

Adding Party Text

Filing Preparation:

Before you begin to file, be sure to review the following procedures:

- [Attorney's Guide to Opening a Civil Case](#)
- [Standards for Entering Party Names in CM/ECF](#)

Important Definitions

- **Party Name:** First, Middle, and Last Name, only, as exactly listed on the complaint or petition.
- **Party Alias:** Another name that a person or business is also known by as listed on the initiating document. Often it is preceded by phrases such as “also known as (aka)” or “doing business as (d/b/a)” or “estate of.”
- **Party Text:** Any text describing an individual or business as listed on the initiating document other than the alias. This includes ranks and/or titles.

Filing instructions

You are required to add all party text listed on the initiating document when you are adding parties to a case.

I. Before You Get Started

Have your initiating document available. This will help you enter the party information, including party text, correctly. If the information is not on the initiating document, it should not be entered while adding a party name, alias, or party text.

II. Where/When to Add Party Text

Party text should be added after you select the party name and while you add the **Role** and **Pro se** status.

Party Information
Dorothy Moore

• Fields with a ✓ are applicable to all parties
• Fields outlined in RED should only be completed if the party is Pro Se

1 Title

2 ✓ Role

✓ Pro se

Prisoner Id Unit

Phone Fax

3 Party text

Start date End date

Corporation Notice

[Start a New Search](#)

Adding Party Text

III. Adding Party Text

In the below example complaint, there are three parties:

1. Dorothy Moore
2. Andre L Young, and;
3. Doctors Clinic Inc

<p style="text-align: center;">DOROTHY MOORE and Sergeant ANDRE L. YOUNG</p> <p style="text-align: center;">Plaintiffs,</p> <p style="text-align: center;">vs.</p> <p style="text-align: center;">DOCTORS CLINIC INC d/b/a DOCTORS COMPANY, a Washington company</p> <p style="text-align: center;">Defendant</p>	<p>Case No.:</p> <p>COMPLAINT (JURY DEMAND)</p>
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Two of which have corresponding party text:

Party Name	Party Text
I. Andre L Young	Sergeant
II. Doctors Clinic Inc	a Washington company

You would enter them as follows:

Andre L Young	Doctors Clinic Inc
<div style="border: 1px solid gray; padding: 5px;"> <p>Party Information Andre L Young</p> <ul style="list-style-type: none"> Fields with a ✓ are applicable to all parties Fields outlined in RED should only be completed if the p <p>Title <input type="text"/></p> <p>✓ Role <input type="text" value="Plaintiff (pla:pty)"/></p> <p>✓ Pro se <input type="text" value="No"/></p> <p>Prisoner Id <input type="text"/></p> <p>Office <input type="text"/></p> <p>Address1 <input style="border: 1px solid red;" type="text"/></p> <p>Address 2 <input style="border: 1px solid red;" type="text"/></p> <p>Address 3 <input style="border: 1px solid red;" type="text"/></p> <p>State <input style="border: 1px solid red;" type="text"/> Zip <input style="border: 1px solid red;" type="text"/></p> <p>Prison <input type="text"/></p> <p>Phone <input style="border: 1px solid red;" type="text"/></p> <p>Party text <input style="border: 1px solid red;" type="text" value="Sergeant"/></p> <p>Start date <input type="text" value="3/30/2020"/></p> <p>Corporation <input type="text" value="no"/></p> <p>Add Party</p> <p>Start a New Search</p> </div>	<div style="border: 1px solid gray; padding: 5px;"> <p>Party Information Doctors Clinic Inc</p> <ul style="list-style-type: none"> Fields with a ✓ are applicable to all parties Fields outlined in RED should only be completed if the p <p>Title <input type="text"/></p> <p>✓ Role <input type="text" value="Defendant (dft:pty)"/></p> <p>✓ Pro se <input type="text" value="No"/></p> <p>Prisoner Id <input type="text"/></p> <p>Office <input type="text"/></p> <p>Address1 <input style="border: 1px solid red;" type="text"/></p> <p>Address 2 <input style="border: 1px solid red;" type="text"/></p> <p>Address 3 <input style="border: 1px solid red;" type="text"/></p> <p>State <input style="border: 1px solid red;" type="text"/> Zip <input style="border: 1px solid red;" type="text"/></p> <p>Prison <input type="text"/></p> <p>Phone <input style="border: 1px solid red;" type="text"/></p> <p>Party text <input style="border: 1px solid red;" type="text" value="a Washington Company"/></p> <p>Start date <input type="text" value="3/30/2020"/></p> <p>Corporation <input type="text" value="no"/></p> <p>Save Changes</p> <p>Start a New Search</p> </div>

Adding Party Text

They would appear on the docket as follows:

Plaintiff
Andre L Young
Sergeant

V.

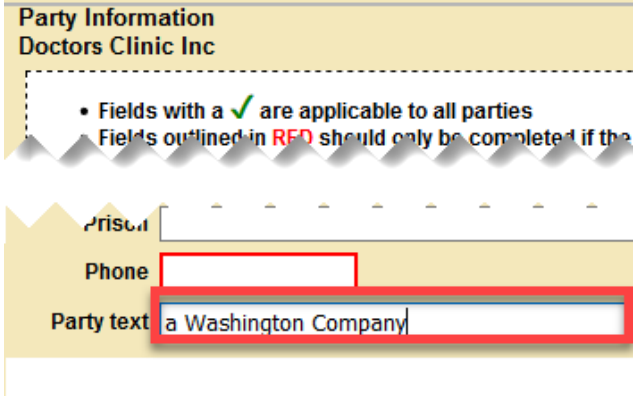
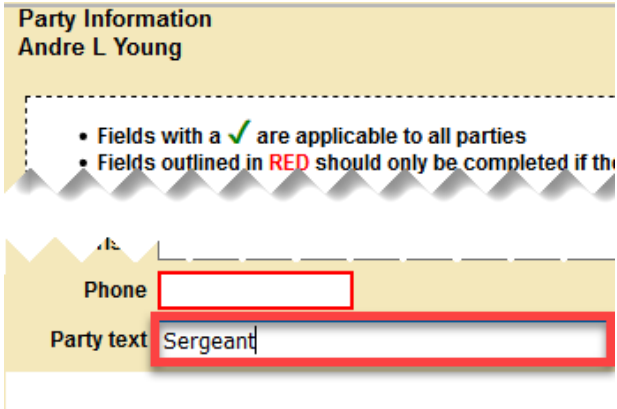
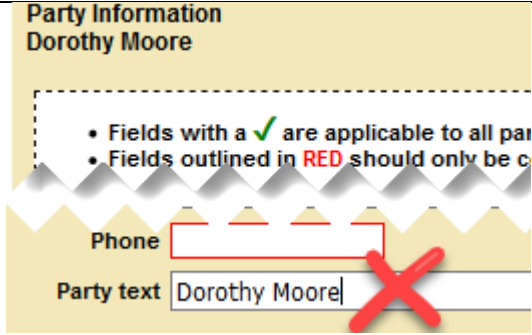
Defendant
Doctors Clinic Inc
a Washington company

IV. Adding Party Text Tips


<p>DOROTHY MOORE and Sergeant ANDRE L. YOUNG</p> <p style="text-align: center;">Plaintiffs,</p> <p>vs.</p> <p>DOCTORS CLINIC INC d/b/a DOCTORS COMPANY a Washington company</p> <p style="text-align: center;">Defendant</p>	<p>Case No.:</p> <p>COMPLAINT (JURY DEMAND)</p>
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Tips	Examples
<p>Leave the Party text field blank if there is no party text on the initiating document.</p>	<p>In the example above, you would leave the Party text field for Dorothy Moore blank.</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Party Information Dorothy Moore</p> <div style="border: 1px dashed gray; padding: 5px;"> <ul style="list-style-type: none"> Fields with a ✓ are applicable to all parties Fields outlined in RED should only be completed if the </div> </div> <div style="border: 1px solid gray; padding: 5px;"> <p>ris. <input type="text"/></p> <p>Phone <input style="border: 1px solid red;" type="text"/></p> <p>Party text <input style="border: 1px solid red;" type="text"/></p> </div>

Adding Party Text

Tips	Examples
<p>Include party text as it is shown on the initiating document.</p>	<p>In the example above, you would include the entire phrase “a Washington company” for Doctors Clinic Inc.</p> 
<p>Add titles shown on the initiating document to the Party text field.</p>	<p>In the example above, you would enter “Sergeant” in the Party text field for Andre L Young.</p> 
<p>DO NOT repeat the party name or alias in the Party text field.</p>	<p>Party Information Dorothy Moore</p> 

Adding Party Text

Tips	Examples
<p>DO NOT add party text to the party First Name, Last Name, or Alias fields.</p>	
<p>DO NOT add titles in the Title field.</p>	