GUIDE TO HOW NAMES ARE INDEXED

This is a general guide as to how the County Clerk's Office creates the indexes and how you can best search the indexes.

The County Clerk's Office enters names as they appear on the original instrument, surname first, given name second, middle name or initial, name suffice such as JR, SR, III, 3rd, without alternate spellings or corrections except as indicated below:

1. Obvious misspellings and/or obvious differences between the printed name and the signature may be cross indexed.

2. Mt.(Mount), St.(Saint) may or may not be spelled out in full. They will be indexed as they are spelled out on the instrument.

3. It is best to search numbers by the Arabic numerals and by spelling out alphabetically.

   Generally:
   a)   When a word is an Arabic numeral, the numeral will be entered as presented.

   b)   When a word is a number spelled alphabetically, the name will be entered with the alphabetic spelling of the number as presented.

   c)   When a word is an obvious Roman numeral, the name will be entered with the Roman numeral as presented.

   Example: Name presented: Thirty Five Broadway Realty Trust

            Indexed as: Thirty Five Broadway Realty Trust

   Example: Name presented: 35 Broadway Realty Trust

            Index as: 35 Broadway Realty Trust

   Example: Name presented: XXXV Broadway Realty Trust

            Index as: XXXV Broadway Realty Trust

   General Rule: A name will be indexed the way it is presented. When searching a grantor or grantee that has a number in its name, search for it every possible way it could be indexed to insure that you do not miss an entry.

4. Hyphenated single words will be typed with a hyphen or space. (Example: "Co-operative" will be typed as "Co-operative").

5. Hyphenated names will be typed with a hyphen. (Example: "Smith-Jones" will be typed as "Smith-Jones").

6. An ampersand will be used for the word "and" and will be typed with a space before and after the ampersand.

7. Terms and their abbreviations such as "Trustee" TRUS, "Estate" EST, "Administrator" ADM, "Attorney" ATTY, "Sheriff" SHRFF, "Tax Collector" COLL will be entered last and will affect the position of the name. The name will be indexed first, with the title to follow. (Example: A deed with the Grantor clause reading "John Jones as Executor of the Estate of Mary Smith" will be typed "Jones, John (EXR" "Smith, Mary (EST BY EXR)" *Enter only the names when doing a search.

8. Initials will be typed as presented on the instrument. Periods are not used unless the name is an internet URL (dot com). If there is a period between the initials then the initials will be typed only with a space. (Example: "A.B.C. Corporation" = "A B C Corp" "ABC Corporation" = "ABC Corp") If the name is an internet URL (dot com) a period will be used. (Example jerseycape.com). If there is a hyphen between initials then the initials will be typed with the hyphen. (Example: "A-B-C Corporation" = "A-B-C Corp")

9. Human surnames such as O'Brien, La France, Del Rio and Van Otto will be entered as they appear on the instrument.

10. Corporations, companies, towns, trusts, clubs, associations are treated in their entirety as surnames.

11. The words Company, Companies, Corporation, Incorporated, will be abbreviated as Co., Co., Corp., Inc., when they appear as the last word in a company name.

12. The County of Cape May or Cape May County will be indexed as Cape May County and will not use the word "of".

13. When a company name has repeatedly and consistently been treated in one particular way so as to have acquired an accepted and established written form, an unusual and dissimilar treatment of the name, one which is immediately recognized as differing from the established form, will, generally, be cross indexed so as to include the established usage.

14. The word "The" is not used when it begins a name.

(Example: "The Bank of Boston" = "Bank of Boston." The exception to this is "The Bank."

15. Agencies, divisions, departments of a Municipality, County, State or the United States will be indexed only by the Municipality, County, State or the United States of America, not by the agency, division or department. Any reference to the agency, division, department follow at the end of the name. (Example: "Township of Middle Planning Board" = "Middle Twp Planning Board).*
Exception: United States Internal Revenue Service will be indexed as "Internal Revenue Service."
Municipalities in Cape May County are indexed as follows
Borough of Avalon = Avalon or Avalon Boro
City of Cape May = Cape May or Cape May City
Borough of Cape May Point = Cape May Point or Cape May Point Boro
Township of Dennis = Dennis Twp
Township of Lower = Lower Twp
Township of Middle = Middle Twp
City of North Wildwood = North Wildwood, North Wildwood City or North Wildwood Boro (formerly)
City of Ocean City = Ocean City
City of Sea Isle City = Sea Isle City
Borough of Stone Harbor = Stone Harbor or Stone Harbor Boro
Township of Upper = Upper Twp
Borough of West Cape May = West Cape May or West Cape May Boro
Borough of West Wildwood = West Wildwood or West Wildwood Boro
City of Wildwood = Wildwood or Wildwood City
Borough of Wildwood Crest = Wildwood Crest or Wildwood Crest Boro
Borough of Woodbine = Woodbine or Woodbine Boro