

## **INDEX STANDARDS APPROVED ABBREVIATIONS**

And	&
Administrator	ADMN
Association	ASSN
Associate(s)(d)	ASSOC
Attorney	ATTY
Company/Companies	CO
Commissioner	CMNR
Committee	COMTE
Corporation	CORP
Doctor	DR
Executor/Executrix	EXR
General Partnership	GP
Guardian	GUARD
Home Owners Assn	HOA
Incorporated	INC
Limited Liability Corp	LLC
Limited Partnership	LP
Medical Doctor	MD
National Association	NA
Representative	REP
Trustee	TR
Unit Owners Association	UOA

**NOTE: Never abbreviate the first word to be indexed.**

Association of American States remains *Association of American States*

There is no approved abbreviation for Custodian, Servicer or Conservator.

The word Agent is not used.

**INDEX STANDARDS  
APPROVED ABBREVIATIONS**

When indexing from the brief legal, follow the sequential order below:

Subdivision	Name of Subdivision
Parcel	PAR
Block	BL
Section/Phase	SEC/PH
Lot/Unit	LOT or UNIT
Outlot	OUTLOT

Ex. **Orange Hunt Estates Par 4 BL 7 Sec 4 Lot 434 Outlot A**

## INDEXING INDIVIDUAL NAMES

- Individual names are always indexed last name first.
- Middle names are converted to initials unless the middle name is the only full name given.

John B. Smith	Smith, John B
John Bradford Smith	Smith, John B
John Henry James Smith	Smith, John H J
J Bradford Smith	Smith, J Bradford

- Compound names are always indexed last name, first name, middle initial.

Mary Jane Smith	Smith, Mary J
Bobbi Jo Barnes	Barnes, Bobbi J

- When punctuation is used to indicate compound names, drop the punctuation and index a space in its place.

Mary-Jane Smith	Smith, Mary Jane
Mary Jane Smith-Jones	Smith Jones, Mary J

- On JUDGMENTS and NAME CHANGE ORDERS the whole name is spelled out or typed as given.

William Madison Anderson	Anderson, William Madison
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- On any document where two people are listed and the only difference is their middle name, spell out both names.

Mary Elizabeth Wells	Wells, Mary Elizabeth
Mary Ellen Wells	Wells, Mary Ellen

## INDEXING INDIVIDUAL NAMES

- JOANNE, in any variation is always indexed as it appears on the document.

Jo Anne L Fields  
Joanne B Dunkin

Fields, Jo Anne L  
Dunkin, Joanne B

- Do not use parentheses, apostrophes or any other punctuation, other than the comma following an individual's last name.

Michael James O'Kelly

Okelly, Michael J

- Remove the space between the last name and a prefix, if the prefix is not a distinct word.

Mary Ellen Van Buren  
Mary Ellen De Lazarus  
John Richard Mc Donald  
John Richard Mac Donald

Vanburen, Mary E  
Delazarus, Mary E  
Mcdonald, John R  
Macdonald, John R

- When a prefix is a distinct name leave a space between the two names.

Hope St Clair

Saint Clair, Hope

- Watch for underlines or capital print – space exactly as the name appears on the document.

Mary Ellen SMITH JOHNSON  
Michael Douglas EDISON SMITH

Smith Johnson, Mary E  
Edison Smith, Michael D

## INDEXING INDIVIDUAL NAMES

- Names found in parentheses are indexed two or more ways:

Diane Marie (Smith) Jones	Jones, Diane M S Jones, Diane M Smith, Diane M
Diane Marie (Bunnie) Jones	Jones, Diane M Jones, Bunnie
“Joe” Michael Young	Young, Joe Young, Michael

- Personal names with degree, military rank, professional title, religious or other suffix are indexed with the suffix following the name.

All numeric suffixes (1<sup>st</sup>, 2<sup>nd</sup>) are indexed as Roman numerals (I, II).

DR Elizabeth H Stone	Stone, Elizabeth H DR
LCDR Edward White	White, Edward LCDR
Mary C Stone Medical Doctor	Stone, Mary C MD
Joseph C Smith 3 <sup>rd</sup>	Smith, Joseph C III

## INDEXING FIRM NAMES

- When punctuation is used to indicate compound names, drop the punctuation and leave a space.

Smith-Jones Inc	Smith Jones Inc
Zimple/Silverstein Inc	Zimple Silverstein Inc

- When punctuation appears in a company's initials, drop the punctuation and close the space.

M-P of Maryland	MP of Maryland
T-2 Assn of Wisconsin	T2 Assn of Wisconsin
C/I Mitchell & Best Co	CI Mitchell & Best Co

- When indexing company names consisting of a combination of a letter or series of letters followed by an acronym, or another series of letters, replace any punctuation with a space.

U-Haul	U Haul
K-Mart	K Mart
AFL CIO	AFL CIO

- Do not index the apostrophe (') in a company name.

Northern Virginia's First	Northern Virginias First
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- When it is necessary to index a .com company name delete the punctuation (/ , \_ ) leaving a space in its place. Type the name exactly as it appears, using the same symbols.

NET.B@NK	NET B@NK
BankVirginia/USA.COM	BankVirginia USA COM
E*TRADE.COM	E TRADE COM

## INDEXING FIRM NAMES

- No spacing around initials in a company name or around the ampersand when initials are used.

A & B Construction Co  
PG & G Investment Co

A&B Construction Co  
PG&G Investment Co

- Space around the ampersand when it is used between words.

Shannon & Luchs

Shannon & Luchs

- Numbers preceding letters are indexed as written.

3M  
5050 Referral Inc

3M  
5050 Referral Inc

- Ordinal numbers are spelled out when appearing as the first word.

1<sup>st</sup> Virginia Bank  
12<sup>th</sup> Street General Partnership

First Virginia Bank  
Twelfth Street GP

- Always drop the word THE if it is the first word in a company name.

The Business Bank

Business Bank

- Documents with a locale as the title, index the locale name first.

City of Fairfax  
Town of Vienna

Fairfax City  
Vienna Town

## INDEXING FIRM NAMES

- Always spell out MT and ST.

MT Vernon Realty  
St. Patrick's Savings Bank

Mount Vernon Realty  
Saint Patricks Savings Bank

FT Mortgage is indexed as FT Mortgage, the FT is not an abbreviation for Fort.

- Fairfax County Government Agencies are indexed under FX CO.
- Different variations for Secretary of Housing & Urban Development will appear on documents.

Secretary of Housing & Urban Development

- Different variations for the Commonwealth of Virginia Department of Transportation will appear on documents.

Commonwealth of Virginia

- When a person's name appears as a company, index as follows:

Samuel I White PC Trustee

White, Samuel I PC TR



## **ADDITIONAL INDEXING GUIDELINES**

- When indexing in the grantor fields always index:
  - Division of
  - DBA (doing business as)
  - AKA (also known as)
  - TA (trading as)
  - FA or FKA (formally known as), except on Trust Assignments
- When indexing in the grantee fields always index:
  - Division of
  - DBA (doing business as)
  - AKA (as known as)
  - TA (trading as)
- The word “condominium”, “condo” or any variation, is not indexed unless it is part of a company’s name:
  - Fairfax Condominium Builders
- Always index the name(s) as it is typed on the document, even when it appears to be a typing error. If the correct spelling appears elsewhere on the document, index that spelling as well.
- All of the indexing information should appear in the first paragraph. Occasionally additional names will appear elsewhere. On a Deed going into a Living Trust some extra trustees may be on other pages. If the Deed is giving the property to two people and the Trust lists only one name on the first page, look at the signature page for additional names.
- If the person on the first page is listed as a “trustee” make sure they sign as a “trustee”, if they sign as an individual, then index both ways.
- All “grantees” on trusts and “grantors” on certificates of satisfaction are trustees and must be followed by “TR”.

Hanson, John L Tr  
Stewart Title Inc Tr

## **ADDITIONAL INDEXING GUIDELINES**

- On DEEDs, look for additional grantor names – these may appear in the “AND BEING” clause.
- Often the names of deceased parties or others will appear on a Deed and must be indexed.
- Deceased people are not indexed on Trusts.
- In the “And Being” clause you will find Book/Page numbers to previous Deeds, only index the most current number reference.
- When last names are different on the first page of any document, look at the signature page to make sure the last names are indexed correctly.
- On some Easements, the grantee is listed before the grantor. Be careful.
- Watch for (\*) by any name for additional names.
- On a Certificate of Satisfaction, index the company and individual names when given for grantee:

Cor, INC., Harjit S Chopra	COR Inc Chopra, Harjit S
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- Unless the document specially mentions the words “Mechanics Lien” it is indexed as a lien, even if it states a contractor has done work to real property.
- Look for an individuals or company’s name that is divided between two lines.