

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

**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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