

US District Court
Western District of Washington

Standards for Entering Party Names
into CM/ECF



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Overview

The following are a list of standards set by the Court for entering party names. Following these standards will ensure uniform case dockets and prevent the creation of unnecessary duplicate records in the CM/ECF database. For detailed information on how to add parties to case, please see the [Attorney's Guide to Opening a Civil Case](#) (Section 4).

NOTE: If an exact match to the party being added to the case is returned in the search results, select this party and do NOT create a new party.

“A” and “The” in Party Names

Do not add the word “The” or the word “A” to a party’s name.

- Only add if “The” or “A” is part of the company name and identified as such in the caption of the initiating document (eg, *The Boeing Corporation* is the actual name of the corporation).

Party Name	Enter Party As
The Shell Oil Company	Last Name: Shell Oil Company
Boeing Company	Last Name: The Boeing Company

Address Standards

Addresses should only be entered at case opening for parties who will be proceeding pro se. The Court will use the address as entered to serve any pro se parties, so addresses should follow USPS standards:

- If the address has a street location of NE, NW, SW, or SE use the abbreviation (without periods). Do not spell out West, East, etc.
- Use the street abbreviations AVE, CIR, DR, ST, but do not use abbreviations in a business name.

Party Address	Enter Address As
1234 Main Street NE, Ste 200	1234 MAIN ST NE STE 200
100 W. Holly Blvd., North Tower, Ste 51	100 W HOLLY BLVD NORTH TOWER STE 51

Alias

An alias is another name that a party is known by or has been known by. This can include nicknames, legal representatives, or business relationships. Any aliases listed in the caption of the initiating document should be added to the appropriate party in the Participant Tree (NOT in the **Party Text** or **First/Last Name** fields). The following is a complete list of available aliases:

Listed in CM/ECF	Alias Type
agent	agent of
aka	also known as
assin	as assignee of
dba	doing business as
div	a division of
est	estate of
exrel	ex rel
fdba	formerly doing business as
mnr	minor
fka	formerly known as
nee	born (usually refers to maiden name)
nka	now known as
obo	on behalf of
other	other
pro	personal representative of
rpi	real party interest
suc	successor in interest
ta	trading as

Party Name	Enter Party As
Attention to Detail Inc <i>a foreign corporation licensed to operate in the State of Washington, and is doing business as Evergreen Landscaping, and formerly doing business under Evergreen Services</i>	Last Name: Attention to Detail Inc Party Text: a foreign corporation licensed to operate in the State of Washington Alias: Evergreen Landscaping (dba) Alias: Evergreen Services (fdb)

Nicknames should be entered using the “aka” alias. Enter nicknames as you would other party names, using the **First** and **Last Name** fields as appropriate.

Party Name	Enter Party As
Alexandria (Trina) Y. Ridley	Last Name: Ridley First Name: Alexandria Middle Name: Y Alias (aka): Last Name: Ridley First Name: Trina

If the nickname is a standalone name (eg, Prince or Madonna), enter the standalone name in the last name field only.

Generations, Ranks, and Titles

Generations should be entered in the **Generation** field:

Last name	<input type="text" value="Smith"/>	First name	<input type="text" value="Earl"/>
Middle name	<input type="text" value="L"/>	Generation	<input type="text" value="Sr"/>

No punctuation should be included in this field.

A party’s **rank** and/or **title** should be entered in the **Party Text** field. Examples of rank are Lieutenant, Captain, and Sergeant. **Do not** use the **Title** field.

Party text	<input type="text" value="Lieutenant"/>
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NOTE: Do not enter “Mr” or “Mrs/Ms” as a title. If listed on the caption, omit entirely.

Hyphenated Last Names

Enter both last names in the **Last Name** field separated by a hyphen.

Party Name	Enter Party As
Jesus Adolfo Villegas-Navarro	Last Name: Villegas-Navarro First Name: Jesus Middle Name: Adolfo

John/Jane Doe Parties

When a party is identified only by the name “John” or “Jane Doe,” enter “John” or “Jane” in the **First Name** field and “Doe” in the **Last Name** field; for cases with multiple “Doe” parties, enter the number of parties in the **Last Name** field.

Party Name	Enter Party As
John Does 1-5, in their official capacity	Last Name: Does 1-5 First Name: John Party Text: in their official capacity
Does One through Fifty	Last Name: Does 1-50 OR Last Name: Does One through Fifty

Minor’s Names

Minor parties should be added as an **Alias** (“mnr”) to the party initiating the lawsuit on the minor’s behalf. Minors should be identified by initials only, separated by periods (e.g., R.M.).

If the minor is the party initiating the lawsuit, or is a defendant without guardian, they must be entered by their initials only in the **Last Name** field (with periods):

NOTE: Minor’s names are an exception to the no punctuation rule: “JA” should be entered as “J.A.”

Party Name	Change
Gerald Erickson as guardian on behalf of minor J.A.	Last Name: Erickson First Name: Gerald Party Text: as guardian on behalf of Alias (mnr): Last Name: J.A.

NOTE: If there is more than one minor in a case with the same initials, number each after the initials, using a space between each (e.g., R.M. 1, R.M. 2, etc).

Multiple Surnames

If a party has multiple names or surnames, the first two names should be entered in the **First** and **Middle Name** fields. All other names should be entered in the **Last Name** field. If either the given name or surname is hyphenated, enter the entire hyphenated name in the **First Name** or **Last Name** field, as appropriate (see third example below).

Party Name	Enter Party As
Jesus Adolfo Villegas Navarro	Last Name: Villegas Navarro Middle Name: Adolfo First Name: Jesus
Sergio Lopez-Hernandez	Last Name: Lopez-Hernandez First Name: Sergio

Party Name	Enter Party As
Jesus-Adolfo Villegas-Navarro	Last Name: Villegas-Navarro Middle Name: -blank- First Name: Jesus-Adolfo

Parties Identified with First/Last Name Only

If the party is identified by first name only, enter the first name in the **Last Name** field. If the party is identified by last name only, add the last name only (in the **Last Name** field). Leave the **Title** field blank, and add any title, or party text (if included) in the **Party Text** field.

Party Name	Enter Party As
Officer Jones, Seattle Police Department	Last Name: Jones Title: -blank- Party Text: Officer, Seattle Police Department

Punctuation

Unless the punctuation is critical to the naming convention, such as Amazon.com, no periods or commas should be used in a party's name.

Party Name	Enter Party As
Attention to Detail, Inc.	Attention to Detail Inc
Eleanor R. Brubaker	Eleanor R Brubaker

If the “&” symbol is included in the caption, it may be used rather than spelling out the word “and:”

Party Name	Enter Party As
J&J Sports Productions, Inc.	J&J Sports Productions Inc

Punctuation in Party Text: You MAY use all punctuation in the **Party Text** field, as indicated on the pleadings.

Repetitive Party Text

If the caption contains party text that is descriptive of the party and that applies to multiple parties, it should be added to each party.

Party Name	Enter Party As
ABC Corporation and XYZ Corporation, Washington corporations	Party 1 Last Name: ABC Corporation Party Text: a Washington corporation Party 2 Last Name: XYZ Corporation Party Text: a Washington corporation

Social Security Administration as a Party

For Social Security cases filed on or after 07/16/2018, the Commissioner should be added as “Commissioner of Social Security” (even if not named as such in the caption).

Party Name	Enter Party As
Social Security Administration	Commissioner of Social Security

United States of America as a Party

Add all versions of United States of America as United States of America.

Party Name	Enter Party As
United States, America, \ or USA	United States of America

Vessel Names

Vessel names should be entered in the **Last Name** field only. Enter the vessel designation (e.g., M/V, F/V etc) first.

Party Name	Enter Party As
The M/V Sally Anne	Last Name: M/V The Sally Anne
The Jackson Pollock, F/V	Last Name: F/V The Jackson Pollock