

# Randolph County Indexing Standards

Randolph County Register of Deeds

January 1, 1994

## 1. POSTED INDEX RULES

### 1.01

- a. The standards used in Randolph County for indexing documents and plats may be found in Exhibit A.
- b. “The” will be dropped when it appears as the first word of a non-human name.
- c. The only set-out section will be for non-human names beginning with a symbol (\*,!,#, etc.). These entries may be found under SYMBOL\*.
- d. A consolidated document book will be used for all instruments pertaining to real estate excluding plats, highway right-of-way plans, condominium plans, and UCC fixture filings.
- e. The following words will always be abbreviated in non-human names unless the word falls as the first word of the non-human name:

And	&	Incorporated	INC
Associate(s)	ASSOC	*Insurance	INS
Association	ASSN	Limited	LTD
*Bank & Trust	B&T	*Mortgage	MTG
Company(ies)	CO	National Association	NA
Condominium	CONDO	Partnership(s)	Ptnrp
Corporation	CORP	*Partner(s)	PTNR
*County	CNTY	*Savings & Loan	S&L
Department	DEPT		
*Finance	FIN		

\*These Abbreviations were added to the original (11) list beginning July 1, 2009.\*

- f. A list of document type abbreviations may be found in Exhibit B.
- g. An office layout may be found in Exhibit C.
- h. Procedures for using the various copiers and office machines may be found at each machine.
- i. Previous indexing rules and the time periods during which the rules were used may be found in Exhibit D.
- j. Partnerships under the Uniform Partnership Act are indexed only in the name of the partnership and in the name of each of the general partners.
- k. Designated status (trustee, executor, etc.) will appear at the end of the given name for humans and as an extension of non-human names. A list of abbreviations used to indicate designated status may be found in Exhibit E.
- l. Randolph County will NOT use terms that indicate additional name references such as FKA, DBA, AKA, etc.; however, additional names will be indexed.
- m. The reverse party will be listed surname first followed by given name.

- n. The directory of names will be printed monthly with the non-human names following the human names.

## **2. LOCAL INDEXING RULES**

- 2.01 The register of deeds shall adopt rules that are not in conflict with G.S. 161-22 establishing indexing procedures and the format of the indexes. The rules may address such subjects, by way of example and not limitation, as the abbreviation of names, the treatment of symbols, the deletion of spaces, the treatment of such punctuation in the names of parties as commas, periods, hyphens and dashes, the indexing of names that contain numerals, and the placement of the word “The” when it is the first word in the name of the party.

## **3. CONSOLIDATED DOCUMENT BOOK**

- 3.01 The register of deeds may maintain a consolidated document book(s) containing all documents and instruments related to real property, except for maps and plats, highway right of way plans, condominiums and UCC’s. If a consolidated document book is used, there shall not be separate document books for specific documents such as deeds, deeds of trust, corporations, etc.

## **4. INDEXING PROCEDURES**

### **4.01 Indexing Procedures for Spelling Variations and Illegibility.**

When instruments contain spelling variations between the typed or printed portions and signatures, partially illegible signatures, or information in the typed or printed portion not given by the signatures, the following procedures shall govern the indexing:

- a. When each word of the signature is legible and it gives the complete name of the party, the signature shall govern.
- b. When the signature is legible but initials or abbreviations are used, any additional information given by the printed or typed name and not in conflict with the signature shall govern.
- c. When none of the words in the signature are legible, the printed or typed name shall govern.
- d. When one or more of the words in the signature are legible, then the words that appear in the printed or typed name shall govern over the words of the signature that are not legible.
- e. When the spelling of any word in a legible signature and the spelling of the corresponding word in the typed or printed name is a variance, and the variance would cause the entries to be made at different places in the index, then the instrument shall be indexed under both spellings.
- f. When a reasonable interpretation of an illegible word in a signature is at variance with the corresponding word in a typed or printed name, and the variance would cause the entries to be made at different places in the index, then the instrument shall be indexed in both places.

### **4.02 Signature Convention**

The register of deeds shall assume that all signatures on a document are in the United States signature convention of given name (s) followed by surname.

#### 4.03 Names of All Parties

- a. The full name of each party to an instrument shall be indexed.
- b. Except as listed below, all parties to an instrument shall be indexed. Note: A person can be a party to an instrument without signing the instrument.
  1. Exceptions:
    - (a) The name of the beneficiary of a deed of trust need not be indexed. Note: Beginning 10/2005 D/T's must be indexed in beneficiary name & trustee is optional.
    - (b) Certificates filed pursuant to the Uniform Limited Partnership Act are to be indexed only in the names of the partnership and the general partners rather than in the name or each partner.
    - (c) When an indexed party is a corporation or a limited liability company, the name of the corporation or the name of the limited liability company shall be indexed. The names of the officers or managers shall not be indexed.

#### 4.04 Basic Alphabetizing Procedures

All entries shall use the English alphabet and alphabetizing procedures shall be according to the order of the English alphabet.

# **EXHIBIT A**

## **Indexing Rules**

Human surnames that contain a space, apostrophe, or other type of punctuation will be indexed without the space or punctuation.

Compound surnames which are separated by a hyphen will be indexed with a space replacing the hyphen. Compound surnames will be indexed under the complete compound name as well as under the last part of the surname. Ex: Amy Smith-Jones Will be indexed under “Smith Jones” as well as “Jones”

All human names will be listed individually with no consideration given to spousal interest.

Professional titles will not be indexed as part of the human name.

All names will be indexed in a telephone style listing, alphabetized by the surname, then given name.

In non-human names which contain a series two or more single characters (letters, numerals, symbols and approved punctuation), the single characters will be combined with no spaces until the series is broken by a word containing two or more single characters. Exception: Ampersand (&) must be preceded and followed by single characters.

Non-human names that begin with a numeral will be indexed as it appears on the document. The numeral will not be converted to a word.

In non-human names that contain an apostrophe, comma, parentheses, or colon, these will be dropped and no space will be added. In non-human names that contain a hyphen or slash, the hyphen or slash will be dropped and a space will separate the two words. Exceptions: colon indicating time or slash indicating a fraction.

Documents referring to a government agency and the branch of government the agency belongs to will be indexed under the branch name – USA, NC, Randolph County, Asheboro, etc. Special agencies such as Resolution Trust Corp., Federal National Mortgage Assn., etc. Will be indexed under the agency name only.

Any non-human name that begins with United States, United States of America, or North Carolina will be abbreviated and indexed under USA, US, or NC.

A copy of “Minimum Standards for Indexing Real Property Instruments” may be found at the information center in office lobby.

## EXHIBIT A

### Indexing Examples – Human Names

<u>Name on Document</u>	<u>Indexed</u>
Anthony <u>Van Hoy</u>	<u>VANHOY</u> , Anthony
Catherine <u>O’Briant</u>	<u>OBRIANT</u> , Catherine
John <u>Mac Donald</u>	<u>MACDONALD</u> , John
John Mac <u>Donald</u>	<u>DONALD</u> , John Mac
Susan <u>Saint James</u>	<u>SAINTJAMES</u> , Susan
Jane <u>Smith-Simpson</u>	<u>SMITH SIMPSON</u> , Jane & <u>SIMPSON</u> , Jane Smith
Paul <u>De-Oro</u>	<u>DEORO</u> , Paul & <u>DE ORO</u> , Paul
Debra (Scott) <u>Shaw</u>	<u>SHAW</u> . Debra Scott & <u>SCOTT</u> , Debra
Mrs. John <u>Smith</u> Dr. John <u>Smith</u>	<u>SMITH</u> , John Mrs <u>SMITH</u> , John
Ah Ho Chen	<u>CHEN</u> , Ah Ho
Judy <u>Mar De Almagro</u>	<u>MARDEALMAGRO</u> , Judy
John <u>Williams</u> , Executor of Ben <u>Williams</u> Estate & John <u>Williams</u> individually	<u>WILLIAMS</u> , John Exr <u>WILLAMS</u> , Ben Est <u>WILLIAMS</u> , John
Ben <u>Franklin</u> , Trustee	<u>FRANKLIN</u> , Ben Tr

**EXHIBIT A**

## Indexing Examples – Non-Human Names

Name on DocumentIndexed

The Land Mark Grill

Land Mark Grill

Jim Walter Homes

Jim Walter Homes

Five Points Car Repair

Five Points Car Repair

1<sup>st</sup> Federal Mortgage Co1<sup>st</sup> Federal Mortgage Co

7 Per Cent Solution Co

7% Solution Co

1 2 3 Get Away Resort

123 Get Away Resort

Corporation for the Blind

Corporation for the Blind

Blind Man Corporation

Blind Man Corp

Jones-Smith Construction

Jones Smith Construction

Van Hoy Manufacturing

Van Hoy Manufacturing

C C Mangum Shoes

CC Mangum Shoes

A-1 Auto Sales

A1 Auto Sales

Barclays/American Mortgage

Barclays American Mortgage

Tom's Bar B Q House

Toms Bar BQ House

Jones, Smith, Bell &amp; Associates

Jones Smith Bell &amp; Assoc

B R C Inc

BRC Inc

Saint Joseph Hospital

Saint Joseph Hospital

St. Peter's Baptist Church

St Peters Baptist Church

B B &amp; W W Associates

BB&amp;WW Assoc

Wachovia Bank &amp; Trust Co

Wachovia Bank &amp; Trust Co

% of Your Business

SYMBOL\* % of Your Business

% of Your Business

United States Knife Co

US Knife Co

United States of America Bowling League

USA Bowling League

North Carolina Timber Co

NC Timber Co

Randolph County Cloggers

Randolph County Cloggers

Asheboro Jewelers

Asheboro Jewelers

John Smith CPA

John Smith CPA

Sam Reynolds Revocable Trust

Sam Reynolds Revocable Trust

United States of America, Farmers Home Admin

USA Farmers Home Admin

North Carolina Department of Transportation

NC Dept of Transportation

Randolph County Board of Education

Randolph County Board of Education

City of Asheboro

Asheboro City of

Johnny C & Co  
Bankers Trust (California)  
8:00 Cafe

Johnny C & Co  
Bankers Trust California  
8:00 Cafe

## **EXHIBIT B**

### Abbreviations – Instrument Type

A/COL	Additional Collateral
A/N	Assumed Name
ABSTR	Abstract
ACKGT	Acknowledgement
ACPT	Acceptance
ADM/D	Administrators Deed
ADMT	Amendment
AFFT	Affidavit
AGMT	Agreement
ANNEX	Annexation
APPMT	Appointment
APPRV	Approval
ASGMT	Assignment
ASSMT	Assessment
ASSN	Association
ASSUM	Assumption
AUTH	Authorization
B/S	Bill Of Sale
BUAN	Business under Assumed Name
BKCY	Bankruptcy
BOND	Bond
BYLAW	Bylaw
C/D	Corrected Deed
C/INS	Corrected Instrument
C/SAT	Certificate of Satisfaction
CAN	Cancellation
CANCEL A	CANCEL A
CEM/D	Cemetery Deed
CERT	Certificate
CNVR	Conversion
COL	Collateral
COM/D	Commissioners Deed
COMM	Commission

COMR/  
CONDO  
CONF  
CONST  
CONT

COMR/  
Condominium (Plats or Plans)  
Confirmation  
Consent  
Contract

## **EXHIBIT B – Continued**

CONTN  
CONV  
CORP  
COVNT  
CT/O  
D/SEP  
D/SUB  
D/T  
DECL  
DED  
DEED  
DISCH  
DISLN  
DT  
DT/AS  
ESMT  
EXR/D  
EXT  
EXT/A  
FCL  
FIX/F  
FORCL NO  
FORCLSE  
FORF  
HWY R  
HWYRW  
IND  
INSTR  
JGMT  
LEASE  
LIEN  
LIS/P  
LTD/P  
LTR

Continuation  
Conveyance  
Corporation  
Covenant  
Court Order  
Deed of Separation  
Deed of Subordination  
Deed of Trust  
Declaration  
Dedication  
Deed  
Discharge  
Dissolution  
Deed of Trust  
Deed of Trust & Assignment  
Easement  
Executors Deed  
Extension  
Extension Agreement  
Foreclosure  
Fixture Filing  
Foreclosure Notice  
Forclosure  
Forfeiture  
Highway Right-of-way  
Highway Right-of-way  
Indenture  
Instrument  
Judgment  
Lease  
Lien  
Lis Pendens  
Limited Partnership  
Letter



M/ACT  
M/LSE  
M/SEP  
MAP  
MD

Memorandum of Action  
Memorandum of Lease  
Memorandum of Separation  
Maps Miscellaneous  
Mortgage Deed

## **EXHIBIT B – Continued**

MEMO  
MERG  
MERGE  
MIN  
MISC  
MOD  
MOD/A  
MTG  
MTG/D  
N/CHG  
N/COR  
N/INT  
N/REQ  
N/SET  
N/SAT  
N/SUB  
NOT  
NOTCE  
NOTE  
NOTIC  
OATH  
OFFER  
OPT  
ORD  
ORDER  
P/A  
P/REL  
PLAT  
PRMIT  
PTNR  
PTNRP  
PUBLIC  
Q/C  
QCD  
R/AGT

Memorandum  
Merger  
Merge  
Minutes  
Miscellaneous Charges  
Modification  
Modification Agreement  
Mortgage  
Mortgage Deed  
Name Change  
Notice of Correction  
Notice of Intent  
Notice of Request  
Notice of Settlement  
Notice of Satisfaction  
Notice of Substitution  
Notary Public  
Notice  
Note  
Notice  
Oath  
Offer  
Option  
Ordinance  
Order  
Power of Attorney  
Partial Release  
Plat  
Permit  
Partner  
Partnership  
Service Fee  
Quit Claim Deed  
Quit Claim Deed  
Registered Agent

R/C  
R/COM  
R/M/A  
R/O  
R/P/A

Restrictive Covenants  
Report of Commissioners  
Road Maintenance Agreement  
Registered Owner  
Revocation of Power of Attorney

## **EXHIBIT B – Continued**

R/TR  
R/W  
REC  
REDAC  
REINS  
REL  
REL/D  
REL/R  
RELQ  
RENUN  
REPT  
REQ/N  
RESC  
RESUB  
RESIG  
RESOL  
RESTR  
REVOC  
RIDER  
RTFY  
S/COL  
S/D/T  
S/IND  
S/TR  
SAT  
SAT/M  
SAT/P  
SEC/D  
SEP/A  
SHF/D  
SPLIT  
STMT  
SUB  
SUB/A  
SUB/D  
SUP

Resignation of Trustee  
Right of Way  
Receipt  
Request for Redactions  
Reinstatement  
Release  
Release Deed  
Release Restriction  
Relinquishment  
Renunciation  
Report  
Request for Notice  
Rescission  
Resubdivision  
Resignation  
Resolution  
Restrictions  
Revocation  
Rider  
Ratification  
Substitution of Collateral  
Supplemental D/T  
Supplemental Indenture  
Substitution of Trustee  
Satisfaction  
Satisfaction of Mortgage  
Satisfaction By Presentation  
Security Deed  
Separation Agreement  
Sheriff Deed  
Split  
Statement  
Subdivision  
Subordination Agreement  
Subordination Deed  
Supplement

SUSP  
TERM  
TMB/D  
TMD

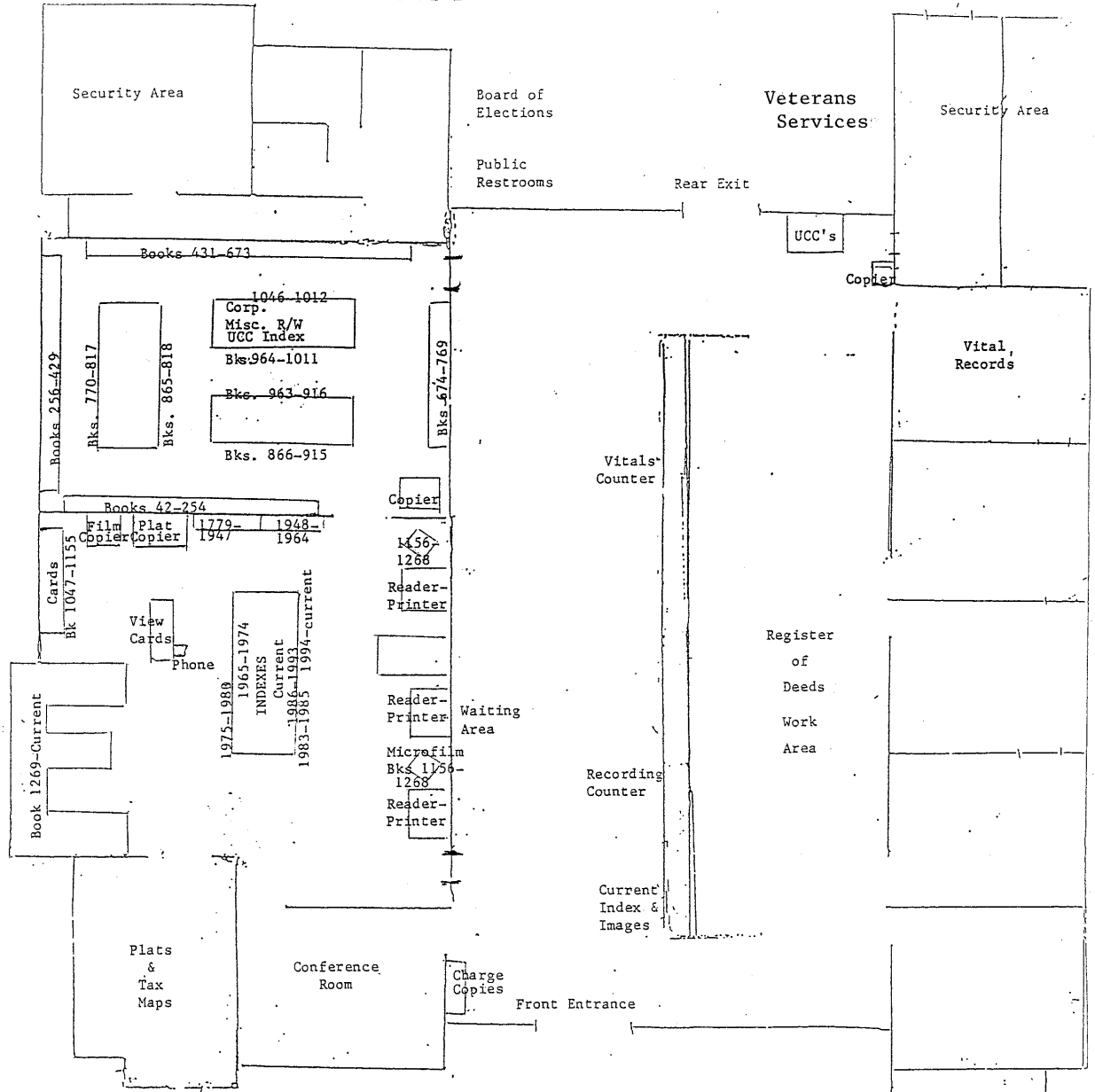
Suspension  
Termination  
Timber Deed  
Timber Deed

## **EXHIBIT B – Continued**

TR/D  
TRUST  
UCC  
UCC/A  
UCC/C  
UCCAMD  
UCCASGN  
UCCCONT  
UCCF  
UCCORG  
UCCREL  
UCCRJ  
UCCTERM  
VA  
VERIF  
VOID  
W/DRW  
WILL  
WVR

Trustee's Deed  
Trust  
Uniform Commercial Code  
UCC Amendment  
UCC Correction  
UCC Amendment (Old)  
UCC Assignment  
UCC Continuation  
UCC Fixture Filing  
UCC Original  
UCC Release  
UCC Rejection  
UCC Termination  
Variance  
Verification  
Void  
Withdrawal  
Will  
Waiver

EXHIBIT "C"



Randolph County Register of Deeds  
Asheboro, N. C.

## Previous Indexing Rules – Exhibit D

- 1779 – 1974      Real estate indexes created during this time period were “family style” indexes with each human surname and each non-human name listed separately in the directory of names at the front of each book.  
Surnames with similar spellings or names that sound alike may appear on the same page in the index.
- 1975 – 1993      Computer generated indexes listed human and non-human entries together in alphabetical order according to the date of recording. Firms beginning with “The” were indexed under the first letter of the second word. Firm names which started with a human name were indexed under the first letter of the firm name. Example: Jim Walter Homes indexed under “J”. (See Exhibit D)
- 1986 – 1993      Human name searches for the names Charles, Robert, Thomas & William may be abbreviated to Chas, Robt, Thos, & Wm
- 1994 – 8/31/96      Only set-outs are for Symbols\* & government names.  
  
Designated status indicated by (\) at the end of given name for humans and as an extension of non-human names.  
  
Spouse names were printed along side each other only if the document specified that the parties were husband and wife.  
  
Non-human names may have been indexed differently from the name as it appeared on the document when it could be determined that the name was the same firm previously indexed. (See Exhibit F). List showing firm as it appeared on document and as it appeared on index available at recording counter.
- 1994 – 1996      Non-human names containing & and a single character may have been indexed with no space separating the & and the

character.

## **EXHIBIT D – Previous Indexing Rules (Continued)**

All firms are index under the first letter of the name.

Ex: Jim Walter Homes under “J”.

Firms beginning with digits are indexed in a special “NUMBERS” section under “N”.

Special headings include:

BANKS – Indexed under “B” – does not include Savings & Loans

CHURCHES – Indexed under “C” – includes incorporated churches

LODGES – Indexed under “L” – includes lodges, clubs, orders & incorporated organizations.

RAILROADS- Indexed under “R”

Government and government-related agencies will be indexed under the appropriate federal, state or local level listed below:

ASHEBORO – See “A” – Includes Board of Education, Redevelopment Commission, et al.

NC STATE – See “N” – includes Department of Transportation, NC Housing Finance Agency, et al

RANDOLPH CO – See “R” – includes Board of Education, Sheriff of Randolph, Industrial Facilities & Pollution Control, et al.

U S A – See “U” – includes US Postal Service, Farmers Home Admin., Admin. Of Veterans Affairs, et al.

## **Exhibit E**

### **Codes for Trustee & Other Designated Status**

<b>TITLE</b>	<b>ABBREVIATION CODES (approved by Land Records)</b>
ADMINISTRATOR	ADMR
ADMINISTRATRIX	ADMR
AGENT	AGT
ASSOCIATE(S)	ASSOC
ATTORNEY IN FACT	AIF
BENEFICIARY	BNFCY
CLERK OF SUPERIOR COURT	CSC
COMMISSIONER(S)	COMR
CONSERVATOR	CSVTR
CO-EXECUTOR	EXR
CUSTODIAN	CUST
DECEASED	DEC
ESTATE	EST
EXECUTOR(S)	EXR
EXECUTRIX	EXT
GUARDIAN	GDN
HEIR/HEIRS	HEIR/HEIRS
NEXT FRIEND	NF
NOMINEE	NOM
PARTNER	PTNR
PERSONAL REPRESENTATIVE	PR
RECEIVER	RCVR
SERVICER	SCVR
SETTLOR	STLOR
SUBSTITUTE TRUSTEE	TR
SUCCESSOR TRUSTEE	TR
TRUST	TRUST
TRUSTEE IN BANKRUPTCY	TR/B
TRUSTEE(S)	TR

TRUSTOR	TOR
WILL	WILL

## EXHIBIT F

Indexing Rules – Firm List  
Applies for Years 1994 - 1996

Randolph County will use a firm list for non-human names that shows the name as it is shown on the document and the name as it appears on the index. Differences in the two names may occur when the name on a newly recorded document is different from that on one previously recorded and it can be determined that the name refers to the same firm.

For example:

Name on Document

Name on Index

New Space Construction  
New Space Construction Co  
New Space Construction Co Inc  
New Space Construction Inc

New Space Construction  
New Space Construction  
New Space Construction  
New Space Construction

This firm list should insure that the user is able to find most of the variations of a firm name under one index heading. The list is made available for your use.