

IMPORTANT NOTICE OF INDEXING RULE CHANGES

EFFECTIVE JULY 23, 2012.

**(EXCEPT WAKE COUNTY, WHERE EFFECTIVE BY JANUARY 1, 2014)
REAL PROPERTY INSTRUMENT INDEXING
WILL BE ACCORDING TO NEW MINIMUM STANDARDS**

Under the new rules names will be entered into the database as they appear on the document.

Most of the re-formatting that occurred under the old rules will no longer apply.

New features to assist the searcher will include:

- Query results for names that match the characters as entered.
- Returns that may also include matching names without regard to punctuation, symbols, and spaces.

Newly available automated search functions will include:

- Auto-Completion: Optional drop-down menu with names beginning with entered characters.
- Soundex: Optional function may suggest names pronounced similarly to the name entered.
- Equivalencies: Results returned that automatically associate characters with abbreviations.

Lists of names in response to electronic searches will be sorted in a prescribed ASCII order.

FOR DETAILS REVIEW

MINIMUM STANDARDS FOR INDEXING REAL PROPERTY INSTRUMENTS

And

THE LOCAL RULES OF THIS OFFICE