



THE CIRCUIT COURT FOR HARFORD COUNTY

Third Judicial Circuit of Maryland

20 WEST COURTLAND STREET, BEL AIR, MARYLAND 21014

PHONE: 410.838.4952 | TOLL FREE: 1.800.989.8296

JAMES REILLY

Clerk of the Circuit Court

LINDA SETTLE

Chief Deputy

GENERAL INDEXING RULES

Effective July 1, 1992, the Land Records Indexing System changed from the Cott Indexing System to the Mainframe System from Judicial Information Systems. This affected several changes in the way instruments are indexed and these changes were to become standard statewide as the system was implemented in other counties. These changes did not affect any previous Cott indexing and are still the basic indexing rules practiced in Harford County.

1. Names beginning with numbers (ex. "232 Inc") are listed under their Arabic numeral and appear after the alpha listing as part of the new index. This is true for all numbers except "First", which is always indexed under the letter "F". Any other name where the Arabic numeral is spelled out, will appear in both the Alpha and Numeric listings.

[Example (1st or First - always First), (2nd - 2nd), (Second - 2nd & Second)]

Note: Numbers appear at the end of the grantor/grantee index after Z, on a separate page.

2. The following words are always abbreviated

| | |
|--------------|------|
| Corporation | Corp |
| Incorporated | Inc |
| Department | Dept |
| Company | Co |
| Association | Assn |
| And | & |

Example:

Mercantile Mortgage Corporation - Mercantile Mortgage Corp Ryland Mortgage

Company - Ryland Mortgage Co

Rosedale Federal Savings And Loan Association - Rosedale Federal Savings & Loan Assn

3. Political Subdivisions are indexed as follows:

USA (Department or Agency)

Maryland State (Department or Agency)

Harford County (Department or Agency)

Bel Air Town (Department or Agency)

Havre de Grace City (Department or Agency)

4. Corporate names are indexed as they appear without punctuation.

Example:

Dennis J. Weaver Inc - Dennis J Weaver Inc

Exception - "The" and "A" are moved to the end

The Best Little Store Inc. - Best Little Store Inc The

A Better Home Construction Company, L.L.C. - Better Home Construction Co L L C A

5. The words 'Saint' vs 'St' and 'Mount' vs 'Mt' are indexed as they appear on the document without punctuation.

Example:

Saint Casimirs Savings & Loan - Saint Casimirs Savings & Loan
St. Casimirs Savings & Loan - St Casimirs Savings & Loan
Mount Zion United Methodist Church - Mount Zion United Methodist Church
Mt. Zion United Methodist Church - Mt Zion United Methodist Church

6. Proper names longer than 75 characters will NOT be abbreviated, the additional letters will not be indexed.

Example:

Aberdeen Memorial Post No. 10028 Veterans of Foreign Wars of the United States
Incorporated -
Aberdeen Memorial Post No 10028 Veterans of Foreign Wars of the United Stat

7. Punctuation will NOT be used.

- Apostrophes will be closed.

Example:

J R's Ribs - J RS Ribs

- A space is indexed when a dash appears.

Example:

B-4 Partnership - B 4 Partnership
Smith-Jones - Smith Jones

- A space is indexed when letters and numbers are together.

Example:

1993 C4 - 1993 C 4

- Initials will be separated by spaces, with one exception*.

Example:

ABC Pools - A B C Pools
Household Bank FSB - Household Bank F S B
BWW Law Group LLC – B W W LAW Group L L C

***Exception** - When initials are connected to and made part of a name.

Example: NVRyan Limited Partnership - NVRyan Limited Partnership
NVHomes Inc - NVHomes Inc

- Surnames will be closed except for St.

Example:

Van Bibber - Vanbibber
De Carlo - Decarlo
St. Ours - St Ours

- 9) Names are indexed from the typing below the signatures, unless it is grossly or obviously misspelled. If unable to easily determine, the name will be indexed wrong.

Please note the above indexing rules were established as guidelines followed by the State of Maryland since 1992. They are not meant to be all inclusive.

*Harford County Circuit Court
Land Records Department
410-638-3474*