

## STYLE GUIDE

Documents and docket entries entered into the CM/ECF system are captured and displayed in multiple areas of the system. It is important that the information be entered in a uniform and predictable manner in order to reduce errors and improve the usefulness of the system.

Shown below are the preferred style practices for all users of the CM/ECF application in the Northern District of Florida.

### Pleadings

- All pleadings should be formatted so that the heading of the document contains the court division, case name, case number and chapter. This will assist in providing a more recognizable format and makes locating case information easier.

UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF FLORIDA TALLAHASSEE DIVISION	
In re:  JOHN A. JONES and MELISSA C. JONES Debtor(s)	Case No. 05-10001 Chapter 13
Title of Pleading	

### Adding Parties

- Before you add any party to a case, search for that party using name, social security number or tax ID number. If the system finds the correct name, select it to help eliminate multiple versions of the same party name. For common agency names that could be abbreviated, search different versions of the agency name. For instance, "*United States Department of Education*" it could be listed as: United States, U.S., US, USA, U.S.A., or U.S. of A or USDOE.
- **Debtor Information**
  - Debtor information should be entered in upper and lower case letters exactly as it appears on the petition.
  - If the debtor has a title, add the title in the "*party text*" box. This title will not appear in docket text or notices, but will appear on the face of the docket after the debtor's name. Examples of "*party text*" appear below:

Jose Garza, Administrator of the Estate of Sylvia Garza  
 Alamo Limestone, a Florida Corporation  
 Catherine V. Ruiz, Official Administrator of Lottery

- If the debtor's Social Security Number or Tax ID number is unknown, make an entry of all zero's (000-00-0000 or 00-0000000) in one of these fields.

- **Creditors and Parties-in-Interest**

- There is rarely a need to add the larger, common creditors to the system, as they are probably already in the system on many different cases. Many of the smaller creditors have been added already also, so it's always good to perform a search prior to adding a new party.
- Searching the database prior to adding a creditor helps to prevent multiple listings for parties and creditors. Ideally, each creditor should be listed one time for each address used. Unfortunately, many of the creditors are listed multiple times with many different styles which can cause some confusion.

**Ford Motor Credit (preferred style)** is also listed as:

Ford Motor Credit Company  
 Ford Motor Credit Co.  
 Ford Motor Credit Corporation  
 Ford Motor Credit Co., Inc.  
 Ford Motor Credit Company (FMCC)  
 Ford Motors Credit Company  
 Ford Motor Company

- When selecting a party already listed in the system, you can change the address as needed. The change will only affect the case to which it is being added at the time.
- Do not include titles for creditors. List only the primary name. If the party is acting in the capacity of an agent or trustee or is a successor to another company, this information should be included in the "party text" field.

**Mortgage Electronic Registration Systems, Inc. *as nominee for ABN AMRO Mortgage Group, Inc.* (party text)**

- **Role Type.** Select the correct party role. All creditors should have the role type of "Creditor" even if they are the movant in a matter before the court. A list of role types is located on page 68.
- **c/o:** Do not specify a particular person's attention in the address as employees change. The mailing address may indicate "*c/o Bankruptcy Department*" or something similar.

- **Husband and Wife:** When adding a husband and wife as a single creditor, they should be entered as “*Mr. & Mrs. John Doe.*”

*Last Name: Doe*

*First Name: John & Mrs.*

- **Wife or Widow:** When the name is given as “Mrs. John Doe” without stating the woman’s first name, it should be entered as follows:

*Last Name: Doe*

*First Name: John (Mrs.)*

- **Professional Titles:** When adding a professional such as a doctor or a dentist, etc., this should be added separately in the “party text” field.

*Last Name: Doe*

*First Name: John*

*Party Text: John Doe, MD*

- **Plaintiffs and Defendants**

- Search for parties prior to adding. If the search does not locate the party(ies) involved, add plaintiffs and defendants exactly as they appear on the complaint, using the formats outlined above.
- Do not add addresses for plaintiffs or defendants.
- Do not add titles for plaintiffs or defendants.
- Be sure to select the correct party role (plaintiff or defendant)

- **Law Firms.** If you wish to enter the firm name or the title “Attorney at Law” when entering an address, this information should be entered into the “Office” field.

- **Naming Styles**

- Use upper and lower case letters for all names and capitalize the first letter in a proper noun.

*Wallace D. Smith*

*United Services Fidelity and Guaranty*

- Use punctuation and single spacing between all names and following initials and periods.

*J. J. Jones  
Smith, Inc.  
C. W. Bradford, Ltd.*

- When typing names with upper and lower case letters and/or hyphens, do not insert spaces.

*Patricia DeLaGarza  
Patrick MacDougal*

- If an individual does not have a middle name, leave that field blank. Do not enter the “no middle name” abbreviation (NMI).
- If a party has multiple names, such as *Robert Kramer Johns Martin*, add the extra names in the middle name box.

*Last Name: Martin  
Middle Name: Kramer Johns  
First Name: Robert*

- Business names should be entered entirely in the Last Name box. Do not use the first or middle name boxes when entering business names.
- Do not use the ampersand (&) for the word “and” unless it is part of a company name and is on the petition or pleading.

*B. & D. Company - Cameron & Associates - J & J Trucking*

- Avoid abbreviations unless it is part of a company name on the petition or pleading.

*Florida Car Co. should be Florida Car Company  
1st Federal Assoc. should be First Florida Association*

- Enter “U.S.” and “U.S.A.” without spaces.
- Enter county agencies/authorities noting the county first and without abbreviations.

*Escambia County Tax Collector or  
Wakulla County Tax Collector*

- **Address Styles**

- Post Office Box/Drawer – Abbreviate as “P.O. Box” without a space between the *P* and the *O*.
- Use digits for numbers in addresses rather than spelling them out.

*3224 East 26th Street*  
*1 Valley Plaza*

- Completely spell out geographic words and road designations.

East, West, North, Southeast, etc.  
Road, Plaza, Lane, Street, Avenue, etc.

- If you are required to abbreviate in order to fit the entire address, please use the following abbreviations recognized by the U.S. Postal Service:

Directional Abbreviations:

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

Street Designators

Avenue - Ave.	Interstate Highway - I.H
Street - St.	Boulevard - Blvd.
Lane - Ln.	Road - Rd.
Highway - Hwy.	

- You may use the “#” sign rather than typing “Suite,” “Room,” or “Apartment”
- When a party or creditor has a street address as well as a post office box, add only the post office address. Do not include both addresses.

John J. Johnson  
P.O. Box 1477  
~~4218 Elmwood Lane~~  
Gainesville, FL 30303

- You may use up to five lines to enter an address.

Name - BearingPoint Management Consultants  
 Address Line 1 - Attention: Bankruptcy Department  
 Address Line 2 - John Hancock Building, Suite 2600  
 Address Line 3 - 8723 Michigan Avenue  
 City, State, Zip - Chicago, IL 60604

- Use the full ten-digit zip code if known.
- Foreign addresses must have the full name of the post office and country of destination in all capital letters and the country name or APO destination must be the only information on the last line of the address.

Alfonso Diaz  
 Rio de Danubec y Rio Florido  
 CD. JUAREZ, CHIHUAHUA  
 MEXICO #1050

Sgt. John Smith  
 C Company 237 Armor  
 Unit #21103, Box 512  
 APO AE 09014

- **State and Territory Abbreviations**

Alabama – AL  
 Arkansas – AR  
 Colorado - CO  
 District of Columbia – DC  
 Guam – GU  
 Illinois – IL  
 Kansas – KS  
 Maine – ME  
 Massachusetts – MA  
 Micronesia – TT  
 Montana – MT  
 New Hampshire – NH  
 New York – NY  
 N. Mariana Islands - CM  
 Oregon - OR  
 Rhode Island – RI  
 Tennessee – TN  
 Virginia – VA  
 West Virginia – WV

Alaska – AK  
 American Samoa - AS  
 Connecticut – CT  
 Florida - FL  
 Hawaii – HI  
 Indiana – IN  
 Kentucky - KY  
 Marshall Island – TT  
 Mexico – MX  
 Mississippi – MS  
 Nebraska – NE  
 New Jersey – NJ  
 North Carolina – NC  
 Ohio - OH  
 Pennsylvania – PA  
 South Carolina – SC  
 Texas - TX Utah – UT  
 Virgin Islands - VI  
 Wisconsin – WI

Arizona – AZ  
 California – CA  
 Delaware – DE  
 Georgia - GA  
 Idaho - ID  
 Iowa - IA  
 Louisiana - LA  
 Maryland - MD  
 Michigan - MI  
 Missouri - MO  
 Nevada - NV  
 New Mexico - NM  
 North Dakota - ND  
 Oklahoma - OK  
 Puerto Rico – PR  
 South Dakota – SD  
 Vermont – VT  
 Washington – WA  
 Wyoming – WY