

Indexing Standards for Real and Personal Property Records for the State of Georgia

Version 01/01/2018

GEORGIA SUPERIOR COURT CLERKS' COOPERATIVE AUTHORITY



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This document will continue to be updated. Comments and questions are encouraged and are to be directed to: Phil Kobierowski, phil.kobierowski@gsccca.org, 404-327-9058.

1. PURPOSE AND APPLICABILITY

This document sets out the standards for the indexing of entries for all Real and Personal Property instruments by Clerks of Superior Court in the State of Georgia (or their agents) and as a guide for developers of local real estate indexing systems.

Act 820 enacted by the Georgia General Assembly in 2001 (HB 1582) mandated standardization for how all deeds, liens, executions, lis pendens, maps and plats and all other documents concerning or evidencing title to real or personal property are to be recorded and managed by Clerks of Superior Court. This legislation also mandated inclusion of such data into the Statewide Uniform Automated Information System for Real and Personal Property (Statewide Real and Personal Property System) as maintained by the GSCCCA. These Standards take into account this, and all other, applicable legislation affecting records maintained locally and transmitted to the GSCCCA for inclusion into the Statewide Real and Personal Property System.

The purpose of these standards is to benefit all individuals that create, file, use or rely upon Real and Personal Property instruments and indexes as they:

1. Fulfill all known legal requirements of Clerks of Superior Court for indexing such instruments without incurring additional liability¹.
2. Account for and classify the various types of instruments affecting real and personal property.
3. Assure that data elements, including names, are indexed and presented in Georgia consist of proper and standardized information.
4. Assure that the parties indexed represent the parties of interest relating to the instrument.
5. Improve the accuracy of the indexes, providing reliable, usable tools are used to efficiently locate records.
6. Are compatible with, and complement, other industry standards (such as Georgia Title Standards) created and used by those who prepare and file instruments, and by those who must search the indexes.

This document may also be used by the public as a tool for better understanding how to search public records since it contains the Standards used by Clerk of Superior Courts for indexing real and personal property records. This document does not address the requirements relating to the suitability of instruments for recording and assumes instruments being indexed have met all such requirements.

These indexing standards assume that the resulting real property indexes are solely intended to be used to locate particular instruments. All determinations by the public as to the purpose, effectiveness or validity of a recorded instrument should be made after examination of the instrument itself, not the indexes.

These Standards become effective on January 1, 2018. Standards Version 7/9/2008 continues in effect until January 1, 2018.

¹ O.C.G.A. § 15-6-66: "Compliance with such methods and with the rules and regulations relating to indexing established by the Georgia Superior Court Clerks' Cooperative Authority shall not expose the Clerk of the Superior Court to new or additional liability relating to such indexes."

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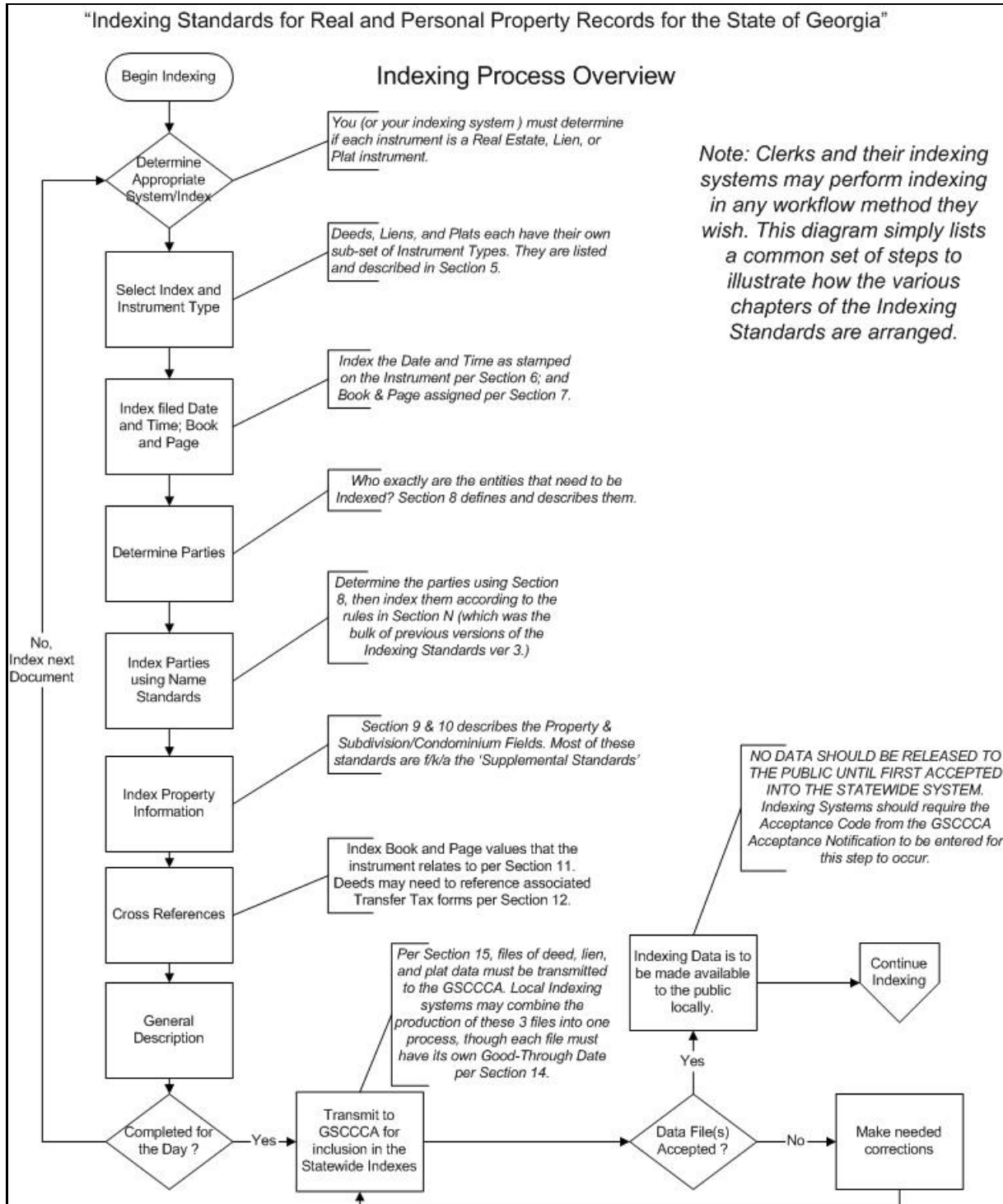
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3. INTRODUCTION

3.1 Structure

To maximize the usability of this document for its readers, it has been intentionally structured to follow a logical sequence of a typical indexing process as shown in the following diagram.



3.2 References (and Related Documents)

'[Real Estate / Lien / Plat] Indexing System Guidelines' or a/k/a '**Guidelines**' refers to the GSCCCA documents: *County [Real Estate/Lien / Plat] Indexing Computer Systems Compliance Guidelines for the Consolidated Georgia Real Estate Indexes Project*. (These documents are a technical reference for vendors or other developers of real estate indexing systems to use to participate in the Statewide Real and Personal Property System.)

O.C.G.A. refers to the Official Code of Georgia Annotated.

Statewide Uniform Automated Information System for Real and Personal Property a/k/a Statewide Real and Personal Property System. Mandated collection of statewide real and personal property records provided for in O.C.G.A. § 15-6-97 and 15-6-98 and maintained by the GSCCCA through their real estate, lien, and plat information systems.

Georgia Title Standards refers to the document produced by the State Bar of Georgia as amended, per O.C.G.A. § 14-5-7(a).

3.3 A Note about Local Indexing Systems and Names of Data Fields

Clerks of Superior Court in Georgia perform the indexing of real and personal property records themselves, by their staff, or through a qualified vendor performing indexing services on their behalf. In all cases, an automated computer system that is provided either by a vendor or by an in-house county computing department is required for the process. These systems present indexers with fields of information for entering (indexing) data from the instrument. All indexing systems are required to undergo a certification process by the GSCCCA to ensure that they meet the requirements to participate in the Statewide Real and Personal Property System². An important requirement of this certification is to present the indexer with the ability to index all fields of information required or presented in this document³.

However, since local systems are different, they may display, name, or label names for the various data fields differently. Therefore, if a Clerk cannot find a field in the system used that is listed in this document, the Clerk is strongly advised to ask their vendor if it is included by a different name. For example, the 'Section' field specified herein may be referred to locally as

² All the requirements that a local indexing system must comply with (for GSCCCA certification) are listed in a document referred to as the *Indexing System Guidelines* (defined under 'References'). This document is provided to all vendors and/or county computing staffs that develop or support real or personal property indexing systems.

³ As of 5/12/2003, the fields required for Real Estate an Liens include: Grantor(s), Grantee(s), type, filed date & time, book, page, general description, land lot(s), district(s), section/gmd(s), subdivision(s) – name, unit, lot, block and subdivision comment, and cross-reference(s)-index, book, and page. For Plats, the fields are caption, filed date & time, type, book, page, description. The *Indexing System Guidelines* documents... described in 'References' further defines and describes these fields along with all other required capabilities of indexing systems.

'GMD' or 'Headright' for a county system in which the county is divided into GMDs (Georgia Militia Districts) and does not have Sections.

Any indexing system that does not provide all fields of information mentioned herein is in violation of GSCCCA certification. Additionally, all certified indexing systems/vendors are required to provide the functionality for indexers to perform all the indexing rules described in this document.⁴

It is possible (and preferred, though not required at time of writing) for indexing systems to provide an automated system for enforcing these Indexing Standards and to provide features to make conformance with the Standards easier on the indexer. As such, certain standards defined herein may not have to be performed by the indexer if the automated indexing system ensures that the standards must be complied with at the time of data entry. However, it is still the responsibility of the indexing entity to assure that all final indexed data revealed to the public or transmitted to the GSCCCA meet all the Indexing Standards.

Unless stated otherwise, references in this document to the entry or entering of information refers to the entry of data into an index and not the data-entry into an indexing system.

⁴ Clerks of Superior Court and public users are encouraged to notify the GSCCCA, Attn Phil Kobierowski (404-894-2552), if they suspect an indexing system does not meet all requirements.

4. GENERAL INDEXING RULES

In order to create the most useful indexes and to assure that the indexing entity has complied with all applicable laws, ALL DATA ON A DOCUMENT THAT CONTAINS INFORMATION APPROPRIATE FOR ANY OF THE FIELDS DESCRIBED HEREIN, SHOULD BE INDEXED AND ENTERED IN THE APPROPRIATE FIELDS ON THE INDEXER'S INDEXING PROGRAM ⁵. Indexers should peruse instruments appropriately for all such pertinent information. (Some fields are not required for acceptance into the Statewide/GSCCCA systems, and will be accepted if blank; however this allowance for omission of data is provided only for situations where data is not present on the instrument.)

⁵ All GSCCCA certified Real Estate indexing systems in Georgia must provide indexers with all fields listed herein to enter. Any that do not may be reported to the GSCCCA.

5. INSTRUMENT TYPES

5.1 Indexes and Book Series

Although most Indexing Standards apply to all real and personal property instruments, there are some indexing standards (and possibly other recording practices outside the scope of this document) that apply differently to three specific groups of instruments. These three groups are:

1. 'Real Estate' (aka 'Deeds' aka 'Grantor/Grantee'),
2. 'Liens' (on real and personal property, and
3. 'Plats (& Maps)'.

County indexing systems have the option to combine their indexes, however it is strongly recommended that real and personal property records be grouped into a separate index and series of books for each of these three. In all cases, the local indexing and recording system must maintain the category that each record is classified into so that appropriate indexes may be produced, appropriate Indexing Standards can be applied, and proper data files may be produced and transmitted to GSCCCA⁶.

This document is structured to provide standards for the three record groups indicated above. Therefore, the first step in indexing is to determine and classify which group an instrument falls into so that the appropriate indexing standards may be applied. Additionally, within real estate, liens, and plats, instruments are further sub-grouped by Instrument Types based on the character of the instrument. It is these Instrument Types (in the lists below) and specific Georgia laws that determine if an instrument falls under either the real estate, lien, or plat category. An instrument may be re-indexed and re-recorded (another unique book and page assigned) into more than one group if the indexer either:

- A. is unsure as to which group it belongs,
- B. feels it performs the function on instruments filed in two or more groups, or
- C. if the indexer wishes to abide by the filer's request that the instrument be indexed into another group and the associated additional filing fees are paid.

Unless otherwise specified, all references in this document to real estate, lien, or plat instruments shall include all allowable Instrument Types specified and categorized below.

The indexing rules for an index apply to all instruments filed in that index.

Instruments being re-indexed as part of the GSCCCA's Historical Re-Indexing Projects (Re-Indexed) must reflect the index where the instruments were initially filed, and use the rules for that index, even if current Standards instruct newly filed instruments to be filed in a different index. For example, a Materialman's Lien Cancellation originally filed in the Real Estate index

⁶ The GSCCCA requires three separate files of real and personal property index data to be transmitted regularly: one for deed, one for liens, one for plats. The process may be done in one step and in one indexing system, as long as the index data for each instrument is in the appropriate group/file.

must be Re-Indexed in the Real Estate index and follow the rules for indexing other Real Estate Cancellations.

5.2 Instrument Types: General

An Instrument Type must be determined for each instrument indexed that best corresponds to the character of the instrument. It is acknowledged that Indexing of an Instrument Type as described herein has no effect on the legal nature of an instrument, nor can it be relied upon to reflect the complete intent of an instrument which can only be determined by an examination of the actual instrument as described in Section 1. The allowable Instrument Types in Georgia are listed below (and also in the *Indexing System Guidelines* so that they may be programmed into all indexing systems). The set of Instrument Types also indicate the various instruments that should be included in the respective Index and Book Series. If an indexer is uncertain as to which Instrument Type best fits a document, or if a document lists or performs the function of two or more Instrument Types, the indexer is encouraged to index the document under multiple Instrument Types^{7 8}. (Doing so does not require re-recording or additional filing fees as long as the instrument maintains only one book and page.)

5.3 Allowable Instrument types for: Real Estate Instruments

Code	Description	Inclusive of the following instruments that pertain to Real and Personal Property:
AFF	AFFIDAVIT	all AFFIDAVITS
AGRE	CONTRACT	all CONTRACTS all AGREEMENTS all AMENDMENTS all MODIFICATIONS except Boundary Line

⁷ It is possible, though not required by GSCCCA, for local indexing systems to have the capability of allowing the indexer to select multiple Instrument Types for a document without having to re-index the entire document a second time.

⁸ The GSCCCA and various local electronic search systems allow users to search for specific Instrument Types. Therefore indexing a document with multiple Instruments Types when applicable will improve the probability that a document will be included in all search results that are applicable to it.

		Agreements (see BL), and SD modifications
ASGN	ASSIGNMENT	all instruments which TRANSFER or ASSIGN rights created by other documents including SECURITY DEED ASSIGNMENT LEASE ASSIGNMENT OPTION ASSIGNMENT (see footnote ⁹ for LIEN ASSIGNMENT)
BKRP	NOTICE OF BANKRUPTCY	any BANKRUPTCY PETITION, SCHEDULES, ORDERS, NOTICES
BL	BOUNDARY LINE AGREEMENT	BOUNDARY LINE AGREEMENTS
BOND	BOND	all BONDS including CRIMINAL BOND BOND FOR TITLE BOND TO RECONVEY (see footnote ¹⁰ for BOND TO DISCHARGE LIEN)
CANC	CANCELLATION	all CANCELLATIONS including SECURITY DEED CANCELLATION. (see footnote ¹¹ for MATERIALMANS, OR OTHER LIEN CANCELLATIONS)
CERT	CERTIFICATION	all CERTIFICATES
CNDO	CONDOMINIUM DECLARATION	all DECLARATIONS OF CONDOMINIUM
COVE	DECLARATION RESTRICTIVE COVENANTS	DECLARATIONS OF COVENANTS, RESTRICTIVE COVENANTS, ENVIRONMENTAL COVENANTS
EASE	EASEMENT	all EASEMENTS
EST	ESTATE DOCUMENTATION	copies of LETTERS OF ADMINISTRATION LETTERS TESTAMENTARY WILLS OTHER ADMINISTRATION DOCUMENT
ESTD	DEED – FROM ESTATE	when not recognizable as a warranty deed or quit claim deed, then all

⁹ Per OCGA 15-6-61 Lien assignments are to be filed in the Lien index as of January 1, 2004.

¹⁰ Per OCGA 15-6-61 Bonds to discharge liens are to be filed in the Lien index as of January 1, 2004.

¹¹ Per OCGA 15-6-61 Cancellation of Materialmans or other liens are to be filed in the Lien index as of January 1, 2004.

		CONVEYANCES from ESTATES including: ADMINISTRATORS DEED ADMINISTRATRIX DEED DEEDS OF ASSENT EXECUTORS DEED EXECUTRIX DEED
FCD	DEED – FORECLOSURE	DEEDS UNDER POWER OF SALE MORTGAGE FORECLOSURE DEEDS
GIFD	DEED OF GIFT	any GIFT DEED when not recognizable as a warranty deed or quit claim deed
GOMD	DEED – GAS, OIL, MINERAL	when not recognizable as a warranty deed or quit claim deed, then: all GAS DEEDS all OIL DEEDS all MINERAL DEEDS
GOML	LEASE – GAS, OIL, MINERAL	all GAS LEASES all OIL LEASES all MINERAL LEASES
LEAS	LEASE	any LEASE except gas, oil or mineral
LIEN ¹²	LIEN	LIENS EXCEPT MATERIALMANS, MECHANIC, and HOSPITAL LIENS (see footnote)
MISC	MISCELLANEOUS	instruments fitting no other category
ML ¹³	MATERIALMANS LIEN	See footnote for MATERIALMANS LIENS And MECHANICS LIENS on realty
NOT	NOTICE	all NOTICES (unless they serve the obvious purpose of another instrument type) all UCC 2's
OPT	OPTION	all OPTIONS all OPTIONS TO PURCHASE all OPTION TO LEASE all OTHER OPTIONS
ORD	COURT ORDER	COURT ORDER pertaining to title to land including: CONDEMNATIONS REGISTRATION OF TITLE

¹² Per O.C.G.A. 15-6-61, as of January 1, 2004, Liens on Real and Personal Property are to be indexed in the Lien Index. Upon filers' request, Liens on Real Property may be ADDITIONALLY filed in the Real Estate index upon receipt of appropriate additional filing fee (as stated herein).

¹³ Per O.C.G.A. 15-6-61 Liens on Real Property are to be indexed in the Lien Index. Upon filers' request, Liens on Real Property may be ADDITIONALLY filed in the Real Estate index upon receipt of appropriate additional filing fee.

		PARTITION YEARS SUPPORT NO ADMINISTRATION NECESSARY OTHER COURT ORDER
POA	POWER OF ATTORNEY	POWER OF ATTORNEY
QCD	QUIT CLAIM DEED	all QUIT CLAIM DEEDS all CORRECTIVE QUIT CLAIM DEEDS all AMENDED QUIT CLAIM DEEDS
REGD	TITLE REGISTRY TRANSFER ¹⁴	CONVEYANCES of previously REGISTERED TITLES
REL	RELEASE	all RELEASES all PARTIAL RELEASES ON SECURITY DEEDS
RPOA	REVOCAION OF POWER OF ATTORNEY	REVOCAION OF POWER OF ATTORNEY
RWD	RIGHT OF WAY DEED	all RIGHT OF WAY DEEDS
SD	SECURITY DEED	all SECURITY DEEDS all DEEDS OF TRUST TO SECURE DEBT all MORTGAGES all SECURITY DEED MODIFICATIONS
SHFD	SHERIFF'S DEED	all SHERIFF'S DEEDS except tax deeds
TAXD	TAX SALE DEED	all TAX SALE DEEDS
TIMD	TIMBER DEED	all TIMBER DEEDS
TIML	TIMBER LEASE	all TIMBER LEASES
TRSD	TRUSTEE'S DEED	when not recognizable as a warranty deed or quit claim deed, then: all DEEDS FROM A TRUSTEE all TRUST ESTABLISHMENT INSTRUMENTS all DEEDS OF CONSERVATORSHIP or CONSERVATOR'S DEEDS
WD	WARRANTY DEED	all WARRANTY DEEDS all LIMITED WARRANTY DEEDS all CORRECTIVE WARRANTY DEEDS

¹⁴ The terms "Title Registry" and "Registered Title", and the use of instrument type "REGD" refer to the *rarely* used provisions of the "Land Registration Law" as defined in O.C.G.A. 44-2-40 et seq and are not to be confused with other types of deeds.

5.4 Allowable Instrument Types for: Lien Instruments

Pursuant to the provisions of Section 1 and 5 of 2001 HB 1582, Act 820, all liens filed on or after January 1, 2004, must be “filed, indexed on a computer program for such purpose, and permanently recorded, in the manner provided in Code Sections 15-6-61 and 15-6-66.” Liens are defined by Section 5 as provided in Code Sections 15-19-14, 44-14-320 and 44-14-602 and shall include all liens provided by state or federal statute. O.C.G.A. § 15-6-61 (a)(4)(C) provides that, “when any other law of this state refers to a general execution docket, lis pendens docket, or attachment docket, such other law shall be deemed to refer to the docket or other record or records provided for in” said subparagraph.

All lien instruments must be assigned to one of the following allowable Instrument Types for liens:

Code	Description	Inclusive of the following instruments that pertain to Liens
AFF	Affidavit	Affidavits relating to liens.
AGRE	Agreement	Any agreement affecting a lien. Does not apply to agreements affecting security deeds or other instruments conveying or encumbering real property.
ASGN	Assignment	Any assignment of a lien. Does not apply to assignments of security deeds or other instruments conveying or encumbering real property. Index the debtor, and index the old and new claimant as Claimant parties.
CANC	Cancellation	Cancellation of any lien herein.
FIFA	FIFA (writ of fieri facias)	All FiFas including Nulla Bonas for FiFas, child support FiFas, Alias FiFas, Tax FiFas, etc.
FTL	Federal Tax Lien	All FTLs including ‘Revocation of FTL Releases’.
LEVY	Levy	Any type of levy upon real or personal property.
LIEN	Lien	Liens against real estate, non-real estate, intangible, or other property that cannot be better described by the other instrument types listed herein. Does not include hospital liens (see note 3 below), which may not be commingled with other liens and must be recorded in a separate index.
LP	Lis Pendens	All parties are typically indexed as both Direct and Reverse parties.
MISC	Miscellaneous	Use for instruments that can not be classified into any of the other Types listed
ML	Mechanic’s and Materialman’s Lien	Any instrument provided for in O.C.G.A. § 44-14-361.1, et seq.
NOT	Notice	All Notices including “Notice(s) of Commencement” and “Hospital Liens” pursuant to O.C.G.A. § 44-14-470 et seq ¹⁵ ; except for instruments that serve the

¹⁵ “Hospital Liens” pursuant to O.C.G.A. § 44-14-470 et seq typically refer to claims on future awards to an injured party from the party that injured them and are to be indexed as “NOT”. However, litigated liens

		obvious purpose of another instrument type; for example "Notice of Lis Pendens" should be indexed as "LP".
ORD	Order	Judgments or court orders not required to be filed and indexed in real estate records.
PNL	Preliminary Notice of Lien Rights	Instruments filed pursuant to O.C.G.A. § 44-14-361.3.
PPL	Personal Property Lien	Liens for tangible personal property
REL	Release	All releases (including partial releases) of liens filed in the lien index including 'Discharge(s) of FTLs', Bonds that release liens.

Important Notes:

1. Nulla Bona: Index these under the same instrument type as the lien the Nulla Bolla applies to. (Typically this is a Fi. Fa.). Index date and time from the Clerk's stamp – not the filer's stamp.
2. Instruments that amend previously filed documents (Amendments) are to be indexed as the same instrument type as the document they amend.

5.5 Allowable Instrument Types for: Plat & Map Instruments

Code	Description & Instruments to include
PLAT	Generic maps and plats (all maps and plats except those specifically listed below)
CPLT	Condominium Plats
FLPL	Condominium and other floor plans

from hospitals or medical care facilities do not fall in this category and should be indexed under their appropriate instrument type. Please refer to the above code section.

6. FILED DATE AND TIME

The date of filing and time of filing must be indexed for each real estate, lien, and plat instrument. This date and time must match the values stamped on the instrument.

The indexer should enter the exact filed date and time as recorded on the document. All recording agencies should stamp the first page (at least) of each instrument with the filing date and time¹⁶.

¹⁶ The current indexing format for filed date in the Statewide indexes is: mm/dd/yyyy; for filed time: hh:mmA/PM. Example: "07/28/2002", "03:59PM." However indexing systems may accept the date & time in various formats then convert it to conform to this format when printed or transmitted to the GSCCCA. (See *Indexing System Guidelines* for more details regarding the official format.)

7. BOOK AND PAGE

7.1 Indexing Book and Page Values

The book and page number as stamped on the first page of the instrument must be indexed. The book and page for an instrument must:

- A. Be sufficient to locate the physical instrument in the courthouse,
- B. Fit all book and page field length and allowable character restrictions in the applicable *Indexing System Guidelines* as defined in 'References'. (Book and Page values may contain letters and numbers and a dash if separating two letters or two numbers only.)
- C. Be unique from all other instruments within an index or series of books.

7.2 Special Considerations for Plats

To accommodate the various methods unique to plat storage locally, the following requirements and recommendations have been developed:

For plats stored in books it is recommended to simply use a 5-character book field and 4-character page field.

For plats stored in standard cabinets, it is recommended that the cabinet number be used in the 5-character book field, and the slide along with a letter representing the plat (on the slide) be entered in the page field. For example: "Book 10 Page 3B" would represent cabinet 10, the third slide in the cabinet, the second plat on that slide.

To accommodate counties where the method recommended above will not suffice (such as non-standard cabinets or counties with both books and cabinets), a different convention for determining what values to use in the book and page fields may be used. In such case, where unavoidable, the Book field may be expanded up to 9 characters. However:

In ALL cases for plats, a convention used to determine book and page field values for each county must be determined and used consistently that:

- A. Will suffice for all current and future plats (and the allowable plat instrument types listed herein) filed in the county,
- B. Be sufficient to locate the physical plat in the courthouse,
- C. Fit all book and page field length and allowable character restrictions as defined herein,
- D. Correlate to a specific, unique plat image file that was, will, or may be sent to the GSCCCA for inclusion in the Statewide Real and Personal Property System, and
- E. Match the book and page values that are stamped on the plat and used for cross-referencing of and by other instruments.

8. PARTIES

8.1 GENERAL PRACTICE for all Instruments

8.1.1 Indexing Party Names

The names of all parties to an instrument must be indexed and all party names are to be indexed using the rules defined in the section "N- NAMES: INDEXING PARTY NAMES" later in this document.

8.1.2 Identifying Parties

The indexer must review the content of the instrument to determine all the appropriate parties to be indexed. Unless otherwise stated herein, indexers should scan the whole instrument to determine all parties and enter all variations of party names.

When the appropriate parties, per the guidance and definitions in this section, are not identifiable on the instrument, the indexer is to refer to and index the parties per Appendix C, *Comprehensive Cross Reference to Instrument Types* located in this document. When the parties presented on the instrument, per the guidance and definitions in this section, differ from the parties per Appendix C, the indexer is to index the parties per the instrument and guidance in this section, and may optionally enter additional parties indicated in Appendix C.

For example: if a Security Deed contains:

"MERS" is Mortgage Electronic Registration Systems, Inc. MERS is the grantee under this Security Instrument. "Lender" is Peachtree Bank.

The required grantee names to index are:

MERS (the grantee as purported by the instrument)
MORTGAGE ELECTRONIC REGISTRATION SYSTEMS INC (per "N2.5 Additional Names")¹⁷

Optionally,

PEACHTREE BANK

may additionally be indexed as a grantee since 'lender' is listed in Appendix C as a party type to security deeds.

8.1.3 Additional Entries

When an indexer is uncertain about the nature of a party, additional entries should be indexed to assure all possible relevant parties are indexed. However, this should not be an excuse for not

¹⁷ Indexing systems often use 'name tables' tools to assist indexers with indexing common, long, names.

following the rules of the *Indexing Standards*. For example, an indexer should not index a party multiple times simply because he/she can not remember the *Indexing Standards*.

Haphazardly creating 'additional entries' that do not conform to the Indexing Standards creates inconsistencies in the data, causes the local and statewide database to grow, diminishes response time for searches, and requires public users to spend more time searching and retrieving records.

8.1.4 Requested Entries

In the event that the recording party requests specific indexing entries for a document, the Clerk may honor such requests, but should also enter the party names according to these standards.

8.2 Real Estate (parties)

8.2.1 Appropriate Parties

For all Real Estate instruments, all parties presented as Grantors (or 'party of the first part' or 'mortgagor') and Grantees (or 'party of the second part' or 'mortgagee') are the appropriate parties to be indexed. For each Real Estate instrument, at least one party must be indexed as a Grantor and at least one party must be indexed as a Grantee.

(Certain Real Estate instruments that satisfy other instruments, such as cancellations of Security Deeds, require the Grantor and Grantee parties to be reversed from the instrument being satisfied. This standard is opposite of the equivalent Standards for lien instruments. Indexes with combined Real Estate and Lien instruments -- an allowed but not recommended method; must give careful consideration to how this is to be conveyed in their indexes.)

8.2.2 Deeds

Specifically for DEED instruments, every variation of a party name should be entered when shown by:

1. A printed or typed party name in the caption of the instrument;
2. A printed or typed party name in the introductory statements of an instrument defining parties;
3. A printed or typed party name appearing above or below a signature;
4. Any legible party signatures.

Entry of party names appearing in any corporate seal is optional.

(This provides that the document would be scanned at the caption, introductory statements and signatures and that each variation of any party name at those locations be entered. If differences appear between a typed or printed party name and the name as legibly signed, each should be entered separately.)

8.2.3 Affidavits – Statutory

Affidavits relating to the clarification or establishment of title to land shall be indexed in the name of the purported owner(s) of the property as shown in the caption of such affidavit. Each such owner's name shall be entered as both a grantor and a grantee. In the event the instrument does not specify an owner(s) in the caption or other obvious location, the affidavit shall be indexed in the name of the affiant.

O.C.G.A. 44-2-20 provides a specific process in regard to the indexing of affidavits relating to the title to property. First the code provides that every such affidavit shall contain a caption naming the current owner(s) of the property. Second, the code requires the Clerk to index the document in the name of the purported owner as shown by the caption in both the grantor and grantee indexes.

8.2.4 Affidavits - Other

Affidavits not relating to the clarification or establishment of title to land, but to establish some other fact should be scanned by the indexer to determine the party or parties to be indexed.

Some lending institutions record affidavits for the purposes of reflecting additional advances under security deeds and for the purpose of paying additional intangible taxes due on such advances. Occasionally other affidavits may be filed for various purposes not directly involving the ownership or title to land. When such documents are filed the Clerk should use reasonable care to scan the document to determine the appropriate parties to be indexed.

Certain affidavits and other documents may not have both a grantor and grantee. If the indexer cannot determine the party status, then party name(s) presented shall be entered as both a grantor and a grantee.

8.2.5 Assignments

For Security Deed Assignments, indexers should additionally index the borrower as additional grantor.

8.3 Liens (parties)

Per O.C.G.A. (Section 5 of 2001 HB 1582, Act 820) provides that, when indexing liens, the Clerk shall enter the names of debtors in the index in the manner provided for names of grantors conveying real estate in subsection (b) of Code Section 15-6-66 and the names of creditors or claimants in the manner as provided therein for names of grantees making such conveyances.

As such, liens instruments require the indexing of the following Appropriate Parties: 'Direct Party (debtor)' and 'Reverse Party (claimant)'. Additional required and optional parties to be indexed are provided in Section 8.1. One of each party type is required to be indexed for every lien instrument.

The indexer is responsible for determining the nature of the party based upon the content of the document. The 'Direct Party (debtor)' is the party the lien instrument purports a claim is placed against. The 'Reverse Party (claimant)' is the party the lien instrument purports a claim is for, or awarded to¹⁸. Some lien instruments refer to parties as 'Plaintiff' and 'Defendant', however it should not be assumed that these terms always correlate to the person(s) the lien is placed by or claimed by. The content of the document must be used to determine the appropriate parties.

Important Notes regarding parties for lien instruments:

1. The 'Direct Party (debtor)' should always be the party against whom a lien is purported to be (or has been) placed; even for cancellations and releases. (This standard for cancellations and releases, etc is the opposite of the equivalent standard for real estate instruments. Local indexes with combined real estate and lien instruments – an allowed but not recommended method; must give careful consideration to how this is to be conveyed in an index.)
2. Certain lien instruments such as lis pendens and affidavits may require all party names to be indexed as both parties; however, when a lis pendens or an affidavit is filed, if there is a clear 'Direct Party (debtor)' and a 'Reverse Party (claimant)', the names should be indexed accordingly.
3. Indexing systems are required to allow indexing multiple names for both types of parties, and allow indexers to distinguish between the two.
4. Certain Civil case judgments, where there has been a winning counter-claim awarded, for example, may require the Defendant to be indexed as the 'Reverse Party (claimant)' and the Plaintiff to be indexed as the 'Direct Party (debtor)'. Certain other judgments may require Plaintiff and Defendant to be indexed as both party types.
5. Assignments require the entity that the lien is against to still be indexed as the 'Direct Party (debtor)' but BOTH claimants (pre-assignment and post-assignment) are to be separately indexed as 'Reverse Party (claimant)'s. In the unique situation where a Lien Assignment does not provide the name of the original debtor, then both the assignor and assignee are to be indexed as Direct Parties (both parties are also indexed as Reverse Parties as in normal Lien Assignments.)

The names of all parties to an instrument must be indexed, and all party names are to be indexed using the rules defined in the section INDEXING NAMES OF PARTIES later in this document.

8.4 Plats (parties)

For plat instruments, there is only one Party type to be indexed (no reverse party) and it includes all names in the caption of the plat including: all listed property owners, owner of the plat, and the subdivision or condominium.

¹⁸ **The indexer is not to assess the legitimacy of lien claim or award, only the context of that which the instrument is purporting.**

The names of property and plat owners must be indexed using the rules defined in the section INDEXING NAMES OF PARTIES later in this document.

Subdivision and condominium information is to appear in indexes as the name of the subdivision/condominium followed by other sub-area designations within the subdivision/condo listed in order of greater property area to smaller (or, if unknown, by order presented on the plat.). The words subdivision / condominium are not to be indexed.

The following examples assume a property sub-area size hierarchy order of: Subdivision/Condo name, Phase, Unit, Block, Lot.

If caption states: "Lot 40 Happy Trails Subdivision Phase 3"

Index: "HAPPY TRAILS PHASE 3 LOT 40"

If caption states: "Block 2 Tract A of Smith Farm Subdivision. Plat for John & Pat Smith"

Index: "SMITH, JOHN"

"SMITH, PAT"

"SMITH FARM BLOCK 2 TRACT A"

Indexing systems may have separate fields for indexing subdivision and condominium names for plats however they must all be included together as names in a plat index.

Indexes that combine plats with real estate instruments (an allowed but not recommended method) must print all plat parties as both the Grantor and the Grantee. In such cases, for indexing purposes, a computer indexing system for plats may be programmed to enter the names of parties in both the grantor and grantee fields, thus eliminating the need for the indexer to index the names of parties in both fields. This is not necessary for indexes created exclusively for plats where a one-party index will suffice.

9. REAL PROPERTY DATA (Land Lot, District, Sec/GMD, etc)

9.1 Data Fields

The Real Property information fields defined below ('Land Lot', 'Land District', and 'Section/GMD') are to be indexed whenever presented on instruments directly related to real property located in the county of filing. Doing so provides information required by law relative to various types of instruments. (Instrument types affecting real property but whose purpose is based on a relation to other documents, such as Cancellations and Assignments often may not provide these real property information fields to be indexed¹⁹.) Any information indexed in these fields should not be repeated in the 'General Description' field.

Use and/or index multiple lines of property information when a document pertains to multiple pieces of property or when property spans boundaries. DO NOT LOAD A SINGLE FIELD WITH A RANGE OF VALUES. FOR EXAMPLE, IF A DOCUMENT STATES "LAND LOT 7 & 8" DO NOT ENTER "7 & 8" IN A SINGLE LAND LOT FIELD, BUT INDEX "7" IN ONE LAND LOT FIELD AND "8" IN ANOTHER²⁰. All GSCCCA certified indexing software must provide the ability to enter multiple values of property fields to accommodate this.²¹

EXAMPLE:

Document contains: "Section 3 of district 12, land lots 15-17." Index the following fields & values:

Land lot	District	Section
15	12	3
16	12	3
17	12	3

Note: for this example it would be incorrect to index "15-17" in a single Land Lot field.

EXAMPLE:

Document contains: "district 4, land lots 1 & 2, lots 5-7 of Green Estates subdivision" Index the following fields & values:

¹⁹ All such documents typically do provide book & page references to other documents which should always be indexed as cross-references. See appropriate chapter for cross-referencing.

²⁰ The Statewide Real and Personal Property System and various local electronic search systems allow users to sort and select records based on values in property or subdivision fields, therefore each use of a field must contain only one specific value -- a search on lot '7' may skip an important record if improper values such as '7&8' or '7-8' was indexed in the lot field

²¹ Some sophisticated indexing systems allow the indexer to enter a range -- such as low lot value & high lot value, and the system automatically generates all the proper records for all lots in this range.

District	Land Lot	Subdivision	Lot
4	1	GREEN ESTATES	5
4	1	GREEN ESTATES	6
4	1	GREEN ESTATES	7
4	2	GREEN ESTATES	5
4	2	GREEN ESTATES	6
4	2	GREEN ESTATES	7

** OR ** *optionally*²², you may alternatively index the above example as:

District	Land Lot	Subdivision	Lot
4	1		
4	2		
		GREEN ESTATES	5
		GREEN ESTATES	6
		GREEN ESTATES	7

9.2 Land Lot

If specified in the document, this value is to be indexed in the 'Land Lot' field.

A Land Lot value is NOT a subdivision lot. Land Lots typically refer to 40 square acres of land as defined by original surveying in the state of Georgia²³. The Indexer must be careful not to confuse a Land Lot with a Subdivision Lot. (Subdivision lot data is to be indexed into another field)

Land lots contain only numerical values²⁴ and may be up to 4 digits in length.

9.3 Land District aka 'District'

If specified in the document, this value is to be indexed in the District field. Indexers should take care to note that a 'Georgia Militia District' (GMD) is different from a 'Land District' and GMD values should be indexed in the Section/GMD field instead (see next section). In some cases a

²² The option listed indicates an existing indexing practice of indexing the five subdivision fields (Subdivision name, unit, block, lot & subdivision comment) on separate property lines (defined as 'P' lines in the 'Indexing System Guidelines') from the Land Lot, District, and Section fields.

²³ The Georgia Land Lottery: Seven times between 1805 and 1832 Georgia used a lottery system to distribute the land taken from the Cherokee or Creek Indians. Lot size varied widely, even in the individual lotteries. The largest lots distributed were 490 acres in the 1805 and the 1820 land lottery. The smallest lots were the 40-acre gold lots distributed during the Gold Lottery of 1832. Almost 3/4 of the land in present-day Georgia was distributed under this lottery system.

²⁴ Except for a small number of counties where arrangements between the county and the GSCCCA have been made.

document may state 'district' when it actually refers to a Georgia militia district and not a 'land district'.

9.4 Section, Headright, and Georgia Militia District (GMD)

For the purpose of the Statewide Real and Personal Property index, all Section, Headright²⁵, or GMD values presented on an instrument are to be indexed in the same field²⁶. This field is labeled as "Sec/GMD" in indexes but for indexing purposes, local indexing systems may label this field as "Section", "Headright", "Sec/GMD" etc locally based upon the existence of such in a particular county. This field can be up to 4 alpha-numeric characters in length.

The term Section refers to Section of a county and it is NOT to be used to index a section or phase of a subdivision. (Use the Subdivision comment field to index that data.)

Georgia Militia Districts²⁷ may be stated various ways on documents, such as "GMD", "GM", or "GM District", "Militia District". A General Militia District and a Land District are different entities and are to be indexed in different fields. In some cases a document may state 'district' when it actually it refers to a GMD and not a Land District. Indexers must differentiate between them carefully.

²⁵ **Headright:** Until 1803 Georgia distributed land based on the "Headright" system. Each head of family had the "right" to 200 acres of land for himself and 50 acres of land for each member of his family, up to 1000 acres. After the Revolutionary War a number of governors signed land grants of significantly greater amounts than the law allowed.

²⁶ This is allowed because of the assumption that property in Georgia is typically legally classified/surveyed into either a Section, Headright, or GMD but not into more than one of these categories.

²⁷ **Militia District:** A division within a county originated by the colonial Acts of 1755 & 1773. All men between 16 and 60 residing within its lines were automatically enrolled in a King's Militia Company District, under a captain, for military purposes.

10. SUBDIVISION & CONDOMINIUM INFORMATION

10.1 Real Estate and Liens

(This section does NOT apply to plats. See the next section for plats.)

The set of Subdivision and Condominium fields (Subdivision/Condo, Unit, Block, Lot, and Subdivision Comment fields) are used for subdivision and condominium information. They are to be indexed whenever presented on documents directly related to real property located within a subdivision or condominium within the county that the instrument is filed. (Aside from the usefulness this information provides in an index, it may be the only way to locate instruments affecting title to a unit in a condominium or subdivision that is not associated solely with a unit owner but the unit or piece of real property.) Any information indexed in these fields should not be repeated in the 'General Description' field.

Unless the first field (Subdivision) has a subdivision or condominium name indexed the remaining fields should not be indexed. For example, indexing Unit 7, without knowing or indexing the name of the subdivision is misleading and will cause the document to be rejected when transmitted to the GSCCCA if no subdivision or condominium name is specified.

Subdivision/Condo Name

If the name of the subdivision or condominium is specified in the document, this value is to be indexed in the 'Subdivision' field (aka 'Subdivision/Condo' field). The section of this document labeled 'INDEXING NAMES OF PARTIES' can be used for subdivision or condominium names; use the section of the standards titled 'Non-Human/Business Names'; however, this may not be desired if a county previously used some other consistent indexing convention for subdivision and condominium names. GSCCCA certification of indexing systems requires this field to be available to be indexed and up to 24 characters in length.²⁸ The words "Subdivision" or "Condominium" should not be indexed as part of the party.

Unit

If the Unit within a subdivision or condominium is specified in the document, this value is to be indexed in the 'Unit' field. (GSCCCA certification of indexing systems requires this field to be available and up to 5 alpha-numeric characters in length). Do not index the subdivision or condominium lot in the Unit field, use the Subdivision Lot field for that value.

²⁸The GSCCCA web-search system allows a search by subdivision name for certain counties. Although all counties are encouraged to follow the Indexing Standards and index subdivision names in the subdivision field, only those counties that have done so consistently since the start of the Statewide Real Estate System in 1999 are allowed to be searched upon by subdivision name in the GSCCCA system. This is to prevent searchers from falsely assuming all instruments were completely indexed this way, thus missing instruments when searching.

Block

If the Block within a subdivision or condominium is specified in the instrument, this value is to be indexed in the 'Block' field. (GSCCCA certification of indexing systems requires this field to be available and up to 3 characters in length.)

Lot

If the Lot within a subdivision or condominium is specified in the instrument, this value is to be indexed in the 'Lot' field, also known as the 'Subdivision Lot' field. Note: This field is for subdivision lots. Land Lot values are to be indexed in another field – the 'Land Lot' field. Indexers are to be careful as to not confuse Land Lots with Subdivision Lots.

(GSCCCA certification of indexing systems requires this field to be available and up to 5 characters in length.) Do not index the condominium unit in the Lot field, use the Unit field for that value.

Subdivision Comment, aka 'Comment'

This 24-character field is used to further clarify a property in terms of the subdivision or condominium it is located in. This field is automatically printed at the end of the General Description and subdivision fields in printed indexes. Its uses should include:

1. Further clarification of the property's location within a subdivision (or condominium) that the Unit, Lot, and Block fields do not address. (Ex: "PHASE 3", "BUILDING 1100").
2. Street address of the property.
3. Further description information indexed in other subdivision fields. For example, if the property is on the left half of lot four, you can index '4' in the lot field and indicate "LEFT HALF LOT 4" in the Subdivision Comment field. Another example; "LOT 4 OF RE-DIVIDED LOT7" – though you should consider indexing 2 lot records: 4 and 7, in this example.

This field is NOT to be used for information that affects the document as a whole (such as "Nulla bona", "UCC 2", etc). Such data belongs in the 'General Description' field, not in the 'Subdivision Comment' field.

10.2 PLATS.

(This section applies to plats only.)

Due to the nature of plats (and maps), the Subdivision name, unit, lot, block, and comment fields are not transmitted as individual fields to the GSCCCA as they are for real estate and lien instruments. They may or may not appear on indexing systems. The Subdivision name, block, phase, etc. are to be included in the Caption (aka 'Name' aka 'Party') field and the subdivision lot/condominium unit (or ranges) may also be added to the end of the field. Indexing systems may use separate data entry fields for Subdivision, etc, but must create their index data files such that this information is properly combined and added to create Caption fields and records.

Note: The following fields are proposed as a future option for discussion purposes and are not required for plat indexing systems:

Surveyor

Property Address; Zip Code

Numbers of Acres

Property Address; Street number

Property Address; Street name

11. CROSS INDEXING (Other Instruments)

11.1 Cross indexing is a central key to the usability of an index. (This document does not address any physical stamping, canceling, nor marginal notations on instruments, nor filing fee requirements.) Indexing systems are required to present indexers with dedicated fields to enter the index, book, and page values for cross indexing instruments²⁹. Cross indexing that exceeds the amounts specified herein may be performed, at the discretion of the indexer.³⁰

11.2 For all instruments, if the instrument cites specific instructions for the Clerk to cross reference, or cross index, particular other instrument(s), then the indexer should cross index per the instructions. (Such instructions should be clearly visible and near the top of the first page of the instrument.)

11.3 The Indexer should determine if the instrument being indexed falls into a category of the table below and if so, the indexer should cross index the instruments as specified for the category:

If the Instrument Being Indexed is a:	The following Cross Indexes should be indexed (if provided):
Corrective instrument	Instrument(s) being corrected
Cancellation or Release (including partials and quit claim deeds of release)	Instrument(s) being released
Deed Under Power (foreclosure deed) or Deed in Lieu	Original Security Deed(s)
Assignment	Instrument(s) being assigned, or if not provided, then a previous assignment in the chain of title (if provided).
Affidavit	Deed(s) or other recorded instrument in the chain of title of subject property
Nulla bona	Original lien being returned nulla bona
Notice of suit filed	Subject lien(s) of suit filed e.g. materialman's lien
Tax Sale Deed by Judicial Foreclosure *	Book and Page per caption on Tax Deed (see O.C.G.A. 48-4-81)
Satisfaction of Bond for Title *	Original Bond for Title (see O.C.G.A. 44-2-7)
Refiled Deed or lien in response to a change in county Line *	Original instrument being refiled (see O.C.G.A. 44-2-13)
Order Vacating Judgment	Any Deed or FiFa being cancelled (see

²⁹ Use of the dedicated cross index fields requires the selection of the Index/Type of the referenced instrument: either "Deed", "Lien", "Plat" (the value must correspond to the type of index and transmit file that the referenced instrument has or will be transmitted to the GSCCCA), or "UCC" and the book and page value (Filenumber for UCC's) of the first page of the instrument being referenced.

³⁰ When cross indexing, do not index the range of pages of an instrument, just index the first page number.

	O.C.G.A. 44-14-164)
Non Conforming Lien Removal*	Non-conforming lien(s) specified (see O.C.G.A. 44-14-320
Personal Property Lien Extension Affidavits *	Lien specified in Affidavit (see O.C.G.A. 44-14-142)
Settlement or Final Judgment	Lis Pendens of subject suit (see O.C.G.A. 44-14-612)
Notice of Contest of Lien	Subject lien (see O.C.G.A. 44-14-368a)
Georgia Department of Revenue –Renewed state tax execution	Original or rerecorded Department of Revenue state tax execution (see O.C.G.A. 48-3-42(b)

* These Instruments are expected to be filed infrequently.

11.4 In all cases, cross indexing using dedicated cross indexing fields need only be indexed if the instrument either:

- A. Specifies or implies that the instrument to cross reference has been filed in a “Deed”, “Lien”, or “Plat” index, in the same county, and the book and page number have been provided, or:
- B. Is a UCC that has been filed in Georgia and its File number is provided, or:
- C: Is a Transfer Tax / PT-61 Form (see section titled Transfer Tax Filings)

When the instrument being referenced does not meet the above criteria then cross index information may instead be entered in the General Description field. However, cross index information should not be repeated in a General Description field when dedicated cross index fields are used and applicable.

12. TRANSFER TAX FILINGS (PT-61 Forms)

The indexing of a reference to filed Transfer Tax Forms (a/k/a "PT-61") is to be made when the corresponding deed of a filed transfer tax form is indexed. The reference shall include the unique transfer tax form identification/control number printed on the transfer tax form. (This number is a 13 digit value composed of county code, year, and sequence number. For example, if the Transfer Tax form has the control number "PT-61 060-2003-000001" on it then the number "0602003000001" must be indexed, however indexing systems may only require portions of this number to be indexed as long as the indexing system completes the entire 13 digit value.)

Local indexing systems may be designed so that the cross-referencing of Transfer Tax filings appears identical to the way all other cross referencing is done, or features or may present to handle Transfer Tax filings differently.

13. GENERAL DESCRIPTION FIELDS

The General Description field is used for information that applies to the document as a whole, or to explain or clarify data in other fields.³¹ It is typically not used as search criteria in automated searches or filters but it typically contains information very useful to those searching the indexes. It is available for the Clerks of Superior Court (or indexing agent) to index data they consider most useful to their public regarding the purpose of the instrument or the property it relates to, in which none of the other fields can be appropriate for.

Do not enter information in the General Description field that belongs in other fields with the exceptions of any Georgia Department of Revenue control number (appearing on Georgia Department of Revenue state tax executions or renewed state tax executions as "REV#") and the last 4 numeric digits of any apparent taxpayer social security numbers or federal employer identification numbers on such instruments as described in Section 17. For example, district, lot, and subdivision name and unit have their own specific fields, described herein, so such data is to be indexed in those fields, not in the General Description. (The public has the capability to search or sort records by values in various fields and thus records will not be found in a search if such data is indexed in the General Description and not in its dedicated field.) Similarly, cross-reference book and page information also now has dedicated fields, so if those fields are available on the indexing system, that information should no longer be indexed in the General Description. (See section titled "Cross-Referencing" in this document.) However, the General Description can be used to clarify data in another field. For example, a document containing "100 feet land lot 7" may be indexed as "7" in the Land Lot field but the General Description may additionally clarify with "100 FT LL 7". (In the future, specifics and standards on indexing legal description information may be provided.)

Examples of General Description data for specific Instrument Types:

(Note: Table below is still being developed. Comments and assistance in completing are appreciated.)

INSTRUMENT TYPE	GENERAL DESCRIPTION INFORMATION TO INDEX *
Deeds - all kinds	Description of the property; legal description information (with the exception of data that belongs in other, property specific, fields defined herein like land lot, subdivision, district, etc).
Contracts	Type of contract; another bk/pg reference if provided. Example: "TERMINATION OF OPTION" (option should be cross-referenced)
Notices	Type of notice. Example: "UCC2"

³¹ The 'Indexing System Guidelines' state an additional requirement of this field that applies when creating "Correction/Addition" records. This requirement states that the text "ADDED mm/dd/yyyy hh:mmA/PM" must be at the beginning of the General Description for Correction/Addition records. However, most indexing systems insert this text & date automatically for the indexer.

Miscellaneous	Describe the purpose (or type) of document as best as you can. Information for this is often presented as a heading at the top of the document.
Certificates	Describe the type of certificate. Example "PERMANENT LOCATION", "REMOVAL FROM PERMANENT LOCATION"
Liens & Judgments	Amount of the judgment, civil case number.
Plats	Surveyor, architect, engineer, property address, tract, acres.
[More examples to be provided]	

*The above table provides very general rules. They may not apply in all circumstances nor will all data be available on all documents.

14. 'GOOD FROM' and 'GOOD THROUGH' Dates

Each index must maintain a Good-From and Good-through date. For each file transmitted to the GSCCCA for inclusion in the Statewide Real and Personal Property System, the GSCCCA requires the transmitting entity to manually specify a 'Good Through' date (or, or a 'Good From' date for data pertaining to the historical re-indexing project.³²) The Good From and Good Through dates do not need to be advanced with each file transmission to the GSCCCA; they may be the same as previously established in the preceding transmitted file.

It is important to note that the Good-From and Good-Through dates, or dates and times, have potential legal liability associated with completeness of data. The Clerk of Superior Court and/or agent transmitting such data warrants, certifies and guarantees that all records filed through the date and times provided have been indexed and transmitted.

Good-From/Through dates represent completeness of indexed data based on when records are filed with the Clerk of Superior Court. They may be referred to as the 'effective date of indices' in the *Georgia Title Standards*. They are NOT the date of transmission to the GSCCCA, nor the date that records have been indexed.

³² The GSCCCA has sponsored a "Historical Deed Re-Indexing Project" where certified vendors selected by the clerks are paid to re-index real estate records. Data must be completely re-indexed from the instrument and in accordance with the *Indexing Standards*. A vendor with a certified deed indexing system is not automatically eligible to participate in this; they must pass additional certification to demonstrate their knowledge of the *Indexing Standards*.

15. TRANSMISSION TO GSCCCA AND THE STATEWIDE REAL AND PERSONAL PROPERTY SYSTEMS

Separate files for real estate, lien, and plat index data are to be transmitted to the GSCCCA for inclusion in the Statewide Real and Personal Property Indexes. (Specifications for the files are provided in the *Indexing System Guidelines* – see References.) The Clerk of Superior Court is responsible for assuring that the data for each instrument is accounted for and included in the proper file transmitted: either real estate, lien, or plat data file. (See chapter titled Instrument Types earlier in this document.)

Data in files is validated by the GSCCCA for minimum level of completeness³³ (not accuracy; acceptance in the GSCCCA system does not imply that data is accuracy) and a notification is returned to the Clerk. A 'Notification of Rejection' is returned when a file has been rejected. A 'Notification of Acceptance' is returned when a file is accepted. 'Notifications of Rejection' contain the reason for the rejection; the Clerk must rectify the problem and resubmit the entire file. 'Notifications of Acceptances' contain an Acceptance Code. This Acceptance Code must be entered in the indexing system to confirm that the file was accepted. No data is to be released to the public until this Acceptance Code has been entered and confirmed. (This is solely to help assure that the data presented to the public locally and in the statewide indices remain synchronized.)

³³ Acceptance of data by GSCCCA with missing or un-indexed fields does not mean the field should not be indexed if its value appear on the instrument.

16. LOCAL INDEX CONSIDERATIONS

Clerks of Superior Court may present searchable indexes and images to the public in various ways. For printed indexes, the *Indexing System Guidelines* (see 'References') provide complete specifications for the statewide, standardized, GSCCCA approved, printed index format. Samples of which are provided in Appendix D of this document.

Data can only be presented to the public after acceptance into the Statewide Real and Personal Property System. (See preceding chapter.) Locally, printed indexes (and book series) for real estate, lien, and plat instruments may be combined but it is recommended that they be separate due to the difference in the Indexing Standards and recording requirements of each class of instrument. It is strongly recommended that there not be more than one index (and book series) for all Real Estate instruments, one index (and book series) for all lien instruments, and one index (and book series) for all plat instruments.

17. Georgia Department of Revenue State Tax Executions

State tax executions and renewed state tax executions filed by the Georgia Department of Revenue in accordance with O.C.G.A. 48-2-56, and all related instruments, including but not limited to related cancellations, withdrawals, releases and assignments, shall be indexed in accordance with instrument types and rules specified in these Standards for all other equivalent instruments, with the following additional requirements:

- A. The Georgia Department of Revenue control number (“Execution Number” or “REV” number) presented on the instrument shall be indexed. Such number shall be indexed in a dedicated field that is to be made available by land record indexing systems. The alpha numeric value shall be indexed without entering the words “Execution Number” or “REV” or “REV#”.
 - 1. This number is for special processing by GSCCCA and is not required to become a part of the local index presented to the public.
 - 2. If the Clerk wishes for this control number to appear in the local index and statewide indexes such data may be included in the General Description field either by additionally indexing it in the general description or, if the local indexing system provides, causing it to be duplicated to the general description.

- B. The last 4 numeric digits of each apparent taxpayer social security numbers or federal employer identification numbers presented on the instrument shall be indexed. These numbers shall be indexed in dedicated fields that are to be made available by land record indexing systems.
 - 1. These numbers are for special processing by GSCCCA and are not required to become a part of the local index presented to the public.
 - 2. If the Clerk wishes for these numbers to appear in the local index and statewide indexes such data may be included in the General Description field either by additionally indexing it in the general description field or, if the local indexing system provides, causing it to be duplicated to the general description.

- C. Each instrument shall include a Reverse Party indexed as “GEORGIA STATE DEPT OF REVENUE” as mandated by OCGA 44-2-2(a)(3).

N. NAMES: INDEXING PARTY NAMES

These rules apply for indexing names AFTER the appropriate parties have been identified using the guidance provided in the Section entitled "Parties" herein.

These rules are subordinate to any stated in the Section entitled "Parties" herein.

The following section of this document was created (and updated) from the Deed Indexing Standards for the State of Georgia Version 3.0 and is **copyright © 1997, Georgia Superior Court Clerks' Cooperative Authority and Sequence Technologies Corporation.**

N1. STANDARD ENTRY

N1.1 Standard Entry

These standards describe procedures for consistent data entry of names for indexing real estate, lien, and plat instruments. When the indexer is in doubt, additional entries are acceptable and encouraged. If additional entries are made, the standards regarding allowed characters, punctuation, symbols, other marks and spacing should be observed.

If the indexer has doubt(s) about a name or whether a name represents a party, the indexer should use reasonable judgment to determine if the name should be entered additional ways.

If in doubt, do it, but follow the applicable indexing standards.

If in doubt, do it, but do it consistently.

N1.2 Reasonable Care

It is acknowledged that name indexing is not an exact science. The indexer has no control of the format or composition of names presented for indexing. These standards are designed to provide tools resulting in indexes that are as reliable as reasonably possible considering the vast variations in the manner that names are presented. Indexers must rely on their judgment for the determination of the form of entry of many names presented considering the probable intent of the instrument. Indexers shall observe reasonable care in making such determinations.

Even the most casual review of the typical telephone book reveals that indexing of names is less than exact and is not perfect. Name indexing is perhaps one of the most challenging tasks of the Superior Court Clerk. No index is perfect and it is unreasonable to expect perfection. Objective criteria are difficult to apply to subjective source information. The source names frequently necessitate subjective determination, demanding that the indexer use subjective judgment to determine the actual name and enter it in the index accordingly.

N2. GENERAL PROCEDURES

N2.1 Minimum Entry - Party Types

[This section has been replaced by Section 8 "Parties".]

N2.2 Names of All Parties

The names of all parties shall be entered in accordance with these Standards.

N2.3 Entry of Full Names

The full name of each party shall be entered.

This is subject to the field limitations set out at N2.3.1 below.

N2.3.1 Numbers of Characters

The index shall provide for seventy characters for the entry of names. No cropping of names shall be made until reaching the seventy character limit. Names should not be abbreviated other than as provided herein to shorten the names presented.

Example 2.3.1-1

Name presented:

The Southeastern Presbyterian Conference of Ministers of the
Cumberland Presbytery

STANDARD	NOT PREFERRED
SOUTHEASTERN PRESBYTERIAN CONFERENCE OF MINISTERS OF THE CUMBERLAND PR	SE PRESBYTERIAN CONF OF MINISTERS CUMBERLAND PRESBYTERY
	MINISTERS, PRESBYTERIAN CONFERENCE, CUMBERLAND PRESBYTERY

N2.4 All Variations - Deeds

[This section has been merged into Section 8.]

N2.4-1 All Variations - Other Instruments

[This section has been merged into Section 8.]

N2.5 Additional Names

When reference is made to an additional name(s) by such terms as “formerly known as”, “fka”, “formerly”, “et al”, “et ux”, “Doing Business As” or “DBA”, the additional name(s), if any, should also be entered separately. The descriptive term(s) should not be entered.

Some of such phrases and terms are:

formerly known as	f/k/a
formerly	et al
doing business as	d/b/a
et ux	successor to
successor by merger to	receiver for
as receiver for	

Example 2.5-1

Names presented:

**Jane Smith, f/k/a Jane Simpson
Georgia Title Bank, formerly Southeast Title Bank**

STANDARD	NOT PREFERRED
SIMPSON, JANE	SIMPSON, JANE FKA
SMITH, JANE	SMITH, JANE FKA
GEORGIA TITLE BANK	GEORGIA TITLE BANK FORMERLY
SOUTHEAST TITLE BANK	SOUTHEAST TITLE BANK FORMERLY

Example 2.5-2

Names presented:

**Southeast Trust Bank successor by merger to
Southern Trust Company**

STANDARD	NOT PREFERRED
SOUTHEAST TRUST BANK	SOUTHEAST TRUST BANK SUCCESSOR
SOUTHERN TRUST CO	SOUTHEAST TRUST BANK/SOUTHERN TRUST CO
	SOUTHEAST TRUST BANK SUCCESSOR BY MERGER TO SOUTHERN TRUST CO

Example 2.5-3

Names presented:

**Resolution Trust Corporation as receiver for Risk-Free Savings and
Loan Association, successor to Trustworthy Savings Institute**

STANDARD	NOT PREFERRED
RESOLUTION TRUST CORP	RISK-FREE SAVINGS BY RECEIVER
RISK FREE SAVINGS & LOAN ASSOCIATION	RISK FREE SAVINGS & LOAN ASSOCIATION AS SUCCESSOR, BY RECEIVER
TRUSTWORTHY SAVINGS INSTITUTE	RESOLUTION TRUST AS RECEIVER
	TRUSTWORTHY SAV INST BY RECEIVER

Example 2.5-4

Name presented:

National Bank, formerly International Bank

STANDARD	NOT PREFERRED
NATIONAL BANK	NATIONAL BANK FORMERLY
INTERNATIONAL BANK	NATIONAL BANK, FORMERLY
	NATIONAL BANK FORMERLY INTERNATIONAL BANK
	INTERNATIONAL BANK FORMERLY

N2.6 Qualifying Terms

Terms used to qualify an interest in property or to generally describe a party, should not be entered unless it is apparent that such terms are an element of a business name.

Terms such as “tenants in common”; “ ½ undivided interest”; “joint tenant with right of survivorship”; “Estate of”, “Estate” and the like are not part of a name and would not be entered unless an obvious part of a business or non-human name. Phrases or words like “a single man”, “deceased”, “a minor” and other such terms shall not be entered in individual names.

This is designed around indexing whereby the name of the actual party in interest is indexed.

Example 2.6-1

Names presented:

John Smith Estate

STANDARD	NOT PREFERRED
SMITH, JOHN	JOHN SMITH ESTATE
	ESTATE, SMITH, JOHN
	ESTATE OF JOHN SMITH

Example 2.6-2

Names presented:

Estate of John Smith

STANDARD	NOT PREFERRED
SMITH, JOHN	JOHN SMITH ESTATE
	ESTATE, SMITH, JOHN
	ESTATE OF JOHN SMITH

Example 2.6-3

Names presented:

Bank One, a Federal Savings Bank

STANDARD	NOT PREFERRED
BANK ONE	BANK ONE A FEDERAL SAVINGS BANK
BANK 1	BANK ONE, A FEDERAL SAVINGS BANK
	BANK ONE FED SAV BK

Example 2.6-4

Names presented:

Bank One Federal Savings Bank

STANDARD	NOT PREFERRED
BANK ONE FED SAVINGS BANK	BANK ONE
BANK 1 FED SAVINGS BANK	BANK ONE, FEDERAL SAVINGS BANK
	BANK ONE FED SAV BK

Example 2.6-5

Names presented:

Fidelity Federal Savings Bank

STANDARD	NOT PREFERRED
FIDELITY FED SAVINGS BANK	FIDELITY FED
	FIDELITY FED SAV BK
	FIDELITY FEDERAL

Example 2.6-6

Names presented:

Fidelity Federal FSB

STANDARD	NOT PREFERRED
FIDELITY FED FSB	FIDELITY FEDERAL
	FIDELITY FEDERAL FSB
	FIDELITY FSB

Example 2.6-7

Names presented:

Fidelity Bank NA

STANDARD	NOT PREFERRED
FIDELITY BANK NA	FIDELITY BANK
	FIDELITY BK NA
	FIDELITY BANK NA

Example 2.6-8

Names presented:

Fidelity Bank, a Georgia Chartered Banking Company

STANDARD	NOT PREFERRED
FIDELITY BANK	FIDELITY BK
	FIDELITY BANK A GEORGIA CHARTERED BANKING COMPANY
	FIDELITY BANK, GEORGIA CHARTERED

Example 2.6-9

Names presented:

Registered Holders of CBASS Asset Backed Certificates Series 2006-1 without recourse

STANDARD	NOT PREFERRED
CBASS ASSET BACKED CERTIFICATES SERIES 2006 1	REGISTERED HOLDERS
	REGISTERED HOLDERS OF CBASS ASSET BACKED CERTIFICATES SERIES 2006-1 WITHOUT RECOURSE
	CBASS ASSET BACKED CERTIFICATES SERIES 2006-1 WITHOUT RECOURSE

N2.7 Agents

When a person or entity signs a document as an agent, such person's or entity's name should not be entered unless:

- a) Such person or entity is also a party, or
- b) The principal's name is not present. In this instance the words describing the agent's capacity should be entered following the given name or business name, or
- c) Such person or entity is a trustee. In this instance the word "TRUSTEE" should be entered following the person or entity name.

People sign documents on behalf of and as agents for corporations, governmental bodies, other non-human entities and as attorney-in-fact, trustee, estate representative, guardian or agent for other individuals. The names of such a signer should not be entered unless they appear as a separate individual party to the document, or are a trustee, or unless the entity or person on whose behalf they are acting is not referenced on the document.

EXAMPLE 2.7-1

Names presented:

John Smith, Trustee for William Edwards

STANDARD	NOT PREFERRED
EDWARDS, WILLIAM	SMITH, JOHN
SMITH, JOHN TRUSTEE	SMITH, JOHN, TRUSTEE

EXAMPLE 2.7-2

Names presented:

John Smith, Trustee

STANDARD	NOT PREFERRED
SMITH, JOHN TRUSTEE	SMITH, JOHN, TRUSTEE
	SMITH, JOHN

EXAMPLE 2.7-3

Names presented:

Bill Johnson, Individually and as guardian for Susan Johnson

STANDARD	NOT PREFERRED
JOHNSON, BILL	JOHNSON, BILL GUARDIAN
JOHNSON, SUSAN	JOHNSON, BILL, GUARDIAN

EXAMPLE 2.7-4

Names presented:

Philip Andrews Attorney in fact for Aaron Brown

STANDARD	NOT PREFERRED
BROWN, AARON	ANDREWS, PHILIP
	ANDREWS, PHILIP ATTORNEY IN FACT
	ANDREWS, PHILIP, ATTORNEY IN FACT

EXAMPLE 2.7-5

Names presented:

Lisa Anderson by General Bank, Trustee

STANDARD	NOT PREFERRED
ANDERSON, LISA	GENERAL BANK
GENERAL BANK TRUSTEE	GENERAL BANK, TRUSTEE

EXAMPLE 2.7-6

Names presented:

First Atlantic Corp., by Jim Bell, Pres.

STANDARD	NOT PREFERRED
1ST ATLANTIC CORP	BELL, JIM
FIRST ATLANTIC CORP	BELL, JIM PRES
	BELL, JIM, PRES

EXAMPLE 2.7-7

Names presented:

Alan Henderson

by: _____

Edgar Alman, VP

Independent Mortgage Co

attorney in fact for Alan Henderson

STANDARD	NOT PREFERRED
HENDERSON, ALAN	HENDERSON, ALAN BY ATTY
	ALMAN, EDGAR AS ATTY
	INDEPENDENT MORTGAGE CO

N2.8 Partnership Names

The names of all individuals referred to comprising a partnership should be entered. The name of the partnership should also be entered.

EXAMPLE 2.8-1

Names presented:

Atlantic Land Group, a general partnership

by: (s) _____

John Smith, Partner

(s) _____

William Andrews, Partner

(s) _____

Cecilia Ledbetter, Partner

STANDARD	NOT PREFERRED
ATLANTIC LAND GROUP	ATLANTIC LAND GROUP BY PARTNERS
ANDREWS, WILLIAM	ATLANTIC LAND GROUP A GEN PARTNERSHIP
LEDBETTER, CECILIA	ATLANTIC LAND GROUP A GENERAL PARTNERSHIP
SMITH, JOHN	SMITH, ANDREWS, LEDBETTER, PARTNERS

EXAMPLE 2.8-2

Names presented:

Atlantic Land Group, a general partnership

by: (s) _____

John Smith, Member

(s) _____

William Andrews, Member

(s) _____

Cecilia Ledbetter, Member

STANDARD	NOT PREFERRED
ATLANTIC LAND GROUP	ATLANTIC LAND GROUP BY PARTNERS
ANDREWS, WILLIAM	ATLANTIC LAND GROUP A GEN PARTNERSHIP
LEDBETTER, CECILIA	ATLANTIC LAND GROUP A GENERAL PARTNERSHIP
SMITH, JOHN	SMITH, ANDREWS, LEDBETTER, MEMBERS

EXAMPLE 2.8-3

Names presented:

Equity Holdings Consortium, LLP, a limited liability partnership

by: _____

Harold Russell, General Partner

STANDARD	NOT PREFERRED
EQUITY HOLDINGS CONSORTIUM LLP	EQUITY HOLDINGS CONSORTIUM
RUSSELL, HAROLD	EQUITY HOLDINGS CONSORTIUM LLP A LIMITED LIABILITY PARTNERSHIP
	EQUITY HOLDINGS CONSORTIUM, LLP

N2.9 Certifications and Degrees

When an apparent human name is presented followed by a word or abbreviation indicating a degree, professional certification or trade, the name should be entered once as a human name without such term and once as a business name with such term.

EXAMPLE 2.9-1

Names presented:

John Smith, CPA

STANDARD	NOT PREFERRED
SMITH, JOHN	JOHN SMITH, CPA
JOHN SMITH CPA	

EXAMPLE 2.9-2

Names presented:

Eddie Teresta, BUILDER

STANDARD	NOT PREFERRED
TERESTA, EDDIE	EDDIE TERESTA, BUILDER
EDDIE TERESTA BUILDER	

N2.10 American / English Name Format Assumed

The indexer shall assume that human names are presented in the format of given name followed by surname.

It is not required that the indexer anticipate that a name is presented last name first. Some nationalities present names last name first. Such as: Luc Lin Jiang. Entry of "Luc" or "Luc Lin" as the surname is not necessary. Under this rule one would assume that "Jiang" is the surname.

N2.11 Characters

The only characters to be entered are:

Character		Usage
	space	use in any name single spaces only
!	exclamation point	use in business names
#	pound or number sign	use in business names
\$	dollar sign	use in business names
%	percent sign	use in business names
&	ampersand	use in business names
*	asterisk	use in any name
,	comma	use only to separate human surnames from given names otherwise ignore
/	forward hash (slash)	See table in N2-12 for usage
0 through 9	Arabic numerals	use in any name
A through Z	alphabetic letters	use in any name

N2.12 Procedures for Other Characters

For indexing purposes there shall be four groups of marks:

- (1) *Special marks*, dependent on context, the mark should either:
 - a) Be replaced by a space when separating words or
 - b) Be ignored when separating characters not amounting to a word;

- (2) The *Ampersand*, dependent on context, the mark should either:
 - a) Be preceded and followed by a space when between characters and a word or between two words; or
 - b) Not be preceded or followed by a space when between characters not amounting to words.

Reasonable judgment shall be used to determine the existence of characters amounting to words.

- (3) *Punctuation marks*, the mark should be ignored;

- (4) *Pronunciation marks*, only the underlying character should be entered; and

- (5) All other marks. An asterisk should replace the mark. If any name begins with any such character the name should be entered twice:
 - a) once without the leading invalid character and
 - b) once with an asterisk (*) replacing the leading invalid character.

Any character other than those listed in 2.11 should be treated as shown in the table below.

	<i>Special</i>	
-	hyphen or dash	<u>replace</u> with a single space when the hyphen is between characters and words or words and words <u>or</u> <u>ignore</u> when the hyphen does not separate words
/	virgule, hash or forward slash	<u>index</u> for fractions and dates within names <u>replace</u> with a single space when the hyphen is between characters and words or words and words <u>or</u> <u>ignore</u> when the slash does not separate words
\	Backslash	<u>replace</u> with a single space when the hyphen is between characters and words or words and words <u>or</u> <u>ignore</u> when the backslash does not separate words

	<i>Ampersand</i>	
&	Ampersand	<u>precede and follow</u> by a space when between characters and words or words and words <u>do not precede or follow</u> by a space when between characters not amounting to words

	<i>Punctuation</i>	
.	period	ignore (drop) except for decimals. When appearing in an obvious decimal <u>replace</u> with an <u>asterisk</u> .
:	colon	never (ignore) (drop)
?	question mark	Never
;	semicolon	Never
()	parenthesis	Never
[]	brackets	Never
{}	braces	Never
'	apostrophe	Never
“ ”	quotation marks	Never
—	underline	Never

	<i>Pronunciation</i>	
á é í ó ú Á É Í Ú	accent	enter underlying character otherwise ignore
ä ë ï ö ü Ä Ë Ì Ö Ü	dieresis	enter underlying character otherwise ignore
â ê î ô û Â Ê Î Ô Û	circumflex	enter underlying character otherwise ignore
ã ñ Ñ Ñ	tilde	enter underlying character otherwise ignore

	<i>All Other marks</i>	
^	carat	replace with asterisk *
@	at sign	replace with asterisk *
+	plus sign	replace with asterisk *
¢	cent mark	replace with asterisk *
=	equal sign	replace with asterisk *
<	less than	replace with asterisk *
>	greater than	replace with asterisk *
All other marks	various	replace with asterisk *

The **Special marks** generally have a usage as a connector between two words or as a connector between two or more characters. When they are connecting marks between two words it is inappropriate to ignore them, leaving no space between two words. Depending on the context, between words and between characters and words these characters are to be replaced with a space to provide a separator between words. However when these characters appear between letters or numerals which are not words it is inappropriate to insert spaces between such characters. Between characters not amounting to a word such marks shall be ignored. If the indexer is in doubt as to the existence of a word for the purposes of replacing it with a space or not, it would be appropriate to make entries each way.

The **Ampersand (&)** is always used in the place of "and". It also depends upon the context when the "&" should be preceded by a space and followed by a space or not preceded and followed by spaces. Spacing should be used to set the "&" apart when the ampersand is between two words or between a string of characters not amounting to a word and another word. Spaces should not surround the "&" otherwise.

Punctuation marks are used to identify divisions of clauses, phrases or groups of words or sentences. All punctuation marks (except for the limited use of the comma) should not be entered into the index. When punctuation is encountered it should be ignored (dropped) from the name. A special exception applies to the use of a period in decimal fractions in business names.

Pronunciation marks and symbols direct one in the speaking of certain words and letters. These marks appear frequently in some foreign languages. In this group are accents, dieresis, macrons, stress marks, circumflex, and a variety of other symbols appearing above letters. When a pronunciation mark or symbol is encountered the letter below such mark should be entered and the mark should not. If no letter is below any such mark, the mark should be ignored.

All Other Marks should be replaced with an asterisk. The asterisk is the default for all characters not authorized for use in the index other than the special marks, punctuation, ampersand and pronunciation marks.

EXAMPLE 2.12-1

Name presented:

10¢ STORE

STANDARD	NOT PREFERRED
10* STORE	10¢ STORE
	10 STORE

EXAMPLE 2.12-2

Name presented:

@COM SERVICES

STANDARD	NOT PREFERRED
*COM SERVICES	@COM SERVICES
COM SERVICES	ATCOM SERVICES

EXAMPLE 2.12-3

Name presented:

Tom's Food Corp

STANDARD	NOT PREFERRED
TOMS FOOD CORP	TOM S FOOD CORP
	TOM'S FOOD CORP

EXAMPLE 2.12-4

Name presented:

{1=1} COMPANY

STANDARD	NOT PREFERRED
1*1 CO	{1=1} COMPANY
	1=1 COMPANY
	*1=1 COMPANY
	*1*1 COMPANY
	1=1 COMPANY
	{1*1} COMPANY
	1=1 CO
	{1*1*} CO
	1=1 CO

EXAMPLE 2.12-5

Name presented:

BARCLAYS/AMERICAN FINANCIAL CORP

STANDARD	NOT PREFERRED
BARCLAYS AMERICAN FINANCIAL CORP	BARCLAYSAMERICAN FINANCIAL CORP
	BARCLAYS*AMERICAN FINANCIAL CORP
	BARCLAYS/AMERICAN FINANCIAL CORP

EXAMPLE 2.12-6

Name presented:

Pye-Barker Real Estate Agency

STANDARD	NOT PREFERRED
PYE BARKER REAL ESTATE AGENCY	PYE-BARKER REAL ESTATE AGENCY
	PYEBARKER REAL ESTATE AGCY
	PYE *BARKER REAL ESTATE AGENCY

EXAMPLE 2.12-7

Name presented:

Bar-B-Que House

STANDARD	NOT PREFERRED
BARBQUE HOUSE	BAR B QUE HOUSE
	BAR-B-QUE HOUSE

EXAMPLE 2.12-8

Name presented:

BB-Que House

STANDARD	NOT PREFERRED
BBQUE HOUSE	B B QUE HOUSE
	B-B-QUE HOUSE

EXAMPLE 2.12-9

Name presented:

Bar B Que House

STANDARD	NOT PREFERRED
BARBQUE HOUSE	BAR B QUE HOUSE
	BAR-B-QUE HOUSE

EXAMPLE 2.12-10

Name presented:

B.B.Q. House

STANDARD	NOT PREFERRED
BBQ HOUSE	B B Q HOUSE
	B.B.Q. HOUSE

EXAMPLE 2.12-11

Name presented:

B-B-Q-House

STANDARD	NOT PREFERRED
BBQ HOUSE	B B Q HOUSE
	B-B-Q-HOUSE

EXAMPLE 2.12-12

Name presented:

HARLEY-DAVIDSON MOTORCYCLES

STANDARD	NOT PREFERRED
HARLEY DAVIDSON MOTORCYCLES	HARLEY-DAVIDSON MOTORCYCLES
	HARLEYDAVIDSON MOTORCYCLES

EXAMPLE 2.12-13

Name presented:

HARLEY DAVIDSON

STANDARD	NOT PREFERRED
DAVIDSON, HARLEY	HARLEY-DAVIDSON
IF IN DOUBT	
HARLEY DAVIDSON	

EXAMPLE 2.12-14

Name presented:

A-B-C SCHOOL SUPPLY

STANDARD	NOT PREFERRED
ABC SCHOOL SUPPLY	A-B-C SCHOOL SUPPLY
	ABC SCH SUP

EXAMPLE 2.12-15

Name presented:

ABC SCHOOL SUPPLY

STANDARD	NOT PREFERRED
ABC SCHOOL SUPPLY	A B C SCHOOL SUPPLY
	A.B.C. SCHOOL SUPPLY

EXAMPLE 2.12-16

Name presented:

A. B. C. SCHOOL SUPPLY

STANDARD	NOT PREFERRED
ABC SCHOOL SUPPLY	A B C SCHOOL SUPPLY
	A. B. C. SCHOOL SUPPLY

EXAMPLE 2.12-17

Name presented:

A.B.&C. CONTRACTING

STANDARD	NOT PREFERRED
AB&C CONTRACTING	A.B.&C. CONTRACTING
	AB & C CONTRACTING

EXAMPLE 2.12-18

Name presented:

AB&C CONTRACTING

STANDARD	NOT PREFERRED
AB&C CONTRACTING	AB & C CONTRACTING
	A B & C CONTRANCTING

EXAMPLE 2.12-19

Name presented:

A-B & C CONTRACTING

STANDARD	NOT PREFERRED
AB&C CONTRACTING	A B & C CONTRACTING
	AB & C CONTRACTING

EXAMPLE 2.12-20

Name presented:

LOMAS & NETTLETON

STANDARD	NOT PREFERRED
LOMAS & NETTLETON	LOMAS&NETTLETON
	LOMAS NETTLETON

EXAMPLE 2.12-21

Name presented:

ASSET-BACKED CERTIFICATES SERIES 2005-1 U/A DTD 5/19/2005

STANDARD	NOT PREFERRED
ASSET BACKED CERTIFICATES SERIES 2005 1 UA DTD 5/19/2005	ASSET-BACKED CERTIFICATES SERIES 2005-1 U/A DTD 5/19/2005
	ASSET-BACKED CERTIFICATES SERIES 20051 U/A DTD 5192005

N2.13 Capital Letters / Single Spaces

All entries should be in capital letters.

A single space should separate words.

N2.14 Reserved

N2.15 Reserved

N2.16 Institutions - Trusts - Boards and Trustees

If an instrument sets out as a party the name of an institution, trust or group and such institution or group is represented by a board, board of trustees, trustee, board of regents, board of governors, minister or similar group representing such institution or group, the name(s) should be entered:

1. In the name of the institution, trust or group represented, as a non-human business name and
2. In the name of each trustee presented followed by the word "TRUSTEE".

Institutions such as colleges, churches, trusts and others are frequently represented by boards of trustees, trustees, regents, ministers and the like. It is appropriate to index same in the name of the entity that is actually the real party in interest in the transaction as well as the trustee or trustees of the institution.

EXAMPLE 2.16-1

Name presented:

Board of Regents of the University System of Georgia

STANDARD	NOT PREFERRED
UNIVERSITY SYSTEM OF GEORGIA	REGENTS, UNIVERSITY SYSTEM OF GEORGIA
	BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA
	UNIVERSITY, GEORGIA, BY REGENTS

EXAMPLE 2.16-2

Name presented:

James Harris, Edwin Cottler, William DeLand, Trustees of the First United Church of Hillview

STANDARD	NOT PREFERRED
FIRST UNITED CHURCH OF HILLVIEW	HARRIS, JAMES, TRUSTEE
1ST UNITED CHURCH OF HILLVIEW	COTTLER, EDWIN, TRUSTEE FIRST UNITED CHURCH OF HILLVIEW
HARRIS, JAMES TRUSTEE	JAMES HARRIS EDWIN COTTLER WILLIAM DELAND TRUSTEES OF THE FIRST UNITED CHURCH OF HILLVIEW
COTTLER, EDWIN TRUSTEE	TRUSTEES OF THE FIRST UNITED CHURCH OF HILLVIEW
DELAND, WILLIAM TRUSTEE	CHURCH, HILLVIEW FIRST UNITED

EXAMPLE 2.16-3

Name presented:

Reverend John Berry, Bishop, Episcopal Diocese of Georgia

STANDARD	NOT PREFERRED
EPISCOPAL DIOCESE OF GEORGIA	BERRY, JOHN BISHOP
	GEORGIA EPISCOPAL DIOCESE
	BISHOP EPISCOPAL DIOCESE OF GEORGIA
	BERRY, BISHOP JOHN, EPISCOPAL DIOCESE OF GEORGIA

N2.17 Family or Individual Trusts

If an instrument sets out as a party the name of a trust and the name of the trust refers to an individual or individuals, then the name should be entered:

1. As a non-human business name, and
2. Once as an individual for each individual name presented with the word "TRUST" following the last given name. No comma or other mark shall separate the last given name from the word "TRUST", and
3. In the name of each Trustee presented followed by the word "TRUSTEE"

Individual and family trusts present special problems. While such trust names may or may not be technically entities of their own, it is reasonable to expect to find such names in an index under the names of the individuals involved. Therefore the need for the double entry.

EXAMPLE 2.17-1

Name presented:

Alfred C. Jones and Amanda Jones Family Trust

STANDARD	NOT PREFERRED
ALFRED C JONES & AMANDA JONES FAMILY TRUST	TRUST, ALFRED C JONES, ET AL
JONES, ALFRED C TRUST	JONES FAMILY TRUST
JONES, AMANDA TRUST	JONES TRUST

EXAMPLE 2.17-2

Name presented:

Living Trust of Alfred C. Jones and Amanda Jones

STANDARD	NOT PREFERRED
LIVING TRUST OF ALFRED C JONES & AMANDA JONES	TRUST, ALFRED C JONES, ET AL
JONES, ALFRED C TRUST	JONES LIVING TRUST
JONES, AMANDA TRUST	JONES TRUST

EXAMPLE 2.17-3

Name presented:

Alfred C. Jones Trust

STANDARD	NOT PREFERRED
ALFRED C JONES TRUST	TRUST, ALFRED C JONES
JONES, ALFRED C TRUST	JONES TRUST, ALFRED C
	JONES TRUST

EXAMPLE 2.17-4

Name presented:

Jones Family Trust

STANDARD	NOT PREFERRED
JONES FAMILY TRUST	TRUST, JONES FAMILY
	FAMILY TRUST, JONES
	JONES TRUST

N2.18.1 Affidavits - Statutory

This section has been moved to Section 8.

N2.18.2 Affidavits - Other

This section has been moved to Section 8.

N2.19 Requested Entries

This section has been moved to Section 8.

N3. NAMES OF INDIVIDUALS

N3.1 Individuals - Surname Followed by Given Names

The names of individual parties should be presented in the index last name first, followed by a comma, followed by a single space, followed by the given name or names.

N3.2 Individuals - Given Names

Given names should be entered in the order as presented.

N3.2.1 Individuals - Given Name Initials

A single space should separate a given name initial from another initial or name-word.

EXAMPLE 3.2.1-1

Name presented:

Robert M. Stewart

STANDARD	NOT PREFERRED
STEWART, ROBERT M	STEWART, ROBERT M.

EXAMPLE 3.2.1-2

Name presented:

R.M. Stewart

STANDARD	NOT PREFERRED
STEWART, R M	STEWART, RM
	STEWART, R.M.

N3.3 Individuals - Surname Prefix

- a) A surname presented with an obvious prefix should be entered as one word.
- b) Such a surname should contain no spaces, punctuation or other marks.
- c) If the obvious prefix is also a common given name it should be entered (1) with the prefix as the beginning of the surname and (2) with the apparent prefix as a given name.

Many typical surnames begin with a prefix which may be separated from the balance of the surname by a space, apostrophe, hyphen or other character. This standard provides such names be entered as a single word containing no spaces or punctuation. Some surnames with prefixes are:

MC DONALD

LA CROSSE

MAC DONALD

O'HARE

DE VITO

SAINT ROMAIN

VON CLOUDT

D'ANGELO

DEL MONTE

VAN DEVEER

DU PONT

ST JAMES

SANTA BELLA

LE SUEUR

EXAMPLE 3.3-1

Name presented:

Anthony La Crosse

STANDARD	NOT PREFERRED
LACROSSE, ANTHONY	LA CROSSE, ANTHONY

EXAMPLE 3.3-2

Name presented:

Catherine L'Estrange

STANDARD	NOT PREFERRED
LESTRANGE, CATHERINE	L'ESTRANGE, CATHERINE
	L ESTRANGE, CATHERINE

EXAMPLE 3.3-3

Name presented:

John Mc Donald

STANDARD	NOT PREFERRED
MCDONALD, JOHN	MC DONALD, JOHN

Sometimes names are presented in ways that it is difficult to tell whether an apparent prefix is a prefix or a part of a person's given name. When the possible prefix is also a common given name, section (c) provides such a name be entered twice. Once with the prefix as a part of the surname, and second, with the prefix entered as a given name. Examples of such difficult names are:

VAN CAMP	MACK INTOSH
MAC INTOSH	VAN de CORT
DEL MONTE	

EXAMPLE 3.3-4

Name presented:

Carl Van Demere

STANDARD	NOT PREFERRED
DEMERE, CARL VAN	VAN DEMERE, CARL
VANDEMERE, CARL	

EXAMPLE 3.3-5

Name presented:

Johnny Mack Intosh

STANDARD	NOT PREFERRED
INTOSH, JOHNNY MACK	MACK INTOSH, JOHNNY
MACKINTOSH, JOHNNY	

N3.4 Individuals - Multiple Word Surnames

An individual's name presented with a given name followed by two names separated by a hyphen or other mark should be entered twice as follows:

- a) The words separated by the hyphen or mark should be entered as the surname with a space entered instead of the hyphen or other mark.
- b) The last word of such a surname should be entered as the surname.

Multiple word surnames are increasingly used. These "compound surnames" suggest two entries. Once beginning with the first word of the compound name and both names as the surname. With the second entry, the last word of the compound would be entered as the surname. These compounds while similar to prefixes are distinguished in having the hyphen or other mark separating the words.

EXAMPLE 3.4-1

Name presented:

Jane Smith-Simpson

STANDARD	NOT PREFERRED
SIMPSON, JANE SMITH	SMITH-SIMPSON, JANE
SMITH SIMPSON, JANE	

N3.5 Individuals - Doubtful Multiple Word Surnames

Multiple word surnames shall not be assumed. If no hyphen or other mark separates words in a name it is not necessary to treat same as a compound surname.

This is to make clear that only names with hyphens shall be treated as a compound surname. The indexer is not required to make the assumption that other possible compounds (without the hyphen) are indeed compound surnames.

EXAMPLE 3.5-1

Name presented:

Jane Smith Simpson

STANDARD	NOT PREFERRED
SIMPSON, JANE SMITH	SMITH SIMPSON, JANE

N3.6.1 Individuals - Surname in Parenthesis

When an individual's name contains an obvious surname word in parenthesis before or after the surname, two entries should be made. In each instance the parenthesis marks should be omitted:

- a) Once with the name not in parenthesis as the surname. The name in parenthesis should be entered as the last given name.
- b) Once with the word in parenthesis as the surname. The surname not in parenthesis should not be entered.

EXAMPLE 3.6.1-1

Name presented:

Jane Ann (Smith) Simpson

STANDARD	NOT PREFERRED
SIMPSON, JANE ANN SMITH	SIMPSON, JANE ANN (SMITH)
SMITH, JANE ANN	(SMITH), JANE ANN SIMPSON
	SMITH, JANE ANN SIMPSON
	SIMPSON, JANE ANN

EXAMPLE 3.6.1-2

Name presented:

Jane Ann Simpson (Smith)

STANDARD	NOT PREFERRED
SIMPSON, JANE ANN SMITH	SIMPSON, JANE ANN (SMITH)
SMITH, JANE ANN	(SMITH), JANE ANN SIMPSON
	SMITH, JANE ANN SIMPSON
	SIMPSON, JANE ANN

N3.6.2 Individuals - Given Name in Parenthesis

When an individual's name contains an obvious given name word in parenthesis before or after a given name, two entries should be made. In each instance the parenthesis marks should be omitted:

- a) Once with the name(s) not in parenthesis as the given name in their given name positions. The name in parenthesis should not be entered.
- b) Once with the word(s) in parenthesis as given name in their given name position. The given name(s) not in parenthesis should not be entered.

EXAMPLE 3.6.2-1

Name presented:

Robert C. (Bobby) Smith

STANDARD	NOT PREFERRED
SMITH, ROBERT C	SMITH, ROBERT C BOBBY
SMITH, BOBBY	SMITH, ROBERT C (BOBBY)
	SMITH, BOBBY ROBERT C
	SMITH, BOBBY C ROBERT

EXAMPLE 3.6.2-2

Name presented:

William (Bill) James Smith

STANDARD	NOT PREFERRED
SMITH, WILLIAM JAMES	SMITH, WILLIAM BILL JAMES
SMITH, BILL	SMITH, WILLIAM (BILL) JAMES
	SMITH, (BILL)
	SMITH, WILLIAM JAMES BILL

N3.7 Individuals - One Word Names

Names of individuals with only one word should be entered as presented. No comma should follow.

EXAMPLE 3.7-1

Name presented:

Charo

STANDARD	NOT PREFERRED
CHARO	CHARO,

N3.8 Individuals - Non Traditional Names

A non-traditional name should be entered as presented and should be entered with the last word as the surname. All marks and other punctuation should be omitted.

EXAMPLE 3.8-1

Name presented:

An Artist formerly known as Prince

STANDARD	NOT PREFERRED
AN ARTIST	AN ARTIST FORMERLY KNOWN AS PRINCE
PRINCE	PRINCE, FORMERLY KNOWN AS AN ARTIST

See section 2.5 for treatment of the term "formerly known as"

EXAMPLE 3.8-2

Name presented:

Dances With Wolves

STANDARD	NOT PREFERRED
DANCES WITH WOLVES	DANCES, WOLVES WITH
WOLVES, DANCES WITH	WOLVES, DANCES. WITH

EXAMPLE 3.8-3

Name presented:

Dances with Wolves Smith

STANDARD	NOT PREFERRED
SMITH, DANCES WITH WOLVES	DANCES, WOLVES WITH SMITH
	WOLVES, SMITH, DANCES WITH

N3.9 Reserved

N3.10 Reserved

N3.11 Individuals - Lineage Suffix

- a) Any lineage suffix should be entered after the last given name.
- b) No comma should be entered between the last given name and such suffix.
- c) Any lineage suffix word should not be actively abbreviated.
- d) If the lineage suffix is not presented as an abbreviation but is presented as a complete word and the suffix is not setoff by a comma, two entries should be made. Once with the suffix as the surname and once with the suffix as a suffix.

A suffix is frequently encountered which indicates family lineage. Some examples of lineage suffixes are:

Jr.	SR
III	Junior
Senior	

This simply states that any such suffix be entered following the last given name and that no comma should separate the given name and the suffix. Additionally, no such suffix should be actively³⁴ abbreviated at any time. If the suffix is not presented as an abbreviation and the suffix is not separated from the name with a comma, two entries are made: (1) with the suffix as a suffix, and (2) with the suffix as the surname. No assumption should be made that the apparent suffix is indeed a suffix in this instance.

EXAMPLE 3.11-1

Name presented:

William John Smith, III

STANDARD	NOT PREFERRED
SMITH, WILLIAM JOHN III	SMITH, WILLIAM JOHNNY
	SMITH III, WILLIAM JOHN

³⁴ "Active Abbreviation" occurs when the indexer indexes an abbreviation of a word that was not abbreviated on the instrument being indexed.

EXAMPLE 3.11-2

Name presented:

John Andrew Simmons Junior

STANDARD	NOT PREFERRED
SIMMONS, JOHN ANDREW JUNIOR	SIMMONS, JOHN ANDREW, JUNIOR
JUNIOR, JOHN ANDREW SIMMONS	SIMMONS, JOHN ANDREW, JR
	SIMMONS, JOHN ANDREW JR

EXAMPLE 3.11-3

Name presented:

John Andrew Simmons, Junior

STANDARD	NOT PREFERRED
SIMMONS, JOHN ANDREW JUNIOR	SIMMONS, JOHN ANDREW, JUNIOR
	SIMMONS, JOHN ANDREW, JR
	SIMMONS, JOHN ANDREW JR

N3.12 Individuals - Abbreviated Titles

No abbreviated titles should be entered EXCEPT as follows:

- a) When a name is presented with the title “Mrs” followed by a name. The abbreviated title “Mrs” should be entered as the last given name. No comma should separate the given name(s) from the title “Mrs”.
- b) When an apparent abbreviated title is the only given name.
- c) Spacing in the title should be preserved and entered as presented.

EXAMPLE 3.12-1

Name presented:

Mrs. John Lloyd Anderson

STANDARD	NOT PREFERRED
ANDERSON, JOHN LLOYD MRS	ANDERSON, JOHN LLOYD, MRS
	ANDERSON, MRS. JOHN LLOYD
	ANDERSON, MRS, JOHN LLOYD

EXAMPLE 3.12-2

Name presented:

Capt. Stuebing

STANDARD	NOT PREFERRED
STUEBING, CAPT	STUEBING
	STUEBING, CAPT.
	CAPT. STUEBING

EXAMPLE 3.12-3

Name presented:

Mrs. Jesse Anderson

STANDARD	NOT PREFERRED
ANDERSON, JESSE MRS	ANDERSON, JESSE
	ANDERSON, MRS JESSE
	ANDERSON, JESSE, MRS

EXAMPLE 3.12-4

Name presented:

Sgt. E8 Anderson

STANDARD	NOT PREFERRED
ANDERSON, SGT E8	ANDERSON, SGT. E8
	SGT E8 ANDERSON
	ANDERSON, E8 SGT

EXAMPLE 3.12-5

Name presented:

Lt. Col. James Hendricks

STANDARD	NOT PREFERRED
HENDRICKS, JAMES	HENDRICKS, JAMES LT COL
	HENDRICKS, JAMES LT. COL.
	HENDRICKS, LT COL JAMES

N3.13 Individuals - Titles - General

When an apparent title is in the name of an individual and the title is not abbreviated the name should be entered:

- a) Once with the apparent title as the first given name, and
- b) Once with the apparent title as the last given name.

This is necessary because many words which we typically consider as titles are actually used as given names. "Judge", for example is a fairly common given name. The same word however could imply that the individual is a judge of a court and in such case would be at title.

EXAMPLE 3.13-1

Name presented:

Captain John Allen

STANDARD	NOT PREFERRED
ALLEN, CAPTAIN JOHN	ALLEN, CAPTAIN, JOHN
ALLEN, JOHN CAPTAIN	CAPTAIN JOHN ALLEN

EXAMPLE 3.13-2

Name presented:

Judge James Allen

STANDARD	NOT PREFERRED
ALLEN, JUDGE JAMES	ALLEN, JAMES, JUDGE
ALLEN, JAMES JUDGE	ALLEN, JUDGE, JAMES
	ALLEN, JAMES (JUDGE)

N3.14 Individuals - Titles - Religious

When a name is presented beginning with an apparent religious title the name should be entered as follows:

- a) Once as presented
- b) Once with the last word as the surname with the title as the last given name.
- c) Once with the last word as the surname with the title as the first given name.

This is necessary because of the difficulties presented to the indexer when dealing with names that do not follow the typical presentation of given name followed by surname. Consistency and the ability to locate these names by query or from a printed index suggest that these multiple entries be made. The last entry should be made because occasionally a person's birth given name is "Sister" or some other word which is normally a religious title.

EXAMPLE 3.14-1

Name presented:

Sister Mary Claire

STANDARD	NOT PREFERRED
SISTER MARY CLAIRE	CLAIRE, SISTER, MARY
CLAIRE, MARY SISTER	CLAIRE, MARY, SISTER
CLAIRE, SISTER MARY	

EXAMPLE 3.14-2

Name presented:

Sister Mary

STANDARD	NOT REQUIRED
SISTER MARY	SISTER, MARY
MARY, SISTER	

EXAMPLE 3.14-3

Name presented:

Archbishop Robert Donald

STANDARD	NOT PREFERRED
ARCHBISHOP ROBERT DONALD	DONALD, ROBERT, ARCHBISHOP
DONALD, ROBERT ARCHBISHOP	DONALD, ROBERT (ARCHBISHOP)
DONALD, ARCHBISHOP ROBERT	

EXAMPLE 3.14-3

Name presented:

Right Reverend Juan Carlos

STANDARD	NOT PREFERRED
RIGHT REVEREND JUAN CARLOS	JUAN CARLOS, RIGHT REVEREND
CARLOS, JUAN RIGHT REVEREND	REVEREND, JUAN CARLOS RIGHT
CARLOS, RIGHT REVEREND JUAN	

N4. NON-HUMAN / BUSINESS NAMES

N4.1 "The"

Business names beginning with "THE" should be entered beginning with the first word, numeral, letter or character immediately following "THE". The word "THE" should not be entered.

"THE" is the only article that it is safe to drop from a name when it is the first word. Other articles such as "a" or "an" are not so simple. Because of the complications such other articles present, they are not dropped.

EXAMPLE 4.1-1

Name presented:

The Taste of The South Cafe

STANDARD	NOT PREFERRED
TASTE OF THE SOUTH CAFE	THE TASTE OF THE SOUTH CAFE
	TASTE OF THE SOUTH CAFE, THE
	TASTE OF THE SOUTH CAFE THE

N4.2 Business Names Containing Human Names

Apparent human names or initials in business names should be entered in the order presented. Apparent human names or initials should not be reversed to surname, given name format.

EXAMPLE 4.2-1

Name presented:

Carl Magnum, Inc.,

STANDARD	NOT PREFERRED
CARL MAGNUM INC	MAGNUM, CARL INC
	MAGNUM. CARL, INC
	MAGNUM. CARL, INC.
	CARL MAGNUM INC.
	CARL MAGNUM INC.,
	CARL MAGNUM , INC.,
	CARL MAGNUM, INC

N4.3 Reserved

N4.4 Business Names Containing Initials, Letters, Acronyms

When a business name contains;

- a) Obvious initials, or
- b) An obvious acronym, or
- c) A series of letters, characters or numerals not amounting to a word, then:

No space should separate any such initial, acronym letter, character or numeral (or combinations thereof) from an adjacent initial, letter, character or numeral. A space should separate such initial, acronym, letter, character or numeral (or series thereof) from a word.

- d) The indexer should use reasonable judgment considering the spacing of the name as presented to determine if a space should follow a series of characters so as to separate the series as a separate word.

Basically this provides that initials or other characters not amounting to words should not be separated by spaces. A space should separate any such character or string of characters from the next word.

EXAMPLE 4.4-1

Name presented:

C. C. Magnum, Inc.,

STANDARD	NOT PREFERRED
CC MAGNUM INC	C C MAGNUM INC
	C. C. MAGNUM INC
	C.C. MAGNUM INC
	C C MAGNUM, INC
	C C MAGNUM, INC.
	C. C. MAGNUM, INC.,
	C.C. MAGNUM INC
	C.C. MAGNUM, INC
	C. C. MAGNUM, INC.
	CC MAGNUM, INC.,

EXAMPLE 4.4-2

Name presented:

A. James Smith, Inc.,

STANDARD	NOT PREFERRED
A JAMES SMITH INC	AJAMES SMITH INC
	A JAMES SMITH, INC
	A JAMES SMITH, INC.,
	SMITH, A JAMES INC.
	SMITH, A JAMES, INC
	A. JAMES SMITH INC
	JAMES SMITH INC, A

This and the next example demonstrate why the article "A" should not be dropped.

EXAMPLE 4.4-3

Name presented:

A. & E. Associates

STANDARD	NOT PREFERRED
A&E ASSOCIATES	A & E ASSOCIATES
	A. & E. ASSOCIATES
	A.&E. ASSOCIATES
	A &E ASSOCIATES
	A&E ASSOC

EXAMPLE 4.4-4

Name presented:

The G A Boosters Club, Inc.,

STANDARD	NOT PREFERRED
GA BOOSTERS CLUB INC	THE GA BOOSTERS CLUB INC
	G A BOOSTERS CLUB INC
	G A BOOSTERS CLUB, INC.,
	GA BOOSTERS CLUB, INC.,
	GA BOOSTERS CLUB INC.,

EXAMPLE 4.4-5

Name presented:

AT&T

STANDARD	NOT PREFERRED
AT&T	AT & T
	AT& T
	AT &T

EXAMPLE 4.4-6

Name presented:

A T & T

STANDARD	NOT PREFERRED
AT&T	AT & T
	AT& T
	AT &T

EXAMPLE 4.4-7

Name presented:

Bar B Q House, Inc.,

STANDARD	NOT PREFERRED
BARBQ HOUSE INC	BAR B Q HOUSE INC
	BAR B Q HOUSE, INC.,
	BAR BQ HOUSE, INC.,
	BARBQ HOUSE INC
	BARBQ HOUSE, INC.,

EXAMPLE 4.4-8

Name presented:

BARBQ House, Inc.,

STANDARD	NOT PREFERRED
BARBQ HOUSE INC	BAR B Q HOUSE INC
	BAR B Q HOUSE, INC.,
	BAR BQ HOUSE, INC.,
	BARBQ HOUSE, INC.,

EXAMPLE 4.4-9

Name presented:

N A T O Suppliers, Inc.,

STANDARD	NOT PREFERRED
NATO SUPPLIERS INC	N A T O SUPPLIERS INC
	N A T O SUPPLIERS, INC.,
	NATO SUPPLIERS, INC.,

EXAMPLE 4.4-10

Name presented:

C.A.T. Inc.,

STANDARD	NOT PREFERRED
CAT INC	C.A.T. INC.,
	CAT INC.,
	CAMERON AVIATION TECHNOLOGY INC.

EXAMPLE 4.4-11

Name presented:

A 1 Auto Sales

STANDARD	NOT PREFERRED
A1 AUTO SALES	A 1 AUTO SALES

EXAMPLE 4.4-12

Name presented:

A-1 Auto Sales

STANDARD	NOT PREFERRED
A1 AUTO SALES	A 1 AUTO SALES

EXAMPLE 4.4-13

Name presented:

2 4 T Brunch Club

STANDARD	NOT PREFERRED
24T BRUNCH CLUB	2 4 T BRUNCH CLUB
	24 T BRUNCH CLUB

EXAMPLE 4.4-14

Name presented:

A1 AND AACHEN PLUMBING

STANDARD	NOT PREFERRED
A1 & AACHEN PLUMBING	A1&AACHEN PLUMBING
	A-ONE AND AACHEN PLUMBING

EXAMPLE 4.4-15

Name presented:

A-1 and A Auto Sales

STANDARD	NOT PREFERRED
A1&A AUTO SALES	A 1 & A AUTO SALES

EXAMPLE 4.4-16

Name presented:

A-1 and Ernie's Auto Sales

STANDARD	NOT PREFERRED
A1 & ERNIES AUTO SALES	A1&ERNIES AUTO SALES
	A1 & ERNIE'S AUTO SALES

N4.5 Reserved

N4.6 Business Names - Numbers and Numerals

When a business name contains a number, Arabic numeral or Roman numeral, the following shall apply:

- a) When a word is an Arabic numeral, the numeral should be entered as presented.
- b) When a word is a number spelled alphabetically, the name should be entered once with the alphabetic spelling of the number as presented and once with the number entered as an Arabic numeral.
- c) When a word is an obvious Roman numeral, the name should be entered once with the Roman numeral as presented in alphabetic form and once with the Roman numeral entered as an Arabic numeral.

Numbers in names present special problems for the indexer. The above is designed so as to make the Arabic numeral the default for each name containing any type of number or numeral. Such an arrangement will allow the researcher to always be able to find names containing numbers in the numeral section of an index or upon query by using Arabics to make the inquiry.

Such a default is advisable because a number can be spelled alphabetically in many different ways. Take for example the number "1423". If this number is spelled alphabetically it may appear in as many as the following forms:

One four two three
One thousand four hundred twenty three
Fourteen hundred twenty three
Fourteen hundred & twenty three
Fourteen twenty three

Obviously such entries in an index would appear in widely varying locations in the index. But, each represents the same value of "1423". This standard simply provides that such number names be entered as "1423" as well as the way they are presented.

Arabic numerals consist of the 9 digits and 0. When a number is in Arabic it is in the form of 1, 2, 3, 4, etc., as opposed to being spelled alphabetically.

Roman numerals are presented in the form that is based on the ancient Roman system of numbering. The following table provides guidance for the translation of obvious Roman numbers to their Arabic numeral equivalent.

SEE THE ROMAN NUMERAL TABLE ON THE FOLLOWING PAGE.

ROMAN NUMERAL TABLE

<i>ARABIC</i>	<i>ROMAN</i>
0	O
1	I
2	II
3	III
4	IV
5	V
6	VI
7	VII
8	VIII
9	IX
10	X
11	XI
12	XII
13	XIII
14	XIV
15	XV
16	XVI
17	XVII
18	XVIII
19	XIX
20	XX
21	XXI
22	XXII
23	XXIII
etc....	
40	XL
41	XLI
etc....	
50	L
60	LX
70	LXX
80	LXXX
90	XC
100	C
101	CI
etc....	
200	CC
300	CCC
400	CD
500	D
600	DC
700	DCC
800	DCCC
900	CM
1000	M
2,000	MM
etc....	

EXAMPLE 4.6-1

Name presented:

2 Guys, Inc.

STANDARD	NOT PREFERRED
2 GUYS INC	TWO GUYS INC
	TWO GUYS, INC.
	2 GUYS, INC.

EXAMPLE 4.6-2

Name presented:

Five Points Inc.

STANDARD	NOT PREFERRED
FIVE POINTS INC	FIVE POINTS INC.
5 POINTS INC	5 POINTS INC.
	Five Points Inc.

EXAMPLE 4.6-3

Name presented:

VIII Division Survivors Fund

STANDARD	NOT PREFERRED
VIII DIVISION SURVIVORS FUND	EIGHT DIVISION SURVIVORS FUND
8 DIVISION SURVIVORS FUND	8 DIV SURVIVORS FUND
	Viii Division Survivors Fund

N4.7.1 Business Names - Numeric Fractions

When a business name contains an Arabic fraction, the numerals of the fraction should be separated by a forward hash (/) with no space on either side of the hash. If a whole Arabic numeral or alpha number word precedes such fraction, a space should separate the whole numeral or word from the fraction.

EXAMPLE 4.7-1

Name presented:

7 ½ Percent Solution Co

STANDARD	NOT PREFERRED
7 1/2 PERCENT SOLUTION CO	71/2 PERCENT SOLUTION CO
	SEVEN ½ PERCENT SOLUTION CO
	7 ½ % SOLUTION CO
	7 1-2 PERCENT SOLUTION CO
	7 ONE-HALF PERCENT SOLUTION CO

EXAMPLE 4.7-2

Name presented:

Seven ½ Percent Solution Co

STANDARD	NOT PREFERRED
7 1/2 PERCENT SOLUTION CO	71/2 PERCENT SOLUTION CO
SEVEN 1/2 PERCENT SOLUTION CO	Seven ½ Percent Solution Co
	7 ½ % SOLUTION CO
	7 1-2 PERCENT SOLUTION CO
	7 ONE-HALF PERCENT SOLUTION CO

N4.7.2 Business Names - Decimal Fractions

When a business name contains an obvious decimal fraction, the period should not be ignored (dropped) but should be replaced with an asterisk. If an alphabetic word precedes such decimal, a space should separate the preceding word for the decimal number.

This is an exception to the use of punctuation. In this instance the period would not be dropped. It would not be entered either. Rather, it being an unacceptable character, it is to be replaced by the asterisk.

EXAMPLE 4.7.2-1

Name presented:

7.5 Percent Solution Co

STANDARD	NOT PREFERRED
7*5 PERCENT SOLUTION CO	7 1/2 PERCENT SOLUTION CO
	SEVEN ½ PERCENT SOLUTION CO
	7 ½ % SOLUTION CO
	7 1-2 PERCENT SOLUTION CO
	7.5 PERCENT SOLUTION CO

N4.8 Business Names - Alphabetic Fractions

When a business name contains a fraction spelled alphabetically, the numerator and denominator should be entered as separate words separated by a space without marks of any kind separating the words.

EXAMPLE 4.8-1

Name presented:

One-Half Partnership Ltd

STANDARD	NOT PREFERRED
ONE HALF PARTNERSHIP LTD	ONE-HALF PARTNERSHIP LTD
1/2 PARTNERSHIP LTD	ONE/HALF PARTNERSHIP LTD
	1-2 PARTNERSHIP LTD

This follows the standard at 2.12 where hyphens are replaced with a space.

N4.9 Reserved

N4.10 Business Names - Ordinals

When an ordinal number is Arabic, no space should separate the numeral(s) from the alpha suffix. Ordinals in alpha form should be entered in both alpha and Arabic numeral forms.

Ordinal numbers are used to show the order of comparative succession in such items as names, objects and periods of time. Some ordinal numbers are:

- 2nd
- Second
- 3rd
- Third

EXAMPLE 4.10-1

Name presented:

4th Street Oyster Bar Inc

STANDARD	NOT PREFERRED
4TH STREET OYSTER BAR INC	4 TH STREET OYSTER BAR INC
	4 TH ST OYSTER BAR INC
	FOURTH STREET OYSTER BAR INC

EXAMPLE 4.10-2

Name presented:

Fourth Street Gourmet

STANDARD	NOT PREFERRED
4TH STREET GOURMET	4 TH STREET GOURMET
FOURTH STREET GOURMET	4 TH ST GOURMET

N5. ABBREVIATIONS

N5.1 Abbreviations - Limited & Mandatory

- a) Only the words specified below should be actively abbreviated.
- b) The first word of a name should not be actively abbreviated by the indexer.
- c) No part of a human name should be actively abbreviated by the indexer.
- d) The following should always be abbreviated unless such word is the first word of a name:

WORD	ABBREVIATION
and	&
company	CO
companies	CO
corporation	CORP
department	DEPT
federal	FED
incorporated	INC
limited	LTD

Active abbreviation is the process where the indexer does the abbreviation. This is to be distinguished from the situation where the name as presented is already abbreviated. There is no necessity to abbreviate words other than those specified. These eight words should in each instance of appearance in business names (unless they are the first word of a name) be abbreviated.

N6. GOVERNMENT UNITS & AGENCIES

N6.1 Government Name Determination

The indexer should use reasonable judgment to determine if a name is a governmental or business name. If there is doubt as to governmental affiliation, the name should be entered as both a governmental name and a business name.

EXAMPLE 6.1-1

Name presented:

Probation Services of Dooly County

by : _____
Director

STANDARD	NOT PREFERRED
DOOLY COUNTY PROBATION SERVICES	DOOLY CO PROBATION SERVICES
IF IN DOUBT	PROBATION SERV OF DOOLY CO
PROBATION SERVICES OF DOOLY COUNTY	

In the above example the name cannot be easily identified as a government name or the name of a business. In such an instance, if the indexer is in doubt, the name may (and perhaps should) be entered as both a government name in accord with the governmental rules that follow and as a business name.

EXAMPLE 6.1-2

Name presented:

US TIRE CORPORATION

by : _____
CEO

STANDARD	NOT PREFERRED
US TIRE CORP	UNITED STATES TIRE CORP
	UNITED STATES TIRE CORPORATION
	US TIRE CORPORATION

In the above example it is obvious that the name is not a government name. Since the name obviously has no connection with the government it is not necessary that such name also be treated as a governmental unit.

N6.2 Government Names - Jurisdiction and Agency(s)

An instrument presenting a country, state, county, city or town name and an agency or agencies of such jurisdiction should be entered:

- a) In the name of each agency(s) presented preceded by the name of the country, state, county, city or town.

EXAMPLE 6.2-1

Name presented:

**United States of America
Farmers Home Administration
Department of Agriculture**
By: _____

Administrator

STANDARD	NOT PREFERRED
UNITED STATES FARMERS HOME ADMINISTRATION	FARMERS HOME ADMINISTRATION
UNITED STATES DEPT OF AGRICULTURE	DEPARTMENT OF AGRICULTURE
	US DEPARTMENT OF AGRICULTURE
	UNITED STATES FARMERS HOME ADMIN
	USA FARMERS HOME ADMINISTRATION
	UNITED STATES DEPARTMENT OF AGRICULTURE
	UNITED STATES
	FARMERS HOME ADMINISTRATION DEPARTMENT OF AGRICULTURE

EXAMPLE 6.2-2

Name presented:

State of Georgia
Department of Transportation

BY: _____
Administrator

STANDARD	NOT PREFERRED
GEORGIA STATE DEPT OF TRANSPORTATION	DEPT OF TRANS
	STATE OF GEORGIA
	DEPARTMENT OF TRANS
	GEORGIA DEPARTMENT OF TRANSPORTATION
	STATE OF GA DEPARTMENT OF TRANSPORTATION
	GEORGIA
	STATE OF GEORGIA DEPT OF TRANSPORTATION

EXAMPLE 6.2-3

Name presented:

**Dougherty County
Board of Education**

BY: _____

Administrator

STANDARD	NOT PREFERRED
DOUGHERTY COUNTY BOARD OF EDUCATION	DOUGHERTY COUNTY
	BOARD OF EDUCATION
	DOUGHERTY BOARD OF EDUCATION

EXAMPLE 6.2-4

Name presented:

**Town of Adair
Recreation Department**

BY: _____

Administrator

STANDARD	NOT PREFERRED
ADAIR CITY RECREATION DEPT	ADAIR
	TOWN OF ADAIR
	ADAIR, TOWN OF
	ADAIR, TOWN OF RECREATION DEPT
	ADAIR REC DEPT
	ADAIR RECREATION DEPARTMENT

EXAMPLE 6.2-5

Name presented:

Adair Planning Board
by : _____
Administrator

STANDARD	NOT PREFERRED
ADAIR CITY PLANNING BOARD	ADAIR, TOWN OF PLANNING BOARD
	ADAIR, CITY OF PLANNING BOARD
	TOWN OF ADAIR PLANNING BOARD
	CITY OF ADAIR PLANNING BOARD
	PLANNING BOARD, ADAIR

N6.3 Reserved

N6.4 Government Names - No Jurisdiction Name Included

When an instrument presents only a name of a unit or agency of government without including the country, state, county, city, or town name, the name should be entered as the name(s) is presented.

EXAMPLE 6.4-1

Name presented:

**Farmers Home Administration
Department of Agriculture**

STANDARD	NOT PREFERRED
FARMERS HOME ADMINISTRATION	FARMERS HOME ADMIN
DEPARTMENT OF AGRICULTURE	UNITED STATES FARMERS HOME ADMINISTRATION
	DEPT OF AGRICULTURE
	US FARMERS HOME ADMINISTRATION
	USA DEPT OF AGRICULTURE

EXAMPLE 6.4-2

Name presented:

Department of Transportation

BY: _____

Administrator

STANDARD	NOT PREFERRED
DEPARTMENT OF TRANSPORTATION	DEPT OF TRANS
	DEPARTMENT OF TRANS
	GEORGIA DEPARTMENT OF TRANSPORTATION
	PINE COUNTY DEPARTMENT OF TRANSPORTATION
	UNITED STATES DEPARTMENT OF TRANSPORTATION

EXAMPLE 6.4-3

Name presented:

Board of Education

BY: _____

Chairman

STANDARD	NOT PREFERRED
BOARD OF EDUCATION	BOARD OF ED
	EDUCATION BOARD
	GEORGIA BOARD OF EDUCATION
	PINE COUNTY BOARD OF EDUCATION

N6.5 Government Names - Federal - United States

When an instrument contains an apparent party reference to the federal government of the United States of America as:

- a) United States of America, or
- b) United States, or
- c) U.S., US, or
- d) U.S.A., USA, then:

That part of such name should be entered as “UNITED STATES” followed by any agency(s). An entry should be made for each agency.

“UNITED STATES” is the default entry for each instance of a US federal government name. The default standard for United States of America or variations thereof shall be ‘UNITED STATES’ as opposed to “US” or “USA” or other abbreviation. The indexer should use good judgment to determine if a name is a federal government name. If in doubt the name may be entered as both a government name and a business name. Generally if a business name, it should be entered as presented.

EXAMPLE 6.5-1

Name presented:

United States of America

BY: _____

President

STANDARD	NOT PREFERRED
UNITED STATES	US
	USA
	United States President

EXAMPLE 6.5-2

Name presented:

U.S. Forest Service

BY: _____

Deputy Secretary

STANDARD	NOT PREFERRED
UNITED STATES FOREST SERVICE	UNITED STATES OF AMERICA
	U. S FOREST SERVICE
	USA FOREST SERVICE

It is reasonable to determine that the name presented here is a governmental name because this is a commonly known federal government agency. Using reasonable judgment it is safe in this instance not to make an optional entry as a business name. However, if the indexer is in doubt an additional entry of the name as a business name certainly does no harm.

EXAMPLE 6.5-3

Name presented:

U.S.A. Weather Service

BY: _____

Chairman

STANDARD	NOT PREFERRED
UNITED STATES WEATHER SERVICE	UNITED STATES OF AMERICA
IF IN DOUBT	US WEATHER SERVICE
USA WEATHER SERVICE	UNITED STATES WEATHER SERV

In the above example the name is more difficult to identify as being government name or the name of a business. In such an instance the name may be entered as both a government name in accord with the governmental standards and as a business name.

N6.6 Government Names - State - Georgia

When an instrument contains a party reference to the state government of the State of Georgia as:

- a) State of Georgia, or
- b) Georgia, or
- c) GA, then:

That part of such name should be entered as "GEORGIA STATE" followed by any agency(s). An entry should be made for each agency. Words describing the governor or office of the governor shall be omitted.

EXAMPLE 6.6-1

Name presented:

State of Georgia
Department of Natural Resources
BY: _____
Administrator

STANDARD	NOT PREFERRED
GEORGIA STATE DEPT OF NATURAL RESOURCES	GEORGIA, STATE OF, DEPT OF NATURAL RESOURCES
	GA DEPT OF NAT RESOURCES
	DEPARTMENT OF NATURAL RESOURCES, GEORGIA

EXAMPLE 6.6-2

Name presented:

Georgia State Tire Company

BY: _____

Secretary

STANDARD	NOT PREFERRED
GEORGIA STATE TIRE CO	GEORGIA TIRE COMPANY
	STATE OF GEORGIA TIRE CO
	GEORGIA, TIRE CO

It is obvious that the name presented here is not a governmental name. In accord with 6.1 it is not necessary to treat this name as a government name. However, if the indexer were in doubt, an additional entry of the name as a government name certainly would do no harm.

EXAMPLE 6.6-3

Name presented:

Georgia Stephens

STANDARD	NOT PREFERRED
STEPHENS, GEORGIA	GEORGIA STEPHENS
	STATE OF GEORGIA , STEPHENS
	STEPHENS, GEORGIA STATE OF

It is obvious that the name presented here is not a governmental name but the name of an individual. In accord with 6.1 it is not necessary to treat this name as a government name. However, if the indexer is in doubt an additional entry of the name as a Georgia government name certainly does no harm.

N6.7 Government Names - Other States

When an instrument contains a party reference to the state or commonwealth government of a state other than Georgia, such part of the name should be entered as [name of state] followed by the word "STATE" followed by any agency(s).

EXAMPLE 6.7-1

Name presented:

State of Tennessee
Department of Natural Resources
BY: _____
Administrator

STANDARD	NOT PREFERRED
TENNESSEE STATE DEPT OF NATURAL RESOURCES	TENNESSEE, STATE OF, DEPT OF NATURAL RESOURCES
	TENN DEPT OF NAT RESOURCES
	DEPARTMENT OF NATURAL RESOURCES, TENNESSEE

EXAMPLE 6.7-2

Name presented:

Tennessee, State Department of Natural Resources
BY: _____
Administrator

STANDARD	NOT PREFERRED
TENNESSEE STATE DEPT OF NATURAL RESOURCES	TENNESSEE, STATE OF, DEPT OF NATURAL RESOURCES
	TENN DEPT OF NAT RESOURCES
	DEPARTMENT OF NATURAL RESOURCES, TENNESSEE

EXAMPLE 6.7-2

Name presented:

**Commonwealth of Virginia
Department of Natural Resources**

BY: _____
Administrator

STANDARD	NOT PREFERRED
VIRGINIA STATE DEPT OF NATURAL RESOURCES	VIRGINIA, STATE OF, DEPT OF NATURAL RESOURCES
	VA DEPT OF NAT RESOURCES
	COMMONWEALTH, VIRGINIA, DEPT OF NATURAL RESOURCES
	DEPARTMENT OF NATURAL RESOURCES, VIRGINIA

N6.8 Government Names - County

When an instrument contains a party reference to a county or city/county, such part of the name should be entered as:

“[name of county or city county] COUNTY” followed by any agency(s). The words describing any governing authority board or council, such as “Board of Commissioners” or the like should be omitted. An entry should be made for each agency.

“XXXX COUNTY” is the default entry for county names.

EXAMPLE 6.8-1

Name presented:

Dougherty County
Department of Transportation
BY: _____
Director

STANDARD	NOT PREFERRED
DOUGHERTY COUNTY DEPT OF TRANSPORTATION	DOUGHERTY, COUNTY OF DEPT OF TRANSPORTATION
	DOUGHERTY DEPT OF TRANSPORTATION
	DOUGHERTY CO, DEPT OF TRANS
	TRANSPORTATION DEPARTMENT OF DOUGHERTY COUNTY

EXAMPLE 6.8-2

Name presented:

County of Dougherty
Department of Transportation
BY: _____
Administrator

STANDARD	NOT PREFERRED
DOUGHERTY COUNTY DEPT OF TRANSPORTATION	DOUGHERTY, COUNTY OF DEPT OF TRANSPORTATION
	DOUGHERTY DEPT OF TRANSPORTATION
	DOUGHERTY CO, DEPT OF TRANS
	TRANSPORTATION DEPARTMENT OF DOUGHERTY COUNTY

EXAMPLE 6.8-3

Name presented:

Athens/Clarke County
Department of Transportation
BY: _____
Administrator

STANDARD	NOT PREFERRED
ATHENS CLARKE COUNTY DEPT OF TRANSPORTATION	CLARK COUNTY ATHENS DEPT OF TRANSPORTATION
	ATHENS/CLARKE COUNTY DEPT OF TRANSPORTATION
	COUNTY, ATHENS CLARKE DEPT OF TRANSPORTATION
	DEPARTMENT OF TRANSPORTATION ATHENS CLARKE COUNTY

Note that the / is replaced by a space as provided in standard 2.12. The / is a *special* character.

EXAMPLE 6.8-4

Name presented:

Board of Commissioners of Jackson County

BY: _____

Chairman

STANDARD	NOT PREFERRED
JACKSON COUNTY	COMMISSIONERS, JACKSON COUNTY
	JACKSON COUNTY COMMISSIONERS
	JACKSON COUNTY BOARD OF COMMISSIONERS

N6.9 Government Names - City - Town

When an instrument contains a party reference to a city or town government such part of the name should be entered as “[name of city]” followed by the word “CITY” followed by any agency(s). The words describing any governing authority board or council, such as “Mayor and Council”, “City Council” or the like should be omitted.

EXAMPLE 6.9-1

Name presented:

**City of Savannah
Department of Transportation**

BY: _____
Administrator

STANDARD	NOT PREFERRED
SAVANNAH CITY DEPT OF TRANSPORTATION	SAVANNAH, CITY OF, DEPT OF TRANSPORTATION
	CITY, SAVANNAH, DEPT OF TRANSPORTATION
	SAVANNAH DEPARTMENT OF TRANSPORTATION

N6.10 Government Names - Foreign Governments

Names of foreign governments or agencies should be entered beginning with the name of the foreign country followed by the unit or units or agency(s).

APPENDIX A. Georgia Counties and County Codes

Code	County	Code	County	Code	County	Code	County
001	Appling	041	Dade	081	Jefferson	121	Richmond
002	Atkinson	042	Dawson	082	Jenkins	122	Rockdale
003	Bacon	043	Decatur	083	Johnson	123	Schley
004	Baker	044	Dekalb	084	Jones	124	Screven
005	Baldwin	045	Dodge	085	Lamar	125	Seminole
006	Banks	046	Dooly	086	Lanier	126	Spaulding
007	Barrow	047	Dougherty	087	Laurens	127	Stephens
008	Bartow	048	Douglas	088	Lee	128	Stewart
009	Ben Hill	049	Early	089	Liberty	129	Sumter
010	Berrien	050	Echols	090	Lincoln	130	Talbot
011	Bibb	051	Effingham	091	Long	131	Taliaferro
012	Bleckley	052	Elbert	092	Lowndes	132	Tattnall
013	Brantley	053	Emanuel	093	Lumpkin	133	Taylor
014	Brooks	054	Evans	094	Macon	134	Telfair
015	Bryan	055	Fannin	095	Madison	135	Terrell
016	Bulloch	056	Fayette	096	Marion	136	Thomas
017	Burke	057	Floyd	097	McDuffie	137	Tift
018	Butts	058	Forsyth	098	McIntosh	138	Toombs
019	Calhoun	059	Franklin	099	Meriweather	139	Towns
020	Camden	060	Fulton	100	Miller	140	Treutlen
021	Candler	061	Gilmer	101	Mitchell	141	Troup
022	Carroll	062	Glascok	102	Monroe	142	Turner
023	Catoosa	063	Glynn	103	Montgomery	143	Twiggs
024	Charlton	064	Gordon	104	Morgan	144	Union
025	Chatham	065	Grady	105	Murray	145	Upson
026	Chattahoochee	066	Greene	106	Muscogee	146	Walker
027	Chattooga	067	Gwinnett	107	Newton	147	Walton
028	Cherokee	068	Habersham	108	Oconee	148	Ware
029	Clarke	069	Hall	109	Oglethorpe	149	Warren
030	Clay	070	Hancock	110	Paulding	150	Washington
031	Clayton	071	Haralson	111	Peach	151	Wayne
032	Clinch	072	Harris	112	Pickens	152	Webster
033	Cobb	073	Hart	113	Pierce	153	Wheeler
034	Coffee	074	Heard	114	Pike	154	White
035	Colquitt	075	Henry	115	Polk	155	Whitfield
036	Columbia	076	Houston	116	Pulaski	156	Wilcox
037	Cook	077	Irwin	117	Putnam	157	Wilkes
038	Coweta	078	Jackson	118	Quitman	158	Wilkinson
039	Crawford	079	Jasper	119	Rabun	159	Worth
040	Crisp	080	Jeff Davis	120	Randolph		

APPENDIX B – TRANSITION TO COMPLY WITH 2001 HB 1582, ACT 820.

2001 HB 1582, Act 820, implemented provisions related to the types of records to be maintained and recorded by Clerks of Superior Court in Georgia. Such changes are to occur on or before January 1, 2004. This document was constructed to abide by all such provisions.

In performing a transition to comply with these provisions, the following guidance is presented as a recommendation to help assure those Clerks following the recommended practices in this document, provide complete local indexes and complete submissions to the Statewide indexes.

1. Clerks that indexed various liens and lien-related instruments on real property in their Real Estate index are now encouraged to index them in their lien index per the guidance regarding instrument types provided in this document. However, no records previously filed in a Real Estate index are to be filed in a liens index until after lien index data is being transmitted to the GSCCCA for inclusion in the Statewide Lien Index.
2. If a lien-related instrument such as a cancellation, assignment, release, etc is filed that relates to or affects an instrument previously filed in the Real Estate index (such as a materialman lien), the Clerk of Court is encouraged to file/index the instrument in the lien index and cross reference the initial instrument that is in the Real Estate index per the standards provided herein. The Clerk is to continue to stamp the instruments in the Real Estate index (such as 'satisfied') and the stamp will reference the cancellation, assignment, release, etc in the lien index and provide the lien book and page.
3. To help assure that public users continue to find records they expect, it is recommended to advise the public when these provisions are to take affect within a county. The next page presents a model sign that may be suitable for posting in local record rooms.

Effective ____ / ____ / _____, per OCGA 15-6-61, (2001 HB 1582), all documents relating to liens for Real Property (including satisfactions, assignments of liens, etc that were previously filed in the Real Estate - Grantor/Grantee index) will be filed and indexed in the consolidated Lien Index and not in the Real Estate - Grantor/Grantee Index.

- Clerk of Superior Court

APPENDIX C – Comprehensive Cross Reference to Instrument Types

COMPREHENSIVE CROSS REFERENCE TO INSTRUMENT TYPES

This guide is provided to work in conjunction with, and is subordinate to, the section entitled "Parties" in the *Real and Personal Property Indexing Standards*.

INSTRUMENT	INDEX & TYPE (see note 1 at end)	PARTIES	CODE SECTION
DEEDS			15-6-61 44-2-1 44-2-2 44-5-30
ADMINISTRATORS DEED	<i>Deed</i> ESTD ²	Grantor(s): Decedent Grantee(s): Named recipient	15-6-61
ADMINISTRATRIX DEED	<i>Deed</i> ESTD ²	Grantor(s): Decedent Grantee(s): Named recipient	15-6-61
ASSENT DEED	<i>Deed</i> ESTD ²	Grantor(s): Decedent Grantee(s): Named recipient	53-2-109
CONSERVATOR'S DEED	<i>Deed</i> TRSD ²	Grantor(s): Minor / Ward Grantee(s): Buyer	29-3-22
DEED OF CONSERVATORSHIP		See Conservator's Deed	
DEED UNDER POWER OF SALE	<i>Deed</i> FCD	Grantor(s): Borrower/Owner Grantee(s): Named recipient	44-14-160
EXECUTORS DEED	<i>Deed</i> ESTD ²	Grantor(s): Decedent Grantee(s): Named recipient	15-6-61
EXECUTRIX DEED	<i>Deed</i> ESTD	Grantor(s): Decedent Grantee(s): Named recipient	15-6-61
FORECLOSURE DEED	<i>Deed</i> FCD	Grantor(s): Borrower/Owner Grantee(s): Named recipient	44-14-160
GAS DEED	<i>Deed</i> GOMD	Grantor(s): Seller Grantee(s): Buyer	15-6-61
GIFT DEED	<i>Deed</i> GIFD ²	Grantor(s): Giver Grantee(s): Recipient	15-6-61
MINERAL DEED	<i>Deed</i> GOMD	Grantor(s): Seller Grantee(s): Buyer	15-6-61
MORTGAGE	<i>Deed</i> SD	Grantor(s): Borrower/Owner Grantee(s): Lender	44-14-33
OIL & GAS DEED	<i>Deed</i> GOMD	Grantor(s): Seller Grantee(s): Buyer	15-6-61
OIL DEED	<i>Deed</i> GOMD	Grantor(s): Seller Grantee(s): Buyer	15-6-61

QUIT CLAIM DEED	<i>Deed</i> QCD	Grantor(s): Seller or Party granting property rights Grantee(s): Buyer or Party receiving Property Rights	15-6-61
RIGHT OF WAY DEED	<i>Deed</i> RWD	Grantor(s): Seller or Party granting property rights Grantee(s): Buyer or Party receiving Property Rights	15-6-61
SECURITY DEED	<i>Deed</i> SD	Grantor(s): Borrower/Owner Grantee(s): Lender	44-14-63
SECURITY DEED ASSIGNMENT	<i>Deed</i> ASGN	Grantor(s): Lender / loan holder / Assignor and Security Deed Borrower Grantee(s): Assignee of Loan Holder	44-14-64
SECURITY DEED CANCELLATION	<i>Deed</i> CANC	Grantor(s): Party Cancelling the instrument (last assignee) Grantee(s): Borrower	44-14-67 44-14-3
SECURITY DEED PARTIAL RELEASE	<i>Deed</i> REL	Grantor(s): Lender Grantee(s): Borrower	15-6-61
SHERIFF'S DEED	<i>Deed</i> SHFD	Grantor(s): Taxpayer/Debtor/Owner Grantee(s): Purchaser	15-6-61
TAX DEED	<i>Deed</i> TAXD	Grantor(s): Taxpayer/Owner Grantee(s): Purchaser	15-6-61
TIMBER DEED	<i>Deed</i> TIMD	Grantor(s): Seller Grantee(s): Buyer	15-6-61
TITLE REGISTER DEED ³	<i>Deed</i> REGD	Grantor(s): Registered Seller Grantee(s): Purchaser	44-2-160
TRUST ESTABLISHMENT DEED	<i>Deed</i> TRSD	Grantor(s): Creator: of trust Grantee(s): Trust & Trustee	53-12-51
TRUSTEE DEED	<i>Deed</i> TRSD ²	Grantor(s): Trust, Individuals, & Trustee Grantee(s): Buyer	15-6-61
WARRANTY DEED	<i>Deed</i> WD	Grantor(s): Seller Grantee(s): Buyer	15-6-61
WARRANTY DEED CORRECTIVE	<i>Deed</i> WD	Grantor(s): Seller Grantee(s): Buyer	15-6-61
WARRANTY DEED LIMITED	<i>Deed</i> WD	Grantor(s): Seller Grantee(s): Buyer	15-6-61
LEASES			
GAS LEASE	<i>Deed</i> GOML	Grantor(s): Lessor/Owner Grantee(s): Lessee	44-2-9

LEASE	<i>Deed</i> LEAS	Grantor(s): Lessor/Owner Grantee(s): Lessee	44-2-9
LEASE ASSIGNMENT	<i>Deed</i> ASGN	Grantor(s): Lessee or Owner Grantee(s): Assignee of Lessee or Owner	44-2-9
LEASE ASSIGNMENT TO SECURE DEBT	<i>Deed</i> ASGN	Grantor(s): Borrower Grantee(s): Lender	44-2-9
MEMORANDUM OF LEASE	<i>Deed</i> LEAS	Grantor(s): Lessor/Owner Grantee(s): Lessee	44-2-9
MINERAL LEASE	<i>Deed</i> GOML	Grantor(s): Lessor/Owner Grantee(s): Lessee	44-2-9
OIL & GAS LEASE	<i>Deed</i> GOML	Grantor(s): Lessor/Owner Grantee(s): Lessee	44-2-9
OIL LEASE	<i>Deed</i> GOML	Grantor(s): Lessor/Owner Grantee(s): Lessee	44-2-9
OPTION TO LEASE	<i>Deed</i> OPT	Grantor(s): Lessor/Owner Grantee(s): Lessee	44-2-9
TIMBER LEASE	<i>Deed</i> TIML	Grantor(s): Lessor/Owner Grantee(s): Lessee(s)	44-2-9
CONTRACTS TO SELL & OPTIONS			
BOND FOR TITLE	<i>Deed</i> BOND	Grantor(s): Seller/Owners Grantee(s): Buyer	44-2-6
BOND TO RECONVEY	<i>Deed</i> BOND	Grantor(s): Lender Grantee(s): Borrower/Owner	44-2-6
CONTRACT TO SELL	<i>Deed</i> AGRE	Grantor(s): Seller/Owners Grantee(s): Buyer	44-2-6
OPTION TO PURCHASE	<i>Deed</i> OPT	Grantor(s): Seller/Owners Grantee(s): Buyer	44-2-8
OPTION TO PURCHASE ASSIGNMENT	<i>Deed</i> ASGN	Grantor(s): Buyer Grantee(s): Assignee of Buyer	44-2-8
LIENS			
AFFIDAVIT FOR DEMAND FOR FILING OF CLAIM OF LIEN	<i>Lien</i> AFF	Direct: Property Owner Reverse: Claimant of Preliminary Lien Rights	44-14-361-4(c)
AFFIDAVIT FOR CANCELLATION OF PRELIMINARY NOTICE OF LIEN RIGHTS (pursuant to OCGA 44-14-361.4)	<i>Lien</i> AFF	Direct: Property Owner Reverse: Claimant of Preliminary Lien Rights	44-14-361.4(c)

AFFIDAVIT OF NON PAYMENT	<i>Lien</i> AFF	Direct: Lien Debtor Reverse: Lien Claimant	44-14-366
AFFIDAVIT OF PAYMENT IN FULL (pursuant to O.C.G.A. 44-14-366)	<i>Lien</i> AFF	Direct: Property Owner Reverse: Lien Claimant	44-14-366(f)3
AIRCRAFT LIENS - MECHANICS/OTHER	<i>Lien</i> PPL	Direct: Lien Debtor Reverse: Lien Claimant	44-14-518
ARCHITECTS LIEN	<i>Lien</i> LIEN	Direct: Property Owner Reverse: Architect	44-14-361 44-14-380
ASSIGNMENTS OF LIEN	<i>Lien</i> ASGN	Direct: Lien Debtor. If not provided, then assignor and assignee. Reverse: Both: lien claimant assignor, and lien claimant assignee	44-14-324
ATTORNEY LIEN	<i>Lien</i> LIEN	Direct: Client Reverse: Attorney	44-14-320
BAILEE LIEN	<i>Lien</i> LIEN	Direct: Property Owner Reverse: Lien Claimant	44-14-320
BONDS TO DISCHARGE LIEN	<i>Lien</i> REL	Direct: Lien Debtor, Property Owner, Principal, & Bond Agency / Surety Reverse: Lien Claimant	44-14-364
CANCELLATION OF LIEN	<i>Lien</i> CANC	Direct: Lien Debtor Reverse: Party Cancelling the Lien (last Assignee)	15-6-61
CANCELLATION OF PRELIMINARY NOTICE OF LIEN RIGHTS	<i>Lien</i> CANC	Direct: Property Owner Reverse: Claimant of Preliminary Lien Rights	44-14-362
CHILD SUPPORT LIENS - TITLE IVD	<i>Lien</i> LIEN	Direct: Child Support Payer Reverse: Title IVD Agency	19-11-18
CONDOMINIUM LIEN	<i>Lien</i> LIEN	Direct: Property Owner Reverse: Condominium / Condo Assn	44-3-109
CONTRACTOR/ SUBCONTRACTOR LIEN	<i>Lien</i> ML	Direct: Property Owner Reverse: Contractor/Subcontractor	44-14-361
EQUIPMENT/SUPPLIERS LIEN	<i>Lien</i> ML	Direct: Property Owner Reverse: Equipment/Supply Provider	44-14-361
FEDERAL SUPERFUND LIEN	<i>Lien</i> LIEN	Direct: Property Owner Reverse: "United States {agency}"	44-14-517
FEDERAL TAX LIEN	<i>Lien</i> FTL	Direct: Lien Debtor Reverse: "United States {agency}"	44-14-573

HAZARDOUS SITE RESPONSE LIEN (Georgia)	<i>Lien</i> LIEN	Direct: Property Owner Reverse: "Georgia State {agency}"	12-8-96 44-14-320
HOMEOWNER ASSOCIATION LIEN	<i>Lien</i> LIEN	Direct: Property Owner Reverse: Homeowners Association	15-6-61
HOSPITAL LIEN (provided for under O.C.G.A. 44-14-470 et seq)	<i>Lien</i> NOT	Direct: Patient / Injured Party Reverse: Hospital or Medical Facility / Claimant	44-14-472
INNKEEPER LIEN	<i>Lien</i> LIEN	Direct: Guest on the Inn Reverse: Innkeeper	44-14-320
JEWELERS LIEN	<i>Lien</i> LIEN	Direct: Jewelry Owner Reverse: Jeweler	44-14-320
LABORERS LIEN	<i>Lien</i> ML	Direct: Property Owner Reverse: Laborer	44-14-361
LIVESTOCK LIENS	<i>Lien</i> PPL	Direct: Offspring owner Reverse: Owner of male / father	44-14-511
MATERIALMAN'S LIEN (On Personal Property)	<i>Lien</i> PPL	Direct: Property Owner Reverse: Materialman / Lien Claimant	44-14-361
MATERIALMAN'S LIEN (On Real Property)	<i>Lien</i> ML	Direct: Property Owner Reverse: Materialman / Lien Claimant	44-14-361
MECHANICS LIEN (On Personal Property)	<i>Lien</i> PPL	Direct: Property Owner Reverse: Mechanic	44-14-361
MECHANICS LIEN (On Real Property)	<i>Lien</i> ML	Direct: Property Owner Reverse: Mechanic	44-14-361
NOTICE OF COMMENCEMENT (of recovery action for an existing lien)	<i>Lien</i> NOT	Direct: Property owner Reverse: Lien claimant	44-14-361.1(3)
NOTICE OF COMMENCEMENT (of work to be performed by contractor)	<i>Lien</i> NOT	Direct: Property Owner and Contractor Reverse: Property Owner and Contractor	44-14-361.5
NOTICE OF CONTEST OF LIEN	<i>Lien</i> NOT	Direct: Property Owner and Contractor Reverse: Lien Claimant	44-14-368
NOTICE OF SUIT FILED (for recovery of a lien)		See NOTICE OF COMMENCEMENT (of recovery action for an existing lien)	44-14-361.1(3)
NOTICE or LIEN (Pursuant to O.C.G.A. 44-14-470 et seq)	<i>Lien</i> NOT	Direct: Patient / Injured Party Reverse: Hospital or Medical Facility / Claimant	44-14-470
OBJECTION TO REQUEST TO VOID LIEN	<i>Lien</i> AFF	Direct: Property Owner Reverse: Lien Claimant	44-14-367(a)

OTHER LIENS - DESCRIBING REALTY	<i>Lien LIEN</i>	Direct: Lien Debtor Reverse: Lien Claimant	15-6-61
PRELIMINARY NOTICE OF LIEN RIGHTS	<i>Lien PNL</i>	Direct: Owner Reverse: Potential lien claimant	44-14-361.3
PROFESSIONAL ENGINEERS LIEN	<i>Lien LIEN</i>	Direct: Property Owner Reverse: Engineer	44-14-361
RAILROAD CONTRACTOR LIEN	<i>Lien LIEN</i>	Direct: Property/Railroad Owner Reverse: Claimant / contractor	44-14-361
REAL ESTATE BROKER LIEN	<i>Lien LIEN</i>	Direct: Property Owner Reverse: Real Estate Broker	44-14-602
REGISTERED FORESTER LIEN	<i>Lien LIEN</i>	Direct: Property Owner Reverse: Forester	44-14-361
REQUEST TO VOID LIEN	<i>Lien AFF</i>	Direct: Property Owner Reverse: Lien Claimant	44-14-367(a)
SAWMILL/TIMBER/LOG LIEN	<i>Lien LIEN</i>	Direct: Sawmill Owner Reverse: Timberman	44-14-515
STORAGE LIEN	<i>Lien LIEN</i>	Direct: Property owner Reverse: Storing entity	44-14-363
SURVEYORS LIEN	<i>Lien LIEN</i>	Direct: Property Owner Reverse: Surveyor	44-14-361
COURT ORDERS			
ATTACHMENT	<i>Lien LIEN</i>	Direct: Property owner / Secretor Reverse: Creditor / Claimant	15-6-61
BANKRUPTCY	<i>Deed BKRP</i>	Grantor(s): Bankruptcy Petitioner Grantee(s): Bankruptcy Petitioner	15-6-70 44-14-590
CONDEMNATION	<i>Deed ORD</i>	Grantor(s): Owner(s) Grantee(s): Governmental condemner	22-2-141
EXEMPTIONS (CONSTITUTIONAL)	<i>Deed ORD</i>	Grantor(s): Owner Grantee(s): Owner & Spouse/Children	44-13-11
OTHER ORDER RE TITLE	<i>Deed ORD</i>	Grantor(s): Per order Grantee(s): Per order	15-6-61
PARTITION	<i>Deed ORD</i>	Grantor(s): Per order Grantee(s): Per order	15-6-61
REGISTRATION OF TITLE ³	<i>Deed ORD</i>	Grantor(s): Per order Grantee(s): Per order	44-2-120
ESTATES			

ADMINISTRATION	<i>Deed</i> EST	Grantor(s): Decedent Grantee(s): Decedent	15-6-61
LETTERS OF ADMINISTRATION	<i>Deed</i> EST	Grantor(s): Decedent Grantee(s): Administrator / Administratrix	15-6-61
LETTERS TESTAMENTARY	<i>Deed</i> EST	Grantor(s): Decedent Grantee(s): Executor/Executrix	15-6-61
NO ADMINISTRATION NECESSARY	<i>Deed</i> ORD	Grantor(s): Decedent Grantee(s): Decedent	53-2-40
WILL	<i>Deed</i> EST	Grantor(s): Decedent Grantee(s): Decedent	15-6-61
YEARS SUPPORT CERTIFICATE	<i>Deed</i> ORD	Grantor(s): Decedent Grantee(s): Spouse and minor children	53-3-11
OTHER INSTRUMENTS			
AFFIDAVIT (<i>relating to Lien(s)</i>)	<i>Lien</i> AFF	Direct: Current Owner (or affiant if not provided) Reverse: Current Owner (or affiant if not provided)	44-2-20
AFFIDAVIT (<i>relating to Real Estate</i>)	<i>Deed</i> AFF	Grantor(s): Current Owner (or affiant if not provided) Grantee(s): Current Owner (or Affiant if not provided)	44-2-20
AGREEMENT (<i>relating to a lien</i>)	<i>Lien</i> AGRE	Direct: All Parties to Agreement Reverse: All Parties to Agreement	15-6-61
AGREEMENT (<i>relating to real estate</i>)	<i>Deed</i> AGRE	Grantor(s): All Parties to Agreement Grantee(s): All Parties to Agreement	15-6-61
AMENDMENT	*	* Same as Instrument being amended	15-6-61
APPOINTMENT OF GUARDIAN	<i>Deed</i> ORD	Grantor(s): Person under guardianship Grantee(s): Guardian	15-6-61
APPOINTMENT OF TRUSTEE	<i>Deed</i> TRSD	Grantor(s): Creator of Trust Grantee(s): Trustee	15-6-61
ARTICLES OF MERGER	*	* Same as "Certificate of Merger"	
ASSIGNMENT OF INTERESTS IN REALTY	<i>Deed</i> ASGN	Grantor(s): Interest holder Grantee(s): Assignee of interest holder	15-6-61
BAR OF REDEMPTION	<i>Deed</i> NOT	Grantor(s): Original property owner / delinquent tax payer Grantee(s): Buyer (at tax sale) / new property owner	48-4-46

BILL OF SALE - PERSONAL PROPERTY	<i>Lien</i> MISC	Direct: Seller Reverse: Buyer	44-2-10
BOND <i>(for Real Property)</i>	<i>Deed</i> BOND	Grantor(s): Property Owner & Surety Grantee(s): Entity grantor is bound to	15-6-61
BOUNDARY LINE AGREEMENT	<i>Deed</i> BL	Grantor(s): All parties / property owners Grantee(s): All parties / property owners	15-6-61
CANCELLATION <i>(of a Deed)</i>	*	* See "DEEDS– Security Deed Cancellation"	
CANCELLATION <i>(of a Lien)</i>	*	* See "LIENS – Cancellation of Lien"	
CERTIFICATE <i>(of types not mentioned herein)</i>	<i>Deed</i> CERT	Grantor(s): Name specified in certificate Grantee(s): Name specified in certificate	15-6-61
CERTIFICATE OF CLEARANCE <i>(issued by the Georgia Dept of Revenue)</i>	<i>Lien</i> CERT	Direct: Taxpayer(s) Reverse: GEORGIA STATE DEPT OF REVENUE	44-1-18
CERTIFICATE OF CONSERVATORSHIP	<i>Deed</i> CERT	Grantor(s): Minor / Ward Grantee(s): Minor / Ward	29-3-10
CERTIFICATE OF MERGER	<i>Deed</i> CERT	Grantor(s): Names of merged entities Grantee(s): Names of merged entities	
CERTIFICATE OF NAME CHANGE	<i>Deed</i> CERT	Grantor(s): Old entity name Grantee(s): New entity name	
CERTIFICATE OF PERMANENT LOCATION / REMOVAL / DESTRUCTION <i>(Mobile/Manufactured Homes)</i>	<i>Deed</i> CERT	Grantor(s): Current owner of Real Property Grantee(s): Current owner of Real Property	8-2-182 to 8-2-189
CERTIFICATES OF COMMENCEMENT		See "LIENS – Notice of Commencement"	
CONDOMINIUM DECLARATION	<i>Deed</i> CNDO	Grantor(s): Condominium & Declarant Grantee(s): Condominium & Declarant	44-3-74
CONDOMINIUM FLOOR PLAN	<i>Plat</i> FLPL	All names, plat owners, property owners, subdivision or condominium names (including phase) in floor plan caption.	
CONDOMINIUM PLAT	<i>Plat</i> CPLT	All names, plat owners, property owners, subdivision or condominium names (including phase) in plat caption.	

CONTRACT	<i>Deed</i> AGRE	Grantor(s): All parties Grantee(s): All parties	15-6-61
CRIMINAL BOND	<i>Deed</i> BOND	Grantor(s): Defendant & Surety Grantee(s): State of Georgia	15-6-61
DECLARATIONS OF RESTRICTIVE COVENANTS	<i>Deed</i> COVE	Grantor(s): All parties Grantee(s): All parties	15-6-61
DEVELOPMENT RIGHTS (Severance and conveyance)	<i>Deed</i> NOT	Grantor(s): All Property Owners Grantee(s): All Property Owners	36-66A-2
EASEMENT	<i>Deed</i> EASE	Grantor(s): Property Owner Grantee(s): Recipient of Easement	15-6-61 44-10-8
ENVIRONMENTAL COVENANTS (including amendments)	<i>Deed</i> COVE	Grantor(s): Real Property Owner & Covenant 'Holder' Grantee(s): Real Property Owner & Covenant 'Holder'	44-16-8
ENVIRONMENTAL COVENANTS TERMINATION	<i>Deed</i> CANC	Grantor(s): Real Property Owner & Covenant 'Holder' Grantee(s): Real Property Owner & Covenant 'Holder'	44-16-8
FI FA	<i>Lien</i> FIFA	Direct: Judgment Debtor Reverse: Judgment Creditor	15-6-61
FI FA – Affidavit	<i>Lien</i> AFF	Direct: Judgment Debtor (if provided, else Affiant) Reverse: Judgment Debtor (if provided, else Affiant)	
FI FA - Assignment	<i>Lien</i> ASGN	Direct: Judgment Debtor Reverse: Both: judgment claimant assignor, AND judgment claimant assignee	9-13-36
FI FA - Cancellation	<i>Lien</i> CANC	Direct: Judgment Debtor Reverse: Judgment Creditor	9-13-80
FI FA - Nulla Bona	<i>Lien</i> FIFA	Direct: Judgment Debtor Reverse: Judgment Creditor	44-14-11
FI FA - Partial Payments	<i>Lien</i> MISC	Direct: Judgment Debtor Reverse: Judgment Creditor	9-13-79
FI FA - Release	<i>Lien</i> REL	Direct: Judgment Debtor Reverse: Judgment Creditor	9-13-72
LIS PENDENS	<i>Lien</i> LP	Direct: All Parties Reverse: All Parties	44-14-611
LOAN ASSUMPTION AGREEMENT	<i>Deed</i> AGRE	Grantor(s): All Parties Grantee(s): All Parties	15-6-61

MEMORANDUM	<i>Deed</i> AGRE	Grantor(s): All parties Grantee(s): All parties	15-6-61
MILITARY DISCHARGE	*	Index in Military Discharge Index	15-6-72
MISCELLANEOUS (<i>relating to Real Estate</i>)	<i>Deed</i> MISC	Grantor(s): Depends on context Grantee(s): Depends on context	15-6-61
MISCELLANEOUS (<i>relating to Lien</i>)	<i>Lien</i> MISC	Direct: Depends on context Reverse: Depends on context	15-6-61
MOBILE/MANUFACTURED HOMES CERTIFICATE OF PERMANENT LOCATION / REMOVAL / DESTRUCTION		See "CERTIFICATE OF PERMANENT LOCATION / REMOVAL / DESTRUCTION (Mobile/Manufactured Homes)"	
MODIFICATION AGREEMENT (<i>of Security deed</i>)	<i>Deed</i> SD	Grantor(s): Original Grantor: by context Grantee(s): Original Grantee: by context	15-6-61
NOTICE (<i>of types not mentioned herein nor specifically relating to a Lien</i>)	<i>Deed</i> NOT	Grantor(s): Depends on context Grantee(s): Depends on context	15-6-61
NOTICE (<i>relating to a Lien and not more specifically described herein</i>)	<i>Lien</i> NOT	Direct: Depends on context Reverse: Depends on context	15-6-61
NOTICE OF BANKRUPTCY	<i>Deed</i> BKRP	Grantor(s): Bankruptcy Petitioner Grantee(s): Bankruptcy Petitioner	15-6-70 44-14-590
NOTICE OF REAL ESTATE SETTLEMENT	<i>Deed</i> NOT	Grantor(s): Seller Grantee(s): Buyer	44-2-30
PETITION (<i>related to lien(s)</i>)	<i>Lien</i> MISC	Direct: According to Petition Reverse: According to Petition	
PETITION (<i>related to Real Estate</i>)	<i>Deed</i> MISC	Grantor(s): According to Petition Grantee(s): According to Petition	
PLAT	<i>Plat</i> PLAT	All names, plat owners, property owners, subdivision or condominium names (including phase) in plat caption.	15-6-68
POWER OF ATTORNEY (<i>unless for dealing specifically with a lien</i>)	<i>Deed</i> POA	Grantor(s): Creator / Appointer / Principal Grantee(s): Attorney in fact	15-6-61
POWER OF ATTORNEY (<i>specifically dealing with a lien</i>)	<i>Lien</i> POA	Direct: Creator / Appointer / Principal Reverse: Attorney in fact	15-6-61

POWER OF ATTORNEY REVOCATION (<i>unless for dealing specifically with a lien</i>)	<i>Deed</i> RPOA	Grantor(s): Both: Creator / Appointer / Principal & Attorney in fact Grantee(s): Both: Creator / Appointer / Principal & Attorney in fact	15-6-61
POWER OF ATTORNEY REVOCATION (<i>specifically dealing with a lien</i>)	<i>Lien</i> RPOA	Direct: Both: Creator / Appointer / Principal & Attorney in fact Reverse: Both: Creator / Appointer / Principal & Attorney in fact	15-6-61
RELEASE (<i>of a lien</i>)	<i>Lien</i> REL	Direct: Owner / Lien debtor Reverse: Lien Claimant(s)	15-6-61
RELEASE (<i>of Security Deed</i>)	*	* See "DEEDS – Security Deed Partial Release"	
RENEWED STATE TAX EXECUTION (same as "State Tax Execution Renewal")	<i>Lien</i> FIFA	Direct: Taxpayer(s) Reverse: GEORGIA STATE DEPT OF REVENUE	44-3-42
SATISFACTION (Full)	* CANC	* See "DEEDS – Cancellation of Security Deed" or "LIENS – Cancellation of Lien" as appropriate	15-6-61
SATISFACTION (Partial)	* REL	* See "DEEDS – Cancellation of Security Deed" or "LIENS – Cancellation of Lien" as appropriate	15-6-61
STATE TAX EXECUTION	<i>Lien</i> FIFA	Direct: Taxpayer(s) Reverse: GEORGIA STATE DEPT OF REVENUE	44-3-42
STATE TAX EXECUTION RENEWAL (same as "Renewed State Tax Execution")	<i>Lien</i> FIFA	Direct: Taxpayer(s) Reverse: GEORGIA STATE DEPT OF REVENUE	44-3-42
SUBORDINATION AGREEMENT (<i>relating to deed</i>)	<i>Deed</i> AGRE	Grantor(s): Existing Lender Grantee(s): New Lender	15-6-61
TAX EXECUTION	<i>Lien</i> FiFa	See "LIENS – Fi Fa"	48-2-56 48-3-19
UCC (all UCCs filed in Real Estate Records, except UCC3 Terminations)	<i>Deed</i> NOT	Grantor(s): Owner/Debtor Grantee(s): Lender/Secured Party	11-9-403
UCC 3s that are "Terminations" (filed in Real Estate Records)	<i>Deed</i> CANC	Grantor(s): Lender/Secured Party Grantee(s): Owner/Debtor	11-9-403

Notes:

1. *The "Index and Type" Column indicates the index file the instrument is to be transmitted to the Statewide Index, and the instrument type code to be assigned the instrument within the index.*
2. *Index the Instrument Type stated in the table unless the instrument is recognized as a Warranty Deed or Quit Claim Deed.*
3. *"Title Register Deed" and "Registration of Title" instrument types refer to the rarely used provisions of the "Land Registration Law" as defined in O.C.G.A. 44-2-40 et seq and are not to be confused with other types of deeds.*
4. *If an instrument presents more than one party for the types of parties listed above, then each party is to be indexed separately.*

APPENDIX D. - Sample Index Pages - (Real Estate, Liens, and Plats)

GRANTOR	A P	GRANTEE (S)	DATE FILED	TIME	TYPE	BOOK	PAGE	GMD SEC	LD	LL	Remarks / Description (not warranted)
LANGFORD, SYLVIA	O	SUN FINANCE SUN MORTGAGE CO	08/19/1995	03:19PM	SD	1118	234	122	56	0122	FOXMOOR ESTATES U2 L3
LANGFORD, SYLVIA M	O	SOUTHEASTERN DEVELOPMENT	09/02/1995	08:00AM	SD	1324	14		19	0065	FOXMOOR ESTATES U2 L2
LANGFORD, SYLVIA M		KOBIEROWSKI, PHIL NOBLER, WALTER NOBLER, BETTY	09/03/1995	09:45AM	QC	91324	6		06	1122	1.46 AC DEED BK 1400 PG 50
LANGFORD SYSTEMS INC		GE CAPITAL CREDIT CORP	02/04/1995	09:10AM	SD	1006	331		05	0043	PINES INDUSTRIAL PARK L17
LANGFORD SYSTEMS INC		JOHN D SMITH CONSTRUCTION CO	02/15/1995	08:00AM	SD	1012	27		05	0043	PINES INDUSTRIAL PARK L17
LANGFORD, THOMAS L	O	MEANS, LARRY C	10/18/1995	04:48PM	WD	1427	131	365			14.67 AC
LANGFORD, THOMAS L		JENRETTE DEVELOPMENT INC	10/23/1995	08:30AM	WD	1431	1	365 42			TWO TRACTS, 34.56 AC GMD 365; 4.25 AC
LANGFORD THOMAS TEMPLETON INDUSTRIES CORP		NATIONSBANK	01/01/1996	03:34PM	SD	1712	78		04 04	0034 0122	
LANGFORD, TOM		CREST CONSTRUCTION CO	04/19/1995	09:40AM	ML	1168	227		02	0034	SIMMONS MILL U1 BLK C L17
LANGFORD, TOM		LANGFORD, BETTY LANGFORD, ERNEST LANGFORD, HAROLD C	11/12/1995	08:00AM	QC	1401	167		04	0017	2.34 AC
LANGFORD, TOMMY	O	SIMMONS, PHYLLIS SIMMONS, RAYMOND	03/18/1995	10:12AM	WD	1088	39		05	0067	HIGHTOWER GLEN U1 BLK B L23
LANGFORD, TOMMY	O	BACHART, ANN BACHART, EDWARD	05/01/1995	08:30AM	WD	1180	112		05	0067	HIGHTOWER GLEN U1 BLK A L44 3642 HIGTOWER TRAIL
LANGLEY FINANCIAL SERVICES		AARON, JAMES AARON, WILMA	02/28/1995	11:12AM	CANC	1015	88				
LANGLEY FINANCIAL SERVICES		ZIMMERMAN, CELESTE ZIMMERMAN, WILLIAM	08/19/1995	08:00AM	CANC	1318	331		05	0003	BRIARGATE U1 L7 DEED BK 834 PG 255
LANGLEY, PHILLIP REED	O	ANDERSON MORTGAGE	04/17/1995	08:00AM	SD	1168	10	15			PEACH HILLS
LANGLEY, PHILLIP REED	O	BROWN, CYNTHIA BROWN, ROBERT	05/29/1995	04:55PM	WD	1192	267	15			12.5 AC
LANGSTON, ROBERT W		ANDERSON, WILLIAM CARNES, A J CARNES ANDERSON LP CARNES, CLEVE	01/09/1995	02:12PM	WD	998	329		02	0005	SHADY ACRES 14 ACRES PLAT BK 14 PG 12B
LANGSTON, VIVIAN	O	KOHLERSTEIN NATURAL RESOURCE DEVELOPMENT	09/19/1995	02:43PM	GOMD	1341	142		02	0016	OIL 16.546 ACRES
LANGSTON, WILLIAM E		LANGSTON, EDNA	01/08/1995	01:48PM	QCD	1160	8		04	0019	FOREST HILLS BLK A L26
LANNER, BEATRICE		LANNER, BEATRICE	03/04/1995	08:30AM	AFF	1042	348				
LANNER CONTAINER SYSTEMS INC		BANK OF AMERICA	05/22/1995	9:05AM	NOT	1188	17				UCC 2

DIRECT PARTY (Debtor)	A P	REVERSE PARTY (Claimant)	DATE FILED	TIME	TYPE	BOOK	PAGE	GMD SEC	LD	LL	Remarks / Description (not warranted)
LANG, SYLVIA	O	SUN FINANCE SUN FINANCE CO	01/19/2002	03:19PM	FIFA	1119	234	122	56	0122	FOXMOOR ESTATES U2 L3
LANG, SYLVIA	O	SUN FINANCE SUN FINANCE CO	09/02/2002	09:00AM	CANC	1902	14	122	56	0122	FOXMOOR ESTATES U2 L3 LIEN BK 1119 PG 234
LANG, SYLVIA M	O	SUN FINANCE SUN FINANCE CO	01/19/2002	03:19PM	FIFA	1119	234	122	56	0122	FOXMOOR ESTATES U2 L3
LANG, SYLVIA M	O	SUN FINANCE SUN FINANCE CO	09/02/2002	09:00AM	CANC	1902	14	122	56	0122	FOXMOOR ESTATES U2 L3 LIEN BK 1119 PG 234
LANGFORD, THOMAS L	O	LANGFORD, THOMAS L LANGFORD, VICTORIA	10/18/2002	04:48PM	LP	2018	131				
LANGFORD, VICTORIA	O	LANGFORD, THOMAS L LANGFORD, VICTORIA	10/23/2002	08:30AM	LP	2023	131				
LANGSTON, PAUL		PEACHTREE COUNTY TAX COMMISSIONER	01/01/2002	03:34PM	FIFA	1101	78		04 04	0034 0122	\$15,000
LANGSTON, RAHIM ABDUL		CREST CONSTRUCTION CO	04/19/2002	09:40AM	ML	1168	227		02	0034	SIMMONS MILL U1 BLK C L17 1017 MORRIS LANE
LEMMON, TOMMY	O	HAPPY TRAILS CONDOMINIUM ASSOCIATION	03/18/2002	10:12AM	LIEN	1318	39		05	0067	HAPPY TRAILS U13 CONDO ASSN LIEN
LISOWITZ, JANET	O	APPLE, JOHN DULLARD, HARRY HARMER, JOANNE JACKSON, PAUL JACKSON, ANDREA KOBIEROWSKI, P LISOWITZ, JANET REAMER, UDO STEVENS, KELLY VITON, FRANK WILLOCHEZSKI, VLADE	04/16/2002	12:45PM	AFF	1416	18	1 1 1	21 21 21	6 7 21	
LONG, RICHARD	O	ROOFERS R US INC	05/01/2002	08:30AM	CANC	1501	112	1	10	0067	PRETTY ENCLAVES U1 BLK A L44 3642 HIGTOWER TRAIL \$7000. DEED BK 2214 PG 57
LUTTMYER, ALLISON		GEORGIA STATE DEPT OF LABOR	02/28/2002	11:12AM	FIFA	1228	88				\$531
LUTZ, BERNARDO ASHKEW		UNITED STATES DEPT OF THE TREASURY UNITED STATES INTERNAL REVENUE SERVICE	08/19/2002	09:00AM	FTL	1819	331				\$27,000