

United States District Court

Central District of California



**Instructions for Searching and Adding Parties for
Attorney Civil Case Opening**

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SEARCH FOR A PARTY NAME

Please be sure to conduct a thorough search **before** creating a new party. The system will display the **Party search results** screen and list the matching party records in alphabetical order. Scroll through this list to find the party name record which matches the party name exactly as it appears on the pleading. Click on the matching party name to select it, and then click the **Select name from list** button. If the system displays the message “No person found” then proceed to the **Create a Party** section on **page 7** for further instructions. Please see the examples on the following pages to use as a reference when adding various party names.

Please **do not** enter parties in ALL CAPS or complete any address/phone or email information on the **Party Information** screen. Only use capital letters if a business or entity name includes capital letters such as: ABC Plumbing Company

NOTE: When searching for a party name, you may use the asterisk symbol (*) at the end of a name to find all the different variations of that party name.

Search for a party

Last / Business Name First Name Middle Name

Individuals

Type the party’s full last name and first name in the corresponding fields exactly as it appears on the pleading. If applicable, enter the middle name or middle initial in the **Middle Name** field. Click **Search**.

Example: Stanley M. Smith, an individual
 Last Name: Smith
 First Name: Stanley
 Middle Name: M

Businesses

Type the business name in the **Last/Business Name** field exactly as it appears on the pleading. Click **Search**.

Example: The Wall Street Journal, a corporation
 Last Name: The Wall Street Journal

Does

If the actual identity of a party is unknown, they may be sued as a “Doe” party.

Example 1: Does 1 through 10, inclusive	Example 2: John Doe, 1-10
Last Name: Does	Last Name: Doe
First Name: Leave blank	First Name: John

City/Town/County/State

Type the name of the city, town, county or state in the **Last/Business Name** field exactly as it appears on the pleading. Click **Search**.

Example: The State of California

Last Name: The State of California

Example: The City of Los Angeles, a municipal governmental entity

Last Name: The City of Los Angeles

The screenshot shows a web form titled "Search for a party". It has two input fields: "Last / Business Name" containing "The State of Califor" and "Prisoner ID" which is empty. Below the fields is a "Search" button. Underneath is a "Search Results" section with a list of six entries, each being "The State of California". At the bottom of the results are two buttons: "Select Party" and "Create New Party".

United States of America

Type the party exactly as it appears on the pleading in the **Last/Business Name** field. Click **Search**.

Example: USA

Last Name: USA

Example: United States of America

Last Name: United States of America

Agencies

Type the agency name in the **Last/Business Name** field exactly as it appears on the pleading. Click **Search**.

Example: Department of Homeland Security

Last Name: Department of Homeland Security

Example: Carolyn W. Colvin, Acting Commissioner of Social Security Administration
Last Name: Colvin
First Name: Carolyn
Middle Name: W

OTHER PARTIES

Domain Names

Example 1: FordMotorCompany@aol.com Example 2: john_smith@yahoo.com
Last Name: FordMotorCompany@aol.com Last Name: john_smith@yahoo.com

Guardian ad Litem Names

Example: Barry Smith individually and as Guardian ad Litem for J.E.S, a minor
Last Name: Barry
Middle Name: Smith

Create a second party for the capacity as guardian ad litem

Example: Smith
Last Name: Barry
Middle Name: Leave blank

Minors

Pursuant to F.R.Civ.P. 5.2, for cases involving minor children, **use only their initials**. Enter the minor's initial followed by a period (.) in the last, first, and middle name fields.

Example: J.A.S., a minor by and through his guardian ad litem, Carl Silverton
Last Name: S.
First Name: J.
Middle Name: A.

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, and should NOT be added as party.

Example: USA for the use and benefit of Salvage the Sound
Last Name: Salvage the Sound

Vessels

Enter the name of the vessel in the **Last/Business Name** field. Enter the property description in the party text field. Omit anything concerning tackle, engines, apparel, etc.

Example: Golden Sails, M/V Hull #NH1234, a 24' Boston Whaler

Last Name: Golden Sails, M/V Hull #NH1234

Real and Personal Property

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/Business Name** field.

Example: 2005 Blue Nissan Maxima VIN# 1234567890

Last Name: 2005 Blue Nissan Maxima VIN# 1234567890

Example: \$10,000.00, in U.S. Currency held in safe deposit box #123 at People's Bank

Last Name: \$10,000.00 in US Currency

Example: UPS Package, tracking number 123456789, addressed to John Smith, 123 Main Street, Anywhere, CA

Last Name: UPS Package tracking number 123456789

CREATE A PARTY NAME

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 (See Page 9 for instructions). The second time you add the party you will get a message that this is a duplicate party. Disregard this message and add the duplicate party. Since many parties are already in the database, please conform to the guidelines below.

Please **do not** enter parties in ALL CAPS or complete any address/phone or email information on the **Party Information** screen. Only use capital letters if a business or entity name includes capital letters such as: ABC Plumbing Company.

Individuals

Type the Last name, First name, Middle name, and Generation in the appropriate fields. The Generation field is used for **Jr., Sr., I, II, III**, etc., without punctuation. Formal titles such as **Dr., Sgt., Mr.**, should be entered in the Title field without punctuation. Any titles that appear **after** the name should be entered in the **Party text** field (e.g. M.D., Ph.D., D.D.S.). Click the **Search** button. If there's a match, select the party that does not have an address record. If there are no matches, the system displays the message "No person found." Click **Create New Party**. To add additional parties, click on **Add New Party** until all the parties have been added to the case. Please see the examples on the following pages to use as a reference when adding various party names.

Party Information	
Last name	First name
Middle name	Generation
Title	
Role	Defendant (dft:pty)
Pro se	No
Prisoner Id	Unit
Office	
Address 1	
Address 2	<input type="checkbox"/> Show this address on the docket sheet
Address 3	City
State	Zip
Prison	Country
Phone	Fax
E-mail	
Party text	
Start date	End date
Corporation	Notice
<input type="button" value="Add Party"/>	

This must be changed to the appropriate role

Party Roles		
Amicus	Counter Defendant	Mediator
Appellant	Creditor	Miscellaneous
Appellee	Cross Claimant	Movant
Arbitrator	Cross Defendant	Objector
Claimant	Debtor-in-possession	Petitioner
Consol Claimant	Defendant	Plaintiff
Consol Counter Claimant	Estate Defendant	Real Party in Interest Defendant
Consol Counter Defendant	Estate Plaintiff	Real Party in Interest Plaintiff
Consol Cross Claimant	Estate of	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
Coordinating Discovery Attorney	Intervenor Defendant	Trustee
Counter Claimant	Intervenor Plaintiff	Unknown

Example: John B. Adams, an individual

Last Name: Adams

First Name: John

Middle Name: B

Party Text: an individual

Example: Dr. Patrick O'Brien, an individual

Last Name: O'Brien

First Name: Patrick

Title field: Dr

Party Text: an individual

Example: John B. Adams, II, an individual

Last Name: Adams

First Name: John

Middle Name: B

Generation: II

Party Text: an individual

Example: Jose Herrera Mendez-Flores, Jr.

Last Name: Mendez-Flores

First Name: Jose

Middle Name: Herrera

Generation: Jr

Party Text: Leave blank

NOTE: For a pro se party, the system defaults to "No." DO NOT change this field.

Pro se

DO NOT enter any address information.

Individual and Official Capacity

Parties captioned in more than one capacity/role must be entered separately. The second time you add the party you will get a message that this is a duplicate party. Disregard this message and add the duplicate party.

Example: John M. Ford, Warden, in his individual and official capacity
Last Name: Ford
First Name: John
Middle Name: M
Party Text: Warden, in his individual capacity

Next, add the party in their second capacity.

Last Name: Ford
First Name: John
Middle Name: M
Party Text: Warden, in his official capacity

Business Names

Type the name of the business or corporation in the **Last/Business name** field.

Example: U.S. Auto Service, Inc.
Last Name: US Auto Service Inc

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

Does

Example 1:	John Doe 1 through 10	Example 2:	Does 1-10, inclusive
Last Name:	Doe	Last Name:	Does
First Name:	John	First Name:	Leave blank
Party Text:	1 through 10	Party Text:	1-10, inclusive

City/Town/County

Type the name of the city, town, or County in the **Last/Business name** field.

Example: The City of Los Angeles
Last Name: The City of Los Angeles

United States of America

Type the party in the **Last/Business name** field exactly as it appears on the pleading.

Example 1: USA
Last Name: USA

Example 2: United States of America
Last Name: United States of America

Agencies

Example: Carolyn W. Colvin, Acting Commissioner of Social Security
Last Name: Colvin
First Name: Carolyn
Middle Name: W
Party Text: Acting Commissioner of Social Security

OTHER PARTIES**Domain Names**

Example: FordMotorCompany@aol.com
Last Name: FordMotorCompany@aol.com

Example: john_smith@yahoo.com
Last Name: john_smith@yahoo.com

Guardian ad Litem Names

Pursuant to F.R.Civ.P. 5.2., for cases involving minor children, **use only their initials**. Enter the minor's initial followed by a period (.) in the last, first, and middle name fields.

Example: Barry Smith individually and as Guardian ad Litem for J.E.S, a minor
Last Name: Barry
Middle Name: Smith
Party Text: individually

Create a second party for the capacity as guardian ad litem.

Example: Smith
Last Name: Barry
Middle Name: Leave blank
Party Text: as Guardian Ad Litem for J.E.S., a minor

Minors

Pursuant to F.R.Civ.P. 5.2., for cases involving minor children, **use only their initials**. Enter the minor's initial followed by a period (.) in the last, first, and middle name fields.

Example: J.A.S., a minor by and through his guardian ad litem, Carl Silverton
Last Name: S.
First Name: J.
Middle Name: A.
Party Text: a minor by and through his guardian ad litem, Carl Silverton

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, and should NOT be added as party.

Example: USA for the use and benefit of Salvage the Sound
Last Name: Salvage the Sound
Party Text: USA for the use and benefit of

Vessels

Enter the name of the vessel in the **Last name** field. Enter the property description in the party text field. Omit anything concerning tackle, engines, apparel, etc.

Example: Golden Sails, M/V Hull #NH1234, a 24' Boston Whaler
Last Name: Golden Sails, M/V Hull #NH1234
Party Text: a 24' Boston Whaler

Real and Personal Property

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.

Example: 2005 Blue Nissan Maxima VIN# 1234567890
Last Name: 2005 Blue Nissan Maxima VIN# 1234567890

Example: \$10,000.00, in U.S. Currency held in safe deposit box #123 at People's Bank
Last Name: \$10,000.00 in US Currency
Party Text: held in safe deposit box #123 at People's Bank

Example: UPS Package, tracking number 123456789, addressed to John Smith, 123 Main Street, Anywhere, CA
Last Name: UPS Package tracking number 123456789

Party Text: addressed to John Smith, 123 Main Street, Anywhere, CA

ALIAS TYPE

Alias information may be added to a party by selecting the alias icon Search for the alias name in the **Last/Business name** field before creating a new party. Select the appropriate alias type from the drop down menu. Click **Add Alias**.



Alias Information


Last/Business name: Nissan First name:

Middle name: Generation:

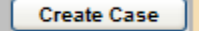
Type: aka (dropdown menu open showing options: adlitm, agent, aka, ben, bhe, dba, esa, estate, fdba, fka, heirto, nee, nxtrn, obo, other, rpi, subfor, sucscr, ta) Start date: 3/27/2013

Alias Type	Description	Alias Type	Description
adlitm	Guardian ad Litem	fka	Formerly known as
agent	Agent of	heirto	Heir to
aka	Also known as	nee	Born
ben	As beneficiary of	nxtrn	Next of Friend
bhe	Beneficiary and Heir to the estate of	obo	On behalf of
dba	Doing business as	other	Other
esa	Erroneously sued as	rpi	Real party in interest
estate	Estate of	subfor	Substituted for
fdba	Formerly doing business as	sucscr	successor

		ta	Trading as
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If you do not find the applicable alias type in the drop down menu, edit your party by selecting the edit icon . Add the descriptive information in the party text field.

Repeat the search and create steps until all parties have been added. After all parties have been added, click



NOTE: Once you click **Create Case**, you can NOT go back and add parties.

This completes the searching and adding parties portion of e-filing your case. You will be prompted to docket your lead event (e.g., Complaint, Notice of Removal, etc.).