Guidelines for entering party names and party information

Party names should be easily searchable through case management systems and public access records. All party names must be included in the party section of the e-filing systems for both initial and subsequent filings. Party names should be entered in the e-filing data fields as well as appearing on documents. For various reasons (i.e. suffixes, d/b/a, etc.), names may vary between the e-filing party fields and the documents submitted.

Do not re-add a party that already exists in a case. If representation for that party has changed, those changes must be made to the existing party.

Considerations for all courts	Special Instructions for Trial Courts	Special Instructions for Appellate Courts
• If your party is not a person, indicate that the party is a business (administrative agencies, etc.)	• Do not enter subrogee information in the e-filing data fields	• Do not enter party addresses in cases that involve minors or for the party "State of Indiana"
• When entering the State of Indiana, select "Party is a Business/Agency" and use the name "State of Indiana"	• Refer to the Rules on Access to Court Records for a list of case types that require multiple parties to be named in individual cases instead of as co-defendants or co-parties in a single case	• In confidential appellate case types party names should be entered as initials – in these case types use only letters, no periods
• Do not include a/k/a, d/b/a, and f/k/a within the e-filing system, but **do** include them on the documents you are e-filing	• Use full legal names unless the rules allow for initials (Rules on Access to Court Records)	• Except when indicated above, enter an address for each party in the e-filing system (address field is limited to 50 characters)
• Enter suffixes (Jr, Sr, I, II) only in the suffix field	• Create an individual case for each person who is the subject of an adoption, guardianship, or juvenile case	• In JC and JT cases where a child advocacy agency is a party in addition to DCS, enter DCS as the first appellee to preserve the traditional case naming convention of Parent v. IDCS

• Do not include titles when entering party information, but **do** include them on the documents you are e-filing	• When entering estate information, enter:
	  o the decedent as a party, i.e. "Betty Jones", ***AND***
	  o the estate as a party, i.e. "In the Estate of Betty Jones" (using the business selection)	

• Add individuals and individual businesses separately, i.e. David Jones and Betty Jones should be added as separate parties. They should not be entered as David and Betty Jones.	• If available, filers should include the phone number in the data fields for all parties – this information is not visible on the CCS	
	• Filers should only include the email address for themselves and their party	
	• Enter an address for each party in the e-filing system (address field is limited to 50 characters)	
	• Failure to enter an address for each party may cause parties not to get proper notice of hearings or court orders, and may result in a delay in the case	