

E-FILING DATA ENTRY STANDARDS

The data entry standards are provided to assure that the data submitted to the court is properly displayed in the court case history.

NAMES OF INDIVIDUALS

Leave out any punctuation marks. Professional titles, such as MD, should not be entered.

<i>Name of Individual</i>	<i>Enter As</i>
MR. DONALD P. SMITH II	Last Name: SMITH Middle Name: P First Name: DONALD Suffix: II
MIGUEL SANCHEZ HERNANDEZ	Last Name: HERNANDEZ Middle Name: SANCHEZ First Name: MIGUEL
SANCHEZ MIGUEL-HERNANDEZ	Last Name: MIGUEL-HERNANDEZ Middle Name: First Name: SANCHEZ
CLARE T. SMITH-TODD	Last Name: SMITH-TODD Middle Name: T First Name: CLARE
JO-ELLEN BROWN-JONES	Last Name: BROWN-JONES Middle Name: First Name: JO-ELLEN
KATE M. O'BRIEN	Last Name: OBRIEN Middle Name: M First Name: KATE
FRANK KRAMER DOING BUSINESS AS FRANK KRAMER TRUCKING	Last Name: KRAMER Middle Name: First Name: FRANK Add Alias/DBA and Address for Last Name: FRANK KRAMER TRUCKING Middle Name: First Name:

NAMES OF BUSINESSES OR COMPANIES

Spell out the first two words in name. Always use Dept for Department. Use abbreviations from the common abbreviations list, **UNLESS** they are the first or second words in the name. Omit all punctuation except for hyphens. Omit the word **THE** whenever possible.

Name of Business	Enter As
RENT-A-WRECK	RENT-A-WRECK
MR. T'S AUTO	MR TS AUTO
THE FIRST NATIONAL BANK	FIRST NATIONAL BANK
THE STATE OF UTAH	STATE OF UTAH
UTAH DEPARTMENT OF HIGHWAYS	UTAH DEPT OF HIGHWAYS
UTAH DEPARTMENT OF LABOR AND INDUSTRY	UTAH DEPT OF LABOR AND INDUSTRY
DEPARTMENT OF WORKFORCE SERVICES	DWS
THE OFFICE OF RECOVERY SERVICES	ORS
THE OFFICE OF STATE DEBT COLLECTION	OSDC
STATE DEPARTMENT OF CORRECTIONS	DEPT OF CORRECTIONS
UTAH COMMISSION ON CRIMINAL AND JUVENILE JUSTICE	COMMISSION ON CRIMINAL AND JUVENILE JUSTICE
COUNTY OF SALT LAKE	SALT LAKE CO
THE TOWN OF ALTA	ALTA TOWN OF
THE CITY OF ST GEORGE	ST GEORGE CITY OF

Common Abbreviations	
ASSOCIATES	ASSOC
ASSOCIATION	ASSN
INTERNATIONAL	INTL
CORPORATION	CORP
COMPANY	CO
LIMITED	LTD