

GSCCCA Update

Vol. 11, No. 4
October 2007

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

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GSCCCA

1875 Century Blvd. Suite 100
Atlanta, Georgia 30345
Tel: 404.327.9058
Fax: 404.327.7877
www.gsccca.org

Board Meeting Review

The Authority Board of Directors met on July 11 for its quarterly meeting. Following is a summary of the reports and actions.

General Business:

Notary Public Mike Smith, who serves as communications director for the Clerks' Authority, administered the oath of office to new board members, David Burge and Mike Johnson.

The minutes of the April 11, 2007 and the June 26, 2007 board meetings were presented and approved.

A motion was made that when a project is approved by the board, the specific funds designated for that project would be reflected as reserved and restricted for that particular project. The motion was approved.

Greg Morgan, with Mauldin & Jenkins, provided a review of financial reports. Mr. Morgan stated that the balance sheet reflects an increase in net cash which is directly related to the impending cost of extending the Historical Deed Project back to the beginning of 1990.

Project Updates:

- **UCC Project:** The number of filings has remained stable at approximately 20,000 filings per month.
- **1992 Historical Deed Project:** The data from the project is being held in a queue, or quarantined, until quality checks are completed. After the quality control

checks, the data is released to the website. As of January 1, 2008, all indexers must pass the certification test developed by the Authority in order to index historical data. Indexing standards for historical data must be followed just as for data from 1999 forward.

- **Carbon Sequestration Project:** In conjunction with the Georgia Forestry Commission, the Authority IT staff has developed an online application at a new website, www.gacarbon.org. The fee structure was previously approved by the Board and is stated on the website.

- **Data Archival Project:** The Authority is offering an archiving option to clerks whereby any electronic record deemed necessary for backup by the clerk would be archived by the Authority. The archived data is backed up twice and stored offsite as an additional security measure to ensure that the data is safe and readily available if needed by the clerk. Mr. Lawler thanked the Authority staff and all involved for the creation and implementation of the Data Archival Project.

Fines and Fees Division:

John Earle presented a report on the Fines and Fees Division stating that fund revenues for POPIDF-A have shown growth this year and are expected to continue to increase. Overall fund receipts have also increased due to training efforts and the court review process instituted early in 2007.

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Currently, there are twenty-two courts more than sixty days delinquent in reporting and remitting court fines and fees.

The court review process was developed to give some level of assurance that individual courts are following proper procedures and rules set forth in relation to the collection and remittance of court fines and fees. Almost 90% of the courts have been reviewed to date.

Mr. Earle introduced a new member of the Fines and Fees staff, Donna Borkowsky.

Training:

An update on the Authority’s training efforts was given. Training is available in the areas of Fines and Fees, UCC, Notary, Deed Indexing and TPO. Training is available in classroom settings, online and one-on-one. Marketing efforts will be made to increase participation in training classes.

Policy on Free Accounts:

A motion to establish a policy governing free accounts or free access to the GSCCCA search indices was made. In-county free account holders will only be allowed to print document images in that particular county. There is a “law enforcement” exemption to allow law enforcement the ability to print images outside their particular county. The motion was approved unanimously by the board.

Removal/Blocking of SSNs:

A request was made for board policy to govern requests from the general public regarding the removal/blocking of social security numbers contained on UCC documents filed prior to Nov. 1, 2006 so they would not be displayed on the GSCCCA website. The number of requests is increasing

every month amid public concerns of SSNs/FEINs being readily available on the website.

The Authority staff recommended that a policy be established to handle the requests on a case-by-case basis. This policy would provide recourse to those concerned about SSNs/FEINs being displayed. A proposal was made that the board adopt a temporary policy allowing staff to handle requests on a case-by-case basis. Additionally, the Authority staff was asked to explore an automatic redaction software solution and report to the board its findings at the next board meeting. The motion was approved unanimously by the board. ■

**Total Images in System
(At end of Fiscal Year 2006-2007)**

Deed	132,040,379
Lien	3,871,176
Plat	411,581
UCC:	4,949,822
PT61:	1,547,344

**New Images Added
(During Fiscal Year 2006-2007)**

Deed	15,946,499
Lien	1,288,207
Plat	411,581
UCC	320,994
PT61	568,480

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Court Fee Vendor Software Review

In an effort to provide greater comfort to third-party users and others including beneficiaries of certain court fees remitted and reported to the GSCCCA, the staff has undertaken the initiative of reviewing some of the larger suppliers of court fee accounting software used by the courts in Georgia. The primary purpose of the review is to insure that the vendor's accounting software accurately accounts for certain statutory fees especially in terms of their disbursement in accordance with the applicable priority schedule. The vendor programs that have been reviewed to date supply their product to approximately 65% of the courts who use a software program.

As a courtesy to vendors and courts, GSCCCA provides a list of vendor programs that have been successfully reviewed on the Fines and Fees website located at www.courttrax.org. The listing of vendors on this site is for informational purposes only, does not constitute an endorsement or certification by GSCCCA to any extent, and should not be construed to comment in any way on the vendors that are not listed. Courts should make their own independent determination regarding an appropriate vendor based on their needs and circumstances. ■

Authority Accomplishments

The Authority recently completed another busy and successful year. Following are a few of the many milestones and accomplishments from the 2006-2007 fiscal year:

- ▶ Had over 1.3 billion hits to Authority website, a 58% increase in hits over the previous year
- ▶ Increased subscribers to 12,588, a 30% increase from last fiscal year
- ▶ Answered 20,553 calls through HelpDesk (answer rate exceeded industry standard)
- ▶ Visited 89 counties and municipalities
- ▶ Conducted 32 training classes
- ▶ Developed a court online Fines and Fees training module and an online Notary Public training course
- ▶ Worked with the Georgia Forestry Commission to develop the Carbon Sequestration Registry
- ▶ Developed and implemented the Data Archival Project Plan
- ▶ Ordered, processed and shipped 1,469 pieces of new equipment
- ▶ Indexed 246,206 UCCs
- ▶ Conducted 12,444 Certified Searches
- ▶ Issued 27,826 apostilles
- ▶ Made numerous network, application and system enhancements and improvements

Call the Authority office if you would like to receive a full 2006-2007 Accomplishments Report. ■

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Need Training?

Too busy to drive to a workshop but need training. Take advantage of the Authority's two online training courses: "**Introduction to Indexing Standards**" and "**Fines & Fees Training**." The Authority will soon introduce an online course for notaries public as well as a course for superior court personnel working in the notary public area. Contact Rachel Rice at 404.327.9058, ext. 1010 for more information.

Authority Provides Training Around the State



The Authority recently held a Notary Online Training class in Bremen. The class was taught by Richard McPhaul, a member of the Authority's IT staff. Pictured from left to right: Gail Chandler, Paulding Superior Deputy Clerk; Richard McPhaul, GSCCCA; Sandra Hubbard, Douglas Superior; Lucinda Lawrence, Douglas Superior; Rhonda Payne, Douglas Superior; Treva Shelton, Clerk of Superior Court of Paulding County; Rachel Rice, Training Coordinator, GSCCCA; Mike Smith, Communications Director, GSCCCA.

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