

Basic Guidelines on Indexed Documents

Over the years, the Register of Deeds office has not always been consistent in how names were indexed. As a searcher, this can be very frustrating. You may want to use the “soundzLyke” feature and include a date range in your search. (This option is only available in Laredo), or search a name multiple ways. Below are some examples of different ways grantor/grantee were indexed over the years.

Name	Alternative Searching
MR/BK, LLC	MR/BK LLC MR BK LLC MR\BK LLC
Wisconsin Department of Revenue (Any State Agency)	WI DEPARTMENT OF REVENUE WISCONSIN DEPT OF REVENUE WIS DEPARTMENT OF REVENUE
First National Bank	FIRST NATL BANK 1 ST NATIONAL BANK
John Vanden Burg	JOHN VANDEN BURG JOHN VANDERBURG
Michael and Mary Smith	SMITH, MICHAEL & MARY(ON THE SAME LINE); SMITH, MICHAEL SMITH, MARY(EACH LISTED ON A SEPARATE LINE)
Andrew O’Hearn	OHEARN, ANDREW O’HEARN, ANDREW O HEARN, ANDREW
A.B.C. Inc	ABC INC A B C INC A B C, INC

The Register of Deeds office instituted standard indexing rules as of May, 2005. Here are some basic guidelines on how our documents are indexed in our current system.

Punctuation-No punctuation used except for hyphens and slashes if given.

Surnames with prefixes-Disregard the apostrophe or space within the name.

Hyphenated names-Treat as one word and include hyphen with no extra spaces.

Name Given	Indexing Rules
Paul A O'Malley	OMALLEY, PAUL A
David F Vander Hayden	VANDERHAYDEN, DAVID F
Carlos De La Cruz	DELACRUZ, CARLOS
Mary Smith-Harper	SMITH-HARPER, MARY
Susan Evers Miller	MILLER, SUSAN EVERS

Business name abbreviations-The following are abbreviations used when indexing business names. Again, no punctuation is used except for hyphens and slashes if given.

Complete Word	Abbreviation
Corporation	CORP
Company	CO
Incorporated	INC
Limited	LTD
Division	DIV
And	&
Saint	ST
Brothers	BROS
Cooperative	COOP
Association	ASSN

Examples of Business Names Indexed

Company Name Given	Indexing Rules
Jones Corporation	JONES CORP
Smith Company	SMITH CO
Andrew's Incorporated	ANDREWS INC
Mike's Limited	MIKES LTD
Industrial Tool and Die Division	INDUSTRIAL TOOL & DIE DIV
Saint Ann's Hospital	ST ANNS HOSPITAL
American Bank & Savings Association	AMERICAN BANK & SAVINGS ASSN
La Salle Bank National Association	LASALLE BANK
Mrs. Bowen's Bakery	MRS BOWENS BAKERY
Mid-West Machinery Company, Inc	MID-WEST MACHINERY CO INC
"Now" the "In" Thing	NOW THE IN THING
A.B.C. Inc	A B C INC
N O W Company	NOW CO
The Hardware Store	HARDWARE STORE
Wisconsin Department of Agriculture (any state agency)	WI DEPARTMENT OF AGRICULTURE
Wisconsin Power and Light Company	WISCONSIN POWER & LIGHT CO