

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 *Pierston* 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 *Deater* 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.

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.

THE COTT INDEX CO.

Index Specialists Since 1888

COLUMBUS, OHIO

U. S. Copyright No. 103632

MICROFILMED

7-29-71

Laa Lab Lac Lad	Page	Lae Laf Lag Lah Lai Laj Lak Lal	Page	Lam Lan	Page	Lam Lan—Continued	Page	46
Lackey	1	Lafoy	3	Lamb	6			
Ladford	2	La France Industries	4	Lambert	7			
		Lakemont	5	Lampe - Lamp	8			
LaBoon	77	Lakin	93	Lancaster	9			
Lacher	130	Lake Forest, Inc.	109	Land	10			
LaCroix	156	Lagerquist & Co. Ltd.	121	Lander	11			
Lacey	180	Lagerholm	125	Landreth	12			
		Laemmel	173	Lanford-Langford	13			
Ladson	199			Langley	14			
				Langston	15			
				Lanier	16			
				Lamson	135			
				Landrum	83			
				Lamar	84			
				Lancianese	86			
				Langenback - Langenbach	91			
				Landolt	107			
				Landford	13			
				Langdale	115			
				Lane	158			
				Langille	120			
				Lang	128			
				Lance	129			
				Lanco, Inc.	142			
				Langham	146			
				Lanham	171			
				Langenbach	91			
				Lanning	176			
				Lambeth	7			
				Lamkin	182			
				Landmark Finance Corp.	209			
				Landgraf	210			

REF. U. S. PAT. OFFICE
 U. S. Copyright No. 103632
 The Great Index Company
 Columbus, Ohio
 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, duplicate 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 26 tab sheets go to make up complete Set No. 1 Split (designated by S following numbers on certain sheets
 under letters E-C-H-M and S)
 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.

47

Lao Lap Laq Lar	Page	Las Lat	Page	Lau Lav	Page	Law Lax Lay Laz—Lb Lc Ld	Page
Lark	105	Lassiter	17	Laughridge	19	Law-Laws	21
Larrimore -Larimore	184	Latham-Lathem-Lathan	18	Laurens	20	Lawson	22
La Peer	184	Latimer	131	Lauder	79	Lawton	23
La Place	212	Lasenbery	137	Lavelly	122	Layton	159
		La sater	190	Launius	151	Lawhorn	117
				Laughter	186	Lazar	119
				Lavis	197	Lawrence	152
				Lava	214	Lay	203
						Lawrimore	211
						Lawyers	177

MICROFILMED

SEP 05 2002

L

La

Lea Leb Lec Led Lia Lib Lic Lid	Page
Leach	24
League - Leagues -	25
Leake	26
Leopard	27
Leatherwood	28
Ledbetter	29
Liberty	30
Lide	85
Ledford	92
LeBre	145
Lear	113
Leaphart	136
LeGouras	169
Libby	187
Liatos	188
Leary	192
Licking Valley	198
Liability	202
Le'Bec Realty Co.	204

Lee Lef Leg Leh Lei Lej Lek Lie Lif Lig Lih Lii Lij Lik	Page
Lee	31
LeGrand	32
Life	33
Ligon	34
Lefler	89
Legate	98
Leeke	26
Lehman	126
Legg	127
Leeper	132
Leeds Homes	143
Lefurgey	150
Lehigh	164
Leggett	183

Lel Lem Lil Lim	Page
Limbaugh	35
Lemire	36
Lilliwood	101
Lell	109
Lindner	215

Len Leo Lep Leq Lin Lio Lip Liq	Page
Leonard	37
Leopard-Leppard	
(See Leopard)	
Lindley-Linley	38
Lindsay-Lindsey-Linsday	39
Lineberger	40
Link	41
Lipscomb	42
Line	97
Linn	76
Lincoln Nat'l. Life	124
Lenhardt	133
Lenowitz	147
Lingerfelt	148
Liner	154
Lindler	38
Linge	185
Lenderman	205
Lincon Corp.	206

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 SPELLLED, DUPLICATING THE NAME IN MORE THAN ONE COLUMN WHEN NECESSARY.

THE U.S. COUNTY INDEX COMPANY
 PART OFFICE
 COLUMBUS, OHIO
 THE COTT INDEX COMPANY
 COLUMBUS, OHIO
 U.S. COPYRIGHT
 No. 103692

RENEW THESE IMPORTANT SHEETS WHEN BY USE THEY BECOME DEFACTED OR WORN
 48 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 26 tab sheets go to make up complete Set No. 1 Split (designated by S following numbers on certain sheets
 under letters B-C-H-M and S)
 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.

Ler Lir	Page	Les Let Lis Lit	Page	Leu Lev Liu Liv	Page	Liw Lix Liy Liz—Lj to Ln Lew Lex Ley Lez—Lf Lg Lh	Page
Leroy's, Inc.	106	Leslie-Lesley	43	Levant	47	Lewis	49
Lerner	172	Lister	44	Livingston	48	Leyser	134
		Little	45	Levine	96	Lexington	195
		Littlefield	46	Liverett	166		
		Littlejohn	94	Liverman	144		
		Losesne	90				
		Lisby	103				
		Lester	111				
		LeSuer	116				
		Liston	153				
		Litman	155				
		Lite	161				
		Lesco	181				
		Littleton	200				

L

Le
Li

Loa Lob Loc Lod	Page
Locke	50
Lockhart	51
Lodge	52
Local	78
Lockaby	141
Lockee	50
Lochee	175
Locklier	197

Loe Lof Log Loh Loi Loj Lok	Page
Loftis	53
Lohmann	54
Loggins	95
Loflin	157

Lol Lom	Page
Lollis	55
Lomax	56
Lominick	139
Lomas	194

Lon Loo Lop Loq	Page
Long	57
Looper -Luper	58
Longview, Inc.	88
Lonnecker	104
Loose	114
Longshore	123
Longo	165
Longstreet	167
London	193

FILED U. S. PAT. OFFICE
 The City Index Company
 Columbus, Ohio
 U. S. Copyright
 No. 103632
 Names of similar spelling and similar sound should be grouped together and given the same page number. Indicate on Sub-indices 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 26 tab sheets go to make up complete Set No. 1 Split (designated by S following numbers on certain sheets
 under letters E-C-H-M and S)
 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.

Lor	Page	Los Lot	Page	Lou Lov	Page	Low Lox Loy Loz—L1 Lp Lq Lr Ls Lt	Page
Lord	140	Lots, Inc.	149	Love	59	Lowery	61
Lortz	170			Lovelace-Loveless	60		
				Loury	87	Lowe -Lowe's	80
				Levett	201	Lowndes	82
				Lovinggood	207	Lloyd	100
				Loud	208		

L

L1
Lo

Lua Lub Luc Lud	Page	Lue Luf Lug Luh Lui Luj Luk	Page	Lul Lum	Page	Lun Luo Lup Luq	Page
Lucas	62			Lullwater Syndicate	64	Lunney	65
Ludwick	63					Lunsford	66
Lucius	102			Lumbermens	213	Lupo -Lupu	67
Luben	108					Lundsford	66
						Lunt	112
						Lupu	67

RES. U. S. PAT. OFFICE
Chas. M. C. Co. County Indexes Since 1884
 An Identifying Trade Mark
 The Cett Index Company,
 Columbus, Ohio
 U. S. Copyright
 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, separating 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 26 tab sheets go to make up complete Set No. 1 Split (designated by S following numbers on certain sheets
 under letters B-C-H-M and S)
 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.

Lur	Page	Lus Lut
Lurey	68	Lusk Luttrell Luthi -Luth Luther Lutheran

Page	Luv Luw Lux Luy Luz	Page	Lv Lw Lx Ly Lz	Page
69	Luxemburger	71	Lybrand	72
70			Lyda - Lyday	73
110			Lyerly	74
138			Lynch	75
191			Lynn	76
			Lyons	162
			Lyle	81
			Lynnhurst Finishing Co.	99
			Lyman Printing &	118
			Lytle	163
			LVV	168

L

Lu
Ly

Firms
and
Corpo-
rations
OVER

Corporations and Firms

Page

Corporations and Firms

Page

