

**UNITED STATES DISTRICT COURT  
DISTRICT OF NEW HAMPSHIRE**



**Case Opening Documents, Check List  
and Instructions for Entering  
Party Names**

June 2020

**List of Documents to be Filed**

**Complaint – New Case.** ONLY the following documents are to be filed during case opening:

1. Complaint
2. Attachments to Complaint, if any
3. Civil Cover Sheet
4. Service Documents (Summonses and/or Notice of Lawsuit/Waivers)

DO NOT file motions with the Complaint. Motions must be filed after the case is opened using the appropriate motion event.

DO NOT file the Disclosure Statement with the Complaint. The Disclosure Statement must be filed after the case is opened using *Other Documents/Disclosure Statement* event.

**Notice of Removal – New Case.** ONLY the following documents are to be filed during case opening:

1. Notice of Removal
2. Original Writ of Summons or other state court case initiating document.
3. Notice of Removal to Counsel
4. A Letter or Notice of Removal to State Court Clerk
5. Civil Cover Sheet

DO NOT file motions with the Notice of Removal. Motions must be filed after the case is opened using the appropriate motion event.

DO NOT file the Disclosure Statement with the Notice of Removal. The Disclosure Statement must be filed after the case is opened using *Other Documents/Disclosure Statement* event.

**Petition for Writ of Habeas Corpus 2241/2254 – New Case.** ONLY the following documents are to be filed during case opening:

1. Petition for Writ of Habeas Corpus
2. Exhibits to the Habeas Corpus petition
3. Memorandum of Law
4. Exhibits to the Memorandum of Law
5. Civil Cover Sheet

DO NOT file other motions with the Petition. Any other motions must be filed after the case is opened using the appropriate motion event.

**Motion to Vacate Sentence 2255 – New Case.** ONLY the following documents are to be filed during case opening:

1. Motion to Vacate
2. Exhibits to the Motion to Vacate
3. Memorandum of Law
4. Exhibits to the Memorandum of Law
5. Civil Cover Sheet

DO NOT file other motions with the Motion to Vacate Sentence. Any other motions must be filed after the case is opened using the appropriate motion event.

**Miscellaneous Case – New Case.** ONLY the following documents are to be filed during case opening:

1. Miscellaneous case initiating document
2. Exhibits to the miscellaneous case initiating document
3. Memorandum of Law
4. Exhibits to the Memorandum of Law

DO NOT file other motions with the Miscellaneous Case initiating document. Motions must be filed after the case is opened using the appropriate motion event.

DO NOT file the Disclosure Statement with the Miscellaneous Case initiating documents. The Disclosure Statement must be filed after the case is opened using *Other Documents/Disclosure Statement* event.

**If you have an emergency motion requiring expedited treatment, please contact Intake at 603-225-1423.**

## Attorney Checklist

### Before Opening a New Civil Case

- Read documentation on Opening a New Civil**
- Prepare documents to file and convert to pdf**
  - Initiating document
  - Civil cover sheet
  - Service Documents (Summons(es)/Notice of Lawsuit/Waiver(s)), if applicable
  - Any additional documents to be filed
- Have credit card available or ACH Debit information**
- Open civil case**
  - Enter all the statistical information
  - Enter all the parties in exact order they are listed on the Complaint. Do not add addresses
  - Change the party role type to the correct role, if necessary
  - Create a link for the attorney and party  
Attorney for plaintiff(s), if Complaint is filed  
Attorney for defendant(s), if Notice of Removal is filed
- File initiating document**
  - Attach supporting documents to the complaint as a separate attachment (i.e., exhibits)
  - Attach a completed civil cover sheet as a separate attachment
  - Attach service documents (summons(es) and/or notice of lawsuit/waiver(s) as a separate attachment (each service document should be filed as a separate attachment.)
- After filing initiating document, file any additional documents using the appropriate event**
  - Motion for Temporary Restraining Order
  - Motion to Proceed Informa Pauperis
  - Financial Disclosure Statement

## Entering Parties

<b>Last name</b>	If the party is an individual, enter only the last name in this field. If the party is anyone other than an individual (i.e., a company, university, municipality, etc.) follow the attached examples for entering parties.
<b>First name</b>	If the party is an individual, enter first name. DO NOT enter anything in this box for other party types.
<b>Middle name</b>	If the party is an individual, enter middle initial, if appropriate. DO NOT enter anything in this box for other party types.
<b>Generation</b>	Enter if appropriate, (i.e., Jr., Sr., III).
<b>Title</b>	LEAVE BLANK. This information will be entered in the Party Text field.
<b>Role</b>	Select the party role from the drop down list (i.e., plaintiff, defendant, etc.)
<b>Pro se</b>	Field should only be "yes" if the party is known to be a pro se party. Do not put "yes" in this field if the attorney is unknown.
<b>Prisoner ID Office Unit Address 1, 2, 3, City, State Zip, County, Country Phone Email</b>	Leave these fields blank.
<b>Party Text</b>	This field is for descriptive titles of people (i.e., "Deputy Clerk of Court," "individually," "as partner," "MD," etc).

## EXAMPLES

### Enter all Information In Last Name Field Unless Specified Otherwise

The examples below indicate how the party should be entered in the last name field. In each chart, the Example list is the commonly used term for these parties. The Last Name Field/Fields indicates how the party should be entered when adding parties.

## ADMIRALTY CASES

Enter ships, vessels, etc. as they appear in the complaint or other case initiating document, i.e., M/V Harbour Feature, S/V Niobe, S/S Tsunami.

For indexing/searching purposes, alias just the name without the Merchant Navy Prefixes.

Example	Enter in Fields as follows
S/S Tsunami, her engines, tackle, apparel, appurtenances, etc. having official no. 1024692 and hull serial no. WEKP6013H990, in rem	<b>Last name field:</b> S/S Tsunami <b>Party text field:</b> <i>Her engines, tackle, apparel, appurtenances, etc. having official no. 1024692 and hull serial no. WEKP6013H990, in rem</i> <b>Alias:</b> Tsunami <b>(Alias type:</b> select – Other)

## CORPORATE NAMES

Enter the entire corporate name as appears in the complaint in the last name field. If corporation is spelled out, spell it out. If corp. is used, enter corp. However, always use punctuation after Corp. or Co. or Inc. even if the filer does not use a period. For instance, if the company name is ABC Corporation, and the search finds ABC, Corp. DO NOT select ABC, Corp. You must create a new party as ABC Corporation.

Do not use spaces between initials of corporate name containing first name and surname. Examples: A.B. Jones Company; A.E. Smith, Incorporated.

If, however, initials are the only thing used in the name (i.e., ACS Corporation, A&L Plumbing) use the initials but no spaces and no periods.

If the corporate name is “The Brothers Co.” enter that as the full name in the Last Name field.

Example	Enter in Last Name Field
A.B. Jones Company	<b>A.B. Jones Company</b>
ABC, Corp.	<b>ABC, Corp.</b>
ABC Corporation	<b>ABC Corporation</b>
The Brothers Co.	<b>The Brothers Co.</b>

**ESTATE OF**

Enter the name of individual appointed to handle the estate in the last and first name fields. He/she is usually referred to as the administrator, administratrix, executor, or executrix.

In party text enter “as Administratrix of the Estate of (and deceased person’s name)” or whatever is appropriate as referenced in the case initiating document. Alias the deceased person’s name and select *Other* as the type from the alias drop down menu.

Example	Enter in Fields as follows
Robert Wright, individually, and as Executor of the Estate of Sharon Wright	<b>Last name field:</b> Wright <b>First name field:</b> Robert <b>Party text field:</b> <i>individually, and as Executor of the Estate of Sharon Wright</i> <b>Alias:</b> Sharon Wright <b>(Alias type:</b> select – <i>Other</i> )

**UNITED STATES OF AMERICA**

For United States of America use USA (no spaces or periods).

Example	Enter in Last Name Field
United States of America	USA

**UNITED STATES OF AMERICA (for the use of)**

For a case brought by a company as United States of America, for the use of (name of company), enter USA and alias the company name selecting *fuo* as the alias type. If the company is also named individually, enter the company as a separate party.

Example	Enter in Fields as follows
United States of America, for the use of Wilson Building Associates, Inc.	<b>Last name field:</b> USA <b>Party text field:</b> <i>for the use of Wilson Building Associates, Inc.</i> <b>Alias:</b> Wilson Building Associates, Inc. <b>(Alias type:</b> select – <i>fuo</i> )

Example	Enter in Fields as follows
United States of America, for the use of Hubbell Construction Co., Inc., <b>and</b> Hubbell Construction Co., Inc.	<b>Party #1</b> <b>Last name field:</b> USA <b>Party text field:</b> <i>for the use of Hubbell Construction Co., Inc.</i> <b>Alias:</b> Hubbell Construction Co., Inc. <b>(Alias type:</b> select – <i>fuo</i> )
	<b>Party #2</b> <b>Last name field:</b> Hubbell Construction Co., Inc.

**STATES / CITIES / TOWNS****States**

For states, use the state's two letter abbreviation (no spaces or periods), coma (,) State of.

<b>Example</b>	<b>Enter in Last Name Field</b>
State of New Hampshire	<b>NH, State of</b>
State of Massachusetts	<b>MA, State of</b>

**Counties**

For counties, use county name.

<b>Example</b>	<b>Enter in Last Name Field</b>
Hillsborough County	<b>Hillsborough County</b>
Rockingham County	<b>Rockingham County</b>

**Cities / Towns**

For cities and towns, use city/town name, the state's two letter abbreviation (no spaces or periods), coma (,) City of or Town of, whichever is applicable.

<b>Example</b>	<b>Enter in Last Name Field</b>
City of Concord, New Hampshire	<b>Concord, NH, City of</b>
City of Portland, Maine	<b>Portland, ME, City of</b>
Town of Deerfield, New Hampshire	<b>Deerfield, NH, Town of</b>
New York City, New York	<b>New York, NY, City of</b>

**FEDERAL / STATE / COUNTY / TOWN AGENCIES & EMPLOYEES****Federal Agencies**

Use US (no spaces or periods) and full name of agency.

<b>Example</b>	<b>Enter in Last Name Field</b>
U.S. Department of Homeland Security	<b>US Department of Homeland Security</b>
U.S. Small Business Administration	<b>US Small Business Administration</b>
U.S. Social Security Administration	<b>US Social Security Administration</b>

**Exceptions:** There are a few federal agency name exceptions. In this situation, use full name of agency.

<b>Example</b>	<b>Enter in Last Name Field</b>
Federal Bureau of Investigation	<b>Federal Bureau of Investigation</b>
Federal Bureau of Prisons	<b>Federal Bureau of Prisons</b>



**State Agencies**

Use full name of agency except for State use the two letter abbreviation (no spaces or periods).

<b>Example</b>	<b>Enter in Last Name Field</b>
New Hampshire Department of Safety	<b>NH Department of Safety</b>
New Hampshire Attorney General	<b>NH Attorney General</b>
Maine State Police	<b>ME State Police</b>

**State Agencies with Divisions**

Use full name of agency except use the State's two letter abbreviation (no spaces or periods), add comma (,) and full division name.

<b>Example</b>	<b>Enter in Last Name Field</b>
New Hampshire Department of Safety, Division of Motor Vehicle	<b>NH Department of Safety, Division of Motor Vehicle</b>
New Hampshire Department of Health and Human Services, Division of Children, Youth and Family	<b>NH Department of Health and Human Services, Division of Children, Youth and Family</b>

**County / City / Town Agencies or Departments**

Use full name of agency or department.

<b>Example</b>	<b>Enter in Last Name Field</b>
Concord Police Department	<b>Concord Police Department</b>
Manchester School Department	<b>Manchester School Department</b>
Hillsborough County Registrar of Deeds	<b>Hillsborough County Registrar of Deeds</b>
Hooksett Fire and Rescue	<b>Hooksett Fire and Rescue</b>

**Federal / State Government Agency Heads or Officials**

For suits against heads or officials of federal or state government agencies in their official capacity or both their individual and official capacities, do not index by the person’s name. Index by agency name and official’s title and alias the person’s name. In party text, enter “in his/her official capacity” or “in both his/her individual and official capacities.”

Example	Enter in Fields as follows
Carolyn W. Colvin, Acting Commissioner, U.S. Social Security Administration, Commissioner	<b>Last name field:</b> US Social Security Administration, Acting Commissioner <b>Alias:</b> Carolyn W. Colvin <b>(Alias type:</b> select – <i>Other</i> )
Richard M. Gerry, Warden of New Hampshire State Prison, in both his individual and official capacity	<b>Last name field:</b> NH State Prison, Warden <b>Party Text Field:</b> <i>in both his individual and official capacity</i> <b>Alias:</b> Richard M. Gerry <b>(Alias type:</b> select – <i>Other</i> )

If an agency head is sued in his/her individual capacity only, index the person under his/her name. It is not necessary to enter the person’s agency name and official title in party text since he/she is being sued on an individual basis.

Example	Enter in Fields as follows
Richard M. Gerry, Warden of New Hampshire State Prison, in his individual capacity	<b>Last name field:</b> Gerry <b>First name field:</b> Richard M.

**Federal / State Government Employees (other than Agency Heads or Officials)**

If federal or state employees other than the agency head or official are named, index under the person's name. In party text, enter the agency name and job title.

Example	Enter in Fields as follows
Kimberly Fields, Deputy Clerk, United States District Court for the District of New Hampshire, in her official capacity	<b>Last name field:</b> Fields <b>First name field:</b> Kimberly <b>Party text field:</b> <i>Deputy Clerk, US District-NH, in her official capacity</i>
Brian Moran, Corrections Officer, New Hampshire State Prison, in both his individual and official capacities	<b>Last name field:</b> Moran <b>First name field:</b> Brian <b>Party text field:</b> <i>Corrections Officer, NH State Prison, in both his individual and official capacities</i>

**County DOC Superintendents / Directors**

For suits against DOC superintendents or directors in their official capacity or both their individual and official capacities, do not index by the person’s name. Index by DOC facility name and the official’s title and alias the official’s name. In party text, enter “in his/her official capacity” or “in both his/her individual and official capacities.”

Example	Enter in Fields as follows
David Dionne, Hillsborough County Department of Corrections, Superintendent, in both his individual and official capacities	<b>Last name field:</b> Hillsborough County Department of Corrections, Superintendent <b>Party text field:</b> <i>in both his individual and official capacities</i> <b>Alias:</b> David Dionne <b>(Alias type:</b> select – <i>Other</i> )

If a superintendent or director is sued in his/her individual capacity only, index the person under his/her name. It is not necessary to enter the name of the DOC facility and official’s title in party text since he/she is being sued on an individual basis.

Example	Enter in Fields as follows
David Dionne, Hillsborough County Department of Corrections, Superintendent, in his individual capacity	<b>Last name field:</b> Dionne <b>First name filed:</b> David

**All Other County / City / Town Officials & Employees**

With the exception of county DOC superintendents/directors, all other county / city / town officials whether sued in their official capacity or both their individual and official capacities should be entered under person’s name. In party text, enter agency and job title.

Example	Enter in Fields as follows
Thomas Belanger, County Commissioner, Merrimack County, in both his individual and official capacities	<b>Last name field:</b> Belanger <b>First name field:</b> Thomas <b>Party text field:</b> <i>County Commissioner, Merrimack County, in both his individual and official capacities</i>
Carolyn Woods, Code Enforcement Officer, Town of Derry, New Hampshire	<b>Last name field:</b> Woods <b>First name field:</b> Carolyn <b>Party text field:</b> <i>Code Enforcement Officer, Town of Derry, NH</i>

**Agency employee without first name**

When a first name is unknown, enter first name field as FNU – (first name unknown).

Example	Enter in Fields as follows
Corrections Officer Brown, Merrimack County Department of Corrections	<b>Last name field:</b> Brown <b>First Name Field:</b> FNU <b>Party text field:</b> <i>(first name unknown),                      Corrections Officer, Merrimack                      County Department of Corrections</i>

**Agency employee without last name**

When a last name is unknown, enter last name field as LNU – (last name unknown).

Example	Enter in Fields as Follows
Nurse Joan, Hillsborough County Department of Corrections, Medical Department	<b>Last name field:</b> LNU <b>First name field:</b> Joan <b>Party text field:</b> <i>(last name unknown),                      Nurse, Hillsborough County Department                      of Corrections, Medical Department</i>

**FORFEITURE / OTHER MISCELLANEOUS**

**Bank Account**

(Institution / Account No. (xxxxxxx1234))

**Redacted Filings:** Pursuant to Fed. R. Civ. P. 5.2(a)(4), unless the court orders otherwise, a financial-account number may include only the last four digits of the financial-account number. The filing party is required to substitute (xxxx) for all but the last four digits of the account number.

**Redaction Exemption-Forfeiture Proceedings:** This redaction requirement does not apply to a financial-account number that identifies the property allegedly subject to forfeiture in a forfeiture proceeding, Fed. R. Civ. P. 5.2(b)(1)

Example	Enter in Fields as follows
York County Federal Credit Union Account no. 12345678 in the name of Carroll Lane	<b>Last name field:</b> York County Federal Credit Union Account No. xxxx5678 <b>Party text field:</b> <i>In the name of                      Carroll Lane</i> <b>Alias:</b> Carroll Lane <b>(Alias Type:</b> select – <i>Other</i> )

**Boat**

Make / Model / Year

Example	Enter in Fields as follows
Crownline Bowrider 2007, 21-foot, hull number CB90224B88, seized from John Green	<b>Last name field:</b> Crownline Bowrider 2007 <b>Party text field:</b> <i>21-foot, hull number                      CB90224B88, seized from John Green</i> <b>Alias:</b> John Green <b>(Alias type:</b> select – <i>Other</i> )

**Business**

(Business / Town / State)

Example	Enter in Fields as follows
In the matter of the search of 550 Winnacunnet Road, Room 208, Beachside Inn, Hampton, NH.	<b>Last name field:</b> Beachside Inn, Hampton, NH <b>Party text field:</b> <i>In the Matter of the                      Search of 550 Winnacunnet Road,                      Room 208</i>

**Computer**  
(Make / Model)

Example	Enter in Fields as follows
In the Matter of the Search of a Compaq Computer, Serial No. 1234567, Model No. 234	<b>Last name field:</b> Compaq 234 Computer, <b>Party Text:</b> <i>In the matter of the search of, Serial No. 1234567</i>

**Drug Paraphernalia**  
(Item)

Example	Enter in Fields as follows
Twenty one boxes of assorted glass pipes, seized from the Abenaki Smoke Shop, Concord, New Hampshire	<b>Last name field:</b> Pipes <b>Party Text:</b> <i>Twenty one boxes of assorted glass pipes, seized from Abenaki Smoke Shop, Concord, NH</i> <b>Alias:</b> Abenaki Smoke Shop <b>(Alias Type:</b> select – Other)

Example	Enter in Fields as follows
Six boxes of assorted glass, ceramic and metal hookahs with accessories, seized from Louie’s Joint, Salem, New Hampshire	<b>Last name field:</b> Hookahs <b>Party Text:</b> <i>Six boxes of assorted glass, ceramic and metal hookahs with accessories, seized from Louie’s Joint, Salem NH</i> <b>Alias:</b> Louie’s Joint <b>(Alias Type:</b> select – Other)

**Electronic Communication / Social Media Service Providers**

Service Provider / Phone or User ID Number

Phone Numbers: Enter area code without parenthesis or dash. Example: 603 225-1423

Example	Enter in Last Name Field
AT&T Mobility 603 225-1423	<b>Last name field:</b> AT&T Mobility 603 225-1423
CorCorp, Inc. BlackBerry PIN 25FJC83	<b>Last name field:</b> CorCorp, Inc. BlackBerry PIN 25FJC83
GoDaddy.com, LLC snowman@labs.org	<b>Last name field:</b> GoDaddy.com, LLC <a href="mailto:snowman@labs.org">snowman@labs.org</a>
Yahoo! Snowwhite8302@yahoo.com	<b>Last name field:</b> Yahoo! <a href="mailto:Snowwhite8302@yahoo.com">Snowwhite8302@yahoo.com</a>

**Guns**  
Make / Model

Example	Enter in Fields as follows
Bushmaster AR-15 assault rifle, black, serial # BFT604891, with a loaded magazine, seized from Hoss Cartwright	<b>Last name field:</b> Bushmaster AR-15 assault rifle <b>Party text field:</b> <i>Black, serial # BFT604891, with a loaded magazine, seized from Hoss Cartwright</i> <b>Alias:</b> Hoss Cartwright <b>(Alias type:</b> select – <i>Other</i> )
Remington .308 rifle, black, 308 caliber, with scope in case, serial number A4055124, seized from Joe Cartwright	<b>Last name field:</b> Remington .308 rifle <b>Party text field:</b> <i>Black, 308 caliber, with scope in case, serial number A4055124, seized from Joe Cartwright</i> <b>Alias:</b> Joe Cartwright <b>(Alias type:</b> select – <i>Other</i> )
Titan .38 semi-automatic handgun, bronze, .38 caliber, with loaded magazine, serial number Z82635, seized from Adam Cartwright	<b>Last name field:</b> Titan .38 semi-automatic handgun <b>Party text field:</b> <i>Bronze, .38 caliber, with loaded magazine, serial number Z82635, seized from Adam Cartwright</i> <b>Alias:</b> Adam Cartwright <b>(Alias type:</b> select – <i>Other</i> )

**IP Addresses / Does**

If the true name and capacity of a defendant is only know to the plaintiff by his/her internet protocol (“IP”) address assigned by the defendant’s Internet Service Provider (ISP), the plaintiff may file a case initiating document naming the defendant as Doe with an IP address. Until the IP Doe is identified, enter the unknown defendant in the last name field as follows:

Example	Enter in Last Name Field
Doe #1, IP Address: 132.177.38.17 2007-09-12	<b>Last name field:</b> Doe #1, IP Address: 132.177.38.17 2007-09-12
Doe #2, IP Address: 132.177.42.60 2007-10-03	<b>Last name field:</b> Doe #1, IP Address: 132.177.42.60 2007-10-03

**Money**

(Numeric Dollar Amount / Country of Currency)

Example	Enter in Fields as follows
\$1,000 in US Currency seized from the residence of James Griffin	<b>Last name field:</b> \$1,000.00 US Currency <b>Party text field:</b> <i>Seized from the residence of James Griffin</i> <b>Alias:</b> James Griffin <b>(Alias type:</b> select – <i>Other</i> )

**Residence**

(Town / State / Address)

<b>Example</b>	<b>Enter in Fields as follows</b>
In the matter of a search of a white house with green shutters at 428 Ocean Road, Portsmouth, New Hampshire	<b>Last name field:</b> Portsmouth, NH, 428 Ocean Rd <b>Party text field:</b> <i>In the Matter of the Search of a white house with green shutters.</i>

**Safe Deposit Box**

(Institution / Box No.)

<b>Example</b>	<b>Enter in Fields as follows</b>
TD Bank Safe Deposit Box No. 237, located at 55 Glass Street, Bedford, New Hampshire, leased by Anthony Carlucci	<b>Last name filed:</b> TD Bank, Safe Deposit Box No. 237 <b>Party text field:</b> <i>Located at 55 Glass Street, Bedford, NH, leased by Anthony Carlucci</i> <b>Alias:</b> Anthony Carlucci <b>(Alias type:</b> select – <i>Other</i> )

**Trailer**

(Make / Model / Year)

<b>Example</b>	<b>Enter in Fields as follows</b>
One 2007 30-foot Extreme RXT boat trailer, serial number 5DBBB32347R000043, owned by Harold Dickson	<b>Last name field:</b> Extreme RXT Boat Trailer 2007 <b>Party Text field:</b> <i>30 foot, serial number 5DBBB32347R000043, owned by Harold Dickson</i> <b>Alias:</b> Harold Dickson <b>(Alias type:</b> select – <i>Other</i> )

**Vehicles**

(Make / Model / Year)

<b>Example</b>	<b>Enter in Fields as follows</b>
In the Matter of the Search of one 1992 Chevrolet Cavalier, VIN 151JC1449N7136603	<b>Last name field:</b> Chevrolet Cavalier 1992 <b>Party text field:</b> <i>In the Matter of the Search of, VIN 151JC1449N7136603</i>



**MINOR CHILDREN**

Redacted Filings: Pursuant to Fed. R. Civ. P. 5.2(a)(3), for all cases, names of minor children must be entered using the minor’s initials (first initial of first name, first initial of last name).

The name of a parent or guardian filing on behalf of minor children should be entered in as they are referenced in the complaint or other case initiating document. In some cases, the parent or guardian may use their full name, while in others, they may just use their initials, or enter their first name as mother, father, Mr., or Mrs., and the first initial of their last name.

Example	Enter in Fields as Follows
S.M. (child)	<b>Last name field:</b> M. <b>First name field:</b> S.
Mother M. (mother of child)	<b>Last name field:</b> M. <b>First name field:</b> Mother

When a parent files on behalf of a child, in party text enter “as parent and next friend of minor child (and use child’s initials)” or whatever is appropriate as referenced in the case initiating document. Alias the child’s name using initials only and select *Other* as the type from the alias drop down menu.

Example	Enter in Fields as Follows
Justin Baker, individually, and as parent and next friend of minor child, M.B.	<b>Last Name Field:</b> Baker <b>First Name Field:</b> Justin <b>Party Text Field:</b> <i>individually, and as parent and next friend of minor child, M.B.</i> <b>Alias:</b> M.B. <b>(Alias Type:</b> select – <i>Other</i> )
Mother B, individually, and as guardian of minor child, S.B.	<b>Last Name Field:</b> B. <b>First Name Field:</b> Mother <b>Party Text Field:</b> <i>individually, and as guardian of minor child, S.B.</i> <b>Alias:</b> S.B. <b>(Alias Type:</b> select – <i>Other</i> )

**NH STATE COURTS**

<b>Example</b>	<b>Enter in Last Name Field</b>
New Hampshire Administrative Office of the Courts	<b>NH Administrative Office of the Courts</b>

<b>Example</b>	<b>Enter in Last Name Field</b>
New Hampshire Supreme Court	<b>NH Supreme Court</b>

<b>Example</b>	<b>Enter in Last Name Field</b>
Belknap County Superior Court	<b>Belknap County Superior Court</b>
Hillsborough County Superior Court, Northern District	<b>Hillsborough County Superior Court, Northern District</b>

<b>Example</b>	<b>Enter in Last Name Field</b>
New Hampshire Circuit Court, 2 <sup>nd</sup> Circuit, District Division-Littleton	<b>NH Circuit Court, 2nd Circuit, District Division-Littleton</b>
New Hampshire Circuit Court, 6 <sup>th</sup> Circuit, Family Division-Concord	<b>NH Circuit Court, 6<sup>th</sup> Circuit, Family Division-Concord</b>

**PRISONS / DEPARTMENTS OF CORRECTIONS / JAILS****State and Local Correctional Facilities**

For county facilities, use department of corrections, do not use jail, or house of corrections.

<b>Example</b>	<b>Enter in Last Name Field</b>
New Hampshire State Prison for Men	<b>NH State Prison for Men</b>
Northern New Hampshire Correctional Facility	<b>Northern NH Correctional Facility</b>
Merrimack County Department of Corrections	<b>Merrimack County Department of Corrections</b>
Hillsborough County Department of Corrections	<b>Hillsborough County Department of Corrections</b>

## Federal Prisons

Enter as specified in Federal Bureau of Prisons Directory found at [www.bop.gov/facilnot.html](http://www.bop.gov/facilnot.html).

Typically it will be by the type of facility FCI, FMC, FDC, USP, FCC, FPC, MDC, etc. then the town it's located in, i.e. **FCI Memphis, FMC Devens** (there are some exceptions to this, so please look at the website, i.e. **FCI Allenwood** mailing address is in White Deer, PA).

Example	Enter in Last Name Field
Federal Correctional Institution Berlin, NH	<b>FCI Berlin</b>
Federal Medical Center Deven, MA	<b>FMC Devens</b>

## TRUSTS / TRUSTEES

An Individual Acting as a Trustee: Enter the name of individual appointed to handle the trust as usual. In party text enter “as Trustee of the (name of trust)” or whatever is appropriate. Alias the name of the owner of the trust (if different from the trustee) and select *Other* as the type from the alias drop down menu.

A Bank or Business Acting as a Trustee: Enter the name of the bank or business appointed to handle the trust as usual except add coma (.) Trustee to the party name, i.e., US Bank Trust N.A., Trustee. In party text enter “of the (name of trust)” or whatever is appropriate. Alias the trust name.

Example	Enter in Fields as follows
Michael O' Brien, as Trustee of the Eric M. O'Brien Revocable Trust dated October 6, 2007	<p><b>Last name field:</b> O'Brien  <b>First name field:</b> Michael  <b>Party text field:</b> <i>as Trustee of the Eric M. O'Brien Revocable Trust dated October 6, 2007</i>  <b>Alias:</b> Eric M. O'Brien  <b>(Alias Type:</b> select – <i>Other</i>)</p>
US Bank Trust N.A., as Trustee for VOLT Participation Trust 2010-JPL6	<p><b>Last name field:</b> US Bank Trust N.A., Trustee  <b>Party text field:</b> <i>for VOLT Participation Trust 2010-JPL6</i>  <b>Alias:</b> VOLT Participation Trust 2010-JPL6  <b>(Alias Type:</b> select – <i>Other</i>)</p>
Wells Fargo Bank, N.A., Trustee for Option Five Mortgage Loan Trust 2001-8, Asset-Backed Certificates, Series 2001-8, its successors, assigns, and agents	<p><b>Last name field:</b> Wells Fargo Bank, N.A., Trustee  <b>Party text field:</b> <i>for Option Five Mortgage Loan Trust 2001-8, Asset-Backed Certificates, Series 2001-8, its successors, assigns, and agents</i>  <b>Alias:</b> Option Five Mortgage Loan Trust 2001-8  <b>(Alias Type:</b> select – <i>Other</i>)</p>

**UNIONS / LOCALS** (Index under full title.)

<b>Example</b>	<b>Enter in Last Name Field</b>
Local 345 of the Cement Workers; International Union of Electrical Workers	<b>Local 345 of the Cement Workers; International Union of Electrical Workers</b>

If you have any questions, concerns, experience problems, or have an emergency motion requiring expedited treatment, please contact Intake at 603-225-1423.