

# GSCCCA Update

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

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Oliver & Weidner, LLC  
Clarksville



GSCCCA

1875 Century Blvd  
Suite 100

Atlanta, GA 30345

Tel: 404.327.9058

Tel: 800.304.5175

www.gsecca.org

## Authority team presents at COAG

The Clerks' Authority presented during the recent Fall COAG Conference in Savannah. While covering multiple topics, the primary focus was on the upcoming changes to real estate eFiling in response to HB 1292, which takes effect on January 1, 2025.

Gary Yates began the session by addressing pre-submitted clerk questions, with a key focus on defining self-filers and their eFiling requirements, such as ID verification and mandatory eFiling, as well as clarifying clerk responsibilities. Clerks actively participated by posing additional questions, which were answered in real-time.

Andy Wightwick then outlined the primary objectives of HB 1292 and the Authority's role in implementing these changes. He highlighted significant updates, including the removal of participant ID and the



*Authority Team at COAG — Front row: James Little, Andy Wightwick, Jamie McCarron, Sarah Leary; Back row: Mike Smith, Gary Yates, Richard McPhaul, Rachel Rice, Will Dunn, and Eric Bolton*

introduction of a verified ID system. Andy also conducted a live demonstration of the identity verification process to showcase its functionality and efficiency.

Mike Smith concluded the discussion on HB 1292 by covering the changes for notaries public, which include maintaining a journal for self-filers, mandatory training, and the new Notary Public Educational Rules for the State of Georgia.

Following the HB 1292 discussion, Jamie McCarron presented on the GSCCCA ACH

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# October board meeting review

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

## General Business

The minutes of the July 10 scheduled Board meeting were approved.

Will Derzis, with Mauldin & Jenkins, reported on the most recent financial report, ending August 31, 2024, and the FY 2024 Audit Report. 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. The audit confirms that the Authority is exercising great care and sound financial judgment.

## Notary Public Educational Rules for the State of Georgia

Authority staff presented on the Notary Public Educational Rules for the State of Georgia and the reasoning for adoption. Per HB 1292,

which takes effect January 1, 2025, a notary public shall complete an educational training class relating to the duties of notaries public and the Clerks' Authority is authorized to adopt rules and regulations necessary to implement the training course. A motion to approve the rules was approved.

## Filing Activity Notification System (FANS)

The board was updated on the Filing Activity Notification System (FANS) which 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 63,157 as of October 7, 2024. Those users have submitted 133,448 total requests involving names, addresses and document types, resulting in 182,928 matches. The program has also sent

out an average of \$1,000 worth in text message notifications every three months.

## Statewide Network Upgrade Initiative

Work for the Statewide Network Upgrade Initiative began in May of 2022 with the stated goal of improving upload and download speeds in all clerk offices. The Authority has completed 99% of all county upgrades, up from 96% in July 2024.

## UCC Project

Through Q1 of FY 2025, 1,986 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 Q1 of FY 2025, 57,290 UCCs have been filed statewide. As of the board meeting, 15 counties had not closed out September due to outages caused by Hurricane Helene. A large percentage of UCCs processed are eFiled.

## Fines & Fees Division

The Fines & Fees Division collected \$22,790,262 through Q1 of FY 2025, which is ahead of FY 2024 pace. 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.

## Training & Outreach

Planning for 2025 training is nearing completion. In-person classes will be offered for Fines & Fees in Fannin, Coffee, and Worth counties, with a November class at the Authority office. Real Estate Indexing Standards classes will be held in Whitfield, Emanuel, and Sumter counties, with a November class at the Authority office. A variety of webinars will be held throughout the year. See more information on 2025 training opportunities on Pages 9 and 10.



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### ***Board meeting review — Cont. from Page 2***

The Authority's online training platform, eLearn, continues to experience heavy usage by clerks and the public. As of September 30, 2024, 51,606 active users have registered to use the site and, of those, 48,089 accessed the Notary Public course. As of the board meeting, 71 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 115 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 50 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.

#### **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 September 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.

#### **Voluntary Historical Deed Project**

At present, 100 counties, up from 98 since July 2024, are participating in the Voluntary Historical Deed Re-Indexing Project. The statewide "good-from" date is January 1, 1990. To date, 5,853,908 million instruments have been released to production. An additional 705,441 instruments are in quarantine for review.

#### **1989-1987 Historical Deed Project**

According to vendor reports as of October 1, 2024, the project includes an estimated 3.6 million total instruments. Thus far, 2,649,156 instruments have been released from quarantine, and seven counties have data in quarantine for review. The budget for the three-year project remains \$9 - \$10.8 million. To date, \$6,835,621

in compensation has been paid or is payable to clerks, and \$1,123,302 has been paid to vendors. \$7,958,824 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 155 counties, which includes 1,036,503 instruments.

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. As of reporting time, 22 counties have submitted 1988-1987 index data. More than \$177,000 has been paid to vendors.

#### **Current Indexing Improvement Project**

A review in December 2023 found some 125,000 instruments without associated images with the indexed data. A courtesy report was emailed to each county with each instrument that did not have an image, the goal being to bring awareness to the clerks of any missing images along with assisting them in any efforts to help resolve issues. As of the board meeting, a majority of counties had experienced some improvement, with four counties improving by 100%.

#### **Electronic Document Certification (eCert) Program**

At present, 90 counties are participating in the eCert Program, with another five counties in the testing or training phase, and four more needing to be trained. Participating counties have received 139,880 electronic certified document requests as of October 3. There are currently 48 counties using the Regular Copies feature. The Product Management Group holds regular meetings to discuss, maintain, and address internal and external suggestions for improvement.

The eCert Program allows individuals to electronically request certified copies of documents from a particular clerk's office, thereby avoiding the need to travel to the courthouse. Authority staff is not aware of

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**Board meeting review — Cont. from Page 3**

any issues related to acceptance of electronic certifications.

**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 Q1 of FY 2025, there were 5 data restores for clerk offices. Additionally, during this period, more than 1.4 million deed images and 53,000 lien images were added to VaultTek. Virtual Microfilm (VMF) storage includes approximately 322 million images encompassing deed, lien and plat images.

**Notary & Authentications Division**

The total number of persons commissioned as notaries public for Q1 2025 when compared to Q1 FY 2024 is down 6.1%. However, the net number of apostilles produced is +18.2% for Q1 2025 when compared to Q1 2024. The top five destination countries for apostilles are South Korea (ROK), Mexico, Colombia, India and Nicaragua. China is now ninth among apostille destination countries.

**Protective Order Update**

The board was informed about an order issued by the Supreme Court of Georgia modifying the

language of several forms, including the Protective Order Dismissal. Under O.C.G.A. § 19-13-53(a), form approval is subject to the Clerks' Authority. Authority management has contacted GCIC to determine whether modifications are required on their end to ensure system compatibility with the updated forms. If GCIC determines that no changes are needed, the forms will be updated within the system and on the Authority's website. It was also noted that no prior notification of approval was received. The Authority has since reached out to the Supreme Court of Georgia to address the need for form approval.

**Retiring Board Members**

Retiring board members, Connie Cheatham, Charles Baker, and Nancy Thrash, were recognized for their years of service to the Authority.

**Next Board Meeting**

Board meetings are scheduled for the following 2025 dates:

- ❖ January 8
- ❖ April 8
- ❖ July 9
- ❖ October 8 ■

## Kudos, kudos!

*"Well, we just want to take the time to thank you for the oh so informative training! You make an amazing instructor! I appreciated your patience."*

—Comments from Echols County Superior Court Clerk Nora Rogers regarding Authority eCertification training

*"I wanted to take a moment to express my gratitude for hosting our Stonecrest Virtual Notary Training last week. The training was a great success, and we received overwhelmingly positive feedback from all participants. We would like to extend our heartfelt appreciation to you both for your exceptional organizational skills and for creating such a conducive virtual learning environment. Your dedication to ensuring that our training was conducted smoothly and seamlessly is commendable. Moreover, we are truly excited about the opportunities that lie ahead and look forward to working together in the Spring. Your expertise and support will undoubtedly play a significant role in the success of our upcoming projects. We are truly fortunate to have you as our court partner."*

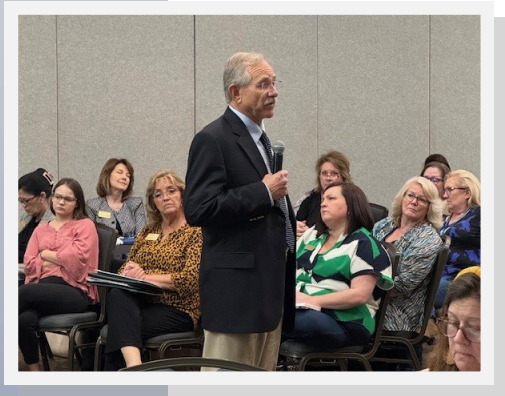
—Email from Stonecrest Court Administrator Mallory Minor following Authority Notary Public Training class



*Authority team presents at COAG — Cont. from Page 1*

Initiative. As part of the Authority's strategic planning goals, this initiative aims to enable ACH payments across all platforms, providing a secure and efficient alternative to paper checks and reducing associated risks. Jamie outlined three key ACH initiatives for clerks to either receive or remit funds: Print & Image Disbursements, ePay, and CourtTRAX.

➤ **Print & Image Disbursements:** These payments are made on the 15<sup>th</sup> of every month, split into two deposits, with a detailed report accompanying the transaction.



➤ **ePay:** This platform allows clerks to remit funds for real estate, UCC, and Notary Public transactions directly to the Authority. With a simple click, clerks can authorize payments and re-view past invoices, covering both electronic and paper check submissions.

➤ **CourtTRAX:** Through CourtTRAX.org, courts can submit their Consolidated Monthly Remittance and Monthly Disbursement reports and payments online. Like ePay, clerks can view past submissions, including both digital and paper records.

Richard McPhaul briefly reviewed the updated procedures for onboarding new employees using the County User Account(s) Form, as well as the annual account verification process to ensure all active accounts are up-to-date and accurately reflect clerk staff.

To streamline responses and ensure comprehensive support, the Authority uses shared email addresses monitored by multiple team members. Will Dunn highlighted these, including the new [efile@gsccca.org](mailto:efile@gsccca.org) email address, which handles all eFile inquiries — from filing assistance and ID

**Topics discussed at COAG:**

- ❖ House Bill 1292
  - ◇ Clerk eFile Questions
  - ◇ Bill Overview
  - ◇ Notary Changes for 2025
- ❖ GSCCCA ACH Initiative
- ❖ County User Account(s) Form
- ❖ Yearly Accounts Review
- ❖ Authority Email Addresses
- ❖ Network Enhancements
- ❖ 2025 Training Opportunities

verification to payment-related questions.

James Little provided an update on the Network Upgrade process, which is now 99% complete, paving the way for the next phase: upgrading network equipment. As part of this effort, the Authority will introduce wireless networking (Wi-Fi) for clerks, with a pilot program set to launch in February across 12 counties.

Mike Smith concluded the presentation by outlining the upcoming 2025 training opportunities. The scheduled programs to date are listed on Pages 9 and 10 offering valuable training for clerks and their offices. The Authority will soon publish the full schedule.

All Authority presentations conducted at the Fall COAG Conference are available for clerks in the Clerk Resource Center under the Conference Materials tab. ■



## HB 1292 takes effect January 1, 2025

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.

The bill requires the Authority to ensure the identity of any individual who submits a real estate document for filing electronically. This is accomplished by requiring all electronic filing of real estate documents to be done through the Authority portal, and authorizes the Authority to collect required identifying information such as a valid government-issued ID.

For notaries, HB 1292 amends O.C.G.A. § 45-17-8, modifying identity verification requirements to accept either a government-issued photo ID or personal knowledge. It also mandates all new and renewing notaries to complete a training course and requires notaries public maintain a journal for any notarial act performed at the request of a self-filer as defined in O.C.G.A. § 44-2-2. As mandated by the new law, the Authority board adopted rules and regulations—*The Notary Educational Rules for the State of Georgia*—at its October board meeting to implement the statutory requirements.

Highlights of HB 1292, as it relates to notaries, and *The Notary Educational Rules for the State of Georgia* include:

- A notary public shall maintain a written or electronic journal for each notarial act performed at the request of a self-filer for real estate documents
- A notary public applicant is required to complete an educational training

class prior to the applicant's initial (new) appointment

- A notary public applicant is required to complete an educational training class prior to the applicant's renewal of a current appointment
- A notary public applicant will be provided a certificate upon successful completion of the training course
- A notary public applicant must include the certificate of completion with the notary application to the clerk of Superior Court

The approved notary educational training course will be available free-of-charge December 1, 2024 and will be housed on the Authority eLearn site at <https://elearn.gsccca.org/>.

The Clerks' Authority is working in conjunction with Superior Court clerks to make the public aware of the upcoming changes. ■

### Notary journal requirements:

Effective January 1, 2025, notaries public must maintain a journal of their notarial acts performed for real estate documents at the request of a self-filer.

Journal entries shall include:

- ❖ The name of the self-filer
- ❖ The self-filer's address
- ❖ The self-filer's telephone number
- ❖ The date, time and location of notarization
- ❖ The type of government-issued photo identification document presented by the self-filer, unless the self-filer was confirmed based on personal knowledge
- ❖ Elements of such identification documents, if applicable, including any identifying number
- ❖ The self-filer's signature
- ❖ The type of document presented for notarization



## Clerks honor 2024 ÉCLAT recipients

Congratulations to the 2024 recipients of the prestigious F. Barry Wilkes ÉCLAT Award: **Carol W. Bragg**, clerk of Superior Court of Wheeler County and **Rita Harkins**, clerk of Superior Court of Lumpkin County. The



ÉCLAT (pronounced *eh-clah*) Award was established in 2005 by the Superior Court Clerks' Association of Georgia as a means for recognizing Superior Court clerks for *Exceptional Commitment, Leadership, Accomplishment, and Teamwork*. In 2019, the ÉCLAT Selection Committee changed the name of the award to The F. Barry Wilkes ÉCLAT Award to honor Wilkes' service and commitment to the Superior Court clerk community. Wilkes is a past

chairman of the Clerks' Authority and the long-time, now-retired, Superior Court clerk of Liberty County.

The ÉCLAT is presented annually, although the selection committee may opt to not confer the award in any year that it determines that no one is eligible. Nominations for the award can be made by any clerk of Superior Court holding office.

The ÉCLAT awards ceremony was recently held during the COAG Fall Conference in Savannah. Dana Chastain, Fannin County clerk of Superior Court, presided over the ceremony and spoke to why Carol and Rita were so deserving of being honored by their peers. Following is more information about each recipient and why they received this special award.

### **Carol W. Bragg**

Carol (on the right above) was honored for her distinguished service to the clerk community. As stated in one nomination letter, "Carol is compassionate, a great listener, and a true servant leader with high standards."

Carol has worked in the Wheeler County Superior Court clerk's office for 30 years, and has served as clerk since January 2009. Always active within the clerk community, she served four years as chair of the 8<sup>th</sup> Judicial District, and currently serves as president of the Superior Court Clerks' Association of Georgia. In recognition of her outstanding leadership, Carol was selected as the 8<sup>th</sup> District Clerk of the Year in 2016 and 2023, and was named the 2023 Stetson F. Bennett Clerk of the Year.

A fellow clerk who served with Carol on the association board shared that Carol had strengthened the association through her leadership and always kept the clerks' best interests at heart. She noted, "If there were ever a battle being fought, you can certainly believe that Carol was in the trenches." Beyond her hands-on approach, many believe that Carol's greatest quality is her unwavering availability and support for every member of her clerk family, mentoring and sharing knowledge for the benefit of all.

After being named Clerk of the Year, Carol was asked about her views on leadership. Her impact on her county and her fellow clerks is perhaps best captured in her own words: "Being a leader is about much more than a title or a position. Leadership is about teamwork, influence, and enthusiasm. A leader is a person who not only knows how to lead, but who also inspires and guides us all to excel in our jobs."

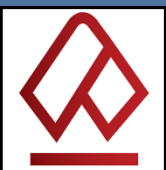
### **Rita Harkins**

Rita (on the left above) was awarded the ÉCLAT for her exceptional service and unwavering dedication to her colleagues and profession.

In nominating Rita for the award, one Superior Court clerk shared this praise: "Rita exemplifies professionalism and leadership, resulting in her office operating at its highest potential. She has also taken significant measures to preserve the oldest deeds and plats in the county, safeguarding access to these vital historical documents for future generations."

With over three decades of service to Lumpkin County, Rita has served as clerk since 2009.

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## 2024 ÉCLAT — Cont. from Page 7

Committed to supporting her colleagues, she served as chair of the 9<sup>th</sup> Judicial District from 2014 to 2016, and was honored as the 9<sup>th</sup> District Clerk of the Year in 2013.

Rita's dedication to her peers is evident in her role as Banquet Chair for the Superior Court Clerks' Association of Georgia, a position she has held for the past decade. Each year, she tirelessly works behind the scenes to coordinate this banquet for 250 people, ensuring every Clerk of the Year nominee and winner experiences an evening of recognition and honor. Rita oversees every detail, from preparing

the bulletins and arranging tables to coordinating guest speakers, family members of the nominees, and entertainment for the event—all while keeping everything a surprise for her colleagues.

"Her dedication to this organization is remarkable," noted one colleague in her nomination letter. Another peer added, "Rita truly enjoys it. She puts her heart and soul into every detail making sure everything goes right to honor her peers and to make sure it is special in every way—and it shows." ■

## Authority honors retiring board members

The Authority extends its deep gratitude to Connie Cheatham, Charles Baker, and Nancy Thrash, who are retiring from its Board of Director with combined service of over three decades. Their leadership, vision, and unwavering commitment have been instrumental in advancing the mission of the Authority. All three were honored at the recent board meeting and presented with commemorative plaques.

With 15 years of service, Connie was first appointed to the board in 2009 by then-Gov. Sonny Perdue for a three-year term, and was re-appointed in 2012 and again in 2015 by the Council of Superior Court Clerks of Georgia. In 2017, she was elected vice chairman by her colleagues and has served in that leadership role since. She is set to retire on December 31 as clerk of Superior Court of McDuffie County, a position she was first elected to in 1988.

With 13 years of service to the Authority board, Charles was appointed by then-Gov. Nathan Deal in 2011. He was elected clerk of Superior Court in 2008, and after 40+ years of service to the Hall County clerk's office, he will retire at the end of the year.

Completing a four-year term on the board, Nancy was appointed by Gov. Brian Kemp in 2020. She continues to serve as commissioner of Lamar County.

"Connie, Charles and Nancy have provided valuable expertise and guidance to the board and staff, contributing to the growth and success of the Authority and allowing us to continue meeting the needs of the clerk community," said Authority Executive Director Rachel Rice. "Their contributions have left an indelible mark on our organization, and we wish them all the best as they embark on the next chapter of their journeys."





## 2025 training program offers many options

Scheduling for 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](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

### 2025 Training Schedule

#### In-person Classroom Training

January 15	Blueridge	Fines & Fees
March 5	Dalton	Real Estate Indexing Standards
May 9	Swainsboro	Real Estate Indexing Standards
June 13	Douglas	Fines & Fees
September 30	Sylvestor	Fines & Fees
October 2	Americus	Real Estate Indexing Standards
November 5	Atlanta	Fines & Fees
November 6	Atlanta	Real Estate Indexing Standards

#### Webinars

January 16	Authority Websites
January 21	Virtual Microfilm (VMF)
January 22	UCC Filings — Guidance for Acceptance/Refusal
February 5	Clerk Resource Center/Program Status Report
February 12	Historically Speaking — The Evolution of the Clerks' Authority
February 26	Protective Orders
February 27	eCertification 101
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

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## 2025 Training — Cont. from Page 9

- ❖ 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

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 9. To register for a webinar, 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 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 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 will continue to offer the following online training courses on its eLearn platform:

- ❖ 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
- ❖ Notary Public Final Exam
- ❖ UCC

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](mailto:training@gsccca.org). ■

