

**Electronic Filing Rules for Maps, Plats, Subdivision Plats,  
Condominium Plats, Condominium Site Plans, Condominium Plot  
Plans and Condominium Floor Plans**

**1.**

**Adoption of Rules**

**Electronic Plat Filing Rule 1.0**

Pursuant to O.C.G.A. § 15-6-67 the Georgia Superior Court Clerks' Cooperative Authority is authorized to establish and hereby establishes these Rules for the processes of electronically filing for recordation map, plat, subdivision plat, condominium plat, condominium site plan, condominium plot plan, and condominium floor plan documents in the state of Georgia.

**2.**

**Definitions**

**Electronic Plat Filing Rule 2.0**

The following terms found in these Rules shall have the definitions as provided below:

- (a) "**Authority**" shall mean the Georgia Superior Court Clerks' Cooperative Authority.
- (b) "**Clerk**" shall mean any one of the superior court clerks in the State of Georgia.
- (c) "**Final Plat Document**" shall mean a Plat Document in tiff format to be transmitted from a Portal to a Clerk.
- (d) "**Plat Document**" shall mean any map, plat, subdivision plat, condominium plat, condominium site plan, condominium plot plan or condominium floor plan documents presented for filing to a clerk of superior court in the state of Georgia.
- (e) "**Portal**" means a computer software program or service implemented by the Authority or designated by a clerk of superior court to interface to a filing party for the filing of electronic Plat Documents.
- (f) "**Public Filing Terminal**" shall mean a computer in the office of a superior court clerk which provides public filer access to the Authority's Portal for the purpose of filing a Plat Document pursuant O.C.G.A. § 15-6-67.
- (g) "**URPERA**" shall mean the *Uniform Real Property Electronic Recording Act* O.C.G.A. § 44-2-35 et seq.

- (h) "**URPERA Rules**" shall mean the Rules (Standards) adopted by the Georgia Superior Court Clerks' Cooperative Authority pursuant to the *Uniform Real Property Electronic Recording Act* (URPERA).

### 3.

#### **Applicability**

##### **Electronic Plat Filing Rule 3.0**

Plat Documents presented to be filed with a Clerk shall be presented to the Clerk electronically and in conformance with these Rules and Regulations.

### 4.

#### **Compliance with Uniform Real Property Electronic Recording Act Rules and Regulations**

##### **Background**

- (a) O.C.G.A. § 44-2-39 of URPERA directs that the Authority shall adopt rules and regulations which provide for filing electronic real estate documents with a Clerk.
- (b) The Authority has adopted Rules pursuant to URPERA.
- (c) The URPERA Rules relate to any electronic filing of a real estate document and provide the framework for electronic filing of real estate documents in the state of Georgia. The following is a partial list of concepts that are contained in URPERA Rules which are particularly relevant for electronic filing of Plat Documents. This list is not comprehensive but only illustrative of the type of content included in the URPERA Rules.
- a) Overall electronic filing process
  - b) Relevant definitions
  - c) Participation requirements, roles, responsibilities, and agreements
  - d) Filing times, signatures, and originality of documents
  - e) General technical specifications, transmission standards, and non-repudiation
- (d) Plat Documents are real estate documents for the purposes of electronic filing with a Clerk. Such documents are therefore subject to the statewide URPERA Rules.
- (e) Electronic filing pursuant to URPERA is optional for most real estate document types. Electronic filing is the only method of filing for Plat Documents effective January 1, 2017.
- (f) All URPERA Rules are applicable to all Plat Documents intended to be filed with a Clerk.

#### **Electronic Plat Filing Rule 4.0**

Plat Documents shall be submitted for filing exclusively using electronic means.

#### **Electronic Plat Filing Rule 4.1**

Plat Documents shall be submitted for filing in electronic format in compliance with the URPERA Rules unless a URPERA Rule is in conflict with one of these Rules. In the case of any conflict in a rule regarding Plat Documents, the applicable rule or rules within these Rules shall control.

#### **Electronic Plat Filing Rule 4.2**

The entire text of the URPERA Rules is incorporated by reference as part of these Rules.

### **5.**

#### **Electronic Filing Portals**

##### **Electronic Plat Filing Rule 5.0 – Authority Portal**

The Authority will provide a Portal to serve as a filing conduit for Plat Documents in all counties in Georgia.

##### **Electronic Plat Filing Rule 5.1 – Alternative Portals**

A Clerk may choose to provide a separate alternative Portal for Plat Documents in addition to the Portal provided by the Authority. Any additional Portal shall comply with all URPERA Rules and these Rules.

##### **Electronic Plat Filing Rule 5.2 – Portal Functionality – Transmission to Clerks**

All Portals shall provide for the transmission of Final Plat Documents to a Clerk in conformance with Rules 6.0, 6.1, 6.2, 6.3 and 6.4 below.

##### **Electronic Plat Filing Rule 5.3 – Portal Functionality – Filer Tools**

A Portal may provide functional tools for convenience so as to allow a filer to submit a Plat Document to the Portal in alternative file formats, resolutions, compressions or color depths and thereafter providing for generation by the filer of a Final Plat Document conforming to Rules 6.0, 6.1, 6.2, 6.3 and 6.4 for transmittal to a Clerk. Any such tool shall be executed exclusively at the affirmative direction of and under the control of the filer.

### **Electronic Plat Filing Rule 5.4 – Portal Functionality – Filer Approval**

Any Final Plat Document generated by a filer using any tool referred to in Rule 5.3 shall be transmitted to a Clerk only after the filer has reviewed and affirmatively approved the Final Plat Document to be transmitted.

### **Electronic Plat Filing Rule 5.5 – Public Filing Terminal**

Any Plat Document submitted for filing using a Public Filing Terminal shall be transmitted to the Clerk exclusively via the Authority Portal as specified in Rule 5.0. The Clerk shall receive any such Final Plat Document submitted through a Public Filing Terminal and accept same for filing conditioned upon the document being otherwise recordable and accompanied by any required fees and taxes.

## **6.**

### **Electronic Specifications for Plat Documents**

#### **Background**

The URPERA Rules provide that technical specifications for electronic documents may be established by each individual filing Portal. However, O.C.G.A. § 15-6-67 specifically states that electronic images for Plat Documents presented to a Clerk for filing must comply with rules and regulations promulgated by the Authority.

#### **Commentary**

Portals will not have the ability to establish independent specifications for Final Plat Documents transmitted to a Clerk. However, a Portal may establish independent specifications covering the format of files that are submitted to the Portal from the filer. As the Authority is the entity responsible for various legislatively mandated programs pertaining to real estate imaging and associated specifications, it is prudent to specifically limit the scope of applicable rules and standards as to avoid confusion among distinct programs. For the specific purposes of satisfying the requirements of O.C.G.A. § 15-6-67 as it relates to the presentation, transmission and delivery to a Clerk, all Final Plat Documents must comply with the following specifications.

### **Electronic Plat Filing Rule 6.0 - Resolution**

All Final Plat Document images transmitted to a Clerk must be digitized/rasterize at a resolution at 300dpi.

### **Electronic Plat Filing Rule 6.1 – File Format**

All Final Plat Document images transmitted to a Clerk must be in the TIFF document file format.

### **Electronic Plat Filing Rule 6.2 – Color Depth**

All Final Plat Document images transmitted to a Clerk must be one-bit color (i.e., black and white).

### **Electronic Plat Filing Rule 6.3 – Compression**

All Final Plat Document images transmitted to a Clerk must be compressed using TIFF CCITT G4 compression.

### **Electronic Plat Filing Rule 6.4 – Pages**

Each page of the Final Plat Document transmitted to a Clerk shall be a discrete single page tiff.

### **Electronic Plat Filing Rule 6.5 – Conflicting Technical Provisions**

In the event of any conflict between these Rules and the URPERA Rules relating to file format and technical image specifications for Final Plat Documents transmitted to a Clerk, the provisions of these Rules shall control.

## **7.**

### **Rule Conflicts**

### **Electronic Plat Filing Rule 7.0**

In the event of any conflict between these Rules and the URPERA Rules/Standards relating Plat Documents the provisions of these Rules shall control.

## **8.**

### **Effective Date**

### **Electronic Plat Filing Rule 8.0**

These Rules for Electronic Filing for Maps, Plats, Subdivision Plats, Condominium Plats, Condominium Site Plans, Condominium Plot Plans and Condominium Floor Plans (Plat Documents) shall be effective January 1, 2017. Revised January 9, 2019.

