Party Name Guide – U.S. District Court, District of Minnesota

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Search for a Party

Enter the party name as it appears in the case caption. Search the database several times before adding a new party. The party database is extensive. Try searching with and without punctuation. Asterisks are not necessary when searching for partial names. Searches are not case sensitive and can only be performed by last name or business name.

If filing a Notice of Removal, enter the party names from the Complaint.

Please do **NOT** enter parties in ALL CAPS.

If there are multiple parties with the same name, double click on the party name. Do **NOT** pick a party with address information.

Do **NOT** enter in address, phone, or email information for parties.

Use the party text to clarify the party name. e.g., a Minnesota Corporation, in their individual and official capacity, etc.

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

Although several data entry boxes appear on the Party Information screen, only the following fields should be completed.

Last/Business Name;
First Name;
Middle Name or initial (If applicable);
Generation (If applicable);
Title (If applicable);
Role (Plaintiff or Defendant); and
Party text (If Applicable)

Individual Parties

Type at least the first two letters of the party's last name and first name in the corresponding fields and click **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.

Caption Name:	**Jane Doe Smith**
Last Name:	Smith
First Name:	Jane
Middle Name:	Doe

Caption Name:	**Jesus Adolfo Villegas-Navarro**
Last Name:	Villegas-Navarro
First Name:	Jesus
Middle Name:	Adolfo

Caption Name:	**Jesus Adolfo Villegas-Navarro**
Last Name:	Navarro
First Name:	Jesus
Middle Name:	Adolfo Villegas

Caption Name:	**Lieutenant George Smith**
Last Name:	Smith
First Name:	George
Title Name:	Lieutenant

Proceed to the party information screen on page 9.

"Doe"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:

Caption Name:	**John Does 1-100**
Last Name:	Does
First Name:	John
Party Text:	1-100

If you have descriptive information for a party as reflected in the case caption, enter the description in the party text field, e.g. A Minnesota Corporation.

Proceed to the party information screen on page 9.

Business

Type the first two letters of the business name in the **Last/Business Name** field and click **Search**. Omit articles such as A, An, and The. Do not use First Name or Middle Name fields. You may abbreviate common words such as Company (Co) Corporation (Corp) Incorporated (Inc) if listed this way in the case caption. If you have descriptive information for a party as reflected in the case caption, enter the description in the party text field.

Caption Name:	**The Wall Street Journal**
Last Name:	Wall Street Journal, **The**

Caption Name:	**The Electrical Workers Local No. 292 Vacation & Holiday Fund**
Last Name:	Electrical Workers Local No. 292 Vacation & Holiday Fund, The

Proceed to the party information screen on page 9.

Cities/Towns/States

Enter the name of the city, town or state, in the **Last/Business Name** field and click **Search**. If "City of" is listed preceding the city or town do not include it in your search criteria.

Caption Name:	**City of Minneapolis**
Last name:	City of Minneapolis

Caption Name:	**State of Minnesota**
Last name:	State of Minnesota

Caption Name:	**The City of Minneapolis**
Last Name:	Minneapolis, City of, The

Proceed to the party information screen on page 9.

United States of America

Enter "USA" or United States of America in the **Last/Business Name** field and click **Search**. Select the applicable party to mirror what is listed in the case caption.

Proceed to the party information screen on page 9.

Agencies

Enter only the agency name in the Last name field and click **Search**.

Caption Name:	**Department of Homeland Security**
Last Name:	Department of Homeland Security

Proceed to the party information screen on page 9.

Social Security Cases

Enter the parties as they are captioned in the initiating document.

Caption Name:	**Michael J. Astrue**
Last Name:	Astrue
First Name:	Michael
Middle Name:	J.

Proceed to the party information screen on page 9.

Trustee & Union Names

Caption Name:	**Glen Johnson, Timothy Gillen, Kyle Jones, as Trustees of the Operating Engineers Local #49 Health and Welfare Fund, Michael R. Fanning as a Fiduciary of the Central Pension Fund of the International Union of Operating Engineers and Participating Employers, the Operating Engineers Local #49 Health and Welfare Fund, the Central Pension Fund of the international Union of Operating Engineers and Participating Employers**
Last Name:	Johnson
First Name:	Glen
Party Text:	as Trustees of the Operating Engineers Local #49 Health and Welfare Fund
Last Name:	Gillen
First Name:	Timothy
Party Text:	as Trustees of the Operating Engineers Local #49 Health and Welfare Fund
Last Name:	Jones
First Name:	Kyle
Party Text:	as Trustees of the Operating Engineers Local #49 Health and Welfare Fund

Last Name:	Fanning
First Name:	Michael
Middle Name:	R.
Party Text:	as a Fiduciary of the Central Pension Fund of the International Operating Engineers and Participating Employers

Last Name:	Operating Engineers Local #49 Health and Welfare Fund, the
Last Name:	Central Pension Fund of the international Union of Operating Engineers and Participating Employers, the

Proceed to the party information screen on page 9.

Minor Names

Caption Name:	**K.P., by his next friends and parents, Rebecca Johnson and Jim Johnson**
Last Name:	K.P.
Party Text:	by his next friends and parents, Rebecca Johnson and Jim Johnson

Caption Name:	**J.P. a minor, by and through his parent and natural guardian, Jim Johnson**
Last Name:	J.P.
Party Text:	a minor, by and through his parent and natural guardian, Jim Johnson

Currency

Caption Name:	**$25,000 in U.S. Currency**
Last Name:	$25,000 in U.S. Currency

Proceed to the party information screen on page 9.

Locations

Caption Name:	**Real Property located as 1234 Byrd Drive, Minneapolis, MN**
Last Name:	Real Property located as 1234 Byrd Drive, Minneapolis, MN

Proceed to the party information screen on page 9.

Estates

When entering estates, enter the executor/personal representative as the main party.

- Do not enter the deceased as a party.
- Enter them in the party text

Caption Name:	**Donna Happy as Personal Representative of the Estate of Jane Anderson**
Last Name:	Happy
First Name:	Donna
Party Text:	as Personal Representative of the Estate of Jane Anderson

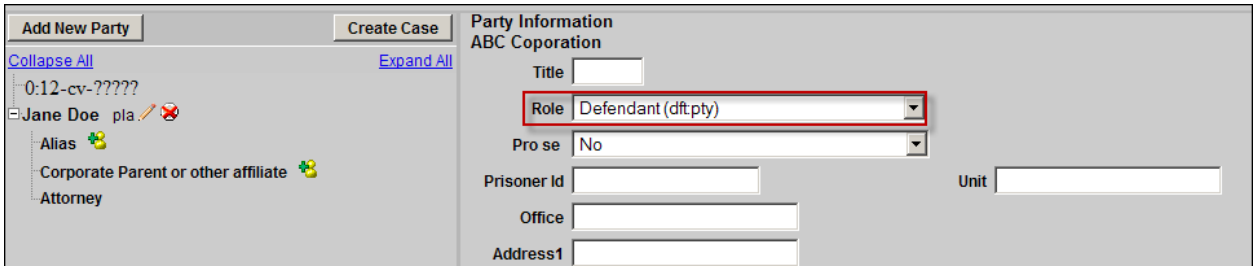
Caption Name:	**The Estate of John McNeely**
Last Name:	Estate of John McNeely, The

Proceed to the party information screen on page 9.

Party Information Screen

Role

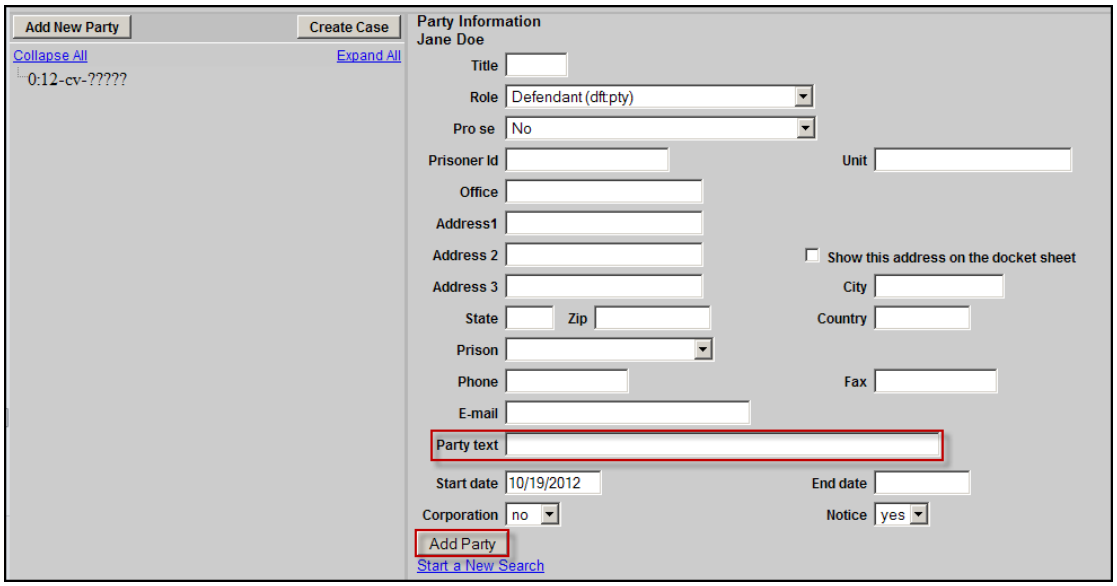
The **Role** type defaults to ***defendant***. **Important, modify this field to the correct party role from the drop down list.**



Party		
Amicus	Creditor	MDL - Notice Only
Appellant	Cross Claimant	Mediator
Appellee	Cross Defendant	Miscellaneous
Arbitrator	Custodian	Movant
Claimant	Debtor-in-Possess	Objector
Consol Claimant	Defendant	Petitioner
Consol Counter Claimant	Fourth Party Defendant	Plaintiff
Consol Counter Defendant	Fourth Party Plaintiff	Receiver
Consol Cross Claimant	Garnishee	Respondent
Consol Cross Defendant	In Re	Special Master
Consol Defendant	Interested Party	Taxpayer
Consol Plaintiff	Interpleader	Third Party Defendant
Consol Third Party Defendant	Intervenor	Third Party Plaintiff

Party Text

The **Party text** field is optional and may be used to add descriptive information about the party as it appears in the caption of the case initiating document.



As each party is added, the party name will appear in the panel on the left side of the screen.

Coporation

This field does not need to be modified, leave it defaulted to "***no.***"

Notice

Leave the **Notice** field defaulted to "***yes.***"

Case Participant Tree

The information in the left side panel is referred to as the **Case Participant Tree**. The following chart provides a description of the icons and functions available.

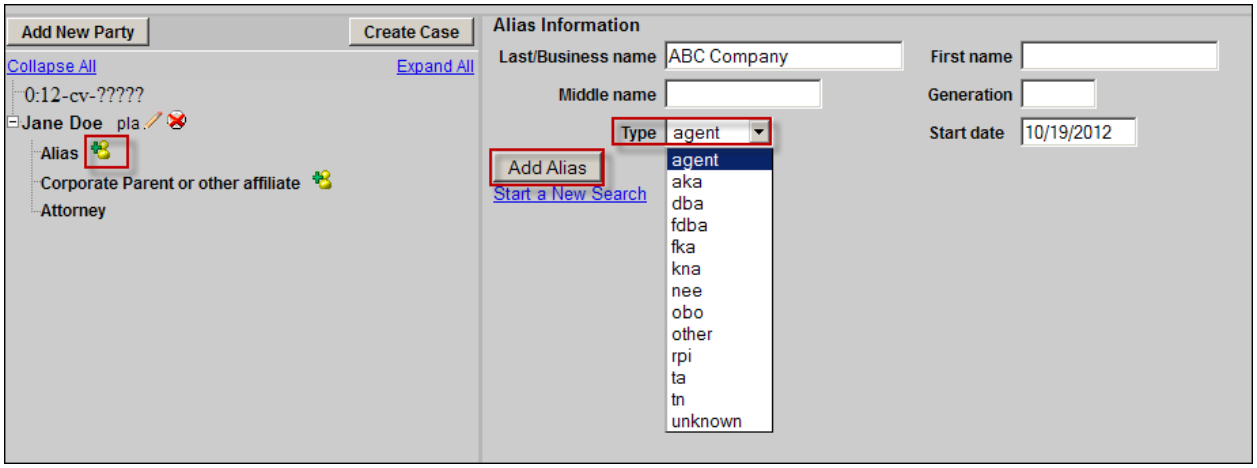
Icon	Description
	Delete this party or alias from the case.
	Add a new alias in the case.
	Edit this party or alias in the case.
+ or -	Expands or collapses the party menu.

The **Expand All** hyperlink displays all party information in the case, including aliases. The **Collapse All** hyperlink displays only the names of the parties in the case, with all other information collapsed in the tree. Each branch of the case participant tree may be expanded or collapsed individually by clicking on the + and – icons.

Alias Type

Alias information may be added by selecting the **alias icon**.

Select the appropriate alias **Type**. Click **Add Alias.**



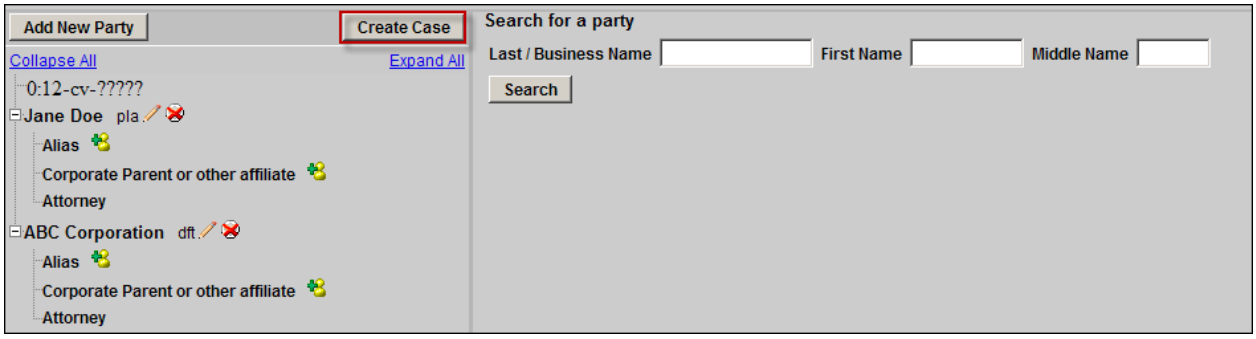
Alias Types	Description
agent	agent of
aka	also known as
dba	doing business as
fdba	formally doing business as
fka	formerly known as
nee	born
nka	now known as
obo	on behalf of
other	other
rpi	real party in interest
ta	trading as
tn	true name
unknown	unknown

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

Corporate Parent or Other Affiliate

Never enter a corporate parent or other affiliate for a party. Instead, file a Rule 7.1 Disclosure Statement after filing the initiating document.

After entering all parties in the case, expand the Case Participant Tree to review the party names for accuracy. If necessary, click the appropriate icon in the **Case Participant Tree** to add or correct information.

Create Case

When all parties have been added and appear correctly in the Case Participant Tree, click **Create Case**.