

[Adding Parties](#)

Parties

Consistently adding names and addresses with the same formats and abbreviations aid in the search for and retrieval of these records, which prevents duplicate entries. To avoid duplicate entries, it is important to use the following standards when adding names to the CM/ECF database.

How to Search for a Party

Before adding a party, it is recommended that one search the database for the filer to eliminate duplicate records in the system. One can search by Social Security Number, Tax Identification Number, Last Name or Business Name.

- Enter the debtor's last name and first name and click **[Search]**. For business filings enter the entire name in the Last/Business name field.

Note: DO NOT TYPE IN ALL UPPERCASE CHARACTERS, UNLESS THE NAME OF THE PARTY SHOULD BE IN UPPER CASE.

Manual Chapter: Getting Started

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