

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	Lowery-Lowry
Bear-Baehr	Lourie, etc.
Shafer-Schaefer	Snyder-Snider
Sheffer-Shaefer	Schneider-Schnider
Read-Reed-Reid	Keyser-Keiser-Kizer
Kline-Klein	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.

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
 7-30-71

Paa Pab Pac Pad	Page	Pae Paf Pag Pah Pai Paj Pak	Page	Pal Pam	Page	Pan Pao Pap Paq	Page	62
Pace	1	Page	2	Palm	5	Pappas	8	
		Paget-Padgett	3	Palmer	6			
Packard	97	Painter	4	Palmetto	7	Pan-American Life Ins.Co	120	
				Palis	155			
Pack	130			Palanzo	166	Pannell -	138	
Pacific	193					Papini	181	
	205							
P. & W. Const's Co.	206							
P & H	220							

(pick up)

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.

REV. U. S. COUNTY INDEXES SINCE 1868
 PAT. OFFICE CLAIMS An Identifying Trade Mark
 The City Index Company, U. S. Copyright
 Columbus, Ohio No. 103632

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)
 82 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.

Par	Page	Pas Pat	Page	Pau Pav	Page	Paw Pax Pay Paz—Pb Pc Pd	Page
Parham	9	Pate	17	Paul	21	Paxton - Paxson -	23
Parris-Paris	10	Patrick	18	Paulk	22	Payne	24
Park-Parks	11	Patten-Patton	19	Paulos	136	Paysinger	110
Parker	12	Patterson	20	Pavluk	212	Pazdan	154
Parnell	13	Patton & Younts R. Est.	19			Payton	214
Parrish	14	Pascarella	144				
Parrott	15	Pass	156				
Parson-Parsons	16	Patewood	173				
Parton	182	Pathology	201				
Paramount	96						
Parr	106						
Partee	134						
Parkins	164						
Parkman	182						

P
Q

Pa

MICROFILMED

SEP 06 2008

Pea Peb Pec Ped
Pia Pib Pic Pid

Peace
Pearson
Peden
Pickel-Pickle
Pickler
Picklesimer, Pickelsimer
Picola
Pickell
Pickens
Peachy
Pickensville Co.
Pickensville Inv. Co.
Pickensville Fin. Co.
Peddicord
Pebble
Piar

Page	Pee Pef Peg Peh Pei Pej Pek Pie Pif Pig Pih Pii Pij Pik	Page
25	Piedmont	32
26	Piephoff	33
27	Pierce	34
28	Pierson (See Pearson)	
29	Pike	35
30	Peerless Mills ^{Co.} Inc.	104
31	Peerless Discount Co.	104
28		
113	Piggly-Wiggly, ^{G'ville.} Inc	121
146		
148	Peigler	124
148	Peed	126
178	Peek	126
215		
217	Peele	187
	Peeples	202
	Pegram	204
	Peeler	218

Pel Pem
Pil Pim

Pilot Life Insurance Co. 36
Pell 158
Pilgrim Health & Life Ins. Co. 117
Pellett 118
Pelham 142

Pen Peo Pep Peq
Pin Pio Pip Piq

Page	Pen Peo Pep Peq Pin Pio Pip Piq	Page
37	Pendleton	37
38	Penn Mutual Life Ins. Co.	38
39	Pennoyer	39
40	Peoples	40
41	Pepper-Peppers	41
42	Pinson	42
43	Piper	43
100	Piner - Pinner	100
112	Penland	112
114	Pennebaker	114
122	Farmers' Mut. Cas. Ins. Co. Pennsylvania Threshermen	122
133	Pence	133
157	Pintard	157
165	Pennell	165
169	Pioneer	169
174	Pendergrass	174
183	Pendarvis	183
186	Pinekney, ...	186
197	Pension	197
207	Pender	207
213	Penteceastal	213

REC. U. S. COUNTY INDEXES SINCE 1898
 PAT. OFFICE *Chas. M. ...* An Identifying Trade Mark
 Columbus, Ohio
 The City Index Company, U. S. Copyright No. 103652
 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 DEFACTED 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.

Per Pir	Page	Pes Pet Pis Pit
Perpetual	44	Peterson
Perry	45	Pethel
Perley	108	Petty-Petty
Perkins	125	Pitman-Pittman
Periman	150	Pitts
Perone	151	Pet
Permalum	163	Pittsburg
Perrin	168	Peters
Personal	170	Petit
perma	184	Petrakas
Pirkle	191	Petroleum
Persson	198	
Perrett	208	

Page	Peu Pev Pew Pex Pey Pez Piu Piv Piw Pix Piy Piz
46	
47	
48	
49	
50	
95	
109	
135	
139	
167	
175	

Page	Pf Pg Ph Pj Pk
51	Phelps
52	Philips-Phillips
53	Philphot-Philpot
54	Philippi
52	Philip Corp.
92	Philadelphia
189	Pfeiffer
203	Phil
211	Phipps-Harrington Corp.

P
Q

Pe
Pf
Ph
Pi

Pl Pm Pn	Page	Poa Pob Poc Pod	Page	Poe Pof Pog Poh Poi Poj Pok	Page	Pol Pom	Page
Flowden	55	Poag	58	Poe	60	Pollard	61
Plumley- Plumblee -	56	Poats	59	Poinsett	103	Poliakoff	93
Plyler	57			Poerschke	143	Polk	111
Plumbers	101					Polar Foods, Inc.	102
Pleasantburg Dev. Co.	129						
Pleasant Homes, Inc.	140						
Pleicoes - Pliecoes	153						
Plaxco - Plexico	159						
Plexico	159						
Plemmons	190						
Plaza	196						

REG. U.S. PAT. OFFICE *Chemical* County Indexes Since 1886
 The Gott 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, 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.

Pon Poo Pop Poq	Page	Por
Ponder	62	Porter
Poole -Pool	63	Portago
Poore	64	
Pope	65	Porta-Panel Prod.
Popham	176	
Pond	62	

Page	Pos Pot
66	Posey
102	Poteat
	Potter
177	Potts
	Poston
	Poss
	Poterala

Page	Pou Pov Pow Pox Poy Poz Pp Pq	Page
67	Powe (See Poe)	
68	Powell	71
69	Power-Powers	72
70	Pou	195
116		
219		
222		

P
Q

P1
Pn
Po

Pra to Pri	Page	Prj to Prz	Page	Ps to Pz	Page	Q	Page
Pratt	73	Provence	81	Pullen	85	Quigley	90
Pressley-Pressly-Presley	74	Provident	82	Pulliam	86	Quinn	91
Prevost	75	Prudential	83	Putman-Putnam	87	Queen	123
Prewett-Prewette		Pruett-Pruitt	84	Pyle - Pyles	88	Quality Homes, Inc.	141
(See Pruett-Fruitt)		Proffitt	107	Pyramid Life Ins. Co.	89	Quarles	149
Price	76	Prystay	131	Pylley	94	Qual-Eco., Inc.	160
Pride	77	Propp	137	Purdum	98	Quigg	172
Pridmore	78	Professional	145	Public	105	Quality	199
Prince	79	Pryor	124	Psillas	95		
Pritchett-Pritchette-	80	Progress -Progressive	161	Pure Oil Division	179		
Princess	99	Properties	180	Purvine	147		
Pritchard ,Prickett	80	Prefit -Profits	200	Puckett	152		
Pressman-Guttman Co.	115	Provco Leasing	216	Puckhaber	132		
Pracht	171			Purdon	210		
Priestley	127						
Prater - PRATHER	132						
Preston	162						
Prestige	135						
Pringle	188						
Presbyterian	192						
Premier	194						
Prickett	80						
Propes	209						
Prevues	221						

REG. U. S. PAT. OFFICE
 The Cott 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, 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 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.

Pr
Ps
Pu
Py
Q

Firms
and
Corpo-
rations

