

Adding Parties: Party Text and Alias

All party text and aliases must be entered exactly as they appear on the caption.

Party Text: Any text describing an individual or business in the caption of the initiating document. This includes ranks and/or titles.

This information (if applicable) would be found directly under each party's name or directly before each party's name (see below example). *Do not use the Last Name or Title field for this information.* Party text must be entered under **Party text** on the **Party information** screen. If there is no such information in the caption, *leave this field blank.*

DOROTHY MOORE and Sergeant ANDRE L. YOUNG	Case No.:
Plaintiffs,	
vs.	COMPLAINT (JURY DEMAND)
DOCTORS CLINIC INC d/b/a DOCTORS COMPANY, a Washington company	
Defendant	

Aliases: Another name that a person or business is also known by. It is often preceded by phrases such as “also known as (aka)” or “doing business as (d/b/a).”


This information (if applicable) would be found directly under each party's name (see below example). Aliases should be added under **Alias** on the **Party Information** screen. If there is no such information in the caption, *leave this field blank.*


DOROTHY MOORE and Sergeant ANDRE L. YOUNG	Case No.:
Plaintiffs,	
vs.	COMPLAINT (JURY DEMAND)
DOCTORS CLINIC INC d/b/a DOCTORS COMPANY, a Washington company	
Defendant	

For additional details on adding parties, party text, and party aliases, checkout our Attorney Case Opening Guide or Notice of Removal Guide on our website at www.wawd.uscourts.gov.

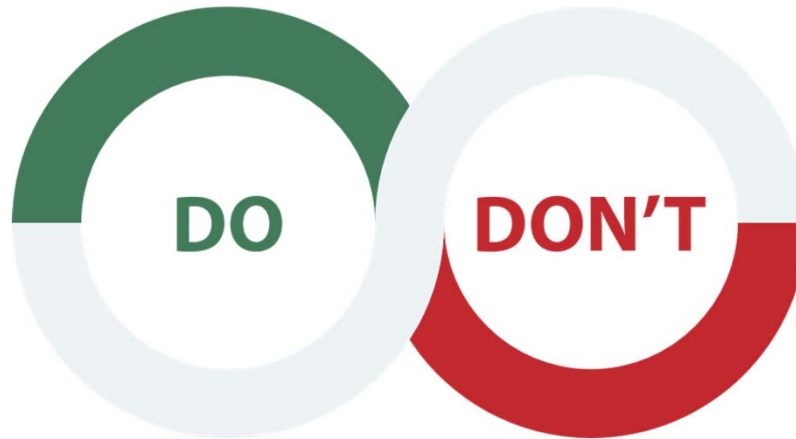
ADDING PARTIES

Add all parties on Complaint 


Add parties in the same order on Complaint 


Add party info exactly as shown 


Add party text and aliases 



 Enter names in ALL CAPS

 Use periods or commas in party names

 Enter addresses for non-pro se parties

 Use the browser back button

See Standards for Entering Party Names into CM/ECF for more detailed information and examples