

GSCCCA Update

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December 2010

An update on the activities of the Georgia Superior Court Clerks' Cooperative Authority

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Archive Through MyVault

Are you taking advantage of this free service which allows Superior Court Clerks' offices to back up data on a nightly basis?

Back up files, data, documents, servers and more at no cost to your office or county with GSCCCA's MyVault Archive Service. Just in the past month, the Authority has restored data for Gwinnett and Meriwether Superior Court Clerks' offices using data backed up via MyVault!

Authority Chairman Tom Lawler has called the Data Archive Project, now officially named MyVault Archive Service, "one of the most important projects the Authority has undertaken" because it protects irreplaceable public records in the event of a simple hard drive failure or a larger disaster at the courthouse.

Having multiple lines of defense is essential to protect your data and your office in the event of a catastrophe. Good data protection is multi-layered, carefully managed and monitored daily. All of these requirements are fulfilled with the Authority's MyVault Archive Service. Even if you are backing up data through another process, backing up through this free service provides an additional layer of protection.



Don't know what to back up or where to start? The Authority can help! We will work closely with you to develop a required Disaster Preparedness and Recovery Plan as well as help you define the data you wish to have archived. Once activated, we will monitor the nightly backup process. Don't wait until it's too late. Take advantage of this free service to secure the records in your office. To get started, contact Tara Johnson at tara.johnson@gsccca.org or 678-741-5354. ■

Happy Holidays!

The Clerks' Authority will be closed for the holidays on the following dates:

- ❖ Thursday, December 23
- ❖ Friday, December 24
- ❖ Monday, January 3

Best wishes for a safe and joyous holiday season and a wonderful year ahead!

October Board Meeting Review

The Authority Board met on October 13 for its quarterly meeting. Following is a summary of the reports and actions of the meeting.



General Business:

The minutes of the July 13, 2010, board meeting were presented and approved by the Board. The Auditor's Report and the 2010 audited financial report were then presented and accepted by the Board. It was reported that, in light of reduced revenues, Authority staff had instituted cost-saving measures which had led to a significant reduction in expenditures. The Authority's accountant stated that the Authority was "holding its own" financially and commended the staff for being proactive to-date in regard to reducing spending. He suggested that the Board and staff keep a close watch on online subscriptions and real estate revenues in order to better determine if more budget cuts would be necessary.

eFiling Project:

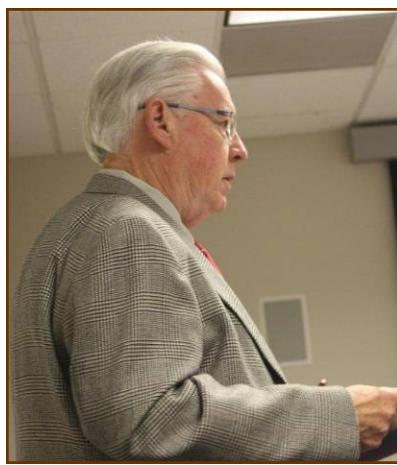
An update was given on the eFiling Project and it was reported that the IT staff had priori-

tized the development of real estate, civil and child support eFiling. An overview was then given on the advancement of eFiling real estate documents. Testing with vendors is ongoing and an implementation guide will be available for interested vendors in the near future. Satisfactions of security deeds will be the initial document type processed electronically.

It was stated that IT is "on track" with eFiling development but that additional development of policies and procedures will be required. Forty-six clerks' offices have been activated to accept and process eFiled UCCs. Eighteen other counties are in the process of being trained or are waiting to be activated.

Historical Deed Project:

The Historical Deed Project continues to be suspended until such time that the Board determines that sufficient funds are on-hand to cover expenses. Authority staff estimated that it would require \$4 million to re-start the project and the Board concurred.



Fines & Fees Division:

An update was given on the Fines & Fees Division. It was projected that the F&F Division will collect for distribution approximately \$121 million for fiscal 2011, a significant increase over 2010's collection of \$89 million. It was also reported that the projections for the Judicial Operations Fund Fee have been lowered from original estimates. Based upon current collections, it is estimated that the JOFF will generate \$32 million for fiscal

Continued on Page 3



Board Meeting Review — Cont. from Page 2

2011. This is lower than expected primarily due to the large number of cases being transferred from Superior and State Courts to Magistrate Court, where the JOFF does not apply. The Board requested that the staff prepare an analysis showing how much the JOFF would have been if so many cases had not been transferred to the Magistrate Court.

Chairman Lawler expressed his appreciation to the Fines & Fees staff for their efforts in keeping the reporting percentage close to 100% for all courts.

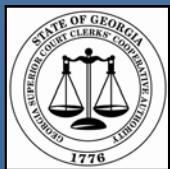
Training Update:

An update was given on the training efforts of the Clerks' Authority and it was reported that 11,000 users have registered for online training with a majority of the registrants taking the Notary Public training class. It was also reported that the Authority will provide a computer lab onsite at the COAG Fall Conference. Authority staff will provide training on eFiling as well as certified training in the area of personal and real property.

Premium Subscriber Accounts:

An update was provided on the Authority's development of a new Premium Subscriber Account. It was reported that the new account will provide more in-depth search options and is targeted at the "business" user. The ability to search by property address as well as land lot will make the new account attractive to many groups including appraisers and realtors.

A discussion was held regarding what to charge for the new premium account. The Board will continue to discuss and finalize a



fee through a conference call before January 2011.

The Premium Subscriber Account is projected to "go live" in January 2011. An iPhone and Android App are also being developed.

Microfilm Agreement & Certification:

A report was given on the vendor microfilm agreement and certification and it was stated that this effort is intended to formalize and provide accountability for the processing and delivery of microfilmed records to the Georgia State Archives. The

agreement and certification are drafts. Specific technical details are established in the document.

A history of the development of the microfilm project and an explanation of why the Authority decided to provide this service to clerks' offices was provided. It was suggested that the processing schedule proposed should require the same schedule for each county and not provide delivery options. A committee was appointed to review the microfilm project and to make a recommendation about the future of the project. The committee will poll clerks.

UCC Project:

An update was given on the UCC Project and it was reported that the number of UCC filings had increased for the first quarter of fiscal 2011 (period ending September 30, 2010). An increase in UCC filings for FY 2011 would be the first annual increase in more than ten years. ■

Need Training? The Authority Can Help!

Remote Training

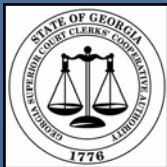
Want training for UCCs, Fines and Fees, the Notary Online application process or other Authority projects? Don't have time to wait for classroom training or money to travel to a central location? Now you can get training for your office simply using the phone and internet!

The Authority now has a remote training product which allows us to give presentations, walk you through our websites, conduct demonstrations and much more from the convenience of your desk! Can't have everyone from your office attend at the same time? No problem! The Authority can schedule multiple training classes for you and your office on the same date or multiple dates.

Classroom Training

Each year, the Authority schedules classroom training around the state for clerks and their staff. The schedule will be announced in early 2011 and will include several classes on Real Estate Indexing Standards. Classes are generally hosted by a Superior Court Clerk and offered free-of-charge.

Gary Yates provides the instruction for a Real Estate Indexing Standards training class held this past fall and hosted by Dianne Brown, Clerk of Bleckley County Superior Court. A former clerk himself and one of the original authors of the Indexing Standards, Mr. Yates reviewed common indexing mistakes, the reasons behind the standards and other issues brought up by courts.



Online Training

The Authority offers a wide variety of online training available to Superior Court Clerks and their staff. Training for the Real Estate Indexing Standards, UCCs, and Fines & Fees is available from any computer, 24 hours a day, 7 days a week.

Training Questions or Need More Information

Contact Rachel Rice at 404-327-7322 (800-304-5175 x1010) or rachel.rice@gsccca.org with any training questions or to inquire about remote training. Go to <http://training.gsccca.org> to access and register for online and classroom training courses.

successfully passing the exam, the user receives a Certificate of Completion. Superior Court Clerks and their employees may take the exam at no charge. Currently, the Authority has over 10,000 public users who have registered to take our online Notary Public training course! ■



UCC eFile Continues to Grow

The Authority successfully launched its eFile site last spring and the program continues to grow. To date, 70 counties have expressed interest in UCC eFile and over 9,000 UCCs have been electronically filed. Of those 70 counties, 52 are activated and capable of accepting UCC documents for electronic filing and 18 are trained, awaiting training or on hold. Currently, four counties are scheduled to be activated January 1, 2011.



Authority Communications Director Mike Smith (r) confers with Jeffrey Johnson, CEO of Bankers Insight Group, during UCC Training for the Community Bankers Association of Georgia.

The Authority has added an eFile Pay-by-Check request feature which will allow filers to fund a draw-down account via check instead of credit card. There is a minimum check amount of \$500. Contact HelpDesk for copies of the forms.

The Authority staff continues to schedule and conduct remote training classes and demonstrate the UCC eFile system to various groups. Training for counties is conducted remotely via phone and internet and typically takes 1-1½ hours. Because of the ease of training, multiple training sessions may be conducted per office if needed.

If you are interested in signing up to be able to accept electronically filed UCCs, please contact Rachel Rice at 404-327-7322 or rachel.rice@gsccca.org.

Authority IT Manager Andy Wightwick presents a program on the Authority's new eFiling system at a recent COAG meeting.

