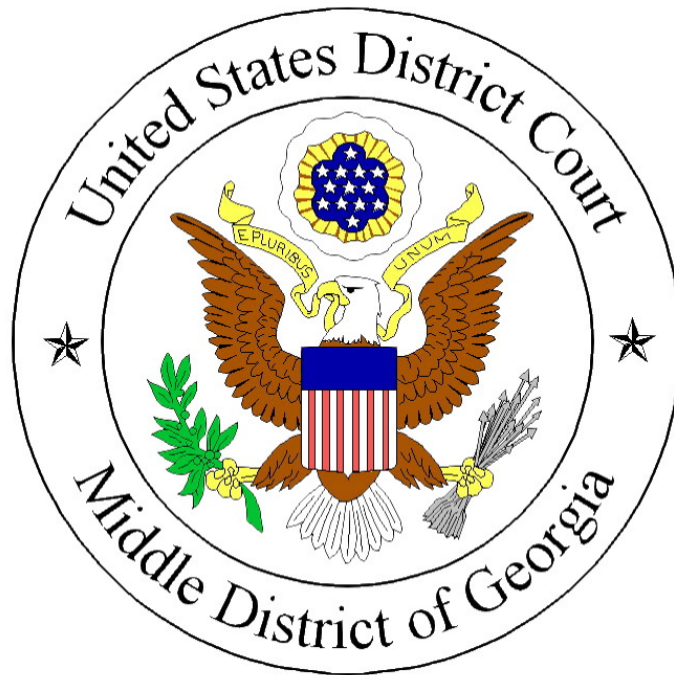


UNITED STATES DISTRICT COURT

FOR THE

MIDDLE DISTRICT OF GEORGIA



ATTORNEY STYLE GUIDE FOR E-FILING

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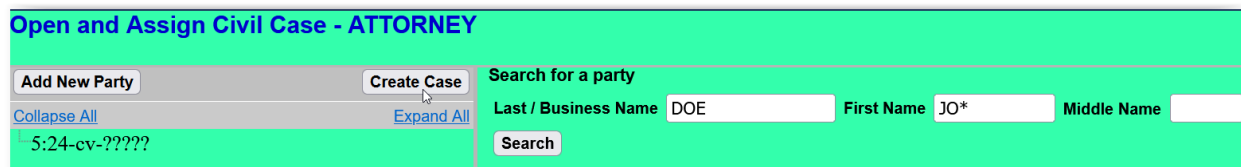
SEARCHING/ADDING PARTIES

It is **VERY IMPORTANT** to properly search for parties by using the following instructions:

From the **Search for a party** screen, enter the **LAST NAME** and the **FIRST TWO LETTERS** of the **FIRST NAME** followed by an asterisk *****.

Instructions for selecting existing party

In this example the party to be added to the case is JOHN DOE.



Open and Assign Civil Case - ATTORNEY

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

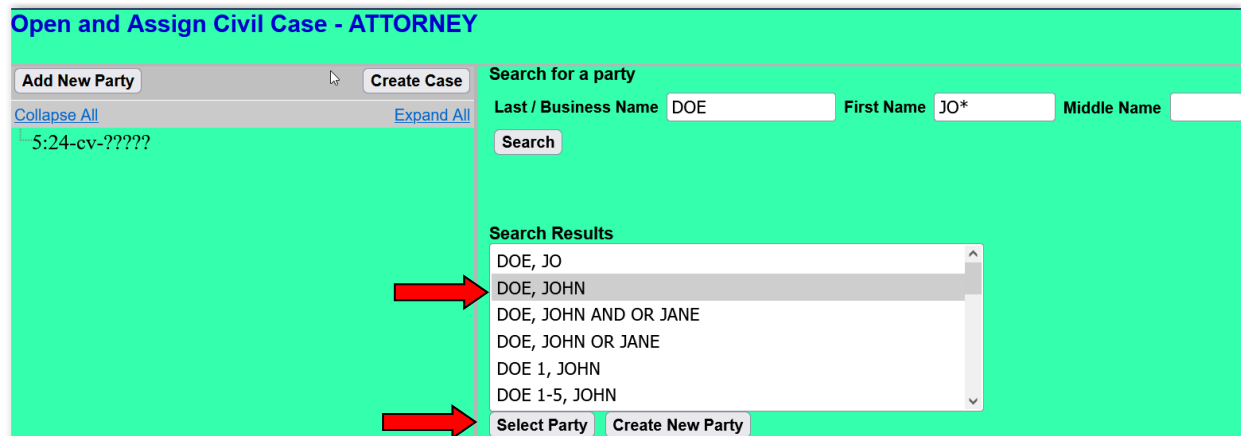
[Collapse All](#) [Expand All](#)

5:24-cv-?????

Search for a party

Last / Business Name First Name Middle Name

After searching for **DOE, JO***, the following DOE parties were found:



Open and Assign Civil Case - ATTORNEY

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

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

5:24-cv-?????

Search for a party


Last / Business Name First Name Middle Name

Search Results

- DOE, JO
- DOE, JOHN**
- DOE, JOHN AND OR JANE
- DOE, JOHN OR JANE
- DOE 1, JOHN
- DOE 1-5, JOHN



JOHN DOE is available for selection, so his name is highlighted for selection. Click **Select Party**.

Entering Party Information



Title

Do not use punctuation (e.g. MR, MRS, DR, OFFICER, WARDEN, LIEUTENANT, SERGEANT, UNIT MANAGER, etc).

Role  

Role defaults to **Defendant**. Click the dropdown arrow to select the modify the **Role** as necessary.

DO NOT CHANGE OR ENTER INFORMATION IN THE FIELDS REFLECTED BELOW:

Pro se

Prisoner Id Unit

Office

Address1

Address 2 Show this address on the docket sheet

Address 3 City

State Zip Country

Prison

Phone Fax

Enter additional information regarding party. See [STYLE CONVENTION FOR PARTY NAMES](#) for more information regarding Party Text.

Party text

Do not change **Start Date**. Do not enter **End Date**. Modify **Corporation** as necessary. Leave **Notice** set to **yes**.

Start date End date

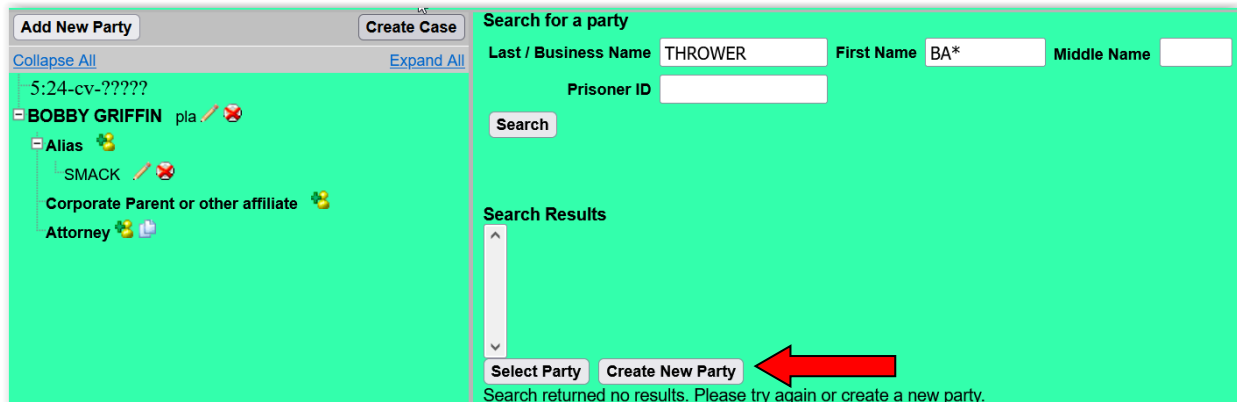
Corporation Notice

[Start a New Search](#)

Click **Add Party** once all party information has been entered. Only select **Start a New Search** if the party you select is incorrect.

Instructions for Adding New Party

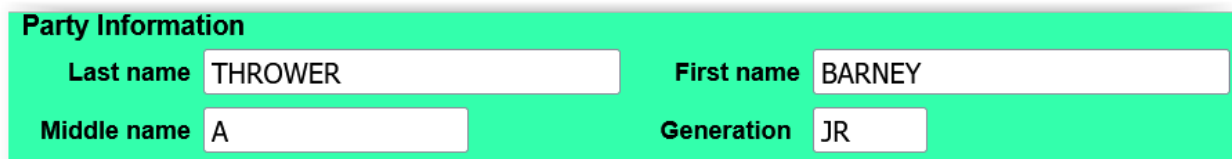
From the **Search for a party** screen, enter the **LAST NAME** and the **FIRST TWO LETTERS** of the **FIRST NAME** followed by an asterisk *.



The screenshot shows the 'Search for a party' interface. On the left, there is a sidebar with a tree view containing 'BOBBY GRIFFIN' and its aliases 'SMACK', 'Corporate Parent or other affiliate', and 'Attorney'. The main area has search fields for 'Last / Business Name' (THROWER), 'First Name' (BA*), and 'Middle Name'. A 'Prisoner ID' field is also present. Below the search fields is a 'Search' button. The 'Search Results' section is empty. At the bottom, there are 'Select Party' and 'Create New Party' buttons. A red arrow points to the 'Create New Party' button. Below the buttons, a message reads: 'Search returned no results. Please try again or create a new party.'

In this example, the search is for **BARNEY A THROWER JR.** Search for **THROWER, BA*** did not return any results. Select **Create New Party**.

Remove BA* and **replace with BARNEY** along with **Middle Name** (or **initial**) and, if applicable, **Generation** (no punctuation).



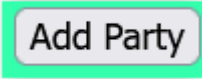
The screenshot shows the 'Party Information' form. It has four input fields: 'Last name' with 'THROWER', 'First name' with 'BARNEY', 'Middle name' with 'A', and 'Generation' with 'JR'.

The only field that appears when creating a new party that does not appear in the




A close-up of the 'Generation' field, which is highlighted in a light blue box. The field contains the text 'JR'.

[Entering Party Information](#) screen is the field (e.g. JR, SR, I, II, III, etc).

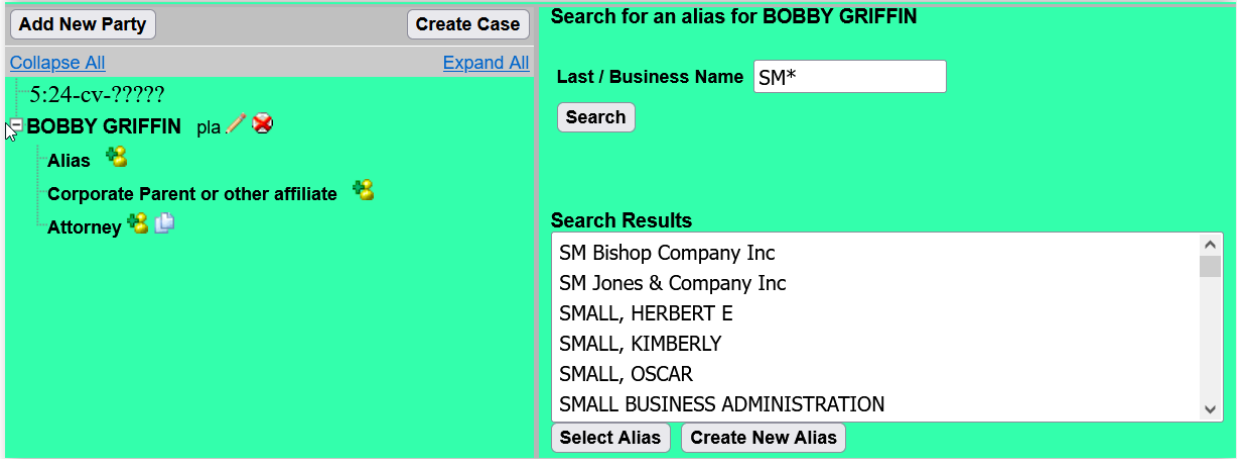
Click **Add Party**  once all party information is entered.

Adding Alias

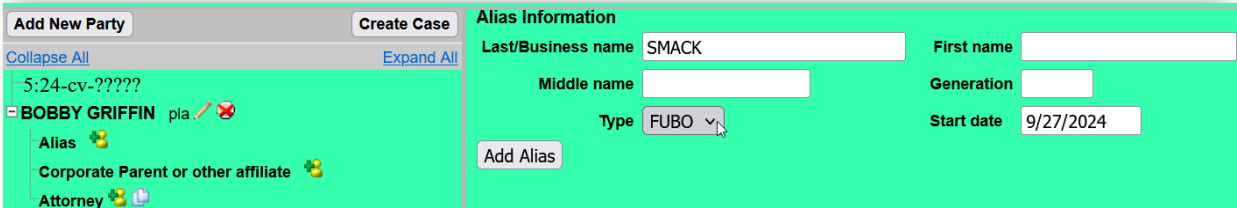
If party has an **Alias**, click Expand All > click  Add alias.



The alias for BARNEY A THROWER JR is **SMACK**. A search for **SM*** does not return a result for **SMACK**. Select **Create New Alias**. If the alias appears in the list of names, highlight the name and click **Select Alias**.



In this example, the entire name goes in the **Last/Business Name** field since it's one word. If alias is not one word enter First name, Middle name (or initial), Generation as necessary. Select the appropriate alias **Type** from the dropdown menu (see [Alias definitions](#)). The **Start date** should reflect the date the case was filed. Click **Add Alias**.



STYLE CONVENTION FOR PARTY NAMES

Abbreviations

DO NOT use numerical digits in names unless part of the official name.

EXAMPLE: 1ST BANK OF THE SOUTH

DO NOT use abbreviations in party names (except for INC and LLC):

EXAMPLE: FORD MOTOR COMPANY (not FORD MOTOR CO.)
FIRST FEDERAL ASSOCIATION (not 1ST FEDERAL ASSOC.)

If **AND** is part of the official name, DO NOT use the ampersand sign for **AND**.

EXAMPLE: B AND D COMPANY
CAMERON AND ASSOCIATES
BRANCH BANKING AND TRUST

Always enter UNITED STATES (do not enter U.S.) when entering a United States Government Agency.

EXAMPLE: UNITED STATES DEPARTMENT OF AGRICULTURE
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Punctuation

Use only the following punctuation/characters as follows:

Hyphens (-) MARY SMITH-BAKER

Apostrophes (') KATHLEEN O'BRIEN

DO NOT use any punctuation when specifying names, including spaces and periods.

EXAMPLE: GMAC, not G.M.A.C. or G-M-A-C
WALMART not WAL-MART

When entering names that have upper and lowercase letters or hyphens, do not insert spaces.

EXAMPLE: PATRICIA DELAGARZA not DE LA GARZA

When entering last names that begin with MC, DE, etc., use proper spacing.

EXAMPLE: MCCAMIC, not MC CAMIC

If capitalized letters appear in succession, do not enter a space between them.

EXAMPLE: LMC DESIGN AND CONSTRUCTION INC not L M C DESIGN AND CONSTRUCTION INC

If the last name is hyphenated, enter both names in the Last Name box.

EXAMPLE: ANGEL LIZARRAGA-DOMINGUEZ
Last Name: LIZARRAGA-DOMINGUEZ
First Name: ANGEL

If there are two last names but no hyphen, use the Last Name and Middle Name boxes.

EXAMPLE: ARTURO GARCIA LIZARRAGA
Last Name: LIZARRAGA
Middle Name: GARCIA
First Name: ARTURO

Aliases and Multiple Names

Alias Definitions

FUBO: For Use And Benefit Of

agent: agent of

aka: also known as

and: as next friend of

asso: as surviving spouse of

bat: by and through

ca: Other Affiliate
cp: Corporate Parent
dba: doing business as
est: deceased
fdb: formerly doing business as
fka: formerly known as
nee: born
ng: Natural Guardian of Minor
nka: now known as
obo: on behalf of
rpi: real party in interest
ta: trading as
trus: Trustee

If another name (such as a nickname) is listed as well as the proper name, the other name should be entered as an alias.

EXAMPLE: MANUAL "MANNY" VALLE
 First Name: MANUEL
 Last Name: VALLE
 Alias First Name: MANNY
 Alias Last Name: VALLE

If a party name includes more than a first, middle, and last name, add the extra name to the middle name box.

EXAMPLE: BARBARA JEAN MARY KHOUTOUN
 Last Name: KHATOUN
 Middle Name: JEAN MARY
 First Name: BARBARA

Estate

When entering an estate as a party, **enter the executor/personal representative or conservator as the main party.**

NEVER add the deceased person as the main party.

Enter the deceased person as the alias using the role type **est (estate of)**. Executor and personal representative are terms that are used interchangeably. Conservator is a person who has guardianship of a minor's estate.

EXAMPLE: HELEN SMILEY EXECUTOR OF THE ESTATE OF GEORGE SMILEY
Last Name: SMILEY
First Name: HELEN
Party Text: Executor of the Estate of George Smiley
Party Type: pla
Alias Last Name: SMILEY
Alias First Name: GEORGE
Alias Role: est

John and Jane Doe(s) and Unknowns

DO NOT ADD NEW JOHN AND JANE DOE PARTY. Select one of the following existing parties:

JOHN DOE
JANE DOE
JOHN DOES
JANE DOES
JOHN AND OR JANE DOE
JOHN AND OR JANE DOES

New filing containing JOHN DOES 1 and 2 should reflect 1 and 2 in the party text. If you receive a new complaint and the plaintiff has OFFICER JOHN DOE listed as a party, select JOHN DOE from the party list. OFFICER should be entered in the **Title** field. DO NOT add a new party to the database by the name of Officer John Doe.

EXAMPLE: JOHN DOES
Last Name: DOES
First Name: JOHN
Party Text: 1 and 2

EXAMPLE: OFFICER JOHN DOE
Last Name: DOE
First Name: JOHN
Title: OFFICER

If the plaintiff or petitioner files a complaint/petition against someone and doesn't name them specifically, enter the name as JOHN AND OR JANE DOE or JOHN AND OR JANE DOES if multiple defendants.

EXAMPLE: New complaint or petition naming COASTAL STATE PRISON MEDICAL DR.
Last Name: DOE
First Name: JOHN AND OR JANE
Title: DR
Party Text: Coastal State Medical Prison

EXAMPLE: New complaint or petition naming ALL UNIT MANAGERS, ALL COUNSELORS, and ALL COMPLIANCE SPECIALISTS. Party should be added as JOHN AND OR JANE DOES. Party text should reflect All Unit Managers, All Counselors and Compliance Specialists.
Last Name: DOES
First Name: JOHN AND OR JANE
Party Text: All Unit Managers, All Counselors and Compliance Specialists

If the last name of the party is not reflected or if the name of the party is not reflected and the party is only referred to by their title, choose the appropriate DOE party.

EXAMPLE: MS BECKY
Last Name: DOE
First Name: JANE (JOHN if party is male)
Party Text: Ms. Becky

EXAMPLE: Unknown Stark County Sheriff's Deputy
Last Name: DOE
First Name: JOHN AND OR JANE
Party Text: Stark County Sheriff's Deputy

Business Names

Business names should be entered entirely in the Last name field. Do not use the First name or Middle name field when entering business names.

Enter small words that precede business names, such as: THE, A, AN, etc. in the "party text" field.

EXAMPLE: THE FRANKLIN HOTEL
Last Name: FRANKLIN HOTEL
Party text field: The

When a business name is listed in a format that is slightly different than the standard name in the database, select the standard form of the party name and enter the variation of the name in the Party Text Field.

EXAMPLE: BB&T ASSURANCE COMPANY has filed a pleading and upon searching you only find the party in the standard form of BB&T. Select BB&T and add Assurance Company in the Party Text field.

Non-Federal Agencies

For non-Federal government entities, always start with the name of the state, county, city or town followed by the specific name of the entity.

EXAMPLE: DEPARTMENT OF VOCATIONAL REHABILITATION OF NORTH
CAROLINA
Last Name: NORTH CAROLINA DEPARTMENT OF VOCATIONAL
REHABILITATION