

PARTY NAME STANDARDS

SEARCH FOR A PARTY

Search for a party

Last / Business Name First Name Middle Name

Search criteria:

Last name (at least 2 characters are required): Last name of individual, business name, place, thing, entity, etc.
Enter at least two characters of the last name, using an asterisk () as a substitute for unknown letters (e.g., Jo*s will find Jones, Johnson, Joseph etc.).*

First name: First name of individual only.

Middle name: Middle name of individual only.

If *Search Results* do not find a match, search again. If after two different attempts, a match is not found, click *Create New Party*. On the Party Information screen, note that the search criteria previously entered will be presented and therefore the last, first and/or middle name may need completion.

If *Search Results* do find a match, the following fields will be presented:

Title:	Leave blank.
Role:	This field will default to <i>defendant</i> . Identify the role that the party plays in the case (Plaintiff, Defendant, etc.).
Pro se:	(N/A; do not modify) This field will default to <i>No</i> .
Prisoner Id:	Leave blank.
Unit:	Leave blank.
Office:	Leave blank.
Address1:	Leave blank.
Address2:	Leave blank.
Address3:	Leave blank.
City:	Leave blank.
State:	Leave blank.
Zip:	Leave blank.
Country:	Leave blank.
Prison:	Leave blank.
Phone:	Leave blank.
Fax:	Leave blank.

Party text: (optional) Enter additional descriptive information regarding the party (e.g., a Michigan corporation).
Start date: (Do not modify) This field identifies the date the party is added to the case.
End date: Leave blank.
Corporation: (Do not modify) This field will default to *No*.
Notice: (Do not modify) This field will default to *Yes*.

Party Type Examples

Individuals

Doctor J.K. Green

First Name: J. (Always include a
Middle Name: K. period after initials)
Last Name: Green
Party Text: Doctor

Unknown Police Officers

Last Name: Unknown Party
Party Text: named as Unknown Police
Officers

R.S., a minor

Last Name: R.S.
Party Text: a minor
(Use initials only for names of minors)

Jane Smith, Next Friend of R.S., a minor

First Name: Jane
Last Name: Smith
Party Text: next friend of R.S., a minor

Ima Stup (#123456)

First Name: Ima
Last Name: Stup #123456

Alias First Name: R.S.
Alias Type: nfo

State and Federal Prisoner ID Numbers should be entered in the last name field when applicable

Char Coal, Executor of the Estate of Cam O'Flage, deceased

First Name: Char
Last Name: Coal
Party Text: executor of the Estate of Cam
O'Flage, deceased
Alias First Name: Cam
Alias Last Name: O'Flage
Alias Type: est

John Doe

Last Name: Unknown Party
Party Text: named as John Doe

Business Names

ABC Corporation

Last Name: ABC Corporation

The ABC Hotel

Last Name: ABC Hotel, The

A.B. Business, Inc.

Last Name: A.B. Business, Inc.
(always use punctuation)

A Big Company

Last Name: Big Company, A

(Include words such as The, A, An, etc. at the end of the name with a comma separating them)

Trustee/Union Names

Michigan Pension Fund, Trustees of the

Last Name: Trustees of the Michigan Pension Fund

(Trustees should always be placed at the beginning of the party name)

International Union of Workers, Local 123

Last Name: International Union of Workers
First Name: Local 123

Local 123 International Union of Workers

Last Name: International Union of Workers
First Name: Local 123

Governmental Entities

State of Michigan

Last Name: Michigan, State of

Grand Rapids

Last Name: Grand Rapids, City of

Kent County

Last Name: Kent, County of

USA

Last Name: United States of America

Board of Commissioners for Kent County

Last Name: Kent County Board of Commissioners

Alias Type Definitions

agent	agent of
aka	also known as
assign	as assignee of
bg	by guardian
cons	conservator for
dba	doing business as
dec	deceased
div	a division of
est	estate of
exrel	ex rel
fdba	formerly doing business as
fka	formerly known as
iden	identified on initiating document as
nee	born
nfo	next friend of
nka	now known as
obo	on behalf of
other	other
pro	personal representative of
rpi	real party in interest
subfor	substituted for
subs	subsidiary of
suc	successor in interest
ta	trading as
trust	trustee of