

**WESTERN DISTRICT OF LOUISIANA
STANDARD GUIDELINES FOR ADDING PARTIES**

(You may contact our Help Desk at 1-866-323-1101 for additional guidance if needed)

SEARCH BEFORE ADDING!!!

- **ALWAYS search thoroughly** for party names before adding a name to the database. **DO NOT** create new party names without first expanding your search to be sure the name does not already exist in the database.
- Begin the search by completely typing only the first word of a company name.
- 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.
- 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, i.e. “* Succession” will find all names containing “Succession”.

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.

COMPANIES

- 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** (e.g., companies that start with letters) 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 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 (**without** punctuation). Select the appropriate party role type (i.e. plaintiff, defendant, etc.). Party text may be used if necessary. NO OTHER information should entered 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:** Because of FRCP 5.2, a minor’s name may include only their 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
 Part Text: individually & on behalf of his minor child M D S
- **John Doe, Jane Does, or Unknown Parties:** If numerous John Does are named, NEVER 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 (located near the bottom of the party information screen). 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. Select the applicable Unknown party.
 Examples:
 John Does 1-10
 Last name field: Does
 First name field: John
 Party Text: 1-10

Unknown Nurses 1-2

Last name field: Unknown Nurses

Party Text: 1-2

ALIASES

- When entering a party that has an alias name, select the “alias” button (located near the bottom of the party information screen). Search the database to determine if the name already exists in the database. If the alias name does not exist in the database, 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” goes 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: *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

SOCIAL SECURITY CASES

- The defendant’s name should always be entered as:

Last Name: Social Security Administration

First Name: U S Commissioner

[The commissioner is the only defendant in social security cases even though the U S Attorney, the U S Attorney General, and the Office of General Counsel for the Social Security Administration are served with the complaint.]