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.

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 External Customers, Case Specialists, the Systems Department, and the Court.

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.

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 Number 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, duplicate records, and keep 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 causes 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.

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". In these cases, the company name should be entered as "The Learning Co." Or "A Hill of Beans Coffee Shop."

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

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 **County of** followed by the name of the 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

Addresses: Addresses are as important as the name for mailing notices, orders, and other relevant case information to interested parties.

The following is a complete list of acceptable, but not required, address abbreviations to be used in CM/ECF.

Address Part	Abbreviation	Address Part	Abbreviation
Air Post Office	APO	Court	Ct.
Apartment	Apt.	Drive	Dr.
Avenue	Ave.	Fleet Post Office	FPO
Boulevard	Blvd.	Floor	Fl.
Box	Box	Highway	Hwy.
Building	Bldg.	In care of	c/o
Circle	Cir.	Lane	Ln.
County Road	CR		

Address Part	Abbreviation	Address Part	Abbreviation
Lot	Lot	Rural Route	RR
Parkway	Pkwy.	Space	Sp.
Place	Pl.	Street	St.
Post Office Box or P.O. Box	PO Box	Suite	Ste.
		Terrace	Ter.
Number	#	Trail	Tr.
Road	Rd.	Unit	Unit
Room	Rm.	Way	Way

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

APO and FPO: When an address contains an APO or FPO, 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.

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. It is suggested, but not required, to enter phone numbers using hyphens, after 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.

Pro Se Filers: 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 cannot 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, which can be entered with their abbreviation or full names.

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

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. When typing last names that begin Mc, or De, etc..., type in as a proper letterhead.

5. Always place a period (.) after an initial.

6. If initials are the company name, no period (.) is required.

7. If the last name or any name is hyphenated, type it with the hyphen, but without spaces.

8. If “Company” or “Incorporated” are part of a business name, use the abbreviations “Co” and “Inc” since this is the norm.

9. When using the “United States of America” use “USA,” but when U.S. precedes any other government entity, you should use “US.”

10. When there is both a street address and a PO Box, use only the PO box number.

11. Enter c/o (lowercase) for “in care of.”

12. Because Colorado has 10 digit dialing, enter the area code and 7 digit number into the home number field. It is suggested to enter phone numbers using hyphens.

13. City names should not be abbreviated.

14. Cities are entered as “City of” followed by the name of the City. DO NOT include the state. Denver & Broomfield must be entered as City and County of Denver and City and County of Broomfield.

15. Multiple branch company names should be searched using the main company name. The specific department/location should be entered on 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
PO Box 1	PO Box 1 123 Main St.
c/o	% care of
Colorado Springs	Colo. Sprgs. CO Springs Colo. Springs
City of Lakewood	City of Lakewood, Colorado
City & County of Denver	City of Denver County of Denver County & City of Denver

COMMON ABBREVIATIONS

Directional

North	-	N
East	-	E
South	-	S
West	-	W
Northeast	-	NE
Northwest	-	NW
Southeast	-	SE
Southwest	-	SW

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		