

Read Carefully These Instructions and Suggestions to Clerks and Others Using

## COTT FAMILY NAME INDEXES

### THE SUB INDEX

1. Write names on the Sub-Index plain and in as bold a hand as possible. Don't make n like u. Don't try to subdivide names on Sub-Index further than is arranged by the scheme here laid out. That is, if Baker is the first name for the column, *Bae to Bak*, write *Baker* on the first dark ruled line followed by *Baer* if it should happen to be the second name of that group, on the second dark ruled line, and so on.

2. A name is written but once on the Sub-Index (except as noted in the next paragraph), no matter how many times the same name is repeated on the Main Index. Following the name is a column in which is written the page of the Main Index, where all entries of this name are to be placed.

3. Names similar in sound but spelled differently should be grouped together on the Main Index, and each variety of spelling noted on the Sub-Index, under its proper sub-divisions. Thus:

Bair-Bare-Baer  
Bear-Baehr  
Shafer-Schafer  
Sheffer-Shaefer  
Read-Reed-Reid  
Kline-Klein

Lowery-Lowry  
Lourie, etc.  
Snyder-Snider  
Schneider-Schnider  
Keyser-Keiser-Kizer  
Pearson-Pierson

4. Names like *Schneider* and *Snyder* should appear in Sub-Index under *Sc* and also *Sn*; *Pearson* and *Pierson* under *Pe* and *Pi*, etc. However, no notice of more than one style of spelling a name need be taken—and that the way it is spelled on the record—until it is spelled differently in a subsequent entry.

5. Odd names falling to the same Sub-Index column may be grouped together on the Main Index. For example, the names *Debler*, *Dedman*, *Debroski* and *Deator* being odd, and likely to be infrequent and all belonging to the same Sub-Index column, could be given the same page on the Main Index, and write in the column in red ink, "For names not listed here, see page....."

6. Sub-Indexes can be renewed and rewritten at very little expense and it is so planned that this can be done in after years if they become defaced and worn.

*This Index in loose leaf form is continuous and expansive.* When the Binder becomes filled to its capacity, get another Binder and carry one or more letters into the new Binder. Continue doing this when necessary until you have a Binder for each sub-division or unit. It is thus designed to be a Continuous Index for a long period of years.

### THE MAIN INDEX

7. Family Names appear together on the Main Index, the Sub-Index being a guide to the page on which such Family Names will be found.

8. If there are three or more columns on the page of the Main Index for given names, write the given name or names in the column in which the initial letter of first given name appears at head of column. By careful writing two given names can occupy the same line, one above the other, so that six given names, if two properly fall to each column can be entered on one line. When more than two fall to a column make a complete new line for each two thus remaining.

9. In paging the Main Index, each sub-division or unit indicated by the extension tab begins with page 1. On the back of that sheet is page 2, followed by pages 3, 4, 5, 6, etc. When more sheets are needed add them continuing the paging in regular order.

10. Add a sheet immediately following a group requiring additional space, giving it the same page as the page continued. Preferably with red ink letter number these pages thus: 2a, 2b, 2c, 2d; 4a, 4b, 4c, etc.

11. Don't try to arrange Family Name Groups in any particular order on the Main Index, except to have "A" names separated from the "B's" and so on. Austin can go on pg. 1, Armstrong p. 3, Abbott p. 5, Allen p. 7, or on any right hand oddly numbered page. If any order is attempted it should be to put the largest groups in front, but this is only a matter of convenience. After several years, when time has demonstrated that a name is not likely to fill both pages of a sheet, the left hand or evenly numbered pages may be used for a Name Group. After a still longer period and a name has only one or two entries on a page a new name may be given on the lower half of the same page.

If any point is not clear to you when beginning the Index or continuing its use, always feel free to write the manufacturer, who will cheerfully reply to any questions regarding the proper working of the system.

THE COTT INDEX CO.

Index Specialists Since 1888

COLUMBUS, OHIO

*C. M. Cott*  
Registered U. S. Patent Office

An Identifying  
Trade Mark

## THIS SUB-INDEX

IS AN INDEX TO THE GENERAL  
INDEX OF WHICH IT IS A PART

The pages of the General Index devoted to this Initial Letter follows immediately after this Sub-Index. Figures opposite the name indicate the page where entries are made.

*EXTENSION TABS* or the book itself represent the first unit of subdivision and refer to Surname Initials.

*MARGINAL CUTS* represent the second unit of subdivision, and are usually the Second Letter of Surname, or Guide Letters.

*THE BLOCKS* or *COLUMNS* on the Sub-Index, still further subdivide Names, according to the designations printed thereon.

The General Index can be ruled in any manner required, and is adapted for the indexing of all kinds of records, and for any number of names from 10,000 up to 1,000,000 or more.

COTT INDEXING SYSTEMS FOR PUBLIC  
RECORDS AND COMMERCIAL USE

Patented by C. M. Cott and Patents Pending

The Cott Printing & Index Co.

INDEX BOOKS AND INDEX SYSTEMS INSTALLED  
FOR STATE, COUNTY AND MUNICIPAL RECORDS

Loose Leaf Indexes and Loose Leaf Records

COLUMBUS, OHIO, U. S. A.

MICROFILMED

U. S. Copyright No. 103632

MICROFILMED

8-6-71

JAN 03 2003

U	Page	Vaa to Vak—Val Vam	Page	Van Vao	Page	Van Vao—Continued	Page	85
Uldrick-Ulrich-Ulerich	1	Valentine	11	Van-Vann	12			
Ulmer	2	Valis	59	Vanadore	13			
Underwood	3	Valenti	67	Vance	14			
Unger	4	Valley	120	Van Dae	15			
United States	5	Vaden	88	Vandiver	16			
United States Stores, Inc.	5			Van Gieson	17			
University	6	Valdez	109	Van Ingen	18			
Upchurch	7			Van Vechten	19			
Upton	8			Van Atten	48			
U.S. Building Company	9			Van Arsdale	51			
Utley	10			Van Leeuwen	57			
United	5			Van Horn - Van Horne -	66			
Unthank	45			Van Dyke	64			
Urquhart	53			Vanvick	74			
Ukena	58			Van Buskirk	84			
				Van Keuren	90			
Upshaw	61			Vanover	92			
Webel	62			Vandevander	103			
Uhrig	69			Van Riper	96			
Urban & Rural Land	83			Van Natta	124			
Urch	70			Vanderhoof	97			
				Vanfossen	99			
Urological Clinic, Inc.	72			Van Wie	102			
Unitarian-Universalist	112			Van Skike	107			
Ullom	73			Van Pelt	113			
Uhlenhake	78			Vande Kerkhove	114			
Usry	89			Vandenburgh	118			
Ussery	89			Vander Voort	119			
Urso	104			Van Hooser	122			
Umphries	108			Vanderwerff	123			
Ur	111			Van Name	126			

RECORDED  
8.6.72

REC. U. S. COUNTY INDEXES SINCE 1888  
 PAT. OFFICE CLAIMS An Identifying Trade Mark  
 The Golt Index Company, Columbus, Ohio  
 U. S. Copyright No. 109632  
 Names of similar spelling and similar sound should be grouped together and given the same page number. Indicate on Sub-index the different ways the name is spelled, duplicating the name in more than one column when necessary.

RENEW THESE IMPORTANT SHEETS WHEN BY USE THEY BECOME DEFACED OR WORN  
 46 buff sheets and 20 tab sheets go to make up complete set No. 0 (designated by 0 preceding numbers)  
 92 buff sheets and 20 tab sheets go to make up complete Set No. 1 Regular (designated by regular numbers)  
 104 buff sheets and 28 tab sheets go to make up complete Set No. 1 Split (designated by S following numbers on certain sheets  
 Economical to order complete sets. When ordering one or more buff sheets (broken sets) give complete numbers, etc., appearing  
 on this margin. Order tab sheets by alphabet lettering.

Vap to Vaz	Page	Vb Vc Vd—Ve to Vn	Page	Vo Vp Vq	Page	Vr to Vz	Page
Vaughan-Vaughn	20	Veazey - Veasey	23	Vogel	33	Vreeland	37
Vaught	21	Verdin	24	Von Hollen	34	Vriezelaar	38
Vazquez	22	Verner	25	Voorhess -Voorhees	35	Vredenburgh	75
Vause	49	Vernon	26	Vought	21		
Varner	60	Vess-Vest	27	Voyles	36	Vukcevic	85
Varin	106	Vickers	28	Vowell	44		
Varn	63	Vickery	29	Von Edwins	50	Vurnakes	87
Varney	101	Vincent	30	Vollnogle	121		
Ván Lott, Inc.	71	Vinson	31	Vonnegut	68		
		Virginia	32	Von Hofe	80		
Vassey	82			von Borstel	91		
Vardry	110	Vines	39	Voegler	100		
Varas	93	Vermillion	40	Voncannon	117		
Varat	105	Veal	41	Voorhies	35		
Varnadore	125	Vissage	42				
		Vellenga	43				
		Vigodsky	46				
		Victor	47				
		Vick	52				
		Vehorn	54				
		Vitale	55				
		<b>Viola</b>	<b>56</b>				
		Vega	65				
		Vigil	116				
		Ventilated Awnings	76				
		Villines	115				
		Veterans	77				
		Veach	79				
		Verrill	81				
		Vide	98				
		Verna	25				
		Vinskus	86				
		Verreault	94				
		Venus	95				

MICROFILMED

8-6-71

U  
V

Corporations and Firms

Page

Corporations and Firms

Page

REG. U. S. PAT. OFFICE *Chas. M. C. H.* County Indexes Since 1888 The Gott Index Company, U. S. Copyright  
Columbus, Ohio No. 103632  
Names of similar spelling and similar sound should be grouped together and given the same page number. Indicate on Sub-index the different ways the name is spelled, duplicating the name in more than one column when necessary.