



**UNITED STATES DISTRICT COURT**  
DISTRICT OF CONNECTICUT

# **INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES**

**Revised January 27, 2026**

# INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

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# INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

## TO SEARCH FOR A PARTY

*Always search for a party in our database before creating a new one.* This is done for an individual by typing the party's full last name and the first initial of the first name in the corresponding fields and then selecting search. For businesses or property, enter the name the way it is captioned in the initiating document, all in the last name field and then select search. If the party is already in our system, you should select it. If it is not, proceed with creating a new party following the instructions below.

## TO CREATE A NEW PARTY

- **Parties should be added in a case the same way they are captioned on the initiating document, unless otherwise specified in this document.**
- If there are words that are abbreviated in the caption, add them to the case using abbreviations.
- Parties captioned in more than one role must be entered separately. The second time you add the party you will get a message that this is a duplicate party. You may disregard the message indicating "duplicate party." Many parties are already in the court's database.
- If you are not sure how to correctly enter a party, please contact the Clerk's Office for guidance.
- Please **do not** enter parties in ALL CAPS or complete any address/phone (except for self-represented parties) or email information on the party screen. **Do not** use the "backslash" (\) character when entering party names or party text.

### Individuals

Enter Last name; First name; Middle name; Generation; and Party text fields as appropriate. **All titles (Ms., Miss, Mr., Dr., Sgt., etc.) must be entered in Party text field. The generation field (Jr., Sr., II, III, etc.) is a party specific field similar to the name fields, but you cannot search by this field. If you search for a party with a generation signifier but do not find one with a generation, you will need to create a new party and add it to the generation field when you do so. Leave all other fields blank.** Do not enter party text for descriptive information available as an alias. You will be given an opportunity to select alias codes on page 7. Please refer to the following examples:

**Listed in caption as:** John S. Turner, Jr., Administrator of the Estate of James Williams

Last name: Turner  
First name: John

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Middle name: S.  
Generation: Jr.  
Party text: Administrator of the Estate of James Williams

**Listed in caption as:** Lynn Bissonnette, Chief of Police in her individual and official capacities  
Last name: Bissonnette  
First name: Lynn  
Party text: Chief of Police in her individual and official capacities

## **Minors**

Pursuant to this District's Privacy Policy, for cases involving minor children, use only their initials.

**Listed in caption as:** Clarise Rogers, ppa A.S., a minor  
Last name: Rogers  
First name: Clarise  
Party text: ppa A.S., a minor

**Listed in caption as:** J.K. by and through his parents/next best friend, John Smith  
Last name: K.  
First name: J.  
Party text: by & through his parents/next best friend, John Smith

## **Businesses**

Enter the entire corporate name or agency as it appears in the caption in the last name field omitting articles such as A, An, and The. If the name is spelled out, spell it out when entering it. If it is not spelled out, use abbreviations as they appear in the caption. If you have descriptive information for a party as reflected in the case caption, enter the description in the party text field.

**Listed in caption as:** The Wall Street Journal  
Last name field: Wall Street Journal

**Listed in caption as:** ABC Corp.  
Last name field: ABC Corp.

**Listed in caption as:** ABC Company, Inc., A Delaware Limited Liability Company  
Last Name Field: ABC Company, Inc.  
Party Text: A Delaware Limited Liability Company

**Listed in caption as:** Plumbers & Pipefitters Local Union 123, Waterbury Regional Office

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Last Name Field: Plumbers & Pipefitters Local Union 123  
Party Text: Waterbury Regional Office

**Listed in caption as:** The Connecticut Laborer's Health & Welfare Fund  
Last name: Connecticut Laborer's Health & Welfare Fund

**Listed in caption as:** The Department of Homeland Security  
Last name: Department of Homeland Security

## **Cities/Towns/States and Their Agencies**

Enter the party all in the Last name field, the same way it is captioned in the initiating document. If you have descriptive information for a party as reflected in the case caption, enter the description in the party text field. If a town/city is listed, just add the state in the party text.

**Listed in caption as:** Town of New Milford, Connecticut  
Last name: Town of New Milford  
Party Text: Connecticut

**Listed in caption as:** The State of Vermont  
Last name: State of Vermont

**Listed in caption as:** City of Waterford Board of Education  
Last name: City of Waterford Board of Education

**Listed in caption as:** Waterbury Police Department, Financial Crimes Unit  
Last name: Waterbury Police Department  
Party Text: Financial Crimes Unit

## **Currency**

**Listed in caption as:** \$10,000.00, US Currency held in safe deposit box #123 at People's Bank  
Last name: \$10,000.00, US Currency  
Party Text: held in safe deposit box #123 at People's Bank

## **Doe (John or Jane)**

Choose a suitable "Doe" party from the database. If there is more than one Doe party listed in the caption, please enter each individually. Do not put the number of Does in the last name field. If you have descriptive information for a party as reflected in the case caption, enter the description in the party text field. Proceed to the party information screen on page 6.

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**Listed in caption as:** John Does, 1-3, bank tellers

Last name: Does

First name: John

Party Text: 1-3, bank tellers

**Listed in caption as:** John/Jane Doe

Last name: Doe

First name: John/Jane

**Listed in caption as:** John and Jane Doe, Mental Health Workers

Last name: Doe

First name: John

Party Text: Mental Health Worker

-AND-

Last name: Doe

First name: Jane

Party Text: Mental Health Worker

## **Miller Act Cases**

The United States is not a party to these actions and has no role in the lawsuit, other than being noted in the caption as required by statute; they should NOT be added as a party of any kind.

**Listed in caption as:** USA for the use and benefit of Salvage the Sound

Last name: Salvage the Sound

Party text: USA for the use and benefit of

## **Residences**

**Listed in caption as:** In the matter of 412 Main Street, Hartford, CT

Last name: 412 Main Street, Hartford, CT

## **Vehicles**

**Listed in caption as:** 2005 Blue Nissan Maxima VIN# 123456789

Last name: 2005 Blue Nissan Maxima VIN# 123456789

## **Vessels**

For vessels, add any descriptive information in the Party text field, but omit anything concerning tackle, engines, apparel, etc.

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Effective: 10/13/2011

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**Listed in caption as:** Golden Sails, M/V Hull #NH1234, a 24' Boston Whaler  
Last name: Golden Sails, M/V Hull #NH1234  
Party text: A 24' Boston Whaler

## Property-Other

**Listed in caption as:** UPS Package, tracking number 123456789, addressed to John Smith, 123 Main Street, Salem, CT  
Last name: UPS Package, tracking number 123456789  
Party Text: addressed to John Smith, 123 Main Street, Salem, CT

## Social Security Cases

Enter the defendant in the last name field, the same way it is captioned on the initiating document. In addition, you must also enter the party "Social Security Administration" (unabbreviated) as an "Interested Party." This will enable the General Counsel's Office, and the document production facility that produces the administrative transcripts to receive timely notification of all activity in these cases.

**Listed in caption as:** John Jones, Commissioner of Social Security  
Last name: Jones  
First name: John  
Party text: Commissioner of Social Security  
- ALSO ADD -  
Last name: Social Security Administration  
(Select Interested Party as the party role)

**Listed in caption as:** The Commissioner of Social Security  
Last name: Commissioner of Social Security  
- ALSO ADD -  
Last name: Social Security Administration  
(Select Interested Party as the party role)

## United States of America

Enter "USA" in the Last name field and search. **Always select the party "USA" from the database even if it is not abbreviated.** Proceed to the party information screen on page 6.

**Listed in caption as:** United States of America

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Last name: USA



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## PARTY INFORMATION SCREEN


Select the appropriate role. Enter descriptive information as reflected in the case caption in the party text field. Do not enter address information. Select Add Party.

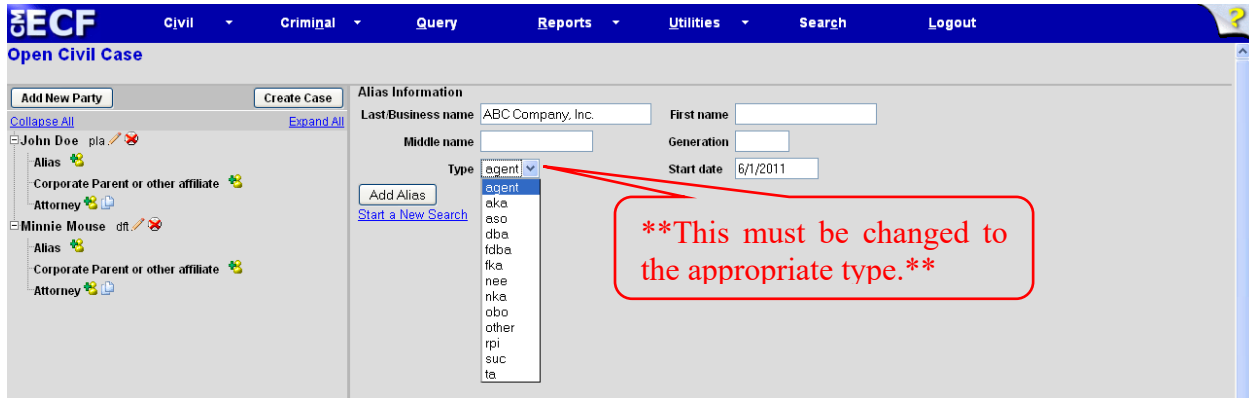
The screenshot shows the ECF Party Information form. The 'Role' dropdown is currently set to 'Defendant (dt:pty)'. A red callout box highlights this dropdown with the text: "\*\*This must be changed to the appropriate role.\*\*". Other fields include Title, Pro se, Prisoner Id, Unit, Office, Address 1-3, City, State, Zip, Country, Prison, Phone, Fax, E-mail, Party text, Start date, End date, Corporation, and Notice.

Party Roles		
Amicus	Consol Third Party Plaintiff	Intervenor Plaintiff
Appellant	Consolidated Respondent	Mediator
Appellee	Counter Claimant	Movant
Apportionment Defendant	Counter Defendant	Nominal Defendant
Arbitrator	Creditor	Notice
Bankruptcy	Cross Claimant	Objector
Claimant	Cross Defendant	Petitioner
Complainant	Debtor	Plaintiff
Consol Claimant	Defendant	Receiver
Consol Counter Claimant	Deponent	Respondent
Consol Counter Defendant	Garnishee	Special Master
Consol Cross Claimant	In Re	Taxpayer
Consol Cross Defendant	Interested Party	ThirdParty Defendant
Consol Defendant	Interpleader	ThirdParty Plaintiff
Consol Plaintiff	Intervenor	Trustee
Consol Third Party Defendant	Intervenor Defendant	Witness

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## ALIAS TYPE

Alias information may be added by selecting the alias icon . Select the appropriate alias type. Select Add Alias.



The screenshot shows the ECF system interface. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area is titled 'Open Civil Case' and contains an 'Add New Party' section. On the left, there is a list of parties: John Doe (pla) and Minnie Mouse (dff). Each party has an 'Alias' icon and a dropdown menu. The 'Add Alias' dropdown is open, showing a list of alias types: agent, aka, aso, dba, fdba, fka, nee, nka, obo, other, rpi, suc, ta. A red callout box points to the dropdown with the text: '\*\*This must be changed to the appropriate type.\*\*'

Alias Types	Description
agent	agent of
aka	also known as
aso	as subrogee of
dba	doing business as
fdba	formally doing business as
fka	formerly known as
nee	born
nka	now known as
obo	on behalf of
other	other
rpi	real party in interest
suc	successor
ta	trading as

If you do not find the applicable alias type, edit your party by selecting the edit icon . Add the descriptive information in the Party text field.

Repeat search steps until all parties have been added.