

Read Carefully These Instructions and Suggestions to Clerks and Others Using
COTT FAMILY NAME INDEXES

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

An Identifying
 Trade Mark

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.

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

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JUL 16 2012

Caa Cab Cac Cad	Page	Cae Caf Cag Cah Cai Caj Cak	Page	Cal Cam	Page	Can Cao Cap Caq	Page
C. & D.	91	Cain - Caine	37	Campbell	8	Cannon	16
C.J.T.	61A	Caesars	160	Caldwell	33	Canavan	61
Cachera	106	Cahill	159A	Calloway, Callaway	58	Cantrell	82
C.N.S.	119	Cagle	12A	Cambridge	3A	Cans	93
C M T	120A			Callahan Callaham	94	Canada	95A
C P M	169A			Calvin	98	Cappio	93A
				Calvert	107	Capps	99
				Camp	110	Cannada - Cannady	95A
				Camerato	113A		
				Cameron	134		
				Calabro	157A		
				Caler	161A		
				Calmes	171A		

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Car	Page	Car—Continued	Page	Cas Cat	Page	Cau to Caz—Cb Cc Cd	Page
Carlton	30			Case	20	Cavalier	7
Cary, Carey Carie	38			/Cason	97	Cauble	44A
Carolina	39			Cashin - Cashon	96A	Causey	106
Carpenter	43			Cass	112	Caudle	44A
Carle	57			Cato	112A	Cazel	159A
Carne, Carnes	62			Caston	43A	Cavan	167A
Carroll	64			Cashion	96A		
Carsner	65			Castles	122		
Carbaugh	86			Cash	20		
Carrington	87			Casey	171		
Carlay	100			Catalano	75		
Carter Carver	102						
Carson	116						
Carraway	114						
Cargile	65						
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Carton	126						
Carrella	134						
Carman	136						
Cart	145						
Cargal	48A						
Cardone	135A						
Carr	166						
Cardwell	94A						

C

Ca

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.

Chu to Chz—Ci Cj Ck	Page	Cla to Cld	Page	Cle to Cli to Cln	Page	Clo to Clu to Clz—Cm Cn	Page
City	35	Clain	10	Cleveland	11	Clohessy	48
Church	63	Claycomb	23	Clement	34	Club Pointe	66
Citibank, N.A.	141	Clark	42	Cliff Ridge	45	Club Forest	78
Churdar	150A	Clary	46A	Cline	50	Clowney	146
Chulkas	147A	Clayton - Clanton	125	Clinch	92		
Cisson	112	Clamp	156	Clinkscates	124		
				Cleaver	124A		
				Clemons	149		
				Clifford	128A		

Ce-Ci
 Ch
 Cl

C

Coa Cob Coc	Page	Cod Coe Cof	Page	Cog Coh Coi Coj Cok	Page	Col	Page
Gobb	25	Cody	159	Coker	5	Collins	14
		Coe	70A	Coggins	120	Coleman	18
Cochran Cochrane	41			Cohen	130	Cole	19
Coburn	141A			Cohan	130A	Collogan	79
Coan	64A					College	84
Cockrell	127A					Colacioppo	123
Coalter	167					Collier	123A
						Coldicutt	123
						Colgrove	131
						Coln	19A
						Coley	149A
						Collum's	146A
						Colwell	144A
						Collura	170

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Com	Page	Con	Page	Coo	Page	Cop Coq	Page
Compac	3	Conits	13	Cooper	4	Gopeland	74
Commerce	17	Consolidated	76	Cook ,Cooke	47		
Compton	31	Connolly	137	Cooley	80-A		
Commonwealth	46	Conklin	151	Coombs	96		
Comprini	3	Cone	157	Coomer	138		
Combs	105	Conner	161				
Como	105	Concept	162A				
Community	131A	Connell	153A				
		Conwell	40A				
		Conyers	133A				



Coa
to
Cop

Cor	Page	Cos Cot	Page	Cou Cov	Page	Cow Cox Coy Coz—Cp Cq	Page
Corn	9	Costello	1	Covey	54	Cownie	15
Cormany	76A	Cothran	32	Coulter	15A	Cox	71
Corkwell	89	Cosgrove	51	Covington	54A	Cowburn	75
Cornell Cordell	95	Costill	1	Couch	88	Cowan	104
Corbin	89A	Cossey	164	Court	15A	Cowden	104A
Cornwell	115	Cottingham	19A	Covil	54	Cowart Coward	156A
Corpensing	144			Courtney	15	Coyle	143A
Cornwallis	152			Counihan	148A		
Corporate	155			Couser	172		
Cornelison	154A			Cousins	108A		
Cortez	151A						
Corbett	129A						

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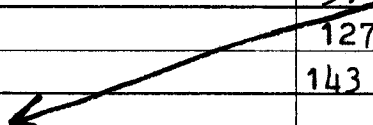
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Cra to Cre to Cri to Crn	Page	Cro to Cru to Crz—Cs Ct	Page	Cua to Cul	Page	Cum to Cuz—Cv to Cz	Page
Craine - Crain- Crane	29	Crook	26	Culclasure Culcleasure	6	Curtis	40
Crawford	36	Crofts	60	Cullom	59	Cureton	44
Creekview	52	Crowell	1A	Cullick	6	Cummins- Cummings	55
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Creekside	70	Crumpton	103			Cunningham	148
Crisp	72	Cross	111			Cusick	160A
Crenshaw	73	Crowe-Crow	113			Curlee	152A
Craven	99A	Crompton	103A			Cure	142A
Creamer	118	Crozier	153			Curtron	165A
Crittenden - Crittendon	117	Cromer	155A			Czernecki	166A
Craddock	52A	Crumb	164A			Cziraky	166A
Creel	117	Cromwell	119A				
Crider	132	Cruell	110A				
Craigo - Crago	142	Crumley	112A				
Criswell - Creswell	158	Crocker	116A				
Crestmont	163	Crown	172A				
Crable	145A						
Craighead	98A						



Cor
to
Coz
Cr-Cu
Cy-Cz

C

