

The Steps, and the order in which they should be performed

- For Organization Names:
 - Convert the character case to a standard case (upper or lower)
 - Convert “&” to “and”
 - Replace all characters (including punctuation) outside of 0-9 and A-Z with single spaces
 - Remove leading and trailing spaces
 - Reduce multiple consecutive spaces to one space
 - Account for filing office treatment of “the” that prefaces the name based on current and past filing office practice
 - Remove “Ending Noise Words” as established by the filing office in each state which occur at the end of the name only
 - Create a loop that removes the longest noise word phrase (like Medical Doctors Professional Association) first then continue the loop for the number of times needed to remove all noise words (7, 6, 5, etc.)
 - Remove spaces from the entity name to concatenate and create the index value including a null value

- For Individual Names
 - Prefixes and suffixes are ignored
 - Convert the character case to a standard case (upper or lower)
 - Replace all characters (including punctuation) outside of 0-9 and A-Z with single spaces
 - Remove spaces from each name element
 - Create multiple search keys or search criteria