

The Attorney's “How To” Guide for

– Civil Case Opening –



Texas Eastern District Court
June 11, 2014

INTRODUCTION

Effective January 14, 2008, attorneys can open their own civil cases and file the initial document/pleading via CM/ECF if **one** of the following conditions are met:

- (1) The required filing fee is paid on-line with a credit card.
- (2) The case is being filed *informa pauperis*; or
- (3) The filing fee is waived.

You must complete the **entire** process. You will open the new civil case **and** file your initial document/pleading. Do not attempt to open the same case twice. As this process uses your browser's cookies to store filing information, **never** click the back button once you begin the filing process or your information may be lost and your credit card may be billed twice.*

Never click the back button once you begin the filing process

FILING SUMMARY:

1. Open case with attached complaint and civil cover sheet. If you file the initial document with an accompanying *Motion to Proceed Informa Pauperis*, **do not** file the motion/application to proceed in forma pauperis as an attachment to the complaint. You must file the motion/application to proceed in forma pauperis as a separate document using the appropriate motion event.
2. Email the summons to the appropriate clerk's office as a PDF document. The case number must be clearly noted on the summons. The email addresses are listed below:

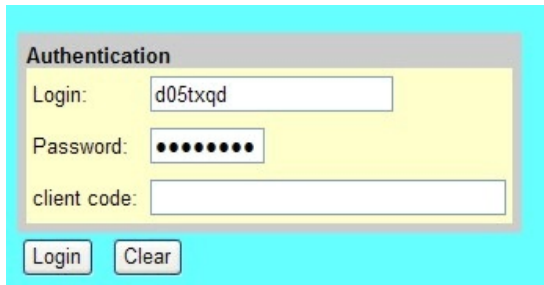
Tyler	newcasetyl@txed.uscourts.gov
Beaumont	newcasebmt@txed.uscourts.gov
Marshall	newcasemsh@txed.uscourts.gov
Lufkin	newcaseluf@txed.uscourts.gov
Sherman	newcaseshm@txed.uscourts.gov
Texarkana	newcasetxk@txed.uscourts.gov

3. The summons will be returned to you via email.

*This is due to the current software limitations of the internet interface. If double-billing occurs, please call the clerk's finance office at 903-590-1000.

STEP BY STEP INSTRUCTIONS:

1. Log into CM/ECF using your court assigned login. Please note that your CM/ECF login and password is **different** from your PACER account. The direct link to CM/ECF is: <https://ecf.txed.uscourts.gov> If you receive a security warning, click the **Yes** button to continue.



Authentication

Login:

Password:

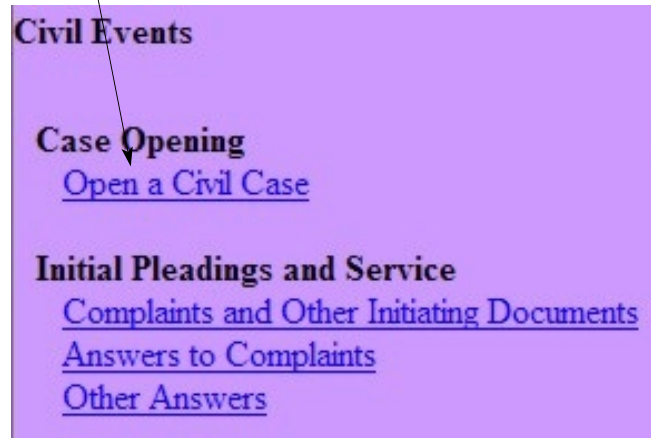
client code:



2. Click the Civil link located at the top left corner of your screen.



3. Click on the [Open a Civil Case](#) hyperlink, this is under the section, **Case Opening**, in the **Civil Events** category.



You will receive a notice that the complaint must be filed the same day that the case is opened. Click <Next> to continue.

A screenshot of a warning screen titled "Open a Civil Case". It contains a red message: "Please note that the complaint MUST BE FILED THE SAME DATE THAT THE CASE IS OPENED." Below this is a blue link: "See Local Rule CV-4(b) .". At the bottom are two buttons: "Next" and "Clear".

4. Simply fill in the relevant blanks. Choose the [Office](#) from the pull down menu. *The Case type will always be cv.* Ignore the [Lead case number](#) and [Association type](#). If the case is a removal from state court, fill in the [Other court name](#) and [Other court number](#). Click the [Related cases](#) box if you wish to add related case numbers. Click the Next button.

A screenshot of the "Open a Civil Case" form. The "Office" dropdown menu is open, showing a list of locations: Beaumont, Marshall, Paris, Sherman, Texarkana, Tyler (which is highlighted), and Lufkin. Other fields include "Case type" set to "cv", "Case number", "Date filed", "Lead case", "Association type" set to "consolidated", "Other court name", and "Other court number". There is a checkbox for "Related cases" which is currently unchecked. "Next" and "Clear" buttons are at the bottom.

5. Using your civil cover sheet as a guide, fill in the blanks. **NOTE: Demand (\$000) is a number representing the dollar amount demanded in thousands, up to four digits. For example, \$10,000 would be entered as 10. If there is no dollar demand, leave this field blank.** Click the Next button when you are ready to continue. Don't panic if you choose an invalid combination of entries and receive an error. Simply correct the fields and continue.

ECF Civil Criminal Query Reports Utilities Search Logout

Open a Civil Case

Jurisdiction 3 (Federal Question)

Cause of action Filter: Clear filter

Nature of suit 0 (zero) Filter: Clear filter

Origin 1 (Original Proceeding)

Citizenship plaintiff

Citizenship defendant

Jury demand n (None) Class action n Demand (\$000)

Arbitration code County Anderson

Fee status pd (paid) Fee date 3/1/2010 Date transfer

Next Clear

6. -Adding Parties-

It is **critical** that you first search the database for existing parties. If you add a party that already exists, the database will soon be cluttered with duplicate names and it will become very difficult to query by name. **Do not** add party names in **ALL CAPS**. Please see Appendix A for Standard Party Name Guidelines

Begin by searching to see if the party already exists. If the party is anyone other than an individual, (i.e. a company, a university, a municipality, etc.), the **entire name** of the party goes in the Last name field. This field will hold up to 200 characters. Type the last name or the first few letters of the last name and click the [Search](#) button.

ECF Civil Criminal Query Reports Utilities Search Logout

Open a Civil Case

Add New Party Create Case

Collapse All Expand All

Search for a party

Last / Business Name First Name Middle Name

Search

If the party you searched for already exists in the database, you will see a screen like this:

The screenshot shows a web form titled "Search for a party". It has two input fields: "Last / Business Name" with the value "Clark" and "First Name" with the value "Skip". Below these is a "Search" button. Underneath the search fields is a "Search Results" box containing the text "Clark, Skip". Below the results box are two buttons: "Select Party" and "Create New Party". An arrow points from the "Select Party" button to the text in the "Search Results" box.

Click on the party from the Search Results box and click, **<Select Party>**, to continue.

If the party doesn't exist in the database, you will see a screen with an empty Search Results window.

The screenshot shows a web application interface. At the top is a navigation bar with "ECF" and several menu items: "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". Below the navigation bar is a section titled "Open a Civil Case" with buttons for "Add New Party" and "Create Case". To the right of this is the "Search for a party" form, which has input fields for "Last / Business Name" (Clark), "First Name" (Skip), and "Middle Name". Below these is a "Search" button. Underneath is an empty "Search Results" box. Below the results box are buttons for "Select Party" and "Create New Party". At the bottom of the form area, a message reads: "Search returned no results. Please try again or create a new party." An arrow points from the "Create New Party" button to the "Search Results" box, and another arrow points from the "Search" button to the "Search Results" box.

You can either search again or click on **Create New Party** to continue. To search again, simply type in a new Last or First name and click the **Search** button again.

If the party already exists in CM/ECF, an information screen will appear. Select the role of the party (plaintiff, defendant etc.) but **do not modify or add any other information.**

Click <**Add Party**>.

Party Information
Skip Clerk

Title

Role

Pro se

Prisoner Id Unit

Office

Address1

Address 2 ☐ Show this address on the docket sheet

Address 3 City

State Zip Country

Prison

Phone Fax

E-mail

Party text

Start date End date

Corporation Notice

If the party isn't already in CM/ECF, a similar screen will appear. Select the role of the party (plaintiff, defendant etc.) If the party is represented by counsel, only enter the party's name (do not add the address). If the party is anyone other than an individual, (i.e. a company, a university, a municipality, etc.), the **entire name** of the party goes in the Last name field. This field will hold up to 200 characters. Complete address information for pro se parties. Complete the Party Text field as stated on the complaint, i.e. individually, successor to, etc.



Ignore the Corporate Parent button. You will add the corporate parent when you file the corporate parent disclosure statement.

If the party has an alias, (i.e., "formerly known as", "doing business as", "on behalf of" etc.), you may add it now by clicking the add alias icon.

Click <**Add New Party**> to continue. Do not click the **Back** button to continue or you will be required to re-add parties.

Party Information	
Last name	Clark
First name	Skip
Middle name	
Generation	
Title	
Role	Defendant (dft:pty)
Pro se	No
Prisoner Id	
Unit	
Office	
Address1	
Address 2	
Address 3	
State	Zip
City	
Country	
Prison	
Phone	
Fax	
E-mail	
Party text	
Start date	3/2/2010
End date	
Corporation	no
Notice	yes

You will see the party's information appear in the left panel of your screen.. If you want to add another party, you must search for the party name again. If you click on the <Add New Party> button, you'll notice nothing happens. CM/ECF *forces* you to search for a party before you can add a new one to the database.



The interface becomes a bit intuitive at this point. The more parties you add, the longer the party list grows.



The party type defaults to defendant. If you accidentally add the party with the wrong party type, simply click the pencil icon to edit the party.

If you click on the pencil icon, you will be presented with the party edit screen. Make your changes and click the **<Save Changes>** button. If you decide not to make changes, click on the **Start a New Search** button. Clicking on the **Back** button will require you to re-add parties.

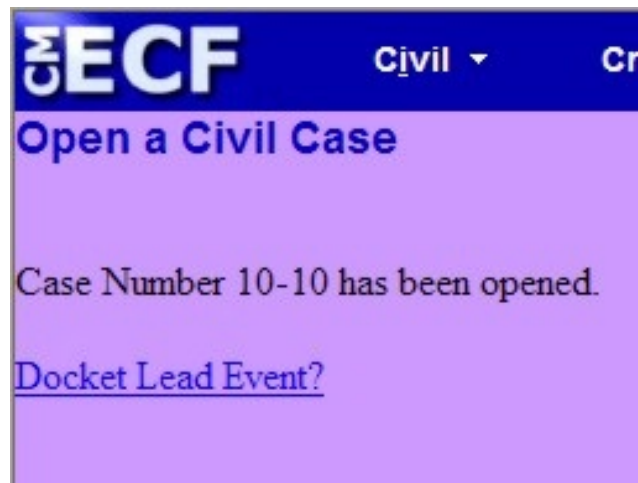
The screenshot shows a web application interface for adding parties and creating a case. On the left, there's a list of parties under the 'Add New Party' header. The parties listed are Skip Clark, Mary L. Johnson (highlighted), and A Anderson. Each party has a pencil icon for editing and a red X icon for deletion. Below each name are fields for Alias, Corporate Parent or other affiliate, and Attorney. On the right, under the 'Create Case' header, there's a form with various fields: Title, Role (Plaintiff), Pro se (No), Prisoner Id, Office, Address1, Address2, Address3, State, Zip, Prison, Phone, E-mail, Party text, Start date (3/2/2010), End date, and Corporation (no). At the bottom of the form are buttons for 'Save Changes' and 'Start a New Search'.

7. Once you have added all of your parties, click the **<Create Case>** button. You will be asked if you want to proceed. Click the **Yes** button.

Note: Local Rule CV-4 Attorneys must electronically file their civil complaints within 24 hours of opening the shell civil case in CM/ECF.


The screenshot shows a dialog box titled 'Case Opening'. The message inside the dialog box is 'Case will be created. Proceed?'. There are two buttons at the bottom: 'Yes' and 'No'.

8. You are now ready to docket the lead event. Click the [Docket Lead Event?](#) hyperlink. You **must** docket the lead event.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and navigation tabs for 'Civil' and 'Criminal'. Below the header, the main heading is 'Open a Civil Case'. The text 'Case Number 10-10 has been opened.' is displayed. At the bottom, there is a blue hyperlink that reads 'Docket Lead Event?'.

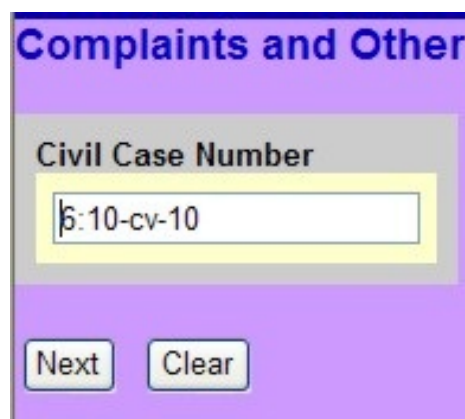
Choose the event from the drop down box and click <Next>.



The screenshot shows the ECF interface for 'Complaints and Other Initiating Documents'. It features a search bar at the top. Below it, a section titled 'Available Events (click to select an event)' contains a list of legal events. The 'Complaint' option is highlighted in blue. At the bottom, there are two buttons: 'Next' and 'Clear'.

Available Events (click to select an event)
Amended Complaint
Application for Writ of Garnishment
Complaint
Counterclaim
Crossclaim
Intervenor Complaint
Motion to Vacate/Set Aside/Correct Sentence (2255)
Notice of Removal
Petition for Writ of Habeas Corpus
Third Party Complaint

9. The case number will be displayed. Do **not** change this number. Click <Next>.



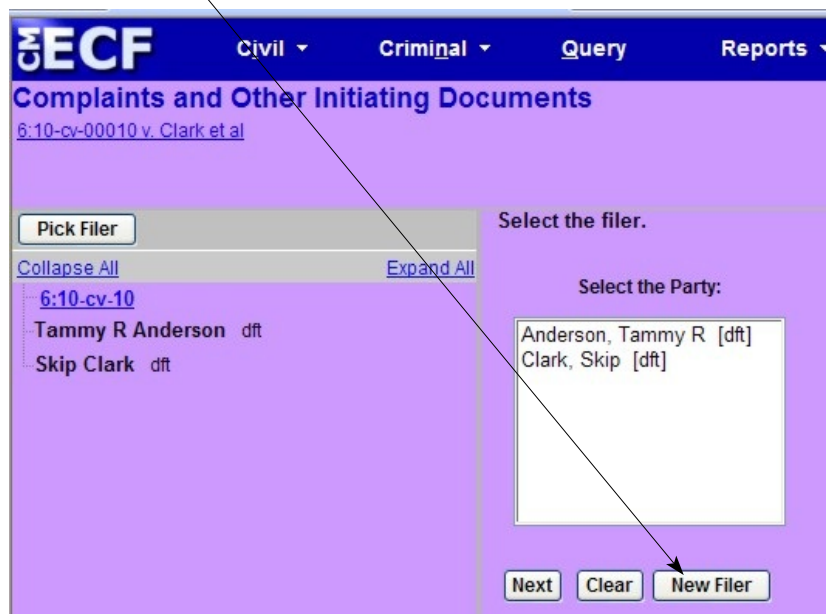
The screenshot shows the ECF interface for 'Complaints and Other'. It features a section titled 'Civil Case Number' with a text box containing the case number '6:10-cv-10'. Below the text box, there are two buttons: 'Next' and 'Clear'.

You are presented with a confirmation screen. Click <Next>.



The image shows a confirmation screen for the ECF (Electronic Case Filing) system. At the top, the ECF logo is displayed in white on a blue background. To the right of the logo is a dropdown menu labeled "Civil". Below the logo, the text "Complaints and Other I" is visible. Underneath, the case number "6:10-cv-00010 v. Clark et al" is displayed. At the bottom of the screen, there are two buttons: "Next" and "Clear".

10. Select the filer by clicking on the party and then click **Next**. In this example, notice that the plaintiff is missing from the party list. If you forgot to add a party earlier, you can still add parties now. Simply click on <New Filer>.



The image shows the ECF filing screen. At the top, the ECF logo is displayed in white on a blue background. To the right of the logo are dropdown menus labeled "Civil", "Criminal", "Query", and "Reports". Below the logo, the text "Complaints and Other Initiating Documents" is visible. Underneath, the case number "6:10-cv-00010 v. Clark et al" is displayed. On the left side, there is a "Pick Filer" button. Below it, there are links for "Collapse All" and "Expand All". Under "Expand All", there is a list of parties: "6:10-cv-10", "Tammy R Anderson dft", and "Skip Clark dft". On the right side, there is a section titled "Select the filer." with a sub-section "Select the Party:". Below this, there is a list of parties: "Anderson, Tammy R [dft]" and "Clark, Skip [dft]". At the bottom of the screen, there are three buttons: "Next", "Clear", and "New Filer". An arrow points from the "New Filer" button to the "Select the Party:" section.

Remember that CM/ECF forces you to search for the party first. Enter the name of the party and click **<Search>**.

Pick Filer

[Collapse All](#) [Expand All](#)

6:10-cv-10
Tammy R Anderson dft
Skip Clark dft

Search for a party

Last / Business Name Johnson First Name Middle Name

Search

Search Results

JOHNSON, SAMUAL L.
Johnson
Johnson
Johnson, Lt
Johnson, (major)
Johnson, (officer)

Select Party **Create New Party**

Select the role of the party and click **<Add Party>**.

Role Plaintiff (pla:pty)

Pro se No

Prisoner Id

Office

Address1

Address 2

Address 3

State **Zip**

Prison

Phone

E-mail

Party text

Start date 3/2/2010 **End date**

Corporation no

Add Party

[Start a New Search](#)

11. Now we're ready to select the filer. Just click on the filer and then click <Next>

Pick Filer

[Collapse All](#) [Expand All](#)

6:10-cv-10

Tammy R Anderson dft

Skip Clark dft

Queen Johnson pla ✎ ✖

Alias +

Corporate Parent or other affiliate +

Attorney

Select the filer.

Select the Party:

Anderson, Tammy R [dft]

Clark, Skip [dft]

Johnson, Queen [pla]

Next Clear New Filer

You may receive this message if the association doesn't exist. Click the appropriate boxes and then click <Next>.

ECF Civil Criminal Query Rep

Complaints and Other Initiating Documents

[6:10-cv-00010 v. Clark et al](#)

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*.

☒ Queen Johnson (pty:pla) represented by fntaty (aty) ☐ Lead ☒ Notice

Next Clear

You are now asked to select the party that this filing is against. You can select one party or use the radio buttons to select a group.

The screenshot shows a web form titled "Complaints and Other Initiating Documents" with a sub-header "6:10-cv-00010 v. Clark et al". On the left, under the "Pick Party" tab, there is a list of parties: "6:10-cv-10", "Tammy R Anderson dft", "Skip Clark dft", and "Queen Johnson pla". The "Queen Johnson pla" entry is expanded, showing sub-options: "Alias", "Corporate Parent or other affiliate", and "Attorney". On the right, the instruction "Please select the party that this filing is against." is followed by two columns: "Select the Party:" and "Select a Group:". The "Select the Party:" column contains a list box with three items: "Anderson, Tammy R [dft]", "Clark, Skip [dft]", and "Johnson, Queen [pla]". The "Select a Group:" column contains four radio buttons: "No Group", "All Defendants", "All Plaintiffs", and "All Parties". At the bottom are three buttons: "Next", "Clear", and "New Party".

In this example, the group, *All Defendants*, is selected by clicking the radio button.

This is a close-up of the selection area from the previous screenshot. It shows the "Select the Party:" list box with "Johnson, Queen [pla]" selected. To the right, under "Select a Group:", the "All Defendants" radio button is selected, indicated by a green dot. The other radio buttons ("No Group", "All Plaintiffs", "All Parties") are unselected. The "Next", "Clear", and "New Party" buttons are visible at the bottom.

12. Add the complaint or removal by clicking Browse and navigating to the directory where your pdf document is stored. Choose the appropriate pdf file. Next, attach your civil cover sheet or appropriate attachments to your Notice of Removal as instructed by Local Rule CV 81.

Click <Next> to continue.

Complaints and Other Initiating Documents
[1:10-cv-00002 Johnson v. Anderson](#)

Select the pdf document and any attachments.

Main Document
N:\sf-71.PDF

Attachments	Category	Description
1. N:\test1.pdf <input type="button" value="Browse..."/>	Civil Cover Sheet <input type="button" value="v"/>	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="v"/>	<input type="text"/>

13. You are presented with an *Application to Proceed Without Prepayment of Fees* screen. Answer Y/N and click <Next> to continue.

ECF Civil Criminal Query Reports

Complaints and Other Initiating Documents
[6:10-cv-00010 v. Clark et al](#)

Is this filed with an Application to Proceed Without Prepayment of Fees Y/N?

or

Is this complaint filed on behalf of the USA Y/N?

14. A warning screen is displayed. Click <Next> to continue.

The screenshot shows the ECF (Electronic Case Filing) interface. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main heading is "Complaints and Other Initiating Documents" with a sub-link "6:10-cv-00010 v. Clark et al". A red warning message states: "WARNING: After payment of filing fee, you MUST continue with this transaction until its completion. Failure to continue will result in your credit card being charged with no record of your entry on the case." Below the warning, the fee is listed as "Fee: \$350". At the bottom, there are "Next" and "Clear" buttons.

15. The fee is displayed. Click the <Next> button to continue.

This screenshot shows a similar ECF interface but for a different case, "6:07-cv-05017 v. Johnson et al". The fee displayed is "Fee: \$1". The "Next" and "Clear" buttons are also present at the bottom.

16. The Pay.gov payment screen is shown. Enter your appropriate information.

The screenshot displays the Pay.gov "Online Payment" screen. The top navigation bar is identical to the previous screenshots. The page title is "Online Payment" with a link to "Return to your originating application". The current step is "Step 1: Enter Payment Information", indicated by a "1 | 2" progress bar. The payment method is "Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)". A note states "Required fields are indicated with a red asterisk *". The form contains the following fields: "Account Holder Name" (Seagull Galveston), "Payment Amount" (\$1.00), "Billing Address" (211 W. Ferguson Room), "Billing Address 2", "City", "State / Province" (dropdown), "Zip / Postal Code" (75702), "Country" (United States), "Card Type" (dropdown), "Card Number" (with a note: "(Card number value should not contain spaces or dashes)"), "Security Code" (with a link: "Help finding your security code"), and "Expiration Date" (dropdowns). At the bottom, there is a instruction: "Select the 'Continue with Plastic Card Payment' button to continue to the next step in the Plastic Card Payment Process." and two buttons: "Continue with Plastic Card Payment" and "Cancel".

ECF

Civil
Criminal
Query
Reports
Utilities

Online Payment

Return to your originating application

Step 2: Authorize Payment

1 | 2

Payment Summary

Edit this information

Address Information	Account Information	Payment Information
<div>Account Holder Name: Seagull Galveston</div> <div>211 W. Ferguson</div> <div>Billing Address: Room 106</div> <div>Billing Address 2:</div> <div>City:</div> <div>State / Province:</div> <div>Zip / Postal Code: 75702</div> <div>Country: USA</div>	<div>Card Type: Master Card</div> <div>Card Number: *****5100</div> <div>Expiration Date: 9 / 2012</div>	<div>Payment Amount: \$1.00</div> <div>Transaction Date 12/07/2007 16:45 and Time: EST</div>

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC:

Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

☐ *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Submit Payment

Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

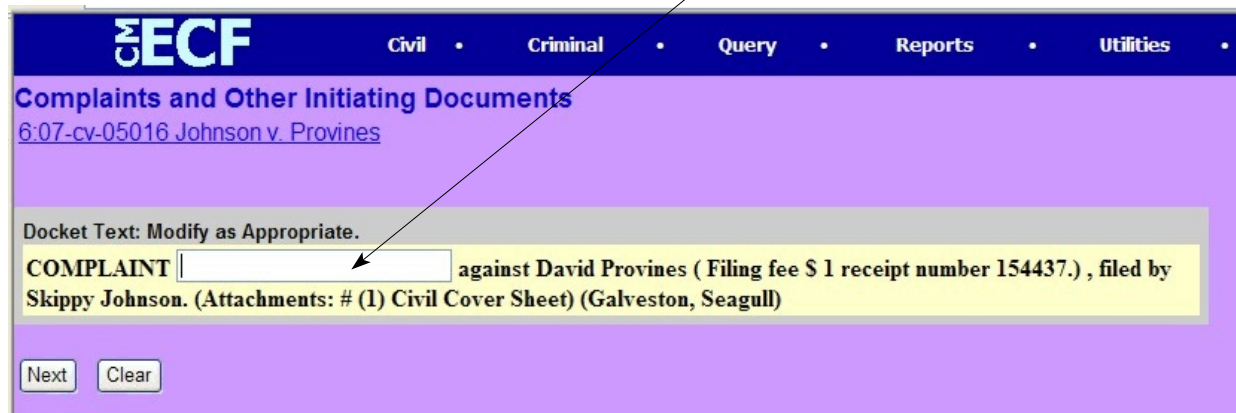
After you have verified that all the information is correct, check the authorization box and then click the [Submit Payment](#) button.

**** Only Click the Submit Payment button **ONCE** - Your card may be charged multiple times if you click more than once. ****

Your payment will be confirmed and you will be returned to CM/ECF.

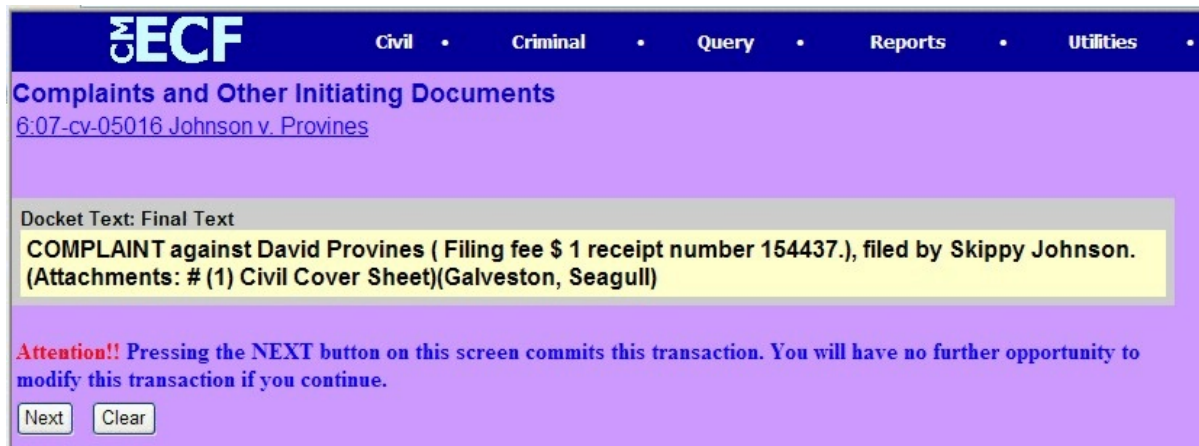
17. Modify the Complaint screen as appropriate. Example: Complaint 28:1331 etc.

Click the [Next](#) button to continue.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a dark blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this is a light purple header area with the text "Complaints and Other Initiating Documents" and a link to "6:07-cv-05016 Johnson v. Provines". The main content area has a light purple background. A grey box contains the text "Docket Text: Modify as Appropriate." Below this is a yellow box with the text "COMPLAINT" followed by a text input field, then "against David Provines (Filing fee \$ 1 receipt number 154437.) , filed by Skippy Johnson. (Attachments: # (1) Civil Cover Sheet) (Galveston, Seagull)". At the bottom of the yellow box are two buttons: "Next" and "Clear". An arrow points from the instruction text above to the text input field.

18. Review the final text and click the [Next](#) button to continue.



The screenshot shows the ECF interface with the same header and navigation bar as the previous screen. The main content area has a light purple background. A grey box contains the text "Docket Text: Final Text". Below this is a yellow box with the text "COMPLAINT against David Provines (Filing fee \$ 1 receipt number 154437.) , filed by Skippy Johnson. (Attachments: # (1) Civil Cover Sheet)(Galveston, Seagull)". Below the yellow box is a red warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom are two buttons: "Next" and "Clear".

19. Congratulations! The case is now filed. The notice of electronic filing screen is displayed.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Complaints and Other Initiating Documents
[6:07-cv-05016 Johnson v. Provines](#)

U.S. District Court [TRAIN]
Eastern District of TEXAS TRAIN

Notice of Electronic Filing

The following transaction was entered by Galveston, Seagull on 12/7/2007 at 3:49 PM CST and filed on 12/7/2007

Case Name: Johnson v. Provines
Case Number: [6:07-cv-5016](#)
Filer: Skippy Johnson
Document Number: [1](#)

Docket Text:
COMPLAINT against David Provines (Filing fee \$ 1 receipt number 154437.), filed by Skippy Johnson. (Attachments: # (1) Civil Cover Sheet)(Galveston, Seagull)

6:07-cv-5016 Notice has been electronically mailed to:
Seagull Galveston cindy_paar@txed.uscourts.gov

6:07-cv-5016 Notice will not be electronically mailed to:
The following document(s) are associated with this transaction:



20. E-mail the prepared summons to the appropriate e-mail account (See email table in the filing summary at the beginning of this document for the appropriate office.) You will receive the return summons via e-mail....

21. You may now continue to docket other motions or pleadings etc.

Appendix A

If unsure on how to enter a party name, please contact the clerk's office for guidance.

1. **Omit the word "The."**

Examples:

The Enrich Company, Inc.

Last Name: Enrich Company, Inc.

The City of Toledo

Last Name: City of Toledo

2. **Social Security Cases.** Always enter party name as Commissioner of Social Security.

Examples:

Department of Health and Human Services

Jo Ann B. Barnhart, Commissioner of Social Security

Social Security Commissioner

Secretary of Health and Human Services

Last Name Field: Commissioner of Social Security

3. **John Does.** If the complaint includes numerous John Does, add as one party name. Never add the numbers, letters or roman numerals to the party name. Always add as party text.

Examples:

John Doe I-X

Last Name Field: Doe

First Name Field: John

Party Text: I-X

John Doe Police Officers 1-10

Last Name Field: Doe

First Name Field: John

Party Text: Police Officers 1-10

4. **Estates**

Example: The Estate of James P. Sentinel by Joseph Smith

Last Name Field: Smith

First Name Field: Joseph

Party Text: Executor of the Estate of

Create Alias:

Last Name Field: Sentinel

First Name Field: James

Middle Name Field: P.

Alias Code: dec

5. **Individuals with Titles**

Example:

James S. Haviland, Warden of Allen Correctional Institution

Last Name Field: Haviland

First Name Field: James

Middle Name Field: S.

Party Text Field: Warden of Allen Correctional Institution

6. **Unknown Names**

Example:

Unknown Spouse of Kenneth M. Keller, If any

Last Name Field: Unknown Spouse, if any, of Kenneth M. Keller

7. **Union Names**

Example:

Building Laborers Local 310 Pension Fund

Last Name Field: Local 310 Building Laborers Pension Fund