

## “KEY IT AS YOU SEE IT”

Based on PRIA Best Practices

**Only key these symbols:**

**@ & / - + # in party names**

**NEVER KEY:**

**DEC, ESTATE, or TRUSTEE after party names**

**THE as first word in party name**

**JOHN DOE or JANE DOE**

### MUNICIPAL/GOVERNMENT NAME EXAMPLES - some will typically follow historical index:

Wisconsin Department of Revenue	WISCONSIN DEPARTMENT OF REVENUE
Dane County Sheriff	SHERIFF OF DANE COUNTY
Wis Veterans Association	WIS VETERANS ASSOCIATION
State of Wisconsin	WISCONSIN, STATE OF
Dane County	DANE COUNTY
Village of Deerfield	DEERFIELD, VILLAGE OF
United States of America acting through the United States Department of Agriculture	USA UNITED STATES OF AMERICA UNITED STATES DEPARTMENT OF AGRICULTURE
United States District Court for the Western District of Wisconsin	UNITED STATES DISTRICT COURT FOR THE WESTERN DISTRICT OF WISCONSIN
United States Attorney’s Office for the Western District of Wisconsin	UNITED STATES ATTORNEYS OFFICE FOR THE WESTERN DISTRICT OF WISCONSIN
City of Madison Comptrollers Office	MADISON COMPTROLLERS OFFICE
Town of Westport Assessors Office	WESTPORT ASSESSORS OFFICE
Secretary of Veterans Affairs	SECRETARY OF VETERANS AFFAIRS
Secretary of Housing and Urban Development	SECRETARY OF HOUSING AND URBAN DEVELOPMENT

Common Council of the City of Madison

MADISON COMMON COUNCIL

Common Council of the City of Stoughton

STOUGHTON COMMON COUNCIL

Community Development Authority of the City of Madison

MADISON COMMUNITY DEVELOPMENT AUTHORITY

City of Madison Parks Department

MADISON PARKS DEPARTMENT

**COMPANY/BUSINESS NAMES – only index current parties:**

A.L. Grootemaat & Sons Incorporated

A L GROOTEEMAAT & SONS INCORPORATED

Associated Bank N A

ASSOCIATED BANK NA

Mortgage Electronic Registration Systems Inc. (MERS) as nominee for Prime Lending

PRIME LENDING

Federal Deposit Insurance Corporation, as Receiver of Washington Mutual Bank F/K/A Washington Mutual Bank FA

WASHINGTON MUTUAL BANK

U.S. Bank, National Association, Successor Trustee to Bank of America N.A.

US BANK NATIONAL ASSOCIATION

U.S. Bank Trust National Association, as Trustee for CVI LCF Mortgage Loan Trust I-IV

US BANK TRUST NATIONAL ASSOCIATION

Fannie Mae AKA Federal National Mortgage Association

FANNIE MAE  
FEDERAL NATIONAL MORTGAGE ASSOCIATION

O’Kroley/646 LLC

OKROLEY/646 LLC

Loan Depot.com

LOAN DEPOT COM or LOAN DEPOTCOM (a search will return both)

Nationstar Mortgage LLC D/B/A (doing business as) Greenlight Loans

NATIONSTAR MORTGAGE LLC  
GREENLIGHT LOANS

Home Savings Bank, a division of Home American Country Bank

HOME SAVINGS BANK  
HOME AMERICAN COUNTRY BANK

Mickelson’s – Martin Post No. 313 of the American Legion

MICKELSONS–MARTIN POST NO 313 OF THE AMERICAN LEGION

Mary Buckhammer, secretary for Western Title Searchers

WESTERN TITLE SEARCHERS

Robert Jones & James Smith doing business as Smith & Jones Handymen

JONES, ROBERT  
SMITH, JAMES  
SMITH & JONES HANDYMEN

JPMorgan Chase Bank, National Association, successor in interest by purchase from the Federal Deposit Insurance Corporation as receiver of Washington Mutual Bank f/k/a Washington Mutual Bank FA

JPMORGAN CHASE BANK  
WASHINGTON MUTUAL BANK

**NAMES OF INDIVIDUALS - Key all forms of names including AKA & FKA:**

Jason McKoy, attorney in fact for Melissa Groves

MCKOY, JASON  
GROVES, MELISSA

Ann Benson Personal Representative for Dwight Jacobson

BENSON, ANN  
JACOBSON, DWIGHT

Martin Jelinek, guardian of Samatha McKowsky

JELINEK, MARTIN  
MCKOWSKY, SAMATHA

Dr. Steven Jones

JONES, STEVEN DR

Phyllis Van Sustren

VAN SUSTREN, PHYLLIS

**TRUSTS - Key what is on the doc using last name first for all party names. Key in Trustee name(s) if listed. Do not include any dates.**

John and Sandy Smith Revocable Trust #1

SMITH, JOHN AND SANDY REVOCABLE TRUST #1

Mark R Hoffman and Jo Anne Boyce Hoffman Trustees of the Mark and Jo Anne Hoffmann Revocable Trust

HOFFMAN, MARK R  
HOFFMAN, JO ANNE BOYCE  
HOFFMAN, MARK AND JO ANNE REVOCABLE TRUST

M + D Peters Revocable Living Trust

PETERS, M + D REVOCABLE LIVING TRUST  
M + D PETERS REVOCABLE LIVING TRUST

2009 Quirk Family Trust

QUIRK FAMILY TRUST  
2009 QUIRK FAMILY TRUST (exception to no dates rule because it is part of the trust name)

Suzy Chapstick and Roger Rabbit Living Trust

CHAPSTICK, SUZY AND ROGER RABBIT LIVING TRUST