

## WESTERN DISTRICT OF LOUISIANA STANDARD GUIDELINES FOR ADDING PARTIES

**ALWAYS search thoroughly** for party names before adding a name to the database.

Please do not create new party names without first expanding your search to be sure the name does not already exist. This affects the court's index and ability to find cases involving parties.

### COMPANIES

To search, completely type out the first word of a company name, then click Search.

There are many company names that are very common and will already be in the database (for example: Willis-Knighton, Wal-Mart, GlaxoSmithKline, etc). For companies that may contain dashes, hyphens, parentheses, numbers, or slashes (i.e. Noram (U S A) Inc; Blue Cross/Blue Shield Insurance Co; Valve-O-Matic; A-1 Transport), **search both with and without** the special characters. A question mark may be used as a **“wild card”** in place of a character when unsure how the name should be entered, i.e. “Wal?Mart” would find both Wal-Mart and Wal Mart.

Company names belong in the Last/Business name field.

DO NOT use punctuation (i.e. no commas or periods).

Always use & 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.

If the company name contains the name of a state: always spell it out, i.e. do NOT abbreviate Louisiana in a company name (i.e. Banc One Louisiana Corp)

Acronyms always contain a space in between the letters, i.e. A B C Corp. A minimum of two (2) consecutive letters is required for a search. It will be necessary to put a question mark (?) between the first and second letters to search for the company name, I C A R O M (i.e. search by using I?C). Corporate or company designations, such as L L C, are also input with spaces between each letter.

### INDIVIDUALS

Enter as much detail as possible for individual names, including first, middle, and last name of an individual, along with generation (i.e. Jr, Sr, III, etc).

DO NOT use punctuation (i.e. no commas or periods).

Party text may be used to clarify a person's role in a case (e.g., as trustee, tutrix, etc.) if necessary or with a minor child's name (see below). NO OTHER information is required on the Party Information screen.

**Titles:** ONLY use the Title field when there is only one name and a title (i.e. Officer Jones). If there is a first name, do **not** add a title. If the party is named with only a title and what appears to be a first name, that name must be put in the Last name field, even though it appears to be the First name. (Ex. Dr Robert - "Dr" goes in Title and "Robert" goes in Last name).

**Multiple names:** If there are multiple names (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). However, if there is a hyphenated name (Allison Sue Smith-Teague), the hyphenated name belongs together in the same field, (i.e., "Smith-Teague" should go together in the Last name field.)

**Minors:** A minor's name should be limited to initials. Enter a minor's initials as Party Text. (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 numerous John Does are named, do not add the numbers or letters to the party name. Select the applicable party name in the database and add the numbers or letters in the **Party Text** field. If unknown parties are named, use the Last name field and begin your search with the word "Unknown". There are many Unknown parties already in the database, so search before adding.

Example: *John Does 1-10*  
Last name field: Does  
First name field: John  
**Party Text:** 1-10

## ALIASES

When entering a party that has an alias name, select the "alias" button. Search the database to determine if the name already exists. If the alias name does not exist, add it to the

database following the party name instructions contained herein, and with the appropriate "Alias type" designation.

Example: *A B C Corp 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 (ex. Sam G Smith Estate – "Smith Estate" in Last name, "Sam" goes in First name, "G" goes in Middle name.) If there is a generation reflected in the name, i.e. Sam G Smith Jr Estate, "Smith Jr Estate" goes in Last name, "Sam" goes in First name, "G" goes in Middle name.

## **WARDENS/PRISONS**

MOST prison and warden names are already in the database, as well as many other staff positions of the prisons.

Example: *Warden of LaSalle Correctional Center*  
Last Name: LaSalle Correctional Center  
First Name: Warden

Example: *Medical Staff of Concordia Parish Correctional Facility*  
Last Name: Concordia Parish Correctional Facility  
First Name: Medical Staff

Example: *Red River Parish Correctional Facility*  
Last Name: Red River Parish Correctional Facility

## **UNIONS**

Always begin any union with the Local Union # first even if the Local # on the pleading is reflected at the end of the name.

Example: *Plumbers and Steamfitters Health and Welfare Fund Local # 141*  
Last Name: Local 141 Plumbers & Steamfitters Health & Welfare Fund

## **GOVERNMENT ENTITIES**

**CITY & PARISHES:** The type of agency goes in First name ("School Board" or "City of"), the city or parish name goes in last name ("Tensas Parish" or "Bunkie").

Example: *Tensas Parish School Board*

Last Name: Tensas Parish  
First Name: School Board

Example: *City of Bunkie*  
Last Name: Bunkie  
First Name: City of

**STATE & FEDERAL:** The *name of the government* goes in First name with the appropriate designation (“U S Dept of”, “LA Dept of”), and the *name of the agency* goes in Last name (“Air Force”, “Supreme Court”, “Health & Human Services”, etc...).

Example: *U S Commissioner of Social Security Administration*  
Last Name: Social Security Administration  
First Name: U S Commissioner

Example: *Department of the Air Force*  
Last Name: Air Force  
First Name: U S Dept of

Example: *Louisiana Department of Probation and Parole*  
Last Name: Probation & Parole  
First Name: LA Dept of

#### **ADDRESSES:**

**Do NOT enter OR edit an address for any party.** If the applicable party name contains an address, **accept the name** with the address even if it is not the correct address or relevant to your party. The address will not appear on the docket sheet.

**Do NOT check the box next to “Show this address on the docket sheet.”** If checked, noticing to this party may be adversely affected.