DATA ENTRY STYLE GUIDE FOR CM/ECF

The purpose of this style guide is to establish standards for data entry in our court. This is a set of simple guidelines which will help everyone enter information into the computer in the same way. These standards are based on this court's current practice of data entry and will make searching the database efficient and accurate as well as helping to maintain a clean database. Standardizing this data will control the growth of our database and eliminate duplicate attorneys, parties and addresses. This will also result in quicker, more accurate searches.

Always perform a search before adding a new party into the database, If your search brings up the name and address of the person (entity) you need, use it. If the name is right and address differs, accept the party and modify the address.

ENTERING DEBTOR'S NAMES:

1. If your search on the debtor's ssn or name brings up the name you are looking for accept it; if the address differs, change it on the debtor screen while opening the petition.
2. If the name includes a hyphen; do **not** use a space before and/or after it.
3. If the last name is DeCosta, enter it this way. Do **not** put a space between the 'e' and the 'C'.
4. If an alias is included and the only change is the middle initial or name; don't include as an alias, include it in the name only.

   ex. John Henry
   a/k/a John P. Henry
   a/k/a John Paul Henry
   should be entered as John Paul Henry

   You are not required to enter superfluous aliases just because the attorney lists them on the petition. **Only a valid** a/k/a, d/b/a or f/k/a should be added as aliases.
5. If the name contains a middle initial, enter it, followed by a period.

If the debtor lists a title that is to be included in the bankruptcy, enter this in the **Title** Field. This most often happens when an individual is responsible for a corporate debt. Docketing the title allows the creditors to make the connection between the debtor and the corporation. The title will appear on court notices but the corporation will not show up as a debtor

ex. John Smith a/k/a President of Smith Auto Sales, Inc.

PHONE/FAX NUMBERS:

1. Phone and fax numbers should be entered with parenthesis around the area code. (401)528-4477 **not** 401/528/4477.

BUSINESS NAMES:

1. Enter small words that preceded business names, such as: The, A, An, etc. at the end of the business name with a comma separating the two.

   ex. The Franklin Hotel **should be** Franklin Hotel, The

2. When a business name is listed in a format that is slightly different than the standard name in the database, select the standard form of the party name and enter the variation of the name in **Edit Case Participants**, choose your party and in the **Party Text Field** indicate the variation of the name on the pleading.

   ex. Aetna Casualty Insurance Company has filed a pleading and upon searching you only find Aetna Casualty Co., choose them and follow the above step in **Edit Case Participants**

When adding creditors or a creditor c/o an attorney; do not use any symbols. If you must, leave a space before and after an ampersand, and instead of using c/o the attorney, just add the attorneys name. (The bnc sees the c/o as a percentage sign in most cases and the symbols count for at least 40 characters when it should only be read as one). Hopefully, these guidelines will alleviate any noticing problems.

LOCAL STYLE RULES

1. Use spacing as in a proper business letter:
   F. W. Woolworth not F.W. Woolworth

2. When typing last names that begin with Mc or De, etc., type in proper letter head:
   McCamic, not Mc Camic or MCCamic or MCCAMIC

3. Always place a period after an initial.

4. If the last name is hyphenated, type it with the hyphen, leaving no space in between.

5. Do not abbreviate words in the address, type them out.

ex. **Street** not St **Avenue** not Ave **Boulevard** not Blvd **Apartment** not Apt

6. When adding a name that contains the word 'The, An, or A', put it at the end of the name preceded by a comma.

7. Some standard abbreviations agreed upon are:

PO Box not P.O. Box or P. O. Box

RI not R.I. or R. I. 9/4/03