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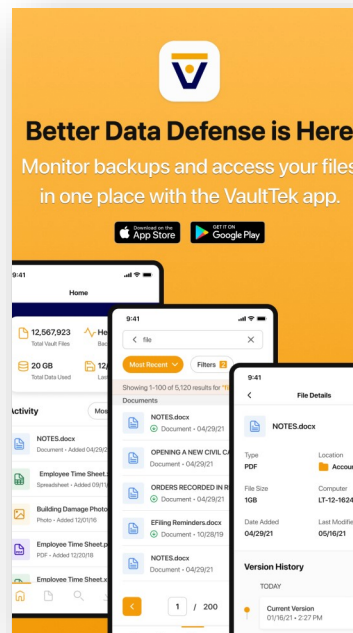
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Authority launches mobile app for MyVault

In an effort to make its valuable MyVault program even more accessible to clerks, the Authority has developed a mobile application named "VaultTek Mobile." The new app is now available to users to download from the Apple App Store and is expected to be published very soon on the Google Play Store.

VaultTek Mobile provides convenient, on-the-go access to records stored through MyVault allowing users to view and retrieve files quickly and easily from the palm of their hand. Its many helpful and convenient features include the ability to:

- ❖ View current MyVault backup status at-a-glance
- ❖ Monitor recent activity
- ❖ Review and download custom reports
- ❖ Securely access MyVault statistics and content
- ❖ Search and retrieve with ease a file stored through MyVault
- ❖ Filter through folders to locate specific file types
- ❖ View, print, or download files on demand



- ❖ Easily share information with others
- ❖ Conveniently contact MyVault customer support
- ❖ Receive notifications regarding MyVault backup success

Through its MyVault Archive Program, the Authority has been supporting clerks since 2007 in their efforts to protect the irreplaceable public records maintained by their office. The intent of the program is to serve as a second line of defense against a data loss event or larger disaster at the courthouse. Enrollment in the program allows clerks to securely protect

their real and personal property records, court data, accounting and business records, and general-purpose documents, among

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January Board meeting review

The Authority Board met on January 12 for its quarterly meeting. Following is a summary of the reports and actions of the meeting.

General Business

The minutes of the October 20, 2021 scheduled board meeting were approved.

Adam Fraley, with Mauldin & Jenkins, provided the Accountant's Review, and reported that the Authority remains on solid financial footing and the Authority staff continues to do an excellent job by adhering to sound accounting principles.

Historical Plat Image Project

The Historical Plat Image Project continues to make good progress, and it was reported that third party imaging for 34 counties has been completed and the historical plat data from 11 counties has been transmitted to the Authority. Approximately \$2.7 million in compensation has been paid to 113 counties for 836,508 plat images. Data includes plats filed on or before 12/31/2003 involving an estimated 1.271 million plat images. To date, existing images reviewed and converted by Authority staff number 89,707 while plats released to production include the following: Fulton 37,550; Cherokee 14,787; Cobb 30,821; Fayette 6,599. Kofile, the third party imaging vendor, anticipates many of the imaged plats would be released to production very soon.

Fines & Fees Division

The collection of court fines and fees remains lower than pre-pandemic levels. Collections for December 2021 were low by historical standards, but slightly ahead of pace compared to December 2020. Court compliance continues to be high.

Training Update

Authority training, which covers an array of topics across multiple platforms, continues to be heavily utilized by clerks, clerks' staff and the public. More than 64,000 registered users have accessed the Authority's online training site, eLearn.gsccca.org, since its inception. Clerks and their staff continue to take ad-

vantage of Real Estate Indexing Standards training; to date, 74 current clerks and deputy clerks have successfully passed the Indexing Standards Certification Exam. Additionally, the Authority continues to see heavy usage from the public accessing their Notary Public Training online course and exam. Other training topics being offered by the Authority in 2022 include protective order indexing, Authority websites, pending lien search, PT-61 transmission errors and the new Fines & Fees system.

eFile Project

The eFile Project continues to grow. Currently, 147 clerks accept electronically filed UCCs. Of those, 116 mandate that UCCs be eFiled (with an additional county added to this list since the board meeting). More than 252,000 UCCs were eFiled during CY 2021.

For Real Estate eFiling, all clerks participate at some level with 138 clerks allowing all real estate document types to be eFiled. The Authority's Electronic Document Certification Program is in testing mode with Forsyth and Chatham counties serving as beta counties. An additional six clerks have expressed interest in offering eCertification to the public. The document eCertification process allows the public to request certified copies of documents online, eliminating the need to visit the clerk's office. *(See information on the statewide roll-out of the eCertification Program on Page 5.)*

For Notary Online, the Authority's online notary application process, 150 clerks participate.

TPO Index

In an update on changes to the TPO Index, it was reported that the transition to the new forms has been nearly seamless. Next on the horizon are the "dating violence" forms which are expected to be released before the



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Board meeting review — Cont. from Page 2

April 2022 Board meeting. The Authority is still awaiting input from other stakeholders. *(See updated information on the new Protective Order dating violence forms on Page 4.)*

Electronic Document Certification (eCert)

The eCert Program is currently in testing mode with Forsyth and Chatham serving as beta counties. Feedback has been positive and an additional six clerks have requested to activate the service. The eCert Program will enable easier access to certified documents within the clerk's office. Each clerk of Superior Court determines which documents are available for electronic certification. *(See information on the statewide roll-out of the eCertification Program on Page 5.)*

Historical Deed Re-Indexing Projects

In an update on the Voluntary Historical Deed Project, it was reported that 139 counties have transmitted a docket survey and the Authority has sent indexing instructions. Over 4.3 million additional instruments have been added to the public system since the program began, and another 193,605 instruments are in quarantine awaiting review. More than 100,000 instruments have been submitted for review since the October 2021 Board meeting. Of those, approximately 24,000 had been released to production as of the January 2022 board meeting.

UCC Project

It was reported that 146,000 UCCs were filed for Q2 FY 2022, ending December 31, 2021. At the current pace, approximately 292,000 will be filed by the end of FY 2022. This number would represent the most UCCs filed since FY 2001. For UCC Certified Searches, more than 5,500 have been processed for the first six months of FY 2022.

Notary & Authentications Division

The Notary & Authentications Division has seen a record number of notary commissions submitted by clerks and indexed. For CY 2021, 54,184 notary commissions were granted by clerks and indexed by the Notary & Authentications Division. That represents a 23% increase over CY 2020. Additionally,

apostille requests increased by 13.4% over the previous year. In keeping with the trend, notary handbook sales increased 53% from 1,982 to 3,032 books being sold.

Korea continues to be the most popular destination country for apostilles issued by the Authentications Division. The Russian Federation, Mexico, Colombia and India round out the top five.

Archival Projects

An update on the Authority's archival projects was provided, highlighting how the various initiatives offer clerks, and thereby county governments, robust solutions for data backup and retrieval at zero cost to the clerks and counties. As of December 31, 2021, 1.14 billion files have been backed up and safely stored in the MyVault Archives. During Q4 2021 alone, more than 42.8 million files were added to MyVault. Eligible data files include any digital file that a clerk designates to be backed up.

For the Virtual Microfilm Project, more than 451,000 deed books, representing 266 million images, have been archived. Between October and December, the Authority managed nine restore requests for clerks. Reasons for data restores included hardware failure, human error and vendor system conversion.

Next Board Meetings

Quarterly meetings for the Board were scheduled for the following dates:

- ❖ April 13, 2022
- ❖ July 13, 2022
- ❖ October 12, 2022
- ❖ January 11, 2023.

There will be further discussion regarding the October 12, 2022 proposed meeting and whether that date needs to be changed. ■



MyVault mobile app — Cont. from Page 1

others. Safeguarding these records ensures their long-term protection and provides a reliable method for restoring lost data if necessary.

MyVault's two-stage data protection solution offers the convenience of having a local copy stored on site combined with the security of having redundancy on GSCCCA servers at two offsite storage facilities. In addition, the nightly backups are securely managed and monitored daily to ensure that the jobs run

smoothly and successfully. The program is designed to meet the needs of all counties of all sizes and with varying levels of IT support and complexity. The MyVault program is currently protecting the electronic records of Georgia's Superior Court clerks in 157 counties.

With questions about MyVault or its newly launched app, VaultTek Mobile, contact Tara Johnson at 678-741-5354 or tara.johnson@gsccca.org. ■

New Protective Order forms to take effect

As noted in the last newsletter, House Bill 231, which passed during the 2021 legislative session, expanded protective orders to include dating relationships. In response to this, the Authority worked in conjunction with the Georgia Crime Information Center, GCIC, and the Council of Superior Court Judges in the development of the following new protective order forms for dating violence:

- ❖ Petition for Dating Violence Temporary Protective Order
- ❖ Dating Violence Ex Parte Protective Order
- ❖ Dating Violence Twelve Month Protective Order

The new forms were approved by the Georgia Supreme Court on January 27, 2022, and will take effect on **March 3, 2022**. Once effective, the Authority will add the new forms to its website, www.gsccca.org, and to its protective order indexing system which will equip Superior Court Clerks with the tools needed to index and transmit these forms to GCIC.

With questions regarding the new forms or indexing requirements, contact the Authority's customer support team at help@gsccca.org.



Authority begins roll-out of eCert Program

The Authority recently began a statewide roll-out of its eCertification Program (<https://ecert.gsccca.org>), an electronic certified document request and delivery system. The eCert Program enables easier access to certified documents within the clerk's office by allowing the public to request and pay for certified documents electronically, thereby eliminating the need to visit the clerk's office.

Clerks' offices process the requests and deliver the certified documents to the user electronically. Payments are processed through the Clerks' Authority and included in the Daily County Disbursement reports. Each clerk of Superior Court determines which documents are available for electronic certification.

After development of the eCert Program, the Authority used Chatham and Forsyth counties as beta test sites to evaluate the portal's performance in the "real world" and work out any potential kinks. These counties provided valuable feedback to make the portal a more robust product and ensure its readiness for statewide distribution.

At present, over 40 clerks' offices have requested to participate in the eCert Program, and 5 clerks' offices have been activated. If a clerk's office is interested in offering eCertification to their constituents, please email the Authority's customer support team at help@gsccca.org. The Authority will work with each interested clerk's office on a first-come, first-serve basis to get them activated in the program. ■

eCertification

Stamped, Signed, Certified, Returned, Fast!

The Clerk of Superior Court's Office is pleased to announce the new eCertification services that provide users the ability to electronically request certified Court and Real Estate Records 24 hours a day, 365 days a year.

What is eCertification?

eCertification is a software used by the Clerk's office to generate tamper-proof and self-validated certified copies of Court Records and Real Estate Recordings. Customers can purchase electronically certified records from the convenience of their home, their smart phone, or anywhere they have internet access 24-7, and upon processing by the Clerk's office, receive them as secured PDFs via email or online.

A trip will no longer be required to the Clerk's office to have a paper copy certified. The public can now access this new online service by visiting the Clerk's website.

How does it work?

To request an eCertified copy, simply register on the above QR code to create an account. Once registered, log in to get started:

Follow the steps to submit a request for an eCertified document.

1. Click Submit a New Request at the top, right corner of the page
2. Select the county where the record is located
3. Select the document type
4. Select Continue to Submit the Request
5. Complete all required fields and select Submit request

Once the Clerk's office processes the request, payment authorization will be required. When the Request Status is Awaiting Payment Final Authorization, submit final payment authorization by clicking on Awaiting Payment Final Authorization and following the prompts. Once payment authorization is received and finalized by the Clerk's office, a final email will be sent containing an authentication link which also includes the purchased eCertified copy of the requested document.

A purchased eCertified copy of a document may be downloaded and stored for future use, allowing customers to maintain their own documents for multiple uses and printing.

TAMMIE MOSLEY
CLERK OF SUPERIOR COURT

STATE OF GEORGIA
CHATHAM COUNTY SUPERIOR COURT
1776

If you have any questions, feel free to call us at (912) 652-7200.

Flyer from Chatham County Superior Court promoting the eCertification service to its constituents



DeBerry awarded 2021 ÉCLAT

Congratulations to The Honorable **Debra E. DeBerry**, the 2021 recipient of The F. Barry Wilkes ÉCLAT Award. As the clerk of Superior Court of DeKalb County, Debra was honored by her clerk family for her extraordinary leadership during the COVID pandemic. As the world began shutting down in March 2020 due to the public health emergency, only “essential workers” were asked to continue working in this unprecedented time. According to one clerk colleague, “there was no doubt in Debra’s mind that she was an essential worker.”



Thus, she immediately went to work figuring out how to continue meeting the needs of her constituents while keeping her employees and the public safe amidst a global pandemic.

The investment of \$6 million in technology since her election as clerk in 2011 paid huge dividends and allowed Debra and her staff to work remotely and quickly implement a plan to continue offering many critical services – including electronically filing criminal, civil and real estate documents – even while her courthouse was closed. Additionally, Debra and other clerks joined efforts to develop an online TPO application process. Although courthouses have reopened, Debra continues to offer many services online, by mail, and also by appointment to limit in-person traffic to her courthouse in a continuing effort to keep everyone safe.

In nominating Debra for the ÉCLAT Award, one clerk wrote of why she was so deserving: “She has shown great leadership with our clerk family but also within her office family. During this time, Debra lost an employee to COVID. I cannot imagine what she and her staff went through by losing not only a co-worker but a friend. Debra stood up to the task and continued to lead her staff through the tough times. I studied what Debra did for her office and staff and used what I could for my own office. I am very thankful that she was so gracious and offered her ideas, comments and concerns to her clerk

family. She doesn’t know, but she not only helped DeKalb, she also helped [many other counties] as well.”

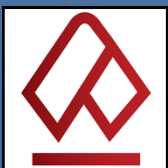
A native of New York City, Debra had a successful 20-year career in management with General Motors before bringing her many talents to the public sector where she now has over 20 years of service. She began her municipal career with the Watershed Management Department for the City of Atlanta as an environmental compliance engineer. She also worked for the city’s Office of Community Affairs and as a member of the staff for the 1996 Olympic Games.

In 2003, her career in DeKalb County began as chief deputy clerk of Superior Court. Since coming to DeKalb County, she has overseen the DeKalb County Jury Commission, served on the DeKalb County Juvenile Court Citizen Review Panel, was appointed to the Global Advisory Committee (GAC) reporting to the U.S. Attorney General, served on the AIDS/HIV Task Force, and has been a volunteer for the Hosea Feed the Hungry and Homeless Initiative. Debra played an integral role in WestCare being formed in Georgia, and, since 2009, has served as a community liaison and advisor for the non-profit. She has also worked diligently with the Global Justice Information Sharing Initiative.

Debra is passionate about public service and works tirelessly to support her community and those in need. Her parents exposed her at a young age to the Civil Rights Movement, especially the importance of justice for all. She has passed on her passion for service to her son, Ramon, who currently serves as a deputy sheriff.

Compassion for people is at the core of Debra’s being and is one of the cornerstones of her administration as DeKalb County clerk of Superior Court. As one clerk put it: “Debra has put her entire heart and soul into her office,” and so many, both in and outside DeKalb County, have benefitted from her commitment and leadership.

Congratulations, Debra, on this well-deserved honor, and thank you for all you do for your community and your clerk family! ■



Authority offers variety of training in 2022

The Authority's 2022 training program is underway and offers a variety of educational opportunities. After being forced to suspend in-person training due to the pandemic, the Authority will again offer classroom options, in addition to a number of webinars and online classes. All training is open and free-of-charge to Superior Court clerks, their employees and vendors.

In-person classes

In-person, classroom training will be held on the **Real Estate Indexing Standards** in four locations around the state. See dates and locations in the box to the right. The three-hour class will be hosted by Superior Court clerks and will be suitable for both new and experienced indexers. Course content will include:

- ❖ A general review of the GSCCCA statewide indexing standards;
- ❖ A review of dockets and instruments;
- ❖ Extracting and indexing instrument types, party names, property data, cross indexing, and use of the general description field in accordance with the GSCCCA Indexing Standards;
- ❖ A review of indexing questions submitted by clerks' offices which may include difficult or seldom seen instruments and content, including GSCCCA guidance on indexing HUD instruments; and
- ❖ Examining indexing transmission errors.

Webinars

Webinars became an even more important training tool during the pandemic when in-person classes were no longer an option. For this reason, the Authority converted its classroom training to webinars to meet clerks' ongoing training needs. A variety of programs in this convenient and popular

2022 Training Schedule

Classroom Training

March 23	Augusta	RE Indexing Standards
May 9	Carrollton	RE Indexing Standards
August 11	Albany	RE Indexing Standards
September	Savannah	RE Indexing Standards

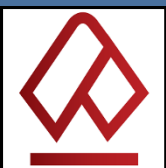
Webinars

March 3	Pending Lien Search
March 16	Get to Know the Authority
March 17	Authority ACH 101 (<i>New</i>)
March 28	Authority Websites
April 14	Protective Order Exception Report (<i>New</i>)
May 3	New Fines & Fees System (<i>New</i>)
May 18	Authority ACH 101 (<i>New</i>)
May 19	Pending Lien Search
May 23	Get to Know the Authority
June 28	PT-61 Transmission Errors (<i>New</i>)
July 14	New Fines & Fees System (<i>New</i>)
July 20	Authority Websites
August 3	Protective Order Exception Report (<i>New</i>)
August 25	Authority ACH 101 (<i>New</i>)
September 13	Get to Know the Authority
September 21	PT-61 Transmission Errors (<i>New</i>)
October 5	New Fines & Fees System (<i>New</i>)
October 20	Pending Lien Search

format are being offered in 2022, including four new classes. Webinar descriptions follow with program dates listed in the schedule above.

- ❖ **Protective Order Exception Report (NEW)** – Working with GCIC, the Authority recently developed a Protective Order Exception Report to support clerks and help eliminate errors that occur as GCIC processes the transmitted orders into the Registry. Clerks receive this report daily by email detailing exceptions generated by GCIC. This 30-minute webinar will explain what each exception means, what action the clerk's office needs to take to resolve

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2022 training — Cont. from Page 7

each exception, who to contact with questions, and how to add or remove people from the email notification.

- ❖ **Authority ACH 101 (NEW)** – Did you know the Authority offers ACH payments for Notary Online Mail-in-Renewals and will allow this for Fines & Fees soon? This 30-minute webinar will cover how to update or change Authority ACH information, how to track multiple ACH deposits received daily, as well as provide suggested practices for tracking ACH deposits and payments.
- ❖ **New Fines & Fees System (NEW)** – The Authority is launching a new Fines & Fees platform in 2022 which will allow users to submit reports and payments via ACH. This 1-hour webinar will cover creating an account, navigating www.courtrax.org, submitting Fines & Fees reports and more!
- ❖ **PT-61 Transmission Errors (NEW)** – This 30-minute webinar will cover critical and non-critical errors made when transmitting PT-61 cross references in deed index data files, a mechanism that can be used by land management systems to prevent the majority of non-critical errors, and how to research non-critical errors utilizing the PT-61 online correction module.
- ❖ **Authority Websites** – Did you know the Authority has multiple websites covering everything from Fines & Fees to processing notary applications? Need to know where to go to index a protective order or how to check a participant ID? Get answers to these questions and more during this 1-hour webinar which will provide information on the Authority's many websites, their multiple functions, and how each site can be used by a Superior Court clerk's office.
- ❖ **Get to Know the Authority** – Want to put a face to the name? This 30-minute webinar will introduce the staff of the

Authority! We will cover each department in the Authority, the department's role, how to contact members, the Authority's history and much more. Join us and get to know the Authority staff!

- ❖ **Pending Lien Search** – 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 30-minute webinar addresses how to find and remove state tax lien eFilings that should no longer be on the pending lien search.

Registration for classroom training and webinars is available at www.gsccca.org/training. With questions regarding the Authority's 2022 training, email training@gsccca.org.

Online courses

In addition to in-person classes on the Real Estate Indexing Standards and the seven webinars being offered via Zoom during 2022, the Authority will continue to provide its popular and widely utilized online training courses via its eLearn website. Courses include:

- ❖ GSCCCA Indexing Standards
- ❖ GSCCCA Indexing Standards – Extended
- ❖ GSCCCA Indexing Standards – Common Mistakes
- ❖ Introduction to GSCCCA Fines & Fees
- ❖ Notary Online
- ❖ Notary Online – Mail-In Renewal
- ❖ Notary Public Training
- ❖ Notary Public Final Exam
- ❖ UCC Training

Courses are available 24/7 making training completely flexible. Learn more about the Authority's online training options on <https://eLearn.gsccca.org/>! ■

