



GUIDELINES FOR INDEXING

AMCAD Double Key Verification

General Expectations of Verification:

1. Indexing information concurs with guidelines
2. Page count-Page count entered needs to match image count
3. Township/Town matches document
4. Block & Lot matches reference information in document. Lot & Block should be taken from first page, if not there, then check body of document or legal description. Lot&Block must state from the township map, not a sub-division map.
5. Each document will have a coversheet and a document; E-filing documents will have 2 summary sheets, 1 coversheet and a document. If it's a re-recorded document, it may have more than one coversheet.

Non-Human: Company, Corporation, etc.

OR Party	Index the typed names (not actual signature) from the signature page & 1st page of document, if different (meaning a middle initial, etc), then both should be indexed.
EE Party	Index names as they appear on the First page of the document
Spell out first word in non-human name:	<u>Saint</u> Pauls Episcopal Church <u>New Jersey</u> State of <u>Mount</u> Holly
Spell out first number in numeric Corporations:	88 Other Corporation <i>indexed as:</i> <u>Eighty Eight Other Corp</u> 15 Cheesman Corporation <i>indexed as:</i> <u>Fifteen Cheesman Corp</u>

GUIDELINES FOR INDEXING Continued

<p>If corporation name starts with a number between 1000-1900 or 11000-19000) then the name is indexed twice:</p>	<p>1800 Land Corporation <i>indexed as:</i> <u>One Thousand Eight Hundred Land Corp</u> <u>Eighteen Hundred Land Corp</u> 18000 Horizon Association <i>indexed as:</i> <u>Eighteen Thousand Horizon Assoc</u> <u>One Eight 000 Horizon Assoc</u></p>
<p>As of 3/1/2012 new companies are indexed:</p>	<p>1375 Route 206 <i>indexed as:</i> <u>One 375 Rt 206</u> <u>Thirteen 75 Rt 206</u> 5202 Mehrer Way <i>indexed as:</i> <u>Five 202 Mehrer Way</u></p>
<p>Do not use a hyphen (-) in a non-human name:</p>	<p>Bank of Mid-Jersey <i>indexed as:</i> <u>Bank of Mid Jersey</u> Seventy-Three Land Inc. <i>indexed as:</i> <u>Seventy Three Land Inc</u></p>
<p>For corporations with initials, run the initials together:</p>	<p>A B C indexed as <u>ABC</u> A & B indexed as <u>A&B</u> A and B indexed as <u>A&B</u> *And is always indexed as &</p>
<p>Do not index Roman numeral such as III after Non-Human Name, unless before Inc.</p>	<p>K. Hovanian at Burlington III Inc. <i>indexed as:</i> <u>K Hovanian at Burl III Inc</u> Dolan Group IV <i>indexed as:</i> <u>Dolan Group</u></p>
<p>Periods are removed and replaced with a space</p>	<p>Loandepot.com, LLC <i>indexed as:</i> <u>Loandepot com</u></p>
<p>Never type “The” as the first word in a name:</p>	<p>The Money Store <i>indexed as</i> <u>Money Store</u> The State of New Jersey <i>indexed as</i> <u>New Jersey State of</u></p>
<p>Index full first word of name:</p>	<p>Example: A Great Mortgage Company indexed as: <u>A Great Mtg Co</u></p>
<p>No titles after Non-Human Name</p>	<p>ABC Corporation, Attorney in fact <i>indexed as:</i> <u>ABC Corp</u> PNC Bank, Executor <i>indexed as:</i> <u>PNC Bank</u></p>
<p>Corporation with the use of “of” meaning where in the title are indexed without that reference:</p>	<p>Credit Union of New Jersey <i>indexed as:</i> <u>Credit Union</u> First National Bank of Colorado <i>indexed as:</i></p>

GUIDELINES FOR INDEXING Continued

	<u>First Natl Bank</u>
Corporation – First name ALWAYS spelled out:	1 st Constitutional Savings Bank <i>indexed as:</i> <u>First Constitutional Sav Bank</u> 2 nd Continental Bancorp <i>indexed as:</i> <u>Second Continental Bancorp</u>
Indexing as of 6/96 – MOST COMMONLY USED ABBREVIATIONS (Middle or End of Name – Never Abbreviate the First Word)	
<ul style="list-style-type: none"> • ASSOC : Associates, Associated, Association • Ave : Avenue • Brd : Board • Bros : Brothers • B&L : Building and Loan • Bldg : Building • Bldr/Bldrs: Builder, Builders • Burl : Burlington • Bus : Business • Chn : Chosen • Co : Company, County • Con : Consumer • Condo : Condominium(s) • Constr : Construction • Contr : Contractor • Cross : Crossing • Corp : Corporation • Cr : Credit • Ct : Court • Dept : Department • Dev : Development, Developers • Disc : Discount • Dist : District, Distributor • Div : Division • Dr : Drive • Ed : Education • Elec :Electric,Electricity,Electrical,Electronic • Ent : Enterprise(s) • Equip : Equipment • Est : Estate • Fed : Federal • Fin :Finance(s), Financial, Financing 	<ul style="list-style-type: none"> • Hosp : Hospital • Inc : Incorporated • Ins : Insured, Insurance • Inst : Institute, Institution • Intl : International • Inv :Investor(s), Investment(s) • Ltd : Limited • Mgmt. : Management • Mfrs : Manufactures • Mt : Mount • Mtg : Mortgage • Natl : National • NE : Northeast • NJ : New Jersey • NY : New York • PA : Pennsylvania • Phila : Philadelphia • Pky : Parkway • Ptrship :Partnership • Ptr : Partner • Rd : Road • Redev : Redevelop • Rev : Revocable • Rt : Route • Rlty : Realty, Relator • S&L : Savings and Loan • S&R : S&R • Sav : Saving(s) • Serv : Servicing, Service(s) • St :State (NOT “States”), Street, Saint • Tr : Trust • Twp : Township

GUIDELINES FOR INDEXING Continued

<ul style="list-style-type: none"> • Gen : General 	<ul style="list-style-type: none"> • Univ : University • Vlg : Village
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Humans:

Index hyphenated first name and hyphenated last name:	Mary-Jo Jones-Smith <i>indexed as:</i> <u>Mary-Jo(First) Jones-Smith(Last)</u> Betty Jo Smith <i>indexed as:</i> <u>Betty(First) Jo (middle) Smith(Last)</u>
If last name contains Di, De, Van, La, etc run together with rest of name example:	DiRosa, DeMarco, VanCamp, LaRosa
Exception: Saint is spelled out and not attached to last name example:	Timothy Saint Jean <i>indexed as:</i> Timothy(First) Saint Jean(Last) Wade St. Jean <i>indexed as:</i> Wade(First) Saint Jean(Last)
No apostrophe in names (both human and non-human)	Ryan O'Brien <i>indexed as:</i> Ryan Obrien
If First Name is an Initial:	A Thomas Jones <i>indexed as:</i> <u>A(First) Thomas(Middle) Jones(Last)</u>
If Name has two middle initials:	John A.R. Smith <i>indexed as:</i> <u>John(First) A R(Middle) Smith(Last)</u> *Middle initials are entered with a space between "A" and "R" for Humans Only

Common Titles (Human)

<ul style="list-style-type: none"> • Att : Attorney • Agt : Agent • Commr: Commissioner • Dft : Defendant • Est : Estate • Adm : Administrator (Male) • Admx : Administratrix (Female) • Exr : Executor (Male) • Exrx : Executrix (Female) 	<ul style="list-style-type: none"> • Gdn : Guardian • Ptnr : Partner • Tr : Trustee, Trust • Tr in Bkrpt: Trustee in Bankruptcy • Ta : Trading As • Sp Master: Special Master • Rec : Receiver • Per Rep: Personal Representative
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GUIDELINES FOR INDEXING Continued

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GUIDELINES FOR INDEXING Continued

State of New Jersey Departments indexed:

- New Jersey St of Agriculture Dev Comm
- New Jersey St of Auth For Small Bus
- New Jersey St of Brd of Ed
- New Jersey St of Comm of Banking
- New Jersey St of Pinelands Commission
- New Jersey St of Dept Cons & Econ Dev
- New Jersey St of Dept Employment Sec
- New Jersey St of Dept Environ Protect
- New Jersey St of Dept Human serv
- New Jersey St of Dept Military & Vet Aff
- New Jersey St of Dept of Comm Affairs
- New Jersey St of Dept of Corrections
- New Jersey St of Dept of Defense
- New Jersey St of Dept of Ed
- New Jersey St of Dept of Labor
- New Jersey St of Dept of Transport
- New Jersey St of Dept of Treasury
- New Jersey St of Div of Emp Security
- New Jersey St of Div of Motor Vehicles
- New Jersey St of Div of Taxation
- New Jersey St of Div of Unem & Dis Ins
- New Jersey Economic Dev Authority

United States of America Departments indexed:

- USA Administration of Veterans Affairs
- USA Dept of Agriculture
- USA Farmers Home Administration
- USA Farm Serv Agency
- USA Fed Home Administration
- USA Gen Serv Administration
- USA Internal Revenue Serv
- USA Marshal for the Dist of NJ
- USA Rural Dev
- USA Rural Housing Serv
- USA Rural Housing & Comm Dev Serv
- USA Rural Econ & Comm Dev
- USA Sec of ED
- USA Sec of HUD
- USA Small Bus Administration

United States of America when not connected to a department is always spelled out:

- United States of America

Burlington County Board of Chosen Freeholders indexed:

- Burlington Co Brd of Chn Freeholders

Public Records Search Tips

Direct Party – Grantor, Mortgagor, Seller, Assignor, Defendant

Indirect Party – Grantee, Mortgagee, Buyer, Assignee, Plaintiff

Similar – Sounds like

Starts with – First Several Letters

Contains – Middle several Letters

Prior to 3/2012 Discharges only indexed first borrower

Prior to 1999 Assignment of Mtg only indexed first borrower

Prior to March 1, 2012 Companies may be indexed several different ways, be sure to search names and numbers several different ways.

<u>General Tips and Helpful Information</u>	
FIRST WORD ALWAYS SPELLED OUT	Unless First word is initials- if so keep as is
DON'T CREATE NEW ABBREVIATIONS	Try to resist the urge to abbreviate common words
We do not index "LLC", "Ltd", "LP", "Ltd Ptnrship", "of America", "NA"	
We Do index "Inc" and "Corp"	
We index additional names for Humans, however we don't enter words such as "AKA"	Example: Jane Doe, AKA, Jane Smith indexed as: <ul style="list-style-type: none"> • Jane Doe • Jane Smith
We index additional names for Non-Humans, however we don't enter words such as "Doing Business As (D/B/A)" & "Trading As (TA)"	Example: Joe Smith, Trading as Smith Construction indexed as: <ul style="list-style-type: none"> • Joe Smith • Smith Constr
"And" is always indexed as:	&
Index full first word of name except for "the"	Example: A Great Mortgage Company indexed as: <ul style="list-style-type: none"> • A Great Mtg Co
Discharges	All borrowers are indexed
Assignment of Mortgage	All borrowers are entered in the not-indexed field
"MERS" or Mortgage Electronic Registration Systems, Inc is indexed by what appears first on a Mortgage documents On Subornation Agreements and Assignment of Mortgages if on the signature line we index both	Example: MERS; Mortgage Electronic Registration Systems, Inc indexed as: <ul style="list-style-type: none"> • MERS Mortgage Electronic Registration Systems, Inc; MERS indexed as: <ul style="list-style-type: none"> • Mortgage Elec Registration Systems Inc
Names are indexed from the signature page of the document	
All States are abbreviated per Official USPS Abbreviations, Unless it's the first word	

GUIDELINES FOR INDEXING Continued

Cancellation of Tax Sale- Mortgagor is Assessed owner. Mortgagee is who signed the back of tax sale certificate, if not clear use the name under “Sold To” (Township is not listed)

Tips Continued:

Sherriff Deeds-If Defendant is listed as Mrs Robert Jones, then index as Jones, Robert-Mrs&Dft. If Defendant is Mrs Jones, then index Jones, None-Mrs&Dft

Notice of Settlements- Two types, we do not have a combined notice. 1. Contract of Sale Notice of Settlement will index all sellers to one buyer. 2. Mortgage commitment notice of settlement will index all mortgagors to one mortgagee.

Nominees & Receiver For- We index companies listed as “nominee” and/or “receiver for”.

Discharge of Agreement- The grantor/direct party is who signed the document (which is usually the lender) and the grantee/indirect party is the discharged party (usually the borrower/mortgagor).

ELECTRONIC FILING REQUIREMENTS & TIPS

WHEN E-FILING:

Do not use commas, periods, dashes, quotes or parenthesis

Check your scanned image to ensure all information is clear, including acknowledgement and notary information. If necessary, print/type the information and rescan.

“Mortgagor” = Borrower, “Mortgagee”= Lender, “Grantor”= Seller, “Grantee”= Buyer, “Assignor”= Current Lender, “Assignee”=New Lender & Borrower

Index only the first mortgagee listed on a Mortgage and the first mortgagee signing on a Modification of Mortgage

Be sure to use the correct Document Type. Ex.) Release of Mortgage is not a Discharge of Mortgage

“Deed-No Consideration” means there is no Transfer fee. If a consideration amount is listed on the front of the Deed, be sure to enter amount in the consideration field. Ex.) If consideration is \$1.00, enter 1.00 not 0.00

Discharges must list the Mortgagor’s names exactly as listed on Original Mortgage. Ex.) Jr., Sr., II, III, etc., must be listed

On a Discharge: “Mortgagor” is the borrower and “Record Holder” is the Lender/Mortgagee

With our new system, Block/Lot and Township is now a required field. Please enter the Block/Lot and Township if it is listed on the document or enter N/A if not on the document.

Same information in a different format:

KEYING RULES

Abbreviations – Use the list below for abbreviations. If you are unsure always ask!

**Exception* – Do not abbreviate the first word of a name. Only abbreviate words in the middle or at the end of the name.

<ul style="list-style-type: none"> • Assoc : Associates, Associated, Association • Ave : Avenue • Brd : Board • Bros : Brothers • B&L : Building and Loan • Bldg : Building • Bldr/Bldrs: Builder, Builders • Burl : Burlington • Bus : Business • Chn : Chosen • Co : Company, County • Con : Consumer • Condo : Condominium(s) • Constr : Construction • Contr : Contractor • Cross : Crossing • Corp : Corporation • Cr : Credit • Ct : Court • Dept : Department • Dev : Development, Developers • Disc : Discount • Dist : District, Distributor • Div : Division • Dr : Drive • Ed : Education • Elec : Electric, Electricity, Electrical, Electronic • Ent: Enterpris(e)s 	<ul style="list-style-type: none"> • Hosp : Hospital • Inc : Incorporated • Ins : Insured, Insurance • Inst : Institute, Institution • Intl: International • Inv :Investor(s), Investment(s) • Ltd: Limited • Mgmt. : Management • Mfrs : Manufactures • Mt : Mount • Mtg : Mortgage • Natl : National • NE: Northeast • NJ : New Jersey • NY: New York • PA : Pennsylvania • Phila : Philadelphia • Pky : Parkway • Ptrship Partnership • Ptnr Partner • Rd : Road • Redev : Redevelop • Rev : Revocable • Rt : Route • Rlty : Realty, Relator • S&L : Savings and Loan • S&R : S&R • Sav : Saving(s) • Serv : Servicing, Service(s) • St :State (NOT "States"), Street, Saint
<ul style="list-style-type: none"> • Equip : Equipment • Est : Estate • Fed : Federal • Fin :Finance(s), Financial, Financing • Gen : General 	<ul style="list-style-type: none"> • Tr : Trust • Twp : Township • Univ : University • Vlg : Village

Administrator/Executor – Do index parties that are known as administrator and or/executor and with the proper extensions.

Example: Donna Jones administrator for John Jones Estate

INDEX: JONES,DONNA -ADM
 JONES, JOHN -EST

GUIDELINES FOR INDEXING Continued

AKA (Also Known As) names – Do index AKA names but without the initials AKA.

Example: Jane Johnson also known as Jane Smith

INDEX: JOHNSON,JANE
SMITH,JANE

AND – Always index the word “And” as an &.

Example: Jones and Smith Corporation

INDEX: JONES & SMITH CORP

Attorney in Fact/Agent Names – Do index attorney in fact/agent names and who they are attorney for.

Example: Anna Smith as attorney in fact for Don Smith.

INDEX: SMITH,ANNA -ATT
SMITH,DON /ATT

Bank Names – Do index bank names.

Cancellation of Tax Sale- Mortgagor is Assessed owner. Mortgagee is who signed the back of tax sale certificate, if not clear use the name under “Sold To” (Township is not listed)

Company Names – Do not index LLC, LTD, LP, LTD PTNRSHIP, OF AMERICA or NA in any company names. Do index INC and CORP.

Example: Jones Farm LLC

INDEX: JONES FARM

Do not index the word “OF” or the words following “OF in any company names.

Example: Credit Union of New Jersey

INDEX: CREDIT UNION

Another example: First National Bank of Colorado

INDEX: FIRST NATL BANK

Example: Johnsons Shoe Store Inc

INDEX: JOHNSONS SHOE STORE INC

GUIDELINES FOR INDEXING Continued

DBA (Doing Business As) and T/A (Trading As) Names – Do index DBA and T/A names but without an extension after the name.

Example: Joe Smith doing business as Smith Construction

INDEX: SMITH,JOE
SMITH CONSTR

Example: Joe Smith Trading as Smith Construction

Index: Smith, Joe –TA

Index: Smith Constr

Deceased parties – Do NOT index deceased parties.

Discharge of Agreement- The grantor/direct party is who signed the document (which is usually the lender) and the grantee/indirect party is the discharged party (usually the borrower/mortgagor).

Division/Subsidiary Names – Do NOT index the division and parent company names.

Estates – Do index Estates.

Example: John Smith Estate

INDEX: SMITH,JOHN EST

Et al/Et ux – This means “and others”. When you see this entry on a document it means there are additional names that need to be keyed. Make sure you read through the entire document and key all names pertaining to the document. Example, Final Judgments and Court Orders.

FKA (Formerly Known As) names – Do index FKA names but with any extensions after the name.

Example: Debbie Smith formerly known as Debbie Jones

INDEX: SMITH,DEBBIE
JONES,DEBBIE

GUIDELINES FOR INDEXING Continued

Government Agencies – Follow the rules below.

State of New Jersey Departments – Always put NEW JERSEY ST before the name of the department.

Example: State of New Jersey Department of Human Services
INDEX: NEW JERSEY ST OF DEPT HUMAN SERV

United States of America Departments – Will be indexed with the United States of America abbreviated.

Example: United States of America Department of Agriculture
INDEX: USA DEPT OF AGRICULTURE

Exception to the rule – If United States of America is not connected to any department always spell out United States of America.

GUIDELINES FOR INDEXING Continued

**Below is a list of common Government names and how they are indexed.

State of New Jersey Departments indexed:
<ul style="list-style-type: none">• New Jersey St of Agriculture Dev Comm• New Jersey St of Auth For Small Bus• New Jersey St of Brd of Ed• New Jersey St of Comm of Banking• New Jersey St of Pinelands Commission• New Jersey St of Dept Cons & Econ Dev• New Jersey St of Dept Employment Sec• New Jersey St of Dept Environ Protect• New Jersey St of Dept Human serv• New Jersey St of Dept Military & Vet Aff• New Jersey St of Dept of Comm Affairs• New Jersey St of Dept of Corrections• New Jersey St of Dept of Defense• New Jersey St of Dept of Ed• New Jersey St of Dept of Labor• New Jersey St of Dept of Transport• New Jersey St of Dept of Treasury• New Jersey St of Div of Emp Security• New Jersey St of Div of Motor Vehicles• New Jersey St of Div of Taxation• New Jersey St of Div of Unem & Dis Ins• New Jersey Economic Dev Authority
United States of America Departments indexed:
<ul style="list-style-type: none">• USA Administration of Veterans Affairs• USA Dept of Agriculture• USA Farmers Home Administration• USA Farm Serv Agency• USA Fed Home Administration• USA Gen Serv Administration• USA Internal Revenue Serv• USA Marshal for the Dist of NJ• USA Rural Dev• USA Rural Housing Serv• USA Rural Housing & Comm Dev Serv• USA Rural Econ & Comm Dev• USA Sec of ED• USA Sec of HUD• USA Small Bus Administration
United States of America when not connected to a department is always spelled out:
<ul style="list-style-type: none">• United States of America
Burlington County Board of Chosen Freeholders indexed:
<ul style="list-style-type: none">• Burlington Co Brd of Chn Freeholders

Human Named Corporations – Index human named corporations as you see them.

Hyphenated Corporations – Do not index a hyphen in a corporation name.

Example: Allen-Jones Company

INDEX: ALLEN JONES CO

Hyphenated First Names – Do index hyphenated first names.

Example: Mary-Jo Smith

INDEX: SMITH, MARY-JO

GUIDELINES FOR INDEXING Continued

Hyphenated Surnames – Do index hyphenated surnames.

Example: Debbie Jones-Smith
INDEX: JONES-SMITH, DEBBIE

Initial Name Corporations – Index initial named corporation with no spaces between the letters.

Example: ABC Corporation
INDEX: ABC CORP

Initials for Individuals – Index a space between the initials.

Example: John A.R. Smith
INDEX: SMITH, JOHN A R

Keying – Names are indexed with a comma between the surname and the first name.

Mortgage Electronic Registration Systems, Inc (MERS) – MERS will be index depending on what appears first along with the party MERS is nominee for.

Example: MERS; Mortgage Electronic Registration Systems, Inc as nominee for Wachovia Bank NA
INDEX: MERS
WACHOVIA BANK

Example: Mortgage Electronic Registration Systems, Inc; MERS as nominee for Wells Fargo Bank NA
INDEX: MORTGAGE ELEC REGISTRATON SYSTEMS INC
WELLS FARGO BANK

***On Assignments/Subordinations we index both**

***NA is not indexed**

NKA (Now Known As) Names – Do index NKA names but without any extensions.

Example: Jane Smith now known as Jane Jones
INDEX: SMITH, JANE
JONES, JANE

Notice of Settlements- Two types, we do not have a combined notice. 1. Contract of Sale Notice of Settlement will index all sellers to one buyer. 2. Mortgage commitment notice of settlement will index all mortgagors to one mortgagee.

Nominees & Receiver For- We index companies listed as “nominee” and/or “receiver for”.

GUIDELINES FOR INDEXING Continued

Numeric Corporations – Always spell out the number in numeric corporations.

Example: 88 Other Corporation

INDEX: EIGHTY EIGHT OTHER CORP

If a corporation name starts with a number between 1000-1900 or 11000-19000 then the name will be indexed twice.

Example: 1800 Land Corporation

INDEX: ONE THOUSAND EIGHT HUNDRED LAND CORP
EIGHTEEN HUNDRED LAND CORP

Parenthesis – **Do not** Index the word in the parenthesis.

Example: HSBC Mortgage Corporation (USA)

INDEX: HSBC MTG CORP

Partnerships – Do index the name of the partnership and the partners. Make sure the partner names have the proper extensions.

Example: John Smith and Robert Jones as partners for Smith and Jones Partnership

INDEX: SMITH, JOHN - PTNR
JONES, ROBERT - PTNR
SMITH & JONES PTNRSHIP

Periods – Do not index periods they will be replaced with a space.

Example: Loandepot.com

INDEX: LOANDEPOT COM

Punctuation in Corporation Names – Do not index any punctuation in Corporation names.

Example: CIT Group/Consumer Finance Inc

INDEX: CIT GROUP CON FIN INC

Punctuation in Surnames – Do not index punctuation in surnames.

Example: Ryan O'Brien

INDEX: OBRIEN, RYAN

Roman Numerals – Do not index roman numerals after a company name.

Example: Dolan Group IV

INDEX: DOLAN GROUP

Exception – If a roman numeral is followed by INC you will index the Roman numeral in a company name.

Example: K. Hovanian at Burlington III Inc

INDEX: K HOVANIAN AT BURL III INC

GUIDELINES FOR INDEXING Continued

Saint and Mount Names – Spell out Saint and Mount names with a space.

Example: Wade St.Jean
INDEX: SAINT JEAN, WADE

Sheriff Deed- If Defendant is listed as Mrs Robert Jones, then index as Jones, Robert-Mrs&Dft. If Defendant is Mrs Jones, then index Jones, None-Mrs&Dft

Spacing in Surnames – Do not index surnames with a space.

Example: Debbie Van Camp
INDEX: VANCAMP, DEBBIE

Suffixes – Do key suffixes such as Jr, Sr, III, etc.

Example: John Smith, Jr
INDEX: SMITH JR, JOHN

Symbols in Company Names – Do not index any symbols in company names.

Example: E*trade
INDEX: E TRADE

Titles – Such as MD ESQ PHD MRS MR will **not be indexed**.

Example: John Smith, MD.
INDEX: SMITH, JOHN

*Titles are indexed in a separate field that has a drop down menu. A dash symbol “-“ means “as”

Example: John Smith, as Attorney in fact
Index: Smith, John -ATT

Example: John Smith by Mary Jones, Attorney in fact
Index: Smith, John /ATT
Index: Jones, Mary -ATT

More titles that are used are listed below. If you are unsure always ask!

Common Titles (Human)	
• Att : Attorney	• Gdn : Guardian
• Agt : Agent	• Ptr : Partner
• Commr: Commissioner	• Tr : Trustee, Trust
• Dft: Defendant	• Tr in Bkrpt: Trustee in Bankruptcy
• Est: Estate	• Ta : Trading As
• Adm : Administrator (Male)	• Sp Master: Special Master
• Admx : Administratrix (Female)	• Rec : Receiver
• Exr: Executor (Male)	• Per Rep: Personal Representative
• Exrx : Executrix (Female)	

GUIDELINES FOR INDEXING Continued

The – Do not index the word “THE” when it is the first word of a name.

Example: The Money Store

INDEX: MONEY STORE

Trust Names and Trustees – Index the name of the trust and the name of the trustees with the proper extensions. Be sure to abbreviate the word Trust in the trust name.

Example: John Smith as trustee for Smith Family Trust

INDEX: SMITH , JOHN -TR
SMITH FAMILY TR

DOCUMENT INDEXING RULES

Administrator’s Deed

OR = Administrator & Estate

EE = Grantee

Agreement

OR = Grantor

EE = Grantee

Assignment of Mortgage

OR = Assignor

EE = Assignee

NT= All Borrowers

Assignment of Leases & Rentals

OR = Assignor

EE = Assignee

Declaration of Agreement

OR = Party filing Declaration

EE = Party Declaration is regarding

Easement

OR = Grantor

EE = Grantee

Lis Pendens

OR = Defendant

EE = Plaintiff

Mortgage

OR = Mortgagor

EE = Mortgagee

Mortgage Modification

OR = Borrower/Mortgagors

EE = Lender

Order

OR = Defendant/Grantor

EE = Plaintiff/Grantee

GUIDELINES FOR INDEXING Continued

Power of Attorney

OR = Party appointing
EE = Party being appointed

Deed

OR = Grantor
EE = Grantee

Discharge of Lis Pendens

OR = Defendant
EE = Plaintiff

Release of Mortgage

OR = Lender
EE = Mortgagor

Satisfaction of Mortgage

OR = Mortgagor
EE = Lender

Subordination Agreement

OR = Old Lender/Mortgagor
EE = New Lender

UCC 1

OR = Debtor
EE = Secured Party