

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**

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**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

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McA McB	Page	McC	Page	McC—Continued	Page	McD McE McF	Page
McBrayer	2	McCullough - McCulloch	3			McDaniel	8
McBee - McAbee	15	McCraw	9			McFadden	55
McArthur	25	McCarter	19			McDowell	56
McArver	63B	McConnell	24			McFarland - McFarlane	87
McAltee	121	McCluney	27			McDuffie	88
<i>McAlister</i>	<i>150</i>	McCauley	36			McElroy	62B
<i>McBrine</i>	<i>170</i>	McCollum - McCallum	44			McElwain - McIlwain	95B
		McClure	63			McField	99
		McClung	71			McElwee	99B
		McCardwell	44B			McFalls	117
		McCravy	<del>15B</del> <i>131</i>			McDade	118
		McCombs	82B			<i>McElveen</i>	<i>123</i>
		McCree	80B			<i>McDonald</i>	<i>73-B</i>
		McClain	49B			<i>McEntus</i>	<i>77</i>
		McCormick - McCormac	65B				
		McCants	70B				
		McCurry	102B				
		McCutchen - <i>McCutcheon</i>	104				
		McCoy	104B				
		McCain	105				
		McClellan	107B				
		McCorkle	108				
		McClary	117B				
		McCall	<del>124B</del> <i>124</i>				
		Mc Crackin	146				
			164				
		McCaskl	172				
		Mc Carleys	192				

0.26

REG. U. S. PAT. OFFICE *Summit* County Indexes Since 1888  
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 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.

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 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)  
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 on this margin. Order tab sheets by alphabet lettering.

0.27

McG	Page	McH McI McJ McK	Page	McL McM	Page	McN to McZ	Page
McGill	48	McKown	22	McMurry - <i>McMurray</i>	20	McSwain	11
McGraw	51	McKinney	59	McLain - McLane	65	McWhirter	13
McGuinn - McGwin	54	McIntyre	72	McLure	63	McPherson	50
McGowan - <i>McGowan</i>	58	McKnight	92	McLaughlin	19B	<i>McDeace</i>	<i>151</i>
McGinnis	68	McKee	93B	McMillian-McMillan-McMillen	89B		
McGee	94	McIlwain - McElwain	95B	McLaurin	98B		
McGerrigle	97	McHam	97B	McLester	71B		
McGlothan	110B	McKissick	110	<i>McMichael</i>	<i>125</i>		
McGehee	113B	McIntosh	114B	<i>MacMahon</i>	<i>128B</i>		
<i>McGaha</i>	<i>144</i>	<i>McNugh</i>	<i>133-B</i>	<i>McLear</i>	<i>140</i>		
		<i>McNulty</i>	<i>135-B</i>				
		<i>McGunkin</i>	<i>165</i>	<i>McNett</i>	<i>142</i>		
		<i>McHale</i>	<i>177</i>	<i>McLawhorn</i>	<i>153</i>		
		<i>McKinney</i>	<i>187</i>	<i>McLemore</i>	<i>186</i>		
				<i>McLeads</i>	<i>190</i>		

M  
Mc

Maa to Mal	Page	Mam Man Mao Map Maq	Page	Mar	Page	Mas to Maz—Mb Mc Md	Page
Mack	7	Maness	39	Martin	6	Mayfield	18
Magness	33	Manning	53	Marley	76	Mathis	28
Maigetter	41	Mann	89	Marsh	81	Mashaw	52
Macomson - <i>MAK w PSON -</i>	57	Manly	79B	Marshall	76B	Mauney	60
Mabry	83	Makumson - Makupson	57	Maroney	81B	Mastin	69
Malott	91	Mangum	105B	Marett	120	Masseck	78
Maddox	41B			<i>Markase</i>	<i>132</i>	Maxwell	86
Mahaffey - <i>Mahaffee</i>	91B			<i>Marbut</i>	<i>140</i>	Mays - <i>Mayer</i> - <i>Maye</i> - <i>May</i>	33B
Mahan	51B			<i>Marlowe</i>	<i>159</i>	Mason	66B
Mallory	88B			<i>Marthus</i>	<i>167</i>	Maynor	78B
Mace	60B			<i>Mardis</i>	<i>174</i>	Mavros	96B
Mahone	106			<i>Marion</i>	<i>181</i>	Mazyck	92B
Malinow	108B			<i>Marcanf</i>	<i>189</i>	Mashburn	40B
Maltba	109B			<i>Marris</i>	<i>191</i>	Massey	118B
Macbeth	119					Maxey	122B
<i>Maddox</i>	<i>127</i>					<i>Mayhaw</i>	<i>124B</i>
<i>Malone</i>	<i>130B</i>					<i>Master</i>	<i>128</i>
<i>Mainwaring</i>	<i>175</i>					<i>Mayer</i>	<i>127-2</i>
<i>Magnifico</i>	<i>183</i>					<i>Mattor</i>	<i>139</i>
						<i>Massbeau</i>	<i>148</i>
						<i>Mathenys</i>	<i>160</i>
						<i>Mattison</i>	<i>188</i>
						<i>Maynard</i>	<i>193</i>

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Me Mf Mg Mh	Page	Me Mf Mg Mh—Continued	Page	Mi to Mn	Page	Page
Meacham	21			Miller	10	
Meeks	37			Mintz	30	
Melton	43			Millwood - <i>Milwood</i>	32	
Means	66			Mizell	35	
Metcalf	73			Mills	45	
Meares	74			Mitchell	64	
Medlin- Medley	75			Mitchem	21	
Meetze - Metts - <i>Metz</i>	77			Mize	35B	
Medford	74B			Michael - <i>Michael</i>	38B	
Merzbach	24B			Milster	29B	
Messer	26B			Millard	84B	
Mellette	100B			Misenheimer	67B	
Merck	102			Miglone	20B	
Merrett <i>Meritt</i>	106B			Middlebrooks	98	
Meadows	114			Miley	69B	
<i>Merrick</i>	<i>121-B</i>			Millen - Milling	103	
<i>Meredith</i>	<i>125-B</i>			Middleton	103B	
<i>Merrill</i>	<i>141-B</i>			Milling - Millen	103	
<i>Medearia</i>	<i>171</i>			Minor - Miner	111	
<i>Mengel</i>	<i>173</i>			<i>Mingus - Minges</i>	<i>126</i>	
				<i>Mikota</i>	<i>126-B</i>	
				<i>Midyette</i>	<i>136</i>	
				<i>Milligan</i>	<i>156</i>	
				<i>Mikkelsen</i>	<i>157</i>	
				<i>Mikala</i>	<i>189</i>	

Ma  
Me  
Mi

Moa to Mol	Page	Mom Mon Moo Mop Moq	Page	Mor	Page	Mos to Moz—Mp to Mt	Page
Mode	49	Montgomery	1	Morgan	4	Moss	12
Moeller	67	Moore	5	Morris	16	Moseley	31
Mobley	87B	Moorhead	14	Morrow	23	Moses	84
		Mooney	47	Morton	29	Mott - Motts - Motte	85
		Monroe	62	Morrison	42	Motley	46B
		Moorer	7B	Moran	2B	Mossburg	<del>45B</del> 155
		Monarch	107			Moye	39B
		<i>Moody</i>	<i>235</i>			Moton	133
		<i>Moode</i>	<i>152</i>			<i>Mawny - Morry</i>	<i>141</i>
		<i>Mooneyham</i>	<i>162</i>			<i>Mastellu</i>	<i>168</i>
		<i>Moon</i>	<i>176</i>				
		<i>Montague</i>	<i>181</i>				

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Mu	Page	Mv Mw Mx My Mz	Page	Page	Page
Mullinax - Mullinix	17	Myers	45B		
Murray	40				
Mullins - <i>Mullis</i>	61				
Munro - Monroe	62				
Murph	93				
Muse	36B				
Mulford	95				
Mull	96				
Mueller	55B				
Murrell	58B				
Mulligan	94B				
Mundy	109				
Mulkey	112				
Murrah	119B				
Murphy	120 B				
Mumbauer	122				
<i>Mustian</i>	124				
<i>Mulvay</i>	129-13				
<i>Murdough</i>	(178) 178				
<del><i>Mullikin</i></del>	<del>180</del>				
<i>Mullikin</i>	177				

Mo  
Mu  
My

Firms  
and  
Corpo-  
rations  
OVER

Corporations and Firms	Page	Corporations and Firms	Page
Maryland Casualty Company	26	Mid-State Homes Inc.	143
McCraw, Bonner Company	34	Monarch Mills	149
Moorhead Brothers	38	M + J. Music Co, Inc.	154
Magnetic Iron Co. of South Carolina	46	Master Craft Builders, Inc.	158
McLinden Land Company	70	Morgan Guaranty Trust Co. of N.Y.	161
Merchants Grocery Company	79	Modern Homes Constr. Co.	163
McCroory Stores Corporation	80	Modern Homes Finance Co.	166
McCraw Brick Company	82	Marley Constr. Co.	169
Merchants & Planters National Bank	90	Mid-States Investment Corp	177
Mikes Creek Baptist Church	139-B <del>138</del>	Midway Terrace	180
Metropolitan Casualty Insurance Co of N.Y., The	34B	Mountain Enterprises, Inc.	182
Musgrove Mills	52B	Murphy's Oil Co	185
Mountain View Hospital	130 <del>72B</del>		
McCraw Land Company	37B		
McArthur - Wood Chevrolet Company - McArthur-Wood Co, Inc	145 <del>96B</del>		
Mt. Zion Church (See "Deacons" & "Trustees")			
McKown Mountain School (See "Trustees")			
Mesopotamia M.E. Church (See "Trustees" & "Deacons")			
Mt. Paran Church (See "Trustees" and "Deacons")			
Modoc Tribe I.O.R.M.	86B		
Matthews - Belk Co a Corp	100		
Morgan Trust - Morgan Trust Fund	101		
Metropolitan Life Insurance Co	101B		
Mabry - Service Furniture Co Inc	113		
Moss - Jones Furn Co	115		
McKown's Dairy	116		
Melbern Corporation	115B		
Motor Parts & Supply Co Inc	116B		
Midway Baptist Church	129		
McArthur Wood Co. Inc	145 <del>96B</del>		
Marshall Mach. Inc. - Minette Corp.	132-B		
McCaulley, Dr. P. Company, Inc	137		
Morgan & Company	138		
Macedonia Baptist Church (Building Comm.)	147		