

Northern District of Florida

CM/ECF Attorney User Guide

Chapter 10

Adding or Creating New Parties

In rare cases you may need to add a party to the CM/ECF system (**Only individuals or organizations that are a party to the action should be added as a party to the case. Do not add a party simply because you were required to serve them by law unless they are specifically named on the complaint**). If the party you represent is not listed in the “Select the Party” box which appears during the docketing of each event, click on New Filer. The screen depicted below will appear:



Search for a party

Last / Business Name First Name Middle Name

You must first perform a search to see if your party has already been entered in the CM/ECF system before a new party name can be added. Type the first few letters of the party’s last name for an individual or the first few letters of the company name into the “Last/Business name” field. **Although system searches are not case sensitive, this district requires that all new parties be added in UPPER CASE format.** Click Search.

If a match is found, CM/ECF will display a list of applicable party names (see **If Party is Not Found** in the section below for more information). If the name of the party you represent appears in the list, click on it, and then click Select Party. If several possible choices exist, double click on each name to reveal additional information about that party (if applicable) in a separate window. In some cases, this information will help you decide which party to choose.

Review the party information and select the party's role (i.e., plaintiff, defendant, etc.) for this filing (see **Selecting/Modifying Party Roles** in the next section below). Click Submit.

Selecting/Modifying Party Roles

It is important that the user select the correct party role when adding a new party. The system defaults to "defendant (dft:pty)", and it is up to the user to change this designation when applicable.

To change the "Role" field, click the down arrow and either use the mouse and the scroll bar or the keyboard to move through the options until the correct party role is found. Selections are in alphabetical order. Once selected, the party type will appear in the "Role" field.

The screenshot shows a form titled "Party Information" with several input fields. The "Role" field is currently set to "Defendant (dft:pty)" and has a dropdown arrow icon circled in red. The dropdown menu is open, displaying a list of party roles in alphabetical order: "Consol Third Party Defendant (con3rd:pty)", "Counter Third Party Defendant (con3rd:pty)", "Consol Third Party Plaintiff (con3pl:pty)", "Counter Claimant (cc:pty)", "Counter Defendant (cd:pty)", "Creditor (cr:pty)", "Cross Claimant (crc:pty)", "Cross Defendant (crd:pty)", "Custodian (cust:pty)", "Debtor-in-Possess (dbpos:pty)", "Defendant (dft:pty)", "Garnishee (gar:pty)", "In Re (inre:pty)", "Interested Party (ip:pty)", "Interpleader (intpl:pty)", "Intervenor (intv:pty)", "Intervenor Defendant (intvd:pty)", and "Intervenor Plaintiff (intvp:pty)". The "Defendant (dft:pty)" option is highlighted in blue. At the bottom of the form, there are three buttons: "Submit", "Cancel", and "Clear".

Last name	SMITH	First name	
Middle name		Generation	
Role	Defendant (dft:pty)		
Prisoner Id			
Unit			
Address 2			
City			
County			
Phone			
E-mail			
Party text			
Start date			

Submit Cancel Clear

If a Party is Not Found

If a match is not found or your party does not appear in the pick list, click Create New Party as shown below:

Search for a party

Last / Business Name First Name Middle Name

Search Results

- DOE
- DOE
- DOE, ANGELA
- DOE, CARLTON
- DOE, DEPUTY JOHN
- DOE, ED

ECF displays a screen with the “Last name” field completed using the search criteria that was entered on the “search for party” screen.

If you searched for a name using upper and lower case letters, you will now need to retype the last name or the company name in the “Last Name” field using **ALL CAPITAL LETTERS**.

- For a company, enter the entire company name in the **Last Name** field using all capitalization, i.e. FLORIDA BAR. Choose the appropriate “**Role**” (i.e., plaintiff, defendant, etc.) from the drop down list. Click Submit. Leave all other fields blank.
- For an individual, fill out the **Last Name, First Name, Middle Name,** and **Generation** fields as appropriate using all capitalization, i.e. ROBERT WINSTON CHURCHILL. Choose the appropriate “**Role**”

from the drop down list. Click Submit. Leave all other fields blank, **especially the title field.**

The "Start Date" will be completed automatically and should not be changed.

The Party Text Field

Use the "Party text" field to add additional information to describe your party. Information added to this field is case specific and will not be transferred to all cases in the system using that particular party record.



The screenshot shows a web form with a light blue background. It contains several input fields: "E-mail" (empty), "Party text" (empty), "Start date" (8/14/2017), "End date" (empty), "Corporation" (no), and "Notice" (yes). Below the fields are two buttons: "Add Party" and "Start a New Search".

Example: **First Name Field** = **JOHN**
 Middle Name Field = **H**
 Last Name Field = **SMITH**
 Party Text Field = **WARDEN**