

CM/ECF STYLE GUIDE

Revised July 31, 2006

When adding new parties to the CM/ECF database, the information must conform to standard punctuation and spacing rules listed in this Guide.

Information may be found in the CM/ECF database if a search exactly matches existing information. For example, the words “United States” can be written as UNITED STATES, U.S., US, USA, U.S.A. or U.S. of A. The way in which data is entered can be extremely important. Punctuation and capitalization should be used as reflected in this Guide.

DEBTORS

- Debtors must be added using the names and addresses as they appear on the petition or on the complaint.
- If a debtor has a title, add the title in the *Party Text* box. When entered this way, the party text will appear on the docket report following the name and separated by a comma.
- The debtor(s) must sign the B-21. It is filed as a private event and cannot be viewed except by Court personnel.
- Information must be entered in the *SSN box* or the *Tax ID* box even if the social security number for an individual debtor or tax identification number for a business debtor is unknown. Use the following formats for unknown numbers:

SSN: 000-00-0000

Tax ID: 00-0000000

PLAINTIFFS AND DEFENDANTS

- Plaintiffs and defendants must be added using names as they appear on the complaint. You may find the names when you search the database. If a name in the database is close to the one being added and the social security number is the same, accept the existing name in the database. If necessary, correct the address.
- Do NOT add a title for plaintiffs or defendants.
- Select the correct *party role*.

CREDITORS

- Add creditors to cases using names existing in the CM/ECF database where possible. A search may reveal the correct party.
- The same creditor may be added to many different cases. Ideally, only one of each creditor should appear in the database. For example,

☺ Ford Motor Credit Company may incorrectly be written as

- ☉ Ford Motor Credit Company
- ☉ Ford Motor Credit Co.
- ☉ Ford Motor Credit Corporation
- ☉ Ford Motor Credit Company, Inc.
- ☉ Ford Motor Company
- ☉ Ford Motor Credit Corp.
- ☉ Ford Motors Credit Company
- ☉ Ford Motor Credit Company (FMCC)

The name should be written as Ford Motor Credit Company in our CM/ECF database. Having a long list of different names for the same creditor makes searching difficult and time consuming.

- Do not add mailing addresses for creditors. If a creditor is found in the CM/ECF database with an address, delete the address fields before accepting the *Party Information screen*.
- DO NOT add a title for creditors.
- Select the CREDITOR *party role*.

NAMES

Names should be entered as follows:

- Use upper and lower case characters for all names. Capitalize the first letter in a proper noun. Do not use periods; for example: Jr, Ltd, Co, Inc

Examples: Wallace D Smith
 United States Services Fidelity and Guaranty

- Use single spacing between all names and following initials. Do not use periods.

Examples: J J Jones (Space between initials)
 Smith, Inc (Space between comma and Inc)
 C W Bradford, Ltd (Space between initials and after comma)

- Do not insert spaces between names having upper and lower case letters or hyphens.

Examples: Anita VanCleaf (No space between Van and Cleaf)
 Penny DeLaWallis (No spaces)
 Tony O’Sossamon (No space after apostrophe)
 Stacey MacRoberts (No space between Mac and Roberts)
 Brenda Trainer-Mills (No spaces around hyphen)

- If an individual does not have a middle name, leave the field blank. Do not insert NMI for “no middle initial.”
- If an individual has multiple names, such as David Santa Claus Curry, add the extra names in the Middle Name field.

Last Name: Curry
 Middle Name: Santa Claus
 First Name: David

- Business names should be entered entirely in the Last Name field. DO NOT use the First Name or Middle Name fields when entering a business name.
- DO NOT use the ampersand sign (&) for “and” unless the ampersand is a part of a company name as reflected on the petition or on the pleading.

S & J Co
 Price & Associates
 L & A Computers

- Avoid abbreviating unless the abbreviation is a part of the company name as reflected on the petition or pleading.

Use	Don't Use
Ford Motor Company	Ford Motor Co.
First Federal Association	1 st Federal Assoc.

- Enter U.S. and U.S.A. without periods or spaces.

US Department of Agriculture
 US Trustee
 US Attorney
 US Nuclear Regulatory Commission

SIGNATURES

The signature of a debtor, creditor, or attorney shall be reflected as “s/name of signatory” or it may appear in digital form if it is part of a scanned image.

ADDRESSES

Debtor and creditor addresses should be entered as follows:

- Addresses must not exceed four (4) lines. The party name and address must not exceed five (5) lines.
- The city, state, and zip code must be the only information entered on the fifth (5th) or last address line.

- Abbreviate post office boxes without a space between the P and the O. Do not use periods.

PO Box 1350
PO Drawer 1954

- Use numerals (not words) for numbers in addresses.

215 Dean A McGee Road
425 6th Street
1 Federal Way
1492 West Columbus Avenue

- If a party has a street address and a post office box address, **only** add the post office box address.

Jeremiah Johnson
PO Box 1919

5000 Western Way

Do not use this information

Oklahoma City, OK 73118-7036

- When necessary, use the second and/or third line of the address for building name, suite number, floor, firm name, or attention.

Arthur Andersen and Associates
Attention: Terri Brooks
John Hancock Building, Suite 2600
8723 Michigan Avenue
Chicago, IL 60604-6630

- Use the full nine-digit zip code when possible.
- Foreign addresses must have the full name of the post office and county of destination printed in capital letters.
- The county name or APO destination must be the only information on the bottom line of an address:

Speedy Gonzales
Rio de Danubec y Rio Florio
CD JUAREZ, CHIHUAHUA
MEXICO, #1050

General Don Dage
C Company 237 Armor
Unit #21103, Box 512
APO, AE 09014

- If the address contains an apartment or suite number, the # sign may be used in place of the words number or suite. Do not add a space between # and the number.

Carol Taylor
 215 Dean A McGee Avenue, #147
 Oklahoma City, OK 73102-3479

- Use c/o to indicate “In care of:”

Floyd Brassfield
 c/o Mrs. Floyd Brassfield
 215 Dean A McGee Avenue
 Oklahoma City, OK 73102-3479

- The preferred format for telephone numbers is:

(405) 609-5700

ABBREVIATIONS

Street Designations

Where possible, type out the entire word for the street designator (Avenue, Street, Road, etc.). If abbreviation is necessary, use the following but do not use periods:

Avenue	Ave
Boulevard	Blvd
Highway	Hwy
Interstate Highway	IH
Lane	Ln
Road	Rd
Street	St

Geographic Directions

Do not use periods after the direction:

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

States and Territories

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