

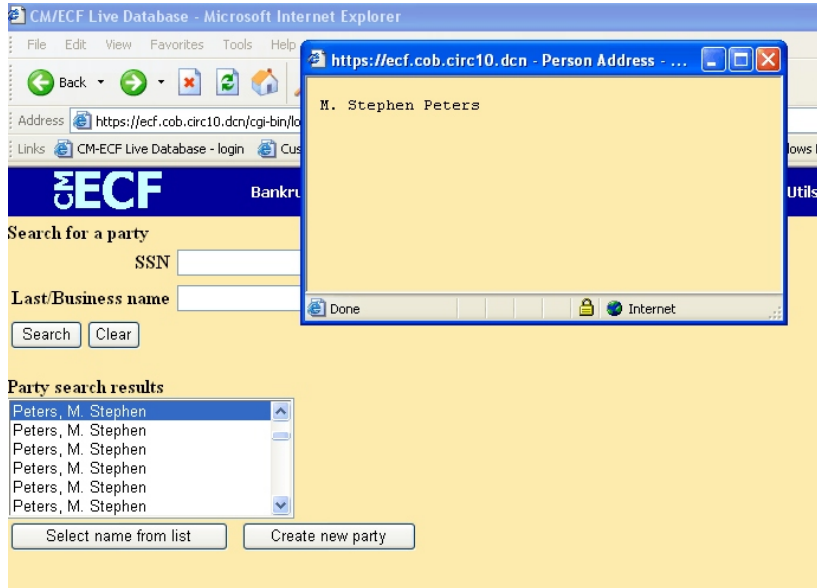
# ENSURING A PARTY IS NOT ENTERED INTO THE SYSTEM MULTIPLE TIMES

The screenshot shows the ECF search interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, and Query. Below this, there is a section titled "File a Court document:" with a link to "04-33866-HRT Gail Nannette Shepard". The main search area is titled "Search for a party" and contains three input fields: "SSN", "Tax Id", and "Last/Business name". The "Last/Business name" field contains the text "Peters". There are "Search" and "Clear" buttons below the input fields, and an "End party selection" button at the bottom.

When a party (creditor, plaintiff, defendant) needs to be added to a case, the e-filer should search the database by the last name and the Social Security Number, if applicable. See graphic at left.

After the name has been entered into the proper field and the search button is clicked, ECF will pull up any and all names and/or Social Security Numbers matching the search. You can see in the graphic at right that M. Stephen Peters has multiple records. The Court's goal is to avoid having too many records appear in the list.

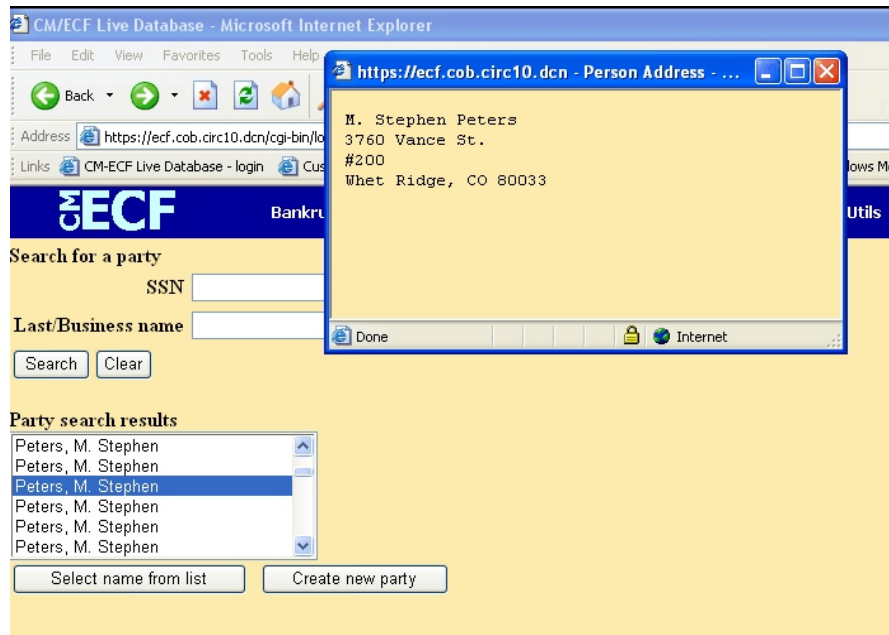
The screenshot shows the ECF search interface after a search has been performed. The search form is visible at the top, with the "Last/Business name" field containing "Peters". Below the search form, there is a section titled "Party search results" which displays a list of search results. The list contains six entries, all of which are "Peters, M. Stephen". Below the list, there are two buttons: "Select name from list" and "Create new party".



If you see multiple records for a party, find the one record that is either the closest to or matches the party information you have. You can view a parties' record by highlighting the name. Once the name is highlighted a separate box will pop up and show the party's information, including address and social security number. See graphic at left. This pop up

box indicates that the party record has no address associated with it. If you see this, it is correct to pick this party record and then add the address in the next step.

This pop up box indicates that the party record has an address associated with it. If you see this, and the address is different or needs to be corrected, ie city misspelled, it is alright to pick this party record and then change the address in the next step.



**\*\*NOTE\*\*** If this is an Adversary Proceeding, you should not enter ANY address or social security information for the Plaintiff !

Address: https://ecf.cob.circ10.dcn/cgi-bin/login.pl?835419735909275-L\_826\_0-1

Links: CM-ECF Live Database - login, Customize Links, Free Hotmail, Windows, Windows Marketplace, Windows Media

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Party Information

M. Stephen Peters SSN:Unknown

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

ProSe  Role

Party text

Attorney... Alias... Review... Add all attorneys and aliases before clicking the Submit button.

Submit Cancel Clear

The next screen will give you the opportunity to correct the party's address information. If the party record had no information, the next screen will only have the party's name and the address fields will be blank. See graphic at left.

If the party record has an address and/or Social Security information as in, the next screen will have the party's name and the address fields completed as shown at right. You can change or delete address information as needed.

Links: CM-ECF Live Database - login, Customize Links, Free Hotmail, Windows, Windows Marketplace, Windows M

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Party Information

M. Stephen Peters SSN:Unknown

Office  Address 1 3760 Vance St.

Address 2 #200 Address 3

City Whet Ridge State CO Zip 80033

County  Country

Phone  Fax

E-mail

ProSe  Role

Party text

Attorney... Alias... Review... Add all attorneys and aliases before clicking the Submit button.

Submit Cancel Clear

Please refer to the chart on the next page to determine when it is appropriate to add a party.

Situation	Type of Case	Add Party	Solution
My party appears in the list, but the address is different from what I need.	Bankruptcy or Adversary	NO	Select the party with the wrong address and change the address at the next screen.
My party appears in the list with no address information.	Bankruptcy	NO	Select the party the address of the debtor at the next screen.
My party has a social security number in the existing record, but everything else looks good.	Adversary	YES	Add a new party WITHOUT the social security number. Plaintiffs in Adversary Proceedings should not have ANY address or social security number information.
My party has a social security number in the existing record, but everything else looks good	Bankruptcy	NO	You may select the party if your party is a debtor. If your party is a creditor, you may want to add a new party.