

WESTERN DISTRICT OF LOUISIANA GUIDELINES FOR ADDING PARTIES

(Please contact our Help Desk at 1-866-323-1101 during business hours if needed)

PLEASE SEARCH OUR SYSTEM BEFORE CREATING A NEW PARTY! Duplicate parties affect indexing capabilities and our ability to conduct effective searches.

GUIDELINES FOR ALL PARTY TYPES:

- No punctuation.
- Do not enter or edit an address for any party. If a search yields a party name with an address, accept the name with the address even if it is incorrect. The address will not appear on the docket sheet.
- Always use ampersand (&) for the word “and.”
- Abbreviate only the following: &, Co, Inc, Ltd, Corp
- Always omit the words “A” or “The” when they appear as the first word.
- A question mark may be used as a wild card in place of a character when unsure how the name should be entered. For example, “Wal?Mart” would find both Wal-Mart and Wal Mart.
- An asterisk may be also be used as a wild card at the beginning of a search when only part of the name is known. “* Succession” will find all names containing “Succession”.

INDIVIDUALS

- Enter the First, Middle, and Last name of an individual, along with Generation (i.e. Jr, Sr, III, etc). Initials may be used in First or Middle name fields. Select the appropriate party role type. NO OTHER information should entered on the Party Information screen.
- Multiple names: If there are multiple names (e.g., Allison Sue Smith Teague), the 2 middle names (Sue Smith) belong in Middle name field. If both names will not fit in Middle name field, the first two names may be entered in the First name field (Allison Sue). In the case of a hyphenated last name (Allison Sue Smith-Teague), the hyphenated name belongs together in the same field (i.e., “Smith-Teague” in last name.)
- Minors: A minor’s name should be redacted to initials only. Enter a minor’s initials as party text for the parent. The full name of the minor may be disclosed in a redaction index filed under seal.

Example: John Smith, individually & on behalf of his minor child M D S
Last name field: Smith
First name field: John

Party Text: individually & on behalf of his minor child M D S

- John Doe, Jane Does, or Unknown Parties: If John Does are numbered, please do not add the numbers or letters to the party name. Search for the appropriate Doe or Unknown party in last name, select it, and add the numbers or letters in party text.

ALIASES

- When entering a party with an alias, select the “alias” button near the bottom of the party information screen. As with parties, the system searches to determine if the name already exists. If the alias name does not exist, add it to the database using the same guidelines within this document, and select the appropriate “alias type.”

Example: A B C Corporation formerly known as D E F Corp
Party name: A B C Corp
Alias name: D E F Corp
Alias type: fka

ESTATES/SUCCESSIONS

- Last name & “Estate” or “Succession” belong in last name field. If an estate or succession also contains a generation, this information belongs in last name between the name and the word “Estate.”

Example: Estate of Sam G Smith
Last name: Smith Estate
First name: Sam
Middle name: G

COMPANIES

- Having already received numerous cases, most Takeda entities have been entered in our system. **Rarely** should it be necessary to add a Takeda party.
- Company names belong in the Last/Business name field.
- If the company name contains the name of a state: always spell it out. Do not abbreviate Louisiana in a company name (i.e. Banc One Louisiana Corp)
- Acronyms always contain a space in between the letters. The system requires two (2) consecutive letters for a search; it will be necessary to put a question mark (?) between the first and second letters to search for the company name. Corporate designations, such as L L C, also contain spaces.

Example: I C A R O M
Last name: I?C (to search system)
Last name: I C A R O M (to add to system)