GSCCCA Real Estate, Liens, Plat Indexing System Certifications

7/31/2009

1. General Information:

The GSCCCA (Authority) maintains a certification program for computer indexing systems used to index Real Estate (deed), Lien and Plat instruments filed with Clerks of Superior Court. A GSCCCA certification is required of these systems in order to sell, lease, license, operate or market them to (or operate on behalf of) Clerks of Superior Court within the State of Georgia. The purpose of requiring this certification is to help ensure that indexing systems are of suitable minimum quality, fulfill certain legal requirements of the Clerk, and will be compatible with the Consolidated Georgia Real Estate, Lien, and Plat Indexes System. The GSCCCA will declare and make publically available lists of compliant indexing systems. (Note: This document addresses index systems and does not apply to any indexing certification such as may be required to participate in the Authority's Historical Real Estate Re-Indexing Project.)

Certification must be achieved individually for all different versions of indexing systems. For example, if a vendor has a PC version and a Mainframe version of their indexing software and they have not obtained separate certifications for each version, then both versions are subject to lose any certified status if either is found to fail any compliance requirement in the future.

Any Certification issued by the GSCCCA may be revoked at any time, and may be subject to any additional conditions specified to the owner of the indexing system. Maintaining certification is expected to require ongoing, additional efforts and the GSCCCA may, at its discretion, vary the Certification Procedures on a case-by-case basis. Questions and comments may be directed to Phil Kobierowski: 404-894-2552, phil@edi.gatech.edu.

2. Certification Process Procedures:

Assure your indexing system meets all requirements identified in the latest version of the applicable "*GSCCCA Guidelines to Assist County Indexing Computer Systems Achieve Compliance with the Consolidated Georgia* [Real Estate, Lien, or Plat] *Indexes Project*" (Guidelines). These are typically available at the GSCCCA website. All data submitted for certification review is required to meet the corresponding Guidelines, the GSCCCA Indexing Standards, and the GSCCCA Image specifications. Be advised that the ability to produce images and index data in accordance with GSCCCA guidelines is a requirement for certification.

Any required information for GSCCCA Certification is to be sent to Phil Kobierowski, 404-327-9208, phil@gsccca.org.

2.1 REAL ESTATE INDEXING SYSTEM (Certification Procedures)

1. Submit a completed and executed Application & Technical Questionnaire (attached).

2. Upon acceptance of the application and questionnaire, submit screenshots of the data-entry screens showing all required fields of data that Indexers will use. Include screen shots where the user enters the Good-Through / Good-From Date, and Acceptance Code (as specified in the Guidelines).

3. Contact the GSCCCA to agree upon an acceptable set of at least 50 instruments that are or would be filed in a real estate grantor/grantee docket.

4. Index the test instruments on you indexing system, and provide the following output that the actual system seeking certification would provide (for just the test instruments) if used in an actual production environment:

      a.   Images of the test instruments (as would be transmitted to the GSCCCA Central Collection System).
      b.   Grantor & Grantee index.
      c.   An electronic ASCII file of index data in compliance with the GSCCCA Guidelines.

5. This information must pass a preliminary compliance review performed by the GSCCCA. Any found deficiencies must be corrected. Upon correcting all noted deficiencies, the GSCCCA may provide or specify another set of instruments to undergo the same process to assure the system functions consistently.

6. A live system demonstration at a GSCCCA designated time and location will then be required. At the demonstration, the owner/operator of the indexing system shall be expected to demonstrate that the system meets all the requirements based upon instructions that will be provided by the GSCCCA.

7. Upon satisfactory completion of the above, you will receive confirmation of any official certification granted by the GSCCCA.

2.2 LIEN AND PLAT INDEXING SYSTEM Certification Procedures

1. An indexing system must first obtain Real Estate Indexing System certification before seeking Lien or Plat Certification.

2. The equivalent process used in Real Estate Certification should be expected to be used for Lien and Plat Certification. Though at the GSCCCA's discretion, some steps may be removed on a case-by-case basis.

Application for GSCCCA Land Records Indexing System Certification

7/31/2009 *(Application may be completed electronically but must contain an authentic, human signature)*

Company Name: _____ Date: _____

Select all certifications that this application is applicable for: Real Estate: _____ Lien: _____ Plat: _____

Indexing System seeking certification (Enter complete Name and Version):

_____

(Application is only applicable for a specific system version. See "General Information")

Official Contact for Certification issues:

    Contact Name: _____

    Contact Phone #'s: _____

    Contact E-mail: _____

    Company Address: _____

    Address cont: _____

    State of Incorporation: _____

For publicizing your Company publicly after achieving Certification:

    Marketing Website URL: http:_____

E-mail address for sending copies of county rejection notifications: _____

Please list any Georgia counties where any of your indexing system(s) are installed and operating. If none, include references for any counties in other states where any of your indexing systems are operating:

_____

_____

_____

   Vendor Affidavit (signature of an authorized representative is required for certification consideration):

I have read and understood the applicable GSCCCA *Guidelines to Assist County (Real Estate, Lien, or Plat) Indexing Computer Systems Achieve Compliance with the Consolidated Georgia Real Estate Indexes Project* (Guidelines) and the *Indexing Standards for Real and Personal Property Records for the State of Georgia*. I am aware that compliance with the Guidelines and other certification requirements must be achieved and maintained for certification. I agree to keep all indexing systems sold, leased, or marketed by my firm within Georgia compliant and certified at all times. I am aware that the Guidelines and other certification requirements are subject to be changed by the GSCCCA and that certification can be revoked if at any time a system fails to meet current requirements. I am aware that certification does not prove compliance with all the requirements, nor relieve any responsibilities for compliance with any requirements. I am aware that all information provided to the GSCCCA for certification purposes may become public record and the GSCCCA is not required to hold any such information confidential. I agree that all material submitted for certification purposes will be generated by the indexing system undergoing certification and represents material as it would be generated in a production environment and/or transmitted to the GSCCCA for inclusion into the Statewide indexes. I am aware that I am responsible for all costs I incur while obtaining, or attempting to obtain, any GSCCCA certification. My company is authorized to do business in the state of Georgia. I will be the sole marketer and entity responsible for the system being certified. I am aware that certifications are not transferable. I am aware that maintaining certification may require additional information, site visits, or action at the request of the GSCCCA. I will hold the GSCCCA harmless for any damages or loss of revenue that result from revoking certification.

_____ _____ _____ _____
Signature   Printed Name   Title   Date

Technical Questionnaire for GSCCCA Indexing System Certification 7/31/2009

(Required to be completed for each Indexing System certification.)

Instructions: Answer the following questions in detail as it relates **specifically to the System and version** described in the associated Application. Attach separate sheet(s) if necessary.

Vendor _____ System _____ Date _____

1. Describe how and when a User/Clerk specifies the "Good-Through" date that appears in Ascii data files that will be transmitted by your system:

2. Describe any differences that your system has from the corresponding GSCCCA Guidelines.

3. Does your system public view or have access to any data at the county level with your system that is different from data transmitted? If so, what data is collected that is not transmitted?

4. When are "Instrument ID"'s (as defined in the Guidelines document) determined or assigned by your system? (For example "when an instrument is filed", or "when the ascii deed data file is created")

5. What are minimum computing requirements and operating system platforms that your system operates on? (Example: "Data –entry workstations require Windows XP Pro or later and 256k Ram. The server requires Unix…".)

6. List or describe any additional indexing system or versions that you have sold, leased, or intend to market within Georgia.

7. How do you intend to update, revise, or repair indexing systems at courthouses? (Examples: "use PC anywhere to upload changes", "mail diskettes to clerks", etc.)

8. Where (provide city and state) are your technical representatives located that would support systems installed in Georgia? (Example: "Local support in Atlanta, toll-free support center located in Washington, DC")

9. What is your development software/language for your indexing system?

10. What is the database engine for your indexing system?

11. How do Users/Clerks back-up and restore the index data? (Provide anticipated frequencies and where back-up storage is anticipeted to be located such as clerk vault or vendor facility).