

<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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