

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

*Chas. 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 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. COLUMBUS, OHIO

REG. U. S. PAT. OFFICE *County Indexes Since 1888*  
 An Identifying Trade Mark  
 The Ott Index Company,  
 Columbus, Ohio  
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 No. 10362

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.

Ka Kb Kc Kd	Page	Kea Keb Kec Ked Kia Kib Kic Kid	Page	Kee Kef Keg Keh Kei Kej Kek Kie Kif Kig Kih Kii Kij Kik	Page	Kel Kem Kil Kim	Page
Kanatenah	1	Kidd	3	Keeler	4	Keller	5
Kandler	1	Keaton	49	Keefe	46	Kellum	45
Kay, Kay's	2	Keasler	94A	Keep	46	Kellett-Kellett's	6
Kaplan - Kapp	1	Keck	117A	Keever	35		
Kaufman	1	Kedzierski	124	Kek Co. Inc.	41	Kelley--Kelly	7
Karr - Karst	4			Keel	32A	Kilby	34
Kayden	3	Kicker	63A	Keith	19	Kilgore	8
Kallam	20			Keenan	35	Kilopatra	79
K Mart	36			Keener	35A	Kilpatrick	9
Kayo	20			Keene	57	Kellog - Kellogg	9
Kassuba	55			Kifer	60A	Kemp	10
K & D Enterprises, Inc.	24-			Keir	65	Kempfer - Kimbell	38
Karam	52			Keeney	67	Kimbrell - Kimbell-Kimball	38
Kafka	56			Keese - Keesee	71	Kimmons	38
Kaneft	58			Kiger	77	Kimberly Court	26-B
Kadzis	60A			Kiker	63A	Kimzey	41
Kaiser	61			Kieffer	96A	Kilbourne - Kilburn	34
Kassir	61A			Keicher	101	Kemetick	38
Kahl	61A			Keiper	96A	Killian	60
KSDK Inc.	55			Keely	35A	Kilbreth	62A
Kakaras	69			Kievlan	101	Kimbo	40A
KM Fabrics, Inc.	70			Keesling	118	Killinger	90A
Kale	76			Keeton	118A	Kimak	101A
Kazian	60-A			Keim	123	Kimlin	121A
Karpinski	4						
Kalk	64A						
Karayannis	76A						
Katchick	65A						
Karns	82						
Katzman	83						
Kane	68A						
Kapp	55						





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.

Ken Keo Kep Keq Kin Kio Kip Kiq	Page	Ker Kf	Page	Kes Ket Kis Kit	Page	Key to Kes—Kf Kg Kh Kid to Kiz—Kj Kk	Page
Kendrick	11	Kerblay	17	Kitchens - Kitchen	31	Keys - Keyes	21
Kingsmore	68	Kernells	17	Kissimon	36	Key	21
Kennedy	12	Kern-Kerns- Kerne	19	Kithas	31	Kizer	36
Kentland	13A	Kerr	92A	Kitching	31	Kheznejat	68
Kennemdre--Kenniomore	13	Kershaw	20	Kiser - Kizer	36	Keysor	105
Kincaid	87			Kesling	74	Keyser-Baker	108
Kenwood	14	Kirby	18	Kissling	72A	Khalil	109A
Kenmore	14	Kirkland	30	Kistler	74A		
Kinion	15	Kirkwood Heights	34	Ketchum	81		
Kinard	15	Kirkus Kircus	25-B	Ketron	93		
King, Kings	16	Kiriakides	51	Kessler	99A		
King Acres	16			Kitterman	63		
Kendall	27	Kirkpatrick	52	Kist	74A		
Kingsland	78	Kernodle	56	Kester	81		
Kingroads Dev. Corp.	27	Kerhulas	89	Kittredge	107		
Kinta	42	Kersey	17	Kishlar	74		
Kinsey	42	Kirk	9A	Kiti	119		
Kinney	85A	Kerber	46	Kittel	64A		
Keppler-Keppler	39	Keriazakos	112				
Kingsbury	82A						
Kingston	42						
Kingdon	80						
Kinggate	44						
Kings Court	45-A						
Kent	47-A						
Kennerly	64						
Kingwood	47-B						
Kindley	53B						
Kingoff	52B						
Kinder-Care	54						
Kininger	37 A						
Keowee	59						
Kindlin	33A						
Kensington	77A						
Keown	85						
Kinsler	86A						

Kl	Page	Km Kn	Page	Koa to Kom	Page	Kon to Koz—Kp Kq	Page
Klober	51	Knight	22	Kohn	23	Kool	24
Kline - Klein	53	Knob Hill	28	Kohler	23	Korf	32
Kluge	41A	Knollwood	29	Kock -Koch	48	Koury	33
Kleinewefers	58	Knighton	28-A	Koconis	83A	Kondros-Konduros	37
Klemic	69A	Knickebocker	30	Koger Properties Inc	25-B	Kowalewski	32
Klopf	84	Knox	29	A		Koon	32
Kleckley	88A	Knoxbury	31A	Kolokithas	57	Kowalsky	32
Kleinfelter	98			Kocos	92	Kopen	63
Klump	84	Knoll, Knolls, Knowles	29	Kolb	96	Kornet	47 A
Kleiss	98	Knetch	53	Kolkman	87A	Kovacs	26 A
Klinger	69A	Knecht	50	Koelsch	103	Koutsogiannis	81A
Kluttz	106	Knabe	50	Koenke	88	Kozic	90
Klarman	58	Knobel	48	Kolarik	103	Koscher	91
		Knauth	33	Koffskey	92	Koontz	95
		Knapp	61	Kocher	110	Kosma	100
		Knepfle	60	Kopp	47A	Kondos	37A
		Knudson	30A	Koehler	23	Kosnosky	91
		Knob Creek	28			Korbutt	106A
		Knebel	79A			Koza	90
		Knorr	80A			Konen	110
		Knoetzsch	48			Kontinos	113
		Knurek	115			Kestezer	117
		Knutson	123A			Kotaski	119
		Knuth	112A			Kovaleski	113A
						Koripella	71A

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Kra Krb Krc Krd	Page	Kre to Krn	Page	Kro to Krz	Page	Ks Kt Ku Kv Kw Kx Ky Kz	Page
Kramer	A- 25	Kremer	25	Kruer	43	Kuykenda11	40
Krainson	42	Krempin	26A	Krusos	43	Kyzer	40A
Krauszer	41A	Krell	73A	Krystal	43	Kubler	37
Kraft	55A	Kress	39	Kroske	53B	Kyle	46
Krause - Kraus	66			Krope	29-B	Kuma	49
Krafton	73	Kresge	36	Kraus	54-A	Kythas	57A
		Kribs	52B	Krug	42	Kuhne-Kuhn	72
		Krieger - Kreger	56A	Krstovic	70A	Kyde	45
		Kriegel	62	Kryder	104	Kuester	84A
		Kruer	78A	Kruse	120	Kutzner	86
		Krejci	93A			Kurtz	94
		Kreidler	99			Kudro	95A
		Krimbill	100A			Kuharsky	98A
		Krezdorn	99			Kutschenreuter	99A
						Kyser	40A
						Kaehne	72
						Kuzmar	86
						Kutz	95A
						Kumler	122A
						Kuczinski	119A
						Kunz	115A
						Kunkel	124A
						Kulvete	70

K

