

## GUIDE TO INDEXING

**The Cape May County Clerk's Office enters names as they appear on the original instrument: surname first, given name second, middle name or initial, and suffixes such as JR, SR, III, 3<sup>rd</sup> 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 are indexed as they are spelled on the instrument.
3. When searching a grantor or grantee with a number in the name, search every possible way it could be indexed to ensure that you do not miss an entry.
  - a. When a word is an Arabic numeral, the numeral will be entered as presented, e.g., "35 Broadway Realty Trust."
  - b. When a word is a number spelled alphabetically, the name is entered as presented, e.g., "Thirty Five Broadway Realty Trust."
  - c. When a word is an obvious Roman numeral, the name is entered as presented, e.g., "XXXV Broadway Realty Trust."
4. Hyphenated single words are typed with a hyphen or space, e.g, "Co-operative" = "Co-operative."
5. Hyphenated names are typed with a hyphen, e.g, "Smith-Jones" ="Smith-Jones."
6. Terms and their abbreviations such as "Trustee" TRUS, "Estate" EST, "Administrator" ADM, "Attorney" ATTY, "Sheriff" SHRFF, "Tax Collector" COLL are entered last and affect the position of the name. The name is indexed first, with the title to follow. 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)." When searching enter only the names.
8. Initials are typed as presented. 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. ("A.B.C. Corporation" = "A B C Corp" and "ABC Corporation" = "ABC Corp"). If the name is an internet URL a period will be used. (e.g., jerseycape.com). If there is a hyphen between initials then the initials will be typed with the hyphen (e.g., "A-B-C Corporation" = "A-B-C Corp").
9. Human surnames such as O'Brien, La France, Del Rio and Van Otto are 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, are 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 do 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, which is immediately recognized as differing from the established form, is generally cross-indexed to include the established usage.
14. The word "The" is not used when it begins a name, e.g., "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, e.g., "Township of Middle Planning Board" = "Middle Twp Planning Board." The United States Internal Revenue Service will be indexed as "Internal Revenue Service."
16. 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