

SPELLING ERRORS IN NAMES OF PARTIES

- The spelling of any of the parties' names in any court papers has to match what the County Clerk has on file - which would be the spelling that is found in the summons.
- If it differs in any way (i.e. an error in spelling, an additional middle name or initial, or a suffix like "Jr." or "Sr.") - it will most likely be returned by the County Clerk.
- If the summons is incorrect, you will need to have a stipulation signed to correct and have the Court "so order". This will show the correct spelling as set forth by the parties and will deem any documents corrected. It will also direct the County Clerk to amend her records accordingly.
- Where the defendant defaulted in appearance, an ex parte order can be submitted along with an affidavit explaining the need for the correction. (Attach a copy of the original signed judgment)