

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.

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 INDEX COMPANY

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

MICROFILMED

AUG 06 2008

U. S. Copyright No. 103632

MICROFILMED

6-21-71

DATE

Laa Lab Lac Lad	Page	Lae Laf Lag Lah Lai Laj Lak Lal	Page	Lam Lan	Page	Lam Lan—Continued	Page
L and L Company, Inc.	227	LaFoy	11	Lamance	19		
LaBelle	1	Lagerholm	12	Lamar	20		
LaBoon - LaBoone	2	LaGrone	13	Lamb	21		
LaBruce	3	Lains	14	Lambert	22		
Lacey	4	Laird	15	Lamkin	23		
Lacher	5	Lake	16	Lampe	24		
Lack	6	Lakemont	17	Lampley	25		
Lackey	7	Lakeside	18	Lanaway	26		
LaCount	8			Lancaster	27		
Ladd	9			Lance	28		
Ladson	10			Land	29		
				Lander - Landers	232		
				Landing	30		
				Landover	235		
				Landress	31		
				Landreth - Landrith	32		
				Landrum	33		
				Landrus	34		
				Lane	35		
				Laney	36		
				Lanford	37		
				Langdale	19		
				Lange	38		
				Langenbach	39		
				Langford	40		
				Langille	41		
				Langley	42		
				Langston	43		
				Lanier	44		
				Lanigan	45		
				Lankford	46		
				Lanneau	47		

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.

See, U. S. Patent Office *Rawlins* County Indexes Since 1898
 The Cott Index Company, Columbus, Ohio
 U. S. Copyright No. 109892

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
 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.

Lao Lap Laq Lar	Page	Las Lat	Page	Lau Lav	Page	Law Lax Lay Laz—Lb Lc Ld	Page
Lapham	48	Lasenbery	51	Laughridge	59	Law - Laws	65
Lark - Larke	49	Lashley	52	Laughter	60	Lawhorn	66
Larson	50	Latham-Lathem-Lathan	53	Laurens	61	Lawing	67
		Lathrop	54	Laurent	59	Lawless	66
		Latimer	55	Laval	62	Lawlor	68
		Latimore - Lattimore	56	Lavender	63	Lawrance - Lawrence	69
		Latta	57	Lavett	64	Lawson	70
		Latty	58			Lawton	71
						Law-Tuten	72
						Lay - Laye	73
						Layman	240
						Layton	74
						Lazar	75
						Lazenby	76
						Lawrence Print Works	69

L

Lea Leb Lec Led Lia Lib Lic Lid	Page	Lee Lef Leg Leh Lei Lej Lek Lie Lif Lig Lih Lii Lij Lik	Page	Lel Lem Lil Lim	Page	Len Leo Lep Leq Lin Lio Lip Liq	Page
Lea	77	Lee	77	Lell	106	Lenderman	114
Leach	78	Leesville	96	Lemaster	107	Leneave	115
League	79	Lefler	97	Lemire	238	Lengwick	116
Leake	80	Legon	98	Lemmons	108	Lenhardt	117
Leaks	81	LeGrand	99	Lemort	109	Lenoir	118
Leapard	131+ 83	Leidy	228	Lemox	110	Lent	119
Leaptrott	84	Leighly	100	Liles	111	Leonard	120
Lear	85	Leineweber	234	Limbaugh	112	Leopard - Leppard 83	121
Leathers	86	Leister	101	Lime Cola	113	Lincoln	122
Leatherwood	87	Leiter	102			Linder	123
Lebby	88	Lieberman	233			Lindler	242
Leberstein	89	Lifsey	230			Lindley	124
Leckie	84	Lightly	103			Lindner	122
Ledbetter	90	Lightsey	104			Lindsay - Lindsey	125
Ledford	91	Ligon	105			Lineberger	126
Liapas	92					Liner	127
Liberty	93					Link	128
Liddell	94					Linkenauer	129
Lide	95					Linn	130
						Linnell	131
						Lions' Lair	132
						Lipford	133
						Lipscomb - Lipscombe	134
						Lindquaster	231

REG. U. S. PAT. OFFICE *DeWitt* County Indexes Since 1888
 The Gett Index Company, Columbus, Ohio
 U. S. Copyright No. 109882
 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, displacing 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
 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	Lew Lex Ley Lez—Lf Lg Lh Liw Lix Liy Liz - Lj Lk	Page
Leroy's Inc	135	Lesesne	136	Levant	144	Lewallen	164
		Lesley - Leslie	137	Lever	145	Lewers	156
		Lester	138	Leverett	146	Lewis	157
		Lister	139	Leversedge	147	Lewis Plaza, Inc.	157
		Little	140	Leveston	148		
		Littlefield	141	Levi	149		
		Littlejohn	142	Levie	150		
		Littleton	143	Levister	151		
		Littman	241	Levite	152		
				Lively	153		
				Liverett	154		
				Livingston	155		

Lua Lub Luc Lud	Page
Luben	202
Lucado	243
Lucas	203
Lucius	204
Ludlam	205
Ludwick	206

Lue Luf Lug Luh Lui Luj Luk	Page
Luellen	207
Luker	208

Lul Lum	Page
Lumkin	215

Lun Luo Lup Luq	Page
Lunny	209
Lunsford	210
Lupo	211
Luquire	212

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.

REG. U. S. PAT. OFFICE
Chas. M. Clark
 County Indexes Since 1898
 An Identifying Trade Mark

The City Index Company,
 Columbus, Ohio

U. S. Copyright
 No. 103632

REC. U. S. PAT. OFFICE *DeMott* County Indexes Since 1898 The Coet Index Company, U. S. Copyright
Columbus, Ohio No. 108632
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.

Page

Corporations and Firms

Page

Corporations and Firms