

# GSCCCA Update

Vol. 29, No. 2  
May 2025

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

## Board of Directors

### Chairman:

**Greg G. Allen**  
Clerk of Superior Court  
Forsyth County

### Vice Chairman:

**Tammie Mosley**  
Clerk of Superior Court  
Chatham County

### Secretary/Treasurer:

**Dena M. Adams**  
Clerk of Superior Court  
White County

### Trevor J. Addison

Clerk of Superior Court  
Putnam County

### Dana Chastain

Clerk of Superior Court  
Fannin County

### Kyemeshia T. "Kye" Gibson

Clerk of Superior Court  
Meriwether County

### Jody Higdon

Clerk of Superior Court  
Morgan County

### Brenda S. Weaver

Chief Judge  
Superior Courts  
Appalachian Judicial Circuit

### James C. "Jim" Weidner

Attorney-at-Law  
Oliver & Weidner, LLC  
Clarkesville



GSCCCA  
1875 Century Blvd  
Suite 100  
Atlanta, GA 30345  
Tel: 404.327.9058  
Tel: 800.304.5175  
www.gsccca.org

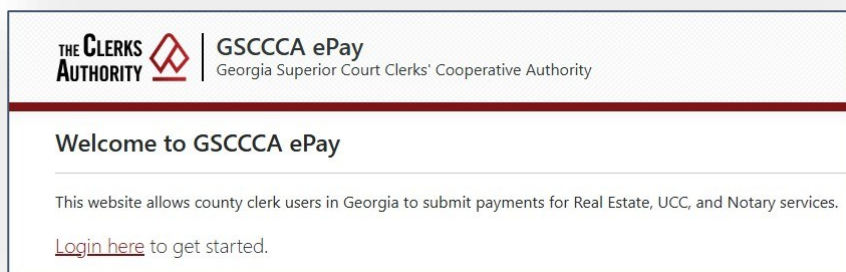
## ACH offers security and convenience

The Clerks' Authority currently provides multiple options for counties to receive and remit payments via ACH (Automated Clearing House). These options offer a more secure, efficient, and convenient alternative to traditional check payments. By utilizing ACH, counties eliminate concerns about lost checks or mail delivery delays. Below are the current ACH payment methods available to Superior Court clerks' offices.

renewal payments, contact Jamie McCarron at [jamie.mccarron@gsccca.org](mailto:jamie.mccarron@gsccca.org).

### ePay Platform

Counties may submit payments for UCC, Real



## eFile, eCert, and Notary Online Renewal

All Superior Court clerks' offices receive daily eFile and eCert payments via ACH, with disbursements occurring nightly. The majority of clerks also opt to receive their daily Notary Online mail-in renewal payments through ACH, with disbursements on a nightly basis as well. For counties not yet using ACH for Notary Online renewals, payments are issued by check after the end of each month. These offices are encouraged to adopt ACH disbursement to ensure timely receipt of funds without the need to wait until the following month. For assistance with setting up ACH for Notary Online mail-in

Estate, and Notary fees to the Authority via ACH using the ePay platform, available at [epay.gsccca.org](http://epay.gsccca.org). Clerks or their designees can register on the site to make payments and access a complete history of invoices and trans-

*Continued on Page 5*

## Table of Contents

ACH offers security and convenience	Pages 1, 5
April board meeting review	Pages 2-4
Did you know ...	Page 5
Fee increases effective July 1, 2025	Page 6
Smith honored by notary community	Page 7-8
Walraven named Clerk of the Year	Page 8
Poem: "We are Risen"	Page 9
Much training available for remainder of 2025	Pages 10-11
2025 Training Schedule	Page 10
Spring Conference training provided	Page 11

## April board meeting review

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

### General Business

The minutes of the January 8, 2025 scheduled Board meeting were approved.

Will Derzis, with Mauldin & Jenkins, reported on the most recent financial report, ending February 28, 2025. He stated that the Authority staff continues to perform at a high level and meets all accounting industry standards. According to the latest financial reports, the Clerks' Authority is on sound financial ground.



### FY 2026 Budget

A motion to approve the FY 2026 Budget effective July 1, 2025, with the Historical In-

dexing Project terminated as of 6/30/2025, was approved by the Board.

### GSCCCA Regular & Premium Search Account Fee Increase

A motion to increase the GSCCCA Regular account to \$14.95 per month and the Premium Search account to \$29.95 per month, effective July 1, 2025, was approved by the Board.

### GSCCCA UCC Certified Search Fee Increase

A motion to increase the GSCCCA UCC Certified Search fee to \$15 per debtor name, effective July 1, 2025, was approved by the Board.

### Adoption of Modified R.E. eRecording Rules

A motion to adopt the modified Real Estate Electronic Recording Rules for the State of Georgia to only allow United States passports, effective May 1, 2025, was approved by the Board.

### Filing Activity Notification System (FANS)

The Filing Activity Notification System (FANS) was launched on January 15, 2023 and continues to experience steady growth. FANS offers 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 77,956 as of April 7, 2025. Those users have submitted 167,393 total requests involving names, addresses, and document types, resulting in 310,674 matches. The total number of registered users includes active and inactive users. A user's account becomes inactive if the user does not log into FANS for a 12-month period. Users are notified.

### UCC Project

Through the first three quarters of the fiscal year, 178,453 UCCs were filed statewide for an average of nearly 20,000 UCC filings per month. Approximately 95% of all UCCs are electronically filed. Through that same period, 5,577 Certified Search requests were received by the Authority. These requests are processed internally by Authority staff, involving an exact-name search of the UCC database. Search results are then transmitted to the customer.

### Fines & Fees Division

The number of non-compliant courts has decreased since the previous board meeting in January. The Fines & Fees staff continues to be diligent in working with these courts to become compliant. Collections are exceeding anticipated amounts by \$5.9 million when compared to the same reporting period in FY 2024.

Fines & Fees training opportunities for Superior Courts are scheduled for Coffee County (6/13), Worth County (9/30), and at the Authority office (11/5). A class was held in Fannin County in January and was well attended. Other training classes in 2025 will be held for Municipal Court clerks.

*Continued on Page 3*



*Board meeting review — Cont. from Page 2*

**Training & Outreach**

Training opportunities for 2025 have been successful so far, with additional webinars and in-person classes on Real Estate Indexing Standards and Fines & Fees planned. For the remaining schedule, see Page 10.

The Authority's online training platform, eLearn, continues to be heavily used by clerks and the public. As of March 31, 2025, 85,180 active users had registered to use the site, and, of this total, 81,904 had accessed the Notary Public course. At reporting time, 67 clerks and deputy clerks had successfully passed the Indexing Certification exam.

**Electronic Document Certification (eCert) Program**

At present, 100 counties are participating in the eCert Program, with another four counties in the testing or training phase. Participating counties have received 189,278 electronic certified document requests as of April 3, 2025. There are currently 59 counties using the Regular Copies feature. The Product Management Group holds regular meetings to discuss, maintain, and address a list of internal and external suggestions for improvement. The eCert Program allows individuals to electronically request certified and regular copies of documents from a particular clerk's office, thereby avoiding the need to travel to the courthouse.

**eFiling Project**

Superior Court clerks are heavily leveraging the eFiling initiatives offered by the Authority to better serve the public. Currently, 152 clerks participate in UCC eFile, with 134 mandating eFiling as the only filing method. Auto-numbering is utilized by 119 clerks. For Real Estate eFile, all 159 clerks fully participate in accordance with the statute by accepting all document types electronically, with 137 counties participating in the estimated fee process.

The Pending Lien Search Initiative has only seven pending liens remaining, a vast improvement from the start of the initiative when 46 counties had over 3,100 pending liens that were more than 1,000 days old. The Authority staff worked diligently with the clerks to clear the backlog, so that only seven "old" pending liens remain to be resolved.

The online notary public application process has 154 clerks participating, 50 of whom allow Mail-in Renewals (MIR). For the ACH payment process, all 159 clerks participate to some degree.

**eFile System Certification Project**

This project began in January 2022, when the Authority implemented mandatory eFile System Certification. Clerks are notified once their eFile system is certified. At present, nine systems are fully certified, and one system is undergoing final testing. Every vendor has at least one certified system, which clerks can confirm they are using through their vendor.

On November 11, 2024, the Authority began conducting the eFile System Certification Update process due to changes for eFiling defined in HB 1292. 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, 102 counties are participating in the Voluntary Historical Deed Re-Indexing Project. The statewide "good-from" date is January 1, 1990. To date, 5,878,190 instruments have been released to production. An additional 1,495,093 instruments are in quarantine for review. There have been 158 docket surveys completed and 157 indexing directions issued.

**1989-1987 Historical Deed Project**

According to vendor reports as of April 1, 2025, the project includes an estimated 3.6 million total instruments. Thus far, 2,766,450 instruments have been released from quarantine. The budget for the three-year project remains \$9 - \$10.8 million. To date, \$6,937,360 in compensation has been paid or is payable to clerks, and \$1,423,450 has been paid to vendors. \$8,360,810 has been expended on the project to date.

The 1989 segment is estimated to include 1.2 million instruments. To date, indexing has

*Continued on Page 4*



*April board meeting — Cont. from Page 3*

been completed for 157 counties. The 1988 and 1987 segments began on July 1, 2023. It is estimated that 2.1 million instruments are involved. With a budget of \$4,677,000, the 1988 and 1987 segments are targeted to be completed by June 30, 2025. 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**

As part of the Current Indexing Improvement Project, a review in December 2023 found over 125,000 instruments without associated images with the indexed data. Reports were run for each county in December 2023, August 2024, October 2024, December 2024, and April 2025. A courtesy report was emailed to each county with each instrument that did not have an image. The intent was to bring awareness to the clerks of any missing images and assist them in any efforts to help resolve issues.

The April 2025 report revealed the following information:

- ❖ 3 counties with 100% improvement
- ❖ 120 counties with some improvement
- ❖ 31 counties with no improvement
- ❖ Net improvement of 24,623 instruments since December 2023
- ❖ 10 counties account for 75% (75,194) of the April 2025 total

In addition to identifying missing images, research was also conducted in 2023 to determine possible missing books for deed docket. This was done by comparing live data to the expected data per the county docket surveys.

Staff identified 36 counties with possible “good-from” date exposure due to missing books, meaning their “good-from” date may be invalid due to missing data. Book types found missing include bankruptcy, mortgage, title registry, and cancellations. Clerks and/or vendors were notified of these issues. Of the 36 total counties identified, six have been cleared, confirming their “good-from” dates are valid.

**Archival Projects**

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. From 2008 to present, there have been 245 data restores, involving 4.7 TB of data. During Q3 FY 2025, more than 3 million deed images and 330,000 lien images were added to VaultTek. At present, Virtual Microfilm (VMF) storage includes approximately 326 million images, including deed, lien, and plat images.

*Below, Tara Johnson presents on the Authority's archival services.*



**Notary & Authentications Division**

The third quarter of FY 2025 had two of the six highest apostille-producing months in history. March 2025 was the second highest ever, and February 2025 was the sixth highest. Additionally, the Notary & Authentications staff experienced a 41.4% increase in incoming phone calls. The increase could be attributable to HB 1292, which took effect January 1, 2025, and the overall increase in assistance needed related to apostille requests.

The top five destination countries for apostilles are Mexico, South Korea (ROK), India, Nicaragua, and Colombia. Nicaragua had an almost 200% increase from the previous quarter. India saw an increased volume of birth certificates due to the OCI card (Overseas Citizen of India) procedural change. Other big movers were Italy and Spain, mostly for dual citizenship. ■





### *ACH opportunities — Cont. from Page 1*

actions. A comprehensive training module on the ePay system is available through the Authority's eLearn platform at [eLearn.gsccca.org](http://eLearn.gsccca.org), allowing users to train at their convenience.

### **Print and Image Disbursements**

Superior Court clerks can elect to receive their counties' monthly print and image payments via ACH transfer. Disbursements are made on the 15<sup>th</sup> of each month, accompanied by a detailed report of the transaction. Enrolling in this service simply requires completion of an ACH Authorization Form. For more information or to enroll, contact Jamie McCarron at [jamie.mccarron@gsccca.org](mailto:jamie.mccarron@gsccca.org).

Fees reports — Consolidated Monthly Remittance reports, Monthly Disbursement reports, and Trust Fund Interest reports — and remit payments via ACH through CourtTRAX.org. Registration is required to access the system. Training modules are available on the eLearn platform at [eLearn.gsccca.org](http://eLearn.gsccca.org). For assistance, contact Fines & Fees Manager Erika Lindsey at [erika.lindsey@gsccca.org](mailto:erika.lindsey@gsccca.org) or email [finesandfees@gsccca.org](mailto:finesandfees@gsccca.org).

By taking advantage of these ACH options, Superior Court clerks' offices can eliminate the risk of lost checks and delays in mail delivery, ensuring faster and more secure fund transfers. ■

### **Fines and Fees – CourtTRAX**

Courts may electronically submit Fines &

## **Did you know ...**

- **You can now make payments to the Authority via ACH?**  
Clerks can submit UCC, Real Estate, and Notary Public payments through ACH using the Authority's new ePay platform, which is now up and running. This system helps clerks meet their statutory obligations while simplifying the remittance process.  
*To learn more, see the article on ACH opportunities beginning on Page 1. With questions, contact Jamie McCarron at [jamie.mccarron@gsccca.org](mailto:jamie.mccarron@gsccca.org).*
- **Over 95% of all UCC filings in Georgia are submitted electronically?**  
With 152 counties offering UCC eFiling, and 134 mandating it, Superior Court clerks and the public have become accustomed to submitting filings electronically, enjoying the benefits of an easy-to-use system with fast turnaround times!
- **Clerks who mandate UCC eFiling can also enable auto-numbering?**  
Auto-numbering assigns the next available file number automatically, allowing multiple staff members to process UCC eFilings simultaneously without risk of duplication.  
*For more information, contact the Product Management Group at [eFile@gsccca.org](mailto:eFile@gsccca.org).*
- **The Authority manages more than 25 programs and services to support and benefit Superior Court clerks and the citizens of Georgia?**  
These include free public access to vital records via search terminals in every Superior Court clerk's office and convenient 24/7 online access through subscription services. These tools promote transparency, accountability, uniformity, efficiencies and cost savings.
- **Since its inception, the Authority has facilitated \$125 million in additional funding through print and deed monies back to counties?**  
In addition to this funding, the Authority has also provided over 33,000 pieces of new equipment to Superior Court clerks' offices across the state.



# Fee increases effective July 1, 2025



At its April meeting, the Clerks' Authority Board of Directors made the thoughtful decision to increase the following fees, effective July 1, 2025:

- ❖ **UCC Certified Search:** \$15 per debtor name
- ❖ **Regular Website Subscription:** \$14.95 per month
- ❖ **Premium Search Subscription:** \$29.95 per month.

## UCC Certified Search

Effective July 1, 2025, the fee for a UCC Certified Search will increase to \$15 per debtor name. The Authority has been offering Certified Searches to the public since 1995, and this marks the first fee increase in the service's 30-year history.

UCC Certified Search requests are processed internally by Authority staff and involve an exact-name search of the UCC database. Search results are then transmitted to the customer. Each year, the Authority processes approximately 10,000 certified searches, and, since 1995, has conducted over 310,000.

## Regular website subscription

The Regular website subscription fee will increase to \$14.95 per month, effective July 1, 2025. This is only the second fee increase since the Authority began offering this vital service in 1999, and the first in well over a decade.

The Authority's website, [www.gsccca.org](http://www.gsccca.org), provides centralized, online access to data from

Georgia's 159 counties. It offers unprecedented public access to valuable records, including UCC financing statements, real estate deeds, liens, plats, maps, PT-61s, and more. Free access is available during regular business hours through public search terminals located in each county's Superior Court clerk's office.

The Authority began offering its website subscription service, which allows users 24/7 access, in 1999. Since then, Regular website subscriptions have increased significantly, from a few hundred in the first year to nearly 15,000 today.

## Premium Search subscription

The Premium Search subscription fee will increase to \$29.95 per month, effective July 1, 2025. This is the first fee increase since the account was launched in 2012 to provide enhanced search and view options for the Authority's valuable statewide indexes.

Developed based on subscriber feedback, the Premium Search account offers advanced tools, including:

- ❖ Property searches by street address
- ❖ Browsing PT-61s by day, week, or month
- ❖ Real estate searches by county and instrument type
- ❖ Expanded viewing and data export options
- ❖ Mobile access using GPS location data

This service is particularly valuable for re-searching property sales in smaller counties without MLS or property listings.

Today, the Premium Search account is an essential resource for realtors, bankers, attorneys, surveyors, appraisers, and other professionals. Subscriptions have grown to approximately 8,000.

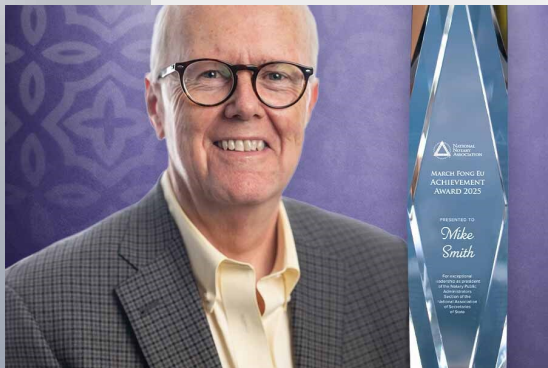
If you have questions about these fees or your account, please contact Customer Support by e-mail at [help@gsccca.org](mailto:help@gsccca.org) or call 1-800-304-5174. ■



## Smith honored by notary community

This article honoring the Clerks' Authority's own Mike Smith was originally published in the *Notary Bulletin* on May 5, 2025. It is republished here with permission from the author, David Thun, editorial manager at the National Notary Association.

The National Notary Association (NNA) is thrilled to announce Mike Smith, Communications & Compliance Director of the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA), as the recipient of the prestigious 2025 March Fong Eu Achievement Award.



Smith's exceptional leadership as a Georgia Notary official and dedication to fostering collaboration within the Notary community as president of the Notary Public Administrators

(NPA) Section of the National Association of Secretaries of State has earned him this esteemed honor.

First established in 1979 and presented each year by the National Notary Association (NNA), the March Fong Eu Achievement Award recognizes individuals who have made significant contributions to advancing the standards, image, and effectiveness of the Notary Public office across the United States.

### Working for Georgia Notaries

As part of Georgia's Notary regulating agency, Smith has played a pivotal role in supporting the work of Notaries Public in his state. He has consistently worked to improve training for Georgia Notaries, including a new mandatory education course for new applicants that took effect in January 2025.

"Most citizens — including many new Notaries just starting out — are not familiar with the Notary process," Smith said. "It's very important to know the proper way to identify signers, how to follow procedure and learn to properly notarize. I always tell Notaries not to

overthink their work and always stick to the basics — but you absolutely must know the basics."

### 'Fraud prevention is the most important role Notaries play'

Prior to beginning his long career as a state Notary official, Smith worked in journalism and radio. A good friend suggested he join GSCCCA in 1997 as the agency was expanding and adding new staff. Smith says he's very grateful to his friend for suggesting it, because he found working with Notaries very rewarding and surprisingly similar to his previous journalism career. "In journalism, you have to stick to the truth and follow it. State law is the truth for Notaries, and it's very important to follow it. That's what we try to impress upon Notaries in Georgia," Smith said.

One of the driving forces behind Georgia's new mandatory Notary education law was an alarming increase in real estate fraud in 2024. "Fraud prevention is the most important role Notaries perform today," Smith said. "They are out there on the front lines doing it, especially in the real estate field, and that's what we tell them in our classes. A Notary is not just looking at an ID and recording information in a journal. They have to confirm the person across from them is who they say they are."

### Collaboration with other Notary officials

Smith has also worked closely with Notary officials from other states, leading the Notary Public Administrators (NPA) section of the National Association of Secretaries of State (NASS) since 2008. Under his direction, the Section has become a vital platform for both public and private sector stakeholders to address critical issues impacting the Notary community.

*Continued on Page 8*



## Walraven named Clerk of the Year

Congratulations to Gordon County Superior Court Clerk **Grant Walraven** who was named the Stetson F. Bennett Superior Court Clerk of the Year. The award was presented by the Superior Court Clerks' Association of Georgia at their annual Clerk of the Year Banquet.

Grant was elected clerk of Gordon County in 2012 and currently serves as president of the Council of Superior Court Clerks of Georgia. He was born and raised in Gordon County and is very active in his community. He serves or has served on the Gordon County Chamber Government Committee, the Gordon County Housing Authority's New Foundations Board of Directors, the Calhoun City Recreation Board of Directors, and the Calhoun Touchdown Club Board of Directors. He was the first recipient of the Volunteer of the Year award for the Calhoun Recreation Department, and has proudly coached 9-10 Calhoun Rec football for over 30 years.



When he left a successful career in sales to run for public office, he did so to "affect people's lives in a positive way." His goal was to serve the citizens of Gordon County, or in his own words: "when they needed something, I wanted to be there for them." For over a decade, Grant has more than accomplished this goal, serving the citizens of Gordon County inside and outside of his office, while also providing critical leadership and support to his clerk colleagues.



The Clerk of the Year award is named for long-time Wayne County Clerk Stetson F. Bennett and honors the dedication and hard work of Georgia's clerks of Superior Court. In the photo on the left, Grant is shown with his plaque, and below with fellow

award finalists Rhett Walker (Dodge County) and Kristin C. Hall (Emanuel County). Congratulations to all three finalists! ■

### *Smith honored — Cont. from Page 7*

"[Smith's] vision and ability to bring people together and foster collaboration have created an essential platform for NPA's and private sector stakeholders to discuss key issues affecting the Notary community," said NNA Vice President of Government Affairs Bill Anderson.

North Carolina Secretary of State Elaine Marshall, the 2006 March Fong Eu award recipient, has worked closely with Smith through the NPA section and NASS and highly praised Smith's efforts to support Notaries and Notary officials. "Under his leadership, this organization has grown in size and kept Notary leaders informed on trends, concerns and best practices. Mike never loses sight of what's important — helping Notaries help people," she said.

Smith said that one of the biggest challenges facing Notaries and state officials today is the impact of online technology and artificial intelligence on notarization. "Most states now allow remote notarial acts, but these acts put even more responsibility on Notaries to verify a signer's identity," he said. "Where is technology going? For example, AI is becoming more prevalent and we Notary officials are not only asking how we can use it to make our offices more efficient, but also how it will affect fraud targeting Notaries?"

The NNA congratulates Mike Smith on this well-deserved recognition and thanks him for his unwavering commitment to advancing the Notary profession. ■





## “We are Risen”

By F. Barry Wilkes

*From ash heaps time forgot;  
From the depths of a stormy sea;  
From the graves of our lot  
And recesses of our mem'ry;  
We are risen today  
By and through God's good grace  
And a history which I pray  
You will forevermore embrace.*

*For most, we're a mys'try,  
A conundrum they can't understand—  
Because they've never lived and breathed  
A cause or took a stand,  
Much less valued what they're bequeathed.  
Nor will they e'er until  
They're in the trenches of a war,  
Surviving off sheer will,  
And, yet, marching on to the fore.*

*Today, we are restored  
Through voices hereupon transcribed—  
Voices once ignored,  
But now eternally imbibed.  
Voices crying out,  
Often in desperation,  
Though never in doubt  
That, for us, there is salvation.*

*Yes, praise God, we're redeemed,  
Resurrected, and forgiven,  
Simply because they dreamed—  
And only because they've striven.*

*To them, we're indebted.  
And, so, for them let's take a vow  
That all they regretted  
We'll remember and ne'er allow  
To enslave us again;  
That, for now and for our progeny,  
We'll sing loud' the refrain,  
Proclaiming our autonomy;  
That generations hence  
Will sleep with their eyes opened wide,  
Guided by vigilance,  
Their weapons loaded by their side;  
That we'll e'er heed the call  
In defense of all we hold dear;  
That we'll always stand tall  
And fast despite who or what we fear;  
And that, to these pages,  
More chapters will be appended  
By clerks through the ages.  
That our hist'r'y has not ended.*

*Yes, today's a new day.  
And on the words written herein,  
We can rest or choose to begin;  
We can retreat or hold sway;  
The choice is ours to make—  
But more than history's at stake.*

*So, 'Foreword, Onward' be our watchword.  
May we always be of one accord.*

---

F. Barry Wilkes, former chairman of the Authority and long-serving Superior Court clerk of Liberty County, presented his poem “We are Risen” during the 2025 Clerk of the Year banquet. The poem reprises one he originally unveiled ten years earlier at the dedication of *For the Record: The Unique Success Story of the GSCCCA*, the Authority's official history. In his remarks, Barry spoke with pride about his role in helping to establish the Clerks' Authority, calling it the most meaningful achievement of his 33-year career. He reflected on the challenges overcome and the collective effort required to create the Authority, emphasizing that its history belongs to all clerks. As new stewards, he urged today's Superior Court clerks to remain unified and vigilant in defending the Authority and safeguarding their independence as constitutional officers. His poem stands as a powerful reminder of the sacrifices made and the responsibility now carried forward.



## Much training available for remainder of 2025

The Authority's 2025 training program has been well received, with a variety of learning opportunities continuing to be offered in multiple formats. All training sessions are open and free of charge to Superior Court clerks, their staff, and approved 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](http://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

**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

## 2025 Training Schedule

### In-person Classroom Training

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

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

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

### Webinars

Webinars continue to be a popular format due to their convenience. Program descriptions follow with class dates listed in the schedule above. To register for a webinar, please go to [www.gsccca.org/training](http://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

*Continued on Page 11*



*Much training available — Cont. from Page 10*

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 outline 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 who seeks formal training.

**Virtual Microfilm (VMF)** — This one-hour webinar offers a comprehensive overview of the Authority's Virtual Microfilm (VMF) Program, which provides Superior Court

clerks with secure, online access to archived deeds, liens, and plats. Participants will learn how to easily view and download these records on a self-serve basis. The session features a live demonstration of the VMF website, including how to navigate the interface, use the built-in tools, and maximize the program's key features and benefits.

**Online courses**

In addition to in-person classes and webinars, the Authority continues to provide its popular and widely utilized online training courses via its eLearn website. Courses include:

- ❖ 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

Courses are available 24/7 making training completely flexible. To learn more about or register for one of these online training options, please go to <https://eLearn.gsccca.org>.

With questions, email [training@gsccca.org](mailto:training@gsccca.org). ■

## Spring Conference training provided

At the Clerks' Spring Conference in April, the Authority delivered presentations on a range of topics, including the potential role of artificial intelligence in future projects and its practical applications for clerks. Other subjects included missing images and index data, the Image API, certified systems, and the annual accounts review. Additionally, a general update on accounting matters was provided.

