

**Guidelines to Assist County Indexing Computer Systems
Achieve Compliance with: the Consolidated Georgia
AUTOMATED LIEN INFORMATION SYSTEM
Project**

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Recent Changes

The 2009 version of this document has been updated from the 2003 version to correct typos, update contact information, remove a statement regarding “hospital liens”, and make other modest updates.

1. Introduction

This document describes the process and functional requirements of a centralized Automated Lien System being implemented by the Authority. This system is intended to fulfill applicable requirements of Georgia House Bill 1582 (O.C.G.A. § 15-6-61(a)(4) and (15), 15-6-67(n), and 44-2-2).

In order to minimize the effort needed to understand the requirements of this system, the system has been developed to be similar to the existing Real Estate system which many Clerks of Superior Court and vendors are knowledgeable of. This document is arranged as an offset to the equivalent *Real Estate system Guidelines* document. As such, this document only provides the requirements that are different from the Real Estate system.

NOTE: Participation in this GSCCCA Automated Lien Information System requires use of an indexing system that has passed official GSCCCA Certification specifically for Liens. (This is a separate certification from Real Estate Indexing system certification).

Terms used in this document:

1. Authority: The Georgia Superior Court Clerks' Cooperative Authority. a/k/a GSCCCA.
2. *Authority Image Specification* (document): Latest version of the document titled: *GSCCCA Document Imaging System; Image Requirements Specification*.
3. *Real Estate Guidelines* : Latest version of the document: *Guidelines to Assist County Real Estate Indexing Computer Systems Achieve Compliance with the Consolidated Georgia Real Estate Indexes Project*. Available from the GSCCCA.
4. System: Statewide electronic Automated Lien Information system being implemented by the Authority.

2. Input

Note: This document is intended to be read in conjunction with the *Real Estate Guidelines* (described above).

Data from the Automated Lien Information System shall originate from offices of the Clerk of Superior Court in Georgia and shall be transmitted to the Authority. Index data shall follow the Deed Indexing Standards of the State of Georgia, as currently in use for indexing of real estate instruments. Data transmitted to the Authority shall be in the form of index data files and image files. Index data shall be ASCII files with the structure outlined below. Image files shall be in compliance with the *Authority Image Specification* (defined above).

It is the Authority's current intention that both index data and image files both be transmitted to the Authority via FTP (file transfer protocol) and not through the use of CD's.

Index Data:

The following table describes the data in the ASCII index data files:

Field Name	Description	Data Type & Format
Instruments.ID	Unique identification number for each instrument in the Automated Lien Information system.	Same as Instruments.ID field from the <i>Real Estate Guidelines</i> .
Direct.Name	Direct party as indexed from the instrument. There shall be one or more per instrument. (Often referred to as Debtor.)	Same as Grantors.Name field in the <i>Real Estate Guidelines</i> .
Reverse.Name	Reverse party as indexed from the instrument. (Often referred to as claimant). There shall be one or more per instrument.	Same as Grantees.Name field in the <i>Real Estate Guidelines</i> .
Instruments.Filed_Date	Date instrument was filed at Clerk's office	Same as Instruments.Filed_Date in the <i>Real Estate Guidelines</i> .
Instruments.Filed_Time	Time instrument was filed by the Clerk's office.	Same as Instruments.Filed_Time in the <i>Real Estate Guidelines</i> .
Instruments.Type	The type of GED Instrument	Same as Instruments.Type field in the <i>Real Estate Guidelines</i> except that the only allowable values are provided in the table below.
Instruments.Book	Refers to location of instrument in clerk's office recordation system (e.g., book number where instrument is recorded)	Same as Instruments.Book field in the <i>Real Estate Guidelines</i> .
Instruments.Page	Refers to location of instrument in clerk's office recordation system (e.g., page number of book where instrument is recorded)	Same as Instruments.Page field in the <i>Real Estate Guidelines</i> .
Instruments.Description	General Description field	Same as Instruments.Description field in the <i>Real Estate Guidelines</i> .
Properties.Land Lot, Land District, Section/GMD, Subdivision, Unit, Lot, Block, Comment	Property cited on the instrument being indexed.	Same as equivalent field in the <i>Real Estate Guidelines</i> .

The data dictionary for the above fields shall be identical to the Data Dictionary, Appendix A of the *Real Estate Guidelines* for corresponding fields identified above.

The file format and specifications for Index data files shall be identical to the file format specified in Task 3 of the *Real Estate Guidelines* (including the use of 'correction/addition' records) with the following exceptions:

"Grantor lines" shall be referred to as "Direct Lines" for the Automated Lien System and are identified with a "D" as the second field in the line as opposed to "O". They are to appear before "Reverse lines" of the same instrument.

"Grantee lines" shall be referred to as "Reverse Lines" for the Automated Lien System and are identified with an "R" as the second field in the line as opposed to "E". They are to appear after "Direct lines" of the same instrument.

Certain counties unable to consolidate all their Lien instruments into a single "book series", may have (or be required to follow) special arrangements with the GSCCCA for the handling of their book field.

The Instruments.Type field shall only have the following allowable values of data:

ALLOWABLE INSTRUMENT TYPES:

Value	Description
AFF	Affidavit
AGRE	Agreement
ASGN	Assignment
CANC	Cancellation
FIFA	FIFA (writ of fiera facias)
FTL	Federal Tax Lien
LEVY	Levy
LIEN	Lien
LP	Lis Pendens
MISC	Miscellaneous
ML	Mechanic's and Materialmen's Lien
NOT	Notice
ORD	Order
PNL	Preliminary Notice of Lien
PPL	Personal Property Lien
REL	Release

Index data files for the Automated Lien System shall follow the *ASCII File Naming Convention and Header Specification for GSCCCA Core Architecture Index Systems*. This document is available from the Authority.

As an example, an index file with Automated Lien System data for the year 2009, as the 13th file accepted and merged from county 025 (Chatham) would be named "GE090013.025", and could contain the following index data:

```
0005AE0,"00000464","LIEN","025","10/01/2009"
"0252009000132","I","10/01/2009","12:40PM","FIFA"," 230"," 11","ALIAS FIFA. JUDGEMENT $1500"
"0252009000132","P","0012","12"," 1","SHADY ACRES"," 1"," 3"," 50","120 MAIN ST"
"0252009000132","D","BURDELLE, GEORGE P"
"0252009000132","D","BURDELLE, MILDRED"
"0252009000132","R","SHADY ACRES HOMEOWNERS ASSOCIATION INC"
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```
"0252009000132","X","LIEN"," 103"," 23",""  
"0252009000132","Z"," XYZ","99999"  
[EOF]
```

3. Processing

The System shall validate index and image data received from the Clerks of Superior Court (or possibly their indexing system vendor).

The validation enforced by the System on index data files will be the same as the Authority's Real Estate Application for equivalent data fields (see Task 3 of the *Real Estate Guidelines*) with the following exceptions:

Within a data file, lines of data indicating Direct parties shall be before lines indicating Reverse Parties.

The acceptable instrument types for liens will be those specified above.

The System shall implement the same method of Acceptance and Rejection e-mail notifications method as the Authority's Real Estate (Deed) system, including the use of the Acceptance Code specified in Task 6 of the *Real Estate Guidelines*.

4. Additional Requirements:

Local indexing systems shall include the ability to generate a printed index, for both party types, equivalent to the format, margins and other specifications in the *Real Estate Guidelines* Task 1 and using the column name and titles as displayed on the next page. [Note: it is required that local systems must have the ability to print a conforming Lien index and separate Real Estate index even if Clerks of Superior Court request the use of additional formats.]

Local indexing systems shall also provide equivalent functions to the Real Estate Guidelines including: the data-entry requirements of Task 2, transmission capabilities of Task 4, 'Good-Through' date maintenance and advancement of Task 5, Restrictions on Revealing data in Task 6 (including use of Acceptance code), and the data protection of Task 7.

Peachtree County

DIRECT PARTY (Debtor) LIEN Index

Valid 01/01/2001 Through 12/31/2002

DIRECT PARTY (Debtor)	A P	REVERSE PARTY (Claimant)	DATE FILED	TIME	TYPE	BOOK	PAGE	GMD SEC	LD	LL	Remarks / Description (not warranted)
LANG, SYLVIA	O	SUN FINANCE SUN FINANCE CO	01/19/2002	03:19PM	FIFA	1119	234	122	56	0122	FOXMOOR ESTATES U2 L3
LANG, SYLVIA	O	SUN FINANCE SUN FINANCE CO	09/02/2002	09:00AM	CANC	1902	14	122	56	0122	FOXMOOR ESTATES U2 L3 LIEN BK 1119 PG 234
LANG, SYLVIA M	O	SUN FINANCE SUN FINANCE CO	01/19/2002	03:19PM	FIFA	1119	234	122	56	0122	FOXMOOR ESTATES U2 L3
LANG, SYLVIA M	O	SUN FINANCE SUN FINANCE CO	09/02/2002	09:00AM	CANC	1902	14	122	56	0122	FOXMOOR ESTATES U2 L3 LIEN BK 1119 PG 234
LANGFORD, THOMAS L	O	LANGFORD, THOMAS L LANGFORD, VICTORIA	10/18/2002	04:48PM	LP	2018	131				
LANGFORD, VICTORIA	O	LANGFORD, THOMAS L LANGFORD, VICTORIA	10/23/2002	08:30AM	LP	2023	131				
LANGSTON, PAUL		PEACHTREE COUNTY TAX COMMISSIONER	01/01/2002	03:34PM	FIFA	1101	78		04 04	0034 0122	\$15,000
LANGSTON, RAHIM ABDUL		CREST CONSTRUCTION CO	04/19/2002	09:40AM	ML	1168	227		02	0034	SIMMONS MILL U1 BLK C L17 1017 MORRIS LANE
LEMMON, TOMMY	O	HAPPY TRAILS CONDOMINIUM ASSOCIATION	03/18/2002	10:12AM	LIEN	1318	39		05	0067	HAPPY TRAILS U13 CONDO ASSN LIEN
LISOWITZ, JANET	O	APPLE, JOHN DULLARD, HARRY HARMER, JOANNE JACKSON, PAUL JACKSON, ANDREA LISOWITZ, JANET REAMER, UDO STEVENS, KELLY VITON, FRANK WILLOCHEZSKI, VLADE	04/16/2002	12:45PM	AFF	1416	18	1 1 1	21 21 21	6 7 21	
LONG, RICHARD	O	ROOFERS R US INC	05/01/2002	08:30AM	CANC	1501	112	1	10	0067	PRETTY ENCLAVES U1 BLK A L44 3642 HIGTOWER TRAIL \$7000. DEED BK 2214 PG 57
LUTTMYER, ALLISON		GEORGIA STATE DEPT OF LABOR	02/28/2002	11:12AM	FIFA	1228	88				\$531
LUTZ, BERNARDO ASHKEW		UNITED STATES DEPT OF THE TREASURY UNITED STATES INTERNAL REVENUE SERVICE	08/19/2002	09:00AM	FTL	1819	331				\$27,000