

# CM/ECF STYLE GUIDE

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## PURPOSE

This document will provide instruction on adding names and addresses in CM/ECF to maintain consistency and standardization within the database.

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## INDEX

**THINGS TO REMEMBER** ..... [2](#)

**NAME STANDARDS**

Names, in general..... [3](#)

Aliases..... [3](#)

Parties Named in their official capacity..... [3](#)

Parties Named in their individual capacity ..... [4](#)

Parties Named in both their official and individual capacities ..... [5](#)

Names of Businesses..... [5](#)

Business names with abbreviations as part of the proper name..... [5](#)

Names of Unions..... [6](#)

Law Enforcement Agencies..... [6](#)

County Boards and Offices..... [6](#)

School Districts and School District Officials..... [7](#)

Cities, Towns and Counties..... [7](#)

USA for the Use and Benefit of a Party..... [7](#)

Minors as Parties..... [8](#)

Executor or Personal Representative of an Estate or Estates..... [8](#)

Trustees..... [9](#)

Currency as a Party..... [9](#)

Vehicles as a Party..... [9](#)

Firearms as Parties ..... [10](#)

Real Estate as a Party..... [10](#)

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## THINGS TO REMEMBER

- **Search.**  
Always search before adding a new party. Many parties already exist in the CM/ECF database.
- **John and Jane Does.**  
John and Jane Does are NEVER listed as parties in the District of Wyoming. DO NOT ENTER THEM AS A PARTY.
- **Punctuation.**  
Do not use punctuation in name fields.
- **Hyphenation.**  
You may use hyphens in name fields if hyphenating two names, such as Smith-Jones. If there is no first name, do not designate no name by placing a hyphen in the first name field.
- **Corrections of names.**  
All new cases will be quality controlled by the Clerk's Office. Clerk's Office staff will make any corrections necessary to assure parties stay in compliance with the following naming conventions.
- **Ask for help.**  
The Clerk's Office is always available to answer questions and provide assistance. Please do not hesitate to call the Cheyenne Clerk's Office at (307) 433-2120 or the Casper Clerk's Office at (307) 232-2620.

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## NAME STANDARDS

### Names, in general

*Example: Beth Shaw Moore*

Last name: Moore

Middle name: Shaw

First name: Beth

### Aliases

Each alias must be listed out separately

*Example: John Smith, aka James Smith, Jon Smith, John A Smith*

Last name: Smith

First name: John

Alias last name 1: Smith

Alias first name 1: James

Alias type 1: aka

Alias last name 2: Smith

Alias first name 2: Jon

Alias type 2: aka

Alias last name 3: Smith

Alias middle name 3: A

Alias first name 3: John

Alias type 3: aka

### Parties Named in their official capacity

Format for parties named in their official capacity: Name of Agency, Title. When you have more than one party with the same official capacity (i.e. Correctional Officers, Sheriff's Deputies, etc), you must distinguish them by adding their last name to their Title.

*Example: Director of Community Alternatives of Casper*

Party Name: Community Alternatives of Casper Director

*Example: John Smith, Warden, Wyoming State Penitentiary*

Last name: Wyoming Department of Corrections State Penitentiary  
Warden

Party text: in his official capacity

Alias last name: Smith

Alias first name: John

Alias type: aka

*Example: Elizabeth Barrett Browning, Superintendent, Laramie County School District No. 1*

Last name: Laramie County School District No 1 Superintendent

Party text: in her official capacity

Alias last name: Browning

Alias middle name: Barrett

Alias first name: Elizabeth

Alias type: aka

*Example: John Smith, Robert Jones, Cheyenne Police Officers, in their official capacities*

1. Last name: Cheyenne Police Department Officer Smith

Party text: in his official capacity

Alias last name: Smith

Alias first name: John

Alias type: aka

2. Last name: Cheyenne Police Department Officer Jones

Party text: in his official capacity

Alias last name: Jones

Alias first name: Robert

Alias type: aka

### **Parties Named in their individual capacity**

Format for parties named in their individual capacity:

First Name, Middle Name, Last Name

*Example: John Smith, Warden of the Wyoming State Penitentiary, in his individual capacity*

Last name: Smith

First name: John

Party text: individually (always use “individually” not “in his individual capacity”)

Alias last name: Wyoming Department of Corrections State Penitentiary Warden

Alisa type: aka

### **Parties Named in both their official and individual capacities**

Will be on the docket as two entities

*Example: John Smith, Warden of the Wyoming State Penitentiary, in his individual and official capacities*

1. Last name: Wyoming Department of Corrections State Penitentiary  
Warden  
Party text: in his official capacity  
Alias last name: Smith  
Alias first name: John  
Alias type: aka

AND

2. Last name: Smith  
First name: John  
Party text: individually (always use “individually” and not “in his individual capacity”)

### **Names of Businesses**

Do not include “The” before the name of any business. Do not include Wyoming in the name if the entity is located in Wyoming. Include the state if the entity is located out of state.

*Example: American National Bank – Cheyenne, Wyoming*  
Last name: American National Bank – Cheyenne

*Example: Credit Bureau of Longmont, Colorado*  
Last name: Credit Bureau of Longmont Colorado

### **Business names with abbreviations as part of the proper name**

The business name should be entered in the last name field as it appears on the Complaint excluding punctuation.

*Example: Wood Bros. Manufacturing Company*  
Last name: Wood Bros Manufacturing Company

### **Names of Unions**

Enter the union name in the last name field, including the local designations.

*Example: National Association of Sheet Metal Workers, Local 255*

Last name: National Association of Sheet Metal Workers Local 255

### **Law Enforcement Agencies**

If the law enforcement agency is in Wyoming, do not include Wyoming in the agency name. Include the state if the agency is not in Wyoming.

*Example: Cheyenne, Wyoming, Police Department*

Last name: Cheyenne Police Department

*Example: Summit County, Colorado, Sheriff's Department*

Last name: Summit County Colorado Sheriff's Department

### **County Boards and Offices**

Boards of county commissioners are usually named as a board of commissioners for a specific county as in "Board of County Commissioners of Park County" or as "Park County Board of County Commissioners".

*If it's a county in Wyoming, enter it as:*

Park County Board of County Commissioners

*If out of state, include the state in the name and enter as:*

Gallatin County Montana Board of County Commissioners

For a county official such as a treasurer, assessor, attorney, clerk, etc.

*If it's regarding a county in Wyoming, include only the county and enter as:*

Laramie County Clerk

Crook County Prosecuting Attorney

*If out of state, include the state in the name and enter as:*

Larimer County Colorado Sheriff

### **School Districts and School District Officials**

Enter in the last name field. Do not spell out “number”, use “No” (with no period after). Do not abbreviate “county”. Include the state only if the school district of school official is out of state.

*Example: Laramie County School District No. 2*  
Last name: Laramie County School District No 2

*Example: Laramie County School District Number 2*  
Last name: Laramie County School District No 2

*Example: Park Co. School District No. 1 Superintendent*  
Last name: Park County School District No 1 Superintendent

*Example: Banner County Nebraska School District No. 1*  
Last name: Banner County Nebraska School District No 1

### **Cities, Towns and Counties**

Do not use “City of” or “Town of” preceding the name. Use the state abbreviation for all cities and towns. Put in only the name of the county if it is located in Wyoming. Include the state if it is an out-of-state county.

*Example: City of Cheyenne, Wyoming*  
Last name: Cheyenne WY

*Example: Town of Columbus, Montana*  
Last name: Columbus MT

*Example: Laramie County, Wyoming*  
Last name: Laramie County

*Example: Cherry County, Nebraska*  
Last name: Cherry County Nebraska

### **USA for the Use and Benefit of a Party**

You will find this used in civil cases filed pursuant to the Miller Act. The United States is not a party to the action so you must enter the name of company in the last name field and type in “USA for the use and benefit of” into the party text.

*Example: USA for the use and benefit of Goodwin Construction Company*  
Last name: Goodwin Construction Company  
Party text: USA for the use and benefit of

### **Minors as Parties**

Minors cannot bring suit in their own names. A parent or guardian must bring suit on the minor's behalf. The adult is listed as the party with the minor appearing as an alias. Due to the Privacy Act, young children are often listed by their initials instead of by name (it is the choice of the filing party where they list minor names or use initials in the Complaint).

*Example: Bruce A. Simons, as father and next friend of Steve Simons, a Minor*

Last name: Simons  
Middle name: A  
First name: Bruce  
Party text: father and  
Alias: Steve Simons  
Alias type: "nfr" for next friend

*Example: Bruce A. Simons, as father and next friend of S.S., a minor*

Last name: Simons  
Middle name: A  
First name: Bruce  
Party text: father and  
Alias: SS (no punctuation)  
Alias type: "nfr" for next friend

### **Executor or Personal Representative of an Estate and Estates**

The person's name is the party. The estate is added as an alias using the decedent's name.

*Example: Joseph Greene, Executor (or Personal Representative) of the Estate of Elizabeth Greene, Deceased*

Last name: Greene  
First name: Joseph  
Party text: Executor of the (or personal representative of the)  
Alias: Elizabeth Greene  
Alias type: "est" for estate

*Example: Estate of Donald Johnson, Deceased*

Last name: Estate of Donald Johnson



### **Trustees**

The trust is added as an alias. Trusts are treated like a business name. You will use the last name field.

*Example: Katherine Hepburn, trustee of the Carey Grant Revocable Trust dated 11/3/1959*

Last name: Hepburn

First name: Katherine

Alias: Carey Grant Revocable Trust dated 11/3/1959

Alias type: "trstee" for trustee

### **Currency as a Party**

No commas are used. Periods are used only when cents are included.

*Example: \$10,000.00 in U.S. Currency*

Last name: \$10000 US Currency

*Example: \$1,469.75 in Western Union money orders*

Last name: \$1469.75 in Western Union money orders

### **Vehicles as a Party**

Format: Brand, Model, Year. Description such as color, vehicle type (sedan, coupe), VIN number is put in party text and commas are allowed in the party text to separate information. Quantities are not included.

*Example: Blue, four door, 1979 Chrysler Newport sedan, VIN 1234567890*

Last name: Chrysler Newport 1979

Party text: blue four door sedan, VIN 1234567890

*Example: One Honda motorcycle, VIN 1984AG791J9K*

Last name: Honda Motorcycle

Party text: VIN 1984AG791J9K

*Example: One black Polaris snowmobile VIN 77789KN2*

Last name: Polaris snowmobile

Party text: black, VIN 77789KN2

### **Firearms as Parties**

Format: Brand, Model, Caliber. Description such as color, serial number is put in party text and commas are allowed in the party text to separate information. Each firearm needs to be listed as a separate party on the docket.

*Example: A U.S. Arms Corp (AIG) M1 Rifle, 30 caliber, serial number 3417452*

Last name: US Arms Corp (AIG) M1 rifle 30 cal

Party text: serial number 3417452

### **Real Estate as a Party**

Punctuation is allowed to be used in this party type, but commas are still not used in amounts. City, County, State information is all party of the Party name.

*Example: Lots 7, 8, 9, 10 & 11 of Section 17, Township 26 North, Range 64 West of the 6<sup>th</sup> Principal Meridian, Goshen County, Wyoming, including all appurtenances thereto*

Last name: Lots 7, 8, 9, 10 & 11 of Section 17, Township 26 North, Range 64 West of the 6th Principal Meridian, Goshen County, Wyoming

Party text: including all appurtenances thereto

*Example: Premises known as 4725 Big Sur Avenue, Cheyenne, Wyoming*

Last name: 4725 Big Sur Avenue, Cheyenne, Wyoming

Party text: premises known as

*Example: 2,019.11 Acres in Sheridan County, Wyoming*

Last name: 2019.11 Acres in Sheridan County, Wyoming