

## APPENDICES

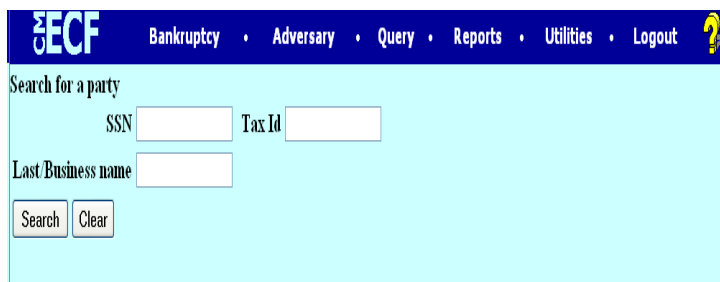
### Rules for Adding Parties

Consistently adding names and addresses with the same formats and abbreviations aid in the search for and retrieval of these records, which prevents duplicate entries. To avoid duplicate entries, it is important to use the following standards when adding names to the CM/ECF database.

#### How to Search for a Party

- ◆ Before adding a party, it is recommended that one search the database for the filer to eliminate duplicate records in the system. One can search by Social Security Number, Tax Identification Number, Last Name or Business Name.
- ◆ Enter the debtor's last name and click **[Search]**. For business filings, enter the entire name in the **Last/Business name** field.

**STEP 1** Enter the party's name in the Last /Business name field. For example, to search for Wells Fargo Bank, type the word "Wells" **REMEMBER TO ALWAYS SEARCH CAREFULLY BEFORE ADDING!**



- ◆ Click **[Search]**

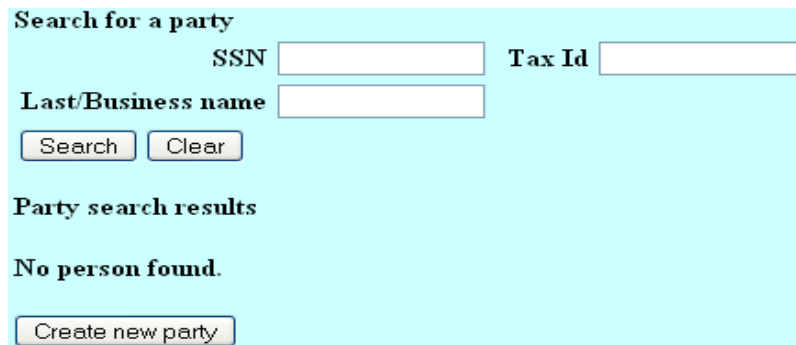
**STEP 2** If the system finds a match, it will display a list of names for selection.



The screenshot shows the ECF system search interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, there is a search form titled "Search for a party" with input fields for SSN, Tax Id, and Last Business name. There are Search and Clear buttons. Below the search form, there is a section titled "Party search results" with a list of names: Wells, John S., Wells, John S., Wells, Sabrina, Wells, Sidney, Wells Fargo, and Wells Fargo. There are two buttons at the bottom: "Select name from list" and "Create new party".

- ◆ Select the appropriate name from the list and a pop-up window will display the party's address.
- ◆ If the address information is correct, click [**Select name from list**]

If the system **does not** find a match, it will display a **No Person Found** message.



The screenshot shows the ECF system search interface with a "No person found" message. The search form is the same as in the previous screenshot, but the "Party search results" section now displays "No person found." and a "Create new party" button.

- ◆ Click [**Create new party**] to add a party.

**STEP 3**

The **PARTY INFORMATION** screen displays. Enter the party's **Name** and **Address** information in the appropriate boxes.

Names of individuals:

- ◆ Capitalize the first letter of the first, middle and last names **only**. Enter the last name in the last name field, the first name in the first name field, and the middle name in the middle name field. (If only a middle initial is provided, enter it with a capital letter followed by a period.)
- ◆ Type the generation, if there is one, in the generation field (e.g. Jr., Sr., III).
- ◆ Titles (e.g. M.D., Ph.D.) Use the **Party text** field **only**. Do not include titles in the generation or last name field.

Company and organization names:

- ◆ Type company or organization names in the last name field. Leave the first name, middle name, and generation fields blank.
- ◆ Company names with initials should be added with no spaces between the first and second initials. **Example:** A.B. Truck Line.
- ◆ Company names using initials such as GMAC, PG & E should be spelled out with the exception of the name that is only part of the name not the whole name. **Example:** General Motors Acceptance Corp. **Example:** Pacific Gas and Electric Co.
- ◆ “The” as the first word in a name. Type it in before the name.
- ◆ Ampersands (&): Do not use the ampersand symbol in names or addresses. Type the word “and” instead of the ampersand. **Example:** A and A Seed Co.
- ◆ Associates, Association, Company, Corporation, and Incorporated: Abbreviate as “ Assoc.” “ Assn.”, “Co.”, “Corp.” and “Inc.”
- ◆ “of” and “the”: Use all lower case letters when in the middle of a name.

- ◆ LLC, LLP, LP, N.A., FSB, Esq: Do not add as part of the name. Use the **Party Text** field **only**.
  - ◆ Aka, faka, dba, fdba: Do not add as part of the name, add them in the alias field.
  - ◆ State of Agencies: Type the two letter state abbreviations followed by the department name on the same line. Remember to indicate the state's name even if it is not part of the agency title.  
**Example:** CA Franchise Tax Board
  - ◆ County agencies: Type the county name followed by department name.  
**Example:** San Francisco County Tax Collector, Santa Cruz County Assessor'
  - ◆ If county or city is the name of the party, type the "County of" or "City of" then followed by the name. **Example:** County of Marin, City of San Jose
  - ◆ Government agencies are to be added in the following manner:  
**Example:** U.S. Dept. of [agency] **Example:** U.S. Dept. of Veterans Affairs
- There are a few exceptions to this rule such as: **Example:** USDA Rural Development [fdba Farmers Home Administration; fdba Rural Economic and Community Development Services]  
**Example:** Internal Revenue Service
- ◆ Since a Trust or Estate is a legal entity, they should be added as they are filed, with the **exception** of "**The**" in the beginning.  
  
**Example:** "The Estate of John Doe" would be entered in the last name field as : "Estate of John Doe", "The Trust of Jane Doe" would be entered in the last name field as: "Trust of Jane Doe"
  - ◆ Calif. Auto Dealers, Inc. is spelled out  
**Example:** California Auto Dealers, Inc.
  - ◆ A doctor, dentists, etc..should be added [if an individual] with the first name in the first name field, last name in the last name field. MD or DDS etc.. should be added in the **Party Text** field.
  - ◆ When adding a party with a "partnership" or " an California Corporation" in the name the party text field should be used.  
**Example:** Hancock Insurance Company, an California Corporation would be entered: **Last/Business Name Field:** Hancock Insurance Company, **Party Text:** an California Corporation

**STEP 4**

Enter the party's address. Please use the Rules for Entry of Addresses on the next page.

## RULES FOR ENTRY OF ADDRESSES

There are three address lines available for the entry of address information. Always start entering address information on “ **Address 1**”. DO NOT leave blank lines before or between address items.

- ◆ Type company name “care of” designation on “Address 1” if such information is available. If not, start entering information on “Address 1” in the following order ( each of the following items should be on a separate line): **Example:**

Building name (if any)	U.S. Courthouse Building
Street Address (if any)	123 Main St.
Post Office box number ( if any)	P.O.Box 123

- ◆ **Number:** Use integers instead of spelling out any numbers. (i.e., use “1,2,3,” or “1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>” instead of “one, two, three,” or “first, second, third.” Never use a lower case “L” (i.e. l) in the place of the symbol for “one” or “first” (i.e. 1<sup>st</sup>).
- ◆ **Direction:** Use capital letters with no spaces or periods when typing street directions (E.g. N, S, E, W, NE, NW, SE, SW, 1834N Main St.).
- ◆ **Suite, Apartment, Office or Room:** Type the number symbol # to make these references in the address, even if the suite, apartment, office, or room “number” is a letter. Do not type a comma before, or leave more than one space before the “#” symbol. For example:

### CORRECT

123 Main St. #3456  
22 Country Ln. #3  
456 Winding St. #A  
2254 12<sup>th</sup> St. #D

### INCORRECT

123 Main St. Room 3456  
22 Country Ln. Apt. 3  
456 Winding St. Suite A  
2254 12<sup>th</sup> St., #D

- ◆ **Floor Number:** Use an integer for the number (1<sup>st</sup>, 2<sup>nd</sup>,) and use the abbreviation (Fl.) for the word “Floor.” Type the floor number on the same line as the street address. Do not include a comma after the street name (e.g. 123 Main St. 5<sup>th</sup> Fl.).
- ◆ **Zip Code:** Type all nine digits of a nine-digit zip code. Use a hyphen to separate the first five digits from the last four digits. If the zip code only contains five digits type the zip code as is.
- ◆ **“Care of” designation:** Indicate a “ care of “ designation by “c/o”. DO NOT USE A PERCENT SIGN (%) SYMBOL.
- ◆ **Street names that are letters:** When the name of a street is a letter (e.g. O St., the name should be typed as a capital letter. Do not place a period after the letter or place the letter in quotation marks. Example:

### CORRECT

1123 O St.  
456 G St.

### INCORRECT

1123 “O” St.  
456 G. St.

- ◆ **Street name abbreviations:** Use the abbreviations listed below with a capital letter for the first letter and a period at the end of the abbreviation. Do not type out whole word unless indicated below.

Avenue - Ave.	Parkway-Pkwy.
Boulevard-Blvd.	Place-Pl.
Center-Center	Plaza-Plaza
Circle-Circle	Road-Rd.
Court-Ct.	Rural Route-RR
Drive-Dr.	Square-Sq.
Expressway-Expwy.	Street-St.
Highway-Hwy.	Way-Way
Lane-Ln.	

- ◆ **Post Office Box:** Type post office box designations as P.O. Box. Place a period after both the “P” and “O”. Type one space before the word “Box”. Do not type a space between the period after “P” and “O”. Do not use the number symbol (#) before the number.

**CORRECT**

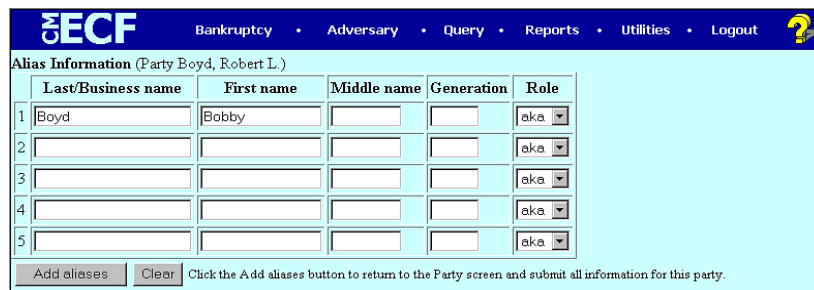
P.O. Box 12  
P.O. Box 45  
P.O. Box 367

**INCORRECT**

Post Office Box #12  
PO Box 45  
P. O. Box 367

**STEP 5** In the Role field, select Creditor as the role type from the drop down menu.

**STEP 6** If the party has an alias, click the **[Alias]** button. The **ALIAS** screen appears.



	Last/Business name	First name	Middle name	Generation	Role
1	Boyd	Bobby			aka
2					aka
3					aka
4					aka
5					aka

Click the Add aliases button to return to the Party screen and submit all information for this party.

- ◆ One can enter up to 5 alias records. **Alias Role** selections include aka, dba, fdba, fka.
- ◆ Click **[Add aliases]**.

**STEP 7** The **PARTY INFORMATION** screen displays.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is the "Party Information" form. The form is titled "Party Information" and contains the following fields:

- Wells Fargo** (text)
- SSN:Unknown** (text)
- Office** (text input)
- Address 1** (text input, value: 100 Bush St.)
- Address 2** (text input)
- Address 3** (text input)
- City** (text input, value: San Francisco)
- State** (text input, value: CA)
- Zip** (text input, value: 94104)
- County** (dropdown menu)
- Country** (text input)
- Phone** (text input)
- Fax** (text input)
- E-mail** (text input)
- ProSe** (dropdown menu, value: no)
- Role** (dropdown menu, value: Creditor (error))
- Party text** (text input, value: A California Corp.)

At the bottom of the form, there are three buttons: **Submit**, **Cancel**, and **Clear**.

◆ Review the party information and click [**Submit**].