



*Puerto Rican
Genealogy Group*
Instructor: Sylvia
Vargas

WS-02: Esquela and Legal Notice Extraction Form

Course: Looking for Ancestors in Historical Puerto Rican Newspapers

Purpose: Systematically extract all genealogical data from a newspaper notice

Instructions

Use this form for any newspaper notice that names your ancestor: an *esquela* (death notice), an obituary, a legal notice, a vital announcement, or a property or tax record.

Fill in every row. If the information is not stated in the source, write “**not stated.**” Do not leave rows blank – a blank row may look the same as information you forgot to record.

Complete one form per notice. Make copies as needed.

Source Identification

Field	Your Entry
Newspaper title	
Issue date	
Page number	
Platform where found	
URL (if online)	
Notice type (esquela, obituary, legal notice, tax notice, vital announcement, other)	

Primary Subject

Field	Your Entry
Full name as written in source	
Alternate name or spelling (if any)	
Age or birth year (if stated)	
Place of birth (if stated)	
Date of death (if applicable)	
Place of death (if applicable)	
Occupation (if stated)	
Religion / Church (if stated)	
Military service (if stated)	
Property described (if applicable)	
Location of property (barrio, town)	
Any tax, debt, or legal matter stated	

Family Members Named

Relationship	Name as Written	Notes
Spouse		
Father		
Mother		
Children (list each)		
Siblings (if named)		
Godparents (<i>padrinos</i>) (if named)		

Relationship	Name as Written	Notes
Other relatives named		

Associates and Neighbors Named in the Same Notice

List every other person named in the same notice (witnesses, co-owners, adjacent property holders, associates). These are FAN club members – potential sources for indirect evidence.

Name as Written	Role in Notice	Possible Family Connection?

Evidence Assessment

Question	Your Assessment
Source type (Original / Derivative / Authored)	
Information quality for the primary subject (Primary / Secondary / Indeterminate)	
Evidence value for your research question (Direct / Indirect / Negative)	

Next Research Steps

Based on what this notice tells you, list the next records you will search:

- 1.
- 2.
- 3.

Summary (2–3 sentences)

What did you learn about this person from this notice that you did not know before?