



UNITED STATES BANKRUPTCY COURT CENTRAL DISTRICT OF ILLINOIS

CM/ECF STANDARDS & RULES

Adding Parties to CM/ECF:

The Party File in CM/ECF is designed so that a party and that party's address need only be added to the table one time. After that, with a proper search, the name can be called up and linked to as many cases as appropriate without adding another entry to the table.

If the party you need to link to a case frequently files documents, that party is probably already in the system. Searching is very important in reducing the number of duplicate entries, so always search for the name first, using the first three or four letters of the Last/Business name.

The following rules have been compiled for uniformity in the initial entry of names and address, resulting, we hope, in quicker, easier and more successful searches for names and/or addresses.

REQUIRED FORMAT

Upper/Lower Case - Information should **never** be entered in all uppercase letters. Capitalize the first letter of words where appropriate (names, addresses).

Punctuation - **USE NO PUNCTUATION.** This includes, but is not limited to periods, commas, semi-colons, colons, slashes, apostrophes, and hyphens. **NOTE:** Debtor last names such as O'Brien enter as OBrien, O'Hara as OHara, Bob's Body Shop as Bobs Body Shop, etc. Replace "/" with a space, e.g. Bank of Chicago/1st Bank as Bank of Chicago 1st Bank.

Numbers - Always use the numeral rather than typing out the word for the number (e.g. 1st, 2nd, 3rd, 10th, 57th, etc). (e.g. 1st National Bank, 5 Avco).

"The" or "A" as Part of the Name - **DO NOT ENTER** if it is part of the first word of the name.

Percent (%), Exclamation Point (!) And Backward Slash (/) Symbols - Do **NOT** use them as the system may read them to mean something else. The # (number sign), * (asterisk), and the () (parenthesis) can always be used without any problem.

Hyphenated Last Names Someone with a hyphenated last name (Mary Jo Rice-Kent) is entered as follows:

First Name:	Mary
Middle Name:	Jo
Last Name:	Rice Kent

Abbreviations & Acronyms are **NOT** used in CM/ECF. Spell each word in the name out completely.

Zip Code **Do NOT use the nine digit zip code** when entering the debtor(s) address. The system will display an error when Judge/Trustee Assignment is executed.

Search Search the database using a **limited string** when entering parties. (debtors, creditors, attorneys, etc.) (E.g. American Savings Bank search by entering Amer or American S)