



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

CM/ECF Attorney Training Module

ADD/CREATE PARTY

STEPS:

1. Enter the individual's Last Name or Full Name of Business in the Last/Business name filed. **NOTE:** When adding a debtor, you should also use the debtor's SSN or Tax ID Number. (See Figure 1)

Figure 1: **Search for a party**

SSN / ITIN	<input type="text"/>	← Tax ID / EIN	<input type="text"/>
Last/Business name	<input type="text"/>	←	
First Name	<input type="text"/>		
Middle Name	<input type="text"/>		
	<input type="button" value="Search"/>	<input type="button" value="Clear"/>	

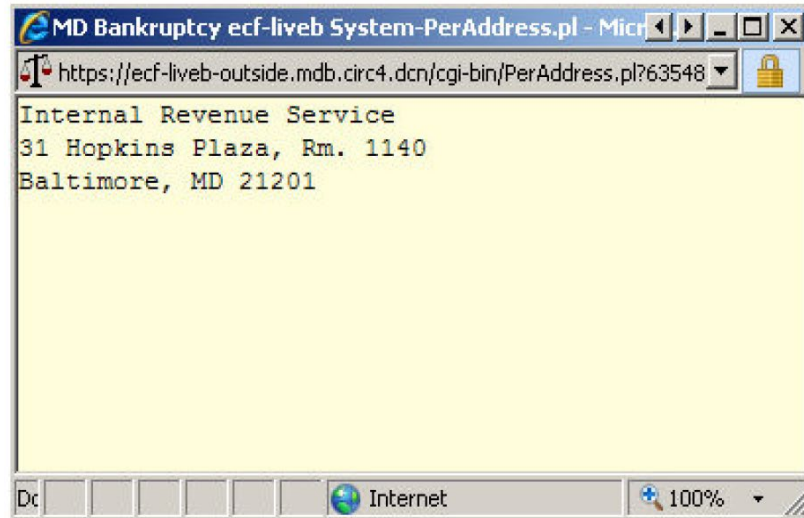
- Click on 'Search'
- If the Party Search results are No Person Found, proceed to Step 2
- The Party Search results screen is displayed. Scroll through the list and highlight the name of the party.
- Click the 'Select name from list name' button. A pop-up screen will appear with the person's name and address (See Figure 2).



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Figure 2:



- Select the name from the list regardless of the address
 - Modify to correct address, if necessary
 - Select the Role Type from the drop-down list. This will create a new party for your client with your address and the original record remains unchanged.
 - Click 'Submit'
2. **If the Party Search results are No Person Found:**
(See Figure 3)



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Figure 3:

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

No person found.

- Click 'Create new party'
- The Party Information screen will display (See Figure 4)

Figure 4:

Party Information

Last name First name

Middle name Generation Title

SSN / ITIN Tax ID / EIN

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Role

Party text



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- Verify that the name and the address information is correct
- **NOTE:** When entering a creditor's address, enter the address c/o of the attorney to ensure you receive proper notice.
- Select the appropriate 'Role' type
- Click 'Submit'
- Select Party screen displays
- Select the highlighted Party and continue docketing
- See Figure 5 for Do's and Don'ts

Figure 5:

Party Information	
Last name <input type="text"/>	First name <input type="text"/>
Middle name <input type="text"/>	Generation <input type="text"/>
SSN <input type="text"/>	Tax ID <input type="text"/>
Office <input type="text"/>	Address 1 <input type="text"/>
Address 2 <input type="text"/>	Address 3 <input type="text"/>
City <input type="text"/>	State <input type="text"/>
County <input type="text"/>	Country <input type="text"/>
Phone <input type="text"/>	Fax <input type="text"/>
E-mail <input type="text"/>	
Role <input type="text"/>	<input type="text"/>
Party text <input type="text"/>	

1. Use initial capital only. (example John Smith)
2. Do not use all lowercase or all uppercase letters.
3. Use only the last name field for a business name.
4. Enter the complete name of the business.
5. Do not use first & middle name fields when adding a business.
6. Use the title field to designate a party as trustee, etc.
7. Do not add c/o, a/k/a, d/b/a, etc. as part of the name.
8. Use the generation field for Jr., Sr., etc.
9. Do not add generation in any of the name fields.
10. Name should be limited to 50 characters, including spaces.
11. Do not use parenthesis.
12. Enter the debtor's social security number or tax id only when filing a new petition.
13. Office field may be used as part of the address.
14. An address should be limited to 40 characters, including spaces.
15. Creditor's address should be added c/o of the attorney at the attorney's address.
16. Enter County only when filing a new petition.
17. Enter Country only when the party is outside of the USA.
18. Do not add telephone number, fax number or email address. (this is part of your attorney record and may be updated through Main/Your ECF Account located under Utilities.)
19. Select the appropriate Role type from the drop down list.
20. Party text is for court use only.

Submit Cancel Clear