

Adopted 1/3/06

**OKALOOSA COUNTY
INDEXING GUIDELINES**

FACC RECOMMENDED GUIDELINES FOR INDEXING NAMES AND/OR PARTIES TO OFFICIAL RECORD DOCUMENTS IN FLORIDA

SECTION 1. GENERAL PRINCIPLES

1. CASE

- A. Indexing data may be entered in either lower or upper case characters.
- B. Search criteria may be entered in either lower or upper case characters.
- C. Okaloosa County maintains a capital letter index. All search results will display in upper case characters.

2. CORRECTIONS

- A. Make corrections to the index whenever and wherever necessary.
- B. The index format is maintained consistently through a span of years. i.e.,
2005 and prior = our previous indexing methodologies
2006 and after = as recommended in this document

3. INDEX AS SEEN

- A. Enter the names exactly as you see them on the document.

4. CROSS-INDEXING RELATIONSHIPS/CAPACITIES

- A. Use common sense when cross-indexing by name variations (e.g., a/k/a, f/k/a).
- B. The relationship or capacity title of a corporation carries over from the new name to the old name or vice-versa.
Ex: JPMorgan Chase Bank as Trustee
f/k/a The Chase Manhattan Bank
Post as: JPMorgan Chase Bank Trustee
Chase Manhattan Bank Trustee
(Same rule applies for indexing individual names.)

5. NAMES TO INPUT

- A. Input all involved parties' names as stated and/or signed on the document.
Exceptions: Unless it is the only name provided on the document, do NOT enter the name authorized to sign o/b/o a company or organization, such as: Officer, Secretary, Manager, Agent, Owner, General Partner, Notary, or witness(es).
- B. Do input names stated and signed, but not acknowledged.
- C. For money Orders and Judgments, input ALL party names as stated in the style and body of the document. i.e., go beyond the case style and into the document. Do NOT index names on an exhibit or attachment, unless it is a multi-party government lien with the attachment serving as the party identifier. i.e., Resolutions Assessing Fines, etc. Do NOT index children's names on Family Court Papers. Do NOT index attorney's name(s), Officer's name(s), Judge's name, or Clerk (or Deputy) name.
- D. Ignore "global identity" names (God, Jesus, U.S. Presidents, United States of America, Judges, Other Parties, Other Tenants, Self, Unnamed Spouse, etc.) Do NOT ignore John Doe, Jane Doe, as they are proper names.

6. NUMBERS

- A. Arabic numbers stay as numbers (e.g., 1, 2, 3, 4, 5, 6, etc.)
- B. Roman numerals stay as Roman numerals (e.g., I, II, III, IV, X, etc.)

7. ABBREVIATIONS

- A. Never abbreviate a name, whether a business name or an individual's name. If the business name is First National Title and Escrow Corp, enter it exactly as it appears on the document.
- B. Never abbreviate the first name entered, unless it is abbreviated on the document. i.e., St. Cloud, Ft. Walton, St. Augustine, FL., AL., etc. Do NOT cross-index.
- C. Regularly abbreviate if the last word is as follows:
 - Association = ASSN
 - Corporation = CORP
 - Incorporated = INC
 - Company = CO
 - Limited = LTD
 - Limited Liability Company (or L.L.C.) = LLC
 - Limited Partnership (or L.P.) = LP
 - National Association (or N.A.) = NA

SECTION 2. INDEXING INDIVIDUAL NAMES

8. NAMES OF INDIVIDUALS

- A. Format: LASTNAME FIRSTNAME MIDDLENAME/INITIALS SUFFIX
PROF/OCCUPATIONAL TITLE CAPACITY TITLE.
- B. Do NOT use prefix titles (Mr., Mrs., Ms., Dr.)
- C. Do NOT use honorary titles (The Honorable, Reverend, Colonel, etc.)
- D. Do ADD professional/ Occupational Titles (MD, PhD, JD, CPA, MDPA, Clerk of Courts). FOR ALL PAPERS.
- E. Do ADD Suffix titles (Jr., Sr., II, III, IV).
- F. Do ADD "capacity" titles (Trustee, Personal Representative, Guardian, etc.) These titles may be abbreviated as needed for space reasons. *Refer to Section 4. Relationships/Capacities Abbreviations

9. PUNCTUATION MARKS AND SYMBOLS

- A. Do NOT use punctuation marks or symbols.
- B. If there is a possessive apostrophe (’), remove it and leave NO space (e.g., Joe’s becomes JOES).
- C. If there is a period (.), remove it and leave ONE space. (The only exception arises in the case of a web company (e.g., Bank.com) where the period would be used.
- D. If there is a comma (,) remove it and leave ONE space.
- E. If there is a hyphen (-) remove it and leave ONE space. (Exceptions: if the hyphen appears in a surname (e.g., Ross-Jones Apothecary stays ROSS-JONES APOTHECARY, and Susan A. Barnaby-Smith stays BARNABY-SMITH SUSAN A. This includes hyphens in first names.
- F. If there is a slash (/), remove it and leave ONE space.
- G. Replace the word "and" with the ampersand (&) symbol in ALL instances.

10. SINGLE WORD NAMES

A. Index as LASTNAME FIRSTNAME MIDDLENAME/INITIALS SUFFIX CAPACITY TITLE

Appears on document as:

Richard and Sarah Marshall

John J. Brown

Dorothy Brown

William Samuel Jones, III

J.R. Smith

Index as:

MARSHALL RICHARD

MARSHALL SARAH

BROWN JOHN J

BROWN DOROTHY

JONES WILLIAM SAMUEL III

SMITH J R

NOTE: Avoid the use of "MR" and "MRS". Use only when first name for the individual is not set out.

Mrs. John J. Brown

BROWN JOHN J MRS

Mr. And Mrs. Brown

BROWN MR

BROWN MRS

Richard Marshall and Spouse

MARSHALL RICHARD

MARSHALL SPOUSE

Frank Smith & Spouse

SMITH FRANK

SMITH SPOUSE

Mr. & Mrs. John Diaz

DIAZ JOHN

DIAZ JOHN MRS

B. Last Name Prefixes and Compound Names

Appears on document as:

Mary Der Kegain

Index as:

DER KEGIAN MARY

Harold McCoy

MCCOY HAROLD

John Mac Donald

MAC DONALD JOHN

John MacDonald

MACDONALD JOHN

Walter Van de Kamp

VAN DE KAMP WALTER

Ted de Grazia

DE GRAZIA TED

John L. St. George

ST GEORGE JOHN L

Jean Saint Martin

SAINT MARTIN JEAN

Dorothy Ste. Maria

STE MARIA DOROTHY

Diane de la Varga

DE LE VARGA DIANE

C. Hyphenated Last Names of Individuals

Do NOT remove the hyphen, including first names.

Appears on document as:

Cecil P. Spring-Rice

Index as:

SPRING-RICE CECIL P

Blanche Duff-Gordon

DUFF-GORDON BLANCHE

Karen-Marie Diego

DIEGO KAREN-MARIE

D. Common Middle Name or Two Word Last Name with No Hyphen

Do NOT cross index.

Appears on document as:

Joyce Martin Gray

Index as:

GRAY JOYCE MARTIN

Hernando Gomez Gonzalez

GONZALEZ HERNANDO GOMEZ

E. Individual Names Beginning with Honorary Titles

Any known Honorary Title should be ignored.

<i>Appears on document as:</i>	<i>Index as:</i>
Rev. John W. Jones	JONES JOHN W
Captain Robert Baker	BAKER ROBERT
The Honorable Roy Jones	JONES ROY

F. Individual Names Ending with Professional Title

<i>Appears on document as:</i>	<i>Index as:</i>
Betty R. Smith, CPA	SMITH BETTY R CPA
Norma Jane Baker, MD	BAKER NORMA JANE MD
Judson Starr, Esq.	STARR JUDSON ESQ
Robert Baker, Officer	BAKER ROBERT OFFICER
Karen Osborne, RN	OSBORNE KAREN RN

G. Individual Names ending with Capacity Title

Capacity titles should be indexed, although they can be abbreviated, as necessary, for space reasons.

See Relationships list attached at end of Indexing Guidelines:

<i>Appears on document as:</i>	<i>Index as:</i>
Judson Starr, Guardian	STAFF JUDSON GUARDIAN
William R. Jones, Trustee	JONES WILLIAM R TRUSTEE
Betty B. Tate, Individually and as Trustee	TATE BETTY B INDIVIDUALLY TRUSTEE

H. If it appears to be a nickname and is typed or signed, DO NOT post variations.

<i>Appears on document as:</i>	<i>Index as:</i>
James (Jim) Smith	SMITH JAMES JIM
George "Rocky" Brown	BROWN GEORGE ROCKY
Mary (Smith) Brown	BROWN MARY SMITH

I. Foreign Names

Index Last Name as Surname and other names in order shown

<i>Appears on document as:</i>	<i>Index as:</i>
Federico Sanchez Martinez	MARTINEZ FEDERICO SANCHEZ
Magda Maria de Sanchez	DE SANCHEZ MAGDA MARIA
Tuey Far Low	LOW TUEY FAR
Bill Soo Hoo	HOO BILL SOO
King Chana	CHANA KING

J. Also Known As or Formerly Known As Names (a/k/a and f/k/a)

<i>Appears on document as:</i>	<i>Index as:</i>
Mary Smith Brown a/k/a Mar Smith	BROWN MARY SMITH SMITH MAR
Jean W. Jones a/k/a Jean Jones	JONES JEAN W JONES JEAN
Adele Pinkerton f/k/a Adele Targington	PINKERTON ADELE TARGINGTON ADELE

K. If an individual's name is abbreviated on an instrument, Index as seen.

Appears on document as:

Chas. Jackson
Wm. Gardner
Geo. Partington
Rbt. Robinson

Index as:

JACKSON CHAS
GARDNER WM
PARTINGTON GEO
ROBINSON RBT

L. If there are multiple *unidentified* parties, index the individuals shown and add the phrase "et al".

Ringo Starr et al

STARR RINGO ET AL

SECTION 3. INDEXING CORPORATION/ORGANIZATION NAMES

1. NAMES OF CORPORATIONS/ORGANIZATIONS

- A. Index as seen/shown.
- B. Avoid abbreviations.
- C. Never abbreviate the first word, unless it is as it appears on the document. i.e., St. Cloud, Ft. Walton, St. Augustine, etc. Do NOT post as a variation.
- D. Ignore "The" at the beginning of a name.
- E. Do NOT ignore "A" at the beginning of a name.

2. PUNCTUATION MARKS AND SYMBOLS

- A. Avoid Punctuation marks and symbols. Use only if it's a part of the company name / Corporate Identity. i.e., B@NK.COM
- B. If there is a possessive apostrophe ('), remove it and leave NO space (e.g., Joe's becomes JOES).
- C. If there is a Period (.), remove it and leave ONE space. The only exception arises in the case of a web company (e.g., Ditech.com) where the period would be used.
- D. If there is a comma (,), remove it and leave ONE space.
- E. If there is a hyphen (-), remove it and leave ONE space. The only exception is if the hyphen appears in a surname (e.g., Ross-Jones Apothecary stays ROSS-JONES APOTHECARY, and Susan A. Barnaby-Smith stays BARNABY-SMITH SUSAN A. This includes hyphens in first names.
- F. If there is a slash (/), remove it and leave ONE space.
- G. Replace the word "and" with the ampersand (&) symbol.

3. Company Names Containing Given Names or Initials

Appears on document as:

A.L. Johnson Corporation
J and A Smith Co.
Marshall Holmes Bean Co.
Marshall Field & Co.
Montgomery Ward & Co.
J.C. Penney
B.W. Paper Box Corp
Virginia Insurance Corporation
Cecil W. Spring-Rice Title Co
ABN AMRO Mortgage Group, Inc
JPMorgan Chase Bank
David Mac Donald Escrow
Robert Stevens Roofing
DiTech.com
Net.B@nk
H.L.O.T. Family Trust
BMCR, LLC

Index as:

A L JOHNSON CORP
J & A SMITH CO
MARSHALL HOLMES BEAN CO
MARSHALL FIELD & CO
MONTGOMERY WARD & CO
J C PENNEY
B W PAPER BOX CORP
VIRGINIA INSURANCE CORP
CECIL W SPRING-RICE TITLE CO
ABN AMRO MORTGAGE GROUP INC
JPMORGAN CHASE BANK
DAVID MAC DONALD ESCROW
ROBERT STEVENS ROOFING
DITECH.COM
NET.B@NK
H L O T FAMILY TRUST
BMCR LLC

4. Company names containing hyphens, commas, apostrophes, slashes, or the word “and”.

- Index with hyphen if a proper name and without a hyphen if not a proper name.
- Drop commas, apostrophes, periods, slashes, and “The”.
- Replace the word “and” with the ampersand (&).

Appears on document as:

Scripps-Booth Company
Romar, Cooke, and Jones Inc.
O’Malley and Johnson, Inc.
Liggett and Meyers Corporation
Bar-B-Q Pit of Florida
Ed’s Bar-B-Que
Neiman-Marcus
The Fish Net
A Cut Above Haircuttery
W-G Development Corp
D/L Aluminum Products Inc.
McPherson’s Pharmacy
Joe D’Andre’s 1980’s Bar
AAA Automotive Repair Shop
First Place Title Company L.L.C.
Second Chance Blessings, LLC

Index as:

SCRIPPS-BOOTH CO
ROMAR COOKE & JONES INC
OMALLEY & JOHNSON INC
LIGGETT & MEYERS CORP
BAR B Q PIT OF FLORIDA
EDS BAR B QUE
NEIMAN-MARCUS
FISH NET
A CUT ABOVE HAIRCUTTERY
W G DEVELOPMENT CORP
D L ALUMINUM PRODUCTS INC
MCPHERSONS PHARMACY
JOE DANDRES 1980S BAR
AAA AUTOMOTIVE REPAIR SHOP
FIRST PLACE TITLE CO LLC
SECOND CHANCE BLESSINGS LLC

5. Coined Names and Trade Names

Appears on document as:

Sam the Tailor
Rose Hill Memorial Park
Captain Post’s Shoe Co.
Mr. Paul’s Fashions
Sir Walter Raleigh Motel

Index as:

SAM THE TAILOR
ROSE HILL MEMORIAL PARK
CAPTAIN POSTS SHOE CO
MR PAULS FASHIONS
SIR WALTER RALEIGH MOTEL

6. Names using numbers, symbols, and letters

Delete hyphens (unless a proper name), slashes, apostrophes, etc.

Appears on document as:

A-1 Auto Parts
D/3 Motor Oil, Inc
Eiger's Rte 85 Truck Stop
1-Hour Photo
\$1 Store
Dollar Store
1-4 Pass-the-Buck, Inc
Proviso IV Company

Index as:

A 1 AUTO PARTS
D 3 MOTOR OIL INC
EIGERS RTE 85 TRUCK STOP
1 HOUR PHOTO
\$1 STORE
DOLLAR STORE
1 4 PASS THE BUCK INC
PROVISO IV CO

7. Geographic / Directional Words in a Name

Appears on document as:

North East Canal Corp
Southeast Water Company
5010 W. Kennedy Associates
124 NW OBT, Inc.

Index as:

NORTH EAST CANAL CORP
SOUTHEAST WATER CO
5010 W KENNEDY ASSOCIATES
124 NW OBT INC

8. Location/Directional Words in a Company Name.

Appears on document as:

Crown Savings Bank of Iowa
Bank of Brandon at Lutz
Robinson's of Florida
Pacific Finance Co., San Diego
Steel and Iron Co., Dallas
First Baptist Church, Orlando

Index as:

CROWN SAVINGS BANK OF IOWA
BANK OF BRANDON AT LUTZ
ROBINSONS OF FLORIDA
PACIFIC FINANCE CO SAN DIEGO
STEEL & IRON CO DALLAS
FIRST BAPTIST CHURCH ORLANDO

9. United States Government (Federal, State, County, Municipal) Agency Names

Appears on document as:

Clerk of the Circuit Court
State of Florida
State of Florida Department of Revenue
State of Florida Department of Corrections
State of Florida Department of Environmental Protection
Department of the Treasury Internal Revenue Service
State of Florida Department of Health and
Rehabilitative Services
Office of the Comptroller Department of Banking And
Finance
Florida Department of Children & Families
Okaloosa County Sheriff
City of Destin
City of Crestview
Board of County Commissioners
City of Fort Walton Beach
State of Florida Department of Transportation
Okaloosa County Tax Collector
Okaloosa County School Board

Index as:

Clerk of Circuit Court
Florida State of
Florida Department of Revenue
Florida Department of Corrections
Florida Department of Environmental Protection
IRS
Florida Department of Health & Rehabilitative Services
Florida Comptroller Department of Banking & Finance
Florida Department of Children & Families
Sheriff of Okaloosa County
Destin City of
Crestview City of
Board of County Commissioners
Fort Walton Beach City of
Florida Department of Transportation
Tax Collector of Okaloosa County
School Board of Okaloosa County

10. Indexing Trust Names

*Multiple Party/Same Last Name Trusts – LAST NAME FIRST. Multiple Party / Different Last Names, Index exactly as it appears on the document. As all Trust Agreements are Agreements, there is no need to enter the word “Agreement”.

Appears on document as:

Lila Mae and Bubba Jay Crotchet Revocable
Living Trust Agreement

Blue Family Trust

Elmer Fudd Revocable Trust Agreement

Billie Bob Thoroughgood and Angelina Jo Pitts
Revocable Trust

Index as:

Crotchet Lila Mae & Bubba Jay Revocable Living
Trust

Blue Family Trust

Fudd Elmer Revocable Trust

Billie Bob Thoroughgood & Angelina Jo Pitts
Revocable Trust

SECTION 4. RELATIONSHIP AND CAPACITY TITLES

INDEX AS IT APPEARS ON THE DOCUMENT

ADMIN	ADMINISTRATOR (TRIX) AGENT (FOR <u>LAW</u> PAPERS)
ATTY	ATTORNEY BANKRUPT CONSERVATOR CONSERVATORSHIP CONTRACTOR (If all that is given) DECEASED
ESQ	ESQUIRE
EST	ESTATE EXECUTOR (TRIX)
GP	GENERAL PARTNER(S) GUARDIAN GUARDIANSHIP
IND	INDIVIDUALLY (Must have another relationship after this) LIQUIDATOR
MGR	MANAGER (If all that is given) MR (If all that is given) MRS (If all that is given) NEXT OF FRIEND (If all that is given) NEXT OF KIN (If all that is given) OFFICER (If all that is given) OWNER (If all that is given) PARTNER(S) (If all that is given)
PR	PERSONAL REPRESENTATIVE
PRES	PRESIDENT (If all that is given) RECEIVER RN (If all that is given) SECRETARY (If all that is given) SPECIAL MASTER SURVEYOR TREASURER (If all that is given)
TR	TRUSTEE
VP	VICE PRESIDENT (If all that is given)
IND TR	INDIVIDUALLY TRUSTEE
IND PR	INDIVIDUALLY PERSONAL REPRESENTATIVE
IND TR PR	INDIVIDUALLY TRUSTEE PERSONAL REPRESENTATIVE (Whichever is 1 st)
IND PR TR	INDIVIDUALLY PERSONAL REPRESENTATIVE TRUSTEE (Whichever is 1 st)

SECTION 5. ENTERING LEGAL DESCRIPTIONS, COMMENTS, CASE NUMBERS, AND DOC LINKS.

1. Legal Descriptions In The Comments Field

Recorded/Subdivided Legals (Do not use unrecorded plat information.)

DEVELOPMENTNAME PHASE# BLOCK# LOT# UNIT#

Metes & Bounds

RANGE TOWNSHIP SECTION only

We should not enter "See Document".

Use "etc" for portions of a legal description

No other entries or comments should be entered into the "Comments" field. i.e., Comments further describing a court paper or affidavit, comments regarding money judgment amounts, etc.

2. Case Numbers

Future success of automated processes (interfacing systems) will require us to enter case numbers in a standardized syntax / standardized naming convention. We are encouraged to begin with this practice now. Standard case file syntax is:

2005 CA 001234 (4digityear space casetype space 6digitcasenumber)
2002 DR 000021

3. Doc Links

The Doc Link field allows the entry of either the (Okaloosa County) Book/Page or the (Okaloosa County) Clerk's File Number. The entry of either of these numbers will "Link" this document to the previously recorded document you are referencing. This system will not, however, link forward.

- Assignments and Modifications – enter all referenced B/Ps.
- Mortgages without a Deed immediately preceding almost always reference the Deed's B/P, usually in or around the legal description. Do pick this up.
- Terminations / Releases / Satisfactions – Enter all referenced B/Ps.