

CM/ECF User's Guide Part 1 US Bankruptcy Court, Southern District of Iowa	Chapter Document Preparation
	Section Style Guide

This guide contains the preferred style practices for all users of the CM/ECF System in the Southern District of Iowa.

The intention of the guide is to make everyone's task easier, whether they are entering data or querying for data in the CM/ECF System. The use of a common set of styles to create docket entries results in entry of information in a uniform manner. This in turns allows efficient queries in CM/ECF and eliminates duplication of data in the CM/ECF database.

Successful queries require very exact matches on search data including punctuation, abbreviations and upper or lower case.

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CM/ECF User's Guide Part 1 US Bankruptcy Court, Southern District of Iowa	Chapter Document Preparation
	Section Style Guide – Add Parties

When adding new parties to the CM/ECF System, the names and addresses must conform to the criteria listed below.

REFERENCES: Chapter: Document Preparation, Section: Attorney Style Guide - Search for Parties.

1. Search the CM/ECF System for the party to add BEFORE adding any party to a case. .
2. Use upper and lower case for all names and capitalize the first letter in a proper noun. Use single spacing between all names.

Correct Style:

Wallace D Smith
United Services Fidelity and Guaranty

3. Do not use punctuation between initials and names.

Correct Style:

J J Jones
Smith Inc
C W Bradford Ltd

4. When typing names with upper and lower case letters or hyphens, do not insert spaces.

Correct Style:

Patricia DeLaGarza
Patrick MacDougal
Kathleen O'Brien
Mary Smith-Baker

5. If the party does not have a middle name, leave that field blank. Do not enter NMI (no middle initial.)

Correct Style:

Last Name: Martin

Middle Name:

First Name: Robert

6. If a party has multiple names such as Robert John Kennedy Martin, add the extra names in the Middle Name box.

Correct Style:

Last Name: Martin

Middle Name: John Kennedy

First Name: Robert

7. Enter the entire business name in the Last Name box. Do not use the First Name box or the Middle Name box.

Correct Style:

Last Name: Jones Body Shop

Middle Name:

First Name:

8. Do not use the ampersand sign for “and” unless it is part of the company name on the document.

Correct Style:

B & D Company

Cameron & Associates

9. Avoid abbreviations unless it is part of a company name on the document.

Correct Style:	Not
Ford Motor Credit	Ford Motor Co
First Federal Association	1 st Federal Assoc

10. Enter US and USA without any spaces or punctuation.

US Attorney Office (DOE)
US Attorney Office (DOL)
US Attorney Office (FSA)
US Attorney Office (HHS)
US Attorney Office (HUD)
US Attorney Office (SBA)
US Attorney Office (USDA)
US Attorney Office (USDA/RD)
US Dept of Agriculture/Rural Development
US Dept of Agriculture/Office of General Counsel
US Dept of Education
US Dept of Housing and Urban Development (Regional
Counsel)
US Dept of Health and Human Services (Office of General
Counsel)
US Dept of Health and Human Services (Social Security
Administration)
US Dept of Labor (Office of Solicitor)
US Dept of Veteran Affairs
US Environmental Protection Agency
US Farm Service Agency
US Internal Revenue Service (Associate Area Counsel)
US Internal Revenue Service (Insolvency Group)
US Small Business Administration
US Trustee

Iowa Dept of Revenue and Finance
Iowa State FSA Office

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CM/ECF User's Guide Part 1 US Bankruptcy Court, Southern District of Iowa	Chapter Document Preparation
	Section Style Guide – Add Party Addresses

When adding new parties to the CM/ECF System, the names and addresses must conform to the criteria listed below.

1. Abbreviate post office addresses without a space or punctuation between the P and O. Spell out Box.

Correct Style:

PO Box 1359

PO Drawer 34321

2. Type out the entire name of the street designator. When it is necessary to use abbreviations, use the following. Do not use punctuation after the abbreviation.

Use:	For:
Ave	Avenue
Bldv	Boulevard
Ctr	Center
Cir	Circle
Ct	Court
Dr	Drive
Expy	Expressway
Hts	Heights
Hwy	Highway
Is	Island
Jct	Junction
Lk	Lake
Ln	Lane
Mtn	Mountain
Pkwy	Parkway
Pl	Place
Rdg	Ridge
Rd	Road
Sq	Square
St	Street
Sta	Station

Ter	Terrace
Trl	Trail
Tpke	Turnpike
Vly	Valley
Way	Way

3. Use digits for numbers in addresses.

Correct Style:

3224 E 26th Street

425 6th St

1 Valley Plaza

4. When there is a street address and a post office box address for a debtor, include both the post office address and street address. The line immediately above the city, state, and zip code is the line where the mail is delivered. In the example below it is delivered to the PO Box because the zip code+4 corresponds to that address.

Correct Style:

John J Johnson

4218 Elmwood Ln

PO Box 1477

Bentonville AK 40453-1477

5. Use the second and or third line of the address for building name, suite number, floor, firm name or attention.

Correct Style:

Arthur Andersen and Associates

Attn Terri Brooks

John Hancock Building Ste 2600

8723 Michigan Ave

Chicago IL 60604-2600

6. When the address contains an apartment number, unit number or suite number abbreviate Apartment, Unit or Suite. Place the Apt, Ste or Unit on the second or third line of the address. **DO NOT USE #** to refer to the number.

Use:	For:
Apt	Apartment
Rm	Room
Unit	Unit
Ste	Suite

Correct Style:

Barbara Bixby
 322 W Shady Ln Apt 334
 Austin TX 78701-0322

7. When the address has geographic directions, use the following:

Use:	For:
N	North
S	South
NE	Northeast
SW	Southwest
E	East
W	West
SE	Southeast
NW	Northwest

Correct Style:

John Smith
 100 NW 10th St
 Washington DC 10001-2335

8. The city, state and zip code must be the only information on the last address line. Use the full ten-digit zip code if at all possible.

Correct Style:

Queens NY 11122-2335

9. Use c/o to indicate In Care Of. DO NOT USE the % sign.

Correct Style:

Manual Ortega Jr
 c/o Manuale Ortega Sr
 6612 E 6th St
 El Paso TX 79901-0612

10. Foreign Addresses: The bottom line of the address must show only the name of the country, written without abbreviations and in Capital letters. Do not place the postal codes (zip codes) of foreign country designations on the last line of the address. Do not underline the country name.

Correct Styles:

Inge Dietrick-Fischer
Hartmannstrasse 7
5300 Bonn 1
GERMANY

Joyce Browning
2045 Royal Rd
London WIP 6HQ
ENGLAND

Helen Saunders
1010 Clear St
Ottawa ON CANADA
K1A 0B1

11. Military Address or APO Destinations: overseas military addresses must contain the APO or FPO designations along with a two-character state abbreviation of AE, AP or AA and the zip code. This must be the only information on the bottom line of the address.

AE Armed forces in Europe, the Middle East, Africa
and Canada
AP Armed forces in Pacific
AA Armed forces in Americas excluding Canada

Correct Style:

Sgt John Smith
C Company 237 Armor
Unit 21103 Box 512
APO AE 09014

12. Address is limited to five (5) lines.

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CM/ECF User's Guide Part 1 US Bankruptcy Court, Southern District of Iowa	Chapter Document Preparation
	Section Style Guide – Search for Parties

BEFORE adding parties to a case, search the CM/ECF System for the party you want to add.

Search for the party using:

- Name or
- Social security number or
- Tax ID number.

If the system finds the correct name, select it to eliminate multiple versions of the same party name.

Even an entry as simple as, United States, can cause confusion if everyone enters this differently. Use the Style Guide to avoid the following example:

United States may also appear as: UNITED STATES, U.S., US, USA, U.S.A. or U.S. of A.

Correct Style: USA

The CM/ECF System is case letter sensitive so use capital letters when appropriate.

REFERENCES: Chapter: Document Preparation, Section: Style Guide, Create New Parties. Use when you determine you need to add a new party to the case.

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<p>CM/ECF</p> <p>User's Guide</p> <p>Part 1</p> <p>US Bankruptcy Court, Southern District of Iowa</p>	<p>Chapter</p> <p>Document Preparation</p>
	<p>Section</p> <p>Style Guide – Create New Parties</p>

REFERENCES: Chapter: Document Preparation, Section: Style Guide - Add Parties. Use to review formatting requirements regarding name punctuation, capitalization, etc.

Debtor(s)

- Add debtors to cases using names and addresses exactly as they appear on the petition. Only add debtor(s) **after** searching the CM/ECF System. Search by name, SSN or Tax Id.

Search Screen

Add New Party to Case Screen

- Add the title as party text if the debtor(s) has a title.
 - The name of the debtor(s) without the party text appears in docket text.
 - Party text description does not appear on notices.

- Party text description appears on the face of the docket report following the name of the debtor name. Examples:
 - Jose Garza, Administrator of the Estate of Sylvia Garza
 - Alamo Limestone, a Texas Corporation
 - Catherine V. Ruiz, Official Administrator of Lottery Winnings
- Add an entry in the SSN field or the Tax ID field even if the social security number for the individual debtor or tax identification number for a business debtor is unknown.
 - SSN: 000-00-0000
 - Tax ID: 00-0000000
- Remember to select the debtor party role.

Plaintiff and Defendant

- Add plaintiff(s) and defendant(s) to cases using names and addresses as they appear on the complaint. Only add plaintiff(s) and defendant(s) **after** searching the CM/ECF System.
- Do not add mailing addresses for plaintiff(s) or defendant(s) when you represent the plaintiff(s) or defendant(s).
- Use the Party Text field to add a name title.
- Remember to select the plaintiff or defendant party role.

Creditor(s)

- Add creditor(s) **after** searching the CM/ECF System. You will likely find the creditor you search for.
 - The same creditor is added to many different cases. Creditors such as Ford Motor Credit should only be in the CM/ECF System once. Avoid using different names for the same creditor. Example:

Correct Style: Ford Motor Credit

DO NOT USE: Ford Motor Credit Company
 Ford Motor Credit Co.
 Ford Motor Credit Corporation
 Ford Motor Credit Company, Inc.
 Ford Motor Credit Corp.
 Ford Motors Credit Company
 Ford Motor Credit Company (“FMCC”)

- Do not add mailing addresses for creditors when you represent them. You are their contact person.
- Do not add mailing addresses for creditor(s). If an address appears after searching and finding a creditor, delete the address fields before accepting party information.
- Do not add titles for creditors.
- Remember to select the creditor party role.

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CM/ECF User's Guide Part 1 US Bankruptcy Court, Southern District of Iowa	Chapter Document Preparation
	Section Style Guide – State Abbreviations

AL	Alabama	NV	Nevada
AK	Alaska	NH	New Hampshire
AZ	Arizona	NJ	New Jersey
AR	Arkansas	NM	New Mexico
AS	American Samoa	NY	New York
CA	California	NC	North Carolina
CO	Colorado	ND	North Dakota
CT	Connecticut	MP	N. Mariana Isl.
DE	Delaware	OH	Ohio
DC	District of Columbia	OK	Oklahoma
FL	Florida	OR	Oregon
GA	Georgia	PA	Pennsylvania
GU	Guam	PR	Puerto Rico
HI	Hawaii	RI	Rhode Island
ID	Idaho	SC	South Carolina
IL	Illinois	SD	South Dakota
IN	Indiana	TN	Tennessee
IA	Iowa	TX	Texas
KS	Kansas	UT	Utah
KY	Kentucky	VT	Vermont
LA	Louisiana	VA	Virginia
ME	Maine	VI	Virgin Islands
MH	Marshall Island	WA	Washington
MD	Maryland	WV	West Virginia
MA	Massachusetts	WI	Wisconsin
MI	Michigan	WY	Wyoming
MS	Mississippi	AA	Armed Forces Americas
MO	Missouri	AE	Armed Forces Europe
MT	Montana	AP	Armed Forces Pacific
NE	Nebraska		

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