

## PROCEDURES FOR ELECTRONIC CLAIMANT FILERS

### I. Bankruptcy Menu Options:

Currently, there are three menu options available to the Electronic Claimant Filer:

1. Creditor Maintenance - **Do not use this option.**
2. File Claims - Use to file proofs of claim (see Section III.)
3. Claimant Filings - Use to docket certain pleadings (see section IV.)

### II. Procedure for Addition To Creditors List:

Electronic Claimant Filers may add themselves or their client to the creditor's list for noticing purposes by filing a Notice Request. See Section IV for instructions on the filing of the Notice Request.

### III. Procedure for Docketing of Proofs of Claim:

#### A. Proof of Claim where creditor needs to be added:

1. Click on 'File Claims' from the Bankruptcy Menu
2. Enter case number.
3. Enter creditor's name to search for creditor. (Leave the default for 'Type of creditor' blank or select 'Creditor' and click 'Next'.)
4. If the creditor is not already in the case as you entered it above, you will see the following message: 'No creditors found for selected search criteria'.
5. Click on 'Add Creditor'
6. Click on 'Next' at case number

7. Enter creditor name and address as it appears on your Proof of claim in the section where notices should be sent.

*a. Example: Sears Roebuck and Co.  
111 Dolphin Way  
Ste. 202  
Miami, FL 88888*

*Refer to the Style Guide included in this procedural guide for more information on entering names and addresses.*

*b. Ensure that the creditor name does not exceed 50 bytes (characters).*

*c. Ensure that each address line does not exceed 40 bytes (characters).*

*d. Ensure that the city, state abbreviation and zip code are on the last line.*

*e. If the creditor name plus address lines exceed six lines or a line exceeds the byte (character) limit, the Bankruptcy Noticing Center will not be able to serve notice.*

8. Accept the defaults for Type = **Creditor** and Creditor Committee = **No** by clicking on 'Next'.

9. Click on 'Submit' at the 'Total Creditors Entered' screen.

10. Click on 'File A Proof of Claim' hyperlink at the 'Creditors Receipt' screen.

11. Enter name of creditor as it was previously added (leave the default for 'Type of creditor' blank or select 'Creditor' and click 'Next'.)

12. Click on the down arrow and select the creditor. Ensure that the creditor you select is the correct one. Click on 'Next'.

13. Enter information from the claim. Minimum information to enter is the total amount of the claim.

14. Complete Browse process to load Proof Of Claim-PDF Form

15. The last screen will be the Notice of Electronic Filing

**B. Proof of Claim where the creditor is already in the case:**

1. Click on 'File Claims' from the Bankruptcy Menu

2. Enter case number

3. Enter creditor's name to search for creditor (leave the default for 'Type of creditor' blank or select 'Creditor' and click 'Next'.)

4. Click on the down arrow and select the creditor. Ensure that the creditor name you select is the correct one. Click on 'Next'. (If the address shown for the creditor on the claim is different from the one in the database, ADD the creditor with the new address as indicated in Section A before filing the claim.)

5. Enter information from the claim. Minimum information to enter is the total amount of the claim. If this is an amended claim, be sure to enter the claim number for the original claim in the 'Amends Claim #' field.

6. Complete Browse process to load Proof Of Claim-PDF Form

7. The last screen will be the Notice of Electronic Filing

**IV. Procedure for Docketing Other Pleadings:**

Certain documents can be filed by the Electronic Claimant Filer, including a Change of Address, Notice of Assignment/Transfer of Claim, Notice of Withdrawal of Claim, Notice of Satisfaction of Claim, Notice Request and Reaffirmation Agreement. Following is a summary of how to docket each event:

**I. Change of Address:**

1. Click on 'Claimant Filings' from the Bankruptcy menu

2. Enter case number
3. Click on 'Claimant's Change of Address'
4. Complete Browse process to load Change of Address-PDF document
5. Enter the name of the creditor whose address is changing at the prompt
6. Select appropriate prefix from the drop down pick list, if appropriate (i.e. Amended)
7. Review docket text. Click on 'Bankruptcy' to start over if corrections need to be made.
8. Click 'Next' at final docket text, if no corrections need to be made.
9. The last screen will be the Notice of Electronic Filing

NOTE: Our Case Managers will ensure that the address for the creditor is updated in the case during their daily Quality Control process.

## II. Notice Request:

1. Click on 'Claimant Filings' from the Bankruptcy menu
2. Enter case number
3. Click on 'Claimant's Notice Request'
4. Complete Browse process to load Notice Request-PDF document
5. ***Read the message on the screen!!!***
6. Enter creditor name and address.  
*a. Example: Sears Roebuck and Co.  
111 Dolphin Way  
Ste. 202  
Miami, FL 88888*

*Refer to the Style Guide included in this Procedural Guide for more information on entering names and addresses.*

- b. Ensure that the creditor name does not exceed 50 bytes (characters).*
- c. Ensure that each address line does not exceed 40 bytes (characters).*
- d. Ensure that the city, state abbreviation and zip code are on the last line.*
- e. If the creditor name plus address lines exceed six lines or a line exceeds the byte (character) limit, the Bankruptcy Noticing Center will not be able to serve notice.*

- 7. Accept defaults for Creditor Type and Creditor Committee by clicking 'Next'
- 8. Select appropriate prefix from the drop down pick list, if appropriate (i.e. Amended)
- 9. Review docket text. Click on 'Bankruptcy' to start over if corrections need to be made.
- 10. Click 'Next' at final docket text, if no corrections need to be made.
- 11. The last screen will be the Notice of Electronic Filing

III. Notice of Assignment/Transfer of Claim (where a proof of claim has been previously filed pursuant to 3001(e)(2) or 3001(e)(4):

- 1. Click on 'Claimant Filings' from the Bankruptcy menu
- 2. Enter case number
- 3. Click on 'Claimant's Notice of Assignment/Transfer of Claim'
- 4. Complete Browse process to load Notice of Assignment of Claim-PDF document

5. ***Read the Messages On The Screen!!!!***
  6. Enter the claim number being assigned/transferred when prompted
  7. Select whether the assignment/transfer is With or Without Waiver from the drop down pick list (do NOT bypass this important step.)
  8. If 'Without Waiver' was selected an objection to assignment of claim due date will appear at the next screen. Accept the defaulted due date by clicking 'Next'.
  9. Click on each claim to be transferred
  10. Select the Claim Status of Transfer/Assign
  11. Select Transfer Type of 3001(e)(2) or 3001(e)(4)
  12. To search for a Transferee that is already a creditor in the case click on 'Search Creditors'. To add a Transferee that is NOT already a creditor in the case click on 'Add New Creditor'.
  13. To add the Transferor, click on the 'Search Creditors' button and select from the list of creditors. Be sure to select the creditor who has filed the claim. *(More than one transferor may be added)*
  14. Select appropriate prefix from the drop down pick list, if appropriate (i.e. Amended)
  15. Review docket text. Click on 'Bankruptcy' to start over if corrections need to be made.
  16. Click 'Next' at final docket text, if no corrections need to be made.
  17. The last screen will be the Notice of Electronic Filing
- IV. Notice of Assignment/Transfer of Claim (where a proof of claim has NOT been previously filed pursuant to 3001(e)(1) or 3001(e)(3):
1. Click on 'Claimant Filings' from the Bankruptcy menu

2. Enter case number
3. Click on 'Claimant's Notice of Assignment/Transfer of Claim'
4. Complete Browse process to load Notice of Assignment of Claim-PDF document
5. ***Read the Messages On The Screen!!!!***
6. Leave the claim number field blank and click 'Next'
7. Select whether the assignment/transfer is With or Without Waiver from the drop down pick list (do NOT bypass this important step.)
8. If 'Without Waiver' was selected an objection to assignment of claim due date will appear at the next screen. Accept the defaulted due date by clicking 'Next'.
9. Click 'Next' at the 'Select claims from list' screen. *(Note: A popup will appear: 'You have not selected a claim'. Click on OK.)*
10. Click 'Next'.
11. Select Transfer Type of 3001(e)(1) or 3001(e)(3)
12. To search for a Transferee that is already a creditor in the case click on 'Search Creditors'. To add a Transferee that is NOT already a creditor in the case click on 'Add New Creditor'.
13. Click on 'Search Creditors' to Add Transferor *(More than one transferor may be added. A warning message will display for each one selected indicating that no claim has been filed by the transferor. Click OK, then click 'Next'.)*
14. Select appropriate prefix from the drop down pick list, if appropriate (i.e. Amended)
15. Review docket text. Click on 'Bankruptcy' to start over if corrections need to be made.

16. Click 'Next' at final docket text, if no corrections need to be made.
17. The last screen will be the Notice of Electronic Filing

NOTE: If the Claimant's Notice of Assignment/Transfer of Claim is Without Waiver, a court claims clerk will generate a standardized 'Notice of Assignment of Claim' to the Bankruptcy Noticing Center to the parties involved in the assignment. This notice includes the Objection to Assignment of Claim deadline. If an objection is filed, a hearing will be set. All parties involved will receive notice of the hearing through the Bankruptcy Noticing Center.

V. Notice of Payment Changes:

1. Click on 'Claimant Filings' from the Bankruptcy menu
2. Enter case number
3. Click on 'Claimant's Notice of Payment Changes'
4. Complete Browse process to load Notice of Payment Changes-PDF document
5. Select appropriate prefix from the drop down pick list, if appropriate (i.e. Amended)
6. Review docket text. Click on 'Bankruptcy' to start over if corrections need to be made.
7. Click 'Next' at final docket text, if no corrections need to be made.
8. The last screen will be the Notice of Electronic Filing

V. Notice of Satisfaction of Claim:

1. Click on 'Claimant Filings' from the Bankruptcy menu
2. Enter case number
3. Click on 'Claimant's Notice of Satisfaction of Claim'

4. Complete Browse process to load Notice of Satisfaction of Claim-PDF document
5. ***Read the Messages on the Screen!!!!***
6. Click on the appropriate claim, if a claim was previously filed
7. Enter claim number when prompted, if a claim was previously filed  
*(When no claim number is entered, a warning message will display. Click OK to proceed.)*
8. If a claim number was entered, the Claim Status screen will appear. Select 'Satisfaction' at the Claim Status Screen.
9. Select appropriate prefix from the drop down pick list, if appropriate (i.e. Amended)
10. Review docket text. Click on 'Bankruptcy' to start over if corrections need to be made.
11. Click 'Next' at final docket text, if no corrections need to be made.
12. The last screen will be the Notice of Electronic Filing

VI. Notice of Withdrawal of Claim:

1. Click on 'Claimant Filings' from the Bankruptcy menu
2. Enter case number
3. Click on 'Claimant's Notice of Withdrawal of Claim'
4. Complete Browse process to load Notice of Withdrawal of Claim-PDF Form
5. ***Read the Messages on the Screen!!!!***
6. Enter the claim number when prompted, if a claim was previously filed

7. Click on the appropriate claim, if a claim was previously filed  
*(When no claim number is entered, a warning message will display.  
Click OK to proceed.)*
8. If a claim number was entered, the Claim Status screen will appear.  
Select 'Withdraw' at the Claim Status Screen.
9. Select appropriate prefix from the drop down pick list, if appropriate  
(i.e. Amended)
10. Review docket text. Click on 'Bankruptcy' to start over if corrections  
need to be made.
11. Click 'Next' at final docket text, if no corrections need to be made.
12. The last screen will be the Notice of Electronic Filing

VII. Reaffirmation Agreements:

1. Click on 'Claimant Filings' from the Bankruptcy menu
2. Enter case number
3. Click on 'Claimant's Reaffirmation Agreement'
4. Complete Browse process to load Reaffirmation Agreement-PDF Form
5. Select the appropriate option from the drop down pick list (do NOT  
bypass this important step.)
6. Enter the creditor's name when prompted
7. Select appropriate prefix from the drop down pick list, if appropriate  
(i.e. Amended)
8. Review docket text. Click on 'Bankruptcy' to start over if corrections  
need to be made.
9. Click 'Next' at final docket text, if no corrections need to be made.

10. The last screen will be the Notice of Electronic Filing

VIII. Claimant's Reaffirmation Agreement Cover Sheet:

1. Click on 'Claimant Filings' from the Bankruptcy menu
2. Enter case number
3. Click on 'Claimant's Reaffirmation Agreement Cover Sheet'
4. Complete Browse process to load Reaffirmation Agreement-PDF Form
5. Select the correct Reaffirmation Agreement
6. Select appropriate prefix from the drop down pick list, if appropriate (i.e. Amended) and click 'Next'.
7. Review docket text. Click on 'Bankruptcy' to start over if corrections need to be made.
8. Click 'Next' at final docket text, if no corrections need to be made.
9. The last screen will be the Notice of Electronic Filing

VIX. Supplement to Reaffirmation Agreements:

1. Click on 'Claimant Filings' from the Bankruptcy menu
2. Enter case number
3. Click on 'Claimant's Supplement to Reaffirmation Agreement'
4. Complete Browse process to load Supplement to Reaffirmation Agreement-PDF Form
5. Select the correct Reaffirmation Agreement
6. Select appropriate prefix from the drop down pick list, if appropriate (i.e. Amended) and click 'Next'.

7. Review docket text. Click on 'Bankruptcy' to start over if corrections need to be made.
8. Click 'Next' at final docket text, if no corrections need to be made.
9. The last screen will be the Notice of Electronic Filing

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# Style Guide

United States Bankruptcy Court  
District of Colorado

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## INTRODUCTION

What is a *Style Guide*? It is simply a set of guidelines which will support the user in entering information into Case Management/Electronic Case Filing (“CM/ECF”)... the same way, all the time.

This Style Guide has been revised by the Quality Assurance Team for the United States Bankruptcy Court for the District of Colorado. The intent of the guide is to provide assistance and support to Case Specialists, the Court, and eventually external users, in entering party names, addresses, and attorneys into the CM/ECF database.

Standardization and consistency is the “bottom line” to a computer system. Following consistent and standardize entry for parties, attorneys, and addresses becomes a benefit to the Case Specialist, the Systems Department, the Court, and external Customers.

**The Case Specialists** benefit by having a standardized and consistent guide for data entry. Entry becomes easier and more familiar because names and address will follow the same guidelines for each case for each party addition. Case Specialists will further benefit by the ease of searching for parties as parties will be entered consistently. Cross support to other teams remains consistent and standard.

**The Systems Department** benefits by having the ability to retrieve information for the Court and external Customers more consistently and with greater confidence that all the information retrieved is complete and accurate. Following standard guidelines will be one of the best methods in reducing and eliminating duplicate names and addresses which clutter the database.

**The Court** benefits by having a more effective system through consistent data entry and knowing retrieved data is accurate. The Court further benefits in its ability to search for parties because of the Case Administrators consistent entries.

**The External Customers** benefit by having a more effective and user friendly system, as well as, consistent entry by all parties. External users will also benefit by knowing retrieved data is accurate and consistent.

## SEARCHING AND SHARING

Searching and sharing are tools that help the user reduce data entry effort, eliminate duplicates, and provide consistency within the system.

**System Background:** All of the parties and addresses are kept in the computer as a record. A record is a collection of related data. For example, a person’s first, middle, and last names, as well as his/her social security number, are all related in identifying a person. There is a person record that contains this related information. When entering a person it is important to designate a party role for the person. Party roles of debtor, creditor, attorney, etc., will be chosen from the party role drop down box. All the related records identifying people in CM/ECF are grouped into a table referred to as the Person Table.

**Search:** To perform a search, the user may enter either the first two letters of the last name or the entire last name or the entire Social Security of the party being entered and prompt the computer

to conduct the search. The computer will be able to search the entire database for any name or social security number which could potentially match what was entered in the search fields.

When the user is entering a person into CM/ECF and has prompted the computer to search the database, the computer goes to a table containing all the names and starts to search for matches. This "searching" attempts to find a match to avoid additional entry, duplicated records, and keeping used disk space to a minimum. When the computer does find a match, CM/ECF will prompt the user to choose the name from the list of names contained in the name drop down box which match the search criteria. When the user clicks on a name, another box will appear on the screen showing the address associated with the party. Should the address in the box differ from the party's current address, the user should accept the existing record and then change the address in the case currently being used. By choosing the name from the list, CM/ECF will not create another record. Instead, CM/ECF will *link* the existing record to the case currently being used. By linking to an existing record, the user will save data entry strokes, disk space, and avoid duplicate records. In essence, the linking caused the existing record to be shared with a different case.

If the user believes the party should already be in the database, the user should not only search by Social Security Number but go one step further and search for the party by last name. If the party is still not found in the system, then the user may add the party.

**CAUTION!!! CAUTION!!! CAUTION!!!** If the user's search criteria is too broad (or the user does not know enough of the name), the computer can bring back a lot of names the user may not be expecting. For example, if the user enters "War," the computer will display *ALL* names beginning with "War" and will take more time because it is gathering many more names. It will also cause the user to review many more names to find a match to the name being entered. If the user is looking for the name of Warsinski and just entered "War," the user will get Ware, Warren, Wardle, Warsinski, etc. The more letters the user enters for the search, the faster the user will find the name.

## PARTY TEXT

Party text field should only be used for miscellaneous information associated with the name being entered. This field should not be used to add aka's. For example, the user might find that the petition reflects the debtor is John Doe, Administrator of the Estate of Freda Doe. The user should enter "Administrator of the Estate of Freda Doe" in the party text field. However, if the debtor is Gold Hills, Inc. , a Colorado Corporation, the user would not enter "a Colorado Corporation" in the party text field. In the first example, the debtor could be acting in the capacity as the administrator of the Estate of Freda Doe. In the second example, "a Colorado Corporation" is a description which is not part of the corporate name. Whatever the user places in party text will show up on the docket sheet.

On occasion, some debtors who own their own business will list their Social Security number and a EIN on the petition. Only the Social Security Number should be entered into the database. The EIN should be entered into party text.

Some debtors may list two Social Security Numbers on the voluntary petition. If this should happen, the user will need to search under both numbers to see if there is match in the system. If no match is found then the user will enter the first Social Security Number in the proper field and the following in the party text box: "Also Known under SSN:###-##-####" If there is a match then the user will enter the matching Social Security Number in the proper field and the following in the party text box: "Also Known under SSN:###-##-####"

### **A.K.A., D.B.A., F.D.B.A., etc.**

The user should not over use the alias option in CM/ECF. The user can add as many aliases as needed for a party. The user should enter every AKA that is listed on the petition exactly as it is stated on the petition.

## WHAT'S IN A NAME?

**Names:** When entering a name into CM/ECF, the user should ensure the name is in proper business form. The first letter in a proper noun should be capitalized and proper spacing used. A period should follow an initial in a name. For example, I. M. Hipp, not IM Hipp. To aid the user, the following are guidelines to be followed when entering names.

**Upper and Lower Case Names:** Generally, names which contain upper and lower case letters such as McDougal, DeFrame, MacDonald, etc., should be entered by capitalizing the first letter but not the succeeding letters until the second syllable. Then the first letter of the second syllable would be capitalized. For example: in McDougal, capitalize the "M", not the "c" then capitalize the "D." However, if the name on the petition is similar to "de la Villa", it is the exception to the rule. The name should be entered as it appears.

**Hyphenated Names:** Occasionally a party will have a name which is hyphenated. The hyphenated name should be placed into the appropriate name field using the hyphen to separate the names.

**Multiple Names:** If a portion of a party's name contains more than one name, the names should

be entered into the appropriate field. For example, if the party's name was Billy Joe Bob Edwards, the user would enter Edwards in the last name field, Billy in the First name field, and Joe Bob in the middle name field. If there are two last names present and are not hyphenated, the very last name goes into the Last Name field and the other last name goes into the Middle Name field. For example if the party's name was Wilma Alberta Slate Flintstone, the user would enter Flintstone in the Last Name Field, Wilma in the first name field, and Alberta Slate in the middle name field.

**Generations:** Generations on names should have the first letter capitalized and subsequent letter in lower case. The following is a list of acceptable generational codes for CM/ECF:

- Senior should be entered as Sr.
- Junior should be entered as Jr.
- Second should be entered as II
- Third should be entered as III
- Fourth should be entered as IV
- Fifth should be entered as V

**Name Extensions:** A name extension occurs when a party has a degree abbreviation or other title abbreviation following the last name. The user should place the name extension in the Last Name field following the last name. The following is a list of acceptable degree and title abbreviations for CM/ECF:

- Juris Doctorate should be entered as JD
- Esquire should be entered as Esq.
- Doctorate should be entered as PhD
- Certified Public Accountant should be entered as CPA
- Master of Business administration should be entered as MBA
- Medical Doctor should be entered as MD
- Doctor of Dental Surgery should be entered as DDS

## COMPANY NAMES AND ABBREVIATIONS

**Company names:** The general rule is that company names should not be abbreviated. For example, Colorado Consolidated Freightways & Shipping should not be entered as Colo. Consold. Freight. However, there are some company names which are known by their initials and/or abbreviated name. Only those companies which are set forth below are to be entered using their abbreviated names. Some companies begin with "The" or "A," such as "The Learning Company," or "A Hill of Beans Coffee Shop", the company name should be entered as "The Learning Co." Or "A Hill of Beans Coffee Shop." If the company name has an "and" in the name, use the ampersand (&) instead of the word "and." For example, Johnson & Bear not Johnson and Bear.

Company Name	Abbreviated name to be entered into CM/ECF
General Motors Acceptance Corporation	GMAC
Environmental Protection Agency	EPA
Housing & Urban Development	HUD
Internal Revenue Service	IRS

**Multiple Branch Companies:** When a company has multiple branches or offices, it is imperative that the user search for the main name of the company. When the name has been located, the user will select the name and then change the address. Changing the address will only effect the

current case being worked on. For example, if the party's name was Bank One - Englewood, the user would search for and select the party Bank One and then enter Englewood in the first line of the office field and the address in the proper fields. The following is a list of company names which fall into this category

American Express	First Interstate Bank
American Express Travel Related Services	First National Bank
American General Finance	First Security Bank
Banc One	First Union National Bank
Bank One	Independent Bank
Bank of America	Key Bank
Bankers Trust	Norwest ( <i>Finance, Mortgage, etc.</i> )
Community First National Bank	Norwest Bank
Citi Bank	TCF National Bank
Citi Group	The Money Store
City Wide Banks	United (companies)
EquiCredit Corp.	Wells Fargo
First Bank	Wells Fargo Bank

**Company Name Extensions:** Company name extensions should be entered with the first letter capitalized, the succeeding letters in lower case, and abbreviated appropriately. For example, Johnson & Johnson, Incorporated should be entered as Johnson & Johnson, Inc. The following is a list of company name extensions which are to be used in CM/ECF:

Company	Co.
Corporation	Corp.
Incorporated	Inc.
Limited	Ltd.
Limited Liability Corporation	LLC
Limited Liability Partnership	LLP
National Association	N.A.
Professional Corporation	P.C.

## GOVERNMENTAL UNITS

**United States of America:** United States of America should be entered in all capital letters with no spaces or periods between the letters (USA). If party name contains “US”, then it should be entered with periods immediately following the letters and no other space between the letters. For example, if the company name is U.S. Sprint the user would be entered the name as U.S. Sprint not U. S. Sprint.

When adding a department of the US Government, the name of the department should be entered into the office field. For example, if the party stated on the pleading was IRS - USA or USA - IRS or Department of Treasury - IRS the user would enter the party as USA in the last name party field and then IRS Department of Treasury in the office field and the address in the proper fields. To keep the database as clean as possible, the user must enter “USA” in the last name field. The user should not abbreviate Department in this case. The key to this section is to use the most common name for the governmental unit.

**States:** If a State is a party to a case, it should be entered as State of followed by The State Name. The department that is the filing party will be placed on the office field. For example, if the party stated on the pleading was Colorado Department of Revenue the user would enter the party as State of Colorado in the last name party field and then Department of Revenue in the office field with the address in the proper fields. To keep the database as clean as possible, the user must enter “State of” as part of the party name. The user should not abbreviate Department in this case.

**County Names:** If a County is a party to a case, it should be entered as The County Name followed by the word County. The department that is the filing party will be placed in the office field. For example, if the party stated on the pleading was County of Jefferson, Colorado, Department of Social Services the user would enter the party as County of Jefferson in the last name party field and then Department of Social Services in the office field with the address in the proper fields. To keep the database as clean as possible, the user must enter “County of” as part of the party name. The user should not abbreviate Department in this case.

**City Names:** When a city is a party to a case and it has filed a pleading with the court, the party should be entered into CM/ECF using the words “City of” followed by the city name only. The State should not be included into the party name. For example, if the party name on the pleading was City of Lakewood, Colorado, the user would enter the party name as *City of Lakewood*. There are only two cities within the state of Colorado where the county boundaries and city boundaries are the same. These two cities are Denver and Broomfield. Therefore, these two cities must be entered as City and County of Denver and City and County of Broomfield.

## LOCATION

**Address Rules:** Addresses are as important as the name for mailing notices, orders, and other

relevant case information to interested parties. To ensure consistency with the entry of addresses the user should refer to the rules at the end of this section. The following list is a complete list of acceptable Address Abbreviations to be used in CM/ECF

Address Part	Abbreviation	Address Part	Abbreviation
Air Post Office	APO	Lot	Lot
Apartment	Apt.	Parkway	Pkwy.
Avenue	Ave.	Place	Pl.
Boulevard	Blvd.	Post Office Box or P.O. Box	PO Box
Box	Box	Number	#
Building	Bldg.	Road	Rd.
Circle	Cir.	Room	Rm.
County Road	CR	Rural Route	RR
Court	Ct.	Space	Sp.
Drive	Dr.	Street	St.
Fleet Post Office	FPO	Suite	Ste.
Floor	Fl.	Terrace	Ter.
Highway	Hwy.	Trail	Tr.
In care of	c/o	Unit	Unit
Lane Address Part	Ln.	Way	Way

If both the PO Box and street address are present, use only the PO Box address.

If the address contains an apartment, suite, lot, or unit number, this number should be on the second line of the address. For example, 123 Main St., #5 should be entered as follows: 123 Main St. is to be entered into the first address field and #5 should be entered into the second address field.

**Debtor Outside of the state:** When a party is located out of state and their attorney is located within the State of Colorado, the user will select the County where the attorney’s office is located as the Debtor’s county for SARD purposes.

**APO and FPO:** When an address contains an APO or FPO, the address should be entered in a manner which will allow the address to be placed in multiple address fields. The APO and FPO designations should not contain periods or spaces. For example, the address of 12<sup>th</sup> Chem, Unit 26129, Box 143, APO, AE 09031-0000 would be entered as follows: 12<sup>th</sup> Chem would be entered into the first address field, Unit 26129 would be entered into the second address field, Box 143 would be entered into the third address field, APO would be entered into the city, AE would be entered into the state field, and 09031-0000 would be entered into the zip code field. The user should follow the same guideline for selecting the Debtor’s county when residing outside of Colorado.

**Debtor Outside the United States:** The address should be entered in a manner where the street address is entered into the appropriate fields and the City, Country, and Country code (which may resemble our zip code) are placed in the City field. The user MUST either change the country from USA to the country where the Debtor resides or delete USA from the field. When a party is located out of state and their attorney is located within the State of Colorado, the user will select the County where the attorney’s office is located as the Debtor’s county for SARD purposes.

**Address numerics:** When the address includes numbers, use the numeric characters not the

word. For example One Valley Plaza would be entered as 1 Valley Plaza or Sixth Avenue would be entered as 6<sup>th</sup> Ave.

**Phone Numbers:** Because Colorado has 10 digit dialing, the user will enter the area code and the seven digit number into the phone number field. The phone number should be entered with hyphens following the area code and the three digit exchange. For example, 303-123-4567 not 303 123-4567 or 303 123 4567 or (303)123-4567.

If the Debtor is filing Pro Se, the Debtor's phone number should be entered into CM/ECF following the guidelines set forth above.

**City Names:** In CM/ECF, the user will need to spell out the entire City Name when entering it into CM/ECF. The user can not abbreviate the name. For Example, Colorado Springs would need to be entered as Colorado Springs not Colo. Sprgs. The only exception to this is those cities listed below. These cities should be entered as they are listed.

Ft. Carson	Ft. Lupton
Ft. Collins	Ft. Lyon
Ft. Garland	Ft. Morgan

## ATTORNEYS

It is very likely that the attorney who has filed a document or made an appearance is already in our system. After the user has entered the attorney code and if the attorney is in CM/ECF, the user will be shown a list of attorneys matching the attorney code. The user will select the attorney from the list. The user will see the attorney's address displayed. If the displayed address is not the address on the pleading being filed, the user will change the address for the attorney for that specific case. CM/ECF will allow the attorneys address to be changed for a specific case without effecting the main attorney's address in CM/ECF.

**Attorney Codes:** Our code system for attorney names is the Colorado Attorney registration number. All attorneys registered to practice law in the State of Colorado have a registration number assigned to them. If the attorney is from out of state, the two character state code in lower case letters is used. For example, if an attorney is from California, the retrieval code should be entered as "ca" not "CA."

**Searching for attorneys:** Sometimes, after searching by Attorney Code, the user entering an attorney may discover that the attorney is not in the database. If the user believes the attorney should be in the database, the user should go one step further and search for the attorney by last name. If the attorney is still not in the system, then the user may add the attorney.

**Firm Names:** Do not include the firm name unless it is specifically requested by the firm. Many times, firm names change and it is difficult for the systems staff to find all the necessary records to be changed. However, there are some situations, such as mailing to a law firm located in New York City, where the firm name is sometimes required. Do not use the firm name unless you must! If you do enter the firm name, place the firm name in the first address field and use upper and lower case letters and enter only the first two names of the firm with et al. For example, The law firm of Stanley, Whitfield, Karsh, Hogan, Dewey, Cheatum and Howe should be entered as Stanley, Whitfield et al.

## **TRUSTEE CODES**

When a trustee is added to a case, a drop down box containing all current trustees will appear. The user should select the appropriate trustee by highlighting the name and clicking on it.

## **RIGHT PARTY, WRONG ADDRESS**

On occasion the user will discover that a party is in the CM/ECF database but the address does not match the address on the pleading being docketed. The user should select the party and then change the address to match the pleading. By doing this, the user will only have changed the address for the existing party as it pertains to the current case. All users will benefit by limiting the number of parties with similar names in the database.

## QUICK REFERENCE TO LOCAL STYLE RULES

1. Be consistent!
2. Enter data as if you were typing a proper business letter.
3. Capitalize the first letter in a proper noun.
4. Use spacing as in a proper business letter.
5. When typing last names that begin Mc, or De, etc..., type as a in a proper letterhead.
6. Always place a period (.) after an initial.
7. If initials are the company name, no period (.) is required.
8. If the last name or any name is hyphenated, type it with the hyphen, but without spaces.
9. If “company” or “incorporated” are part of a business name, use the abbreviations “Co.” and “Inc.” since this is the norm.
10. DO NOT use the word “and” in a corporate or company name - use ampersand “&.”
11. When using the “United States of America” use “USA,” but when U.S. precedes any other government entity, you should use “US.”
12. Abbreviate an address rather than type out the words.
13. When there is both a street address and a PO Box present, use only the PO box number.
14. When entering the PO Box, don’t use periods after the P and O and no space between the P and O.
15. Use periods after St., Ave., Blvd., etc.
16. When the address includes numbers, use the numeral, not the word.
17. Enter c/o (lowercase) for “in care of.”
18. Because Colorado has 10 digit dialing, we enter the area code and 7 digit number into the home Number field.
19. Phone numbers should be entered with hyphens.
20. When there are two Social Security Numbers, search the system for a match with either number.
21. When there is no match, enter one Social Security Number in the proper box and the other in Party Text as “Also Known under SSN:###-##-####.”
22. When there is a match, enter the matching Social Security Number in the proper box and

the other in Party Text as “Also Known under SSN:###-##-####.”

23. When an individual lists both a Social Security Number and a EIN for the individual's business on the voluntary petition, the Social Security Number should be entered in the proper box and the EIN should be entered in Party Text.
24. City names should not be abbreviated.
25. City names which begin with Fort should have the word Fort abbreviated to Ft.
26. Apartment, suite, lot, & unit numbers are to be entered in the second address field.
27. When a Debtor files Pro Se, their phone number should be entered into CM/ECF.
28. Cities are entered as “City of” followed by the name of the City. DO NOT include the state.
29. Denver & Broomfield must be entered as City and County of Denver and City and County of Broomfield.
30. Multiple branch company names should be searched for under the main company name and then the specific name entered into the first line of the office field.

## QUICK REFERENCE OF CORRECT AND INCORRECT ENTRIES

Correct Entry	Incorrect Entry
The Builder's Corner	the Builders Corner The Builders corner
McDonald	Mcdonald MCDonald
John J. Doe	John J Doe
JW Brewery	J.W. Brewery
Betty Slate-Flintstone	Betty Slate - Flintstone
Calendars, Inc.	Calendars, Incorporated
Johnson & Johnson	Johnson and Johnson
U.S. Department of Revenue	US Department of Revenue
8 <sup>th</sup> St. 123 Main St.	Eighth St. 123 Main Street
PO Box	P.O. Box Post Office Box
PO Box 1	PO Box 1 123 Main St.
St. Ave.	St Ave
c/o	% care of
303-844-4045	303.844.4045 (303)844-4045
123-45-6789	123-456-789
Colorado Springs	Colo. Sprgs. CO Springs Colo. Springs
City of Lakewood	City of Lakewood, Colorado
123 Main St. #2	123 Main St., #2
City & County of Denver	City of Denver County of Denver County & City of Denver

Ft. Collins	Fort Collins
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COMMON ABBREVIATIONS

Directional

North	-	N.	South	-	S.
East	-	E.	West	-	W.
Northeast	-	N.E.	Northwest	-	N.W.
Southeast	-	S.E.	Southwest	-	S.W.

Military "States"

Armed Forces Africa	-	AE	Armed Forces Europe	-	AE
Armed Forces Americas (except Canada)	-	AA	Armed Forces Middle East	-	AE
Armed Forces Canada	-	AE	Armed Forces Pacific	-	AP

Territories

TERRITORY	ABBREVIATION	TERRITORY	ABBREVIATION
American Samoa	AS	North Mariana Island	CM
Guam	GU	Palau	TT
Marshall Island	TT	Puerto Rico	PR
Micronesia	TT	Virgin Islands	VI

States

STATE	ABBREVIATION	STATE	ABBREVIATION
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

04/10/2003