

**U.S. Bankruptcy Court  
for the District of Oregon**

**Style Guide  
for Electronically Filing Case Documents**



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## I. Introduction

This guide contains the style practices for court personnel and the preferred practices for all users of the ECF application in the District of Oregon. The intention of the guide is to make everyone's task easier, whether they are entering data or querying the ECF database. The application of a common set of styles when entering information results in information being captured and displayed in more uniform and predictable ways, thus reducing confusion and errors. In addition, style consistency is the key to efficient searches in ECF, since successful queries often require very exact matches on search data including punctuation, and abbreviations.

## II. Adding Parties

Much of case opening in ECF consists of adding the names of debtors, joint debtors, plaintiffs, and defendants to cases. As cases progress, creditors and other parties are added as well. Access to this information is vital to the court, the bar and the general public.

**BEFORE adding any party to the case, search the ECF database for the party. See the Searching for Parties section of this Style Guide.**

**When adding new parties to the ECF database, the names should conform with the standard conventions listed in the Style Conventions for Names section of this Style Guide.**

### A. Adding Debtors:

**Add debtors to cases using names and addresses exactly as they appear on the petition or complaint including any alias names associated with the party. Do not add a phone number for any debtor represented by counsel.**

In most cases, debtors or joint debtors will not be found when searching the ECF database. The debtor and joint debtor will need to be added to the database and the case as a new party. If the debtor and/or joint debtor have filed previously, and are in the database, verify the address information. If the address is not an exact match, add the debtors or joint debtors as a new party.

**ONLY IF the SSN for an individual debtor or the Tax ID for a business DOES NOT EXIST is it permissible to enter zeros in the applicable box, enter zeros in the format below. Do NOT enter zeros in the box that does not apply.**

SSN: 000-00-0000

Tax ID: 00-0000000

**B. Adding Plaintiffs and Defendants:**

**Add plaintiffs and defendants to cases using names exactly as they appear on the complaint.** When searching for the plaintiffs and defendants, if the plaintiff or defendant are found, use the information in the database.

**Do NOT add addresses for plaintiff(s) if represented by counsel UNLESS plaintiff(s) are the debtor(s).**

**DO enter the address for defendant(s) and the address of any known attorney for the defendant(s).**

**ALWAYS change the party type role to plaintiff or defendant.**

**C. Adding Creditors:**

**Do NOT add addresses for creditors if represented by counsel.**

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

Creditors (such as Ford Motor Credit Corporation) are added to many different cases. Ideally, there should be only one Ford Motor Credit Corporation party in the ECF database. This greatly simplifies searching when adding parties and querying cases. The court has developed standard abbreviations and acronyms for entering creditors. See the **Abbreviations and Acronyms** section of this Style Guide

For instance, it is better to add Ford Motor Credit Corporation as FMCC in all cases even if that is not the exact name used on a document being filed . The idea is to avoid adding name variations for a single creditor. For example:

- |   |                                 |   |                                  |
|---|---------------------------------|---|----------------------------------|
| ☺ | FMCC                            |   |                                  |
| ☹ | Ford Motor Credit Company       | ☹ | Ford Motor Company               |
| ☹ | Ford Motor Credit Co.           | ☹ | Ford Motor Credit Corp.          |
| ☹ | Ford Motor Credit Corporation   | ☹ | Ford Motor Credit Company (FMCC) |
| ☹ | Ford Motor Credit Company, Inc. |   |                                  |

The proliferation of different names for the same creditor makes searching frustrating, time consuming, and may provide a “false negative” result.

**ALWAYS change the Party type role to Creditor!**

**D. Adding Attorneys:**

DO NOT add an attorney if there is not an EXACT match after performing a search.

Contact the court if the attorney does not appear to be in the Attorney Database or address/phone number does not match.

### **III. Searching for Parties**

Before adding any party to a case, search for that party using appropriate “search clues”. If the system finds the correct name, select it to help eliminate different versions of the same party name being added to the ECF database.

Even something as simple as “United States” can cause ambiguity if it is entered in different variations. For instance, following this Style Guide can help avoid “United States” being entered in the database as “UNITED STATES”, “U.S.”, “USA”, or “U.S. of A.”

**Search Clues:**

- Enter one field of data for each search.
- Try alternate search clues if your first search is not successful.
- The ECF database will respond faster when using SSN, TIN or Bar ID fields to search.
- Enter SSNs and TINs with hyphens.
- Searching is not case sensitive (e.g., enter mcfly to find McFly).
- Partial names can be entered.
- To expand the search results, enter less information (e.g., Mc to find McFly and McDonald) but do not enter less than two consecutive characters.
- To limit the search, enter more information.

- Do NOT** use an asterisk (\*) or star at the end of search strings.
- An asterisk may be used within search strings (e.g., Bens\*n).
- NEVER** use the asterisk by itself in a search.

## IV. Style Conventions

The following style conventions apply to all names and addresses entered in the ECF application.

### A. General Rules:

- Do NOT** use other punctuation UNLESS entering Debtor(s), Plaintiff(s) or Defendant(s).
- Do NOT** enter account numbers.
- DO** select the correct Party Type Role (e.g. Debtor, Plaintiff, Creditor, etc.) when adding parties.
- DO** create a new party record any time a search does not produce an exact name/address match.
- USE** upper and lower case characters for all names **AND** capitalize the first letter in a proper noun.

### B. Specific Rules Re: Names:

- Enter Debtor(s), Plaintiff, and Defendant names EXACTLY as they appear on the petition/complaint, including punctuation. This includes all alias names associated with the party. EXCEPTION: Do not use the tilde symbol (~) over any letter.
- Debtor and Joint Debtor are not gender-related titles. The Debtor is listed on the left of the petition and the Joint Debtor is listed on the right of the petition.
- Enter **only** up to 40 characters in the last name field for a party. Abbreviate when necessary to keep within the 40 character limit. See **Abbreviations and Acronyms** below for mandatory and suggested abbreviations. If the last name does not fit within the 40 character limit, abbreviate as best you can and then also enter the entire name as the FIRST aka record.

- Include phrases such as “An Oregon Corporation” or “An Oregon Limited Liability Company” in the last name field **ONLY** if the entire last name field will be fewer than 40 characters. If the last name field will be more than 40 characters, enter the above phrases in the Party Text field.
- Enter each single name alias in the last name field, even if it appears to be a first name (e.g. Frank; Shelley).
- ONLY** enter business names in the last name field.
- If initials are used for the first name and there are no spaces or periods between the letters, enter both initials in the first name field. If there are spaces or periods between the letters, enter as first and middle names (e.g. if MC Hammer, enter MC in the first name field. If M.C. Hammer, enter M. in the first name field and C. in the middle name field.).
- Enter names that have upper and lower case letters or hyphens without spaces (e.g. Patricia DeLaGarza; Mary Smith-Baker).
- If a party has double last names or multiple middle names, enter the first name only in the first name field, the last name only in the last name field, and all the other names in the middle name field. If the name does not fit in the middle name field, enter the first name only in the first name field, the last name only in the last name field, leave the middle name field blank and enter the entire name in the last name field as an aka record. When utilizing the aka field for this purpose, the data must be entered in the FIRST available aka field.

Example: Robert Kramer Johns Martin

|              |              |
|--------------|--------------|
| Last Name:   | Martin       |
| Middle Name: | Kramer Johns |
| First Name:  | Robert       |

- If a party does not have a middle name, leave the middle name field blank. **Do NOT** enter the letters “NMI”.
- If “**The**” is part of an entity name, **Do NOT** enter it if it is the first word.
- If “**of**” is part of an entity name, enter it in lower case (e.g. Bank of America).
- Do NOT** use digits in names unless part of official name.

- Use the approved abbreviation/acronym for federal and state agencies if there is one. See the **Abbreviations and Acronyms** section of this Style Guide for a list of agencies who frequently file documents.
- Federal Agencies** - if there is not an acronym listed, use *US Name of Agency* (e.g. US Dept of Interior).
- State Agencies** - if there is not an acronym listed, use *state abbreviation* and *Name of Department* (e.g. WA Dept of Employment).

**C. Specific Rules Re: Addresses:**

- Do NOT add addresses for creditors if represented by counsel.**
- Addresses must **NOT** exceed four (4) lines, maximum of 40 characters per line. The party name and address must **NOT** exceed five (5) lines.
- The city, state and zip must be the **ONLY** information on the last address line. Use the full nine digit zip code if at all possible.
- Foreign addresses must have the full name of the post office and country of destination printed in capital letters.
- The country name or APO destination must be the **ONLY** information on the bottom line of the address.

Alfonso Diaz  
Rio de Danubec y Rio Florido  
CD.JUAREZ CHIHUAHUA  
MEXICO #1050

Sgt. John Smith  
C Company 237 Armor  
Unit #21103 Box 512  
APO AE 09014

- Use c/o to indicate "In Care Of".
- The preferred format for telephone and fax numbers is (541) 465-6448.



## V. Abbreviations

### A. States and Territories:

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

### B. Abbreviations and Acronyms:

#### Mandatory:

|                               |             |
|-------------------------------|-------------|
| Account                       | <b>Acct</b> |
| Account Collection Bureau Inc | <b>ACBI</b> |

|   |                           |
|---|---------------------------|
| Administration  | <b>Adm</b>                |
| Adult & Family Services Div                             | <b>AFSD</b>               |
| American Telephone & Telegraph<br>Associates/Associated | <b>AT and T<br/>Assoc</b> |
| Association   | <b>Assn</b>               |
| Bankruptcy  | <b>Bkey</b>               |
| (in) care of  | <b>c/o</b>                |
| Commission  | <b>Comm</b>               |
| Company   | <b>Co</b>                 |
| Corporation   | <b>Corp</b>               |
| County  | <b>Cty</b>                |
| Court   | <b>Ct</b>                 |
| Credit Union  | <b>CU</b>                 |
| Center  | <b>Ctr</b>                |
| Department  | <b>Dept</b>               |
| Department of Motor Vehicles                            | <b>DMV</b>                |
| Dept of Revenue (Oregon)                                | <b>ODR</b>                |
| Dept of Veterans' Affairs (Oregon)                      | <b>ODVA</b>               |
| District  | <b>Dist</b>               |
| Division  | <b>Div</b>                |
| Division of Child Support                               | <b>DCS (Formerly SED)</b> |
| Doctor  | <b>Dr</b>                 |
| Emerald People's Utility Board                          | <b>EPUD</b>               |
| Eugene Water & Electric Board                           | <b>EWEB</b>               |
| Federal   | <b>Fed</b>                |
| Federal Deposit Insurance Corp                          | <b>FDIC</b>               |
| Federal Housing Authority                               | <b>FHA</b>                |
| Federal Savings & Loan Ins. Corp                        | <b>FSLIC</b>              |
| Ford Motor Credit Co.                                   | <b>FMCC</b>               |
| General Electric Capital Corp                           | <b>GE Capital Corp</b>    |
| General Electric Credit Corp                            | <b>GECC</b>               |
| General Motors Acceptance Corp                          | <b>GMAC</b>               |
| Higher Education Assist. Foundation                     | <b>HEAF</b>               |
| Hospital  | <b>Hosp</b>               |
| Housing & Urban Development                             | <b>HUD</b>                |

|  |                              |
|--|------------------------------|
| Incorporated                             | <b>Inc</b>                   |
| Industries                               | <b>Ind</b>                   |
| Insurance                                | <b>Ins</b>                   |
| Internal Revenue Service                 | <b>IRS</b>                   |
| International                            | <b>Intl</b>                  |
| J. C. Penney                             | <b>JCPenney</b>              |
| Justice Dept , Division of Child Support | <b>DCS</b> (Formerly SED)    |
| Lane Community College                   | <b>LCC</b>                   |
| Limited                                  | <b>Ltd</b>                   |
| Manufacturer's Hanover Trust Co          | <b>Mfrs Hanover Trust Co</b> |
| Manufacturing                            | <b>Mfg</b>                   |
| Management                               | <b>Mgmt</b>                  |
| Mortgage                                 | <b>Mrtg</b>                  |
| National                                 | <b>Natl</b>                  |
| Nissan Motor Acceptance Co.              | <b>NMAC</b>                  |
| Oregon Health Sciences University        | <b>OHSU</b>                  |
| Oregon State Justice Department          |                              |
| Division of Child Support                | <b>DCS</b> (Formerly SED)    |
| Oregon Department of Revenue             | <b>ODR</b>                   |
| Oregon Department of Veterans' Affairs   | <b>ODVA</b>                  |
| Oregon Medical Group                     | <b>OMG</b>                   |
| Oregon Medical Lab                       | <b>OML</b>                   |
| Oregon State Scholarship Commission      | <b>OSSC</b>                  |
| Oregon State University                  | <b>OSU</b>                   |
| Physicians Med Lab                       | <b>PML</b>                   |
| Portland General Electric                | <b>PGE</b>                   |
| Products                                 | <b>Prod</b>                  |
| Professional                             | <b>Prof</b>                  |
| Public Utility Commission                | <b>PUC</b>                   |
| Sacred Heart Medical Center              | <b>SHMC</b>                  |
| Saint                                    | <b>St</b>                    |
| Savings & Loan                           | <b>S and L</b>               |
| Sears & Co                               | <b>Sears</b>                 |
| Securities & Exchange Commission         | <b>SEC</b>                   |

|                               |             |
|-------------------------------|-------------|
| Service(s)                    | <b>Svc</b>  |
| Small Business Administration | <b>SBA</b>  |
| Springfield Utility Board     | <b>SUB</b>  |
| State Accident Insurance Fund | <b>SAIF</b> |
| Toyota Motor Credit Corp      | <b>TMCC</b> |
| University of Oregon          | <b>UO</b>   |
| United States                 | <b>US</b>   |
| Women's Care Associates       | <b>WCA</b>  |

**Suggested:**

|                             |                                 |
|-----------------------------|---------------------------------|
| Apartment                   | <b>#</b>                        |
| Attorney                    | <b>Aty</b>                      |
| Avenue                      | <b>Ave</b>                      |
| Beaverton-Hillsdale Highway | <b>Bvtn-Hlsdl Hwy</b>           |
| Building                    | <b>Bldg</b>                     |
| Boulevard                   | <b>Blvd</b>                     |
| Circle                      | <b>Cir</b>                      |
| Creek                       | <b>Crk</b>                      |
| Drive                       | <b>Dr</b>                       |
| Ferry                       | <b>Fry</b>                      |
| Floor                       | <b>Fl</b>                       |
| Freeway                     | <b>Fwy</b>                      |
| General Delivery            | <b>Gen Del</b>                  |
| Highway                     | <b>Hwy</b>                      |
| Junction                    | <b>Jct</b>                      |
| Lane                        | <b>Ln</b>                       |
| Loop                        | Either <b>Lp</b> or <b>Loop</b> |
| Mount                       | <b>Mt</b>                       |

---

|                                |  |
|--------------------------------|--|
| Mountain                       | <b>Mtn</b>                             |
| Number                         | <b>#</b>                               |
| Parkway                        | <b>Pky</b>                             |
| Park                           | Either <b>Pk</b> or <b>Park</b>        |
| Partnership                    | <b>Ptnrshp</b>                         |
| Place                          | <b>Pl</b>                              |
| Point                          | <b>Pt</b>                              |
| Postal Mail Box                | <b>PMB</b>                             |
| Post Office Box                | <b>POB</b>                             |
| President                      | <b>Pres</b>                            |
| Road                           | <b>Rd</b>                              |
| Room                           | <b>#</b>                               |
| Route or Rural Route           | <b>Rt</b> or <b>RRt</b>                |
| Secretary                      | <b>Sec</b>                             |
| Shareholder                    | <b>Shrhldr</b>                         |
| Sole Proprietor/Proprietorship | <b>Sole Prop</b> or <b>Sole Prprtr</b> |
| Space                          | <b>#</b>                               |
| Square                         | <b>Sq</b>                              |
| Stockholder                    | <b>Stckhldr</b>                        |
| Street                         | <b>St</b>                              |
| Suite                          | <b>#</b>                               |
| Terrace                        | <b>Ter</b>                             |
| Treasurer                      | <b>Tres</b>                            |
| Turnpike                       | <b>Tpke</b>                            |