

Some things drafters can do to facilitate document indexing and findability:

- Clearly indicate the names of the parties to the document and their capacities as grantor or grantee (e.g., in capitals, “grantor” or “grantee” in parentheses)
- Put all names of the parties to the document in the forefront of the document (not in the middle or in attachments)
- Clearly separate from the name to be indexed any additional information about prior names, affiliates, or underlying documents
- Avoid adopting names for real estate title with symbols or unusual spacing or punctuation that will result in unfamiliar alphabetizing
- Ensure names appear consistently throughout the document and in signatures
- Use a single document title from the common document types listed in the local rules
- Clearly set out a brief description of the property for indexing reference
- When the document is related to a prior recorded instrument (e.g., as with a satisfaction), clearly show the prior document’s recording information and the names of the parties to that prior instrument and their original capacities as grantors or grantees

IMPORTANT NOTICE

ABOUT REAL PROPERTY

DOCUMENT INDEXING

**Effective July 1, 2012
(except Wake County, where by January 1, 2014)
real property instrument indexing
will be according to new minimum standards**

This brochure provides a summary
of some of the features of the new rules

For details review:

the revised Minimum Standards for
Indexing Real Property Instruments

and

the local rules of this office

(available for review upon request)

AS APPEARS:

- Under the new rules names are entered into the database as they appear on the document
- Searchers get query results for names that match the characters as entered
- Also searchers can see names that match without regard to punctuation, symbols, and spaces

NAME COMPOSITION:

Several presumptions apply to the construction of names, such as:

- Human names in a document are assumed to be in the United States name convention of given names followed by surname
- Hyphenated surname (e.g., Jones-Smith) is indexed with the combined surname as it appears, without the hyphen, and with last word alone as the surname
- Suffixes (Jr., III, etc.) are placed after the last given name in the given name field
- Estate names are indexed by the human name
- Trust names are indexed as non-human names and by human name contained within

As under the prior rules, examine *the document* to determine if it is relevant to your search

SOME OF THE FUNCTIONS:

Equivalencies: Results returned that automatically associate characters with abbreviations and vice-versa

Auto-completion: Optional drop-down menu may suggest names from the record database that begin with the entered characters

Soundex: Optional function may suggest names from the record database that may be pronounced similarly to the named entered

SORT ORDER:

When names are provided in a sorted order, the order of the list is according to:

American Standard Code for Information Interchange (ASCII) order for 68 recognized letters, numbers, symbols, and marks on the standard keyboard – other characters are not recognized

In alphabetical order, nothing comes before something:

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Review the minimum standards to determine the recognized characters and their precise order