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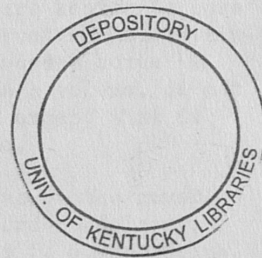
WORKS PROGRESS ADMINISTRATION
OF LOUISIANA
DIVISION OF PROFESSIONAL AND SERVICE PROJECTS
HISTORICAL RECORDS SURVEY

M E M O R A N D U M

June 1, 1939

To: All State Directors, HRS
From: John C. L. Andreassen,
State Director in Louisiana

I am transmitting at Dr. Luther H. Evans' request a copy of the Louisiana instructions for filling out W. P. A. Form 12-13 HR.



LIBRARY
UNIVERSITY OF KENTUCKY

HISTORICAL RECORDS SURVEY

M E M O R A N D U M

June 1, 1939

To: Field Workers

From: Vergil L. Bedsole

Re: Instructions for filling out W. P. A. Form 12-13 HR.

- Line 1. On this line give exact titles appearing on volumes, file drawers, or other containers, regardless of whether or not the title covers the type of record contained. Exact titles are to be placed in quotes. If there is no title, or a misleading one such as "Ledger" or "Record", an explanatory title is necessary. Place explanatory titles in brackets. If a set of records is distributed into several containers which do not have identical exact titles, give exact title appearing on container holding current records first, and give additional exact titles in reverse chronological order with inclusive dates of each.
- Line 2. Give first and last (or inclusive) dates of period for which record was kept. For example: 1880-1936. If record is kept at the present time it is a current record, and is indicated by giving the earliest date followed by a dash to indicate that the record is current. For example: 1880--. If a record is not current, then the earliest and latest dates should be given. For example: 1860-1865. If there has been a break in dates, the dates covering the missing records are to be given on Line 5, but not on Line 2. Breaks will be indicated in the following manner: Suppose a record was begun in 1880 and is still current, but the records for the ten-year period 1900-09 cannot be found, Line 2 would read 1880-99, 1910--. Give day and month when possible.
- Line 3. Give the number of volumes, drawers, file boxes, bundles, or other types of containers in which records are kept. Be sure to state the type of material used in construction of container. For example: 12 steel file drawers; 5 wooden boxes; 2 cardboard cartons, etc. If the container is a volume, do not attempt to describe the construction of it, except that it should be noted if it is a loose-leaf volume.
- Line 4. On this line give the labelling which appears on the cover, or exterior surface of volumes or other record containers. By labelling is meant any numbering, such as 5, 6, or inclusive numbers such as 1-8, 9-15 lettering, such as A, B, or A-K, L-Z; or dates, such as 1900-09. Do not confuse labelling with the exact title of container; sometimes a container will have an exact title and labelling, sometimes exact title and no labelling, and sometimes labelling and no exact title, in which case you would assign a descriptive title to the container on Line 1.

Examples: (CASH BOOK) (MORTGAGE INDEX) (CONVEYANCE BOOK)
 1910 A-K 18

When the labelling consists of dates, merely state: (dated), but show dates used on each volume or container on the work sheet.

Line 5. On this line give breaks in dates (see Line 2) and reasons for breaks, when ascertainable. Example: 1901-09, records lost (or destroyed, etc.). If the missing records are kept in another container or office, state where kept. This line also calls for explanations as to why records were discontinued, if the reasons for discontinuation are ascertainable. When a record has been continued in another series, give title of same, and arbitrary HR form number, if already inventoried.

Line 6. WHEN INVENTORYING A RECORD CONTAINING A SINGLE TYPE OF FORM

This line calls for three answers in describing record: (1) type of record; (2) purpose and reason document was executed; (3) descriptive summary of form used. Example, using Sheriff's Deed Record; (1) Record of sales made by sheriff; (2) to execute writs of seizure and sale, and pursuant to court orders in successions; (3) giving name of persons whose property was sold; court rendering judgment, date; name of sheriff to whom writ was directed, number and title of suit, statement of sheriff that he had served copy of notice to pay, date property was seized, date of advertisement and name of newspaper; date, hour, and place of sale; amount of highest bid, to whom sold; description of property; amount retained for costs, amount turned over to plaintiff; name of sheriff and date instrument filed. See sample #1. The summary of the form (3) used in the record should be given in the exact order in which it is found.

WHEN INVENTORYING A RECORD HAVING 2 or 4 TYPES OF FORMS WHICH ARE RELATED, SUCH AS:

Record of (1) marriage license applications, (2) licenses issued, and (3) marriage certificates.

(1) Applications contain legally required data furnished by the prospective bridegroom, consisting of full names, addresses, occupations, ages and birthplaces of both contracting parties, number of previous marriages and divorces, if any, name and addresses of parents, date licenses was applied for, and name of clerk of court. (2) License record gives date of issue, and names of contracting parties and clerk of court. (3) Record of certificates which have been returned to the clerk's office by the officiant after the marriage ceremony was performed gives date of marriage, names of officiant, contracting parties, witnesses and recording official, and date of filing and recording. See sample #2.

WHEN INVENTORYING A RECORD HAVING FIVE OR MORE TYPES OF FORMS WHICH ARE NOT RELATED.

(1) Original acts passed by the various notaries; (2) deposited with this office for recording and filing, including cash sales, credit sales, chattel mortgages, timber deeds, mortgages on real estate, cancellation of notes, powers of attorney, quit claim deeds, charters, public notices, etc. See sample #3.

WHEN INVENTORYING FINANCIAL RECORDS SUCH AS CASH BOOKS, LEDGERS, ETC.

A cash book is usually arranged by receipts and disbursements, and by date of entry thereunder. See sample #3.

Receipt
Section

General Fund [Receipts]

Date	Source	Amount rec'd	Jail House	Court House	Parish Roads	Assessor's Fund
1/1/38	Tax Col- lector Tax	150.00	40.00	30.00	70.00	10.00
1/12/38	State Treasurer Gas Tax	90.00	--	--	90.00	--
1/20/38	Sheriff Fines	50.00	10.00	10.00	--	--

Disburse-
ment Sec-
tion

General Fund [Disbursements]

Date	To whom	Pur- pose	Amt.	Jail	Main- tenance Court Hse.	Parish Roads	Asses- sor's Fund
1/1/38	J. Jones	Salary	20.00	--	--	--	20.00
1/12/38	A. Brown	Mdse.	50.00	--	50.00	--	--
1/20/38	A. Allen	Mat.	21.50	--	--	21.50	--
1/30/38	J. Doe	Labor	60.00	--	--	60.00	--
2/10/38	R. Hahn	Repair	45.00	45.00	--	--	--

The foregoing record would be described as follows:

Record of receipts and disbursements of the general fund giving: on receipts, date of entry, source, amount received and the various funds to which portion or full amount was credited, including Jail House, Courthouse, Parish Roads and Assessor's funds. Disbursement gives date, to whom check, warrant or voucher was issued, purpose for which issued, amount, and funds debited, including Jail, Courthouse, Parish Road and Assessor's funds.

The foregoing will be true of ledgers with the exception that the breakdown will be by accounts, and forms of debits and credits in not quite as detailed form. See sample #4.

WHEN INVENTORYING ORIGINAL CASE PAPERS AND DOCUMENTS IN CIVIL, CRIMINAL AND PROBATE CASES.

Each case consists of various types of papers; for example, civil suits contain a petition of plaintiff, citation issued to defendant, answer of defendant, notions of the counsels, bills and documents introduced as evidence, judgments, etc. Each case will not have the same number and style of papers, but by going through several cases and listing types found, most of the important ones will appear; for an example, see sample #5. Case papers have certain things in common, such as docket number, title of case, date filed and signature of clerk, as:

Docket No. 1215
Plaintiff
John Jones
vs.
Defendant
John Doe

Filed
Jan.4, 1938
Clerk's signature

In these instances you used the above information as the summary of form used.

DESCRIPTION OF INDEXES IN SEPARATE VOLUMES

Line 6. Indexes as a rule are arranged alphabetically, having a primary and either one or more secondary arrangements, for example:

A

Mortgagor	Mortgagee	Date Recorded	Page No.
Aucoin, C.	J. Jones	2/12/22	10
Aaron, D.	B. Brown	2/26/23	44

The above is an example of an alphabetical direct index to Mortgage Record, by first letter of surname of mortgagor, chronologically by date recorded thereunder, giving names of mortgagor and mortgagee, date recorded, and page number of record. If the mortgagee should be listed first, it would be an indirect (reverse) index to Mortgage Record by first letter of surname of mortgagee, chronologically by date recorded thereunder, giving name of mortgagor, date recorded and page number of record.

An index where the direct is on one page and the reverse on

another, or in separate sections of the book, would be described: alphabetical direct and reverse index on alternating pages or separate sections of book to Mortgage Record by first letter of surname, chronologically thereunder by date recorded, giving name of opposite party, date recorded and page number of record. Cross index.

UNDER A.

	Type of instrument	Dates filed	Page No.
Auccoin, B. to Jones, J.	First mtg.	3/12/24	22
Aaron, C. from Brown, C.	" "	4/10/24	34

UNDER J.

	Type of instrument	Dates filed	Page No.
Jones, J. from Auccoin, B.	First Mtg.	3/12/24	22
James, K. to Doe, M.	" "	3/20/25	34

The above example of a cross index would be described as follows: alphabetical cross index to Mortgage Record by first letter of surnames of mortgagor and mortgagee, chronologically by date filed thereunder, giving name of opposite party, date filed for recording, type of instrument and page number of record.

There are other kinds of alphabetical indexes where the breakdown is more complete, but these are usually patented and in such cases state whether a direct, indirect (reverse) or cross and by what types of parties; also give trade name of patented index system, such as Cott Universal, Permafex, etc.

The chronological index is arranged by date of original entry, giving page number of record. Example:

Accounts	Page	Date Opened
Jones, J.	1-12	1/30/38
Brown, C.	14-28	2/ 5/38
Wheelahan, B.	29-59	3/ 3/38

Line 7. This line calls for arrangement of material in volumes or containers. Matter can be chronologically arranged by date of record, date of entry, etc., or numerically by ward number, docket numbers, district numbers, etc., or alphabetically by name of person, subject, classifications, etc. When there are two arrangements or a secondary arrangement give both. For example, a docket book that is arranged numerically by docket number, may be arranged also chronologically by date cases were instituted. This would be described: arranged numerically by docket numbers and chronologically by date case was instituted. Assessment rolls may have a primary arrangement by ward numbers, and a secondary arrangement by taxpayers' surnames arranged

alphabetically thereunder. A case of this kind would be described: arranged numerically by wards, alphabetically by surname of taxpayers thereunder.

- Line 8. This line calls for information on indexes. If the volume has no index, make a statement to that effect. If it has a separate index, give the arbitrary HR form number made on the index. If the index is attached, give the same information as you would on Line 6 of a separate index.
- Line 9. In addition to information requested, give inclusive dates, page and volume numbers of material written in a language or languages other than English.
- Line 10. Give average size of record. Size of individual volumes, file drawers, etc., when more than one, will be given in extreme right-hand column of the Work Sheet to Volumes Form, which is to be made out and attached to the 12-13 HR when there is more than one volume, file drawer, etc.
- Lines 11, 12. Self-explanatory.
- Line 13. Disregard.

* * * * *

The instructions given above will apply to most of the forms to be written by the worker, but not in all cases. When such exceptional cases arise, the forms editors and entry writers in the State Office will return your forms with additional instructions. When in doubt regarding anything concerning your work, do not hesitate to write the State Office. Your questions will be given immediate attention, and information you need will be given, if possible.

For samples of HR which do not conform to the foregoing instructions, see samples 6, 7, and 8.

SAMPLE I

John Doe

1/3/39

10

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
The Historical Records Survey: 1937
1734 New York Ave. NW.
Washington, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Washington

State Louisiana

Name of agency or office Recorder

Address of office of custody Parish Courthouse, Franklinton.

1. Title "SHERIFF'S DEED RECORD, WASHINGTON PARISH",
2. Dates Mar. 4, 1898-Aug. 20, 1909, Oct. 18, 1915--.
3. Quantity 4 vols.
4. Labeling (1, 3-5).
5. Discontinued and missing records Aug. 21, 1909-Oct. 17, 1915. Reason for missing records could not be ascertained.
6. Contents Record of sales made by sheriff to execute writs of seizure and sale, and pursuant to court orders in successions, giving: name of persons whose property was sold; court rendering judgment, date; name of sheriff to whom writ was directed, number and title of suit, statement of sheriff that he had served copy of notice to pay, date property was seized, date of advertisement and in what newspaper; date, hour and place sold; amount of highest bid, to whom sold; description of property; amount retained for costs, amount turned over to plaintiff; name of sheriff and date filed.

6. Contents---continued _____

7. Arrangement Arr. chron. by date recorded.

8. Indexing No index.

9. Writing Hdw. Mar. 4, 1898-Aug 10, 1909; hdw. and typed Oct. 18, 1915--.
some printed forms used during current period.

10. Size 8½ x 14 x 1½ Aver. 450 pp.

11. Location by dates and quantities Clerk of Court's vault.

12. Other information _____

13. (For use in Florida.) Early imprints _____

SAMPLE II.

John Doe

1/4/39

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WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
The Historical Records Survey: 1937
1734 New York Ave. NW.
Washington, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Washington State Louisiana

Name of agency or office Clerk of Court.

Address of office of custody Parish Courthouse, Franklinton

1. Title "MARRIAGE RECORD, WASHINGTON PARISH",
2. Dates Mar. 29, 1897--.
3. Quantity 13 vols.
4. Labeling (1-13).
5. Discontinued and missing records None.
6. Contents Record of marriage license applications, licenses issued, and marriage certificates. Applications contain legally required data furnished by the prospective bridegroom consisting of full names, addresses, occupations, ages and birthplaces of both contracting parties, number of previous marriages and divorces, if any, name and addresses of parents, date licenses were applied for, and name of clerk of court. License record gives date of issue, and names of contracting parties and clerk of court. Record of certificates which have been returned to the clerk's office by the

6. Contents---continued officiant after the marriage ceremony was performed
gives date of marriage, names of officiant, contracting parties, witnesses
and recording official, and date of filing and recording.

7. Arrangement Arr. chron. by date licenses were issued.

8. Indexing Alph. att. cross index, Sept. 27, 1915-July 31, 1920, by
first letter in surname of both parties, chron. thereunder, giving page num-
ber of record. Indexed 1897-1915, 1920--. in entry (HR 37).
9. Writing Hdw. Mar. 29, 1897-Mar. 14, 1903; hdw. under printed headings Apr.
18, 1903-Sept. 18, 1915; hdw. on printed forms Sept. 27, 1915-Jan. 1, 1933;
typed on printed forms Jan. 20, 1933--.

10. Size 14½ x 10 x 2; 16 x 10 x 2. Aver. 152-654 pp.

11. Location by dates and quantities Clerk of Court's vault.

12. Other information _____

13. (For use in Florida.) Early imprints _____

SAMPLE III

John Doe

1/3/39

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WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
The Historical Records Survey: 1937
1734 New York Ave. NW.
Washington, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Washington State Louisiana

Name of agency or office Recorder

Address of office of custody Parish Courthouse, Franklinton.

1. Title "ORIGINAL CONVEYANCE,"

2. Dates June 11, 1928--.

3. Quantity 8 steel file drawers.

4. Labeling (Labeled by Books Nos. of record).

5. Discontinued and missing records None.

6. Contents Original notarial and private acts of conveyances, instruments
pertaining to conveyance and public notices, deposited with this
office for recording and filing, including cash deeds, credit deeds,
dation en paiement, donations, partitions, correction deeds, judg-
ments, receivers receipts, register receipts, parish treasurers
deeds, sheriffs deeds, state and federal land patents, oil and
mineral leases, contracts, of sale, wills, charters, powers of

6. Contents---continued attorney, quit claim deeds, cancelation of contracts,
turpentine leases, affidavits, and transfers of contracts, giving date of in-
strument, names of parties at interest, description of property involved,
amount of consideration, if a sale, and signature of principals, witnesses
and notary.

7. Arrangement Arr. chron. by date recorded and numer. by entry nos.

8. Indexing No index.

9. Writing Typed on printed forms.

10. Size 15 x 26 x 10 $\frac{1}{2}$ Aver. 2600 documents per file drawer.

11. Location by dates and quantities Clerk of courts vault.

12. Other information _____

13. (For use in Florida.) Early imprints _____

SAMPLE IV

John Doe

2/20/39

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WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
The Historical Records Survey: 1937
1734 New York Ave. NW.
Washington, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Washington State Louisiana

Name of agency or office Parish Treasurer

Address of office of custody Franklinton

1. Title "Cash Book" [Receipts and Disbursements],
2. Dates Jan. 10, 1900--.
3. Quantity 12 vols.
4. Labeling Numbered 1-12.
5. Discontinued and missing records None.
6. Contents Record of receipts and disbursements of the parish general funds; giving, on receipts: date received; source of revenue, including parish taxes from local collector, gas tax from state treasurer, and fines from from sheriff; amount received and sub-funds credited, including jail, courthouse, parish roads, and assessor's funds; and on disbursements: date disbursed; to whom; and for what purpose, including salaries, labor and merchandise; amount of disbursement; and sub-fund debited, including

6. Contents--- continued jail, maintenance of courthouse, parish roads and
assessor's funds. Receipts and disbursements are on alternating pages in
each volume.

7. Arrangement Arr. chron. by date of entry.

8. Indexing No index.

9. Writing Hdw. under printed headings.

10. Size 18 x 24 x 2. 180 pp.

11. Location by dates and quantities Parish Treasurer's office - in vault.

12. Other information --

13. (For use in Florida.) Early imprints

SAMPLE V

John Doe

3/30/39

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WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
The Historical Records Survey: 1937
1734 New York Ave. NW.
Washington, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Washington State Louisiana

Name of agency or office Clerk of Court

Address of office of custody Parish Courthouse, Franklinton.

1. Title [Civil Case Papers and Documents],
2. Dates Jan. 10, 1898--.
3. Quantity 240 steel file drawers.
4. Labeling (by inclusive docket nos. 1-7642).
5. Discontinued and missing records Prior records destroyed in fire of Jan.
1st, 1898.
6. Contents Original case papers and documents filed in civil suits, from
institution to final disposition, including petition of plaintiff, citation
issued to defendant, answer of defendant, motions by counsel, bills, notes
and other documentary evidence exhibited, exceptions to rule requested,
interlocutory and final judgments; giving: docket number, title of suit,
various clauses indicating form of document, date filed, and signature of
clerk.

6. Contents--- Continued _____

7. Arrangement Arr. numer. by docket no. and chron. by date instituted.

8. Indexing No index.

9. Writing Hdw. and typed - some printed forms used.

10. Size 11 x 5 x 18. Avar. 50 cases per drawer.

11. Location by dates and quantities Clerk of Court - vault.

12. Other information --

13. (For use in Florida) Early imprints _____

SAMPLE VI

John Doe

4/15/39

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WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
The Historical Records Survey: 1937
1734 New York Ave. NW.
Washington, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Jefferson State La.

Name of agency or office Clerk of Court

Address of office of custody Parish Courthouse, Gretna.

1. Title 'Original Naturalization Certificate'

2. Dates 1838-1906.

3. Quantity 3 steel file drawers.

4. Labeling (A-G H-O, P-Z).

5. Discontinued and missing records None

6. Contents Original papers filed in citizenship proceedings, including dec-
laration of intention and renunciation of allegiance to foreign
powers sworn to by petitioner when applying for naturalization, affidavit
of clerk of court before whom document was sworn, affidavit of witnesses
that petitioner has conducted himself in a manner becoming a citizen dur-
ing the two year probationary period since his first papers were filed,
and petitioner's oath of allegiance to the United States sworn to at the
time citizenship was granted him. All documents give date of execution,

6. Contents--- continued name of petitioner, signature of executor and witnesses, jurat of court officer, and clauses indicating form; declaration of intention additionally gives age of petitioner, name of his native country, and year of his arrival in the United States.
7. Arrangement Arr. alph. by first letter in surname of person naturalized, chron. by dates filed thereunder.
8. Indexing No index.
9. Writing Hdw. and hdw. on printed forms.
10. Size 11 x 5 x 14. Aver. 500 documents.
11. Location by dates and quantities Clerk's vault, 2nd floor.
12. Other information _____
13. (For use in Florida.) Early imprints _____

SAMPLE VII

John Doe

4/15/39

65

WORKS PROGRESS ADMINISTRATION
 DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
 The Historical Records Survey: 1937
 1734 New York Ave. NW.
 Washington, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Jefferson State La.
 Name of agency or office Clerk of Court
 Address of office of custody Parish Courthouse, Gretna.

1. Title "Minute Book,"
2. Dates June 20, 1853--.
3. Quantity 43 vols.
4. Labeling (7 vols. A-F, F; vols. 1871-91 unlabeled; 3 vols. A-C; 27 vols. A-P, 3-13).
5. Discontinued and missing records None

6. Contents Record of proceedings in civil, criminal and probate cases, at each daily session of this court; giving, on each day's minutes; date of session, name of presiding judge, summary of proceedings, and notation of adjournment. Throughout the record details are given as to the empanelling and discharging of petit juries, roll calls of jurors, bills of information filed by district attorney, true bills of indictment returned by the grand jury, and recommendations made by that body. In civil proceedings, motions by counsel, bills of exception, appointments of liquidators, cases taken under advisement, and rules, orders, and judgments of the court are among the items; each summary gives docket number and title of suit, and

- the names of attorneys for plaintiff and defendant,
16. Contents continued-- description of property involved, and court costs
are sometimes given. Minutes of criminal cases include orders for filing
of information, pleas of accused person at arraignments, fixing of bonds,
discharges of bonds, and continuances; each summary gives docket number,
title of case, and nature of charge; in cases tried by jury, the verdict
is given, and some minutes contains the sentence imposed. Included in
the minutes of probate proceedings are court orders for the probating of
wills, depositing of money or other valuables belonging to the estate in
the registry of the court, withdrawals of same, and those authorizing dis-
bursements from succession funds by executors, or placing heirs in posses-
sion of succession property; each summary gives succession number and ti-
tle, and in some cases, description of property involved.
-
7. Arrangement Arr. chron. in the order considered.
-
8. Indexing No index
-
9. Writing Hdw. 1853-1901; typed 1902--.
-
10. Size 18 x 12 x 3. Vols. 650 pp.
-
11. Location by dates and quantities Clerk's vault, 2nd floor.
-
12. Other information First vol. in poor condition, some pages torn,
writing faded.
-
13. (For use in Florida). Early imprints
-

SAMPLE VIII

John Doe

4/15/39

62

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
The Historical Records Survey: 1937
1734 New York Ave. NW.
Washington, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Jefferson State La.

Name of agency or office Clerk of Court

Address of office of custody Parish Courthouse, Gretna.

1. Title "Receivership Order Book,"
2. Dates Oct. 22, 1898--.
3. Quantity 2 vols.
4. Labeling (1-2).
5. Discontinued and missing records None

6. Contents Record of filing of petitions, motions inventory, and other papers, and copies of court orders and judgments, in liquidation and receiverships; including petition of plaintiff for the appointment of a receiver to the defendant company; order to defendant to show cause why a receiver should not be appointed; judgment appointing receiver, ordering the issuance of letters as such to him, fixing his bond and prescribing the oath to be taken; order authorizing receiver to retain counsel; order for inventory of property of defendant, naming the notary by whom it is to be taken, appointing appraisers, designating a depository for funds of the receivership; petition of receiver for filing and publishing of his final

- account, and entering same on the Receivership Order
6. Contents continued-- Book; order granting petition; affidavit by receiver before a notary that final account, as submitted, is true and correct; final account giving source and amount of receipts, nature and amount of liabilities, names of preferred and ordinary creditors, and percentage which receiver proposes to pay ordinary creditors in settlement of their claims; order approving and homologating final account and directing receiver to distribute funds in the manner proposed; petition of receiver for order discharging him of his responsibility as such, cancelling his bond, and releasing his sureties; order granting petition. Recordings give docket number, title of case, date of instrument, name of judge, clerk, receiver or attorney by whom it is signed, and clauses indicating form.

 7. Arrangement Arr. chron. by date recorded.

 8. Indexing No index.

 9. Writing Hdw. and typed.

 10. Size 17 x 11 x 2. Aver. 300 pp. per vol.

 11. Location by dates and quantities Clerk's vault, 2nd floor.

 12. Other information _____

 13. (For use in Florida). Early imprints _____
