

GSCCCA Update

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February 2026

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

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Reviewing VaultTek Audit Report is vital

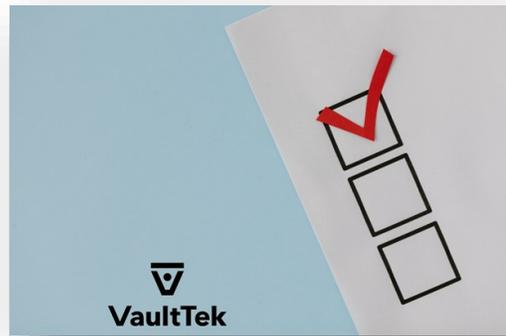
Since 2007, Georgia's Superior Court clerks have relied on the Authority's **VaultTek Online Archive Program** to reduce their risk of a data loss event. With 158 counties now participating in the program, VaultTek currently stores and protects over 1.58

billion files, all of which can be restored to clerk offices in the event of a disaster. On average, the Authority processes one to three data restoration requests each month, with human error, hardware failure, malware, and weather-related events representing the most common threats.

To help minimize potential gaps in protection, the Authority created the **VaultTek Audit Report**. This report serves as a tool for sharing account details and encouraging a careful review of the records identified for backup to the vault. Beyond confirming backup job details, the Audit Report offers additional benefits by promoting communication, supporting accountability, and raising awareness about the importance of safeguarding digital records in clerk offices.

Promotes Communication

The audit review process is vital to ensuring



that the backup job details are accurate and verified with local IT personnel and vendors. Using this opportunity to communicate with others promotes a healthy exchange of information and strengthens the relationships and partnerships critical to protecting the records and

resources in the clerk's office. Clerks are encouraged to pause, reassess, ask questions, and adjust as needed.

Supports Accountability

Over time, information associated with a clerk's account inevitably changes. This may include a new vendor, updated servers, or revised contact information. As important changes occur, the audit process helps ensure that the Authority's records remain accurate

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January board meeting review

The Authority Board met on January 14 for its quarterly meeting. Following is a summary of the reports and actions of the meeting.

General Business

The minutes of the October 8, 2025 scheduled Board meeting were approved.

Will Derzis, with Mauldin & Jenkins, reported on the most recent financial report, ending November 30, 2025. He stated that the Authority staff continues to perform at a high level and meets all accounting industry standards. The



Clerks' Authority is on sound financial ground according to the latest financial reports.

Filing Activity Notification System (FANS)

The Filing Activity Notification System (FANS) has experienced steady growth since launching in January 2023. FANS is designed to notify individuals when specific real estate and personal property records are filed with a Superior Court clerk, indexed, and the data is transmitted by clerks throughout Georgia.

As of January 11, 2026, the system had 104,689 registered users. These users have submitted 229,498 requests for information related to names, addresses, and document types, resulting in 561,386 matches. The total number of registered users includes both active and inactive users. An account is considered inactive if the user does not log into FANS for a

period of 12 months, and users are notified accordingly.

UCC Project

The Authority received and processed 3,041 Certified Search requests during the first five months of FY 2026. There were no searches to report for December 2025 due to a cybersecurity incident that prevented processing. These UCC Certified Search requests are managed internally by Authority staff, involving an exact name search of the UCC database, with the results subsequently transmitted to the customers.

From July 1 through November 30, 2025, there were 121,529 UCC filings statewide, averaging 24,305 monthly filings. The first three months of the fiscal year saw a notable increase in UCC filings, driven primarily by a rise in UCC continuations. These continuations were necessary to extend the effectiveness of UCC financing statements filed in 2020, which are linked to funds distributed through federal COVID assistance programs. This surge in filings is already beginning to decline, with the expectation that levels will return to historical norms soon.

Fines & Fees Division

Non-compliant courts decreased since the October Board meeting, with the Fines & Fees team continuing to work closely with courts to promote and ensure compliance. Collections increased, with nearly \$50 million received through December 31, 2025. At the current pace, FY 2026 total collections are projected to exceed FY 2025 totals.

Plans were also announced to conduct multiple training courses in 2026, including webinars and in-person classes for select Superior Court clerks' offices and the Municipal Court Clerks' Association.

Training & Outreach

The 2026 training schedule was distributed in December and clerks and their employees are actively registering for various training classes. See the full schedule on Page 8.

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Board meeting review — Cont. from Page 2

The Authority's online training platform, eLearn, continues to see significant engagement from clerks and the public. As of December 31, 2025, there were 139,250 active users registered on the site, with 135,750 users accessing the Notary Public course. It was reported that 52 clerks and deputy clerks had successfully passed the Indexing Certification exam.

Electronic Document Certification (eCert) Program

At present, 108 counties are participating in the eCert Program, with one additional county in the testing or training phase. As of January 7, 2026, participating counties have received 280,392 electronic certified document requests, with 205,873 processed. Additionally, 92 counties are utilizing the Regular Copies feature, with three counties added since the October Board meeting. The eCertification Program enables individuals to electronically request certified and regular copies of documents from a specific clerk's office, eliminating the need to travel to the courthouse.

eFiling Project

Clerks continue to leverage the Authority's eFiling initiatives to elevate public service. Currently, 154 clerks participate in UCC eFiling, with 139 mandating eFiling as the sole method of filing. Additionally, 126 clerks utilize the Authority's auto-numbering feature. For FY 2026, a total of 145,221 UCCs have been eFiled, averaging 24,204 per month. At present, seven counties are utilizing the UCC eFile API through their local vendors.

Regarding Real Estate eFiling, all 159 clerks fully comply with statutory requirements by accepting all document types electronically,

with 151 counties participating in the estimated fee process.

Additionally, the Pending Lien Search initiative is now complete. This project began in 2022, with the Product Management Group conducting several one-on-one trainings and working closely with Superior Court clerks' offices and vendors to assist with reconciliation of pending liens with a file date of 1,000 days or older. At the start of this project, there were 46 counties and 3,102 items on the pending lien search, all of which have now been resolved.

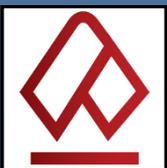
It was also reported that the online notary public application process currently has 154 participating clerks, of which 50 allow Mail-in Renewals (MIR). For the ACH Payment process, all 159 clerks participate to varying degrees. As of January 7, 2026, 75 counties had been activated to participate in ePay.

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GSCCCA Board of Directors



Left to right: Judge Brenda Weaver, Secretary/Treasurer Dena Adams, Kye Gibson, Jody Higdon, Chairman Greg Allen, Vice Chairman Tammie Mosley, Dana Chastain, and Trevor Addison. Not pictured: Jim Weidner.



Reviewing VaultTek Audit Report — Cont. from Page 1

and aligned with each clerk's expectations. To aid in this goal, audit reports facilitate transparency and encourage clerks and their partners to work collaboratively with a shared sense of responsibility. Protecting clerks' digital records is a collective goal.

Raises Awareness

Assuming records are properly protected can be a costly mistake. It is easy to believe that everything is functioning properly or that someone else is managing the details. Busy schedules and competing priorities often reinforce this mindset.

However, such assumptions have resulted in devastating consequences for some counties. Clerks have both the authority and the responsibility to increase awareness among their staff and the partners who support their operations. Proactive planning is a collaborative effort that strengthens crisis response, reduces the risk of data loss, and improves recovery outcomes.

Questions to ask

Following are questions to address when reviewing the VaultTek Audit Report:

- ❖ Are the contact name, address, and phone number accurate?
- ❖ Do the job items listed represent the most critical and essential records?
- ❖ Do the IP addresses accurately reflect the locations of the records being archived?
- ❖ Do the root folders listed contain all data that should be archived?
- ❖ Is your office using vendor-hosted services in the cloud?
- ❖ Are these cloud accounts noted on the Audit Report?
- ❖ Are the users listed authorized to access the account?
- ❖ Should data from retired servers continue to be retained in the vault?
- ❖ Are any items duplicated elsewhere or with other vendors?
- ❖ Is your office utilizing a backup plan in addition to VaultTek?
- ❖ Has your disaster plan on file with the Council of Superior Court Clerks been updated?
- ❖ Is your office fulfilling backup requirements outlined in the Custodianship Bill, Georgia S.B. 135 (Code Section 15-6-62.1)? This law, effective July 1, 2015, specifies which records must be protected, how they must be protected, and how frequently.
 - ❖ Do you know how to log in to your online vault?

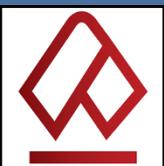
Did you know?

- ❖ More than 50% of clerk offices have experienced at least one significant data loss event.
- ❖ Ransomware incidents have cost counties hundreds of thousands of dollars.
- ❖ Two clerks have experienced the sudden and permanent loss of their building and its contents.
- ❖ VaultTek restored over 5.5 million files back to clerk offices in 2025.
- ❖ Several clerks have experienced a total loss of records requiring months to manually reproduce.
- ❖ Clerks should maintain a current copy of their disaster plan on file with the Council of Superior Court Clerks.
- ❖ Disaster plans should be reviewed and updated routinely to remain effective.

To verify that your office has an updated disaster plan on file, visit the Program Status Report in the Clerk Resource Center: <https://apps.gsccca.org/clerkresource/programstatus/>.

At the beginning of each calendar year, the Authority's archive staff generates and distributes the VaultTek Audit Report to all clerks; however, these valuable reports can be generated at any time. Archive staff can distribute a current report upon request, or clerks can generate the report themselves using the online vault dashboard. Either way, the report reflects current activity at the time of printing.

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Board meeting review — Cont. from Page 3

Voluntary Historical Deed Project

At present, 102 counties are participating in the Voluntary Historical Deed Re-Indexing Project. The statewide “good-from” date is January 1, 1990. To date, 5.9 million instruments have been released to production, with an additional 1.6 million currently in quarantine for review. As part of this project, 158 docket surveys were completed and 157 indexing directions were issued.

1989-1987 Historical Deed Project

Although the 1989-1987 Historical Deed Re-Indexing Project’s completion date was June 30, 2025, the project was not finalized before the associated contracts expired. As of January 10, 2026, vendor reports estimate the project encompasses approximately 3.2 million instruments. To date, 3,042,653 instruments have been successfully released from quarantine.

The total cost for the three-year project is estimated to be \$10.3 million. Currently, \$7,143,620 has been disbursed or is payable to clerks, and \$1,996,817 has been paid to vendors. In total, \$9,140,437 has been expended on the project thus far.

Archival Services

At present, 158 counties are participating in the VaultTek Online Archive Program, enabling clerks to back up all their files with the Authority at no cost. Since 2008, there have been 254 data restores totaling 5.3 TB of data. As of Q2 FY 2026, a total of 24.02 TB of data has been securely backed up for clerks. Virtual Micro-

film (VMF) storage currently contains approximately 335 million images, including deed, lien, and plat images.

Notable VaultTek highlights in Q2 include:

- ❖ Restored more than 8,900 files back to clerks' offices.
- ❖ Replaced/upgraded equipment in four counties.
- ❖ Purchased and installed new storage expansion device in Fulton County to increase the available local storage for VaultTek backups.
- ❖ Upgraded more than 90 VaultTek appliances to the Windows 11 operating system, bringing the total to 124 appliances now operating on Windows 11.

Notary & Authentications Division

For the calendar year 2025, 58,355 apostilles were processed and issued, representing a 17.9% increase over 2024. The top five destination countries for CY 2025 apostilles were Mexico (5,397), Korea ROK (5,359), India (4,780), Colombia (3,513), and Spain (2,872). The top five document types were birth certificates (11,291), Spanish language (7,309), foreign language (7,168), certified copies (4,243), and Power of Attorney (3,968).

Next Board Meeting

Quarterly 2026 board meetings are scheduled for April 15, July 8, and October 21. ■

Reviewing VaultTek Audit Report — Cont. from Page 4



Regardless of the timing, it is vitally important that each clerk reviews their VaultTek Audit Report at least once a year. Taking time to analyze and question what records are being protected and where they are

located is critical to ensuring that those records will be in the vault when disaster strikes. Periodic reviews with archive staff, vendors, and IT personnel can expose human errors, identify

gaps in protection, and reveal other data that may be vulnerable. Reviewing this report at least annually should be a priority. It can significantly affect the time and cost required to recover from an unexpected data loss event.

Clerks can expect to receive their 2026 VaultTek Audit Report via email by the end of February. Questions may be directed to Tara Pence at tara.pence@gsccca.org. ■



Authority advances wireless networking

As previously communicated, the Authority has several IT projects underway to strengthen the network infrastructure supporting clerks statewide. The Authority is pleased to report that the core infrastructure upgrades have now been completed.

As part of this effort, the Authority introduced a statewide wireless networking initiative as a new service for clerks. The project began with the replacement of Authority-owned switches in clerks' offices, along with the installation of wireless access points at the clerks' request. As of November 2025, new switches had been deployed in 11 counties and wireless networking equipment installed in six counties. As of



January 31, 2026, the initiative had expanded significantly, with new switches installed in 29 counties and wireless networking available in 23 counties.

Completion of the core infrastructure upgrades has also enabled the Authority to replace existing routers with new firewall devices. These firewalls provide enhanced security and support the implementation of the Authority's new VPN solution for clerks. To date, 13 counties have completed the full deployment, including firewalls, switches, wireless access points, and VPN connectivity. The Authority plans to complete the statewide rollout by the end of 2026. ■

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Authority supports Clerks' Winter Training

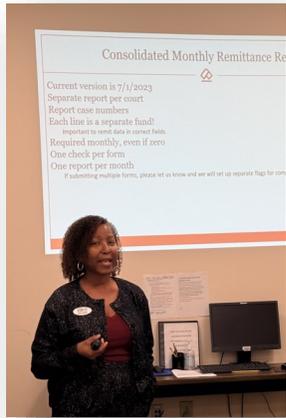
Superior Court clerks recently held their Winter Conference, where the Clerks' Authority supported the training program by providing on-site audiovisual assistance and helping facilitate session discussions. Participation in conferences such as this provides valuable engagement, both face-to-face and virtual, between Authority staff and Superior Court clerks, creating opportunities to better understand emerging challenges while sharing updates, resources, and answers related to Authority programs and services. This ongoing exchange helps ensure the Authority continues to meet the evolving needs of clerks statewide.



During the conference, Superior Court Clerks Erica Woodford of Bibb County (pictured to the left) and Tammie Mosley of Chatham County presented on the clerks' manual, highlighting resources and research tools, and criminal case management. Superior Court Clerks Kristen Hall of Emanuel County and Tracy Brown of Catoosa County also provided an update on case counts across all courts.



Tailored training available upon request



Fines & Fees Manager Erika Lindsey provides training for Pike County Superior Court.

In addition to a full calendar of scheduled training (see Page 8 for the 2026 schedule of webinars and in-person classes), the Authority also offers customized, one-on-one training sessions upon request for clerks' offices and other groups.

In January, the Authority delivered three tailored sessions covering a range of topics. For Pike County Superior Court, staff curated a program that included an overview of Authority websites, the eFile portal, Fines and Fees reporting, including CourtTRAX, the eLearn and Training platforms, eCertification, and Authority points of contact. Similarly, for Effingham County Superior Court, the session addressed eCertification, Authority points of contact, navigation of the eLearn and Training platforms, as well as Real Estate eFile and UCC auto-numbering. Training for DeKalb County Superior Court focused specifically on the Real Estate Indexing Standards, as requested.

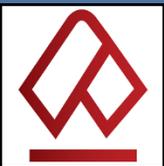
For questions regarding tailored training or other educational offerings, contact Training and Education Manager Greg Hummel (pictured to the right during program for Effingham County Superior) at greg.hummel@gsccca.org or by phone at 404.327.9058 or 800.304.5175, Ext. 1003. ■



Authority team members provided a tailored training class for Pike County Superior Court. From left to right: Greg Hummel, Kristen McGee, Will Dunn, Erika Lindsey, and Jeremy Kendrick.



DeKalb County Superior Court staff receives training on the Real Estate Indexing Standards.



Take advantage of 2026 training opportunities

The Authority’s 2026 training program is off to a strong start, with six courses delivered in January and February, along with three privately scheduled, one-on-one sessions held at the request of clerks. Throughout the year, a wide range of topics will be offered in three convenient formats — in-person classes, live webinars, and self-paced online courses. All training opportunities are open and provided at no cost to Superior Court clerks, their staff, and vendors. Program descriptions appear below, with the full schedule provided in the box to the right.

In-person classes

In-person, classroom training is being offered on the Real Estate Indexing Standards at several locations across the state. Each class is three hours in length and will be hosted by a Superior Court clerk. A description of the program content follows. To register for classroom training, go to www.gsccca.org/training.

Real Estate Indexing Standards — This classroom training is designed for both new and experienced indexers. The course offers a comprehensive review of the GSCCCA statewide indexing standards, including:

- ❖ The purpose of indexing standards and the difference between the local index and the statewide GSCCCA index.

2026 Training Schedule

In-person Classroom Training

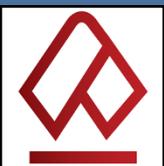
May 14	Rome	Real Estate Indexing Standards
August 14	Athens	Real Estate Indexing Standards
October 8	Hamilton	Real Estate Indexing Standards

Webinars

March 3	Navigating eLearn and Training (New)
March 4	Fines and Fees
March 11	Good-From Dates, Good-Thru Dates (New)
March 19	Common Indexing Transmission Errors (New)
April 2	ePay
April 21	FANS (New)
April 22	Authority ACH 101 (Newly revamped)
May 6	Authority Emails—Point of Contact (New)
May 8	Outlook 101 (New)
May 12	eFile 101
May 21	Pending Lien Search
June 9	Fines and Fees
June 18	Good-From Dates, Good-Thru Dates (New)
July 16	Outlook 101 (New)
July 21	Authority ACH 101 (Newly revamped)
July 24	ePay
August 4	Authority Emails—Point of Contact (New)
August 11	Pending Lien Search
Sept. 9	Good-From Dates, Good-Thru Dates (New)
September 10	Fines and Fees
September 15	Navigating eLearn and Training (New)
September 17	Common Indexing Transmission Errors (New)
September 30	FANS (New)
October 1	Common Indexing Transmission Errors (New)
October 6	Navigating eLearn and Training (New)
October 29	Pending Lien Search
November 3	eFile 101
November 5	Outlook 101 (New)

- ❖ Extracting and indexing instrument types, party names, property data, cross indexing, and using the general description field.
- ❖ A review of allowable characters, required abbreviations, and guidance on indexing numbers and complex instruments, including government names.
- ❖ A step-by-step walkthrough of the indexing process from start to finish.

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Take advantage of training — Cont. from Page 8

Participants should come prepared with questions for Authority staff and fellow clerks.

Webinars

Eleven different webinars are currently scheduled with program descriptions below. See schedule on Page 8. To register for a webinar, go to www.gsccca.org/training.

Authority ACH 101 & Accounting Tips (ACH Opportunities) — Did you know the Clerks' Authority offers ACH payment options for Notary Online Mail-In Renewals, eCert, eFile, and Print and Image disbursements? This newly updated, one-hour webinar explains how to enroll in or update ACH information, manage changes to existing accounts, and efficiently track multiple daily ACH deposits. Participants will also receive practical accounting tips and recommended best practices for reconciling and monitoring ACH transactions.

Authority Emails—Point of Contact — This new 30-minute webinar provides an overview of the Authority's group email addresses designed to support clerks. Participants will learn which contact to use for specific services and products, ensuring questions and requests are directed to the appropriate team for timely assistance.

Common Indexing Transmission Errors — This new 30-minute webinar reviews the most common indexing transmission errors identified in deed, lien, and plat index data submissions. Participants will gain a clear understanding of critical and non-critical errors, what these errors mean, and how they can impact good-through dates. The session will also provide practical guidance on mitigating errors and implementing strategies to prevent rejections.

eFile 101 — Designed for both new and experienced eFile court personnel, this one-hour webinar provides a comprehensive overview of the GSCCCA eFile portal, with a focus on maximizing the use of available online resources. Participants will learn how to set up and manage accounts, navigate both the current and archive dashboards, and view Real Estate and UCC eFilings. The session also highlights how to effectively use the Clerk Guide, Filer Guide, and ID Verification Guide to research and resolve questions or concerns.

ePay — This 30-minute webinar introduces ePay, a fast and convenient method for submitting ACH payments for UCC, Real Estate, and Notary fees. Participants will receive a guided walkthrough of the ePay portal, including how to navigate the system, edit and manage the digital wallet, and view and pay outstanding invoices efficiently.

FANS — This new 30-minute webinar provides an overview of FANS (Filing Activity Notification System), explaining how the system works and how it supports property record monitoring. The session also equips clerks' offices with practical tools and guidance to help educate constituents on using this service as a proactive measure to help combat deed fraud.

Fines and Fees — This one-hour webinar provides a high-level overview of fines and fees and offers practical guidance on using the CourtTRAX.org system for all F&F-related inquiries. The session includes a review of reporting requirements, including all funds remitted or reported to the Authority, an overview of CourtTRAX.org and its latest enhancements, and answers to frequently asked questions.

Good-From Dates, Good-Thru Dates — This new one-hour webinar provides a clear overview of how Good-From and Good-Thru dates function within the statewide index, while also emphasizing the importance of maintaining accurate date information. Participants will learn the purpose of these dates, how they reflect the completeness of a county's index data, and how to monitor their status using available GSCCCA resources. The session also covers PMG monthly alerts and demonstrates how to check date status using the Program Status Report.

Navigating eLearn and Training — This new 30-minute webinar provides an overview of the Authority's Learning Management System platforms, eLearn and Training. Participants will learn what each platform offers, how to navigate the systems, and how to utilize them for both office and

Continued on Page 10



Take advantage of training — Cont. from Page 9

public use. The session also covers content search functions to help users efficiently locate the training resources they need.

Outlook 101 — This 30-minute introductory webinar will help participants make the most of Microsoft Outlook’s features. The session covers setting up and managing “Out of Office” replies, creating and customizing email signatures, exploring different email view options, and accessing Outlook via both the web and the app. Participants will also learn strategies for organizing their inbox using folders, subfolders, archiving, and rules, as well as how to efficiently use the address book and distribution lists for clerks, circuits, and districts.

Pending Lien Search — This course provides guidance on managing state tax lien eFilings within the lien search process. Participants will learn how to identify and remove state tax lien eFilings that should no longer remain in the pending lien search.

Online courses

In addition to in-person classes and webinars, the Authority continues to provide its popular and widely utilized online training courses via its eLearn website.

Courses include:

- ❖ CourtTRAX.org
- ❖ eCertification Portal
- ❖ ePay Portal
- ❖ GSCCCA Fines & Fees – Introduction
- ❖ GSCCCA Indexing Standards
- ❖ GSCCCA Index-

ing Standards – Extended

- ❖ GSCCCA Indexing Standards – Common Mistakes
- ❖ Notary Online
- ❖ Notary Online – Mail-In Renewals
- ❖ Notary Public
- ❖ UCC
- ❖ UCC eFile

Courses are available 24/7 making training completely flexible. To learn more about or register for one of these online training options, please go to <https://eLearn.gsccca.org>.

With questions regarding any of the Authority’s 2026 training opportunities, email training@gsccca.org. ■

Classes on R.E. Indexing Standards

Earlier this month, the Authority held its first scheduled class on the Real Estate Indexing Standards for 2026. The class was taught by Authority Product Manager Will Dunn and hosted by Berrien County Superior Court Clerk Shawna Hughes. Three more classes will be held on the following dates: May 14 in Rome, August 14 in Athens, and October 8 in Hamilton. To register for classroom training, please go to www.gsccca.org/training.

