



Manatee County Clerk of Circuit Court and County Comptroller Official Records Guidelines and Procedures Effective: January 1, 2010 - Updated: January 1, 2020

TABLE OF CONTENTS

OVERVIEW

AUTHORITY

HISTORY & STORAGE METHODS

TAXES & FEES

1. Recording Service Fees
2. State Documentary Stamps
3. Intangible Tax

DOCUMENT TYPES

PURPOSE OF THE INDEX

INDEXING DATA ENTRY RULES

1. Case
2. Abbreviations & Extensions
3. Corrections
4. Misspellings
5. Names to be Indexed
6. Numbers
7. Punctuations & Symbols
8. Indexing Human Names
9. Indexing Non-Human Entity Names
10. Data Fields

PUBLIC RECORDS & ACCESS

1. Exempt Documents
2. Non-Public Information – Redaction

OVERVIEW

The Official Records is a series of certain documents defined by the Florida Statutes to be filed with the Clerk of the Circuit Court serving as the County Recorder. These records are numbered and placed in on general record series in the order in which they are filed. In addition to maintaining the documents, an alphabetical index of parties on the document is maintained to aid in document retrieval. Generally, these records relate to real property ownership, legal actions, conveyances, and notice of rights of persons other than the owner of the property.

The Official Records system provides a single location that may be researched by interested parties to be noticed of the rights and actions effecting property. In addition, Florida Statutes have prescribed the Official Records as the location for posting documents that are not directly related to land ownership, such as military discharges, Uniform Commercial Code records, marriage licenses, death certificates, and judgments.

Since property interest and ownership can be determined and held in a variety of complex ways, a single registry or repository of these documents provides some stability for notice and research, even though it cannot guarantee any rights. These records assist interested parties in researching the history, chain of title, ownership interests, rights and purpose of land, while the examination of each document and interpretation of the impact on the rights of the parties remains the responsibility of those interested parties, along with any legal and judicial guidance.



Manatee County Clerk of Circuit Court and County Comptroller Official Records Guidelines and Procedures Effective: January 1, 2010 - Updated: January 1, 2020

Paper source documents are not maintained as the Official Record. Documents are received, indexed, and a copy is maintained as part of the Official Records by the Clerk. Paper source documents are returned to the party who submitted it for filing. An index to the documents exists as a means for locating and retrieving documents.

AUTHORITY

Florida Statute 28.222 - Clerk to be county recorder.

(1) The clerk of the circuit court shall be the recorder of all instruments that he or she may be required or authorized by law to record in the county where he or she is clerk.

(2) The clerk of the circuit court **shall record all instruments in one general series called "Official Records."** He or she shall keep a **register in which he or she shall enter at the time of filing the filing number of each instrument filed for record, the date and hour of filing, the kind of instrument, and the names of the parties to the instrument.** The clerk shall **maintain a general alphabetical index, direct and inverse, of all instruments filed for record.** The register of Official Records must be available at each office where official records may be filed.

Florida Department of Revenue Rules

HISTORY & STORAGE METHODS

Manatee County was created in 1856 and included the land now known as six other separate counties: DeSoto, Highlands, Glades, Hardee, Charlotte, and Sarasota. In 1887, DeSoto County split from Manatee County and consisted of the land that would become DeSoto, Highlands, Glades, Hardee, and Charlotte Counties. The final change to Manatee County came in 1921 when Sarasota County split away. The Historical Library has some records and information pre-dating the creation of Manatee County, however searches may require visits to the archives held by the counties from which Manatee County evolved: Hillsborough County (1834 – 1855) and Alachua County (pre-1834).

In 1960 the Official Record Books were combined into one general record series called the "Official Records" with an alphabetical indexing of parties. Prior to that various records were filed with the County Recorder and maintained in separate book series with its own alphabetical index. These books included: Deed Books, Mortgage Books, Lis Pendens Books, Soldier & Sailor Books, and Fictitious Name Books. The Manatee County Historical Library maintains an inventory of historic record collections and is available to assist with searches in these records.

With the advancement of technologies, storage methods for the Official Records have included paper, microfilm, and computers. When searching the records it is common to start with the most current records available via the on-line electronic database and move backward through history. The following summarizes the media and availability of the Official Records:

Index:

January 1978 – Present	Electronic (Public Access and Internet)
Through December 1977	Microfilm (Public Access and Historical Library)

Documents:

August 12, 1981(Bk1012) – Present	Electronic (Public Access and Internet)
January 1978 – August 11, 1981	Microfilm (Public Access and Historical Library)
Through December 1977	Microfilm (Public Access and Historical Library)

TAXES & FEES

There are various fees for recording documents in the Official Records. The fees are set by state statute and consist of the following:

1. Recording Service Fees: (Reference F. S. Chapter 28.24)

Fees associated with basic recording services for instruments not more than 14"X8½" include but are not limited to the following:

Recording, indexing, and filing:	First Page	\$10.00
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Manatee County Clerk of Circuit Court and County Comptroller
Official Records Guidelines and Procedures
Effective: January 1, 2010 - Updated: January 1, 2020

Each additional page	\$8.50
Indexing more than four names for an instrument:	\$1.00 per name
Photographic	\$1.00 per page
Certified copy	\$2.00 per document
Oath, administering, attesting and sealing	\$3.50

History of Recording Fees:

Date Range	Recording Fee	Additional Pages
1955 thru 1963	Photographic: \$1.50 Non-Photographic: \$1.50	Photographic: first page \$1.00, additional pages \$0.75 Non-Photographic: \$0.75
1963 thru 06/30/70	Photographic: \$2.00 Non-Photographic: \$2.25	Photographic: \$1.00 Non-Photographic: \$1.00
07/01/70 thru 09/30/77	\$4.00	\$2.00
10/01/77 thru 06/30/82	\$4.00	\$3.00
07/01/82 thru 06/30/87	\$5.00	\$4.00
07/01/87 thru 05/31/04*	\$6.00	\$4.50
06/01/04 thru Present**	\$10.00	\$8.50

2. State Documentary Stamps: (Reference F.S. Chapter 201)

Documents pertaining to real estate transactions are subject to a state tax or stamp fee. There are two types of State Documentary Stamps:

- Those affixed to conveyances of property (ex: deed) currently are \$0.70 per \$100 or fraction thereof.
- Those affixed to written obligations to pay money (ex: mortgage) are currently \$0.35 per \$100 or fraction thereof.

When computing State Documentary Stamps, always round the consideration up to the next \$100.

Example for Conveyance of Property:

	<u>Example #1</u>	<u>Example #2</u>
Consideration:	\$2,345.00	\$2,500.00
Round Up to:	\$2,400.00	\$2,500.00
Stamp Would Be:	\$2,400.00 x .007 = \$16.80	\$2,500.00 x .007 = \$17.50

Example for Written Obligation:

	<u>Example #1</u>	<u>Example #2</u>
Consideration:	\$2,345.00	\$2,500.00
Round Up to:	\$2,400.00	\$2,500.00
Stamp Would Be:	\$2,400.00 x .0035 = \$8.40	\$2,500.00 x .0035 = \$8.75

History of Documentary Stamp Tax Rates:

Date Range	Documentary Stamp Tax Rate
Until 06/30/57	\$0.10 per \$100
07/01/57 thru 06/30/63	\$0.20 per \$100
07/01/63 thru 09/30/79	\$0.30 per \$100
10/01/79 thru 06/30/81	\$0.40 per \$100
07/01/81 thru 06/30/85	\$0.45 per \$100
07/01/85 thru 06/30/87	\$0.50 per \$100
From 07/01/87 through 05/31/91	\$0.55 per \$100
From 06/01/91 through	\$0.60 per \$100



**Manatee County Clerk of Circuit Court and County Comptroller
 Official Records Guidelines and Procedures
 Effective: January 1, 2010 - Updated: January 1, 2020**

07/31/92**	
From 08/01/92 to present	\$0.70 per \$100

3. Intangible Tax: (Reference F.S. Chapter 199)

Intangible Tax is affixed to written obligations to pay money (ex: mortgage) and the rate is currently \$0.20 per \$100. This stamp is computed to the nearest cent.

Example for Intangible Tax:

	<u>Example #1</u>	<u>Example #2</u>
Consideration:	\$2,345.02	\$2,500.00
Stamp Would Be:	\$2,345.02 x .002 = \$4.69	\$2,500.00 x .002 = \$5.00

DOCUMENT TYPES

Document types have been established to group instruments with similar attributes and effect on the ownership and interests represented in the Official Records. The document type assignment is a generalized description only. It is not intended or guaranteed to fully describe the nature of the content of the document.

The following information generally describes the document type codes, the recording requirements and the specific indexing guidelines used in the Official Records.

Parties are indexed using the following general description of Direct and Indirect:

Direct: Primary or initiating party of the action described or conveyed in the document filed.

Indirect: Recipient, benefactor, or encumbered party from the action of the document filed.

Corrective documents are indexed with the prior recorded document book/page reference when that information is provided on the document and no property legal description. If the prior recording information is not on the document, index the property legal description.

1. AFFIDAVIT (AFF):

Definition	A written statement made or taken under oath before an officer of the court or notary public or other person who has been duly authorized so to act.
Indexing Guidelines	Direct = All Parties

2. AGREEMENT (AGR):

Definition	Document between two or more entities setting forth a mutual assent or arrangement.
Indexing Guidelines	Direct = Signors Indirect = Other Interested Parties Noted in Document

3. ASSIGNMENT (ASG):

Definition	Document transferring an interest in a right or property from one party to another.
Indexing Guidelines	Direct = Assignor and interested parties (mortgagor/borrower if assignment of mortgage) Indirect = Assignees (party being assigned to)



**Manatee County Clerk of Circuit Court and County Comptroller
 Official Records Guidelines and Procedures
 Effective: January 1, 2010 - Updated: January 1, 2020**

4. BOND (BND):

Definition	Document with sureties, guaranteeing faithful performance of acts or duties contemplated.
Indexing Guidelines	Direct = All Parties

5. CANCELLATION (CAN):

Definition	Document cancelling or otherwise ending an obligation, covenant or arrangement, usually related to a previously recorded document.
Indexing Guidelines	Direct = Cancelling Party Indirect = Party being released from obligation, requirement, etc.

6. CERTIFICATE (CTF):

Definition	Document prepared by a duly authorized person certifying an action or statement.
Indexing Guidelines	Direct = All Parties

7. CERTIFIED COPY OF JUDGMENT (CCJ):

Definition	Any certified copy of a court judgment (usually serves as a lien.)
Indexing Guidelines	Direct = Party judgment favors Indirect = Party judgment against

8. CONDO RELATED (CND):

Definition	Document related to a specific condominium that does not classify as another document type.
Indexing Guidelines	Direct = Name of Condominium and Developer if stated

9. COURT PAPER (CP):

Definition	Document from any court, other than Probate, that does not classify as another document type.
Indexing Guidelines	Direct = Party document favors Indirect = Party document against

10. DEATH CERTIFICATE (DC):

Definition	Death certificates both Florida and out of state.
Indexing Guidelines	Direct Only = Decedent

11. DEED (D):

Definition	Document which conveys an interest in land from a grantor to a grantee.
Indexing Guidelines	Direct = Grantor (party transferring the property) Indirect = Grantee (party receiving the property)

12. EASEMENT (EAS):

Definition	Document creating a right by an express or implied agreement of one owner of land to make lawful and beneficial use of the land of another.
Indexing Guidelines	Direct = Party granting easement Indirect = Party receiving benefit of the easement

13. FINANCING STATEMENT/UCC (FIN):

Definition	There are three types of UCC (Uniform Commercial Code) forms - establishing document, termination, continuation. Note: UCC-3 forms
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**Manatee County Clerk of Circuit Court and County Comptroller
 Official Records Guidelines and Procedures
 Effective: January 1, 2010 - Updated: January 1, 2020**

	should be classified as the specific document type indicated by the action of the form.
Indexing Guidelines	Direct = Debtor Indirect = Secured Party

14. GOVERNMENT RELATED (GOV):

Definition	Document filed by a governmental agency that does not classify as another document type.
Indexing Guidelines	Direct = Governmental Entity Indirect = Interested Party

15. JUDGMENT (JUD):

Definition	Document issued by a court titled Judgment.
Indexing Guidelines	Direct = Plaintiffs or parties document favors Indirect = Defendants or parties document is against

16. LIEN (LN):

Definition	Document that creates a charge, hold, claim or encumbrance upon the property of another as security for some debt or charge.
Indexing Guidelines	Direct = Party claiming interest/lien Indirect = Party responsible for claim

17. LIS PENDENS (LP):

Definition	Document filed to notice that a lawsuit is pending.
Indexing Guidelines	Direct = Plaintiffs Indirect = Defendants

18. MARRIAGE LICENSE (MAR):

Definition	Marriage license issued by and filed with the Clerk's office.
Indexing Guidelines	Direct = Both spouses

19. MILITARY DISCHARGE (MIL):

Definition	Military discharge document (Form DD-214)
Indexing Guidelines	Direct Only = Military Service Member

20. MODIFICATION (MOD):

Definition	Document noticing changes, revisions, or modifications to another previously filed document.
Indexing Guidelines	

21. MORTGAGE (MTG):

Definition	A conveyance of the conditional fee of a debtor to his creditor, intended as a security for the repayment of a loan, usually the purchase price of the property conveyed.
Recording Requirements	Legal description and notary required. Documentary Stamps & Intangible Tax due at time of recording.
Indexing Guidelines	Direct = Mortgagor Indirect = Mortgagee Index the property legal description when provided.

22. NOTICE (NOT):



**Manatee County Clerk of Circuit Court and County Comptroller
 Official Records Guidelines and Procedures
 Effective: January 1, 2010 - Updated: January 1, 2020**

Definition	Document filed to give "notice" related to property ownership or financial responsibility.
Indexing Guidelines	Direct = Party providing notice Indirect = Party being notified, if indicated

23. NOTICE OF COMMENCEMENT (NOC):

Definition	Document filed indicating the starting of work on a particular property.
Indexing Guidelines	Direct = Owner's Name Indirect = Contractor

24. ORDER (ORD):

Definition	Document issued by a court titled Order.
Indexing Guidelines	Direct = Plaintiff or party order favors Indirect = Defendant or party order is against

25. PLAT (PLT):

Definition	A map that shows the location of real estate in relation to adjoining lots and landmarks.
Indexing Guidelines	Direct = Name of Subdivision, Condo, or Road & Owner/Developer

26. POWER OF ATTORNEY (POA):

Definition	Document filed by a person, a principal, appointing another person as agent and conferring upon the agent the authority to perform certain specified acts or kinds of acts on behalf of the principal.
Indexing Guidelines	Direct = Party granting Power of Attorney Indirect = Party appointed Power of Attorney

27. PROBATE COURT PAPER (PRO):

Definition	Documents from Probate Court that does not classify as another document type.
Indexing Guidelines	

28. RELEASE (REL):

Definition	Document discharging or releasing an obligation, covenant, or arrangement, usually related to a previously recorded document.
Indexing Guidelines	Direct = Party releasing Indirect = Party being released

29. RESTRICTION (RST):

Definition	Document presenting restrictions to the use of property for a particular subdivision or condominium.
Indexing Guidelines	Direct = Subdivision/Condominium Name and Developer if indicated

30. SATISFACTION (SAT):

Definition	Document discharging or satisfying an obligation, covenant, or arrangement, usually related to a previously recorded document.
Indexing Guidelines	Direct = Party offering satisfaction Indirect = Party responsible for the obligation

31. TERMINATION (TER):

Definition	Document terminating or otherwise ending an obligation, covenant, or
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**Manatee County Clerk of Circuit Court and County Comptroller
Official Records Guidelines and Procedures
Effective: January 1, 2010 - Updated: January 1, 2020**

	arrangement, usually related to a previously recorded document.
Indexing Guidelines	Direct = Party terminating the obligation Indirect = Party being terminated

32. TRANSFER OF LIEN/JUDGMENT (TRA):

Definition	Document filed to transfer a lien, established by a previous document, to a surety.
Indexing Guidelines	Transfer of Lien Direct = Party responsible for the lien (owner) Indirect = Party holding the lien (lienor) Depositor is also indirect

PURPOSE OF THE INDEX

The Official Records Index exists, if you will, as a library card catalogue. Because the interests and ownership of real property can be held in many complex ways, the index (or registry) cannot “guarantee” real rights and serves as a tool for notification and identification of the documents themselves. The index provides a way to find the necessary citations so that a document itself can be retrieved. It is the document that is important; it is the document that determines whether ownership of property or an interest in the property has changed. It is the document that must ultimately be evaluated. The index is only a tool to get to the document. The only statutory requirements for the index are 1) names of the parties to the document; 2) the date and time of filing; 3) the instrument/filing number; and 4) the kind of instrument.

Each document must stand on its own, within “the four corners” of the document. This means that the content of the document speaks for itself within the borders of the instrument and the index represents information elements presented in the document.

Over time, many offices have adopted practices of adding information to the Index in order to make it easier for customers (often individuals in the title-related industries) to figure out whether or not they might be interested in that particular document. Examples of information added to the Index include: book/page numbers, cross-references to court case numbers, abbreviated legal descriptions, cross-references to related documents, multiple variations on a name appearing in a document, ever expanding categories of types of instruments.

Most of these additions were made to enhance customer service since the effort to retrieve and study the actual document was significant and time-consuming. With the advent of imaging, it is much easier to offer a searcher the actual document that they can quickly review and evaluate. It is also important to recognize, that there is a possible negative side to adding information to the Index: there is an increased liability for the Clerk. This liability arises from misunderstanding or misinterpreting a document and its contents.

In summary, the Index needs to be thought of as a living reference. Items are added daily, items are changed daily, and corrections are made when discovered. The Index needs to be as consistent and as straightforward as possible over time in order to facilitate searches. Change and technology have and will continue to impact and influence the method and media in which the index is maintained. Indexers should rely on the established data entry rules as their guide to determine the entry of names from the documents submitted for recording. Reasonable judgment should be used and discussion with management when there is a doubt about a name or whether a name represents a party.

Automated Index

In May 2009, software was implemented to automate the indexing of documents filed. This automated system electronically identifies and “reads” the party names as shown on documents. Therefore, indexing guidelines and rules are critical to provide a consistent and objective basis for extracting the indexing data from the content of the



Manatee County Clerk of Circuit Court and County Comptroller Official Records Guidelines and Procedures Effective: January 1, 2010 - Updated: January 1, 2020

document. This allows the automation to assist indexers and increase the efficiency of the Recording Division operations.

INDEXING DATA ENTRY RULES

1. CASE

Upper case or capital case style is used throughout the index.

2. ABBREVIATIONS & EXTENSIONS

Do not abbreviate unless abbreviated on document, and do not extend words unless written on the document.

3. CORRECTIONS

Only certain users are authorized to make index corrections. Corrections are made whenever necessary to address errors and inconsistencies.

4. MISSPELLINGS:

Do not make assumptions regarding the words from a document. Even if a word appears to be an apparent misspelling, index the word/name as it appears on the document.

5. NAMES TO BE INDEXED

Definitions: Human Name: For indexing purposes human names are names of individual human beings. Human names can be used in the names of businesses or other entities however these are considered non-human entity names for indexing considerations.
Non-Human Entity Name: Non-Human entity names are names of corporations, partnerships, limited partnerships, general partnerships, proprietorships, other entities such as but not limited to: government agencies, churches, schools, charitable organizations, etc.

A. Input all involved parties' names as stated on the document.

B. For court papers, include all party names listed in the style of the case as written on the source document.

1. Parties that are not identified on the document being recorded are not indexed.

2. Index parties identified as recipients or payees within the body of the document.

C. Ignore "global identity" names (God, Jesus, U.S. Presidents, Judges, The Universe, The World, etc.)

D. Index the name of a person receiving a Life Estate (Life Tenant) as an Indirect Party, they are often also the Direct Party and would be indexed as both. In some cases they aren't listed by name as the Indirect Party.

E. Do Not include unknown referenced entities (Tenant 1, Unknown Spouse, et al)

Exception: Name "DOES." If you cannot determine it is not an individual – add name

F. Do Not index the names of the representatives/officers signing on behalf of a non-human entity (including elected officials) unless the head of the non-human entity is named individually and separately.

G. Index both the human name and the non-human entity when a document is worded Doing Business As (dba).

Example: Michael Peterson dba Peterson Tiling

PETERSON MICHAEL

PETERSON TILING

H. Index separately: all referenced parties including "Successor by Merger", "Successor to", "Assignee of", Also Known As (aka), Formerly Known As (fka), and Now Known As (nka) but do not use the "aka", "fka", "nka" references.

I. When unable to determine whether a party is direct or indirect, index as direct.

J. Capacity/Roles/Representatives

1. Index the name of the individual for whom the document represents action.



Manatee County Clerk of Circuit Court and County Comptroller
Official Records Guidelines and Procedures
Effective: January 1, 2010 - Updated: January 1, 2020

2. Do not index the name of the individual signing on behalf of that individual. This includes but is not limited to persons signing as: Attorney, Power of Attorney, Representative, Personal Representative, Guardian, etc.
3. Estate of: Index the name (individual or company). Do not put the word "Estate of" after the name
***Exception: When the document recorded is granting the capacity, index the person to whom the Power of Attorney is granted as the Grantee party. (e.g. the actual Power of Attorney document or an Order Appointing Guardianship or Discharge Guardian)
- K. Do not index the same name more than once for a particular document even if the name is listed multiple times.

6. NUMBERS

- A. Arabic numbers stay as numbers (e.g., 1, 2, 3, 4, 10).
- B. Roman numerals stay as numerals (e.g., I, II, III, IV, X).

7. PUNCTUATION & SYMBOLS

- A. Apostrophe (') – remove and leave NO space
- B. Period (.) – remove and leave ONE space
- C. Comma (,) – remove and leave ONE space
- D. Hyphen (-) – remove and leave ONE space
****Exception Note: Change the hyphen to the word "through"
Example: A-Z Cleaning A THROUGH Z CLEANING
- E. Quotes (") – remove and leave ONE space
****Exception Note: Mortgage Electronic Registration System "MERS"
Index as two separate parties (as two separate entities)
- F. Parentheses (()) – remove and leave ONE space
****Exception Note: Mortgage Electronic Registration System (MERS)
Index as two separate parties (as two separate entities)
- G. Slash (/) – remove and leave ONE space unless separating a number as part of a fraction.
Example: Smith/West = SMITH WEST
Jones/Moore = JONES MOORE
****Exception Note: Fractions or dates should retain the slash. Fractions are not represented by a lone special character.
Example: 7½ West Place 7 1/2 WEST PLACE
5/3 Bank 5/3 BANK
9/11 Foundation 9/11 FOUNDATION
****Exception Note: If a slash is separating two separate and complete names, index each name individually.
Example: Tim Jones/ABC Roofing Jones Tim
ABC Roofing
- H. Ampersand (&) – space before and after the "&". Substitute "&" for "And"
Examples: J and A Smith Co. J & A SMITH CO
Marshall Field and Co. MARSHALL FIELD & CO
A&P Grocery Store A & P GROCERY STORE
Montgomery Ward & Co. MONTGOMERY WARD & CO
- I. Any punctuation or symbol not listed above – remove and leave ONE space. This includes but is not limited to: # \$ % * + = @ ! ? : _ ^

8. INDEXING HUMAN NAMES



Manatee County Clerk of Circuit Court and County Comptroller Official Records Guidelines and Procedures Effective: January 1, 2010 - Updated: January 1, 2020

Definition: For indexing purposes human names are names of individual human beings. Human names can be used in the names of businesses or other entities; however these are considered non-human entity names for indexing considerations.

- A. **Format:** LASTNAME FIRSTNAME MIDDLENAME/INITIAL SUFFIX/LINEAGE
- B. Include Mr, Mrs, Ms, or Dr only when that is the only distinguisher of the individual shown on the source document. Check signature for first name(s).
- Examples: Mrs. John J. Brown BROWN JOHN J MRS
Mr. and Mrs. Brown BROWN MR
BROWN MRS
Richard Marshall and spouse MARSHALL RICHARD
(Spouse is handled as an unknown)
- C. Do NOT include occupational or honorary titles (The Honorable, Reverend, Captain, Colonel).
- D. Include suffix/lineage titles (Jr., Sr., II, III, IV).
- E. Do NOT include professional/occupational titles (MD, PhD, JD, CPA)
- F. For hyphenated surnames, remove the hyphen and leave a space.
- Examples: Cecil P. Spring-Rice SPRING RICE CECIL P
Blanche Duff-Gordon DUFF GORDON BLANCHE
- G. Index abbreviated names as shown on source documents.
- Examples: Chas. Jackson JACKSON CHAS
Wm. Gardner GARDNER WM
- H. Index initials as shown on source document.
- Examples: T. J. Worthington WORTHINGTON T J
HB Tarrington TARRINGTON HB
- I. Add a space between words or letters, if unable to determine spacing on source document.
- J. Index the variations of names separately in the same manner as Also Known As (aka) when a name includes reference by quotations or parenthesis to a nickname.
- Examples: James (Jim) Smith SMITH JAMES JIM
SMITH JIM
George "Rocky" Brown BROWN GEORGE ROCKY
BROWN ROCKY
R. B. "Chips" Shore SHORE R B CHIPS
SHORE CHIPS
- K. Ethnically diverse names are sometimes structured differently than the FIRST/GIVEN NAME MIDDLE NAME/INITIAL LAST/SURNAME format most familiar in the United States. As a result special considerations and rules have been determined for indexing.
1. Surnames that have a prefix that begins with the following retain preexisting spacing shown on the source document, eliminate punctuation, and do not convert into abbreviated or full form – index using the spelling shown on the source document.
- a separately written particle consisting of an article (e.g. La Crosse, L'Estrange)
 - a preposition (e.g., De Morgan, de la Varga)
 - a combination of a preposition and an article (e.g., Del Mar, Van de Kamp)
 - M', Mc, Mac
 - Saint, St, Ste, or St.
- Examples: Mary Der Kegian DER KEGIAN MARY
Harold McCoy MCCOY HAROLD
John Mac Donald MAC DONALD JOHN
Walter Van de Kamp VAN DE KAMP WALTER
Ted de Grazia DE GRAZIA TED
John L. St. George ST GEORGE JOHN L
Jean Saint Martin SAINT MARTIN JEAN
Dorothy Ste. Marie STE MARIE DOROTHY
Diane de la Varga DE LA VARGA DIANE



Manatee County Clerk of Circuit Court and County Comptroller Official Records Guidelines and Procedures Effective: January 1, 2010 - Updated: January 1, 2020

2. Names which consist of multiple surnames or given names are indexed with the final name listed as the surname and the remaining name(s) listed in the order shown on the source document.

Examples:	Federico Sanchez Martinez	MARTINEZ FEDERICO SANCHEZ
	Magda Maria Smith Sanchez	SANCHEZ MAGDA MARIA SMITH
	Tuey Far Low	LOW TUEY FAR
	Bill Soo Hoo	HOO BILL SOO
	King Chana	CHANA KING

L. Minors/Children's Names

1. Court Documents – When a human is identified as a minor or child, index by initials only. This includes juvenile records as these defendants are minors. Index the initials in Indirect in the same manner as the name would be included.

Example: Debby Smith = S D

2. Non Court Documents – Index the names according to the standard guidelines and indexing rules. Do not index the word “minor” even if it appears on the document.

Exception: Name Change Documents (index complete names).

Monetary Final Judgments for the Juvenile division are recorded after the child has become an adult, so complete names can be indexed.

9. INDEXING NON-HUMAN ENTITY NAMES

Definition: Non-Human entity names are names of corporations, partnerships, limited partnerships, general partnerships, proprietorships, other entities such as but not limited to: government agencies, churches, schools, charitable organizations, etc.

- A. Drop “The” at the beginning of a party name.

Examples: The Cup of Soup CUP OF SOUP

- B. Include “A” at the beginning of a party name.

Examples: A Cup of Soup A CUP OF SOUP

- C. Substitute “&” for “and” in a party name.

- D. Do Not invert a human name within a non-human entity name.

Examples:	Marshall Holmes Bean Co.	MARSHALL HOLMES BEAN CO
	Timothy A Johnson, P.A.	TIMOTHY A JOHNSON P A
	Cecil W. Spring-Rice Title Co.	CECIL W SPRING RICE TITLE CO
	David Mac Donald Escrow	DAVID MAC DONALD ESCROW

****Trust Exception: See subsection 9.M. for special indexing guidelines for Trusts

John Engles and Mary Engles Trust	JOHN ENGLES & MARY ENGLES TRUST
	ENGLES JOHN TRUST
	ENGLES MARY TRUST
Thomas and Ruth Jackson Trust	THOMAS & RUTH JACKSON TRUST
	JACKSON THOMAS TRUST
	JACKSON RUTH TRUST

Mary Jackson and Timothy Edwards Living Trust

MARY JACKSON & TIMOTHY EDWARDS LIVING TRUST
JACKSON MARY LIVING TRUST
EDWARDS TIMOTHY LIVING TRUST

- E. Do not index the representative or head of a non-human entity unless named individually and separately.

- F. Governmental units:

1. Because the authors of documents vary widely in the way they refer to governmental entities, the following guidelines have been established to provide guidance. The Common Party Suggestion List has been established to provide as much consistency as possible. However, when a governmental unit is not clearly identifiable or does not match one of the common



Manatee County Clerk of Circuit Court and County Comptroller Official Records Guidelines and Procedures Effective: January 1, 2010 - Updated: January 1, 2020

suggestions, the name should be indexed as listed on the source document with the standard format applied. Indexers should consult with their supervisor or senior staff members for additional direction.

2. Standard Indexing Formats:

a. Geographic government units (Counties, Cities, and Towns):

FORMAT = NAME CITY/COUNTY/TOWN OF

Examples:	City of Sarasota	SARASOTA CITY OF
	County of DeSoto	DESOTO COUNTY
	State of New Jersey	NEW JERSEY STATE OF
	City of Atlanta	ATLANTA CITY OF
	Town of Fairfield	FAIRFIELD TOWN OF

b. Manatee County departments and agencies:

FORMAT = MANATEE COUNTY DEPARTMENT OF XXXX

c. Elected Official Agencies:

FORMAT = MANATEE COUNTY XXXX

d. State government units:

FORMAT = FLORIDA DEPARTMENT OF XXXX

e. Federal government units

FORMAT = UNITED STATES OF AMERICA DEPARTMENT OF XXXX

3. Common Suggestion List: The indexing software includes a drop-down suggestion list with these most common governmental units.

BRADENTON CITY OF
BRADENTON BEACH CITY OF
BRADENTON BEACH POLICE DEPARTMENT
BRADENTON CITY HOUSING AUTHORITY
BRADENTON POLICE DEPARTMENT
FLORIDA DEPARTMENT OF ENVIRONMENTAL SERVICES
FLORIDA DEPARTMENT OF HEALTH & REHABILITATIVE SERVICES
FLORIDA DEPARTMENT OF CHILDREN & FAMILIES
FLORIDA DEPARTMENT OF LABOR
FLORIDA DEPARTMENT OF REVENUE
FLORIDA DEPARTMENT OF TRANSPORTATION
FLORIDA HIGHWAY PATROL
FLORIDA STATE ATTORNEY
FLORIDA STATE OF
INTERNAL REVENUE SERVICE
MANATEE COUNTY
MANATEE COUNTY BOARD OF COUNTY COMMISSIONERS
MANATEE COUNTY CLERK OF CIRCUIT COURT
MANATEE COUNTY CODE ENFORCEMENT BOARD
MANATEE COUNTY CONSTRUCTION CODES BOARD OF APPEALS
MANATEE COUNTY NEIGHBORHOOD SERVICES DEPARTMENT
MANATEE COUNTY PLANNING DEPARTMENT
MANATEE COUNTY PROPERTY APPRAISER
MANATEE COUNTY SCHOOL BOARD
MANATEE COUNTY SHERIFF
MANATEE COUNTY TAX COLLECTOR
MANATEE MEMORIAL HOSPITAL
MANATEE PORT AUTHORITY
PALMETTO CITY OF
PALMETTO POLICY DEPARTMENT
SARASOTA MANATEE AIRPORT AUTHORITY
SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT



Manatee County Clerk of Circuit Court and County Comptroller
Official Records Guidelines and Procedures
Effective: January 1, 2010 - Updated: January 1, 2020

UNITED STATES DEPARTMENT OF TREASURY
UNITED STATES DEPARTMENT OF HOUSING & URBAN DEVELOPMENT
UNITED STATES OF AMERICA
UNITED STATES OF AMERICA ADMINISTRATION OF VETERANS AFFAIRS
UNITED STATES OF AMERICA FARMERS HOME ADMINISTRATION
UNITED STATES OF AMERICA RURAL DEVELOPMENT
UNITED STATES SMALL BUSINESS ADMINISTRATION

G. Fractions are not represented by a lone special character. (Correct = 7 1/2 Incorrect = 7½)

H. Spacing for single numerals or letters should remain as shown on the source document.

Examples:	A. L. Johnson Corporation	A L JOHNSON CORPORATION
	T J Architects	T J ARCHITECTS
	J. C. Penney Co.	J C PENNEY CO
	B. W. Paper Box Corp.	B W PAPER BOX CORP
	ABC Liquor	ABC LIQUOR
	A 1 Plumbing	A 1 PLUMBING

I. Add a space between words, numerals, or letters, if unable to determine spacing on source document.

J. Do not convert words within names into abbreviated or full form words – index as shown on the source document (e.g., Mount, Mt, Saint, St.). Eliminate punctuation and retain preexisting spacing.

K. Include location words when part of the non human entity name.

Examples:	Crown Savings Bank of Iowa	CROWN SAVINGS BANK OF IOWA
	Bank of Brandon at Lutz	BANK OF BRANDON AT LUTZ
	Robinson's of Florida	ROBINSONS OF FLORIDA
	Pacific Finance Co., San Diego	PACIFIC FINANCE CO SAN DIEGO
	Steel and Iron Co., Dallas	STEEL & IRON CO DALLAS
	First Baptist Church, Orlando	FIRST BAPTIST CHURCH ORLANDO

L. Do not index financial institution reference information.

Example:	BANKATLANTIC, a Federal Savings Bank	BANKATLANTIC
	BANKATLANTIC, N.A.	BANKATLANTIC
	BANKATLANTIC NATIONAL ASSOCIATION	BANKATLANTIC NATIONAL ASSOCIATION

M. A trust is a non-human entity regardless of whether there is a human name as part of the trust's name. In order to identify the named persons in a trust, index the human names as separate indexing entries **unless** the same human names are included as the same role (usually trustees).

Examples	John Engles and Mary Engles Trust	JOHN ENGLS & MARY ENGLS TRUST ENGLS JOHN TRUST ENGLS MARY TRUST
	Thomas and Ruth Jackson Trust	THOMAS & RUTH JACKSON TRUST JACKSON THOMAS TRUST JACKSON RUTH TRUST
	Mary Jackson and Timothy Edwards Living Trust	MARY JACKSON & TIMOTHY EDWARDS LIVING TRUST JACKSON MARY LIVING TRUST EDWARDS TIMOTHY LIVING TRUST
	Thomas Jackson, as Trustee, Ruth Jackson, as Trustee, and the Thomas and Ruth Jackson Trust	JACKSON RUTH JACKSON THOMAS THOMAS & RUTH JACKSON TRUST

NOTE: Do not invert entries for the trust human name references because the additional entries for identifying the named persons in the trust are accomplished as a result of indexing the Trustees individually.



Manatee County Clerk of Circuit Court and County Comptroller Official Records Guidelines and Procedures Effective: January 1, 2010 - Updated: January 1, 2020

various elements based on the document type and the information provided in the document. Depending on the document type, the description may describe the property involved, reference a court case number, or reference an associated book/page, instrument number, or other property number related to the intent of the document. Information on specific descriptions is included in the document type definitions section.

Index corrective documents with the prior recorded document book/page or instrument number when that information is provided on the document and no property legal description. If the prior recording information is not on the document, index the property legal description.

Index satisfactions, assignments, release, cancellation, termination, etc. with the referenced previously recorded document book/page or instrument number when provided on the document with no property legal description indexed. If the prior recording information is not on the document, index the property legal description.

When describing property with legal description information, the description is not intended to provide a full legal description of real property. The information is based on keywords and information contained in a document and it is not intended to be inclusive or exclusive in nature. This information is provided as referential and identification purposes to assist users during searches. Users of the index should use care in reviewing the entire document for effect and interpretation when researching the official records.

The elements which comprise the Description are:

- | | |
|------------------|--|
| Description: | This is the composite field that is displayed from the following data input fields. This field is not modifiable. |
| Case: | Associated Court Case Number indexed in the uniform numbering format (YYYY-XX-123456) with leading zeros. If document is one-to-many relationship, index the case number that has been marked with a check, otherwise index the first listed case number. Note: The case number is critical to the security for display and access on the Internet. We index all Florida case numbers, but do not index out of state case numbers. |
| IV-D | Child support cases on behalf of the Florida Department of Revenue, should have the IV-D box marked with a check. The work processed for these types of cases are billed and reimbursed by the FDOR. These cases will have Florida Department of Revenue listed on the document or will have IV-D written on them somewhere. |
| Reference-Bk/Pg: | This field is included to provide additional reference information to users and is not intended for search purposes. Information included in this field is: <ul style="list-style-type: none">○ Book/Page reference that are one-to-one relationships in the following formats with leading zeros. If document is a one-to-many relationship, omit reference numbers:<ul style="list-style-type: none">○ Official Records: OR#### PG####○ Subdivision Plats: PB#### PG####○ Condo Plats: CB#### PG####○ Drainage Plats: DP#### PG####○ Road Plats: RP#### PG#### |



Manatee County Clerk of Circuit Court and County Comptroller Official Records Guidelines and Procedures Effective: January 1, 2010 - Updated: January 1, 2020

- If no Book/Page number is included, but the document lists an Instrument number, index the Instrument number in the following format: INST 201941127508
- When a death certificate is attached to another document, note the following to prevent display on the Internet: DEATH CTF ATTACHED

For Manatee County Property only – add legal description

Lot Block Subdivision	} }	These fields are used as a group to describe property within a Subdivision. When partials or multiples are involved, only the common elements are indexed. (2398-1248)
Unit Condominium	} }	These fields are used as a group to describe property within a Condominium. When multiples are listed, only the common elements are indexed.
Section Township Range	} }	These fields are usually used as a group and describe property using the County zoning map references. When multiples are listed, do NOT index the common elements.

PUBLIC RECORDS & ACCESS

1. Exempt Documents

Per Florida Statutes 28.2221(5)(a) the following type documents must not be shown on a publicly accessible website:

- A. Court Records: Family Law, Domestic, Probate, Guardianship
When accessing the Official Records via the publicly accessible website, the search performs a check against the case number listed in order to determine whether a record is authorized for public viewing over the internet.
- B. Other: Death Certificates (or any document with DC attached) and Military Discharge - These document codes are restricted from view via the publicly accessible website.
Website security is managed by document types for death certificates, military discharge, and out-of-county court documents. Manatee County court documents are managed by filtering using the case number entered into the index.

2. Non-Public Information - Redaction

Effective January 1, 2012, Florida Statutes requires the following type information to be redacted (i.e., removed from public view) so that the information does not display on the publicly available internet:

Social Security Numbers; Bank, Debit, Credit and Charge Account Numbers

All documents are passed through Redaction Process software. Using hints, keywords, and number patterns the software application searches the image for the non-public information. Each document is then flagged/tagged by the Redaction Software. Flagged documents are reviewed and information that has been tagged (highlighted) as non-public is either accepted or denied by the reviewer. Upon completion the image is viewable on the Internet.