

Data Entry Standards for Lawyers

Indexing: Properly entering party names in the E-Filing System ensures that party names are properly indexed. The party names in the pleadings will always control. The examples included below provide instructions for E-Filers.

Data Field Restrictions: The data fields contain the following character restrictions: First Name and Middle Name—maximum of twenty-five (25) characters; Last Name/Business Name—maximum of sixty (60) characters. If any name exceeds the available character space, type until there are no further available characters. The following abbreviations may be used: Trustee: Trs; Personal Representative: Prs; Attorney in Fact: Aif; Minor: Min; Officer: Off; Receiver: Rec; Agent: Agt; Guardian ad Litem: Gal; Vehicle Identification Number: Vin; Conservator: Con.

Names of Individuals: Leave out any punctuation marks. Titles such as Mr. or Mrs., and professional titles such as M.D. or Esq. should not be entered. Only the first letter of each word should be capitalized.

<i>Name of Person/Individual</i>	<i>Enter As</i>
<p>Mr. William S. Johnson, Jr.</p> <p><i>Punctuation should not be included in names, including initials and suffixes. Suffixes should be entered in the "Name Suffix" field.</i></p>	<p>First Name: William Middle Name: S Last Name: Johnson Name Suffix: Jr</p>
<p>Mary Sue Rogers-Johnson</p> <p><i>Compound names should not contain hyphens. Hyphens are replaced with a space. Compound names with hyphens should be entered as shown.</i></p>	<p>First Name: Mary Middle Name: Sue Last Name: Rogers Johnson</p>
<p>Mary Sue Rogers Johnson</p> <p><i>Where a compound name does not include a hyphen, both the middle names should be entered as shown.</i></p>	<p>First Name: Mary Middle Name: Sue Rogers Last Name: Johnson</p>
<p>Ah Ho Chen</p> <p><i>Foreign names are assumed to have a given name and a last name as shown.</i></p>	<p>First Name: Ah Middle Name: Ho Last Name: Chen</p>

<p>Uğur Akburç</p> <p><i>No foreign symbols or accent marks should be used.</i></p>	<p>First Name: Ugur Middle Name: Last Name: Akburc</p>
<p>Walter Mc Coy</p> <p><i>Last names that begin with "Mc" such as McDonald and Mc Coy will be entered without spaces regardless of how the name appears in the document.</i></p>	<p>First Name: Walter Middle Name: Last Name: McCoy</p>
<p>Joe Van Cott</p> <p><i>If it is unclear to the filer whether a name is a last name or part of a given name, the filer should enter the name twice, using the Doing Business As/Also Known As field for the second entry.</i></p>	<p>First Name: Joe Middle Name: Van Last Name: Cott</p> <p style="text-align: center;">AND</p> <p>First Name: Joe Middle Name: Last Name: Van Cott</p>
<p>John L. Smith a/k/a Ben Wilson Jones</p> <p><i>Where a person is named and is formerly known as (f/k/a) or also known as (a/k/a) another name, both names should be separately entered using Doing Business As/Also Known As field.</i></p>	<p>First Name: John Middle Name: L Last Name: Smith</p> <p style="text-align: center;">AND</p> <p>First Name: Ben Middle Name: Wilson Last Name: Jones</p>
<p>Mary Smith, Individually and as Personal Representative</p> <p><i>Where a person is named in a suit in an individual and a representative capacity, the name should be entered twice; first in the person field, and second in the Doing Business As/Also Known As field as a Business name.</i></p>	<p>First Name: Mary Middle Name: Last Name: Smith</p> <p style="text-align: center;">AND</p> <p>Business Name: Mary Smith Personal Representative (or Prs)</p>

<p>Mary Smith, Trustee</p> <p><i>Where a person is named in a suit in that person's representative capacity, such as a trustee, the name should be entered twice; first in the person field, and second in the Doing Business As/Also Known As field as a Business name.</i></p>	<p>First Name: Mary Middle Name: Last Name: Smith</p> <p style="text-align: center;">AND</p> <p>Business Name: Mary Smith Trustee (or Trs)</p>
<p>The Estate of Charles Washington</p> <p><i>If an estate of a person is named, the person's name should be entered in the person field, and the name of the estate should be included in the Doing Business As/Also Known As field as a Business name.</i></p>	<p>First Name: Charles Middle Name: Last Name: Washington</p> <p style="text-align: center;">AND</p> <p>Business Name: Charles Washington Estate (or Est)</p>

Business/Organization Name Rules: All entities are entered under "Business Name" regardless of whether they are corporations; partnerships; sole proprietorships; or governmental bodies or agencies. "An" and "A" are not indexed and should not be entered. Allowable symbols are: "\$"; "&"; "/"; and "@" if the symbols are part of a named entity.

<i>Name of Business/Organization/Entity</i>	<i>Enter As</i>
<p>Carl Magnum, Inc.</p> <p><i>Human names in an organization title are not reversed, but are entered as they are written.</i></p>	<p>Business Name: Carl Magnum Inc</p>
<p>U.S.C. Booster Club, Inc.</p> <p><i>Punctuation marks in organization names should not be used.</i></p>	<p>Business Name: USC Booster Club Inc</p>
<p>A-1 Auto Sales, L.L.C.</p> <p><i>Punctuation marks in organization names should not be used.</i></p>	<p>Business Name: A1 Auto Sales Llc</p>
<p>Ditech.com</p> <p><i>Punctuation marks in organization names should not be used.</i></p>	<p>Business Name: Ditechcom</p>

<p>Johnson Industries d/b/a Johnson Corp.</p> <p><i>Where a company or entity is named as doing business as (d/b/a) another company or entity, both should be entered separately. The second entity should be entered in the Doing Business As/Also Known As field.</i></p>	<p>Business Name: Johnson Industries</p> <p style="text-align: center;">AND</p> <p>Business Name: Johnson Corp</p>
<p>Frank L. Kramer d/b/a KramERICA Industries</p> <p><i>Where a person is named and is doing business as (d/b/a) an entity, both are entered separately. The entity named should be entered in the Doing Business As/Also Known As field.</i></p>	<p>First Name: Frank Middle Name: L Last Name: Kramer</p> <p style="text-align: center;">AND</p> <p>Business Name: KramERICA Industries</p>
<p>Southeast Trust Bank, Successor by Merger to Southern Trust Company</p> <p><i>Where a company is named has merged or is a successor, both names are entered separately. The former entity named should be entered in the Doing Business As/Also Known As field.</i></p>	<p>Business Name: Southeast Trust Bank</p> <p style="text-align: center;">AND</p> <p>Business Name: Southern Trust Company</p>
<p>United States Department of Education</p> <p><i>All governmental agencies should be entered first by agency name, followed by political subdivision notation.</i></p>	<p>Business Name: Department of Education United States</p>
<p>Greenville County Master-in-Equity</p>	<p>Business Name: Master in Equity Greenville County</p>
<p>County of York/York County</p>	<p>Business Name: York County Of</p>
<p>State of South Carolina</p>	<p>Business Name: South Carolina State Of</p>