

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 the 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 of the filing instructions.

Search the parties as follows:

Example:	Last Name:	Smith
	First Name:	Albert
	Party Text:	All other information describing the party, i.e. In His Official Capacity, Individually, etc.

If the actual identity of a party is unknown, you may include a "Doe" party in your complaint, but do not add a "Doe" party to the case in CM/ECF.

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*

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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 of the filing instructions.

Cities/Towns/States

Enter the name of the City, town or state, in the Last Name field and search. If "State of Rhode Island" is listed following the city or town, do not include it in your search criteria.

Example: City of Providence, Rhode Island
Search Last Name field: City of Providence

If a particular department in a city is listed following the city or town, do not include the department in your search, but check the search results for the department and select that party if it is listed. If it is not listed, click the "Create New Party" button under the search results and complete the Last Name field. Proceed to the party information screen on page 8 of the filing instructions.

Example: City of Providence City Clerk's Office
Search Last Name field: City of Providence

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.

U.S. Agencies

Example: Department of Agriculture
Search Last Name field: US Department

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

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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 ECF Help Desk for guidance. Please do not enter parties in ALL CAPS unless it is an acronym, or complete any address/phone or email information on the party screen.

Individual

Enter Last name; First name; Middle name; Generation; Title; and Party text fields as appropriate. **Leave all other fields blank.** Do not enter party text for descriptive information, if it is available as an alias. You will be given an opportunity to select alias code on page 11. Pursuant to Fed. R. Civ. P. 5.2, for cases involving minor children, use only their initials. Please refer to the following examples:

Example:	Last Name:	Smith
	First Name:	Albert
	Middle Name:	S.
	Generation:	Jr.
	Title:	Dr.
	Party Text:	In his official capacity as Director of Health

Example:	Last Name:	Rogers
	First Name:	Robert
	Title:	Correctional Officer
	Party Text:	Personally and in his official capacity as Correctional Officer, A.C.I.

Example:	Last Name:	Turner
	First Name:	Clarise
	Party Text:	Ppa A.S., a minor

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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, if it is available as an alias. You will be given an opportunity to select alias codes on page 11. Please refer to the following examples:

Example:	Last Name:	ABC Company, Inc.
	Party Text:	A Delaware Limited Liability Company

Cities/Towns/States

Enter name of the city, town or state as it appears in the caption of the initiating document in the Last name field. Enter “City of,” “Town of,” “State of” before the city, town, or state that is captioned in the initiating. Please refer to the following examples:

Example:	Providence
Last Name	City of Providence

Example:	Rhode Island
Last Name:	State of Rhode Island

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:	Savage the Sound
Party Text:	USA For the use and benefit of Salvage the Sound

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Vessels

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.

Example:	Golden Sails, M/V Hull #NJ1234, a 24' Boston Waler
Last Name:	Golden Sails, M/V Hull #NJ1234
Party Text:	A 24' Boston Waler

Real & Personal Property

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

Example:	5 Sun Street, Providence, RI
Last Name:	5 Sun Street, Providence, RI

Example:	\$10,000.00 In US Currency held in safe deposit box #123 at Citizens Bank
Last Name:	\$10,000.00 In US Currency
Party Text:	held in safe deposit box #123 at Citizens Bank

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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.

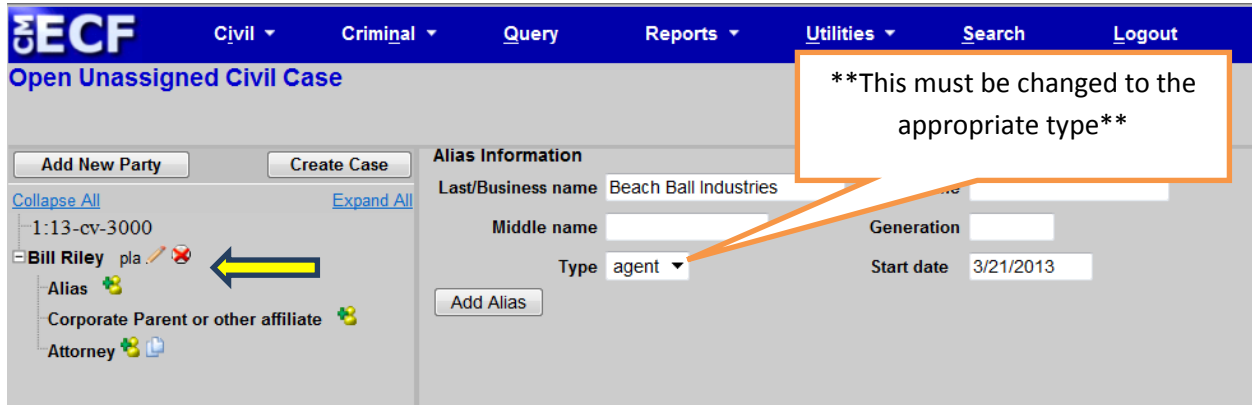
Party Roles

Amicus	Counter Defendant	Intervenor Plaintiff
Appellant	Creditor	Material Witness
Appellee	Cross Claimant	Mediator
Arbitrator	Cross Defendant	Movant
Claimant	Custodian	Notice
Consol Claimant	Debtor-In-Prosess	Objector
Consol Counter Claimant	Defendant	Petitioner
Consol Counter Defendant	Fourth Party Defendant	Plaintiff
Consol Cross Claimaint	Fourth Party Plaintiff	Receiver
Consol Cross Defendant	Garnishee	Respondent
Consol Defendant	In Re	Special Master
Consol Plaintiff	Interested Party	Taxpayer
Consol Third Party Defendant	Interpleader	Third Party Defendant
Consol Third Party Plaintiff	Intervenor	Third Party Plaintiff
Counter Claimant	Intervenor Defendant	Trustee

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Alias Type

Alias information may be added by selecting the alias icon located under the party on the left-hand side of the split screen. Select Add Alias.



Alias Types	Description
Agent	Agent of
Aka	Also known as
dba	Doing business as
fdba	Formerly doing business as
fka	Formerly known 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 party icon as described on page 11. Add the descriptive information in the Party text field.

Repeat search steps until all parties have been added.