

CATAWBA COUNTY REGISTER OF DEEDS

MINIMUM STANDARDS FOR INDEXING REAL PROPERTY INSTRUMENTS



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1. POSTED INDEX RULES

1.01 Posting of Indexing Rules.

Indexing rules shall be posted in at least two prominent places in the register of deeds' office and shall also be placed near the index books or in user manuals in offices using automated indexing systems. Included in these rules shall be, at a minimum:

- a) the standards used for indexing documents and maps;
- b) the non-human name abbreviation index;
- c) the format for the chosen options as provided in the indexing standards as follows:
 1. placement or deletion of "The" in non-human names (Rule 5.02);
 2. listing of all additional index sections, set outs, or groupings (Rule 2.02);
 3. use of a consolidated document book (Rule 2.04);
 4. a list of the words always abbreviated in non-human names (Rule 5.05(b));
 5. use of terms that identify additional names references (Rule 3.02(b));
 6. the order for printing reverse party (Rule 7.04(d));
 7. method used for indicating designated status and whether it will appear in the Directory of Names as an extension of a non-human name (Rule 7.02);
 8. printing of the designated spouse (Rule 7.03);
 9. a list of all document type abbreviations; and
 10. Directory of Names, if used (Rule 2.03).
- d) an office layout showing the location of various types of documents and indexes;
- e) the procedures for using the various types of public use machines and equipment in the office;
- f) all existing, previous indexing rules and the time periods that the rules were used;
- g) a statement that partnerships under the Uniform Partnership Act are indexed only in the name of the partnership and in the name of each of the general partners;
- h) a statement addressing indexing requirements for recording subsequent instruments, per GS 161-14.1 as revised;
- i) a statement, if applicable, that notary commissions are indexed in the Consolidated Real Property Index and the time period(s) of notary commission indexing; and
- j) a statement addressing the standard method or abbreviation used for indexing the non-human name "Mortgage Electronic Registration Systems" and/or "Mortgage Electronic Registration Systems Inc." and/or "MERS" whether as a stand-alone name or enclosed in quotation marks, parentheses, brackets, etc.; the method or abbreviation shall also be included in the non-human name abbreviation index (see Rule 5.05 c.).

History Note: Sections h., i., and j. added effective October 1, 2006.

2. **CONSOLIDATED INDEX** Effective January 1, 1995 unless other wise stated

2.01 **Consolidated Real Property Index**

a) The register of deeds shall maintain a single index of all documents and instruments related to real property. Such an index shall be known as the "Consolidated Real Property Index" and shall be subdivided into an index for grantors and an index for grantees. Grantor and grantee indexes shall contain separate sections for human and non-human names. Effective January 1, 1995 the following types of documents will ALL be Indexed in one consolidated document book (**Rule 2.01**)

(1) "Traditional" Real Property

- Assessments of water and sewer authorities
- Bankruptcy records
- Certificate of corporate merger or consolidation
- Condominium plans
- Condominiums declaration
- Corporate charter and amendments
- Deeds
- Deeds of Trust
- Historic properties ordinance
- Licenses for radioactive waste disposal facilities
- Limited Partnerships
- Location of abandoned and inactive waste sites
- Mortgages and deeds of trust filed as fixture filings
- Notice of interest in land
- Notice of Proximity to qualified farmland
- Notice of underground utilities
- Permits for landfills and hazardous waste disposal sites
- Property Mortgaged for official bond
- Protected mountain ridges
- Registration of land titles
- Request for notice of default and sale
- Will renunciation of Real Property

(2) UCCs

- Personal Property UCC was indexed in a separate index book from 1968 until July 1, 2001 when they were no longer recorded in Register of Deeds Office.
- Fixture Filings have been indexed in the Consolidated Real Property books since 1976

(3) Corporate & Corporate charter and amendments,

- Limited partnerships, and
- Assumed-name certificates:
 - Prior to January 1, 1995 they were indexed in the Corporate Index Books with a Corporate Book and Page number (see list below).
 - January 1, 1995 to December 31, 2007 they were indexed in the Consolidated Real Property Index Books with a Corporate Book and Page number (see list below)
 - Corporate Books 1 – 21 is a hard copy located in designated Book.
 - Corporate Books 22 – 55 is microfilmed according to designated Book. Book 52, Page 806 is the first assigned Corporate number that appears on computers.
 - Corporate Books 56 – 57 is scanned according to designated Book. Book 57, Page 1058 is the last assigned Corporate number.
 - After January 1, 2008 they are indexed in the Consolidated Real Property books with a real property book and page number.

(4) Maps, Plats, and Condominium Plans – are indexed in the Consolidated Real Property Index and they are also indexed in a separate index book for Maps/Plats

- b) Instruments affecting real property and/or personal property shall be indexed in the Consolidated Real Property Index.
- c) Names in the Consolidated Real Property Index shall be indexed in a telephone-type listing, i.e., continuous alphabetical listing. The alphabetical subsections indexing system (e.g. pages for Ba, Bi, Bl, etc.) and/or "Family" index system (e.g., pages for Smith, Jones, Black, etc.) shall not be used for the Consolidated Real Property Index.

2.02 Additional Sections and Set Outs

Each name in the Consolidated Real Property Index shall be indexed alphabetically. Additionally, a name may be placed into additional index sections, set outs, or groupings in the Consolidated Real Property Index for items such as churches, notary commissions, lodges, banks, cemeteries, fraternities, schools, ordinances, veteran organizations, "The Public", "To Whom It May Concern, etc.;" a name may only be placed in an additional section, set out, or grouping in addition to rather than in lieu of the name being indexed alphabetically. The indexing rules (see 1.01) shall note the additional sections, set outs, or groupings that are used in the Consolidated Real Property Index. (See Rule 5.09(b.) for required setouts for "Symbols.)

- a)** A name placed into an additional section, set out, grouping shall be indexed under "[section, set out, or grouping heading]- [indexed name]"; no space shall separate the asterisk (*) from the section, set out, or grouping heading, and a space shall separate the indexed name from the asterisk.
- b)** The "[section, set out, grouping] heading shall be indexed alphabetically in the Consolidated Real Property Index.
- c)** If additional sections, set outs, groupings are used in the Consolidated Real Property Index, all names which meet the conditions of the section, set out, grouping must be placed in the section, set out, grouping. Catawba County set outs are as such:

(1) Prior to 1975: ALL Churches were indexed under:

- i. Churches and
- ii. The Trustee's name.

(2) 1976 to September 2005: Churches were indexed under the Church name ONLY.

(3) October 2005- CURRENT: Churches are indexed under

- i. The Church's name and
- ii. The Trustee's names.

(4) Prior to 1975: ALL Schools were indexed under "Schools".

(5) 1975 – CURRENT: Schools are indexed under the name of

- i. The School or
- ii. The Administrative Unit.

(6) Prior to 1975: ALL Lodges and Clubs were indexed under Lodges

(7) 1975 – CURRENT: Lodges and Clubs are indexed under their name.

(8) Catawba County has elected not to have a set out index for SYMBOL. Such non-human names can be found in alphabetical order according to the first word after the symbol.

(9) 1842 – CURRENT: ALL Cemeteries are indexed under their name

(10) SEPTEMBER 1, 1969 – CURRENT: ALL Notaries are index under their name in a Notary Index book.

(11) Prior to 1984 HUMAN names were filed either:

- i. in alphabet order by SURNAME then GIVEN NAME
- ii. Set out by SURNAME then GIVEN NAME

(12) Prior to 1984 NON-HUMAN (Corporation) names were filed

- i. in alphabet order by the FIRST WORD (except those that began with THE)
- ii. Set out by FIRST WORD

(13) 1984 – 1994 HUMAN names were filed in alphabet order by SURNAME GIVEN NAME

(14) 1984 – 1994 NON-HUMAN names were filed in alphabet order by FIRST NAME

History Note: Notary commissions added as example of additional section or set out, effective October 1, 2006

2.03 Directory of Names.

This office has elected **NOT** to use the directory of names in our index. (Rule 1.01c10)

2.04 Consolidated Document Book.

The register of deeds may maintain a consolidated document book(s) containing all documents and instruments related to real property, except for maps and plats, highway right-of-way plans, condominiums, and UCC's. If a consolidated document book is used, there shall not be separate document books for specific documents such as deeds, deeds of trust, corporations, etc. (Rule 1.01c3)

3. INDEXING PROCEDURES - Effective January 1, 1995 unless other wise stated

3.01 Indexing Procedures for Spelling Variations and Illegibility.

When instruments contain spelling variations between the typed or printed portions and signatures, partially illegible signatures, or information in the typed or printed portion not given by the signatures, the following procedures shall govern the indexing:

- a) When each word of the signature is legible and it gives the complete name of the party, the signature shall govern.
- b) When the signature is legible but initials or abbreviations are used, any additional information given by the printed or typed name and not in conflict with the signature shall govern.
- c) When none of the words in the signature are legible, the printed or typed name shall govern.

- d) When one or more of the words in the signature are legible, then the words that are legible shall govern; the words that appear in the printed or typed name shall govern over the words of the signature that are not legible.
- e) When the spelling of any word in a legible signature and the spelling of the corresponding word in the typed or printed name is at variance, and the variance would cause the entries to be made at different places in the index, then the instrument shall be indexed under both spellings.
- f) When a reasonable interpretation of an illegible word in a signature is at variance with the corresponding word in a typed or printed name, and the variance would cause the entries to be made at different places in the index, then the instrument shall be indexed in both places.

3.02 Additional Name References

- a) When the printed or typed portion of the signature block makes reference to an additional name through terms such as also known as, formerly, formerly known as, etc. or through the use of parentheses, both the name and the additional name reference shall be indexed. We will **NO** longer index using the abbreviations AKA, FKA, DBA as part of the name(s). (Rule 1.01c5 & Rule 3.02b)

EXAMPLE

SIGNATURE NAME – Jane Smith

TYPED NAME – Jane Smith (formerly Jane Simpson)

INDEXED - SIMPSON JANE
and
SMITH JANE

- b) Terms that identify additional name references in the document such as "also known as" (aka); formerly known as (fka); doing business as (dba); and others may be shown as an extension of the given name in a human name entry, and an extension of the corporate or business name in a non-human name entry in the same manner that designated status is shown (see Rule 7.02). January 1, 1995 all documents that come in referencing a name and an additional name with phrases such as "Always known as", "formerly known as", and "doing business as" will be indexed in the name and the additional name as separate entries. We will **NO** longer index using the abbreviations AKA, FKA, DBA as part of the name(s). (Rule 1.01c5 & Rule 3.02b)

EXAMPLE

SIGNATURE NAME BLOCK– Bar BQ House of Cary Inc.(formerly Tom’s Bar BQ Inc.)

TYPED NAME – Bar BQ House Inc.

INDEXED - BAR BQ HOUSE INC *also*
 BAR BQ HOUSE OF CARY INC
 and
 TOMS BAR BQ INC

- c) When terms that identify additional name reference and status exist for an indexed party, the status shall appear first after the last given name in a human name and after the corporate or business name in a non-human name.

EXAMPLE

SIGNATURE NAME BLOCK/TYPED NAME- First Union Home Equity Corp., Trustee

INDEXED - FIRST UNION HOME EQUITY CORP/TR

- d) When indexing estate names, the human name contained within the estate name shall be indexed as a human name with EST being a status (Rule 3.02d)

EXAMPLE

SIGNATURE NAME BLOCK/TYPED NAME - The Estate of John Smith

INDEXED - SMITH JOHN/ EST

- e) When indexing a person's name and that person is an heir(s), index as a human name with heir as a status after the last given name. (Rule 3.02e)

EXAMPLE

SIGNATURE NAME BLOCK/TYPED NAME -John W. Davis, Heir

INDEXED - DAVIS JOHN W/HEIR

3.03 Signature Convention

The register of deeds shall assume that all signatures on a document are in the United States signature convention of given name(s) followed by surname.

3.04 Names of All Parties

- a) The Full name of each party to an instrument shall be indexed in the Consolidated Real Property Index, and the name of each party shall be entered into its proper alphabetical section or location of the Index. Only one name shall be listed for each entry in the Index.
- b) Notations or abbreviations such as “et al”, “and others”, “and wife”, “et ux”, “and husband”, etc. shall not be used in the Index.
- c) All parties to an instrument shall be indexed, (Note: A person can be a party to an instrument without signing the instrument), EXCEPT as listed below:
 - (1) Certificates filed pursuant to the Uniform Limited Partnership Act are to be indexed only in the names of the partnership and of the general partners rather than in the name of each limited partner.
 - (2) When an indexed party is a corporation or a limited liability company, the name of the corporation or the name of the limited liability company shall be indexed. The names of the officers or managers shall not be indexed

History Note: Per GS 161-22(d) [SL 2005-123], name of a trustee of a deed of trust need not be indexed. Effective October 1, 2005.

However, Catawba County still indexes the trustee

3.05 Basic Alphabetizing Procedures

- a) Alphabet - All entries shall use the English alphabet and shall be arranged alphabetically according to the order of the English alphabet. Umlauts, accents, dieresis and other diacritical marks in foreign languages shall not be used. (e.g. ü & ē)
- b) Word by word - All entries shall be arranged word by word, alphabetizing character by character within the word. Alphabetizing shall begin with the first character of the first word and end with the last character of the last word. The principle of "nothing before something" shall be applied, considering the space between words a "nothing". Thus, a single letter or shorter word precedes a longer word beginning with the same letter or letters. When two or more entries begin with the same word, the entry will be arranged by the first different word.

EXAMPLE

AD VIDEO
ADAM INSTRUMENT INC
ADAMS BILT CO
ADAMS BILT LOT CO
ADVENT SPEAKERS INC

- c) Human Names - Human names shall be alphabetized on the basis of the surname followed by the given name(s).

EXAMPLE

SMITH JAMES

SMITH	JOHN
SMITH	JOHN E
SMITH	JOHN W
SMYTH	JOHN D
SMYTH	JOHN J
SMYTH	JOHN L
SMYTH	JOHN LAR

- d) Non-human Names - Non-human names shall be alphabetized on the basis of all words in the non-human name.

EXAMPLE

WINSTON ROOF & PORCH CO
WINSTON ROOF & SIDING INC
WINSTON ROOFING AND GUTTERING CO
WINSTON ROOFING CO

- e) Numbers - Arabic numerals shall be used for numeric numbers. For the purposes of alphabetizing/sorting, a number consisting of one or more numerals shall be considered as a word.

EXAMPLE

2 GUYS CO
23 STREET INC
4 PENNIES INC
40 THIEVES MARKET
401 AMOCO FOOD MARKET
4TH STREET OYSTER BAR INC

For purposes of alphabetizing/sorting, Roman numerals shall be considered as alphabetic characters and not numbers. A Roman number shall be considered as an alphabetical word.

EXAMPLE

Name - VIII Division Survivors Fund

VIDEOFONICS INC
VIII DIVISION SURVIVORS FUND

VINYL WHOLESALE SUPPLY CO

8 BALL INC
8 DIVISION SURVIVORS FUND INCORRECT (Roman numeral
99 WAYS INC converted)

EIGHT AND FIVE INC
EIGHT DIVISION SURVIVORS FUND INCORRECT (Numeral
EILER INSTITUTE INC converted)

3.06 Capital Letters.

All entries in the Consolidated Real Property Index shall be printed in capital letters.

EXAMPLE

SMITH JAMES
SMITH JOHN
SMITH JOHN E

Smith James
Smith John ALL INCORRECT (Not in all capital letters)
Smith John E

3.07 Names Required by General Statutes:

As of September 13, 2004 names required by General Statutes to be indexed in a manner other than specified in the Indexing Standards, the document shall be indexed as specified in the General Statutes as well as in the manner called for in the Standards. (Rule 3.07)

NCGS

North Carolina Environmental Management Commission

Indexing Standards

NC Environmental Management Commission

History Note: Rule 3.07 added 9-13-04

4. HUMAN NAMES - Effective January 1, 1995 unless other wise stated

OLD WAY

O'BRIEN
O'NEIL
VAN HOY

NEW WAY (AFTER 1/1/1995)

OBRIEN
ONEIL
VANHOY

DE ARMOND	DEARMOND
MC DONALD	MCDONALD
VAN DER MEER	VANDERMEER
ST CLAIR	STCLAIR
SAINT JAMES	SAINTJAMES
LA HOY	LAHOY
MC HENRY	MCHENRY

4.01 Surname

For the purposes of alphabetizing, the surname shall be considered as one word, except for compound names as defined in Rule 4.01(c). If the surname on the document contains blank spaces, apostrophes, hyphens, etc., the blank spaces, apostrophes, hyphens, etc., shall be dropped and ignored in the indexing and alphabetization process.

- a) Prefix - A name with a prefix is one that begins with a separately written particle consisting of an article (e.g., La Crosse, L'Estrange), a preposition (e.g., De Morgan), a combination of a preposition and an article (e.g., Del Mar, Van der Veer), or a term which originally expressed relationship (e.g., Ap Richard, O'Brien), with or without a space, hyphen, or apostrophe between the prefix and the name. For alphabetizing and indexing, the prefix and the name shall be considered as one name and shall not contain blank spaces, apostrophes, etc.

EXAMPLE

Name - Anthony La Vopa

LAVOIE	EDWARD
LAVOPA	ANTHONY
LAW	CHARLES

Name - Catherine O'Brien

OBREMSKI	JAMES O
OBRIEN	CATHERINE
OBRIST	BARBARA

Name - Carl Van Cott

VANCO	HELEN
VANCOTT	CARL
VANCROFT	WILLIAM A

VAN	COTT	CARL	<u>INCORRECT</u> (Indexed only on prefix)
		JOHN	W
		LAWRENCE	

- b) M', Mc, Mac - Names beginning with the prefixes M', Mc, or Mac shall be arranged alphabetically according to the order of the alphabet and in the same manner as with any other name. No special section or location shall be developed for these prefixes.

EXAMPLE

Name - John Mac Donald

MACATEE	PAUL L
MACDONALD	JOHN
MACEDA	NILA
MABRY	CARRIE R
MAC DONALD	JOHN <u>INCORRECT</u> (Indexed only on prefix)
MACATEE	PAUL L

- c) Compound Surname - A compound surname is a name consisting of two or more separate words or names which are separated by a hyphen. Hyphens shall always be dropped from compound surnames and shall be replaced with a space. Compound surnames composed of more than one proper name with a hyphen shall also be indexed by the last name in the compound surname.

EXAMPLE

Name - Jane Smith-Simpson

SMITH	YVONNE A
SMITH SIMPSON	JANE
SMITHSON	LISA C
	<i>ALSO</i>
SIMPSON	AUSTON J
SIMPSON	JANE SMITH
SIMPSON	MARK O

Note: Index the name twice if it is unclear whether the name is a hyphenated compound surname.

EXAMPLE

Name -Mc-Neil:

MC NEIL	
	<i>ALSO</i>
MCNEIL	

- d) If it is unknown or unclear if a name is the last given name or is part of a multi-name surname, the name may be treated as the last given name and also as a part of a multi-name surname.

EXAMPLE

Name - Johnny Mack Intosh

INTEMANN	ALFRED W
INTOSH	JOHNNY MACK
IORFIDO	B L

ALSO

MACINTOSH	JAMES A
MACKINTOSH	JOHNNY
MACKO	ROBERT L

4.02 Given Names - Effective January 1, 1984

- a) Given names shall be listed in the order of first given name or initial, second given name (middle name) or initial, third given name or initial, etc. An initial shall be considered as a given name, and a space shall separate given names and initials that are given names. A given name or nickname in parenthesis, quotation marks, etc. shall be considered as a given name and shall be listed in the order given. Commas shall not be used to separate given names. In a special circumstance, the title Mrs. may be considered as a given name (Rule 4.03).

EXAMPLE

Name - Robert M Stewart

STEWART	R M
STEWART	RICHARD M
STEWART	ROBERT M
STEWART	ROBERT MICHAEL

Name – Robert (Kip) M Stewart

STEWART	R M
STEWART	ROBERT KIP M
STEWART	ROBERT M
STEWART	ROBERT MICHAEL

Name – “Kip” Robert M Stewart

STEWART	KATHY J
STEWART	KIP ROBERT M
STEWART	LEONARD R

History Note: 4.02 a. Clarification concerning given names and nicknames in parenthesis, quotation marks, etc. Effective October 1, 2006.

- b) Compound Given Name** - A compound given name is a name consisting of two or more separate words or names that may or may not be separated by a hyphen (e.g., St. Clair or Mary-Margaret). Hyphens shall always be dropped from compound given names. Each name of a compound given name shall be considered as an individual given name and shall be listed in the order given.

EXAMPLE

Name – Ann Mary-Margaret Hendon

HENDLEY	RODNEY L
HENDON	ANN MARY MARGARET
HENDREN	MICHAEL W

History Note: 4.02 b. Clarification concerning compound given names. Effective October 1, 2006

4.03 Titles - Effective January 1, 1984

All titles such as Reverend, Bishop, Dr., Major, Mr., Ms., Mrs., etc. shall be omitted from the listing. However, when a document or instrument contains the name of a female using only the title Mrs. and her surname (e.g., Mrs. Smith) or the title Mrs. and her husband's given name and surname, the title Mrs. shall be retained; in such a case, the title Mrs. shall be considered and alphabetized as the last given name.

EXAMPLE

Name - Mrs John Smith

SMITH	JOHN A
SMITH	JOHN MRS
SMITH	LEON
SMITH	JOHN A
SMITH	LEON
SMITH	MRS JOHN <u>INCORRECT</u> (Indexed on title)
SMITH	PAUL

Name - Mrs Smith

SMITH	LEON
SMITH	MRS
SMITH	PAUL

Note: If the given name of an individual is "Major", "Captain", "Sarge", etc., this rule does not apply.

4.04 Suffix – - Effective January 1, 1984

A suffix denoting lineage such as Junior, Jr., Sr., II, III, etc. shall be placed after the last given name. No comma shall be placed between the last given name and the suffix.

EXAMPLE

Name - William John Smith III

SMITH	WILLIAM J
SMITH	WILLIAM JOHN II
SMITH	WILLIAM JOHN III
SMITH	WILLIAM MARK

4.05 Surname In Parentheses

A human name containing a surname in parentheses before or after the surname [e.g., Jane Ann (Smith) Simpson, Jane Ann Simpson (Smith)] shall be indexed by the surname and also by the surname in parentheses. When indexing the surname, the surname in parentheses shall be considered and alphabetized as the last given name. When indexing the surname in parentheses, the surname shall be considered and alphabetized as the last given name.

EXAMPLE

Name - Jane Ann (Smith) Simpson

SMITH	IVAN A
SMITH	JANE ANN SIMPSON
SMITH	JOHN T

ALSO

SIMPSON	AUSTON J
SIMPSON	JANE ANN SMITH
SIMPSON	MARK O

4.06 Professional Titles - Effective January 1, 1984

Professional certifications or degrees showing a certain level or type of education such as CPA, DDS, and MD, shall be indexed as a human name. If it is unclear whether such document names are human or non-human, the names shall be indexed as a human name and a non-human name.

EXAMPLE

Name - John Smith, CPA

SMITH JOHN (indexed as human name)

ALSO

JOHN SMITH CPA (indexed as a business)

4.07 Single Human Name - Effective from 1842

A single human name shall be considered as both the given name and the surname and shall be indexed as both the given name and the surname.

EXAMPLE

Name – Topika

TOPE JOHN JEFFERY

TOPIKA TOPIKA

TOPKINS ROBERT M

History Note: Rule 4.07 added, effective October 1, 2006.

5. NON-HUMAN/CORPORATE NAMES- Effective January 1, 1995 unless other wise stated**5.01 Alphabetizing. - Effective January 1, 1984**

Non-human and/or corporate entries shall be arranged word by word, alphabetized character by character, within the word(s). Alphabetizing shall begin with the first word of a non-human or corporate name, and then go to the next word, etc., ending with the last character of a non-human or corporate name. A number, single letter, initial, or grouping of letters can be the first word of a non-human or corporate name.

5.02 "The" - Effective January 1, 1984

Non-human and corporate names beginning with the article "The" shall not be indexed under the word "The". The first letter, number, special character, etc., immediately following the word "The" shall be used for indexing. When the first word is "The", the word "The" shall appear at the end of the entry or may be dropped. Catawba County has elected to omit the word "THE" on all corporation names that begin with the word "THE".

EXAMPLE

Name - The Word Publishers Inc

WORD POWER INC
 WORD PUBLISHERS INC
 WORDPERFECT CORP

5.03 Human Name/Initials

The names or words in a non-human entry shall not be reversed even when the non-human entry contains a human name/initials.

EXAMPLE

Name - Carl Magnum Inc

CARL JONES INC
 CARL MAGNUM INC
 CATS MEOW CORP

MAGIC MAID INC
 MAGNUM CARL INC INCORRECT (Human name portio reversed)
 MAGNUM ELECTRIC CO

5.04 Numbers**OLD WAY**

1 2 3 CORPORATION

NEW WAY (AFTER 1/1/1995)

123 CORP

- a) When the first word of a non-human name is a number and the number is spelled (e.g. six), the number shall be treated as a word, indexed as it appears on the document, and placed in its normal alphabetical sequence.

EXAMPLE

Name - Five Points Inc

FIVE POINTS INC (Not 5 POINTS INC)
 FIX IT RIGHT CO

2 GUYS INC
 5 POINTS INC INCORRECT (Word converted to a numeral)
 5 STRIKE CO

- b) When the first word of a non-human name is a number and the number is in numeric form (e.g., 6), the number shall be placed in alphanumeric character sequence in the index as it appears on the document.

EXAMPLE

Name - 2 Guys Inc

2 GALS INC
 2 GUYS INC (Not TWO GUYS INC)
 5 STRIKE CO

TWO GUYS INC INCORRECT(Numeral converted to word)
 TYLER HOUSE INC

- c) When a non-human name contains a fraction in numeric form, the numerator and the denominator of the fraction shall be separated by a slash (/) with no space on either side of the slash. If a whole number is associated with the fraction, a space shall separate the whole number from the fraction.

EXAMPLE

Name - 7 ½ PERCENT SOLUTION CO
 7 1/2 PERCENT SOLUTION CO
 7 COME 11 INC
 72 LUMBER CO

- d) When an ordinal number is in numeric form, a space shall not separate the numeral from the ordinal suffix.

EXAMPLE

Name - 4TH STREET OYSTER BAR INC
 (Not 4 TH STREET OYSTER BAR INC)

4 PENNIES INC
 40 THIEVES MARKET
 4TH STREET OYSTER BAR INC

- e) When a non-human name contains a series of two (2) or more single numerals, no space shall separate the single numerals; the series of two (2) or more single numerals shall be combined until the series is broken by a word containing two or more letters or by a number containing two (2) or more numerals.

EXAMPLE

Name - 1 2 3 Go Inc

1 WAY HOME INC
123 GO INC (Not 1 2 3 GO INC)
2 GUYS CO

1 2 3 GO INC INCORRECT (Spacing between characters)
1 WAY HOME INC
2 GUYS CO

Name - 2 4 T Brunch Club Inc

2 GUYS CO
24T BRUNCH CLUB INC (Not 2 4 T BRUNCH CLUB INC)
4 PENNIES INC

2 4 T BRUNCH CLUB INC INCORRECT (Spacing between characters)
2 GUYS CO
4 PENNIES INC

5.05 Abbreviations - Effective January 1, 2004

a) Governmental Area Abbreviations

- (1) US, USA, NC - The phrases "United States"; "United States of America"; or, "North Carolina" or "N. Carolina" contained in a non-government non-human name shall be abbreviated "US", "USA", or "NC" respectively.

EXAMPLE

United States	=	US
United States of America	=	USA
North Carolina	=	NC
N. Carolina	=	NC

United States Knife Co = **US KNIFE CO**

- (2) Government Units or Areas in Non-government Non-human Names - The non-human abbreviation index (see 5.05 c.) shall contain a list of county and city/town/village names and the abbreviations to be used for those names. When a county or city/town/village name is placed in the non-human name abbreviation index, it shall be abbreviated whenever it is used in a non-human name. Catawba County has elected to index these names as they appear on the document.

EXAMPLE

Newton	=	NEWTON
--------	---	--------

Caldwell County = CALDWELL CNTY
 Catawba County = CATAWBA CNTY
 Kernersville = KERNERSVILLE

b) The following words may always be abbreviated unless the abbreviation falls as the first word of the non-human or corporate name:

<u>WORD</u>	<u>ABBREVIATION</u>
AND	&
ASSOCIATE	ASSOC
ASSOCIATION	ASSN (EXCEPT w/ NATIONAL ASSOCIATION)
BANK AND TRUST	B&T
COMPANY	CO
CONDOMINIUM	CONDO
CORPORATION	CORP
COUNTY	CNTY
FINANCE	FIN
INCORPORATED	INC
INSURANCE	INS
LIMITED PARTNERSHIP	LTD P
MORTGAGE	MTG
NATIONAL ASSOCIATION	NA
NORTH CAROLINA	NC
PARTNERSHIP	PTNRP
SAVINGS AND LOAN	S&L
UNITED STATES	US
UNITED STATES OF AMERICA	USA

ALL STATES, will be entered the same way they appear on the document, EXCEPT for any spelling of NORTH CAROLINA which will always be abbreviated as NC.

EXAMPLE

ASSOCIATION OF LAND SURVEYORS
 CONDOMINIUM ADVENTURES CORRECT
 FINANCE COMPANY OF AMERICA

ASSN OF LAND SURVEYORS
 CONDO ADVENTURES ALL INCORRECT -
 FIN CO OF AMERICA (Abbreviations used in

of the first word non-human name.)

- c) In order to consistently abbreviate a non-human name in the same manner, the register of deeds shall develop a non-human name abbreviation index. The index shall contain non-human names and the standard method or format, including abbreviations that the names will appear in the Consolidated Real Property Index. The register of deeds shall use the non-human name abbreviation index when indexing non-human names. The non-human name abbreviation index shall be a part of the indexing rules (see 1.01). If it is unclear that a non-human name on a document is the same name entered in the non-human name abbreviation index, the name shall be placed in the Consolidated Real Property Index as it appears on the document and it may also be placed in the Consolidated Real Property Index using the name in the non-human name abbreviation index.

EXAMPLE

Non-human name in abbreviation index -	Myers Tobacco Products Company
Standard format abbreviated name	Myers Tobacco Prod Co
Name on document	Myers Tobacco Products of New York Inc

MYERS BODY SHOP INC
 MYERS TOBACCO PROD CO (Unclear if document name is standard format)
 MYERS TOBACCO PRODUCTS OF NEW YORK INC
 MYRICK CONSTRUCTION CO

- d) Non-human names containing Mount or Mt and Saint or St shall not be converted into their abbreviated or full form. Such words shall be indexed as they appear in the document.

EXAMPLE

Name - Mount Olive Baptist Church

MOUNT OLIVE APPLIANCE INC
 MOUNT OLIVE BAPTIST CHURCH
 MOUNT OLIVE RADIO SUPPLY

MT HERMAN METHODIST CHURCH
 MT OLIVE BAPTIST CHURCH INCORRECT (Full word abbreviated)
 MT PLEASANT BAPTIST CHURCH

Name - St Joseph Hospital

ST CROIX TANNING CENTRE INC
 ST JOSEPH HOSPITAL
 ST MARKS CHURCH

SAINT JAMES BAPTIST CHURCH
 SAINT JOSEPH HOSPITAL INCORRECT (Converted to full word)
 SAINT MATTHEW BAPTIST CHURCH

- e) Mortgage Electronic Registration System – MERS. The non-human names “Mortgage Electronic Registration Systems”, “Mortgage Electronic Registration Systems Inc.”, and

“MERS” shall be indexed in the Consolidated Real Property Index as “MERS”. The names “Mortgage Electronic Registration Systems”, “Mortgage Electronic Registration Systems Inc.”, and “MERS” shall be placed in the non-human name abbreviation index (see Rule 5.05 c.) with the standard abbreviation of “MERS”.

Documents containing the Non-Human name of Mortgage Electronic Registration Systems, Mortgage Electronic Registration Systems Inc., and/or MERS, it will be indexed under the letters MERS **and** all names noted above.

History Note: Rule 5.05 e. added, effective OCTOBER 1, 2006.

5.06 Initials, Letters, and Acronyms

- a) When a non-human name contains a human surname and two (2) or more human given name initials, no space shall separate an initial from another given name initial. A space shall separate a single initial or a series of two (2) or more given name initials from a given name or the surname.

EXAMPLE

Name - C C Magnum Inc

CATS MEOW CORP
CC MAGNUM INC
CEASE H CLYMER INC

C C MAGNUM INC INCORRECT (Spacing between initials)
CA JONES INC
CATS MEOW CORP

Name - A James Smith Inc

A CATS MEOW CORP
A JAMES SMITH INC
ABES AUTO INC

ABES AUTO INC
AJAMES SMITH INC INCORRECT (Incorrect spacing)
APPLE JUICE BUYERS INC

Name - Nat T Jones Inc

NANNIES UNLIMITED INC
 NAT T JONES INC
 NATURAL POWER INC

NANNIES UNLIMITED INC
 NAT TJONES INC INCORRECT (Incorrect spacing)
 NATURAL POWER INC

- b)** When a non-human name contains a series of two (2) or more single characters (characters may be letters, abbreviations, symbols, or numerals), no space shall separate the single characters until the series is broken by a word containing two or more characters. A word is defined as two or more characters that appear together without spaces. **See Rule 5.06 b.(1) for special rules for ampersand**

EXAMPLE

Name - A & E Associates indexed as A&E ASSOCIATES

Name - A T & T indexed as AT&T

Name - N C S U Boosters Club Inc indexed as
 NCSU BOOSTERS CLUB INC
 NAZARETH HOUSE INC
 NCSU BOOSTERS CLUB INC
 NETWORKS INC

N C S U BOOSTERS CLUB INC INCORRECT (Spaces between letters)

NA JONES INC
 NAMS WAREHOUSE CO

Name - Bar B Q House Inc

BABS PANCAKE HOUSE INC
 BAR BQ HOUSE INC
 BARBS HOUSE OF CURLS

BABS PANCAKE HOUSE INC
 BAR B Q HOUSE INC INCORRECT (Spaces between letters)
 BARBS HOUSE OF CURLS

History Note: Rule 5.06 b Language simplified effective January 1, 1997

- (1) When a non-human name contains an ampersand that is not preceded **AND** followed by single characters a space shall appear before and after the ampersand.

EXAMPLE

Name - Johnny C. & Others, Inc.

Indexed as

JOHNNY C & OTHERS INC

Name - 9 & Co.

Indexed as

9 & CO

Name - A & E

Indexed as

A&E (& is between single characters)

History Note: Rule 5.06 b.1. Effective January 1, 1997

- c) When a non-human name contains a single character and a number separated by a hyphen or a slash, the hyphen or the slash shall be dropped and no space shall separate the character from the number.

EXAMPLE

Name: A-1 Auto Sales Inc

A1 AUTO SALES INC

AA ELECTROSTATIC CO

BOBS AUTO INC

A 1 AUTO SALES INCORPORATED INCORRECT (Space between

A CUT ABOVE HAIR CARE INC

A and 1)

AA ELECTROSTATIC CO

Name - A/1 And A/2 Dance Studio Inc

A1 AND A2 DANCE STUDIO INC

AA ELECTROSTATIC CO

BOBS AUTO INC

A 1 AND A 2 DANCE STUDIO INC INCORRECT (Space between

A DOGS LIFE RESORT INC

characters)

AA ELECTROSTATIC CO

History Note: Rule 5.06 c. Language simplified effective January 1, 1997

- d) When a non-human name contains or is an acronym containing single letters, no space shall separate the letters in the acronym.

EXAMPLE

Name - N A T O Suppliers Inc

NANNIES UNLIMITED INC
NATO SUPPLIERS INC
NATURAL POWER INC

N A T O SUPPLIERS INC INCORRECT (Space between characters)
NA SMITH INC
NABISCO INC

Name - CAT Inc

CASTON MOTOR COMPANY INC
CAT INC
CATAWBA TIMBER CO

CAMDEN INVESTMENT INC
CAMERON AVIATION TECHNOLOGY INC INCORRECT
CAMP OMNI INC (Acronym spelled out)

5.07 Punctuation. - Effective January 1, 1984

Punctuation such as hyphen, apostrophe, comma, slash, colon, semi-colon, parentheses, quotation marks, brackets, or period shall not be used for non-human names.

- a) When a non-human name contains words separated by a comma, period, colon, or semi-colon the punctuation shall be dropped.

EXAMPLE

Name - Jones, Smith, Ramsey, and Associates
Indexed as
JONES SMITH RAMSEY & ASSOC

Name - Bankers Trust: California
Indexed as
BANKERS TRUST CALIFORNIA

Name – WWW.Johnny's.Computers.Com
Index as

WWW JOHNNYS COMPUTERS COM

History Note: Example added for "dot Com" name. Effective OCTOBER 1, 2006.

- b) When a non-human name contains an apostrophe, the apostrophe shall be dropped. If the apostrophe is between two letters, no space shall separate the letters.

EXAMPLE

Name - Tom's Peanut Co
TOMPKINS ASSOC INC
TOMS PEANUT CO
TONS OF FUN CO

- c) When a non-human name not covered by 5.06 c. contains two words separated by a hyphen (-) or a slash (/), the hyphen or slash shall be dropped. A space shall separate the two words.

EXAMPLE

Name - Jones-Smith Construction Co

JONES INSURANCE CO
JONES SMITH CONSTRUCTION CO
JONES TREE SERVICE INC

JONES TREE SERVICE INC
JONESSMITH CONSTRUCTION CO INCORRECT (Incorrect spacing)
JONFEL CORP

Name - Barclays/American Mortgage Corp

BARCALOUNGER SALES INC
BARCLAYS AMERICAN MORTGAGE CORP
BARHAM CONSTRUCTION CO

BARCALOUNGER SALES INC
BARCLAYSAMERICAN MORTGAGE CORP INCORRECT
BARHAM CONSTRUCTION CO (Incorrect Spacing)

- d) Quotation marks, brackets, and parentheses shall be dropped from non-human names

EXAMPLE

Name - Nationsbank (Carolinas)
Indexed as
NATIONS BANK CAROLINAS

History Note: 5.07 and 5.07 d. Clarification that punctuation includes colon, semi-colon, parentheses, quotation marks, and brackets. Effective January 1, 1997

5.08 Human Name Prefixes.

- a) When a non-human name contains a human surname with a separately written prefix (e.g., Van Pell Shoes Inc.), the prefix and the surname shall each be considered as a separate word.

EXAMPLE

Name - Van Pell Shoes Inc

VALLEY FORGE CORP
VAN PELL SHOES INC
VANTAGE PROPERTIES INC

VALLEY FORGE CORP
VANPELL SHOES INC INCORRECT (Incorrect spacing)
VANTAGE PROPERTIES INC

Name - Mac Donald Tire Co

MABRY SUPPLY
MAC DONALD TIRE CO
MACATEE RADIO

MABRY SUPPLY
MACATEE RADIO
MACDONALD TIRE CO INCORRECT (Incorrect spacing)

- b) When a non-human name contains a human surname with a prefix written as part of the surname (e.g., LaVopa Supply Co.), the prefix/surname shall be considered as one word. .

EXAMPLE

Name - LaVopa Supply Co.

LAVINDERS INC
LAVOPA SUPPLY CO
LAWN BARBER INC

LA SMITH INC
LA VOPA SUPPLY CO INCORRECT (Incorrect spacing)
LACOCK SHOE INC

Name - MacDonald Tool Co

MACATEE PILINGS
MACDONALD TOOL CO
MACEDA CAFE

MABRY SUPPLY
MAC DONALD TOOL CO INCORRECT (Incorrect spacing)
MACATEE PILINGS

5.09 Symbols

- a) The following characters and symbols shall be used for indexing and sorting non-human names:

English alphabet letters

Arabic numerals

! (when used as a symbol and not as punctuation)

? (when used as a symbol and not as punctuation)

: (when used in time such as 8:30 AM Cafe)

+

\$ =

% / (for fractions and date)

& @

*

Name – [Computerland@Cary](#)

Index as

COMPUTERLAND@CARY

If a non-human name contains a character or symbol not listed above, the symbol shall be dropped.

EXAMPLE

Name - 360⁰ Communications

Indexed as
360 COMMUNICATIONS

HISTORY NOTE: 5.09 a. Example added OCTOBER 1, 2006 for name with @.

- b)** Non-human names that contain (begin with) symbols shall also be placed in separate sections or setouts within the non-human name section of the Consolidated Real Property Index beginning with "SYMBOL*". These entries shall be placed in separate sections or setouts in accordance to Rule 2.02. **Catawba County has elected not to have a set out index for SYMBOL. Such non-human names can be found in alphabetical order at of the alphabetical according to the first word after the symbol.**

EXAMPLE

! TGIF
! ZENO PRODUCTS
A BETTER SOLUTION CO (Alphabetical index)
AAMCO OF RALEIGH

History Notes: 5.09 ¹Clarification that exclamation marks and question marks are used only as symbols and not as punctuation. January 1, 1997

²Allow the use of a colon to designate time in firm names January 1, 1997

³Clarification that the slash is used in date January 1, 1997

⁴Rule amended to remove the requirement of substituting an asterisk for non-listed characters. Effective January 1, 1997 non-listed characters or symbols shall be dropped.

5.10 Firm Tables

If firm tables are used (coded "hot keys", etc.) the indexer shall always confirm that the firm name that comes in on the document matches the firm name in the table. The firm name shall always be indexed the way it comes in on the document in accordance to the standards for indexing non-human names.

6. GOVERNMENT UNITS AND AGENCIES- Effective January 1, 1995 unless other wise stated

6.01 Indexing - Effective January 1, 1995 unless other wise stated

- a)** No document shall be indexed in the name of the individual who signed on behalf of the agency or unit of government, i.e., administrator, trustee, state director, agent, etc. This is applicable for all government units.
- b)** Each document will be indexed in the name of the governmental unit as it appears on the document.
- c)** In order to consistently abbreviate a government unit or agency name in the same manner, the register of deeds shall include government unit or agency names in the non-human name

abbreviation index (see 5.05 c.). The index shall contain government unit or agency names and the standard method or format, including abbreviations, that the names will appear in the Consolidated Real Property Index. The register of deeds shall use the non-human name abbreviation index when indexing government unit or agency names. If it is unclear that a government unit or agency name on a document is the same name entered in the non-human name abbreviation index, the name shall be placed in the Consolidated Real Property Index as it appears on the document and it may also be placed in the Consolidated Real Property Index using the name in the non-human name abbreviation index.

- d) Indexing procedures for Non-Human/Corporate Names (see 5.) shall apply to government units and agencies unless otherwise noted.
- e) When a unit or agency of government is acting for the government (United States of America, State of North Carolina, County, or City/Town), the document shall be indexed under the name of the government with the unit or agency name.

6.02 Federal Government

- a) A document signed "United States of America" without an additional federal government unit or agency name shall be indexed under "USA".

EXAMPLE

United States of America
by _____
President
Name – USA

- b) A document signed "United States of America" with an additional federal government unit or agency name shall be indexed under "USA [unit or agency name]"; no spaces shall separate the letters in USA and a space shall separate USA from the unit or agency name. When an organizational hierarchy of unit or agency names appears, each governmental unit or agency shall be indexed.

EXAMPLE

United States of America
by _____
State Director, Rural Development, acting on behalf of the Rural
Housing Services, (successor in interest to the Farmers Home
Administration)

Name - FARMERS HOME ADMINISTRATION
RURAL DEVELOPMENT
RURAL HOUSING SERVICE
USA FARMERS HOME ADMINISTRATION
USA RURAL DEVELOPMENT

USA RURAL HOUSING SERVICE

- c) If a document is signed only in the name of a unit or agency of government without the heading of "United States of America", the document shall be indexed under "[unit or agency name]". When an organizational hierarchy of unit or agency names appears, each governmental unit or agency shall be indexed.

EXAMPLE

Farmers Home Administration
Department of Agriculture
by _____
State Director

Name - DEPARTMENT OF AGRICULTURE
FARMERS HOME ADMINISTRATION

- d) A document signed "United States of America" with an additional federal government unit or agency name beginning with US, United States, U.S., etc. shall be indexed under "USA [US (remainder of unit or agency name)]; no spaces shall separate the letters in USA or in US and a space shall separate USA from US and a space shall separate US from the remainder of the unit or agency name.

EXAMPLE

United States of America
United States Forest Service
by _____
Director

Name - USA US FOREST SERVICE

- e) If a document is signed only in the name of a unit or agency of government beginning with US, United States, U.S., etc. but without the heading of "United States of America", the document shall be indexed under "[US (remainder of unit or agency name)]". When an organizational hierarchy of unit or agency names appears, each governmental unit or agency shall be indexed.

EXAMPLE

U. S. National Weather Service
by _____
Director

Name - US NATIONAL WEATHER SERVICE

6.03 State Government

- a) A document signed "State of North Carolina" or "North Carolina" without an additional state government unit or agency name shall be indexed under "NC"; a space shall not separate the N and C.

EXAMPLE

State of North Carolina
by _____
Governor

Name - NC

- b) A document signed "State of North Carolina" with an additional state government unit or agency name shall be indexed under "NC" [unit or agency name]; a space shall not separate the N and C and a space shall separate the NC from the agency or unit name. When an organizational hierarchy of unit or agency names appears, each governmental unit or agency shall be indexed.

EXAMPLE

State of North Carolina Department of Transportation
by _____
Administrator

Name - NC DEPT OF TRANSPORTATION

- c) If a document is signed only in the name of a unit or agency of government without the heading of "State of North Carolina" the document shall be indexed under "[unit or agency name]". When an organizational hierarchy of unit or agency names appears, each governmental unit or agency shall be indexed.

EXAMPLE

Department of Transportation
by _____
Administrator

Name - DEPARTMENT OF TRANSPORTATION

- d) A document signed only in the name of a state unit or agency name without the heading of "State of North Carolina" but beginning with the prefix of "North Carolina", "NC", or "N. C." shall be indexed under "NC [unit or agency]"; no space shall separate the letters NC and a space shall separate NC from the unit or agency name.

EXAMPLE

North Carolina Department of Transportation
 by _____
 Director

Name - NC DEPT OF TRANSPORTATION

6.04 County Government.

- a) A document signed "County of [county name]" or "[county name] County" without an additional county government unit or agency name shall be indexed under "[county name or county name abbreviation listed in the non-human name abbreviation index] CNTY or COUNTY"; a space shall separate the county name from CNTY or COUNTY. (See Rule 5.05(b) for abbreviation options for "County".)

EXAMPLE

County of Catawba
 by _____
 County Manager

Name - CATAWBA CNTY

- b) A document signed "County of [county name]" or "[county name] County" with an additional county government unit or agency name shall be indexed under "[county name or county name abbreviation listed in the abbreviation index] CNTY (unit or agency name)". When an organizational hierarchy of unit or agency names appears, each governmental unit or agency shall be indexed.

EXAMPLE

County of Catawba
 Board of Education
 by _____
 Chairman

Name - CATAWBA CNTY BOARD OF EDUCATION

- c) If a document is signed only in the name of a unit or agency of government without the heading of "County of [county name]" or "[county name] County" the document shall be indexed under the "unit or agency name". When an organizational hierarchy of unit or agency names appears, each governmental unit or agency shall be indexed.

EXAMPLE

Board of Education
 by _____
 Chairman

Name - BOARD OF EDUCATION

- d)** A document signed only in the name of a county government unit or agency without the heading of "County of [county name]" or "[county name] County" but with the prefix "[county name] County" shall be indexed under "[county name or county name abbreviation listed in the non-human name abbreviation index] CNTY [unit or agency name]".

EXAMPLE

Catawba County Board of Education
 by _____
 Chairman

Name - CATAWBA CNTY BOARD OF EDUCATION

6.05 City/Town/Village Government.

A document signed "City/Town/Village of [city/town/village name]" or "city/town/village name" without an additional city/town/village government unit or agency name shall be indexed under "[city/town/village name or city/town/village name abbreviation listed in the non-human name abbreviation index] City/Town/Village of".

EXAMPLE

Town of Maiden
 by _____
 City Manager

Name – MAIDEN TOWN OF

A document signed "City/Town/Village of [city/town/village name]" or "city/town/village name" with an additional city/town/village government unit or agency name shall be indexed under "[city/town/village name or city/town/village name abbreviation listed in the non-human name abbreviation index] (unit or agency name)". When an organizational hierarchy of unit or agency names appears, each governmental unit or agency shall be indexed.

EXAMPLE

Town of Maiden
Recreation Department
by _____
Administrator

Name - MAIDEN RECREATION DEPT

If a document is signed only in the name of a unit or agency of government without the heading of "City/Town/Village of [city/town/village name]" or "city/town/village name" the document shall be indexed under the "(unit or agency name)". When an organizational hierarchy of unit or agency names appears, each governmental unit or agency shall be indexed.

EXAMPLE

Planning Board
by _____
Chairman

Name - PLANNING BOARD

A document signed only in the name of a city/town/village government unit or agency without the heading of "City/Town/Village of [city/town/village name]" but with the prefix "[city/town/village name]" shall be indexed in the name of the signing unit or agency using the city/town/village name or city/town/village name abbreviation listed in the non-human name abbreviation index.

EXAMPLE

Claremont Planning Board
by _____
Chairman

Name - CLAREMONT PLANNING BOARD

6.06 Quasi- and Special Government Units.

A document signed by a quasi- or special government unit such as an irrigation or sanitation district shall be indexed under the name of quasi- or special government unit rather than under the name(s) of the government(s) that created it.

EXAMPLE

Newton Sewer District
by _____
Catawba Co. Board of County Commissioners

Name – CATAWBA CNTY BOARD OF CNTY COMMISSIONERS
ALSO
NEWTON SEWER DISTRICT

6.07 Questionable Government Unit or Agency.

If it is unclear if a non-human name is a governmental unit or agency, the name shall be indexed as it appears on the document and it may also be indexed as if it were a government agency.

EXAMPLE

Eastern Federal Mint
by _____
Director

Name - EASTERN FEDERAL MINT

7. INDEX FORMAT- Effective January 1, 1995 unless other wise stated

7.01 Sorting Order for Index.

The location of an entry in the real property index shall be determined by the following hierarchical sorting order:

a) Human Name Section:

- (1) Last name or surname ascending alphabetically.
- (2) Given names ascending alphabetically.
- (3) Trustee or other designated status.
- (4) Date - ascending.

b) Non-Human Section:

- (1) All words or abbreviated words in the name ascending alphabetically.
- (2) Trustee or other designated status - no status then alphabetical status.
- (3) Date - ascending.

7.02 Trustee or Other Designated Status.

All documents being conveyed by a Trustee, Commissioner and/or Commissioners, Agent, Attorneys-in-Fact, or the like shall be indexed in the name of the parties for whom the designated trustee and the like is acting as well as in the name of the trustee or other designated status. The trustee or other designated status shall be a separate index field and shall be printed in the index as an extension of the last given name of a human name entry and an extension of the non-human name in a business or corporate entry of the trustee or other designated status (See Appendix for suggested abbreviation codes for trustee and other designated status). A slash [/], comma (,), hyphen (-), or other clear identifier shall separate the trustee or other designated

status from the last given name. Designated status may be considered a part of non-human names in the Directory of Names.

EXAMPLE

Name - Richard M Stewart, Trustee

STEWART	RICHARD M
STEWART	RICHARD M/TR
STEWART	ROBERT MICHAEL

STEWART	RICHARD M
STEWART	RICHARD MICHAEL
STEWART/TR	RICHARD M <u>INCORRECT</u> (Status after surname)

Name - Stewart Banking & Trust Company, Trustees

STEWART ADCOCK PLUMBING SUPPLY
STEWART BANKING & TRUST CO/TR
STEWART CONSOLIDATED MTG/TR

7.03 Designated Spouse.

If a husband and wife with the same surname both sign a document, the register of deeds may print in the index the given name(s) of the wife with the indexed name of the husband and the given name(s) of the husband with the indexed name of the wife.

EXAMPLE

John L. Smith and Jane Ann Smith, husband and wife

SMITH	IVAN A
SMITH	JANE ANN JOHN L
SMITH	JOHN L JANE ANN
SMITH	JOHN T

- a) In order to print the spouse's given name(s) with the indexed party name, the document must clearly state that the male and female document signers are husband and wife. The fact that a male document signer and a female document signer have the same surname is not, in itself, a determination that they are husband and wife.

EXAMPLE

John L. Smith and Jane Ann Smith

SMITH	IVAN A
SMITH	JANE ANN JOHN L[Clear from document

SMITH JOHN L JANE ANN that they are
SMITH JOHN T husband and wife]

SMITH IVAN A
SMITH JANE ANN [Not clear from
SMITH JOHN L document if they
SMITH JOHN T are husband and wife]

- b) In order to print the spouse's given name(s) with the indexed party name, both spouses must sign the document using the same surname. The surname of one spouse contained in the hyphenated or compound surname of the other spouse is not considered to be the same surname.

EXAMPLE

John L. Smith and Jane Ann Brown-Smith, husband and wife

BROWN FRANK L
BROWN HELEN O
BROWN JANE ANN SMITH
BROWN LEON
BROWN SMITH JANE ANN
BROWNSTEIN PAUL R

ALSO

SMITH IVAN A
SMITH JANE ANN BROWN
SMITH JOHN L
SMITH JOHN T

BROWN HELEN O
BROWN LEON
BROWN SMITH JANE ANN JOHN L INCORRECT
BROWNSTEIN PAUL R (Incorrect surname)

ALSO

SMITH IVAN A
SMITH JOHN L JANE ANN INCORRECT
SMITH JOHN T (Incorrect surname)

- c) Both spouses' names must be indexed when a spouse's given name(s) is printed with the indexed party name.

EXAMPLE

John L. Smith and Jane Ann Smith, husband and wife

SMITH IVAN A

SMITH	JANE ANN	JOHN L
SMITH	JOHN L	JANE ANN
SMITH	JOHN T	
SMITH	IVAN A	(Wife not indexed)
SMITH	JOHN L	JANE ANN <u>INCORRECT</u>
SMITH	JOHN T	

- d)** In the index, the spouse's given name(s) shall be considered as a separate field and shall not be a part of or an extension of the surname/given name of the indexed party. Only the indexed party name (surname and given name(s)) shall be used for alphabetizing - the printed spouse's given name(s) shall not be used for alphabetizing.

EXAMPLE

John Brown and Mary A. Brown, husband and wife

BROWN	HARVEY G
BROWN JOHN	MARY A
BROWN JOHN	MARVIN
BROWN	KIRK A
BROWN	HARVEY G
BROWN	JOHN MARVIN
BROWN	JOHN MARY A <u>INCORRECT</u>
BROWN	KIRK A (indexed using wife's name)

- e)** If the wife's given name(s) is printed with the indexed name of the husband, the husband's given name(s) must be printed with the indexed name of the wife; similarly, if the husband's given name(s) is printed with the indexed name of the wife, the wife's given name(s) must be printed with the indexed name of the husband.

EXAMPLE

John L. Smith and Jane Ann Smith, husband and wife

SMITH	IVAN A	
SMITH	JANE ANN	JOHN L
SMITH	JOHN L	JANE ANN
SMITH	JOHN T	
SMITH	IVAN A	
SMITH	JANE ANN	JOHN L
SMITH	JOHN L	<u>INCORRECT</u> (Wife's name not printed)
SMITH	JOHN T	

- f) If the spouse's given name(s) is printed with the indexed party name, a method must be used to separate the spouse's given name(s) from the indexed name. Such a method may be adding spaces between the given name(s) of the indexed party name and the spouse's name, printing the spouse's given name(s) indented and on a separate line, etc.

EXAMPLE

John L. Smith and Jane Ann Smith, husband andwife

SMITH	IVAN A	
SMITH	JANE ANN	JOHN L
SMITH	JOHN L	JANE ANN
SMITH	JOHN T	
<u>OR</u>		
SMITH	IVAN A	
SMITH	JANE ANN	
		JOHN L
SMITH	JOHN L	
		JANE ANN
SMITH	JOHN T	
SMITH	IVAN A	
SMITH	JANE ANN	JOHN L
SMITH	JOHN L	JANE ANN <u>INCORRECT</u> (spacing)
SMITH	JOHN T	

- g) The procedures for human names (see 4.) shall apply to the spouse's given name(s).

7.04 Index Headings.

Index Column Headings - The following index column headings shall be used for the real property index:

Indexed Party
 AP (Indexed Party)
 Date Filed
 Reverse Party
 AP (Reverse Party)
 Type
 Reference
 Description
 PIN

** NOTE: Index headings may appear in any order.*

- a) Indexed Party - For a human name, the Indexed Party shall be listed by the entire surname or last name first, followed by the full and complete given name(s); the given name of the designated

spouse, if printed, may follow after the given name of the Indexed Party (see 7.03). For a non-human name, the name shall be the entire name beginning with the first word of the name (See 5.02 for the options for printing "The" in a non-human name). The surname may be grouped with given names ascending alphabetically underneath, and business names may be listed once for numerous entries. Only one name, human or non-human, shall appear for the Indexed Party; the given name of the designated spouse, if printed, is not considered as an Indexed Party. If the Indexed Party is acting as a trustee or other designated status for another party, the trustee or other designated status shall be shown as described in 7.02. A minimum of 70 characters shall be indexed and printed for the indexed party name.

- b) AP (Indexed Party)** - The AP (Associated Parties) Column indicates if other names appear on the document in the same or similar capacity as the Indexed Party. If the name of the spouse of the Indexed Party and/or other name(s) appear on the document, the letter O shall be used; if the given name of the designated spouse is printed with the name of the Indexed Party, the letter O shall still be used. If no other name(s) appear(s) on the document, the AP column shall be left blank for the Indexed Party. In certain circumstances such as commissioner deeds, trustee deeds, bankruptcies, etc. a party is involved in a transaction even though they did not sign the document; in such instances, an O shall be placed in the AP column.
- c) Date Filed** - Date Filed is the date that the document was filed in the register of deeds office. The date shall be in numeric form and shall be in the order of two digit month (followed by a slash [/], two digit day (followed by a slash [/], and four digit year.
- d) Reverse Party** - For a human name, the Reverse Party shall be listed either the entire surname first, followed by the full and complete given name(s); or full and complete given name(s) first followed by the entire surname; the given name of the designated spouse, if printed, may follow after the given name or surname of the Reverse Party). For a non-human name, the name shall be the entire name beginning with the first word of the name. (See 5.02 for the options in printing "The" in non-human names). Only one name, human or non-human, shall appear for the Reverse Party; the given name of the designated spouse, if printed, is not considered as a Reverse Party. When a document contains two or more names which would comprise the Reverse Party of the index, the first name listed on the document shall be used as the Reverse Party in the index listing. If the Reverse Party is acting as a trustee or designated representative for another party, the trustee or other designated status shall be indicated as described in 7.02.
- e) AP (Reverse Party)** - The AP (Associated Parties) Column indicates if other names appear on the document in the same or similar capacity as the Reverse Party. If the name of the spouse of the Reverse Party and/or other name(s) appear on the document, the letter O shall be used; if the given name of the designated spouse is printed with the name of the Reverse Party, the letter O shall still be used. If no other name(s) appear(s) on the document, the AP column shall be left blank for the Reverse Party. In certain circumstances such as commissioner deeds, trustee deeds, bankruptcies, etc. a party is involved in a transaction even though they did not sign the document; in such instances, an O shall be placed in the AP column.

- f) Type - The type Column shall list the type of document that is indexed. The type of document may be abbreviated according to the codes for Instrument Type in the Appendix. All Document Type abbreviations shall be listed in the posted indexing rules according to Rule 1.01(c.)(9).
- g) Reference - The Reference Column shall give the book and page location of a document or the plat book and page for a map. The book number shall be listed first and the page number will follow; a space shall separate the book and page numbers.
- h) Description - Description contains a brief identification or description of the property. Depending on the type of document, this description can describe a property, be a reference to a book/page, be a local property tax number, or state the intent of the document. When describing a property, the description is not a full and legal description of the property, but is used only for document identification purposes.
- i) PIN - The parcel identifier number (PIN) is a unique parcel identifier and is constructed from the North Carolina State Plane Coordinates of the visual center of the parcel. The PIN is four digits followed by a dash (-), two digits followed by a dash (-), two digits followed by a dash (-), and four digits. In the case of condominiums, townhouses or other cases of diverse ownership on a parcel, the PIN may end with a dash (-) followed by four characters (Technical Specifications for Base, Cadastral and Digital Mapping available from the North Carolina Land Records Management Program contains the method of construction of the PIN as well as additional information about the PIN). If the register of deeds office does not use the PIN system, the PIN column may be omitted as an index heading; however, space shall remain in the computerized indexing system for the addition of the PIN system at a later time.

8. MAPS AND PLATS- Effective January 1, 1995 unless other wise stated

8.01 Consolidated Real Property Index.

All maps and plats shall be indexed in the Consolidated Real Property Index.

8.02 Condominium Plats and Plans.

- a) Plats and Plans
 - (1) Condominium plans and plats shall be indexed in the Consolidated Real Property Index.
 - (2) All persons signing the condominium declaration and the name of the condominium shall be indexed as grantors of the condominium plat or plan. The name of the condominium may be indexed as the grantee of the condominium plat or plan.
 - i. The name of the condominium shall be considered as a non-human name (see Index Standards 3.05 (d)).
 - (3) If the condominium declaration has been recorded, the description column of the grantor index entry of a condominium plat or plan shall list the book and page where the condominium declaration is recorded and the date of recording.
 - (4) The code CONDO shall be used in the Type column to indicate a condominium plat or plan
- b) Declarations
 - (1) The description column of both the grantor and grantee index entries of a condominium, declaration may list the book and page where the condominium plat or plan is recorded

8.03 Plats

- a) The owner(s) of the property shown on the plat shall be indexed as the grantor(s) of the plat.
- b) The plat title, shown in the property designation portion of the plat, shall also be indexed as a grantor of the plat.
- (1) Descriptive plat title. When the plat title is descriptive (i.e., name of subdivision, name of property, etc.), the plat title shall be considered as a non-human name (see Index, 3.05)

EXAMPLE

Plat Title - Singing Oaks Subdivision

SIENFELD PROPERTIES INC
SINGING OAKS SUBDIVISION
SINGLETON TOWNHOMES

Plat Title - Singing Oaks, Part II

SIENFELD PROPERTIES INC
SINGING OAKS PART II
SINGLETON TOWNHOMES

SIENFELD PROPERTIES INC
SINGING OAKS SUBDIVISION PART II INCORRECT
SINGLETON TOWNHOMES

- (2) Plat title showing ownership. When the plat title shows ownership, usually through references such as "Farm of [name of owner]", "Land of [name of owner]", "Property of [name of owner]", "[name of owner] Farm", "[name of owner] Property", etc., the plat title shall be indexed by the name of the owner.

EXAMPLE

Plat Title - Nat T. Magnum Farm

MAGNUM ALBERT CARL
MAGNUM NAT T
MANION ROBERT L

NANNIES UNLIMITED INC
NAT T MAGNUM FARM INCORRECT
NATURAL POWER INC

Plat Title - Farm of Nat T. Magnum

MAGNUM ALBERT CARL
MAGNUM NAT T
MANION ROBERT L

FARLOW FARMS INC
FARM OF NAT T MAGNUM INCORRECT
FARMER JOES MARKET

Plat Title - Property of Nat T. Magnum Inc.

NANNIES UNLIMITED INC
NAT T MAGNUM INC
NATURAL POWER INC

MAGNUM ALBERT CARL
MAGNUM NAT T INC PROPERTY OF INCORRECT
MANION ROBERT L

8.04 Protected Mountain Ridges.

New maps prepared under G.S. 113A-212 identifying protected mountain ridges shall be indexed in the Consolidated Real Property Index with "NC ENVIRONMENT & NATURAL RESOURCES DEPT OF" as grantor. (Note: Original maps may have been indexed in some counties with "Secretary of Natural Resources and Community Development" as grantor.)

History Note: Change to reflect current name of the Department of Environment & Natural Resources. Effective OCTOBER 1, 2006.

8.05 Other Maps.

Maps other than Highway Right-of-Way Plans shall be indexed in the Consolidated Real Property Index with the property owner and/or the property designation and/or the unit of government developing the map and/or the title of the map as grantor.

8.06 Maps Attached to Documents.

A map or plat that is attached to or a part of a document shall be considered as part of the document and shall not be indexed as a separate map or plat.

8.07 Index of Maps and Plats.

In addition to the Consolidated Real Property Index, the register of deeds may maintain a separate index of maps and plats and/or condominium plans and plats.

Appendix "A"

DEFINITIONS

HUMAN NAMES

For indexing purposes human names are names of individual human beings. Human names are not associated with or used in the names of businesses or other entities.

Examples:

JOHNSON K B

SMITH JOHN W

SMITH ROBERT W/EST

SMITH WILLIAM B/HEIR

NON-HUMAN NAMES

Non-Human names are names of corporations, partnerships,

limited partnerships, general partnerships, proprietorships,
other entities such as but not limited to, government
agencies, churches, schools, charitable organizations, etc.

Examples:

JOHN W SMITH IRREVOCABLE TRUST
KB JOHNSON OIL CO INC

When the register can not determine whether a name is a
human or non-human name, the name shall be indexed as a
human name and shall also be indexed as a non-human name.

Reserved for Additional Definitions:

Appendix “B”

<u>DOCUMENT TYPE</u>	<u>ABBREVIATION</u>
ADMINISTRATION CORRECTION	AD NT (w/ SPACE b/w words)
AFFIDAVIT	AFFI
AFFIXED MANUFACTURE HOME	NOTCE
AGREEMENT	AGMT
AMENDMENT	ADMT
ARTICLES OF ORGANIZATION	ORG
ASSIGNMENT	ASGMT
ASSUMED NAME	A N (WITH A SPACE)
BILL OF SALE	B S (WITH A SPACE)
BYLAWS	BY LAW (w/ SPACE b/w words)
CANCELLATION	SAT
CEMETERY DEED	CEM D (w/ SPACE b/w words)
CERTIFICATE	CERT
CERTIFICATE OF SATISFACTION	SAT
COMMISSION	COMM
CONDOMINIUM	CONDO
CONTRACT	CONT
CORPORATION	CORP
CORRECTED DEED	C D (WITH A SPACE)
DEED	DEED
DEED OF SEPARATION	D SEP (w/ SPACE b/w words)
DEED SUBORDINATION	SUB D (w/ SPACE b/w words)
DEED OF TRUST	D T (WITH A SPACE)

Appendix “B”

<u>DOCUMENT TYPE</u>	<u>ABBREVIATION</u>
EASEMENT	ESMT
FIXTURE FILING	FIX F (w/ SPACE b/w words)
FORECLOSURE	FCL
JUDGMENT	JGMT
LEASE	LEASE
LIMITED PARTNERSHIP	LTD P (w/ SPACE b/w words)
MAP	MAP
MEMO	MEMO
MERGER	MERG
MODIFICATION	MOD A (w/ SPACE b/w words)
MODIFICATION AGREEMENT	MOD A (w/ SPACE b/w words)
MORTGAGE	MTG
NOTICE	NOTCE
NOTICE OF REQUEST	N REQ (w/ SPACE b/w words)
NOTICE OF SATISFACTION	SAT
NOTICE OF SUBSTITUTION	N SUB (w/ SPACE b/w words)
OPTION	OPT
ORDER	ORDER
ORDINANCE	ORD
ORGANIZATION OF ARTICLES	ORG
PARTIAL RELEASE	REL
PARTNERSHIP	PTNRP
PLANS	PLANS
PLAT	MAP
POWER OF ATTORNEY	P A (WITH A SPACE)

Appendix "B"

Appendix "B"

DOCUMENT TYPE	ABBREVIATION
QUIT CLAIM DEED	QCD
RECORD OF SATISFACTION	SAT
RELEASE	REL
RELEASE DEED	REL D
RESCISSION OF SATISFACTION	RESCI
RESOLUTION	RESOL
RESTRICTION	RESTR
RESTRICTIVE COVENANTS	R C <small>(WITH A SPACE)</small>
REVOCAION OF POWER OF ATTORNEY	R P A <small>(WITH SPACES)</small>
RIGHT OF WAY	R W <small>(WITH A SPACE)</small>
SATISFACTIONS (ANY TYPE)	SAT
SEPARATION AGREEMENT	SEP A <small>(w/ SPACE b/w words)</small>
SUBORDINATION AGREEMENT	SUB A <small>(w/ SPACE b/w words)</small>
SUBORDINATION DEED	SUB D <small>(w/ SPACE b/w words)</small>
TRANSFER	TRANS
TRUSTEE'S DEED	TR D <small>(w/ SPACE b/w words)</small>
WAIVER	WVR

History Note: Abbreviations added for grave removal, notary commission, rescission, satisfaction, and see instrument; satisfaction of mortgage removed. Effective October 1, 2006.

Appendix “C”

CODES FOR PROPERTY DESCRIPTIONS

PROPERTY DESCRIPTION	ABBREVIATION
ACRE	AC
ACRES	ACS
ADJOINS	ADJ
AGREEMENT	AGMT
AND	&
ANNEXATION	ANNEX
AVENUE	AVE
BLOCK	BL
BOOK	BK
BOULEVARD	BLVD
BUILDING	BLDG
CANCELED	CAN
CEMETERY	CEM
CHURCH	CH
CIRCLE	CIR
COMPANY	CO
CONDO	CONDO
COUNTY	CNTY
COURT	CT
CREEK	CK
DEVELOPMENT	DEV
DIVISION	DIV
DRIVE	DR
EASEMENT	ESMT
EAST	E
ESTATE(S)	EST

Appendix "C"

PROPERTY DESCRIPTION	ABBREVIATION
EXTENSION	EXT
FORECLOSURE	FCL
HEIGHTS	HGTS
HIGHWAY	HWY
INTEREST	INT
INTERSTATE	I
INTERSECTION	INT
LANE	LN
LOT	LT
MANUFACTURED	MANU
MOUNT	MT
MOUNTAIN	MT
NORTH	N
NUMBER	#
PARK	PK
PART/PART OF	PT
PHASE	PH
PLACE	PL
PLAT BOOK	PB
PROPERTY	PRO
RIGHT-OF-WAY	R/W
ROAD	RD
SAINT	ST
SCHOOL	SCH
SECTION	SEC
SOUTH	S
SQUARE FEET	SQ FT
STATE RD	SR

Appendix "C"

Appendix "C"

PROPERTY DESCRIPTION	ABBREVIATION
STREET	ST
SUBDIVISION	S/D
TOWNSHIP	TP
TRACT	TR
TRACTS	TRS
WEST	W

LAYOUT OF DESCRIPTION

WHEN INFORMATION PROVIDED OR AS SPACE ALLOWS

LOT# BLOCK# PLAT BOOK-PAGE SUBDIVISION MAP PHASE SECTION

(If there is a LOT # and PLAT# along with acreage, the acreage will NOT be noted)

Example: LT1 BLA PB27-45 OAK HILL S/D MAP2 PH3 **SEC4** (note NO spaces)
LT9 PTLT3 PB3-45 OAK HILL PHVI
JOAN MOORE PRO
PB55-67-70 (PLAT BOOK 55 PAGES 67-70)

TRACT# ACREAGE(S) BUILDING # ADDRESS TOWNSHIP/TOWN PIN

Examples: 0.50 AC 2425 KOOL PK EXT HKY TP
HOT ROD RD BANDYS TP
153 15TH AVE DR PL NE HICKORY
10 ACS EAST E ST NEWTON TP
0.25AC W DOLLIE CIR MAIDEN
3TRS SR#1345 123455667890 (1 TR list PIN ,more than 1 PIN / TR –Never
MAIN ST & WEST ST
1 AC MT CK TP
CLINES TP

• **REFERENCE TO PREVIOUS DOCUMENT**

EXAMPLES

BOOK-PAGE	2736-2000
CORRECTION DEED BOOK-PAGE	CORRECTION DEED 2214-315
RE-RECORD BOOK-PAGE	RE-RECORD 1500-859
MODIFICATION BOOK-PAGE	MODIFICATION 265-33
SUBORDINATION BOOK-PAGE	SUBORDINATION 2500-1

Appendix "D"

CODES FOR TRUSTEE AND OTHER DESIGNATED STATUS

DESIGNATED STATUS	ABBREVIATION
ADMINISTRATOR/ADMINISTRATRIX	ADMR
AGENT	AGT
ATTORNEY IN FACT <small>only when signing document</small>	AIF
COMMISSIONER (S)	COMR
CO-EXECUTOR	EXR
CUSTODIAN	CUST
DECEASED	DEC
ESTATE	EST
EXECUTOR/EXECUTRIX	EXR
GUARDIAN	GDN
HEIR	HEIR
HEIRS	HEIRS
PARTNER	PTNR
PERSONAL REPRESENTATIVE	REP
RECEIVER	RCVR
SHERIFF	SHRF
SUBSTITUTE ATTORNEY IN FACT <small>only when being appointed</small>	S AIF <small>(w/ SPACE b/w words)</small>
SUBSTITUTE TRUSTEE	TR
TRUSTEE IN BANKRUPTCY	TR
TRUSTEE	TR

History Note: Abbreviations added for beneficiary, secretary, sheriff, and treasurer. Effective October 1, 2006.

Appendix "E"

PUBLIC MACHINES

SHOULD YOU NEED ASSISTANCE WITH ANY OF THE MACHINES,
PLEASE ASK A STAFF MEMEBER

- ❖ COPIER (button system)
 - ❖ TEMPORARY INDEX COMPUTER (no system – pay as you go)
 - ❖ GIS COMPUTERS (button system)
 - ❖ LOGAN INDEX AND IMAGING COMPUTERS (copy account)
 - ❖ READER/PRINTERS FOR MICROFILM (button system)
 - ❖ MAP MACHINES (2 with button system, 1 with copy account)
 - ❖ FAX MACHINE (button system)
-
- A COPY KEY IS REQUIRED FOR USE OF BUTTON SYSTEM, WHICH IS AVAILABLE AT THE FRONT DESK AND CAN BE PURCHASED FOR \$6.50 OR \$8.00 FOR FAXING.
 - A COPY ACCOUNT IS REQUIRED TO PRINT ANYTHING FROM THE LOGAN SYSTEMS. IT IS AVAILABLE THROUGH ANY STAFF MEMBER WITH NO ADDITIONAL FEE.

Appendix “F”

OFFICE LAYOUT



SDOC0168.pdf

[CLICK TO VIEW](#)