the Last name field. Enter "Town of," "City of," or "State of" in the First name field. Please refer to the following examples:

Example: City of Victoria
Last name: Victoria
First name: City of

Example: State of Virginia
Last name: Virginia
First name: State of

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Agencies

Enter the name of the agency as it appears in the caption of the initiating document in the Last name field. Enter “Department of” in the First name field. Please refer to the following examples:

Example: Department of Homeland Security
Last name: Homeland Security
First name: Department of

Example: State of Virginia Department of Motor Vehicles
Last name: Motor Vehicles
First name: Department of
Party text: State of Virginia

Miller Act Cases

The United States is not a party to these actions and has no role in the lawsuit, other than being noted in the caption as required by statute; they should NOT be added as a party of any kind.

Example: USA for the use and benefit of Salvage the Sound
Last name: Salvage the Sound
Party text: USA for the use and benefit of

Other Parties

In some cases, parties may be real or personal property. Enter the property description as it appears in the caption of the initiating document in the Last name field. For vessels, add any descriptive information in the Party text field, but omit anything concerning tackle, engines, apparel, etc.

Vessels

Example: Golden Sails, M/V Hull #NH1234, a 24' Boston Whaler
Last name: Golden Sails, M/V Hull #NH1234
Party text: A 24' Boston Whaler

INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

Real & Personal Property

Example: 2005 Blue Nissan Maxima VIN# 123456789
Last name: 2005 Blue Nissan Maxima VIN# 123456789

Example: 5 Sun Street, Victoria, VA
Last name: 5 Sun Street, Victoria, VA

Example: \$10,000.00, US Currency held in safe deposit box #123 at
People's Bank
Last name: \$10,000.00, US Currency
Party Text: held in safe deposit box #123 at People's Bank

Example: UPS Package, tracking number 123456789, addressed to
John Smith, 123 Main Street, Anywhere, VA
Last name: UPS Package, tracking number 123456789
Party Text: addressed to John Smith, 123 Main Street, Anywhere, VA

INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

PARTY INFORMATION SCREEN

Select the appropriate role. Enter descriptive information as reflected in the case caption in the *Party Text* field. Do not enter address information. Select *Add Party*.


The screenshot shows the ECF Party Information screen. The top navigation bar includes 'ECF', 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, there are buttons for 'Add New Party' and 'Create Case', and links for 'Collapse All' and 'Expand All'. The main form area is titled 'Party Information' and contains the following fields:

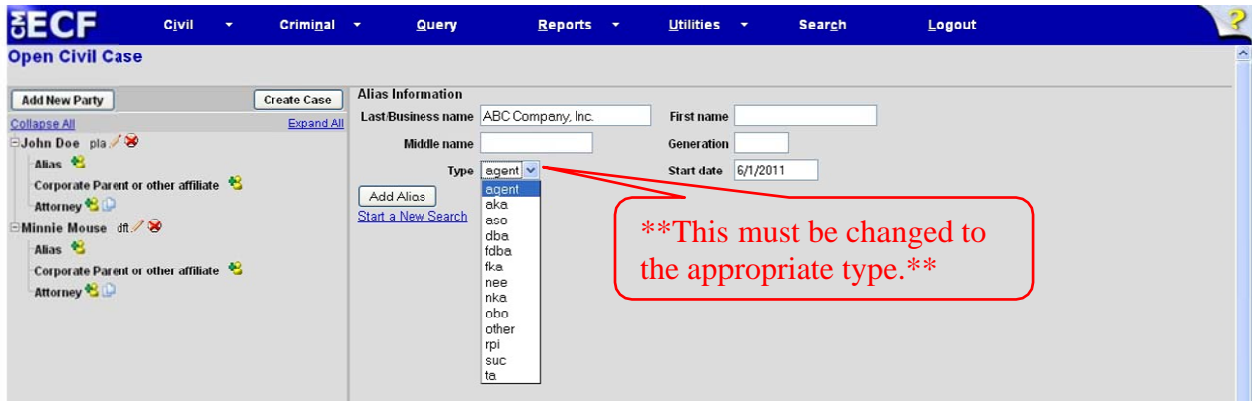
- Name: John Doe
- Title: [Text Field]
- Role: Defendant (dit:pty) [Dropdown Menu]
- Pro se: No [Dropdown Menu]
- Prisoner Id: [Text Field]
- Unit: [Text Field]
- Office: [Text Field]
- Address 1: [Text Field]
- Address 2: [Text Field]
- Address 3: [Text Field]
- State: [Text Field]
- Zip: [Text Field]
- City: [Text Field]
- Country: [Text Field]
- Prison: [Dropdown Menu]
- Phone: [Text Field]
- Fax: [Text Field]
- E-mail: [Text Field]
- Party text: [Text Field]
- Start date: 6/1/2011 [Text Field]
- End date: [Text Field]
- Corporation: no [Dropdown Menu]
- Notice: yes [Dropdown Menu]

A red callout box with the text '**This must be changed to the appropriate role.**' points to the 'Role' dropdown menu.


INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

ALIAS TYPE

Alias information may be added by selecting the *alias icon* . Select the appropriate alias *Type*. Select *Add Alias*.



Alias Types	Description
aka	also known as
aso	as subrogee of
ata	also trading as
dba	doing business as
fdba	formally doing business as
fka	formerly known as
fta	formerly trading as
nee	born
nka	now known as
obo	on behalf of
other	other
rpi	real party in interest
ta	trading as

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

Repeat search steps until all parties have been added.