

Style Guide for Electronic Case Filing



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Introduction

This guide contains the preferred style practices for all users of the CM/ECF application in the Northern District of Illinois. Style consistency is the key to efficient searches in CM/ECF. The format in which a name is entered will affect the search results in CM/ECF.

Style Conventions for Names

- Use upper and lower case characters when entering names in CM/ECF.

Patrick MacDougal
Wallace D Smith
The Cookie Company

- Use only the following punctuations;

Hyphens (-)

- ▶ Mary Smith-Baker

Apostrophes (')

- ▶ Kathleen O'Brien

Comma (,)

- ▶ between city and state on *creditor entry screen*
- ▶ between individual creditor's last and first name on *creditor entry screen*

- Use single spacing between all names and initials.

J J Jones
C W Bradford Ltd

- Enter generations such as Jr, Sr, II, III in the generation field.

- If a party has multiple names such as *Robert Kramer Johns Martin*, add the extra names in the middle name field.

Last name field: Martin
Middle name field: Kramer Johns
First name field: Robert

- Business names should be entered in the **last name field**. Do not use the first name or middle name fields when entering business names.
- Do not use the ampersand sign (&) unless it is part of a company name

B & D Company
Cameron & Associates
J & J Trucking

- Enter acronyms without spaces and periods.

US for United States
HUD for Housing Urban Department
FBI for Federal Bureau of Investigation

- Business names beginning with the words “*The, A or An*” should be entered beginning with “The, A or An.”

Enter *The Cookie Company* as;

Last name field: The Cookie Company
First Name Field: **Leave blank**
Middle name field: **Leave blank**

Enter *A Toy Store Inc* as;

Last name field: A Toy Store Inc
First name field: **Leave blank**
Middle name field: **Leave blank**

- Enter titles and prefixes such as Dr, Rev and Trustee in the first name field.

Enter *Trustee Douglas Smith* as;

Last name field: Smith

First name field: Trustee Douglas

Enter *Dr David Smith* as;

Last name field: Smith

First name field: Dr David

- Enter suffixes such as MD or DDS in the last name field.

Enter *Roger Thomas DDS* as;

Last name field: Thomas DDS

First name field: Roger

Enter *Daniel A Hasioka MD* as;

Last name field: Hasioka MD

First name field: Daniel

Middle name field: A

- When selecting a party from the **Party Pick List**, select the party only if you find an exact name match. If an exact match is not found, select [add/create new party](#) to record.

Style Conventions for Addresses

Debtor

- When entering an initial only in the middle name field, **do not** enter a period with the initial
- When there is a street address and a mailing address for a debtor, **pick up the mailing address only.**

Attorney

- The preferred format for telephone numbers is (210) 261-3851.

Creditors

- Addresses must not exceed four (4) lines.

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

Cookie Factory Inc
Attn Groover Smith
First National Cookie Blvd
123 Cookie Street
Chicago IL 60604

- The city, state, and zip code must be the only information on the last address line.
- Foreign addresses must have the full name of the post office and country of destination printed in capital letters.
- The country name or APO destination must be the only information on address 4 line.

Name field: Alfonso Diaz
Address 1: Rio de Danubec y Rio Florido
Address 2: CD JUAREZ CHIHUAHUA
Address 4: MEXICO #1050

Name field: Sgt John
Address 1: C Company 237 Armor
Address 2: Unit #21103 Box 512
Address 4: APO AE 09014

Plaintiff/Defendants

- DO NOT add addresses when adding/selecting a plaintiff or defendant. If an record already exist with an address, delete the address when the Party Information Screen displays.

Abbreviations

When using abbreviations, use the approved standard abbreviations.

Standard

And	&	Drive	Dr	National	Natl
Account	Acct	Federal	Fed	Number	#
Association	Assoc	Finance	Fin	Secretary	Secy
Attention	Attn	In care of	C/O	Square	Sq
Attorney	Atty	Incorporate	Inc	System	Sys
Corporation	Corp	International	Intl	Terrace	Terr
Company	Co	Limited	Ltd	Turnpike	Tpke
Department	Dept	Medical	Med	United States	US

Street Designators

Apartment	Apt	Highway	Hwy
Avenue	Ave	Interstate Highway	IH
Basement	Bsmt	Lane	Ln
Boulevard	Bldv	Parkway	Pkwy
Center	Ctr	Place	Pl
Circle	Cir	Post Office Box	POB
Court	Ct	Road	Rd
Drive	Dr	Room	Rm
Expressway	Expy	Square	Sq
Floor	Fl	Street	St
Freeway	Fwy	Suite	Ste

Geographic Directions

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 Isl.
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
GU	Guam	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
KY	Kentucky	TN	Tennessee
LA	Louisiana	TX	Texas
ME	Maine	UT	Utah
TT	Marshall Island	VT	Vermont
MD	Maryland	VA	Virginia
MA	Massachusetts	VI	Virgin Islands
MX	Mexico	WA	Washington
MI	Michigan	WV	West Virginia
TT	Micronesia	WI	Wisconsin
MS	Mississippi	WY	Wyoming
MO	Missouri		