

STANDARDIZED NAME ENTRY

Standard Business Rule: Enter name information as it is written on the initial pleadings. Some common abbreviations may be used as listed below. Omit all punctuation including commas, apostrophes, dashes and periods. Numbers are normally entered as symbols rather than text.

COMMON ABBREVIATIONS

Department	DEPT
Association	ASSOC
and	&
Corporation	CORP
Incorporated	INC
Saint	ST
Company	CO

If desired, some entities may be entered with an AKA of a common acronym

Colorado University	CU
Department of Corrections	DOC
Colorado State University	CSU
University of Northern Colorado	UNC
Department of Social Services	DSS

Colorado should not be abbreviated unless abbreviated on the initial pleadings.

EXAMPLES

PERSONAL NAMES

McCoy	MCCOY
Run name together, no space	
O'Brian	OBRIAN
Omit apostrophe, run together	
Al Hamas	ALHAMAS
Omit space, run name together	
Smith-Jones	SMITH-JONES
Insert hyphen and also enter name as "JONES" under AKA	
St. James	ST JAMES
Omit period, use abbreviation for "Saint"	
J. Edgar Hoover	
Enter Last name HOOVER; First Name J (no period); Middle Name EDGAR	
Also enter AKA as last name: HOOVER and first name: EDGAR	

BUSINESS NAMES

I.B.M Corporation.	IBM Corp
Omit Periods, do not leave space between letters, and abbreviate Corporation as Corp	
A B C Broadcasting	ABC BROADCASTING
Omit periods and do not leave space between letters	
Jones & Jones, Inc.	JONES & JONES INC
Omit comma and period (Abbreviate Incorporated as Inc)	
Joe's Carpet Service	JOES CARPET SERVICE
Omit apostrophe and do not leave space	
The Body Shoppe	BODY SHOPPE
Omit "The" "A" or "An" when it is the first word of a business name	
Saint Anthony's Hospital, Inc.	ST ANTHONYS HOSPITAL INC
St. Anthony's Hospital, Inc.	ST ANTHONYS HOSPITAL INC
Always use abbreviation ST for "Saint", omit period, omit apostrophe, omit comma	
Foley's	FOLEYS
Omit apostrophe	
10,101 Investment Company	10101 INVESTMENT CO
Use numbers, omit comma, use standard abbreviation for "company"	
16 th Street Grille	16TH STREET GRILLE
No space between numbers and "th"	
ComputersRme.com	COMPUTERSRME.COM
Be careful entering dot.com companies if you will be entering warrant or restraining order triggers (though we weren't able to determine very many, if any need to ever trigger these companies). The name may not trigger past the period. If a trigger becomes necessary we recommend changing the name to COMPUTERSRMECOM and putting the dot.com in as an AKA.	