INDEX STANDARDS
APPROVED ABBREVIATIONS

And &
Administrator ADMR
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:

<table>
<thead>
<tr>
<th>Subdivision</th>
<th>Name of Subdivision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parcel</td>
<td>PAR</td>
</tr>
<tr>
<td>Block</td>
<td>BL</td>
</tr>
<tr>
<td>Section/Phase</td>
<td>SEC/PH</td>
</tr>
<tr>
<td>Lot/Unit</td>
<td>LOT or UNIT</td>
</tr>
<tr>
<td>Outlot</td>
<td>OUTLOT</td>
</tr>
</tbody>
</table>

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  

- 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    Fields, Jo Anne L  
  Joanne B Dunkin    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 Burens    Vanburens, Mary E  
  Mary Ellen De Lazarus    Delazarus, Mary E  
  John Richard Mc Donald    Mcdonald, John R  
  John Richard Mac Donald    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    Smith Johnson, Mary E  
  Michael Douglas EDISON SMITH    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 (1st, 2nd) 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 3rd   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  Ziple 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

- 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  A&B Construction Co
  PG & G Investment 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  3M
  5050 Referral Inc  5050 Referral Inc

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

  1st Virginia Bank  First Virginia Bank
  12th Street General Partnership  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  Fairfax City
  Town of Vienna  Vienna Town
INDEXING FIRM NAMES

- Always spell out MT and ST.
  
  MT Vernon Realty    Mount Vernon Realty  
  St. Patrick’s Savings Bank    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

• 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.