

# PARTY ENTRY GUIDE

Perhaps the most critical piece of ONLINE CASE OPENING is the entry of party names. It is important that this be done correctly since it impacts not only your case but the general records of the court. As you click through the case opening program, you will be offered an input screen where you will have the opportunity to enter the Last Name, First Name, and Middle Name of your parties. We understand that your time is very valuable but please take a moment to review the following guidelines:

1. BEFORE ENTERING ANY PARTY NAME, do a search of the current list of names in the database by entering at least three letters of the party's last name in the last name field that's presented. If your party is a corporation, enter the first three letters of the corporate name. Be SURE to scroll down through the list offered on the screen. If you find something similar, check your own spelling or configuration to determine which is preferable. Should you not find a match AFTER performing this search, you may enter the party as a new entry into the database.

## Search hints:

- Use an asterisk if unsure about spelling. For instance, when searching for Smithville you might type Sm\*t, thereby leaving open the possibility that the correct spelling is Smythville.
  - Using the \* for government entities and agencies or parties with larger corporate identities will help you locate them. For instance, entering \*Springfield would bring up City of Springfield as well as Springfield, MO or Springfield, City of
  - Try searching various entry methods. While it's our desire that periods be entered when appropriate (see instruction 2 to follow) it's possible that your party has been entered without periods or spaces. With that in mind, if your party is R.G. Smyth, Inc., try R.G. but if that doesn't result in a match, try R\*G\* before entering as a new party. If you are offered RG Smyth, please use that as your party name.
2. FOR INDIVIDUAL PARTY NAMES do use periods after their initials, generation, or title.
    - Example: John A. Smith would be entered as:  
Last Name: Smith      First Name: John      Middle Name: A.
  3. FOR CORPORATIONS enter the full name (after searching for matches already existing) in the Last Name field. While we encourage you to use pre-existing names offered we defer to your legal opinion as to whether the name offered is accurate to your particular case. Should you believe that the offered name does not accurately reflect your party, please enter the new party as needed.

4. For EITHER INDIVIDUAL or CORPORATE names, if you are presented with an option with a slightly varied spelling PLEASE confirm you own spelling and only enter a new name if you can confirm your spelling. This includes the variants of a hyphen in the name or a capital letter in the middle of the name. For instance: MegaStore, Mega-Store, etc.
5. When entering commonly known parties or major corporations that are known by their acronym, omit the periods and spaces. For example: If you are entering FDIC there's no need to enter F.D.I.C. since that isn't the common usage. Conversely, please enter the full name of unions: Taskmasters District Council of Kansas City should all be entered in the Last Name field, as opposed to TDCKC
6. ENTERING ALIAS INFORMATION. As a part of the entry process you are offered the opportunity to list alias names for your parties. The entry method is the same. Use your discretion as to whether an alias is appropriate. In the example given in Instruction 4 above, there's no need to enter Federal Deposit Insurance Corporation as an alias, but it is optional to do so.
7. Parties with common articles leading the name should be entered in this manner:  
For "The Town Cafe," you should enter: Town Cafe, The
8. For listings that you know will offer voluminous results, you may save yourself time by entering far more than three characters. For instance, if searching for the Missouri Department of Agriculture, you would be wise to enter at least: Missouri Department of A, since even Missouri Department would result in a long list.
9. STATE, COUNTY or CITY names should be entered as follows:  
State of Missouri - Enter in Last Name field: Missouri, State of  
Greene County Missouri - Enter in Last Name field; Green County, Missouri

Choose the party naming method that matches your complaint.

10. If the complaint lists a party such as Pettis County Sheriff's Department, search using Pettis\*, then, if no match, enter it as follows: Pettis County Sheriff's Department
11. Another field available is Party Text. This field is presented to you on the same screen that asks for Last Name, First Name, and Middle Name. This field is OPTIONAL and allows you to add descriptive information about the party.
  - An example of how you should use this field is:  
John Smith, Pettis County Sheriff  
Last Name: Smith      First Name: John    Party Text: Pettis County Sheriff

Parties who are being sued in both individual and official capacities are entered twice and the difference is distinguished in the Party Text field.

- For example:  
Last Name: Smith      First Name: John      Party Text: individually  
Last Name: Smith      First Name: John      Party Text: in his capacity as  
Sheriff of Pettis County

12: Use middle initials when appropriate but consider using an existing party name if the only difference is the middle initial.

- For example:  
Last Name: Smith      First Name: John      Middle Name: A.

You may click: Smith, John if you believe that properly describes your party. If a common name exists, such as the director of a federal agency, please do not add a new name simply to add the middle initial. These guidelines are for the case opening process and are not meant to suggest that you change the way you identify your party on the complaint. Your complaint can include a middle initial even if the case screen does not.

13. When using placeholder names, please only enter them once.

- For example: John Does 1-25  
Last Name: Doe    First Name: John      Middle Name: (blank)  
Party Text: 1-25
- Other uses of John Doe:  
Last Name: Doe    First Name: John      Middle Name: (blank)  
Party Text: caseworker

PLEASE DO NOT enter additional/new variants of placeholder names.

14. IT IS CRITICAL that you DO NOT IDENTIFY MINORS in your party names. The information you are entering is displayed publicly. Use only their initials. Enter next friend information in Party Text.

- For example:  
Last Name: J.      First Name: M.      Middle Name: (blank)  
Party Text: by and through next friend, Anthony S. Jones