Data Entry Rules for Filers – Civil Parties
(Plaintiff, Defendant, Subject, Other Party)

Plaintiff

Company ○   Person ◉

Party Type: Plaintiff

First Name: John

Middle Name: P

Last Name: *   McMillan
(or Business Name)

Name Suffix: Jr
(Jr, Sr, ...)

EIN:

SSN: (xxx-xx-xxxx)   111-22-3333

DOB: (mm/dd/yyyy)   01/01/1980

Phone #:   7852962000

Fax #:   7852962001

EMail: mcmillanj@email.com

Mailing Address: 2500 E 10th St

City: Topeka

State: Kansas

Zip / Postal Code: 66605-1111

Common Abbreviations

Abbr.	Word
Ave	Avenue
Blvd	Boulevard
Ctr	Center
Cir	Circle
Ct	Court
Dr	Drive
Expy	Expressway
Hts	Heights
Hwy	Highway
Is	Island
Jct	Junction
Lk	Lake
Ln	Lane
Mtn	Mountain
Pkwy	Parkway
Pl	Place
Plz	Plaza
Rdg	Ridge
Rd	Road
Sq	Square
St	Street
Sta	Station
Ter	Terrace
Trl	Trail
Tpke	Turnpike
Vly	Valley
Way	Way
#	for Apt, Ste, Rm, Bldg, etc.
N	North
E	East
S	South
W	West
NE	Northeast
NW	Northwest
SE	Southeast
SW	Southwest

Company/Person – Select whether the party is a company or a person.

Party Type – Select the party type from the drop down options.

First Name – Enter the first name with the first letter as a capitol.

Middle Name – Enter the middle name, if known. If initial only, do not use a . (period).

Last Name – Type the name exactly how it is.
- For hyphenated names: use hyphens (no spaces).   Example: Zeta-Jones
- If multiple last names separated by a space (but no hyphen) use space only. Be sure to use only one space between each name.   Example: Kennedy Onassis
- For names with apostrophe: use apostrophe (no spaces) Example: O'Malley

Name Suffix – Enter the suffix using no punctuation
- Juniors, Seniors should be Jr or Sr (no period)
- I, II, III, use capitol I's. No numbers such as 2, 3 or 2nd, 3rd.

EIN – Employee Information Number, this is not stored in FullCourt. Example: 12-3456789

SSN – Enter the social security number using hyphens as shown in the example above.

DOB – Enter the Date of Birth using slashes as shown in the example above.

Phone # -- Enter the phone number with area code first and then the number. No punctuation. Example: 7852964855

Fax # -- Same format as phone number. This is not stored in FullCourt.

Email – Enter parties email address if known.

Address Line 1 – Party mailing address. If Post Office is required, enter PO Box, with no punctuation. Numbered streets should be all lowercase letters with no punctuation. Example: 10th St

City – Mailing address City.

State – Mailing address State.

Zip – Mailing address Zip Code. Use hyphen if adding the plus 4. Example: 66605-1111