

# **IMPORTANT NOTICE OF INDEXING RULE CHANGES**

**EFFECTIVE JULY 1, 2012,  
(EXCEPT WAKE COUNTY, WHERE EFFECTIVE BY JANUARY 1, 2014)  
REAL PROPERTY INSTRUMENT INDEXING  
WILL BE ACCORDING TO NEW MINIMUM STANDARDS**

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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**