Party Entry Guide

BEFORE ENTERING ANY PARTY NAME, search the current list of names in the database by entering at least three letters of the party's last name in the last name field. If your party is a corporation, enter the first three letters of the corporate name. Be SURE to scroll down through the list offered on the screen. If you find something similar, check your own spelling or configuration to determine which is preferable. Should you not find a match AFTER performing this search, you may enter the party as a new entry into the database.

Search hints:

 Use an asterisk if unsure about spelling. For instance, when searching for Smithville you might type Sm*t, thereby leaving open the possibility that the correct spelling is Smythville.

 Use the * for government entities and agencies or parties with larger corporate identities. For instance, entering United* Army would bring up United States Army as well as United States Department of the Army and United States Army VFW.

 Try searching various entry methods. While it's our desire that periods be entered when appropriate, it's possible that your party has been entered without periods or spaces. With that in mind, if your party is R.G. Smyth, Inc., try R.G. but if that doesn't result in a match, try R*G* before entering as a new party. If you are offered RG Smyth, please use that as your party name.

 If the only difference between the party listed on your complaint and the party in the system is cosmetic ("Proctor and Gamble" vs. "Proctor & Gamble" or "Wal-Mart" vs. "WalMart") then select the existing party and DO NOT add a new party to the system.

ENTERING PARTY NAMES:
- Place the word "The" at the end of last name field instead of listing first on parties.
   Example: The Entertainment Group Inc .- Entertainment Group Inc, The
   The Cincinnati Insurance Company - Cincinnati Insurance Company, The

- Use punctuation when appropriate
   Example: Wichita, City of

- Always spell out "United States" or "United States of America" as well as the names of cities and states.

- The phrase "USA for the use and benefit of" or "US ex rel" should be entered in party text. The party filing the case will be considered the plaintiff in the case. The USA will be listed as an interested party until they agree to intervene in the case.

- **INDIVIDUAL**
   Example: Susan B. Anthony
   LAST NAME FIELD: Anthony
   FIRST NAME FIELD: Susan
   MIDDLE INITIAL FIELD: B.

- **BUSINESS**
  <u>Example:</u> Bank of America
  LAST NAME FIELD: Bank of America
  FIRST NAME FIELD: <blank>

- **FIRST OR LAST NAME UNKNOWN**
  When a name is listed with an unknown first or last name, the abbreviations (fnu) or (lnu) should be used in the appropriate field - include the parenthesis.

- **INDIVIDUAL TITLES OF PEOPLE (LIEUTENANT, JUDGE, CAPTAIN, WARDEN, ETC)**
  LAST NAME FIELD: Smith
  FIRST NAME FIELD: George
  PARTY TEXT FIELD: Lieutenant

  If a first name is not given then (fnu) will be entered in the first name field and the title in the party text field.
  LAST NAME FIELD: Smith
  FIRST NAME FIELD: (fnu)
  PARTY TEXT FIELD: Lieutenant

- **AUTOMOBILES**
  LAST NAME FIELD: Chrysler Vin #12345
  PARTY TEXT FIELD: 1997 Chrysler LeBaron

- **CURRENCY**
  LAST NAME FIELD: $1,400.00 in US Currency
  PARTY TEXT FIELD: any additional wording found on the complaint like "**more or less**"

- **ADDRESSES**
  LAST NAME FIELD: 900 N Westlink, Wichita, KS
  PARTY TEXT FIELD: One parcel property located at 900 N. Westlink, Wichita, KS, also known as Lot 11, Block 10, Westlink Village, Second Addition, Sedgwick County, Kansas, with all appurtenances and improvements thereon

- **MINOR NAMES**- The guardian or parent should be entered as the "main party." The initials of the minor will be listed as an alias. Place the last initial, followed by a period, in the last name field and the first initial, followed by a period, in the first name field.
  <u>Example:</u> Roger Benton, a minor by and through mother and natural parent Alice Benton

LAST & FIRST NAME FIELD: Benton, Alice
PARTY TEXT FIELD: Mother and natural parent of
ALIAS LAST/BUSINESS NAME FIELD:B.
ALIAS FIRST NAME FIELD: R.
ALIAS TYPE FIELD: "**mnr**", which will appear on the docket sheet as "minor"

DOCKET SHEET EXAMPLE

Plaintiff

Alice Benton
Mother and natural parent of minor
R. B.

- **ESTATES**
  Example: Richard Simmons, executor of the estate of George Simmons (Dec'd)
  LAST & FIRST NAME FIELD: Simmons, Richard
  PARTY TEXT FIELD: Executor of the
  ALIAS: Name of the deceased - type "**est**".

DOCKET SHEET EXAMPLE

Plaintiff

Richard Simmons
Executor of the estate of
George Simmons

- **SOCIAL SECURITY** - select "Social Security Administration, Commissioner of" in the existing database. In party text type the current commissioner's name.

- **BOARD OF COUNTY COMMISSIONERS OF _____COUNTY**
  Example: Board of County Commissioners of Sedgwick County
  LAST NAME FIELD: Sedgwick County Board of Commissioners

- **DEPARTMENT OR AGENCIES -** Enter the Department or Agency name as the party. If an individual name is listed as an agency representative, i.e. Secretary, Chairman, the name will be entered in party text. Always spell out "United States" and/or state names.
  LAST NAME FIELD: United States Department of Labor
  PARTY TEXT FIELD: Elaine Chao, Secretary

  When an individual has been sued "**in their official capacity**" the individual's name will be listed as a party.
  LAST NAME FIELD: Smith
  FIRST NAME FIELD: John
  PARTY TEXT FIELD: In his official capacity

- **CITY OF _____**
  Example: City of Arkansas City, Kansas
  LAST NAME FIELD: Arkansas City, Kansas, City of

- **STATE OF _____**
  Spell out the name of the state, do not abbreviate
  Example: State of Kansas
  LAST NAME FIELD: Kansas, State of

- **CELLULAR TELEPHONES** including text messages, stored data, voice mail records, etc.
  If a serial number is given:
  LAST NAME FIELD: Cellular Telephone SN 123234
  PARTY TEXT: Phone number and remainder of description (make, model, etc)

  If only a telephone number is given:
  LAST NAME FIELD: Cellular Telephone 316-269-6491
  PARTY TEXT: remainder of description (make, model, etc)

- **EMAIL ACCOUNTS** - use the name of the service provider as the primary party and add the actual email address(es) as aliases
  Example: The accounts controlled by the free web-based electronic communication service provider known as Yahoo!, Inc (Yahoo), 701 First Avenue, Sunnyvale, CA, 94089; accounts of JohnDoe@yahoo . com; and all accounts subscribed to by John Doe of 1234 North West, Wichita, KS

  LAST NAME FIELD: Yahoo! Inc
  PARTY TEXT: account controlled by the free electronic

communication service provider, 701 First Avenue, Sunnyvale, CA, 94089 and all accounts subscribed to by

ALIAS: John Doe
ALIAS: JohnDoe@yahoo.com

- **COMPUTERS** - Enter the word "Computer" followed by the brand name and serial number provided in the Last Name field.

  <u>Example:</u> A Dell desktop computer, SN D02341Q21 located at the north workstation within the Goddard Police Department

  LAST NAME FIELD: Computer Dell SN D02341Q21
  PARTY TEXT: desktop computer located at the north workstation within the Goddard Police Department

- **SIM CARDS** - (Subscriber Identity Module Cards)

  LAST NAME FIELD: SIM Card
  PARTY TEXT: T Mobile (or other manufacturer) bearing the numbers 1234 5678 9123 4567

- **MULTIPLE SURNAMES**

  Note - all hyphenated surnames go into the last name field; the docket sheet will only display the first 20 characters added to the first name field and the first 15 added to the middle name and the first 200 added to the last name field

  <u>Example:</u> Jesus Adolfo Villegas Navarro
  LAST NAME FIELD: Villegas Navarro
  FIRST NAME FIELD: Jesus
  MIDDLE NAME FIELD: Adolfo

  <u>Example:</u> Victor Manuel de la Garza-Palomino
  LAST NAME FIELD: de la Garza-Palomino
  FIRST NAME FIELD: Victor
  MIDDLE NAME FIELD: Manuel