



**UNITED STATES DISTRICT COURT**  
DISTRICT OF CONNECTICUT

# **INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES**

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# INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

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# **INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES**

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## **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 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.

### **"Doe" & Unknown parties**

If the actual identity of a party is unknown, they may be sued as a "Doe" party. In these instances, please search for the parties as follows:

Example:      Last Name:    Doe  
                  First Name:    As listed in the caption, e.g. John, Jane  
                  Party Text:    All other information describing the party, e.g. 1-10

Please choose a suitable "Doe" party from the database. If there is more than one Doe party listed in the caption, please enter each individually. 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.

There are also instances where the party captioned starts with "Unknown..." In these instances, please enter or search for the parties in the last name field:

Example:      Unknown Hartford Police Officers, individually  
Last Name:    Unknown Hartford Police Officers  
Party Text:    individually

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## 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

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.

## Cities/Towns/States

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

Example:                                   City of Hartford, Connecticut  
Search Last name field:               Hartford

Example:                                   State of Massachusetts  
Search Last name field:               Massachusetts

If you find your party's name already in the database, select that party. Proceed to the party information screen on page 8.

## 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.

## Agencies

Enter only the agency name in the Last name field and search.

Example:                                   Department of Homeland Security  
Search Last name field:               Homeland Security

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## Social Security Cases

Enter the parties as they are captioned in the initiating document. In addition, enter the party "Social Security Administration" (unabbreviated) as an "Interested Party." This will enable the General Counsel's Office, and the document production facility that produces the administrative transcripts to receive timely notification of all activity in these cases.

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

## **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 Clerk's Office for guidance. **Please do not enter parties in ALL CAPS, or complete any address/phone or email information on the party screen.**

## Individual

Enter Last name; First name; Middle name; Generation; and Party text fields as appropriate. **All titles (Ms., Miss, Mr., Dr., Sgt., etc.) must be entered in Party text field. Leave all other fields blank.** Do not enter party text for descriptive information available as an alias. You will be given an opportunity to select alias codes on page 9. Pursuant to this District's Privacy Policy, for cases involving minor children, use only their initials. Please refer to the following examples:

Example:      Last name:      Turner  
                  First name:     John  
                  Middle name:    S.  
                  Generation:    Jr.  
                  Party text:     Administrator of the Estate of Jane Doe

Example:      Last name:      Bissonnette  
                  First name:     Lynn  
                  Party text:     Chief of Police in her individual and official capacities

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Example: Last name: Rogers  
First name: Clarise  
Party text: ppa A.S., a minor

Example: Last name: J.  
First name: K.  
Party text: by & through his parents/next best friend, John Smith

## **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 available as an alias. You will be given an opportunity to select alias codes on page 9. Please refer to the following examples:

Last name: ABC Company, Inc.  
Party text: A Delaware Limited Liability Company

Last name: Plumbers & Pipefitters Local Union 123  
Party Text: Waterbury Regional Office

Last name: Connecticut Laborer's Health & Welfare Fund

Last name: A & B Ltd.

## **Cities/Towns/States**

Enter only the name of the city, town or state as it appears in the caption of the initiating document in the Last name field. Enter "Town of," "City of," or "State of" in the First name field. Please refer to the following examples:

Example: Town of New Milford  
Last name: New Milford  
First name: Town of

Example: State of Vermont  
Last name: Vermont  
First name: State of

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## **Agencies**

Enter the name of the agency as it appears in the caption of the initiating document in the Last name field. Enter “Department of” in the First name field. Please refer to the following examples:

Example: Department of Homeland Security  
Last name: Homeland Security  
First name: Department of

Example: State of Connecticut Department of Motor Vehicles  
Last name: Motor Vehicles  
First name: Department of  
Party text: State of Connecticut

Example: Waterford Board of Education  
Last name: Waterford Board of Education

Example: Board of Education of Waterford  
Last name: Education  
First name: Board of  
Party text: of Waterford

Example: City of Waterford Board of Education  
Last name: Education  
First name: Board of  
Party text: City of Waterford

Example: Board of Education, City of Waterford  
Last name: Education  
First name: Board of  
Party text: City of Waterford

Example: Town of Sherman Board of Selectmen  
Last name: Selectmen  
First name: Board of  
Party text: Town of Sherman

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## **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: Salvage the Sound  
Party text: USA for the use and benefit of

## **Other Parties**

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.

## **Vessels**

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 & Personal Property**

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

Example: 5 Sun Street, Hartford, CT  
Last name: 5 Sun Street, Hartford, CT

Example: \$10,000.00, US Currency held in safe deposit box #123 at People's Bank  
Last name: \$10,000.00, 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, CT  
Last name: UPS Package, tracking number 123456789  
Party Text: addressed to John Smith, 123 Main Street, Anywhere, CT

# INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

## 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. Select Add Party.

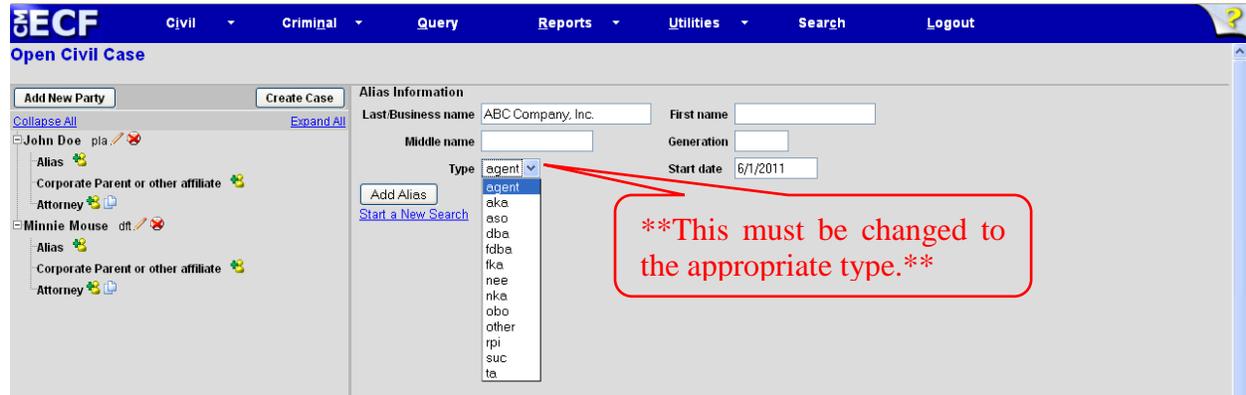
The screenshot shows the ECF Party Information form. The 'Role' dropdown is currently set to 'Defendant (dt:pty)'. A red callout box highlights this dropdown with the text: "\*\*This must be changed to the appropriate role.\*\*". Other fields include Title, Pro se, Prisoner Id, Office, Address 1-3, State, Zip, City, Country, Prison, Phone, Fax, E-mail, Party text, Start date, End date, Corporation, and Notice.

Party Roles		
Amicus	Consol Third Party Plaintiff	Intervenor Plaintiff
Appellant	Consolidated Respondent	Mediator
Appellee	Counter Claimant	Movant
Apportionment Defendant	Counter Defendant	Nominal Defendant
Arbitrator	Creditor	Notice
Bankruptcy	Cross Claimant	Objector
Claimant	Cross Defendant	Petitioner
Complainant	Debtor	Plaintiff
Consol Claimant	Defendant	Receiver
Consol Counter Claimant	Deponent	Respondent
Consol Counter Defendant	Garnishee	Special Master
Consol Cross Claimant	In Re	Taxpayer
Consol Cross Defendant	Interested Party	ThirdParty Defendant
Consol Defendant	Interpleader	ThirdParty Plaintiff
Consol Plaintiff	Intervenor	Trustee
Consol Third Party Defendant	Intervenor Defendant	Witness

# INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

## ALIAS TYPE

Alias information may be added by selecting the alias icon . Select the appropriate alias type. Select Add Alias.



Alias Types	Description
agent	agent of
aka	also known as
aso	as subrogee of
dba	doing business as
fdba	formally doing business as
fka	formerly known as
nee	born
nka	now known as
obo	on behalf of
other	other
rpi	real party in interest
suc	successor
ta	trading as

If you do not find the applicable alias type, edit your party by selecting the edit icon . Add the descriptive information in the Party text field.

Repeat search steps until all parties have been added.