

GSCCCA Update

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

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Crisp County

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Adams named to Authority Board

Congratulations and welcome to **Dena M. Adams** who was sworn in as a member of the Authority Board of Directors at its January meeting. Adams, who is clerk of Superior, Juvenile and Magistrate Courts of White County, was appointed by Gov. Nathan Deal to fill the uncompleted term of Dan Massey who recently stepped down.

Adams was elected Superior Court clerk in 1998 and has been an active member of the clerk community for the past two decades. She has served as president of the Council of Superior Court Clerks of Georgia and was honored by her colleagues by being presented the 2012 ÉCLAT, an award to recognize Superior Court clerks for exceptional commitment, leadership, accomplishment and teamwork.

When presenting the ÉCLAT to her, former Authority Chair F. Barry Wilkes cited Adams' numerous achievements and contributions since she was elected to office. "During [Dena's] two-year tenure as president of the Council, she led us through some of the most profound and politically sensitive projects and issues facing the Council since its creation. Foremost among her achievements is implementation of the *Jury Composition Reform Act of 2011*, one of the most sweeping pieces of legislation in the



state's history. The bill designated the Council as the agency responsible for creating jury lists for Georgia's 159 counties," Wilkes said.

Adams also laid the foundation for a statewide eFiling system when, as president of the Council, she organized a committee and invited judiciary stakeholders to participate in the preliminary design of a framework necessary for creating a statewide eFiling system for Superior Courts.

"On behalf of the Clerks' Authority, I welcome Dena's appointment to our board," said Authority Executive Director John Earle. "Her leadership has been beneficial to all clerks of Superior Court, as well as the citizens of the State of Georgia. I'm personally grateful that Dena is willing to serve and give of her time and talents, and have no doubt she will be an outstanding addition to our board and help us continue our record of innovation and success." ■

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January Board Meeting Review

The Authority Board met on January 9 for its quarterly meeting. Following is a summary of the reports and actions of the meeting.

Swearing In of New Board Member

Authority Communications Director & Compliance Officer Mike Smith, who is a notary public, administered the oath of office to new board member Dena M. Adams, clerk of Superior Court of White County.



General Business

The minutes of the October 10, 2018 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.

Amendment to Plat eFiling Rules

A motion to adopt the Electronic Filing Rules for Maps, Plats, Subdivision Plats, Condominium Plats, Condominium Site Plans, Condominium Plot Plans and Condominium Floor Plans was approved.

Fines & Fees Division

Over \$43.3 million in fines and fees has been processed through the second quarter of FY 2019 which is on pace with FY 2018. Compliance for all courts (almost 1,100) remains high. Only six courts have recently been sent 60-day, non-compliance letters. Spot-check audits provide Fines & Fees' staff with necessary information to further maintain high compliance rates by courts.

Training Update

Since the inception of the first online training course, 81,768 people have registered as users of the Learning Management System. Of those, 78,332 are public users and 3,436 are court personnel. The 2019 Training Schedule has been finalized and communicated to all clerks of Superior Court. The Authority is launching a new and improved online learning solution/site. The new site, www.elearn.gsccca.org, offers a more robust system for users and administrators.

eFiling Project

The eFile Project continues to grow as shown by county participation numbers. It was reported that 128 counties are currently participating in UCC eFiling. To date, all counties participate in Real Estate eFiling to some degree: 107 counties now accept all real estate instrument types; 30 counties allow all document types except deeds; 20 counties allow plats and state tax liens only; and 2 counties allow plats, state tax liens and a combination of deeds and/or liens. For Child Support eFile, there are 136 participating counties. For Notary Online, there are 141 participating counties. All counties participate in the ACH process.

Historical Deed Re-Indexing Projects

Two additional part-time reviewers have been added to the Historical Deed Re-Indexing Project to speed up the data review process. For the 1991-1990 Historical Deed Project, 15 counties' data has been released to publication since the October 2018 board meeting. Since January 1, 2019, Fannin County data has been released, containing 9,852 instruments. Of the 90 participating counties, data has been released for 29, while 64 have transmitted data. For the Voluntary (County-Funded) Historical Deed Project, 51 counties are participating. Those counties have submitted 1.6 million instruments that are in production.

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Board Meeting Review — Cont. from Page 2

UCC Project

Through the second quarter of FY 2019, approximately 124,000 UCCs have been filed statewide. This volume is on pace with FY 2018.

Archival Projects

It was reported that 153 counties participate in the MyVault Online Archive Service. Data is growing at 103 terabytes per month. The Authority performed one restore since the October 2018 board meeting at the request of a county to populate a new server and not because of data loss. Approximately one county a month requires a data restore. All plats received by the Authority have been imported to the VMF (Virtual Microfilm) process. Between plat images and deed images, approximately 11.5 million images have been added to the VMF. If this had been performed under

the “old” microfilm process, the cost to the Authority would have been \$354, 000.

Notary & Authentications Division

In comparing FY 2019 Q2 to FY 2018 Q2, indexing commissions are down by 8% (This may be due to Fulton adding training and background checks.) and apostilles are up 9%. For calendar year 2018, 45,489 notary commissions were indexed. This is a 0.9% reduction from calendar year 2017. Apostilles issued by country show that 80% of requests are for 20% of the participating countries. Mexico, South Korea, Russia, India and Colombia are the top five.

Next Board Meeting

The next scheduled board meeting will be held on April 10, 2019. ■

Clerks' Authority Board of Directors



Left to right: Jim Weidner, Jean Rogers, Charles Baker, Brenda Weaver, Connie Cheatham, Cindy Mason, Dena Adams, Dana Chastain, and Greg Allen.



Let Authority Help Train Your Staff

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.

Real Estate Indexing Standards —

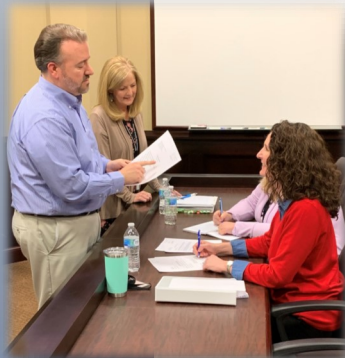
Suitable for new and experienced indexers, this three-hour course includes a review of the GSCCCA Standards for indexing real estate, lien and plat records. In addition, there will be multiple examples on how to pull information from sample images with varied instrument types.

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



Will Dunn teaches Real Estate Indexing Standards class at Dawson County Superior Court.



2019 Training Schedule

Classroom Training

February 28	Canton	Fines & Fees
March 14	Americus	Fines & Fees
May 9	Waynesboro	RE Indexing Standards
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

March 5	Protective Orders
March 21	UCC Training
April 11	RE Indexing Standards
April 16	Fines & Fees
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

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."

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.

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2019 Training Schedule — Cont. from Page 4

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
- ❖ UCC eFiling
- ❖ Administrative Procedures

Real Estate Indexing Standards — Clerk Questions — Clerks submit indexing questions to our indexing mailbox, 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 4.

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

With questions about training, contact Rachel Rice at rachel.rice@gsccca.org or 1-800-304-5175 x1010. ■

Authority Launches New LMS — eLearn

The Authority launched a new Learning Management System, LMS, on February 11. The new site, <https://eLearn.gsccca.org>, is now available to all users. With *eLearn*, the Authority offers an up-to-date system for clerks and the public to use, while also giving the Authority the flexibility to create and add additional training courses beneficial to clerks' offices in a timely manner. Additionally, all online training courses have been reviewed, updated or rewritten as part of the launch of the new system.

During the transition to the new Learning Management System (<https://eLearn.gsccca.org>), the Authority will keep our original LMS site (<http://training.gsccca.org>) available to the public for a limited time. However, the Indexing Certification Exam and Indexing Certification Exam DEMONSTRATION will remain on our original LMS site (<http://training.gsccca.org>).

