

GSCCCA Real Property Systems Certification Program

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1. INTRODUCTION

- A. Italicized terms are defined in the “Definitions” section.
- B. This document describes the GSCCCA Real Property Systems *Certification* program. It is the *Certification* program administered by the GSCCCA for computer systems that manage real property records filed with Clerks of Superior Court (see *Real Property Systems*) to obtain GSCCCA *Certification*.
- C. This *Certification* program applies to *Real Property Systems* used by Clerks of Superior Court (Clerks), or their vendors or agents on behalf of *Clerks*.
- D. Consistent with previous GSCCCA *Real Property System Certification* Programs, *Certifications* are issued to individual *Real Property Systems* and not to their respective *Sponsor*. Each *Real Property System* requires its own *Certification*, even *Real Property Systems* with the same owner or *Sponsor*.
- E. The purpose of the GSCCCA Real Property Systems *Certification* program is to help assure that *Real Property Systems* meet the system requirements set forth by the GSCCCA. The goal of these requirements is to help ensure *Real Property Systems*:
 - 1. Properly interface with GSCCCA systems,
 - 2. Adhere to applicable state statutes,
 - 3. Maintain data quality and completeness, and
 - 4. Provide features to support problem resolution.
- F. *Real Property System Sponsors* meet the requirements set forth by the GSCCCA for *Sponsors* of *Real Property Systems*. The goal of these requirements is to:
 - 1. Recognize a unique, appropriate legal entity as the Sponsor for each Real Property System,
 - 2. Assure the *Sponsor* is a legal entity authorized to do business in the state of Georgia and can properly communicate with and respond to the GSCCCA, and
 - 3. Create a fair environment for vendors of Real Property Systems to market their systems to Clerks.

2. TABLE OF CONTENTS

1. INTRODUCTION	1
2. TABLE OF CONTENTS	2
3. DEFINITIONS	2
4. CERTIFICATION SCOPE.....	5
5. CERTIFICATION STATUS & REVOCATION	5
6. CERTIFICATION STEPS	6
7. CERTIFICATION REQUIREMENTS.....	7
8. CERTIFICATION MAINTENANCE.....	9
9. CERTIFICATIONS OFFERED	10
APPENDIX A – Additional Requirements for “eFiling Certification”	11
APPENDIX B – Additional Requirements for “Imaging Certification”	13
APPENDIX C – Additional Requirements for “Indexing System Certification”	15
APPENDIX D – Additional Requirements for “FULL Certification”	16

3. DEFINITIONS

The following words when italicized in this document have the meaning of this section unless otherwise specified. Italicized words not identified in this section have the definition from the Definitions section of the *GSCCCA Real Property System Guidelines (Guidelines)* which should be read in conjunction with this document.

API: An application programming interface; a connection between computers or between computer programs that allow data or information to be exchanged.

Applicant: An entity that submits a *Certification Application* to the GSCCCA to initiate the process of obtaining *Certification of a Real Property System*.

Application or Certification Application: A document provided by the GSCCCA, completed by an *Applicant*, to initiate the *Certification of a Real Property System*.

Central Collection System: The computer system managed by the GSCCCA that collects real property index Data and images from all Georgia *Clerks* to comprise the Consolidated Georgia Real Estate Indexes.

Certificate: Official document from the GSCCCA declaring the *Certification* of a specific *Real Property System* and any limitations or qualifications affecting the *Certification*.

Certification: The process of confirming that a *Real Property System* and its *Sponsor* meet the requirements to be Certified.

Certified: Declaration by the GSCCCA that a *Real Property System* and its *Sponsor* have successfully completed the *Certification* requirements set by the GSCCCA for *Real Property Systems*. *Certifications* may be offered by the GSCCCA for particular tasks in the recording process (for example, just for eFiling, indexing, imaging, or for the complete recording process.)

Clerk: A Clerk of Superior Court of the State of Georgia.

Deed: An *Instrument* and its associated images and *Index Data* that are recorded in a *Clerk's Deed Docket*.
Deeds may include documents that are not legal deeds, such as liens, plats, etc. as long as they are recorded in the *Deed Docket*.

Deed Docket: The *Docket* recognized by the GSCCCA as the primary collection of recorded deeds (and other recorded documents) and is separate from the *Lien* and *Plat Dockets*. It may contain several local *Clerk* dockets or book series that are combined when transmitted to the GSCCCA per allowance via Docket Surveys produced in coordination with the GSCCCA to help ensure there are no book value conflicts within a *Docket*.

Docket: One or more series of books of a *Clerk's* property records that are comprised of either the *Deed Docket*, the *Lien Docket*, or the *Plat Docket*. This document assumes that for purposes of interfacing with the *Central Collection System*, all of a *Clerk's* official real property records are categorized, or mapped, and combined as necessary, into either the *Deed Docket*, the *Lien Docket*, and the *Plat Docket*. (When not capitalized and italicized in this document, the term docket may refer to general set of records or book series.)

eFiling County Implementation Guide: The document titled "Real Estate eFiling Portal: County Implementation Guide and Transmission Standards" available from the GSCCCA.

GSCCCA: The Georgia Superior Court Clerks' Cooperative Authority.

Guidelines: Refers to the document titled "Real Property Systems Guidelines" available from the GSCCCA. This document lists the functional requirements that *Real Property Systems* must comply with for *Certification* and should be read in conjunction with this document.

Guidelines Task: A section or chapter of the *Guidelines* that describes a particular step or task in the processing or maintenance of *Clerk* real property records.

Image API: The computer system managed by the GSCCCA known as "Image API". The *Image API* is used for transmission and reporting of *Images* to the GSCCCA.

Index Data: Data such as party names, property information, instrument types, recorded book and page, cross indexes, Filed Date, etc. that is derived from *Instruments* for the purposes of building indexes to locate the *Instrument*.

Index Data File: An electronic file of real property *Index Data* created by *Real Property Systems* and transmitted to the *Central Collection System* for inclusion into the *Statewide Indexes*. Specifications for *Index Data Files* are provided in the *Guidelines*.

Initial Sample Dataset: A set of data used to submit initial samples for the Certification of a *Real Property System*. The *Initial Sample Dataset* consists of the following types of *Instruments* but may be altered at the GSCCCA discretion:

Deed Docket:

1. A warranty deed linked to a PT-61 transfer tax form and a cross index to an *Instrument* in the county's *Plat Docket*,
2. A security deed that is two or more pages in length with intangible tax value greater than \$1,000.
3. A security deed assignment with a cross index to a security deed in the county's *Deed Docket*,
4. A security deed cancellation with a cross index to a security deed,

Lien Docket:

1. A lien,
2. A lien cancellation with a cross index to an *Instrument* in the county's *Lien Docket*,
3. A notice,

Plat Docket:

1. A plat consisting of two or more pages and a cross index to an earlier plat in the *Plat Docket*.

Each instrument in the *Initial Sample Dataset* shall identify the type of instrument, and one or more of each party type for the respective *Docket* (a grantor and grantee for Deeds, a Direct and Reverse party for Liens, and a single party type for Plats.), and a clear indication that it is a “Fake Record” so as to prevent it from being mistaken for an official record.

Instrument: A document filed with a *Clerk*, or simulated to be for *System Testing* purposes, for inclusion into the *Clerk’s* real property (*Deed, Lien, Plat*) records.

Lien: An *Instrument* and its associated *Image Files* and *Index Data* that are recorded in a *Clerk’s Lien Docket*. *Liens* may include documents that are not legal liens, such as notices, etc. as long as they are recorded in the *Lien Docket*.

Lien Docket: the *Docket* recognized by the GSCCCA as the primary collection of recorded liens and is separate from the *Deed Docket* and *Plat Docket*. It may contain several local *Clerk* dockets or book series that are combined when transmitted to the GSCCCA per allowance via Docket Surveys produced in coordination with the GSCCCA to help ensure there are no book value conflicts (i.e. different books with the same book value for the same *Docket*).

Official Contact: An individual designated by a *Sponsor* and acknowledged by the GSCCCA for formal communication regarding the *Certification* of a *Real Property System* or matters relating to *Certification* revocation thereof.

Operator: Individual(s) who operate a *Real Property System*. This is expected to most often be Clerks, their staff, or their designated representatives, or the *Sponsor* during *System Testing*.

Plat: An *Instrument* and its associated images and *Index Data* that are recorded in a *Clerk’s Plat Docket*. *Plats* may include documents that are not legal plats, as long as they are recorded in the *Plat Docket*.

Plat Docket: The docket recognized by the GSCCCA as the primary collection of recorded plats and is separate from the *Deed Docket* and *Lien Docket*. It may contain several local *Clerk* dockets or book series that are combined when transmitted to the GSCCCA per allowance with Docket Surveys produced in coordination with the GSCCCA to help ensure there are no book value conflicts (i.e. different books with the same book value).

Real Property System or *Systems*: A computer system intended to be used by a *Clerk* or *Clerk’s* agent to manage and process real property filings for the purposes of recording them in what the GSCCCA recognizes as the *Deeds, Liens, and Plats* dockets. A *Real Property System* entails the functions and characteristics provided to each *Clerk’s* office who may use it. (In other words, a *Certification* requirement for a *Real Property System* must be met for all *Clerk* offices that may use that *Real Property System*.)

System Code: The alphanumeric code uniquely assigned to each *Real Property System* by the GSCCCA. *Real Property Systems* use this code to identify themselves in *Image Files* and *Index Data Files* transmitted to the *Central Collection System*.

System Testing: Process where a *Sponsor* and GSCCCA undergo GSCCCA defined testing of a *Real Property System* to demonstrate if the system meets applicable *Certification* requirements.

Sponsor: A legal entity recognized by the GSCCCA to be the official representative of a *Real Property System*. A *Sponsor* is typically a private vendor but, may be a government body such as a county department.

Task: See *Guidelines Task*.

4. CERTIFICATION SCOPE

- A. The *Certification* program described in this document applies to *Real Property Systems* intended to be used by any Georgia Clerk of Superior Court, or their agents, to file, manage or record *Instruments* submitted for inclusion in a Clerks' official real property records, typically recognized by the GSCCCA as the *Deed, Lien and Plat Dockets*.
- B. The GSCCCA requires *Real Property Systems* to be *Certified* in order to interface with the GSCCCA systems and to either sell, lease, license, operate or be marketed to Clerks of Superior Court within the State of Georgia.
- C. *Certification of a Real Property System* is not to be considered an endorsement by the GSCCCA, nor warrants that a *Real Property System* meets all criteria required by a *Clerk* nor all the requirements for *Certification*. *Certification* does not prohibit the GSCCCA from taking other actions to allow, prevent or limit any computer system from accessing or interfacing with GSCCCA computer systems.
- D. The intention of the *Certification* program is for the GSCCCA to derive an objective, quantifiable assessment that a *Real Property System* and its *Sponsor* has passed basic tests and met minimum requirements. It does not guarantee full compliance with all requirements, nor warrant that any such requirements will continue to be met after the *Real Property System* has been *Certified*.

5. CERTIFICATION STATUS & REVOCATION

- A. The GSCCCA defines various *Certification Status Levels* for each type of *Certification*. Any GSCCCA webpage, certificate, or other official listing of *Certified Real Property Systems* may classify *Real Property Systems* into the following Status Levels for each type of *Certification*:
 - 1. "Never Certified": *Real Property System* has not obtained the specified *Certification*.
 - 2. "Good Standing": *Real Property System* is currently deemed *Certified* for the specified *Certification*.
 - 3. "Suspended, Level 1": The GSCCCA has identified one or more deficiencies with the *Real Property System* or its *Sponsor* that materially violate compliance with *Certification* requirements. The *Sponsor* must remedy the deficiency(s) and demonstrate such to the GSCCCA or else the *Real Property System* may be subject to *Certification* revocation.
 - 4. "Suspended, Level 2": The GSCCCA has identified one or more deficiencies with the *Real Property System* or its *Sponsor* that materially violates compliance with its certification and, the *Sponsor* has been given a time frame to remedy such deficiency and demonstrate such to the GSCCCA or the *Real Property System* will be subject to *Certification* revocation.
 - 5. "Revoked": The *Real Property System* was once certified but is no longer deemed *Certified* by the GSCCCA.
- B. The GSCCCA shall provide notices regarding changes to the *Certification* status of a *Real Property System* to the *Official Contact* of the *Sponsor* of the *Real Property System*. Due to the importance of maintaining reliable communication between the GSCCCA and *Sponsors*, a lack of a response from the *Official Contact* of a *Sponsor* to the GSCCCA within a required time period will be sufficient grounds for *Certification* suspension or revocation.
- C. At any time, the GSCCCA may revoke any *Certification* it has issued, and may impose additional conditions to issue or maintain the *Certification* of a *Real Property System*.

D. The GSCCCA intends to maintain a formal, verifiable history of the date and status change of each *Real Property System*. The GSCCCA issues *Certificates* to declare the *Certification* of each *Real Property System* and maintains records of changes to *Certification* status.

E. It is recommended that Clerks of Superior Court include language similar to the following when contracting to license the use of *Real Property Systems* from a private vendor:

“[Vendor] shall assure that [Real Property System] maintains all relevant, applicable certifications offered by the *Georgia Superior Court Clerks’ Cooperative Authority* (GSCCCA) and warrants that such certifications will remain in good standing for the entire contract period. [Vendor] acknowledges that [Clerk] may be required to only use real property systems certified by the GSCCCA for the purposes described by this contract, and as such, maintenance of such certification is of material importance.”

6. CERTIFICATION STEPS

A. Unless otherwise specified by the GSCCCA, the *Certification* process for a *Real Property System* will follow the following steps:

1. *Sponsor* determines which of the GSCCCA *Real Property System Certifications* they wish to pursue.
2. *Sponsor* makes all necessary adjustments to their *Real Property System* to meet all the applicable requirements in the *Guidelines* and as described herein.
3. *Sponsor* submits to the GSCCCA a completed *Certification Application* (including the signed Affidavit and completed Technical Questionnaire) and a complete, up to date, Sponsor Contact Form.
4. The GSCCCA Reviews the *Application* and Sponsor Contact Form to confirm that the Applicant:
 - a. Meets the requirements to be a *Sponsor*,
 - b. Is legally qualified to be deemed a *Sponsor* of the identified *Real Property System* without conflict between other legal entities and,
 - c. Is authorized to conduct business in the State of Georgia.
 - d. The listed Official Contact confirms their agreement and ability to fulfill the responsibility of such.
5. *Sponsor* and GSCCCA complete *System Testing*, using the GSCCCA test environment when applicable, to demonstrate that the *Real Property System* meets applicable requirements.
6. The GSCCCA completes an optional review of any production data or system issues related to any *Real Property System* of the *Sponsor* and informs *Sponsor* of any issues they need to resolve with any of their *Real Property Systems*. (The existence of non-resolved issues may impact the *Certification* of all *Real Property Systems* of a *Sponsor*. The absence of identified issues does not imply approval or endorsement by the GSCCCA.)
7. The GSCCCA drafts a *Certificate* (or updates an existing one) and reserves a unique *Certificate* number, if necessary. The draft *Certificate* will clearly identify the *Real Property system*, the *Sponsor*, the scope of the *Certification*, and any qualifications or exceptions to be associated with the *Certification*.
8. *Sponsor* shall review the draft *Certificate* to confirm all information is correct and up to date and shall provide the GSCCCA any applicable updates to the *Sponsor* information, the *Sponsor Contact Form*, or *Real Property System* name and version.
9. When the GSCCCA staff is satisfied that the *Real Property System* and *Sponsor* have met all applicable requirements and should be *Certified*, the GSCCCA staff forwards the *Certificate* to the GSCCCA Executive Director, signed by the *Certification* officer who oversaw the certification process, and a recommendation for *Certification*.

10. At the GSCCCA Executive Director's discretion, the *Certificate* is executed by the GSCCCA Executive Director thus deeming the *Real Property System* to be *Certified* subject to any conditions listed on the *Certificate*.
11. GSCCCA informs the *Sponsor* of the *Certification* and provides a copy of the *Certificate* to the *Sponsor*.
12. The GSCCCA publicly discloses the *Certification* via their website or other chosen method.
13. The *Sponsor* is to maintain updated contact information and fulfill any future requirements specified by the GSCCCA to maintain *Certification*.

7. CERTIFICATION REQUIREMENTS

A. GENERAL INFORMATION

1. The GSCCCA may, in its discretion, exempt *Real Property Systems* from some of the certification requirements based upon certifications previously obtained by the *Real Property System*.
2. The GSCCCA may, at its discretion, vary the *Certification* requirements on a case-by-case basis at any time, including adding requirements to test for compliance of all requirements stated in the *Guidelines*, test for any potential issues with *Real Property Systems*, address any unforeseen or new requirements that are not in the *Guidelines*, address any differences in interpretation of the requirements in the *Guidelines*.
3. *Real Property System* and *Sponsor* must meet additional requirements for the specific type of *Certification* described later in the appendices of this document.

B. SPONSOR REQUIREMENTS

1. A *Real Property System* must have a *Sponsor* recognized by the GSCCCA as the sole *Sponsor* for the *Real Property System*.
2. If the *Sponsor* of a *Real Property System* is a government entity and the *Real Property System* will only use it within its jurisdiction (aka "In-house") then exemptions from some of the requirements herein may be granted by the GSCCCA including the requirements to be authorized to do business in the State of Georgia.
3. If *Sponsor* is a private, non-human entity, then *Sponsor* must be a legal entity authorized to do business in the State of Georgia as determined by appropriate, current, registration with the Office of the Georgia Secretary of State.
4. *Sponsors* must complete a *Certification Application* and have it accepted and approved by the GSCCCA. The *Application* is to be completed by an *Applicant* who is qualified to be the *Sponsor* for the *Real Property System*. The *Application* requires the *Applicant* to define the *Real Property System* and execute an "Applicant Affidavit" by a representative of the *Applicant*. Once an *Application* is submitted to the GSCCCA, the GSCCCA shall review the *Application* to determine if it and the *Applicant* meet the criteria for acceptance. Upon acceptance, the GSCCCA shall recognize the *Applicant* as the sole *Sponsor* of the *Real Property System*, then may proceed with the *Certification* process and schedule associated interactions between the GSCCCA and the *Sponsor*.
5. *Sponsors* must maintain updated *Sponsor* contact information at the GSCCCA so the GSCCCA can reliably communicate with appropriate *Sponsor* personnel. Contact information shall initially be provided with the *Application* and subsequently updated via a method directed by the GSCCCA. Contact information is to include:

- a. An *Official Contact* (one human individual with authority to make commitments on behalf of the *Sponsor*. This contact is intended to be used for official and legal notices such as *Certification* announcements, revocations, etc.).
 - b. An “Operational Contact” (one human individual who may be the same as the Official Contact. This individual is to be knowledgeable of the technical and operational aspects of the *Real Property System* and will be used by the GSCCCA to communicate technical and support information including program changes, new requirements for *Real Property Systems*, identified issues with the *System*, etc.).
 - c. “Additional Support Contact(s)” where Sponsor may identify additional, optional contacts that may be humans, helpdesks, listservs, external after-hours support agents, etc. for additional support purposes.
6. *Sponsors* are responsible for keeping this contact information updated and current at the GSCCCA. The lack of a response to communications delivered to the *Official Contact* of a *Sponsor* by the GSCCCA may result in the immediate revocation of any *Certifications* of all *Real Property Systems* associated with the *Sponsor*.
 7. *Sponsor* shall maintain access and ability to utilize the appropriate GSCCCA systems (websites, APIs, etc.) for all *Clerks* using the *Real Property System*. *Sponsor* is to contact the GSCCCA to request appropriate login/access credentials for their appropriate personnel.
 8. *Sponsors* shall ensure that appropriate support personnel maintain the ability and knowledge of the *Real Property System* for resolving data issues and questions from the GSCCCA.
 9. *Sponsor* shall agree that they and their *Real Property System* can fulfill all requirements and *System Tests* specified in this document for the applicable *Certification Type*.
 10. *Sponsor* must address any issues with any of its *Real Property Systems* used for production data that the GSCCCA requests they address.

C. REAL PROPERTY SYSTEM REQUIREMENTS

1. *Real Property System* should not “crash” or experience unrecoverable errors or lose data either during *System Testing* or any other time.
2. *Real Property Systems* must comply with the appropriate requirements listed in the *Guidelines* that are appropriate for the type of *Certification* applied for.
3. *Real Property System* should not display or report incorrect data or information to the *Operator* or in any of its output mediums.
4. Use of a *Real Property System* should not require a *Clerk* to violate any O.C.G.A. mandated duties.
5. Any *System Testing* performed for *Certification* will meet these requirements by the *Real Property System* and/or *Sponsor*:
 - a. *System Testing* is to simulate a production environment. *System Testing* shall only use computer system components of the *Real Property System* undergoing *Certification*.
 - b. *Operator’s* use of the *Real Property System* shall not require skills that, in the GSCCCA’s judgement, exceed that which a *Clerk* or *Clerk* staff can be expected to have.
 - c. When *Instrument* image stamping is involved, the *Real Property System* shall engage any configuration option to stamp every page of an *Instrument’s* images.
 - d. Any *Instrument* image stamping or printed index or API Log shall clearly denote the word “FAKE” to assure *System Testing* output is never mistakenly confused with official records.
 - e. The *Sponsor* is responsible for reading all instructions provided by the GSCCCA before beginning any part of *System Testing* and should be prepared to take any required screenshots etc. at specific times during *System Testing*. *Sponsor* is responsible for asking the GSCCCA any questions about the

instructions that it does not understand or are not clear to the *Sponsor*. *Sponsor* is to identify with the GSCCCA any instructions that *Sponsor* feels they or their *Real Property System* cannot successfully achieve before starting any part of *System Testing*.

6. Programmatic changes to a *Real Property System* during any part of *System Testing* is to only be done with permission of the GSCCCA.

8. CERTIFICATION MAINTENANCE

- A. After obtaining *Certification*, additional requirements for a *Real Property System* to maintain *Certification*, sometimes referred to as ‘recertifications’, are to be expected and will be dictated by the GSCCCA as deemed necessary. Such requirements may be dictated at regular periods (such as annually) or result from a need to develop new or changed system functions due to legislative changes or new initiatives of the GSCCCA or *Clerk* leadership.
- B. The GSCCCA expects *Sponsors* to constantly have the capability to fulfil any new requirements to maintain *Certification* (including the ability to make programmatic and configuration changes to their *Real Property System*) once such requirements are dictated to the *Sponsor* by the GSCCCA.
- C. *Sponsors* are to update required contact information with the GSCCCA by a method defined by the GSCCCA.

9. CERTIFICATIONS OFFERED

A. The GSCCCA intends to offer the following type of *Certifications* for *Real Property Systems*, which will be offered at times determined by the GSCCCA:

1. “Full Certification”. A *Certification* for *Real Property Systems* that perform all processing of *Instruments* for *Clerks* and interface with the appropriate GSCCCA systems for doing so.
2. “eFiling Certification”. A *Certification* limited to processing eFilings from the GSCCCA eFiling portal.
3. “Imaging Certification”. A *Certification* limited to submitting *Image Files* of *Instruments* to the GSCCCA.
4. “Indexing System Certification”. A *Certification* for *Real Property Systems* that perform all processing of *Instruments* for *Clerks*, except for requirements related to interfacing with the GSCCCA eFiling portal. This certification includes the Imaging System Certification.

B. All *Certifications* offered apply to all three (*Deed, Lien and Plat*) *Dockets*; there are no certifications offered for individual *Dockets*.

C. All *Certifications* will consist of *System Testing* that has three areas:

1. Initial Sample Review
2. Detailed System Testing
3. Final System Test

D. *System Testing* may involve components of the *Real Property System* that have been previously certified. For example, if a *Real Property System* is already Certified for eFiling, then a subsequent certification for Imaging or Indexing may involve imaging or indexing records that originate through eFiling.

E. Additional specific requirements for each type of *Certification* are listed on the appendices that follow. The GSCCCA reserves the right to deviate from the requirements in the appendices as it seems appropriate.

APPENDIX A – Additional Requirements for “eFiling Certification”

A. This section of this document provides additional requirements specific to eFiling *Certification*. This appendix is to be read in conjunction with the *eFiling County Implementation Guide*.

B. *Real Property System* shall meet the requirements of *Task 1* of the *Guidelines*.

C. *Real Property System* shall successfully complete *System Testing* described below to demonstrate that the *Real Property System* is compliant with the requirements for *Certification*. *System Testing* will be directed by the GSCCCA who will provide instructions to the *Sponsor* regarding test information to process by their *Real Property System*, and what results are to be provided to the GSCCCA for analysis. Such results may include data, screenshots, or other information.

D. *System Testing* is expected to include, but is not limited to:

1. The proper download of eFiling packages from the GSCCCA test environment. Any or all applicable API web service calls listed in the *eFiling County Implementation Guide* with and without non-recordable documents may be tested.
2. The ability for *Operators* to view package information described in the *Guidelines*, including (or an option to view/hide) the estimated filing fees and Role Information as transmitted from the GSCCCA system for an eFiling package.
3. Proper processing of a *Clerk* Acceptance of an XML package using provided parameters.
4. Proper processing of a *Clerk* Rejection of an XML package using provided parameters.
5. Use case tests of each eFiling instrument type.
6. Use of zero and non-zero intangible tax values for an eFiling package.
7. Handling of various exception responses from the GSCCCA system.

E. Though subject to change at the discretion of the GSCCCA, the *System Testing* is expected to be conducted on the GSCCCA test environment and via email and concluded with live test conducted jointly with GSCCCA and *Sponsor* personnel. It is anticipated that the steps in the *System Testing* process will be as follows:

1. SETUP PROCEDURES

- a. GSCCCA to provide *Sponsor* with the name of a county to use for their own testing and for limited official testing when accessing the GSCCCA test environment that will be used to simulate electronic communication between the *Sponsor's Real Property System* and the GSCCCA system. *Sponsor* is to confirm their ability to access eFiling packages from the GSCCCA test environment.
- b. *Sponsor* to use the GSCCCA test environment (that replicates the GSCCCA public eFiling website) to upload test eFiling packages of their own, then retrieve the XML packages using their *Real Property System* and execute API acceptance and rejection calls to the GSCCCA test environment in accordance with the *eFiling County Implementation Guide*.

2. INITIAL SAMPLE REVIEW.

The Initial Sample Review is expected to include but is not limited to:

- a. *Sponsor* shall create image files of instruments listed in the *Initial Sample Dataset* (see Definitions) to eFile on the GSCCCA's test environment using the instrument type, party names, PT-61 link, and intangible taxes of each instrument where appropriate.
- b. *Sponsor* shall download their eFiled *Initial Sample Dataset* and record the instruments appropriately and submit acceptance calls using the GSCCCA eFiling test system API.
- c. *Sponsor* shall submit to the GSCCCA:
 - i. Package IDs of the eFiling packages used to eFile the dataset.
 - ii. Screenshot(s) of the PT-61 Validation results displayed to *Operator* to validate the PT-61 of the dataset.
 - iii. Screenshot(s) of estimated filing fees, instrument type, and party names displayed to *Operator*.
 - iv. An API Call log compliant with the *Guidelines* that includes just the API calls used for processing of the dataset.
- d. The GSCCCA shall review the submissions and provide *Sponsor* with results and any further instructions such as to fix any issues found or repeat the Initial Sample Review.

3. DETAILED SYSTEM TESTING

- a. The GSCCCA to eFile specific eFile packages for *Sponsor* to download and process in accordance with instructions provided to *Sponsor*. Each package will likely be processed and reviewed one at a time until successfully completed before moving to the next package.
- b. The *Sponsor* shall download packages and process them according to instructions provided by the GSCCCA.
- c. The *Sponsor* shall submit to the GSCCCA all requested API logs, screenshots, etc.
- d. GSCCCA will review the processed packages and submitted materials and provide *Sponsor* with results and instructions to fix any issues found or repeat the Detailed System Testing.

4. FINAL SYSTEM TEST

- a. *Sponsor* and the GSCCCA jointly schedule a Final System Test.
- b. The Final System test will consist of the *Sponsor* operating the *Real Property System* and performing various tests defined by the GSCCCA while the GSCCCA personnel view the system interfaces, view data entered into the *Real Property System* and assess the output of the *Real Property System*. The Final System Test will either be conducted in person at GSCCCA facilities, or at the GSCCCA discretion, via the use of an online video streaming option.

APPENDIX B – Additional Requirements for “Imaging Certification”

A. This section provides additional requirements specific to Imaging Certification as described earlier in this document.

B. *Real Property System* shall meet the requirements of *Task 7 “Produce Compliant Image Files”* and *Task 8 “Transmit Image Files to the GSCCCA”* of the *Guidelines*.

C. *Sponsor* and *Real Property System* are to complete *System Testing* as described below:

1. SETUP PROCEDURES

- a. *Sponsor* confirms to the GSCCCA that they and the *Specified System* can do all that will be required of them for the *System Testing* described herein.
- b. GSCCCA informs *Sponsor* of a county assigned for the *Specified System* to use for Self-Directed *System Testing*.
- c. GSCCCA informs *Sponsor* of a county assigned for the *Specified System* to use for GSCCCA-Directed *System Testing*. Use of this county should only be done when directed by the GSCCCA so that any self-testing a *Sponsor* does not get co-mingled with GSCCCA-directed testing.
- d. GSCCCA informs *Sponsor* of the *System Code* (see definition in *Guidelines*) for *Real Property System* to use in appropriate image Tif Tag.
- e. GSCCCA and *Sponsor* confirm and agree on which *Docket*, DPI, color depth, and compression will be used for *System Testing*.
- f. GSCCCA to configure *Image API* test environment to provide *Sponsor* access to use it.
- g. GSCCCA to configure *Image API* test environment for each county and *Docket* image setting combination (e.g.: DPI, color depth, compression) to be used for *System Testing*.
- h. GSCCCA to provide *Sponsor* with authentication information (such as ClientID, API secret, etc) to access the *Image API* test system.

2. INITIAL SAMPLE REVIEW.

The Initial Sample Review is expected to include but is not limited to:

Sponsor is to perform the following with their *Real Property System*:

- a. Obtain or create image files for the *Instruments* listed in the *Initial Sample Dataset* (see definitions) that display instrument type, page within the instrument, *Docket*, one or more parties for each party type of its respective *Docket*, book and page of recording, and a clear indication of it being a “FAKE” record.
- b. Create a Batch, as described by the “*Image API Users Guide*” using a batch name illustrative of a naming convention that can be used in production, long-term.
- c. Successfully upload *Image Files* of the *Initial Sample Dataset* to the GSCCCA test imaging system (currently referred to as *Image API*).
- d. Capture & submit screenshot of what is reported to the *Operator* for a rejected attempted image upload in the same Batch.
- e. Close the Batch using the appropriate API call.
- f. Submit to the GSCCCA the *Real Property System*’s Image Transmit Log (as described in *Guidelines Task 8*) for the Batch.

- g. Use Image API to execute and submit resulting screenshots or PDF file(s) of the following:
 - i. Batch Report (/Reports/BatchReport) batch.
 - ii. Book Report (/Reports/BookImagesReport) of at least 1 book of an accepted image from the batch.
- h. Await instructions from the GSCCCA to submit an "A-Page" for one of the instruments in the batch.
- i. Submit screenshot or pdf file from the Book Report (/Reports/BookImagesReport) api call for the book where the "A-Page" was uploaded.

GSCCCA will review the test submissions, then may request additional or missing information, or request repeating the process if deemed necessary.

3. DETAILED SYSTEM TESTING

The Detailed System Testing shall consist of the *Sponsor* and *Real Property System* to perform tests directed by the GSCCCA; such tests may include but are not limited to:

- a. All the steps on the Initial Sample Review *System Testing* with specific images and TIFF tags as directed by the GSCCCA.
- b. Demonstration of adhering and recovering from Rate Limiting violations (e.g. "HTTP 429").
- c. Handling network failures.
- d. Use of "A-Pages" and non-alpha page values.
- e. Use of certain *Image API* interface calls made available by the *Image API* service to *Real Property Systems*.
- f. Demonstration of proper recovery and data/state management from unsuccessful *API* operations.
- g. Uploading of a large number of Images.
- h. Demonstrate the ability to resend the *Image File* for a single page in a previously transmitted book by resending the *Image File* for the book and page value(s) specified by the GSCCCA. This may require use of the same and altered *Image Files*.
- i. Requests for *Real Property System* logging information and/or screenshots of the activities of the *Real Property System* as it relates to images and instruments.

4. FINAL SYSTEM TEST

The GSCCCA to provide *Sponsor* with instructions to perform the Final System Test.

APPENDIX C – Additional Requirements for “Indexing System Certification”

A. This section of this document provides additional requirements specific to “Indexing System Certification”.

B. *Real Property System* shall meet the requirements of *Tasks 2, 3, 4, 5, 6, 9, and 10* of the *Guidelines*.

C. *Sponsor* and *Real Property System* are to complete *System Testing* as described below:

1. SETUP PROCEDURES

GSCCCA informs *Sponsor* of a county assigned for the *Specified System* to use for Self-Directed *System Testing*.

GSCCCA informs *Sponsor* of a county assigned for the *Specified System* to use for GSCCCA-Directed *System Testing*. Use of this county should only be done when directed by the GSCCCA so that any self-testing a *Sponsor* does will not get co-mingled with GSCCCA-directed testing.

2. INITIAL SAMPLE REVIEW

The Initial Sample Review is expected to include but is not limited to:

- a. *Sponsor* to submit screenshot showing indexing screens for all indexing data-entry fields.
- b. *Sponsor* to submit screenshot showing the data entry of *Index Data File Good-Through Date*.
- c. *Sponsor* to submit screenshot showing data entry of an *Index Data File* Acceptance Code.
- d. *Sponsor* to create or obtain images of *Instruments* to represent the *Initial Sample Dataset*.
- e. *Sponsor* to index *Instruments* of the *Initial Sample Dataset* and submit *Index Data Files* of the *Initial Sample Dataset* and the Acceptance Code for each.
- f. *Sponsor* to submit all the submissions listed for Imaging Certification using images from the *Initial Sample Dataset*.
- g. *Sponsor* to index Correction/Addition record(s) per GSCCCA instructions and submit *Index Data File*.
- h. *Sponsor* to submit printed index for each index Type for each of the *Deed, Lien, and Plat Dockets*, to include Correction/Addition record(s), as described in the *Guidelines*.

3. DETAILED SYSTEM TESTING

Sponsor to index and image records provided to them from the GSCCCA in accordance with instructions provided by the GSCCCA. This is expected to include corrective and replacement index data and images.

4. FINAL SYSTEM TEST

The GSCCCA to provide *Sponsor* with instructions to perform the Final System Test.

APPENDIX D – Additional Requirements for “FULL Certification”

A. This section provides additional requirements specific to “Full” Certification as described earlier in this document.

B. *Real Property System* shall meet the requirements of all *Guidelines Tasks*.

C. *Real Property System* shall successfully complete *System Testing* described below. (Note: this section assumes reader is familiar with the *Guidelines* and will refer to it for descriptions of terms and data elements used below.)

1. SETUP PROCEDURES

Setup procedures are expected to include, but are not limited to, the Setup Procedures individually listed for eFiling, Imaging, and Indexing certifications.

2. INITIAL SAMPLE REVIEW

The Initial Sample Review is expected to include but is not limited to the following:

- a. Perform steps listed under “Initial Sample Review” of eFile Certification, Indexing Certification, and Imaging Certification.
- b. Using the eFiled packages from the previous step, submit equivalent items listed under Initial Sample Review for Imaging and Indexing Certifications.
- c. Use *Image API* to submit images of the *Instruments* of the *Initial Sample Dataset* used in previous steps using the *Real Property System* and submit all items listed under “Initial Sample Review” for Imaging Certification.
- d. Follow any further instructions from the GSCCCA such as to address any problems found in the submissions or perform corrections of any data.

3. DETAILED SYSTEM TESTING

The Detailed System Testing is expected to include, but is not limited to, the Detailed System Testing of the eFiling, Imaging, and Indexing Certifications.

4. FINAL SYSTEM TEST

The GSCCCA to provide *Sponsor* with instructions to perform the Final System Test.