



Party Name Guide for Attorneys in Civil Cases

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Contents

Adding Parties	2
Search the database before adding a new party	2
Enter the party name as it appears in the caption of the complaint.....	2
Address, Phone Number, and Email Address Rules	2
Party Text	3
Alias	3
Individuals	3
“Doe” Parties.....	4
Businesses	4
Cities/Towns/States	4
United States of America	5
Agencies	5
Social Security Cases	5
Trustee & Union Names.....	6
Minor Names	7
Currency	7
Locations	7
Estates.....	8
Party Information Screen.....	8
Role.....	8
Party Text	9
Case Participant Tree	9
Alias	10
Corporate Parent or Other Affiliate	11
Movants	11



Counter claims, Cross Claims, and Third-Party Complaints..... 11

Adding Parties

Search the database before adding a new party

- Search the exact name (never use asterisks)
- Searches are performed by last name or business name.
- You must enter at least two characters to search the last name field.
- If there are multiple parties with the same name:
 - Double click on the party name to check for contact information.
 - Do **NOT** select a party with contact/address information. Use a different record or create a new record if all others are inaccurate.
- If you cannot find your party already in the database, you must create a new party.

Enter the party name as it appears in the caption of the complaint

- This includes: Spelling, punctuation, spacing, and capitalization.
 - **Exceptions:**
 - Do **not** enter names in quotes. (**Quotation marks are excluded.**)
Example: Name on Complaint is listed as, "Mikey J." O'Donnell
You will enter as:
First: Mikey
Middle: J.
Last: O'Donnell
- Never enter names in ALL CAPS unless the proper name of the business is in all caps.
- If filing a **Notice of Removal**, search/add the party names based on the **State Court Complaint** (not the summons).

Address, Phone Number, and Email Address Rules

- **Never** enter party's contact information.
- Although several data entry fields appear on the Party Information screen, **only the following fields should be completed:**
 - Last Name, initial, or Business Name (*required*)
 - First Name or initial (*required*)
 - Role (*required*)
 - Middle Name or initial (*Only if provided in caption*)
 - Generation (*Only if provided in caption*)
 - Title (*Only if provided in caption*)
 - Party text (*Only if provided in caption*)



Party Text

- **Only enter if listed in the case caption on the first page of the complaint.** If you have descriptive information for a party as reflected in the case caption, enter the description in the Party Text field.
- Do not include party text in the party name field, or in the text of the case initiating docket entry.
- Examples of Party Text: *“a Minnesota Corporation”*, *“in their individual and official capacity”*

Alias

- Add only if listed in the caption of the complaint and add *after* the party name has been added/created.

Individuals

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.
- **Do NOT select a party with contact/address information.**
 - Use a different record or create a new record if all others are inaccurate.
- If you have descriptive information for a party as reflected in the case caption, enter the description in the Party Text field.

Examples of Correct Entry of Party Names:

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

“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 and enter the parties as follows:

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

Businesses

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 if not part of business name.
- **Do not use First Name or Middle Name fields. Only use Last/Business Name field.**
- Do not abbreviate common words such as Company (Co) Corporation (Corp) Incorporated (Inc) unless 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.
- **See also the section: Trustee & Union Names, if applicable to your case.**
- Search for and enter the business using the following examples:

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

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

Cities/Towns/States

Enter the name of the city, town, or state, in the **Last/Business Name** field and click **Search**.

- Search for and enter the City, Town, or State using the following examples:

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

Caption Name: City of White Bear Lake, Minnesota
Last Name: City of White Bear Lake, Minnesota

United States of America

Enter "USA" or "United States of America" in the **Last/Business Name** field and click **Search**.

- Enter the name exactly as it is listed in the complaint caption; do not abbreviate.
- Select the party that mirrors the case caption.

Agencies

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

- Enter the name exactly as it is listed in the complaint caption; do not abbreviate.
- Select the party that mirrors the case caption.
- Search for and enter the Agency using the following examples:

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

Caption Name: Chad Wolfe, Acting Secretary, Department of Homeland Security
Last Name: Wolfe
First Name: Chad
Party Text: Acting Secretary, Department of Homeland Security

Caption Name: William Barr, Attorney General
Last Name: Barr
First Name: William
Party Text: Attorney General

Social Security Cases

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

- Enter the name exactly as it is listed in the complaint caption; do not abbreviate.
- Select the party that mirrors the case caption.



- If the complaint caption lists, “Social Security Administration” or “Social Security Commissioner” (or similar language), replace that defendant with the name of the current commissioner of social security.

Caption Name: Andrew Saul, Commissioner of the Social Security Administration
Last Name: Saul
First Name: Andrew
Middle Name: [leave blank]
Party Text: Commissioner of the Social Security Administration

Trustee & Union Names

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

- Search for and enter the Trustee(s) and Union Name(s) using the following examples:

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, and their successors

Last Name: Johnson
First Name: Glen
Party Text: as Trustees of the Operating Engineers Local #49 Health and Welfare Fund, and their successors

Last Name: Gillen
First Name: Timothy
Party Text: as Trustees of the Operating Engineers Local #49 Health and Welfare Fund, and their successors

Last Name: Jones
First Name: Kyle
Party Text: as Trustees of the Operating Engineers Local #49 Health and Welfare Fund, and their successors

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, and their successors

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

Minor Names

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

- **Minor name initials should all be placed in the Last/Business Name field.**
- Search for and enter the parties using the following examples as your guide:

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

- Enter the currency as it is listed in the caption on the initiating document.
- **Currency should be entered in the Last/Business Name field only.**

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

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

Locations

- Enter the location as it is listed in the caption on the initiating document.
- **Locations should be entered in the Last/Business Name field only.**

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

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



Estates

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

- Enter the name and party text as it is listed in the caption on the initiating document.
- **Do not enter the deceased as a party; enter them in the party text field.**
- Use the following examples as your guide:

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

Party Information Screen

Role

The **Role** type defaults to **defendant**. **Select the correct party role from the drop-down menu.**

The screenshot shows a web form for adding a new party. On the left, there is a sidebar with a tree view containing 'Jane Doe' and several aliases. The main form area is titled 'Party Information' and includes fields for Title, Role (a dropdown menu currently showing 'Defendant (dftpty)'), Pro se (a dropdown menu showing 'No'), Prisoner Id, Office, Address1, and Unit.

Party Roles **grayed out** are for Court Use Only

Party Roles		
AmicusI (am)	Counter Claimant (cc)	MDL - Notice Only (MDLno)
Appellant (a)	Counter Defendant (cd)	Mediator (med)
Appellee (e)	Creditor (cr)	Miscellaneous (misc)
Arbitrator (arb)	Cross Claimant (crc)	Movant (mov)
Claimant (clm)	Cross Defendant (crd)	Objector (obj)
Consol Claimant (conclm)	Custodian (cust)	Petitioner (pet)
Consol Counter Claimant (conconc)	Debtor-in-Possess (db.pos)	Plaintiff (Pla)
Consol Counter Defendant (concond)	Defendant (dft)	Receiver (rc)
Consol Cross Claimant (concrc)	Fourth Party Defendant (4pd)	Respondent (resp)
Consol Cross Defendant (concrd)	Fourth Party Plaintiff (4pp)	Special Master (sm)
Consol Defendant (condeft)	Garnishee (gar)	Taxpayer (tax)
Consol Plaintiff (conpla)	In Re (inre)	Third Party Defendant (3pd)
Consol Third Party Defendant (con3dft)	Interested Party (ip)	Third Party Plaintiff (3pp)



Consol Third Party Plaintiff (con3pl)	Interpleader (intpl)	Trustee (trust)
Coordinating Discovery Counsel (cdc)	Intervenor (intvp)	Unknown (unk)

Party Text

The **Party text** field is optional and should only 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.
- **Corporation** field should be left at the default “no”
- **Notice** field should be left at the default “yes”

Case Participant Tree

The information on the left side panel is referred to as the **Case Participant Tree**.

- The following chart provides a description of the icons and functions available.
- 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.



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.

Alias

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

Attorneys should **not** enter a corporate parent or other affiliate for a party.

Instead, attorneys must file a Rule 7.1 Disclosure Statement after filing the initiating document.

Movants

When there is a **Motion to Intervene** in a case, the party should be listed as a **Movant**.

- Role: Movant (mov:pty)
- The party may not be listed as an intervenor until there is a ruling granting the motion to intervene.

Counter claims, Cross Claims, and Third-Party Complaints

Do not add additional party records if they already exist for your case. Simply select the parties from the list of names. If the name does not appear in your search, then you may add a new party.