

Follow these guidelines when entering party names.

Note: Do NOT use punctuation in names.

Special Character in Name	Guideline	Example	Name in eFile
Hyphen	Remove hyphen, add space.	Smith-Jones	Smith Jones
Apostrophe	Remove apostrophe. Do not add a space.	O'Toole	OToole
Space in Name	Remove space.	De Long	DeLong
Other punctuation	Do not use.	P!nk	Pink

Title or Suffix	Rule	Example	Name in eFile
Titles (Ms., Mr., etc.)	Do not use.	Ms Smith	Ann Smith
Suffix after Name	Add to the last name.	Martinez Jr.	Martinez Jr

<p>This information is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.</p>
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