

# GSCCCA Update

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May 2019

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

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## eFile Project continues to grow

Before launching its first eFile project, UCC eFile, in 2010, the Authority spent years researching, planning, programming, and testing their eFiling program through an extensive pilot project. Essential

to the project was developing a platform that was flexible enough for clerks, bankers, attorneys, and the general public to use.

From the beginning, the Authority's goal has been to protect the autonomy of Superior Court clerks, improve the technology within their offices, streamline the document-filing process, and give the public access to convenient and effective tools – all at no cost to state or local government. And to add to these benefits, the Authority offers its eFiling service without imposing additional fees above the base filing fee.

Today, the Authority's electronic filing portal, [efile.gsccca.org](http://efile.gsccca.org), allows for the filing of UCC, real estate, lien, plat, and child support documents, and the list will continue to grow. As thousands of documents are now being eFiled annually, the Authority continues to assess, improve, and streamline the user experience



in its ongoing efforts to stay ahead of the curve and provide state-of-the-art services.

### UCC eFile

- 131 counties participate
- Over 98,000 UCCs eFiled in FY 2019;

averaging over 9,700 UCCs eFiled per month – over 700 more per month than in FY 2018

- Almost 42,000 UCCs already eFiled in calendar year 2019
- Record number of UCCs eFiled in August 2018 – 11,660
- Counties mandating eFiling only for UCCs:
  - ❖ Charlton Superior
  - ❖ Crisp Superior
  - ❖ Dooly Superior
  - ❖ Floyd Superior
  - ❖ Forsyth Superior

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# April board meeting review

The Authority Board met on April 10 for its quarterly meeting. Following is a summary of the reports and actions of the meeting.

## General Business

The minutes of the January 9, 2019 scheduled board meeting were approved. Greg Morgan, with Mauldin & Jenkins, provided the Accountant's Review and reported that the overall financial health of the Clerks' Authority is very good. Sound fiscal policy has put the Authority on solid ground financially.

## FY 2020 Budget

The FY 2020 Budget was approved as presented.

## Fines & Fees Division

It was reported that 60-day non-compliance rates typically fluctuate between 4 and 10 courts per month. Some of the chronically non-compliant courts are improving and are coming off the non-compliance list. Overall, non-compliance is very minimal considering there are 1,100 courts statewide.

## Training Update

The new online training platform, [www.elearn.gsccca.org](http://www.elearn.gsccca.org), was launched in February, and acceptance has been good. Some tweaks have been made to the site since the launch but no major changes. At this time, the deed indexing training and certification exam will remain on the original training site. Notary classes continue to be popular. More than 300 gathered in Dekalb in March with good numbers reported for registrations in upcoming classes in Bartow, Polk, Paulding and Rockdale counties during April and May. In-person training continues with upcoming deed indexing classes in Burke and Bibb Counties in May and June, respectively.

## eFiling Project

It was reported that there are 131 counties participating in UCC eFiling, 159 in Real Estate eFiling (not all document types), 138 participating in Child Support eFiling, and 141 participating in Notary Online. The Authority is currently developing a UCC API to facilitate

bulk filing. The API allows filers to program their systems to the API which will enable large-volume filers a more efficient manner of filing.

## Historical Deed Re-Indexing Projects

It was reported that approximately 302,000 instruments have been added to production and are available for public searching since the previous quarter of this fiscal year. A majority of the instruments released to production are related to the 1990-91 Historical Indexing Project. The Authority will meet its goal of completion of the 1990-91 Historical Deed Project this summer.

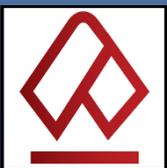


Twelve counties remain outstanding as of end of March 2019. The 1990-91 Project has taken 26 months to date toward completion. Of the 90 participating counties, 82 have transmitted data, and the data from 76 of those counties has been released from quarantine.

## UCC Project

Through the third quarter of FY 2019, UCC filings across the state are on pace to reach approximately 243,000 for the fiscal year, ending June 30, 2019. This would reflect a slight decrease from FY 2018.

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**Board Meeting Review — Cont. from Page 2**

**Archival Projects**

It was reported that 154 counties are taking advantage of the Authority's free MyVault Online Archive Service. MyVault contains approximately 119 terabytes of data. There have been no requests for data restore since the January 2019 board meeting. However, one of the five non-participating counties experienced a ransomware attack. The Virtual Microfilm Project continues to offer a valuable service to clerks. Historical liens (January 1, 1999 – May 31, 2011) are currently being imported into the VMF system.

**Notary & Authentications Division**

Through the third quarter, notary commissions are down 8% compared to the same pe-

riod for FY 2018. Required training and criminal background checks have resulted in a drop in notary applications in those clerks' offices mandating criminal background checks and/or testing. For example, Fulton County saw a 30% drop in applications after mandating criminal background checks beginning in November 2018. Apostille requests are up by 4.9% through the third quarter. Requests for the Russian Federation lead the list of apostilles issued by country.

**Next Board Meeting**

The next scheduled board meeting will be held July 9-10, 2019. ■

## Clerks hold 2019 Spring Conference

Georgia's Superior Court clerks held their Annual Spring Conference this past April at the King & Prince in St. Simons. During the week, Authority staff had the opportunity to present to clerks on a wide range of topics including indexing standards, ransomware, archive initiatives, and eFile information including the UCC eFile API notification. As has been done at past conferences, the Authority hosted a computer lab and provided an eLearn demonstration. The conference also provided ample opportunities to meet informally with clerks to discuss how they could better leverage the services and products offered by the Authority for the benefit of their office.



**Will Dunn  
presents on  
Indexing  
Standards**



**Authority staff:  
Rachel Rice,  
Mike Smith and  
Eric Bolton**



*eFile Project — Cont. from Page 1*

- ❖ Gilmer Superior
- ❖ Haralson Superior – effective 7/1/19
- ❖ Irwin Superior
- ❖ Marion Superior
- ❖ Polk Superior
- ❖ Twiggs Superior
- ❖ Worth Superior – effective 7/1/19

**Real Estate eRecord**

- All 159 counties participate to some degree:
  - ❖ 110 offices accept all real estate instrument types;
  - ❖ 28 offices allow all document types except deeds;
  - ❖ 19 offices allow plats and state tax liens only (Effective 7/1/19, Lowndes Superior will allow all document types)
  - ❖ 2 offices allow plats, state tax liens and a combination of deeds and/or liens
- Participating vendors are Conduent, Cott, Kofile, MicroPact, Icon, Tyler Technologies and TeamIA
- Approved value-added submitters are CSC, eDocs Solutions, eRecording Partners Network, Indecomm Global Services and Simplifile

**Child Support eFile**

- 138 counties participate
- Over 33,000 cases processed in 2019 with almost 32,000 accepted
- Over 75,700 cases processed in 2018 with almost 73,500 accepted

**Notary Online**

- 141 counties participate (plus 1 pending activation)
- Program created for online applications for

public. Allows for clerks to have immediate access to data upon issuance of notary public commission and immediate availability of commission images upon scanning in the Clerk Resource Center.

**ACH Payment**

- All 159 counties participate
  - Created monthly summary ACH report which lists all ACH deposits for the month, in addition to UCC and Real Estate filings along with the collected fees per filing.
  - Multiple disbursement options listed below:



**4:30pm disbursement (default)**

- ❖ Deposit generates at 4:30pm
- ❖ Daily County Disbursement report generates at 4:45pm
- ❖ Deposit contains **all** UCC and Real Estate eFiling fees
- ❖ Deposit contains fees collected between 4:30pm the previous business day and 4:30pm the current business day
- ❖ Funds typically available in the clerk's account within **1-2 business days**

**5:30pm disbursement**

- ❖ Deposit generates at 5:30pm
- ❖ Daily County Disbursement report generates at 5:45pm
- ❖ Deposit is comprised of **all** UCC and Real Estate eFiling fees
- ❖ Deposit contains fees collected between 5:30pm the previous business day and 5:30pm the current business day

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*eFile Project — Cont. from Page 4*

- ❖ Funds are typically available in the clerk's account within **2-3 business days**.

**UCC and Real Estate eFiling fees disbursed to separate accounts**

- ❖ **Real Estate** deposit generates at 4:40pm
- ❖ Deposit contains **all Real Estate** eFiling fees
- ❖ Deposit contains fees collected between 4:40pm the previous business day and 4:40pm the current business day
- ❖ **UCC** deposit generates at 4:50pm
- ❖ Deposit contains **all UCC** eFiling fees
- ❖ Deposit contains fees collected between 4:50pm the previous business day and

- 4:50pm the current business day
- ❖ Daily County Disbursement report generates at 5:00pm
- ❖ Funds are typically available in the clerk's account within **1-2 business days**

If you're interested in participating or have questions about any of these eFile projects, contact Rachel Rice at 404-327-7322 or [rachel.rice@gsccca.org](mailto:rachel.rice@gsccca.org). ■

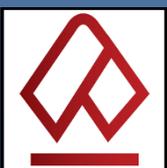
## Now available — Live Chat

Have a general question? Encounter a technical issue? Try the beta version of Live Chat today! In addition to contacting us by phone or email, we are excited to announce that you can now receive support through Live Chat! It is a great way to ask questions and get solutions from a Customer Support Representative in real-time.



To get started, click on the Live Help icon above. Once you provide the requested information, you will be connected to a live, knowledgeable, and friendly expert. If Live Help is closed, you will have the option to leave a message or call us during normal business hours at (800) 304-5174.

When your question has been answered, tell us about your experience by completing a short survey. We welcome your feedback!



# Need training? Let the Authority help!

The Authority's 2019 training program is underway and continues to offer three convenient formats: classroom, webinar, and online training. All training is open and free-of-charge to Superior Court clerks, their employees and vendors.

## Classroom Training:

Hosted by Superior Court clerks, classroom training will be offered on the Real Estate Indexing Standards and Fines & Fees. See class descriptions below. To register, go to [www.gsccca.org/training](http://www.gsccca.org/training).

### ***Real Estate Indexing Standards*** —

Suitable for new and experienced indexers, this three-hour course includes a review of the GSCCCA Standards for indexing real estate, lien and plat records. In addition, there will be multiple examples on how to pull information from sample images with varied instrument types.

***Fines & Fees*** — With a concentration on Superior Court, the Fines and Fees two-hour training class/webinar will cover many facets of the court fines and fees system including:

- ❖ the proper assessment, collection and distribution of state and local surcharges and deductions relative to fines, court costs and bond forfeitures
- ❖ legislative changes
- ❖ an overview of the Georgia statutes, legal advice, and the GSCCCA Rules and Regulations, in support of how court fees should be processed
- ❖ sample breakdowns of civil and criminal fines and fees

## Webinars:

Webinars are remote training conducted via the internet and phone and allow a clerk to have as many staff members as they wish participate. Descriptions of the classes follow. To register for a webinar, go to <https://gsccca.webex.com> and click "Upcoming" and then "Register."

## 2019 Training Schedule

### Classroom Training

May 16	Athens	Fines & Fees
June 4	Macon	RE Indexing Standards
June 25	Blackshear	Fines & Fees
August 8	Jesup	RE Indexing Standards
September 17	Metter	Fines & Fees
September 20	Covington	RE Indexing Standards

### Webinars

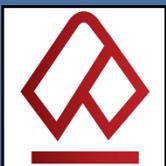
May 14	Aging Pending Lien Search
June 6	UCC Training
July 16	RE Indexing Standards
July 25	Aging Pending Lien Search
August 20	Protective Orders
August 21	Fines & Fees
August 28	RE Indexing Standards
September 13	UCC Training
October 3	Protective Orders
October 22	Aging Pending Lien Search
October 24	RE Indexing Standards

***Protective Orders*** — This two-hour session will provide training on how to scan and index Protective Orders and is appropriate for new or existing employees who have never been trained to index Protective Orders and for those who would like a refresher course. The webinar will cover everything from scanning the Protective Order, indexing the order, and verifying user reports. If you currently index Protective Orders and would like formal training, then this class is for you!

***UCC Training*** — Clerks of Superior Court play a vital role in the UCC/secured transactions world. As the filing office for all Uniform Commercial Code documents, it's important for clerk of Superior Court offices to understand the importance of processing UCCs in accordance with Georgia's laws and procedures. During this two-hour training session, we will examine and review:

- ❖ UCC forms
- ❖ Grounds for refusing to accept a UCC

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## 2019 Training Schedule — Cont. from Page 6

- ❖ UCC eFiling
- ❖ Administrative Procedures

### **Real Estate Indexing Standards —**

**Clerk Questions** — Clerks submit indexing questions to our indexing mailbox, [indexing@gsccca.org](mailto:indexing@gsccca.org). This webinar will take a look at these questions submitted by clerks' offices, examine the sample instruments submitted, and review how to index. Join us to learn how to index examples of some tricky, some easy and some seldom seen instruments.

**Fines & Fees** — Training on Fines & Fees will be offered both in a classroom setting and as a webinar. See the description of this course under classroom training on Page 6.

**Aging Pending Lien Search (NEW COURSE)** — When the Department of Revenue files a state tax lien, it becomes part of the pending lien search. As state tax liens are filed and index data transmitted, the liens are removed from the pending lien search and become part of the statewide lien index. Instances occur where required parameters are not met causing state tax liens to remain on the pending lien search. This course addresses

how to find and remove state tax lien eFilings which should no longer be on the pending lien search.

### **Online Training**

The Authority continues to offer online training opportunities. Courses are available 24 hours a day, 7 days a week, making training completely flexible. Courses include:

- ❖ Introduction to GSCCCA Indexing Standards
- ❖ Extended Real Estate Indexing Standards
- ❖ Fines & Fees Training
- ❖ Notary Public Training
- ❖ UCC Training

Visit the new online training platform, [www.elearn.gsccca.org](http://www.elearn.gsccca.org), which was launched in February. At this time, the deed indexing training and certification exam will remain on the original training site, which can be accessed by linking <http://training.gsccca.org>.

With questions about training, contact Rachel Rice at [rachel.rice@gsccca.org](mailto:rachel.rice@gsccca.org) or 1-800-304-5175 x1010. ■

## New and improved invoices

With input from our customers, our invoices now have a new look. The changes were implemented last month to make the invoice easier to read and understand. Changes include:

- **PDF Format** — Invoices are now generated as PDF documents.
- **Improved Account Summary** — With a glance, you can quickly see your balance forward, current charges and current amount due.
- **User and Sub-Account Charge Summary** — A new section was added which reflects total current charges for each user and sub-account allowing you to quickly see where these charges originated.
- **Improved Current Month Activity** — By removing redundant labels and totals, the current month activity section is easier to understand.
- **CSV Format** — By logging into Account Management, you can download a CSV file of your current month's charges for use in local systems.

We are confident you will appreciate the changes!

