

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 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. The Debtor's Social Security Number should be entered into the correct field in the Debtor's record and the EIN should be entered into the EIN field to ensure the number appears on the 341 notice.

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 and there is only one debtor for the case, then the user will enter the first Social Security Number in the proper field and then enter the debtor again as a joint debtor under the other Social Security Number. Once the 341 has been queued and the certificate of mailing received, EQ should notify QA to set the joint case flag to no. If there is a match then the user will enter the matching Social Security Number in the proper field. The user will then follow the procedure above if the case is being filed by only one person. If there are two Debtors for a case and one debtor has more than once Social Security Number, the user should contact either the Chief Deputy or the Court's Operation Manager for direction.

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 filed, Billy in the First name field, and Joe Bob in the middle name filed. 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 12th Chem, Unit 26129, Box 143, APO, AE 09031-0000 would be entered as follows: 12th 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 6th 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 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 and there is only one debtor for the case, then the user will enter the first Social Security Number in the proper field and enter the debtor again as a joint debtor under the other Social Security Number. Once the 341 has been queued and the certificate of mailing received, EQ should notify QA to set the joint case flag to no. If there is a match then the user will enter the matching Social Security Number in the proper field. The user will then follow the procedure above if the case is being filed by only one person. If there are two Debtors for a case and one debtor has more than one Social Security Number, the user should contact either the Chief Deputy or the Court's Operation Manager for direction.
21. 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 the EIN box.
22. City names should not be abbreviated.
23. City names which begin with Fort should have the word Fort abbreviated to Ft.
24. Apartment, suite, lot, & unit numbers are to be entered in the second address field.
25. When a Debtor files Pro Se, their phone number should be entered into CM/ECF.
26. Cities are entered as "City of" followed by the name of the City. DO NOT include the state.
27. Denver & Broomfield must be entered as City and County of Denver and City and County of Broomfield.
28. 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 th 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

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		