ATTORNEY STYLE GUIDE - Adding and Searching for Parties

This guide contains the preferred style practices for all users of the CM/ECF application in the Eastern District of New York. The intention of the guide is to create uniform data entry so that search results are predictable. Successful search results require exact search data including punctuation, abbreviations and sentence case.

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge   Robert A. Gavin Jr., Clerk of Court

The Creditor Matrix is the list of the names and complete addresses of the debtor's creditors prepared as a text file with a [.txt] extension. In addition to the Creditor Matrix being uploaded to the Electronic Case Filing system, a List of Creditors must be included with the petition. The Clerk's Office uses the matrix to send out notices. For this reason, the matrix must have the correct information and be prepared in accordance with the Court's specifications.

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Court's Specifications for Preparing the Creditor Matrix

1. The Matrix may be prepared by using a WordPerfect ASCII DOS file type or Microsoft Windows Notepad text editor. A sample matrix is provided at the end of the instructions for preparing a creditor matrix.

2. Margins at the top and bottom of the page must each be approximately one inch.

3. Creditors must be listed alphabetically, in a single column aligned to the left margin.

4. Each creditor profile should consist of no more than five single-spaced lines. Each of the five lines must not exceed 40 characters. Do not skip lines within a creditor's profile. Each creditor profile must be separated by a double space.

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5. List only the names and addresses of creditors.

6. Only the first letters of a name should be capitalized unless the official name of a company is all capital letters.

7. The name of the creditor is the first line. "Attention" (Attn) or "in care of" (c/o), when used, is the second line.

8. The last line must be the city, state and ZIP code. If the ZIP code contains nine digits, the entire ZIP code must appear on the same line with a hyphen between the fifth and sixth numbers.

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UNITED STATES BANKRUPTCY COURT
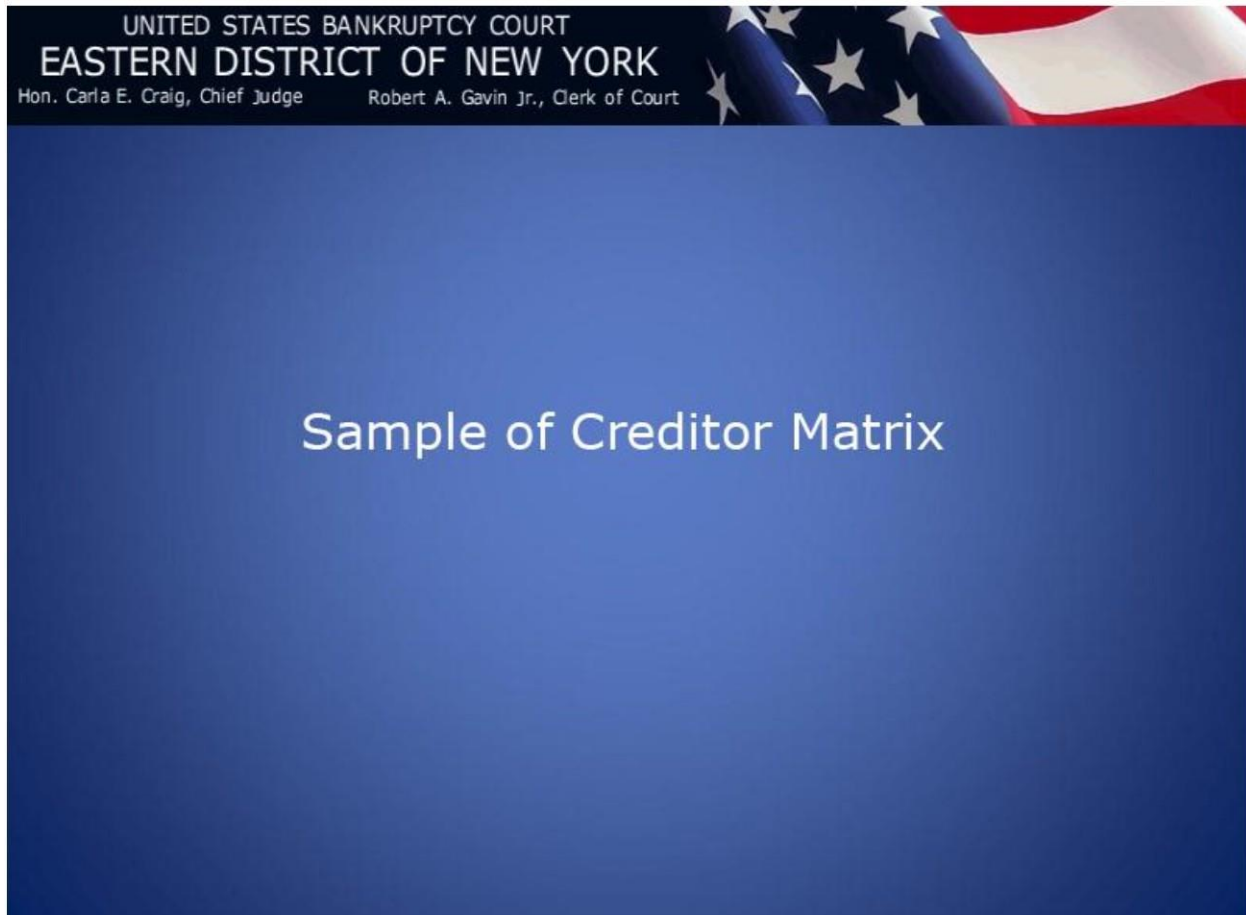**EASTERN DISTRICT OF NEW YORK**
Hon. Carla E. Craig, Chief Judge   Robert A. Gavin Jr., Clerk of Court

9. If a case has 1000 or more creditors, bring this to the attention of the Clerk's Office.

10. Do not include the names of the debtor, debtor's attorney, U.S. Trustee, Panel Trustee or Judge.

11. Do not include case numbers, headers, footers, page numbers, account numbers or any other special characters such as !@#$%^&*()={}[]\~?., '

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Citibank/CCSI
Bankruptcy Dept
7930 NW 110 Street
Kansas City MO 64195-9904

First National Bank
Attn: Samuel Parks
Post Office Box 3391
Beaumont TX 77703-3391

Naomi Parks
500 W Jefferson Street
2nd floor
Louisville KY 40202

PNC Mortgage
500 W Jefferson Street
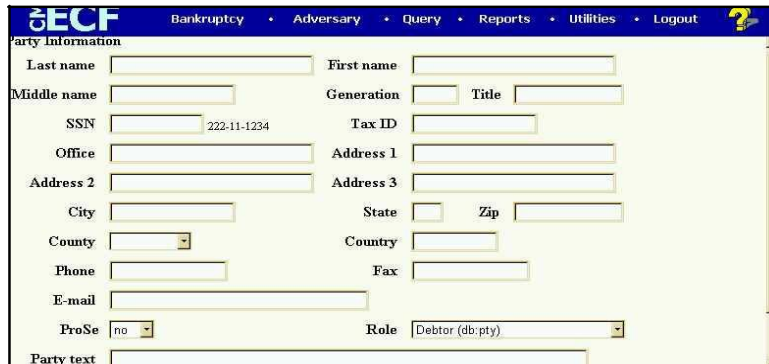9th floor
Louisville KY 40202

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HOW TO SEARCH FOR PARTIES

Before adding any party to a case, search for that party using name, social security number or tax ID number as where appropriate. The system is case letter sensitive so use capitals where appropriate. If the system finds the correct name, select it to help eliminate different versions of the same party name.

HOW TO ADD PARTIES

Data entry includes adding the names of debtor, joint debtor, plaintiff, defendant, creditor, or parties of interest. When adding new parties to the ECF database, the names and addresses must be accurate, consistent, and conform to the criteria listed below.

Adding Party Information

- Use upper and lower case for all names and capitalize the first letter in a proper noun. For example:
  Wallace D Smith
  United Services Fidelity and Guaranty

- Do not use punctuation between initials and names. For example:
  J J Jones
  Smith Inc
  C W Bradford Ltd

- When typing names that have upper and lower case letters or hyphens, do not insert spaces. For example:
  Patricia DeLaGarza
  Patrick MacDougal
  Kathleen O'Brien
  Mary Smith-Baker

- If an individual does not have a middle name, leave that field blank. Do not enter **NMI** (No Middle Initial).

- If a party has multiple names such as Robert John Kennedy Martin, add the extra names in the Middle Name box. For example:
  Last name: Martin
  Middle name: John Kennedy
  First name: Robert

- Business names should be entered entirely in the Last Name box. Do not use the First Name or Middle Name box when entering business names.

- Use the ampersand sign for **and** only if it is part of a company name on the petition or pleading. For example:
  B & D Company
  Cameron & Associates

- Avoid abbreviations unless it is part of a company name on the petition or pleading. For example:
  Ford Motor Company   ~~Ford Motor Co~~
  First Federal Association   ~~1st Federal Assoc~~

- Enter US and USA without any spaces or punctuation. For example:
  US Department of Agriculture
  US Trustee
  US Attorney
  US Environmental Protection Agency
  US Nuclear Regulatory Commission

- Abbreviate post office addresses without a space or punctuation between the P and O, spell out Box. For example:
  PO Box 1359   or   PO Drawer 34321

STATE & TERRITORY ABBREVIATIONS

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

HOW TO ADD PARTY ADDRESSES

- In general it is best to type out the entire name of the street designator. If there is a necessity to abbreviate, use the following:

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

- When there is a street address as well as a post office box address for a debtor, add the post office address as the mailing address.
  John J Johnson
  PO Box 1477
  Bentonville AR 40451-3442

- When needed, use the second and or third line of the address for building name, suite number, floor, firm name, or attention. For example:

  Arthur Andersen and Associates
  Attention: Terri Brooks
  John Hancock Building Suite 2600
  8723 Michigan Avenue
  Chicago IL 60604-2231

- If the address contains an apartment number, unit number, or suite number you may abbreviate. Do not use # to designate number. If there is a necessity to abbreviate, use the following:
  Apartment = Apt
  Suite   =   Ste
  Unit   =   Unit

- When identifying an apartment, suite or a unit in the address field it should be on the second or third line of the address. For example:
  Barbara Bixby
  322 West Shady Lane
  Apt 334
  Austin TX 78701-4321

- If an address has geographic directions use the following as in the example below:
  North = N
  South = S
  East = E
  West = W
  Southeast = SE
  Southwest = SW
  Northeast = NE
  Northwest = NW

  John Smith   Manuel Ortega Jr
  100 **NW** 10th Street   6612 **East** 6th Street
  Washington DC 10004-1252   El Paso TX 79901-1003

- 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. For example:
  Queens NY **11122-2355**

- Use c/o to indicate **In Care Of**
  Manuel Ortega Jr
  c/o Manuel Ortega Sr
  6612 East 6th Street
  El Paso TX 79901-1003

- Foreign Addresses - The bottom line of the address should show only the
  COUNTRY name, written in full (no 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 name of the COUNTRY.
  INGE DIETRIC-FISCHER
  HARTMANNSTRASSE 7
  5300 BONN 1
  GERMANY

- Military Addresses or APO Destinations - Overseas military addresses must include
  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 is used for armed forces in Europe, the Middle East, Africa and
  Canada; AP is for Pacific; and AA is the Americas excluding Canada).
  Sgt. John Smith
  C Company 237 Armor
  Unit 21103 Box 512
  APO AE 09014

- In most cases, you will **not** find debtors or joint debtors when you search the ECF
  database You will have to add them to the database and the case as a new party.

- Add debtors to cases using names and addresses exactly as they appear on the petition.

- Party text may be used for long names. Party text information will show up on the face of the docket report following the name and separated by a comma.

Party Text Tips

1. The name of the debtor without the party text description will appear in docket text.

2. Party text description will not appear on notices.

3. Party text description will appear on the face of the docket report in upper and lower case following the debt or name as shown below:

    Jose Garza, Administrator of the Estate of Sylvia Garza

    Alamo Limestone, a Texas Corporation

    Catherine V. Ruiz, Official Administrator of Lottery Winnings

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Figure 1

- Make an entry in the SSN box or the Tax ID box even is the social security number for an individual debtor or tax identification number for a business debtor is unknown.
  SSN: 000-00-0000
  Tax ID: 00-0000000

HOW TO ADD PLAINTIFFS AND DEFENDANTS

- In most cases, it is likely that you will find defendant or plaintiff when you search the ECF database.

- Add plaintiffs and defendants to cases using names exactly as they appear on the complaint.

- Generally, do not add addresses for plaintiffs or defendants. In the instance where the debtor in bankruptcy is the plaintiff or defendant in the adversary proceeding, the address of the plaintiff/debtor or defendant/debtor, leave the address as is.

- The attorney representation for the defendant in an adversary proceeding should be **pro se** when the plaintiff opens the case. Defendant representation will be added and

reflected on the adversary docket when **an answer** to the complaint is filed.

- Do not add a title for plaintiffs or defendants. Use the field box for Titles.

- Use the Party Text field for long names for plaintiffs or defendants.

HOW TO ADD CREDITORS

- When searching for a creditor, the party will most likely be listed in the search results.

- If you find a creditor in ECF with an address, blank out the address fields before accepting the Party Information screen.

- Add creditors to cases using names already in the ECF database if at all possible.

- Do not add a title for creditors.

- Creditors (such as Ford Motor Credit) are added to many different cases. Ideally, there should be only one Ford Motor Credit party in the ECF database.

- For instance, it is better to add Ford Motor Credit to all cases even if that is not the exact name used on a document being docketed. The proliferation of different names for the same creditor makes searching frustrating and time consuming. The idea is to avoid adding many different names for the same creditor. See below the different names for the same creditors.
  Ford Motor Credit
  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)

- Do not add mailing address for the creditor you represent. (You are its contact)