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Board expands Historical Deed Project

At its regular quarterly Board meeting in April, the Georgia Superior Court Clerks' Cooperative Authority Board of Directors adopted a resolution to commence an Authority-sponsored historical indexing project for deed instruments so as to include in the Authority online system all deed instruments filed with clerks of Superior Court in the calendar years 1990 and 1991. The Board authorized the Authority staff to prepare a timeline and implementation schedule for the project along with other details.

The Board also voted to compensate the offices of those clerks of Superior Court who have previously completed their 1990 and 1991 historical deed imaging indexing pursuant to a *Clerk Funded Historical Indexing Agreement*. Such compensation is to be determined by Authority staff according to the number of deed instruments from participating clerks for such period at a rate equivalent to \$3.00 per instrument. The Authority staff will determine and implement a plan for the distribution of such compensation. The staff anticipates that the calculations for such compensation will be com-

pleted on or before July 15, 2016. When complete, the Authority will send to the applicable clerks a proposed compensation notice for concurrence by the clerk, and shortly after concurrence, will compensate participating clerks' offices. If applicable, please look for that notice from our office.



Staff expects the commencement of this 1990 – 1991 Authority-sponsored historical project will begin with the ability to transmit historical index data and images to the Authority on and after Jan-

uary 2, 2017. Some clerks have already completed historical indexing inclusive of 1990, so the project will not directly affect these counties other than possible compensation as noted above.

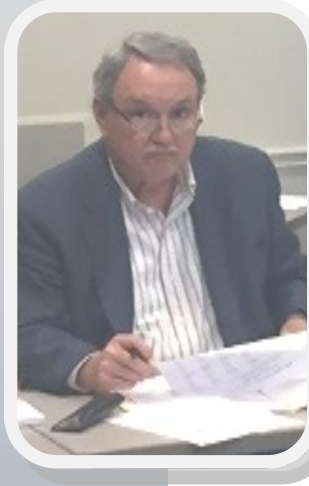
For those who have not completed 1990 and 1991 historical imaging and indexing, there will be several steps to begin the process. Here are a few of the steps that will be involved for indexing to begin:

1. At the appropriate time, clerks will se-

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April Board Meeting Review

The Authority Board met on April 13 for its quarterly meeting. Following is a summary of the reports and actions of the meeting.



General Business:

The minutes of the January 13, 2016 board meeting were approved. Mr. Greg Morgan, with the Authority's outside accounting firm Mauldin & Jenkins, presented the Authority's financial review, and reported that the Authority's year-to-date cash is up \$1.1 million compared to the previous fiscal year. Additionally, the Authority's total current assets are up \$700,000 and liabilities are down. Overall, the Authority's financial health is good.

1990-1991 Historical Deed Project:

Authority staff recommended re-opening the Historical Deed Project based upon the stronger financial outlook with a start date of January 1, 2017. The following motion was approved by the board:

- a. That the Authority Board authorize the commencement of an Authority-sponsored historical indexing project for deed instruments so as to include in the Authority online system all deed instruments filed with clerks of Superior Court in the calendar years 1990 and 1991;
- b. That Authority staff prepare a proposed timeline and implementation schedule for such project beginning in the Authority's Fiscal Year 2017 subject to adjustment as necessary as the project proceeds;
- c. That Authority staff prepare draft specifications and directions for participants in the project;
- d. That Authority staff prepare draft application documents and criteria for participation of clerks and vendors in the project;
- e. That Authority staff prepare draft agreements and/or other documents for participation of clerks and vendors in the project;
- f. That total compensation for each deed in-

strument image and index data successfully delivered and released following staff review shall be \$3.00;

- g. That clerks of Superior Court are urged to submit completed docket surveys to the Authority for review so that the project may progress without unnecessary delays;
- h. That compensation shall be made to the offices of clerks of Superior Court who have previously completed their 1990 and 1991 historical deed imaging indexing pursuant to a Clerk Funded Historical Indexing Agreement. Such compensation shall be determined by Authority staff according to the number of deed instruments from such clerks for such period at a rate equivalent to \$3.00 per instrument. Authority staff shall determine and implement a reasonable plan for the distribution of such compensation.

FY 2017 Budget:

A motion to approve the FY 2017 budget as presented was approved by the board.

Renewal of Office Lease for UCC

Operations:

The following motion was approved by the board: "The Authority Board of Directors hereby authorizes the executive director to negotiate and enter into an operating lease for the office space located at 3980 DeKalb Technology Parkway, Suite 620, consistent with the terms as outlined in the February 12, 2016 Letter of Intent and subject to legal review."

Fines & Fees Division:

Collections are down compared to previous years. This decrease is due primarily to the reduction of the Driver Education Training Fund (DETF) surcharge from 5% to 1.5%. Compliance rates remain high.

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April Board Meeting Review — Cont. from Page 2

Training:

The 2016 training schedule was distributed to clerks in December, and attendance in classes has been good. Notary training classes continue to be scheduled as the training offers great exposure for clerks while providing a valuable service to constituents. The Authority continues to offer several online training opportunities to clerks and employees.

eFile Project:

The overall number of UCC eFilings continues to grow, currently averaging approximately 6,500 eFilings per month involving 95 participating counties. An all-time record of 8,400 UCC eFilings was set in March 2016. The number of clerks' offices participating in Real Estate eFile continues to grow with 44 counties currently participating. ACH has 60 counties, and Child Support eFile has 117 counties participating.

UCC Project:

With the improved number of UCC filings through the first nine months of FY 2016, projections are that the total number of UCCs filed for FY 2016 will exceed FY 2015 indicating that the "slight dip" in filings for FY 2015 was an anomaly. UCC Certified Searches are also on the increase compared to FY 2015.

Notary Division:

It was reported that four additional countries will be joining the Apostille Treaty: Brazil, Chile, Morocco and Kosovo. It's expected that the inclusion of Brazil will reflect an increase in apostille requests.

Historical Deed Re-Indexing Projects:

It is anticipated that more docket surveys will be submitted because of the requirement to participate by clerks. Documents in quarantine continue to be reviewed for accuracy.

Redaction Update:

It was reported that approximately 6.1 million images have been identified as possibly containing SSNs. Staff developed and im-

proved the current redaction process, and all 6.1 million images have been run through the system. 3.3 million of those images have been reviewed and released back into the system. 2.6 million images are in quarantine and require further review. Staff is processing the quarantined images as quickly as possible.

Mobile-friendly Search Systems:

It was reported that full functionality is now available on mobile devices (iPhone, iPad, Android, etc.). All images render to full capacity, which is a great improvement for customers. A suggestion was made to add a demo link to the Authority website.

Statewide Windows XP Upgrade:

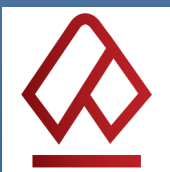
Approximately 1,000 computers statewide still have Windows XP as the operating software. The Authority has increased efforts to replace XP to prevent against malware and viruses since XP is no longer supported by Microsoft. Windows 10 training was offered last fall with little participation; however, training webinars are ongoing.

SB 135/Archive Project:

An update was given on SB 135. The legislation requires clerks to back-up data locally and also with the Authority. 143 counties are currently participating in the program as measured by routine, online delivery of data to the GSCCCA. The Authority tracks participation in the program, however, compliance with the law can only be assessed by each individual clerk. The Authority is fulfilling its role as per SB 135. Non-participating clerks are regularly encouraged to participate. Since the January 2016 board meeting, the Authority has restored data for four clerks' offices. SB 135 was an effort to ensure data from clerks' offices is being accurately backed up.

Next Board Meeting:

The next quarterly board meeting will be July 13, 2016 at the Authority office. ■



Historical Deed Project — Cont. from Page 1

lect an authorized vendor of the clerk's choice to perform the imaging and indexing services if applicable.

2. The Authority will provide a list of authorized vendors. **You are cautioned not to sign agreements or make commitments with vendors relating to this project prior to receipt of the authorized vendor list. Any selection of a vendor which is not on the authorized list will be considered as ineffective by the Authority.**
3. Because the project will not officially commence until January 2, 2017 and because it is an election year, there will be some limitations for some clerks on the selection of vendors. We expect the selection of a vendor cannot be made until January 2, 2017 or thereafter for those offices involved in contested elections or where it is known that there will be a newly elected clerk as of January 1, 2017. In these instances, any vendor selection made prior to such time will not be acknowledged by the Authority and will not be binding on any successor.
4. Participating clerks and vendors will execute an agreement with the Authority relating to imaging and indexing method requirements and compensation.
5. A completed docket survey must be submitted to the Authority and Indexing Directions issued for each county before any imaging or indexing begins. This is a very important part of the process and **clerks should prevent work from beginning until after receipt of the Indexing Directions.**
6. **Ninety-six counties have not submitted a docket survey for review. If you have not submitted a docket survey for review by the Authority, you are urged to do so as soon as possible so that the project may progress without unnecessary delay.** Many of you have already submitted your docket surveys for re-

view. We thank you for your efforts in accomplishing this important step.

The Authority docket survey document is used to detail the dockets in the record room. This serves as the beginning point to outline the methods to be used to avoid conflicts due to duplicative book names when processing Deeds, Liens and Plats for historical indexing. We are confident that taking the time to do this will make for a better end result without having to make corrections after the fact.

After the survey is submitted, we will review it along with your existing data on the system to determine the best practices for indexing, imaging and cross indexing going forward. Usually there are additional questions during that review. When completed, we will send you a final guidance document that details the best practices for indexing. **Historical indexing should not proceed until such time as the indexing directions for your county have been provided to you by the Authority.** Your completed survey will also serve as a valuable record of the contents of your record room for future reference.

7. We expect a blind double-key indexing and verification process will be a requirement for all indexing. Details about this requirement will be forthcoming.
8. All data submitted will be held in a quality control quarantine queue and will be the subject of Authority review for data entry consistent with the Indexing Standards prior to release of the data to the live system. Any data found to be inconsistent with the Indexing Standards will be subject to rejection.
9. In an effort to properly manage data

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Historical Deed Project — Cont. from Page 4

review volumes, a level data submission throttle will be implemented to control the volume of data submission. This will have the effect of limiting any single vendor to the submission of no more than two county's data for Authority review at any one time. Vendors will be provided details so they may anticipate this process.

We expect this project to take some time to complete. If at any time you have questions or concerns, please call on us, and we will do our best to promptly provide the answers or ad-

dress your concerns. The primary Authority contacts for this project include:

- ❖ John Earle — john.earle@gsccca.org
- ❖ Gary Yates — gary.yates@gsccca.org
- ❖ Phil Kobierowski — phil.kobierowski@gsccca.org
- ❖ Jamie McCarron — Jamie.mccarron@gsccca.org

Please look for more information on this project in the coming weeks and months. ■

Legislative Changes Affecting F&F

During the 2016 Legislative Session, the Georgia General Assembly passed several bills which may impact the court(s) in which you are clerk. The bills are available on www.courttrax.org. Below is a synopsis of the changes which affect Fines and Fees for each bill along with additional, relevant information.

HB 806 -- Affects **all** courts but has minimal impact. Extends the repeal date of O.C.G.A. § 15-21-179, Driver's Education Training Fund (DETF) to June 30, 2019. Previous repeal date was set for June 30, 2016. All traffic violations, moving and non-moving, will continue to incur the 1.5% DETF surcharge. Signed by the Governor with an effective date of 4/26/16.

HB 851 -- Affects **Superior Courts**. Removes O.C.G.A. § 36-15-9, Law Library, from O.C.G.A. § 15-6-77(b) related to civil filings. Effective 4/26/16, Law Library will **no longer** be included in civil filing fees for Superior Courts and will be an **add-on for Superior Court civil** filings. This will increase **all** civil filing fees for Superior Courts which assess law library.

SB 367 -- Affects **all** courts. Amends O.C.G.A. § 15-21-100 adding another violation which incurs the 50% Drug Abuse Treatment and Education Fund (DATE) surcharge. The DATE surcharge will also apply to violations of **O.C.G.A. § 52-7-12** with an *offense date of July 1, 2016* or later. Effective date July 1, 2016.

A courtesy email was sent to vendors, but we encourage you to notify your vendor directly regarding the upcoming changes to Georgia Code which may affect your court. For counties participating in Notary Online, information has been emailed regarding notary application instructions. If you have any questions regarding these changes, please contact Rachel Rice at 800-304-5174, x1010 or visit our website at www.courttrax.org.



Authority Hosts R.E. eFile Demonstrations

At the 2016 Spring Clerks' Conference in St. Simons, the Authority hosted Real Estate eFile demonstrations using vendors who participate in the Authority's Real Estate eFile Project. Vendors included Cott, Icon, Mainstreet, Micropact and Xerox. Clerks were able to view the process, learn about the details, and get many questions answered including: how do you retrieve documents, how do you get the next book and page, how do you know you have a filing awaiting review, and much more! Also in attendance were Authority-approved, value-added submitters including CSC, eRecording Partners Network and Simplifile. Thank you to all who attended and presented!

Forty-four counties currently participate in Real Estate eFile. For more information, contact Rachel Rice at the Authority at 800-304-5174, x1010. ■



Above left: Brad Crane of MainStreet Technologies prepares for his Real Estate eFile demonstration. Above right: Clerks and value-added submitters await demonstration. Bottom right: The Authority also hosted a computer lab at the 2016 Spring Clerks' Conference.



Authority Converting Windows XP PCs

After 13 long years, Microsoft has ended support for Windows XP as of April 2014. This means that Microsoft has stopped issuing patches for security vulnerabilities and has stopped providing technical support for Windows XP. This also means that many third-party software vendors have stopped supporting their applications on Windows XP and, as time moves on, more and more vendors will follow

suit. This lack of support from third-party vendors means that they also won't fix new security vulnerabilities or provide technical assistance for their software. One of these vendors is TrendMicro which provides OfficeScan, our antivirus software. TrendMicro will end support for OfficeScan on Windows XP at the end of this year meaning that they will stop updating the software with daily malware updates. There are approximately 869,000 new malware threats released every day. If any of these new threats target an unpatched Windows XP PC, unpatched application, or out-of-date antivirus software, then that system will be infected with malware with little hope for recovery since it is all unsupported.

The Clerks' Authority is committed to ensuring the security and reliability of all the PCs on its network and has been replacing Windows XP PCs with Windows 7 PCs for several years. Currently we have 4,141 Lenovo PCs in use across Georgia and approximately 654 are still running Windows XP. In the upcoming months, we will be aggressively working to replace these remaining Windows XP PCs with new Windows 7 PCs. Sharon Fort will be contacting counties that have XP workstations and will coordinate the replacement of these PCs. The replacement process is the same as

the process used when we replace PCs that are out-of-warranty. Sharon will contact the county with a list of PCs that run Windows

XP. Once the PCs have been identified at the county, she will work with the staff to have new Windows 7 PCs shipped to them, and coordinate the return of the Windows XP PCs back to the Authority. As always, through-

out the entire process our HelpDesk is also available to assist and answer any questions you may have. (Contact HelpDesk by calling 800-304-5174 or 404-327-9760 or emailing help@gsccca.org.) Working together, this final transition from Windows XP to Windows 7 (and beyond) will be a smooth and seamless process. ■



2016 Authority Training Schedule

Classroom Training on Real Estate

Indexing Standards:

Sept. 13	Crisp Co. Sup. Ct., Cordele
Oct. 13	White Co. Sup. Ct., Cleveland

Webinars:

June 23	Get to Know the Authority
August 10	Windows 10
August 25	UCC Training
August 30	Advanced Indexing Standards
September 14	Get to Know the Authority
October 26	Windows 10

