

Style Guide for Electronic Case Filing



District Court of Guam

May 11, 2011

Table of Contents

INTRODUCTION.....	3
ADDING PARTIES.....	4
SEARCHING FOR PARTIES.....	5
ADDING DEBTORS.....	7
ADDING PLAINTIFFS AND DEFENDANTS.....	8
ADDING CREDITORS.....	9
STYLE CONVENTIONS FOR NAMES.....	10
STYLE CONVENTIONS FOR ADDRESSES.....	12
CREDITOR MATRIX SPECIFICATIONS.....	14
PDF FILE SPECIFICATIONS.....	15
DOCUMENT SPECIFICATIONS FOR ORDERS.....	16
STATES AND TERRITORIES.....	17
GEOGRAPHIC DIRECTIONS.....	18
STREET DESIGNATORS.....	19
STYLE CONVENTIONS FOR DOCKET TEXT.....	20
PAPER DOCUMENT SPECIFICATIONS.....	21

INTRODUCTION

This guide contains the preferred style practices for all users of the CM/ECF application in the District of Guam. The purpose of this guide is to make everyone's task easier, whether they are entering data or searching the CM/ECF database. The use of a common set of styles when creating docket entries results in information being captured and displayed in more uniform and predictable ways. In addition, style consistency is the key to efficient searches in CM/ECF, since successful queries require very exact matches on search data including punctuation, abbreviations and upper or lower case.

ADDING PARTIES

When adding new parties to the CM/ECF Database, the names should conform with standard punctuation and spacing conventions listed in the *Style Conventions for Names* section of this guide. Much of case opening in CM/ECF consists of adding the names of debtors, joint debtors, plaintiffs, and defendants to cases. As cases progress, creditors and other parties are added. Access to this information is vital to the court, the bar, and the general public.

The following list of special characters should **NOT** be used when adding **creditors, parties, aliases, and/or attorneys**.

<u>Character</u>	<u>Description</u>	<u>Substitution</u>
~	tilde	omit
!	exclamation	omit
@	at	use the word <i>at</i> or omit
#	pound sign	use the abbreviation <i>No.</i>
\$	dollar sign	use the word <i>Dollar</i> or omit
%	percent sign, In Care Of	if percent sign, omit; if In Care Of use <i>CO</i>
^	carat	omit
&	ampersand	use the word <i>and</i>
*	asterisk	omit
(open parenthesis	use a dash, or omit
)	close parenthesis	omit
_	underline	omit
+	plus	use the word <i>plus</i> or omit
<	less than	omit
>	greater than	omit
/	forward slash	use a dash
\	back slash	omit
{	open brace	omit
}	close brace	omit
	pipe sign	omit
?	question mark	omit

SEARCHING FOR PARTIES

First, search the CM/ECF database for the party you want to add to a case.

Before adding any party to a case, search for that party using appropriate "search strategies". If the system finds the correct name, select it to help eliminate different versions of the same party name. Even something as simple as "United States" can cause ambiguity if it is entered in different forms. Following this style guide can help avoid "United States" being represented in the database in different ways, e.g. "UNITED STATES", "U.S.", "US", "USA", "U.S.A.", or "U.S. of A.".

Search Strategies

CM/ECF searches are not key word searches but require exact text matches.

- When searching for debtors, the more search clues you provide, the more likely you are to find the exact party you are searching for. For example, if you search for a last name of Grant, CM/ECF may return a list of a hundred parties with that last name. However, CM/ECF will return a single party, or indicate there is no match for that criteria, if you search for a last name of Grant with a Social Security number of 333-22-1111.

Guidelines for Names & Searches

- When searching for creditors, it may be necessary to conduct multiple searches. First, search for the entire creditor name (e.g., World Communications). If that is not successful, you can search for part of the creditor's name (e.g., World Comm or just World). If there are articles in the title such as "A" or "The," you may or may not need to include the article in the search. For example, a search request for The Timely Times may not produce a result. But a search request for Timely Times will be successful.
- When searching for a Party **DO NOT** use an asterisk (*) in the search criteria as follows:

Villa*

Use of the asterisk slows down the entire system. When searching for Villareal, the name will be found without using the asterisk as follows:

Villa

Bottom line: **DO NOT USE ASTERISK IN SEARCH CRITERIA.**

- An unsuccessful search for A. & A. Metals might be successful if you search without punctuation (i.e., A and A Metals).

NOTE: If the party is not found, ensure the party is involved in a District of Guam bankruptcy case. Logging into the District Court of Guam's CM/ECF application only provides case information regarding cases filed in this District.

ADDING DEBTORS

Add debtors to cases using names and addresses exactly as they appear on the petition or complaint.

In most cases, you will **NOT** find debtors or joint debtors when you search the CM/ECF database. You will have to add them to the database and the case as a new party.

If a debtor has a title, add the title in the "party text" box.

Any title that you add as party text will show up on the face of the docket report following the name and separated by a comma.

Title Tips

1. The name of the debtor without the title will appear in docket text.
2. Titles will not appear on notices.
3. Titles will appear on the face of the docket report in upper and lower case following the debtor name as shown below:

Jose Cruz, Administrator of the Estate of Sylvia Garza

ABC Rental, a Guam Corporation

Catherine V. Ruiz, Official Administrator of Lottery Winnings

Make an entry in the SSN box or the Tax ID box even if the social security number for an individual debtor or tax identification number for a business debtor is unknown.

SSN: 000-00-0000

Tax ID: 00-0000000

ADDING PLAINTIFFS AND DEFENDANTS

Add plaintiffs and defendants to cases using names exactly as they appear on the complaint.

When you search for plaintiffs and defendants, you will probably find them in the database.

- Do **NOT** add any addresses for plaintiffs or defendants.
- Do **NOT** add a title for plaintiffs or defendants.

Make sure to select the plaintiff or defendant party role. If you find a plaintiff or defendant in CM/ECF with an address, delete the address fields before accepting the Party information screen.

ADDING CREDITORS

Add creditors to cases using names already in the CM/ECF database if at all possible.

When you search for a creditor, you will probably find the party in the CM/ECF database. Creditors (such as Ford Motor Credit) are added to many different cases. Ideally, there should be only one Ford Motor Credit party in the CM/ECF database. This greatly simplifies searching when adding parties and querying cases. For instance, it is better to add Ford Motor Credit to all cases even if that is not the exact name used on a document being docketed. The idea is to avoid adding name variations for a single creditor. For example:

- Ford Motor Credit
- Ford Motor Credit Company
- Ford Motor Credit Co.
- Ford Motor Credit Corporation
- Ford Motor Credit Company, Inc.
- Ford Motor Company
- Ford Motor Credit Corp.
- Ford Motors Credit Company
- Ford Motor Credit Company ("FMCC")

The correct name is **Ford Motor Credit**.

The proliferation of different names for the same creditor makes searching frustrating and time consuming.

Do NOT add mailing addresses for creditors.

If you find a creditor in CM/ECF with an address, delete the address fields before accepting the Party Information screen.

Do NOT add a title for creditors. Make sure to select the creditor party role.

STYLE CONVENTIONS FOR NAMES

These style conventions apply to all names entered in the CM/ECF application.

Use upper and lower case for all names and capitalize the first letter in a proper noun.

Wallace D. Smith

United Services Fidelity and Guaranty

Use punctuation and single spacing between all names and following initials, commas, and periods.

J. J. Jones

Smith, Inc.

C. W. Bradford, Ltd.

When typing names that have upper and lower case letters or hyphens, do not insert spaces.

Patricia DeLaGarza

Patrick MacDougal

Kathleen O'Brien

Mary Smith-Baker

If an individual does not have a middle name, leave that field blank. Do not enter "NMI" (no middle initial).

If a party has multiple names such as Robert Kramer Johns Martin, add the extra names in the Middle Name box.

Last name: Martin

Middle name: Kramer Johns

First name: Robert

Business names should be entered entirely in the Last Name box. Do not use the First Name or Middle Name box when entering business names.

Do not use the ampersand sign (&) for "and". Use the word "and" instead of the ampersand. For example, use "A and A Metals" instead of "A & A Metals".

Avoid abbreviations unless they are part of a company name on the petition or pleading.

Ford Motor Company instead of Ford Motor Co.

First Federal Association instead of 1st Federal Assoc.

Enter U.S. and U.S.A. without any spaces.

U.S. Department of Agriculture

U.S. Trustee

U.S. Attorney

U.S. Environmental Protection Agency

U.S. Nuclear Regulatory Commission

STYLE CONVENTIONS FOR ADDRESSES

These style conventions apply to all debtor addresses and creditor matrix addresses entered in the CM/ECF application.

Abbreviate post office addresses without a space between the P and O.

- P.O. Box 1359
- P.O. Drawer 34321

Use digits for numbers in addresses.

- 3224 East 26th Street
- 425 6th Street
- 1 Valley Plaza

When there is a street address as well as a post office box address for a debtor, add only the post office address.

John J. Johnson
P. O. Box 1477
4218 Elmwood Lane (Eliminate this line)
Hagatna, GU 96912

When needed, use the second and/or third line of the address for building name, suite number, floor, firm name, or attention.

Arthur Andersen and Associates
Attention: Terri Brooks
John Hancock Building, Suite 2600
8723 Michigan Avenue
Chicago, IL 60604

The city, state, and zip code must be the only information on the last address line.

Use the full ten digit zip code if at all possible. For example, “96910-1234”

Foreign addresses must have the full name of the post office and country of destination printed in capital letters. The country name and country code or APO destination and zip code must be the only information on the bottom line of the address.

Alfonso Diaz
Rio de Danubec y Rio Florido
CD. JUAREZ, CHIHUAHUA
MEXICO No.1050

Sgt. John Smith
C Company 237 Armor
Unit No. 21103, Box 512
APO AE 09014

If the address contains an apartment number or suite number, you may use *No.* in place of the word number or suite.

Barbara Bixby
322 West Shady Lane, No. 334
Dallas, TX 75242

Use *CO* to indicate "In Care Of".

John Joseph, Jr.
CO John Joseph, Sr.
6612 East 10th Street
Ft. Worth, TX 76102

The preferred format for telephone numbers is 671-472-3851.

CREDITOR MATRIX SPECIFICATIONS

- Each creditor matrix must be provided to the court as an ASCII text (*.txt) file.
- In each ASCII text file:
 - Each creditor must be separated by at least one blank line.
 - Do not include page numbers, headers, footers, etc.
 - All entries should conform to the style specifications in the Style Guide.
 - The name and address of each creditor must be five (5) lines or less.
 - Each line may contain no more than 40 characters including spaces.
 - Names and addresses should be left justified (flush against the left margin, no leading spaces.)
 - "Attention" lines should be placed on the second line of the name/address.
 - City, state, and ZIP code must be on the last line.
 - There must be a comma placed immediately after the city name.
 - All states, U.S. territories and commonwealths must be two-letter abbreviations.
 - All foreign addresses must have the full name of the post office and country of destination printed in capital letters.
 - Nine-digit ZIP codes must be typed with a hyphen separating the two groups of digits.

PDF FILE SPECIFICATIONS

All files associated with a docket entry in CM/ECF should be in Adobe Portable Document Format (PDF). Any secondary attachments, such as exhibits, should also be submitted to the system as a PDF according to the following guidelines.

The only files submitted in a format other than PDF are proposed orders and the Creditor Matrix. The Creditor Matrix should be submitted in ASCII text format (.txt). Proposed Orders should be submitted in WordPerfect (.wpd) or Word (.doc) format.

All pleadings submitted to the CM/ECF system as a PDF should be styled and formatted just as if you were going to print the document and file it with the Court in paper form.

Here are some general guidelines to follow when creating documents to be submitted in CM/ECF.

1. Margins (top, bottom, left, right) should be at least one (1) inch.
2. Page size should be 8.5" x 11".
3. Use a font style that is legible. The preferred font style is Times New Roman.
4. The font color of the text should be black. Avoid using colored fonts such as red, yellow, green, or blue. No shading. Again, you want the text to be legible.
5. The font size should be 12.
6. **Do NOT** include .jpg, .tif, .bmp, or .gif images in your PDF file.
7. All pages in PDF files that were created from scanned paper documents should be numbered. The preferred format is 1 of 3, 2 of 3, etc.
8. **DO NOT USE BAR CODES** on any pages.
9. When filing a new case, the Petition, Schedules, Summary of Schedules (if filed simultaneously), Statement of Financial Affairs, and Verification of Mailing Matrix should be included in a "primary" PDF document in that order. These should not be docketed separately. The Creditor Matrix Text file will be uploaded separately by court personnel, but should be included as part of the PDF file. The Plan and Authorization for Pre-confirmation Disbursement should be docketed separately.
10. The file size of the PDF should be no larger than **2 Megabytes (approximately 40 pages)**. The Court specifies a resolution of 300dpi when creating the PDF.
11. Print the Word or WordPerfect file using the PDF Writer print driver rather than using the functionality provided in the word processor. The PDF Writer creates a smaller file to upload.
12. Electronically filed documents may contain the following types of hyperlinks:
 - a.. Hyperlinks to other portions of the same document; and
 - b. Hyperlinks to a location on the Internet that contains a source document for a citation.

Hyperlinks to other documents filed within the CM/ECF system are not permitted. Hyperlinks to cited authority may not replace standard citation format. Complete citations must be included in the text of the filed document.

DOCUMENT SPECIFICATIONS FOR ORDERS

Follow the guidelines listed below when preparing and submitting an order via email to chambers@gud.uscourts.gov.

1. Format and Title Page guidelines specified in the [Paper Document Specifications](#) section of this style guide shall apply to Orders.
2. The **FIRST** page of orders submitted electronically through CM/ECF should contain **3 inches of space at the TOP** of the document.
3. Use a font that is legible. The preferred font style is Times New Roman.
4. The font color of the text should be black. Avoid using colored fonts such as red, yellow, green, or blue. Again, you want the text to be legible.
5. The font size should be 12.
6. All pages should be numbered. The preferred page numbering format is 1 of 10, 2 of 10, 3 of 10, and so on.
7. If you are submitting an order electronically to chambers@gud.uscourts.gov, you should submit the document in **WordPerfect**, or **Word** format. **Documents in PDF format will not be accepted by the system.**
8. Each signature party should be represented with a /s/ followed by the typed name of the party.
9. **DO NOT** provide a signature line for the judge.
10. If you have an exhibit with your order, e-mail a copy in PDF format to chambers@gud.uscourts.gov. **DO NOT** file the exhibit in CM/ECF until after the order has been entered.

STATES AND TERRITORIES

AL	Alabama	MO	Missouri
AK	Alaska	MT	Montana
AZ	Arizona	NE	Nebraska
AR	Arkansas	NV	Nevada
AS	American Samoa	NH	New Hampshire
CA	California	NJ	New Jersey
CO	Colorado	NM	New Mexico
CT	Connecticut	NY	New York
DE	Delaware	NC	North Carolina
DC	District of Columbia	ND	North Dakota
FL	Florida	CM	N. Mariana Isl.
GA	Georgia	OH	Ohio
GU	Guam	OK	Oklahoma
HI	Hawaii	OR	Oregon
ID	Idaho	TT	PALAU
IL	Illinois	PA	Pennsylvania
IN	Indiana	PR	Puerto Rico
IA	Iowa	RI	Rhode Island
KS	Kansas	SC	South Carolina
KY	Kentucky	SD	South Dakota
LA	Louisiana	TN	Tennessee
ME	Maine	TX	Texas
TT	MARSHALL ISLAND	UT	Utah
MD	Maryland	VT	Vermont
MA	Massachusetts	VA	Virginia
MX	MEXICO	VI	Virgin Islands
MI	Michigan	WA	Washington
TT	FEDERATED STATES OF MICRONESIA	WV	West Virginia
MS	Mississippi	WI	Wisconsin
		WY	Wyoming

GEOGRAPHIC DIRECTIONS

Use the following abbreviations for geographic directions.

North = N.

South = S.

East = E.

West = W.

Northeast = N.E.

Southwest = S.W.

Southeast = S.E.

Northwest = N.W.

STREET DESIGNATORS

In general, it is best to type out the entire name of the street designator. If there is a necessity to abbreviate, use the following abbreviations.

Avenue	Ave.
Boulevard	Bld.
Highway	Hwy.
Interstate Highway	I.H.
Lane	Ln.
Street	St.
Road	Rd.

STYLE CONVENTIONS FOR DOCKET TEXT

The CM/ECF application has been designed to produce a consistent form of docket text. Most of the time you will not need to change docket text in any way when you are creating docket entries. If you must alter docket text to add meaning or clarification to the court record, use the preferred practices to enhance docket text contained in the *Negative Notice Language*, *Contested Matter Text*, *Descriptions of Linked Documents*, and/or *Multiple-Part Contested Matter Text* sections of this guide.

Negative Notice Language

Users will not need to add objection language to motions filed in CM/ECF. The system automatically sets a deadline for objections depending on the motion filed. The system allows you to change the objection date to a later date if you desire. The court has identified those motions which may be filed with negative language. The final docket text will display if an objection is due, and the deadline for objections. For these motions, a hearing will only be held if an objection is filed.

NOTE: It is still necessary to add objection language to the imaged pleading you are filing if applicable.

Contested Matter Text

Docket text should reflect the style of a contested matter as much as practically possible. Sometimes the CM/ECF event you use to docket a contested matter will display a text box for you to further describe the pleading you are filing. There is more than enough room in the displayed text boxes to add any text you feel is necessary. You are able to review whatever docket text you add before you accept the final docket entry. You can go back by clicking the browser [Back] button to add or correct text.

Descriptions of Linked Documents

If a docket entry has been linked to another docket entry, the document "linked to" should be adequately described in docket text. When you docket an entry which references ("links to") another docket entry, the docket text automatically displays the description of the document that has been referenced.

Multiple-Part Contested Matter Text

Docket text for contested matters with more than one cause of action should reflect the style of each cause of action as much as practically possible. Depending on the CM/ECF events you use to docket a multi-part contested matter, CM/ECF will display one or more text boxes for you to further describe the pleading you are filing.

PAPER DOCUMENT SPECIFICATIONS

The title of the Court shall be centered and commence not less than three inches from the top of the page.

1. Margins (top, bottom, left, right) should be at least one (1) inch.
2. Paper should be white, size 8 ½" x 11". Use standard paper stock.
3. Use a font that is legible. The preferred font style is Times New Roman.
4. The font color of the text should be black. Avoid using colored fonts such as red, yellow, green, or blue. No shading is permitted. The text should be legible.
5. The font size should be 12.
6. All pages should be numbered. The preferred page numbering format is 1 of 10, 2 of 10, 3 of 10, etc.
7. **DO NOT USE BAR CODES** on any pages.
8. **DO NOT STAPLE** the documents. Documents may be bound only by binder clips or clamps.
9. **DO NOT HOLE PUNCH** the documents.
10. **DOCUMENTS MAY NOT CONTAIN TABS.**
11. Submit original documents and up to five copies if you wish to receive returned, file stamped copies. If you want a file-stamped copy mailed to you, submit the original document plus 2 copies and a self-addressed stamped envelope.