

GSCCCA Update

Vol. 29, No. 1
February 2025

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

Board of Directors

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Vice Chairman:
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Clerk of Superior Court Putnam County

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Clerk of Superior Court Meriwether County

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Chief Judge
Superior Courts
Appalachian Judicial Circuit

James C. "Jim" Weidner
Attorney-at-Law
Weidner Law Firm
Clarksville



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New members & officer on Authority Board

Congratulations and welcome to **Trevor J. Addison**, Putnam County Superior Court Clerk, and **Kyemeshia T. "Kye" Gibson**, Meriwether County Superior Court Clerk, who were sworn in as the Authority's newest board members at the Board's January meeting. Addison was appointed by Gov. Kemp and is fulfilling the term vacated by Charles Baker's retirement; while Gibson was appointed by the Clerks' Council and is fulfilling the term vacated by the retirement of Connie Cheatham.

Congratulations are also in order for Board member Tammie Mosley, Chatham County Superior Court Clerk, who was elected vice chairman of the board at the January meeting. The position was previously held by Connie Cheatham, and thus open due to her retirement at the end of 2024.

Trevor J. Addison
Trevor Addison serves



Authority Board of Directors — Jim Weidner, Chairman Greg Allen, Jody Higdon, Dana Chastain, Brenda Weaver, Secretary/Treasurer Dena Adams, Kye Gibson, Vice Chairman Tammie Mosley and Trevor Addison

as the clerk of Superior, State, and Juvenile Courts in Putnam County, first being elected in 2020. He is an alumnus of Putnam County High School and holds business degrees from Liberty University and Georgia Military College. In 2015, prior to serving as clerk, Addison was elected and served as the Vice Chairman and District 4 Commissioner of Putnam County — serving as the youngest

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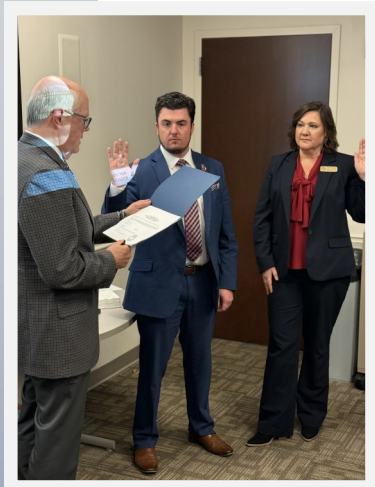
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January board meeting review

The Authority Board met on January 8 for its quarterly meeting. Following is a summary of the reports and actions of the meeting.

Board News

The Honorable Trevor Addison (Putnam County Clerk of Superior Court) and The Honorable Kye Gibson (Meriwether County Clerk of Superior Court) took the oath of office to become the newest GSCCCA board members.



The Honorable Tammie Mosley (Chatham County Clerk of Superior Court) was elected to serve as vice chairman of the board.

General Business

The minutes of the October 9, 2024 scheduled Board meeting were approved.

Will Derzis, with Mauldin & Jenkins, reported on the most recent financial report, ending November 30, 2024. 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.

Approval of UCC Rules

The Authority Board adopted a revision of the UCC Administrative Rules (Rev. January 8, 2025) to harmonize rule 103 (Forms) with current Georgia statutes, O.C.G.A. §11-9-521(a) and O.C.G.A. §11-9-521(b).

Motion: The Georgia Superior Court Clerks' Cooperative Authority approves for use Uniform Commercial Code forms UCC-1, UCC-3, UCC-1AD, UCC-3AD and UCC-11 set forth in the amendments to Article 9 of the Uniform Commercial Code promulgated by the International Association of Commercial Administrators (IACA) with a revision date of April 20, 2011, or later. If a filing is submitted on an IACA UCC form with a revision date prior to April 20,

2011, filing offices will reject the filing as not communicated by a method of communication authorized by the filing office.

Filing Activity Notification System (FANS)

The Filing Activity Notification System (FANS) launched on January 15, 2023 and has since experienced steady growth. FANS is designed to offer individuals the ability to receive a notification when certain real estate and personal property records are filed with a Superior Court clerk, indexed, and data is transmitted by clerks throughout the state of Georgia. The number of registered users for the system totaled 69,143 as of January 5, 2025. Those users have submitted 147,202 total requests involving names, addresses and document types, resulting in 237,942 matches.

UCC Project

Through Q2 of FY 2025, 3,744 Certified Search requests have been received by the Authority. UCC Certified Search requests are processed internally by Authority staff involving an exact-name search of the UCC database. Search results are then transmitted to the customer.

Through Q2 of FY 2025, 117,152 UCCs have been filed statewide for an average of 19,525 UCC filings per month. Approximately 95% of all UCCs are electronically filed.

Fines & Fees Division

The number of non-compliant courts has increased when compared to the previous reporting period. The Fines & Fees staff continues to be diligent in working with these courts to become compliant. The division has seen collections exceed anticipated collections by \$3.5M, to date. Fines & Fees training classes will be held at four locations across the state during 2025.

Training & Outreach

Training opportunities for 2025 have been announced to all courts and registration is

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Board meeting review — Cont. from Page 2

underway. Classes offered via Zoom in 2025 include *Authority Websites, Clerk Resource Center/Program Status Report, The Evolution of the Authority, UCC – Guidance for Acceptance and Refusal, Protective Orders, Virtual Microfilm (VMF), and eCertification 101*. In-person classes will be offered on *Fines & Fees and Real Estate Indexing Standards*.

The Authority's online training platform, eLearn, continues to experience heavy usage by clerks and the public. As of January 2, 2025, 60,902 active users had registered to use the site, and, of those, 57,959 had accessed the Notary Public course. At reporting time, 67 clerks and deputy clerks had successfully passed the Indexing Certification exam.

eFiling Project

The Authority's eFiling initiatives are being heavily leveraged by clerks to better serve the public. Currently, 152 clerks participate in UCC eFiling, with 132 mandating eFiling as the only filing method. Auto-numbering is utilized by 117 clerks.

For Real Estate eFiling, all 159 clerks fully participate in accordance with statute by accepting all document types electronically. The online notary public application process has 153 clerks participating, with 49 clerks allowing Mail-in Renewals (MIR). A backlog of pending liens has been greatly reduced by the diligence of Authority staff working to resolve this backlog.

Electronic Document Certification (eCert) Program

The eCert Program allows individuals to electronically request certified copies of documents from a particular clerk's office. At present, 92 counties are participating in the program, with another four counties in the testing or training phase. Participating counties had received 161,898 electronic certified document requests as of January 3. There are currently 49 counties using the Regular Copies feature. Authority staff is not aware of any issues related to acceptance of electronic certifications.

eFile System Certification

With a project launch in January 2022, the Authority implemented mandatory eFile System Certification. Clerks are notified once their eFile system has been certified. As of Decem-

ber 30, 2024, nine systems were fully certified, and one system was in preliminary testing. Every vendor has at least one certified system, which clerks can confirm they are using with their vendor.

On November 22, 2024, the Authority began conducting the eFile System Certification Update process due to changes for eFiling defined in HB1292. This update process involved the system completing tests to demonstrate compliance with requirements that became effective January 1, 2025, most notably the deprecation of the use of "Participant IDs" for eFilings submitted on or after January 1, 2025.

Voluntary Historical Deed Project

At present, 101 counties are participating in the Voluntary Historical Deed Re-Indexing Project. The statewide "good-from" date is January 1, 1990. To date, 5,860,797 million instruments have been released to production. An additional 1,021,062 instruments are in quarantine for review. There have been more than 300,000 instruments transmitted by vendors since the October 2024 board meeting. 158 docket surveys have been completed and 157 Indexing Directions issued.

1989-1987 Historical Deed Project

According to vendor reports as of December 30, 2024, the project includes an estimated 3.6 million total instruments. Thus far, 2,691,849 instruments have been released from quarantine, with 42,693 released since the October 2024 board meeting. The budget for the three-year project remains \$9 - \$10.8 million. To date, \$6,863,415 in compensation has been paid or is payable to clerks, and \$1,247,521 has been paid to vendors. Over \$8.1 million has been expended on the project to date.

The 1989 segment is estimated to include 1.2 million instruments. To date, indexing has been completed for 156 counties. The 1988 and 1987 segments began July 1, 2023. It is estimated that there are 2.1 million instruments involved. With a budget of \$4,677,000, the 1988 and 1987 segments are targeted to be completed by June 30, 2025.

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Board meeting review — Cont. from Page 3

As of reporting time, 22 counties have submitted 1988-1987 index data. More than \$279,000 has been paid to vendors.

Current Indexing Improvement Project

With the goal of improving data quality, the Authority has sought over the last couple years to identify instruments without associated images with the index data. Reports were generated for each county in December 2023, August 2024, October 2024 and December 2024, and emailed to each county to bring awareness to clerks of missing images. Authority staff continues to work with clerks' offices to help resolve issues and reduce the number of missing images. According to the December 2024 report, 126,773 instruments in the database do not have any associated image, with four counties accounting for 61% of that total.

Archival Services

At present, 158 counties participate in the VaultTek Online Archive Program which offers clerks the ability to have any and all files backed up by the Authority, free-of-charge. During Q2 of FY 2025, there were two data

restores for clerk offices. From 2008 to present, there have been 241 data restores, involving 4.7 TB of data. During Q4 CY 2024, more than 1.28 million deed images and 173,000 lien images were added to VaultTek. At present, Virtual Microfilm (VMF) storage includes approximately 323 million images encompassing deed, lien and plat images.

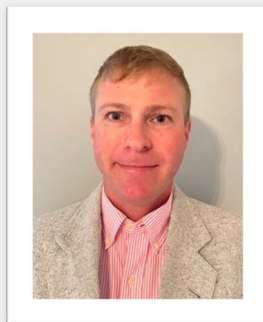
Notary & Authentications Division

The number of persons commissioned as notaries public for 2024 totaled 45,931. The number of apostilles issued for 2024 totaled 49,499, which is the highest yearly total since the Authority began issuing apostilles in 1998. The top five destination countries for apostilles are South Korea (ROK), Mexico, Colombia, India and Nicaragua. China has risen to seventh among apostille destination countries.

Next Board Meeting

Quarterly 2025 board meetings are scheduled for April 8, July 9 and October 8. ■

Authority welcomes new team member



The Clerks' Authority is thrilled to welcome **Greg Hummel** as our new Training and Education Manager! Greg joins us after spending several years in China, where he taught psychology, language, and writing to college students at Hubei University. He also prepared professors for international exchange programs and spent six years teaching tourism, product development, and academic writing at Hainan Tropical Ocean University.

Greg holds a master's degree in Industrial/Organizational Psychology from Valdosta State University, where he also completed his undergraduate studies. During his time at Valdosta State, he studied abroad in Belize and the Czech Republic. With a passion for teaching, training, and knowledge-sharing, Greg is a perfect fit for this role. The Authority is fortunate that he, his wife, and their two children have chosen to return to Georgia.

Please feel free to reach out to Greg at greg.hummel@gsccca.org with any training or educational inquiries. He looks forward to meeting and working with everyone!



New members & officer on Authority Board — Cont. from Page 1

county commissioner in the State of Georgia at 25 years old. Addison has also served on the Board of Directors for the Sinclair Water Authority and the Central Georgia Joint Development Authority. He currently serves on the Legislative Committee of the Superior Court Clerks' Association of Georgia and on the Putnam General Hospital Foundation. He and his wife welcomed their first child, Cora Rose, in 2023.

Kyemeshia T. “Kye” Gibson

Kye Gibson has served as Superior Court Clerk of Meriwether County since 2013. A native of Nashville, Tennessee, she moved to West Central Georgia in 1993, and shortly thereafter started her career in the court field. She worked for the late Judge Frank J. Jordan, Jr.'s law office before being hired as a deputy clerk in the Talbot County Superior Court in 1994. She has had the privilege of working with four Superior Court clerks in Talbot and Meriwether Counties before being elected as clerk of Superior Court in Meriwether County. She served as secretary of Districts 4, 5 & 6 from 2016 -2023 and is currently a member of the Institute of Continuing Judicial Education (ICJE) Board. Kye has a degree in Criminal Justice from Columbus State University. She resides in Warm Springs with her husband, Randy, and has two sons, Griffin and Nathan.

Tammie Mosley

Tammie was elected clerk in 2016, becoming the first attorney elected as Superior Court clerk of Chatham County. She received her law degree from Drake University and her undergraduate degree from Morris Brown College. Prior to becoming clerk, Tammie worked as senior

staff attorney to Superior Court Judge John E. Morse, Jr, for over 13 years. Tammie's private practice experience includes work with Georgia Legal Services, the Democratic National Committee, and State Farm Insurance Company. Dedicated to giving back to the community that she loves, Tammie volunteers with



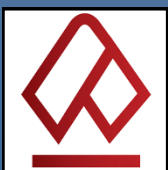
Pictured above: New board members Trevor Addison and Kye Gibson



Pictured to the left: Authority Executive Director Rachel Rice with Board officers — Chairman Greg Allen, Vice Chairman Tammie Mosley, and Secretary/Treasurer Dena Adams

Susan G. Komen Race for the Cure, and has served as a trustee of the Savannah Country Day School and on the Deep Center Board. She enjoys running and has completed multiple half-marathons.

“On behalf of the Authority and our Board of Directors, I'd like to offer a warm welcome to Trevor and Kye,” said Authority Executive Director Rachel Rice, “and a hearty congratulations to Tammie on her election as vice chairman. We're thrilled to have the benefit of these clerks' talent, experience and passion, and appreciate their commitment to ensuring the success of the Authority and those we serve.” ■



All requirements of HB 1292 now effective

Effective January 1, 2025, HB 1292 introduces key changes affecting both real estate filings and notaries public. The bill modifies:

- O.C.G.A. § 44-2-2, defining a self-filer as a party to a document who does not fall under one of eight exceptions and requires that self-filers submit real estate documents via electronic filing.
- O.C.G.A § 44-2-39, requiring the Clerks' Authority to adopt sufficient rules and regulations to identify individuals electronically filing real estate documents.
- O.C.G.A § 45-17-8, modifying notarial identity verification requirements to accept either a government-issued photo ID or personal knowledge. The law also mandates that all new and renewing notaries complete a training course, and requires that notaries public maintain a journal for any notarial act performed at the request of a self-filer.

On July 10, 2024, the Clerks' Authority Board of Directors adopted the revised Real Estate Electronic Recording Rules for the State of Georgia (URPERA) with an effective date of January 1, 2025. The updated rules set the framework for how the Clerks' Authority will verify the identity of individuals submitting real estate eFilings. It also removed Georgia's requirements for participant IDs, including the deprecation of the eFile Registry. As also mandated by the new law, the Authority Board adopted "The Notary Educational Rules for the State of Georgia" to implement the statutory requirements.

Throughout the latter half of 2024, the Authority met with numerous stakeholders to create detailed project requirements and facilitate development. Identity verification went live on the Authority's eFile portal (<https://efile.gsccca.org>) on November 4, 2024, allowing eFile users to verify their ID using a web camera or mobile device. The Clerks' Authority also updated system documentation and user guides and opened its testing environment for vendors.

On December 1, 2024, a new, free-of-charge notary educational training course went live on the Authority eLearn site at <https://elearn.gsccca.org>. To assist Superior Court clerks and their staff, the Authority conducted three webinars in December to review the changes affecting real estate eFiling and notaries public.

On January 1, 2025, all requirements of HB 1292 became effective. As of January 24, 2025, over 4,800 users from 44 states have verified their identification. ■

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help@gsccca.org



Weaver honored by colleagues with top award

Authority board member **Chief Judge Brenda S. Weaver** has been named the 2025 recipient of the Emory Findley Award by the Council of Superior Court Judges. As stated by the Council, this award is given “to honor a judge who exemplifies the late Atlantic Judicial Circuit Superior Court Judge Emory Findley’s virtues of visionary leadership, resolve, and dedication.” The award would be the equivalent for judges that the Stetson F. Bennett Clerk of the Year award is for Superior Court clerks.



Brenda Weaver has been a judge in the Appalachian Judicial Circuit since 1991, serving as Chief Juvenile Court Judge from 1995 to 1996, and as Chief Superior Court Judge for the past nearly 30 years. She is a pioneer

of accountability courts in Georgia, having established the first treatment court, a felony drug

court, in 2002, and would later serve as chair of the Georgia Council of Accountability Court Judges. She has been instrumental in creating several other court programs in her circuit including the Truancy Court in Pickens County, which serves as a model for truancy programs throughout the state, and the Appalachian Family Law Information Center, which provides assistance to low-income individuals in Gilmer, Fannin, and Pickens counties and is the first of its kind for rural areas in the State of Georgia. The project was the brainchild of Judge Weaver, who spearheaded its creation in 2008, after seeing that many limited-income individuals could not afford an attorney in divorce and other family cases. Since the Center was created, over 10,000 individuals have been helped.

Judge Weaver’s path to the Superior Court bench included positions as high school teacher, social worker, assistant district attorney, and defense attorney. She has been a dedicated and thoughtful member of the Clerks’ Authority Board since 2012.

Congratulations to Judge Weaver on this well-deserved honor! ■

New dismissal of temporary protective order

On August 8, 2024, the Supreme Court of Georgia met and ordered that Uniform Superior Court Rule 39.7 (relating to required forms) be amended to add forms SC-6A and SC-6.2A (final disposition felony conferment), SC-31, SC-32, SC-33 (probation revocation), and to amend forms SC-1 (summons), SC-2 (sheriff’s entry of service), SC-3 (order of publication), SC-4 (notice of publication), SC-5 (writ of fieri facias), SC-6 (final disposition felony confinement only), SC-6.2 (final disposition felony with probation), SC-7 (exemplification), SC-8 (witness subpoena), SC-9 and SC-9.1 (subpoena for production of evidence), and SC-19 (temporary protective order, dismissal), effective October 17, 2024.

On October 9, 2024, the Court met again and revised the effective date of these changes to January 1, 2025. The Clerks’ Authority has reviewed and approved SC-19 (temporary protective order, dismissal) per our statutory requirements in O.C.G.A. § 19-13-53(a). The changes to the Dismissal Order are cosmetic and do not require any changes to the indexing and transmission processes. You can view and download the new SC-19 form on the Authority website, under File->Family Violence Forms.



Authority adds new courses to eLearn portal

Over the past several months, the Authority has launched three new online training courses: Notary Public, UCC eFile, and CourtTRAX.org. Following is more information on these new courses which are available free-of-charge to Superior Court clerks and their employees on <https://elearn.gsccca.org>.



instructions for the Fines and Fees website, CourtTRAX.org; register for CourtTRAX.org; set up ACH payment for Fines and Fees' forms; and complete and submit all required monthly forms, including submitting the Consolidated Monthly

Remittance Report, Monthly Disbursement Report, and the Monthly Interest Remittance Report.

- **Notary Public** — The Authority launched its newly updated Notary Public course in response to HB 1292, which took effect on January 1, 2025. The new law requires notary public applicants to complete an educational training class prior to the applicant's initial (new) appointment or renewal of a current appointment. This online training course serves as the approved notary educational training required by the new law. Applicants must print the certificate upon completion of this course and include it with their new or renewal application.
- **UCC eFile** — The Authority's eFile portal allows for UCCs to be submitted electronically by filers and processed by Superior Court clerks. This new online training course provides an overview of the eFile portal along with specific details equipping clerks and their staff with the tools necessary to get started and begin processing UCC eFilings. The program is suitable for new and existing employees.
- **CourtTRAX.org** — This recently launched course is a comprehensive training program that provides participants the ability to receive detailed in-

A complete list of the courses the Authority is offering on its eLearn platform—including the three new ones just detailed—is included below:

- CourtTRAX.org
- eCertification Portal
- ePay Portal
- GSCCCA Fines & Fees – Introduction
- GSCCCA Indexing Standards
- GSCCCA Indexing Standards – Extended
- GSCCCA Indexing Standards – Common Mistakes
- Notary Online
- Notary Online – Mail-In Renewals
- Notary Public
- UCC
- UCC eFile

These training courses are available 24/7, 365 days a year, for all Superior Court clerks and their staff. To register for one of these online training options, go to <https://eLearn.gsccca.org>. With questions or to establish an eLearn account, email training@gsccca.org.

The Authority is actively working on additional online training courses, so look for more announcements soon! ■



Authority continues data improvement efforts

At their January meeting, the Authority Board of Directors was briefed on the progress of the Current Indexing Improvement Project, which was prioritized in 2018 with the goal of providing the most accurate data on the Authority website. The focus of the project is on indexing from 1999 onward and ensuring that all images are present. The project has three key components: (1) indexing accuracy, (2) correct image presence, and (3) inclusion of all relevant books.

Recent efforts have included notifying clerks about potentially missing images in the deed docket. In December 2023, each county received a report highlighting probable missing images. Staff has been supporting clerks' offices with research and guidance to identify and address these issues, ensuring all images are accounted for.

Since the initial review in December 2023, the Authority has emailed courtesy reports to each county in August 2024, October 2024 and De-

ember 2024. The December 2024 report revealed the following information:

- ❖ 126,773 total instruments without associated images
- ❖ 2 counties with no missing images
- ❖ 4 counties account for 61% (78,094) of the December 2024 total
- ❖ 31 counties with less than 25 missing images
- ❖ 46 counties with 50 or less missing images
- ❖ 63 counties with 100 or more missing images
- ❖ 15 counties with 1,000 or more missing images (106,233 of the total)

The Authority's goal in sending the reports is to bring awareness to clerks of any missing images. Staff will continue to collaborate with clerks' offices to help resolve these issues and reduce the number of missing images. Further index name research and additional reports to counties are also planned. ■

Board adopts rule addressing revised UCC forms

At its January meeting, the Clerks' Authority Board of Directors adopted a motion to allow for the acceptance of UCC forms revised April 20, 2011, or later:

The Georgia Superior Court Clerks' Cooperative Authority approves for use Uniform Commercial Code forms UCC-1, UCC-3, UCC-1AD, UCC-3AD and UCC-11 set forth in the amendments to Article 9 of the Uniform Commercial Code promulgated by the International Association of Commercial Administrators (IACA) with a revision date of April 20, 2011, or later. If a filing is submitted on an IACA UCC form with a revision date prior to April 20, 2011, filing offices will reject the filing as not communicated by a method of communication authorized by the filing office.

You may recall that UCC forms with a revision date of July 1, 2023 were previously approved for acceptance, exclusive any other UCC form. However, a legal review determined that rule 103 of the UCC Administrative Rules needed to be modified to include UCC forms revised April 20, 2011, or later. What does this mean for clerks' offices? It means that clerks' offices should accept UCC forms revised April 20, 2011, or later, which includes forms with a revision date of July 1, 2023.

If you have any questions, please contact Mike Smith at (404) 327-9753 or mike.smith@gsccca.org.



Authority presents at Clerks' Winter Conference

Superior Court clerks recently held their Winter Training conference in Atlanta and the Clerks' Authority supported the training program by providing on-site audio and visual assistance and facilitating session discussions. Authority team members led several informative sessions, covering critical topics for Superior Court clerks:

Disaster Recovery & Record Management: Tara Johnson, who manages the Authority's archival services, spearheaded a session addressing disaster recovery and

her team, updated Superior Court clerks on changes to fines and fees and addressed questions from attendees.

H.B. 1292 Overview: Richard McPhaul, who directs the Authority's Product Management Group, reviewed H.B. 1292 and its impact on real estate eFiling. Mike Smith, Communications Director & Compliance Officer, and Greg Hummel, Training & Education Manager, followed with a presentation on the notarial requirements mandated by the legislation, as well as walking participants through how to download/print notary certificates. Product Manager Will Dunn addressed frequently asked questions about H.B. 1292.

Authority Products: Will Dunn and Kristen McGee, members of the Product Management Group, presented on Authority products such as eCertification, eFile, and ePay. They discussed clerk participation, provided essential product information, including how to get started, and explained the differences between Value-Added Submitters and Integrated Submitters for Real Estate eFiling.

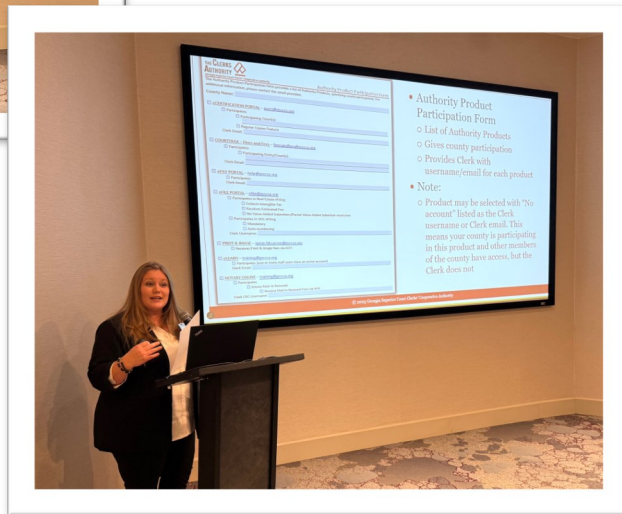
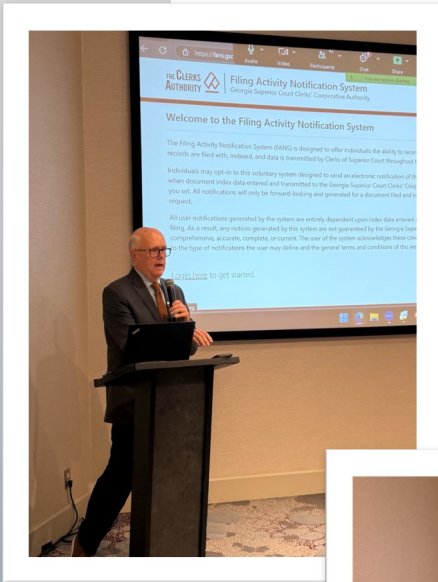
Filing Activity Notification System (FANS): Mike Smith conducted a live demonstration of the Authority's Filing Activity Notification System (FANS), highlighting its features and benefits.

All Authority presentations from the conference are available at the Clerk Resource Center under *Conference Materials*.

Beyond offering training, the Authority gains valuable insights from attending clerk conferences. These events offer essential face-to-face interactions with Superior Court clerks, enabling the Authority to better understand the challenges they face. Additionally, they provide an opportunity for staff to share information, address questions, and discuss Authority programs and services. This ongoing exchange ensures the Authority continues to meet the evolving needs of Superior Court clerks. ■

record management. As part of the program, clerks shared compelling firsthand experiences, with Chè Alexander, Fulton County Superior Court Clerk, presenting *Beyond the Breach: Our Strategy for Response and Recovery*, and Erica L. Woodford, Esq., Bibb County Superior Court Clerk, presenting *Cyber-Apocalypse 2024: The Day Bibb County Stood Still*. Authority IT Director James Little and Systems Manager Eric Bolton contributed expertise, covering topics such as best practices and email safety.

Fines & Fees Update: Erika Lindsey, who manages the Fines & Fees Division, along with



Take advantage of varied training opportunities

The Authority's 2025 training program is well underway with a variety of subjects to be covered in three convenient formats: in-person classes, webinars, and online courses. All training is open and free-of-charge to Superior Court clerks, their employees, and vendors.

In-person classes

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

Fines & Fees — This in-person training class will cover various aspects of the court fines and fees process, including:

- ❖ The proper assessment, collection, and distribution of state and local surcharges and deductions related to fines, court costs, and bond forfeitures
- ❖ A review of all funds remitted or reported to the GSCCCA
- ❖ Legislative updates
- ❖ An overview of Georgia statutes and GSCCCA Rules and Regulations regarding court fee processing
- ❖ Sample breakdowns of civil and criminal fines and fees

2025 Training Schedule

In-person Classroom Training

March 5	Dalton	Real Estate Indexing Standards
May 9	Swainsboro	Real Estate Indexing Standards
June 13	Douglas	Fines & Fees
September 30	Sylvester	Fines & Fees
October 2	Americus	Real Estate Indexing Standards
November 5	Atlanta	Fines & Fees
November 6	Atlanta	Real Estate Indexing Standards

Webinars

April 10	Virtual Microfilm (VMF)
April 17	Protective Orders
April 23	Historically Speaking — The Evolution of the Clerks' Authority
May 8	Clerk Resource Center/Program Status Report
May 15	Authority Websites
May 28	UCC Filings — Guidance for Acceptance/Refusal
May 29	eCertification 101
September 16	Historically Speaking — The Evolution of the Clerks' Authority
September 25	Authority Websites
September 29	Virtual Microfilm (VMF)
October 9	Clerk Resource Center/Program Status Report
October 22	UCC Filings — Guidance for Acceptance/Refusal
October 29	Protective Orders
October 30	eCertification 101

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
- ❖ Extracting and indexing instrument types, party names, property data, cross indexing, and using the general description field
- ❖ A review of challenging instruments to index, such as government names, complex human names, and HUD documents

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Take advantage of training — Cont. from Page 11

- ❖ A step-by-step walkthrough of the indexing process from start to finish

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

Webinars

Seven webinars are currently scheduled with program descriptions below. See schedule on Page 11. To register for a webinar, go to www.gsccca.org/training.

Authority Websites — This one-hour webinar provides an overview of the Authority's website resources, offering an in-depth look at the various features and functions available. Participants will learn how to effectively utilize each site to support the needs of their clerk's office.

Clerk Resource Center/Program Status Report — This one-hour training will provide an overview of the Clerk Resource Center (CRC) and all it has to offer. Participants will learn how to subscribe to the Program Status Report, activate new employees for Authority products, and much more. The webinar will cover the full range of CRC features and demonstrate how clerks can maximize these services.

eCertification 101 — This one-hour course provides an overview of the Authority's eCertification portal, highlighting its functionality and the myriad of options available for set-up and use. The session covers generating tamper-proof, self-validated, certified, and regular copies of court records and real estate recordings, which can be requested anytime and from anywhere with internet access.

Historically Speaking — The Evolution of the Clerks' Authority — In this 30-minute webinar, participants will learn about the founding and history of the Clerks' Authority since its establishment in 1993. This session will also explore key legislation, projects, and initiatives undertaken over the years to better serve the citizens of Georgia.

Uniform Commercial Code Filings — Guidance for Acceptance and Refusal — This one-hour session will explore the reasons for refusing a filing, address unusual situations, and out-

line best practices for the filing office process.

Protective Orders — This one-hour webinar is designed for new or existing employees who have not been trained to index protective orders, as well as those seeking a refresher. The course covers the entire process, from scanning and indexing the protective order to verification using reports. It is ideal for anyone currently indexing protective orders and seeking formal training.

Virtual Microfilm (VMF) — This one-hour webinar provides an in-depth look at the Authority's Virtual Microfilm (VMF) Program, which offers Superior Court clerks secure, online access to archived deeds, liens and plats that can be easily viewed and downloaded on a self-serve basis. The session includes a live demonstration on how to access the VMF website, use the built-in tools, and understand the value and features of the system.

Online courses

The Authority recently launched three new online training courses on its eLearn platform. (See Page 8 for more information on the newly launched courses.) Following is a full list of courses being offered:

- ❖ CourtTRAX.org (*newly launched*)
- ❖ eCertification Portal
- ❖ ePay Portal
- ❖ GSCCCA Fines & Fees – Introduction
- ❖ GSCCCA Indexing Standards
- ❖ GSCCCA Indexing Standards – Extended
- ❖ GSCCCA Indexing Standards – Common Mistakes
- ❖ Notary Online
- ❖ Notary Online – Mail-In Renewals
- ❖ Notary Public (*newly launched*)
- ❖ UCC
- ❖ UCC eFile (*newly launched*)

To register for one of these online training options, go to <https://eLearn.gsccca.org>.

With questions regarding any of the Authority's 2025 training opportunities, email training@gsccca.org. ■

