

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:

Connie Cheatham
Clerk of Superior Court
McDuffie County

Secretary/Treasurer:

Dena M. Adams
Clerk of Superior Court
White County

Charles Baker

Clerk of Superior Court
Hall County

Dana Chastain

Clerk of Superior Court
Fannin County

W. Randolph Howard, Sr.

Chairman, Sumter
County Commission

Alan J. Lee

Clerk of Superior Court
Carroll County

Tammie Mosley

Clerk of Superior Court
Chatham County

Brenda Weaver

Chief Judge
Superior Courts
Appalachian Judicial Circuit

James C. "Jim" Weidner

Attorney-at-Law
Oliver & Weidner, LLC
Clarksville



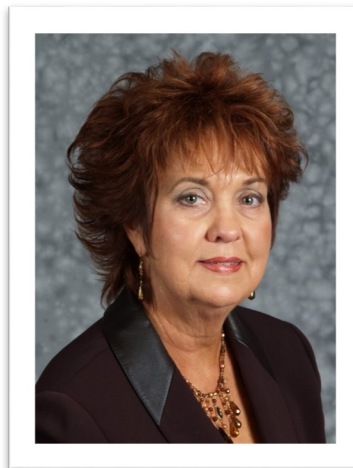
GSCCCA
1875 Century Blvd
Suite 100
Atlanta, GA 30345
Tel: 404.327.9058
Tel: 800.304.5175
www.gsccca.org

Clerks honor 2020 ÉCLAT winners

Congratulations to the 2020 recipients of the prestigious ÉCLAT Award: **Linda D. Hays**, clerk of Superior Court of Newton County, and **Cindy G. Brown**, clerk of Superior Court of Coweta 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*.

The awards presentation, held on November 10 in Savannah during the COAG Fall Conference, was led by F. Barry Wilkes, former Authority chairman and retired clerk of Superior Court of Liberty County.

Barry opened his remarks by commenting on the challenging, unprecedented and surreal time in which we are living and praised Superior Court clerks for their dedication



Linda D. Hays
Clerk of Superior Court
Newton County



Cindy G. Brown
Clerk of Superior Court
Coweta County

to their jobs and communities. He said, "I am tremendously proud of how you have risen to the challenge and kept your offices running, serving the public, keeping your real estate records accessible to the world so commerce

could continue...What you have achieved during these demanding times is unbelievable and is paradigmatic of what can be accomplished during trying times by dedicated, elected public servants when they have the will and a way."

Continued on Page 4

Table of Contents

Clerks honor 2020 ÉCLAT winners	Pages 1, 4-8
October Board meeting review	Pages 2-4
Kudos! Kudos!	Page 6
Counties make UCC eFiling mandatory	Page 8
Authority launches Historical Plat Image Project	Page 9
2021 Training Schedule	Page 10
Authority offers 2021 training via Zoom	Page 10-11
Authority provides training at COAG	Page 11

October Board meeting review

The Authority Board met on October 14 for its quarterly meeting. Following is a summary of the reports and actions of the meeting.

General Business

The minutes of the July 8 scheduled board meeting were approved.

Greg Morgan, with Mauldin & Jenkins, provided the Accountant's Review and reported that the Authority had experienced a very good start to FY 2021. The Authority's improved cash and overall net positions are directly related to an increase in real estate and UCC filings.

Morgan also reported that the Authority had received an unqualified "clean" opinion from Mauldin & Jenkins for the fiscal year ending June 30, 2020 audit. He complimented the Authority, and said staff was adhering to industry-accepted accounting principles. Overall, FY 2020 was a very good year for the Authority. A motion to approve the FYE June 30, 2020 Audited Financial Statements as presented was approved by the Board.

Historical Plat Initiative

A report on the Historical Plat initiative was provided which included the history of the project and the suggested staff plan to implement a statewide project involving the utilization of plats already scanned by clerks as well as vendor engagement for those counties that have not previously had their plats scanned.

A motion was approved to provide for an allowance of compensation to clerks of Superior Court who have previously submitted historical plat images (filed prior to January 1, 2004). An allowance will also be available to those clerks who may submit historical plat images in the future. Allowance compensation will be \$3.00 per plat image and will begin on January 1, 2021.

Laptop Computer Initiative

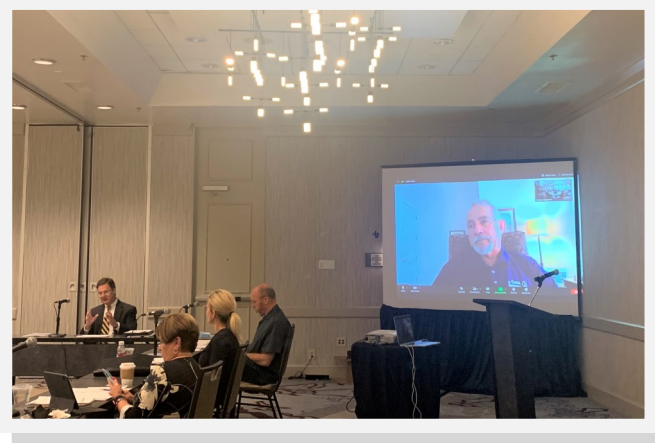
The Board was briefed on an initiative to provide laptop computers to clerks of Superior Court, an idea that originated during the clerks'

leadership meeting at Brasstown Valley Resort in August of 2020. The Authority wants to provide a product that is long-term and supportable. A short list of laptops which meet these requirements was developed and presented to the board during their work session. Staff recommended a Lenovo brand laptop, and noted that clerks will be given the option of a smaller or larger screen. The IT staff has more research to conduct before finalizing the details. A motion was approved to authorize the Authority to purchase certain Lenovo brand laptop computers and docking stations for each clerk of Superior Court. Clerks will have two options on screen size.

Indexing Data Quality

The Board was updated on action taken since the July quarterly meeting to improve current indexing data quality. This included identification of critical errors found in each of the 159 counties and communicating this information to each clerk of Superior Court. Next steps are to reach out to the clerks' offices with the highest error rates to provide individualized and specific training to mitigate indexing errors. Regarding the number of critical indexing entries, 47 counties had zero critical errors; 17 counties had more than 100 critical errors.

Continued on Page 3



Gary Yates joined the meeting remotely and updated the Board on the Historical Plat Image Project.



Board meeting review — Cont. from Page 2

Microsoft Office/Adobe Acrobat Software

The Board was updated on the Authority's effort to provide Microsoft Office/Adobe Acrobat software to clerks of Superior Court and their staffs. The initiative is fully underway with every clerk having been contacted in order to coordinate the installation of the software. To date, software has been shipped to 80 clerks. There have been 471 successful installations with another 571 in progress.

Fines & Fees Division

It was reported that compliance rates remain high and the number of courts falling outside the 60-day mandatory compliance rate remains low. A rewrite of the Fines and Fees program is currently being developed which will improve the process for the Authority and reporting courts. Overall collections remain low when compared to the previous year. This is attributable to courts not being in session since March 2020 because of the pandemic shutdown of most court activity across the state.

Training Update

The Authority's eLearn online platform has nearly 31,000 users registered. Online training is available to notaries public, as well as clerk office-only training covering UCC, Real Estate Indexing Standards and the Real Estate Indexing Certification Exam. The Authority continues to provide training opportunities to clerks and the public through audio visual platforms such as Zoom. (See information on the 2021 schedule of classes on Pages 10-11.)

eFiling Project

Participation numbers for the Authority's eFile Project were reported to the Board. Currently, 144 clerks participate in UCC eFile. Of those, 45 mandate UCC eFiling. An additional 12 clerks will mandate UCC eFiling beginning January 1, 2021. Thus far in FY 2021, more than 100,000 UCCs have been eFiled. The auto-numbering feature for UCCs has been employed in 26 clerks' offices, with 11 pending for January 1, 2021.

For Real Estate eFile, all 159 clerks participate at some level. 136 allow all document types, while the others allow only certain types of real estate documents. Additionally, 90 clerks have opted to receive estimated fees of real estate

filings. Estimated fees provide clarity for clerks regarding pending acceptance of real estate filings. A new Integrated Submitter role has been added to eFiling. The Integrated Submitter simplifies the payment process for clerks. Payment will flow through a single portal instead of multiple payment paths as was the case previously.

Additionally, 64 clerks participate in Child Support eFile, 145 participate in the Notary Online Application process, and all 159 participate in the ACH payment process.

Historical Deed Re-Indexing Projects

The statewide "good-from" date for real estate deeds is January 1, 1990. There are 63 clerks participating in the Voluntary Historical Deed Project. Since the last Authority Board meeting, 211,388 instruments were released into production. Currently, there are 3,648,939 instruments in production and available to searchers of www.gsccca.org. Additionally, there are 336,939 instruments in quarantine awaiting review.

UCC Project

Q1 of FY 2021 saw more than 109,000 UCC filings, a record number and a continuation of a trend that began in Q3 of FY 2020. The increase in filings is attributable to UCCs filed in relation to SBA (Small Business Administration) loans connected to pandemic relief funds (the Payment Protection Plan or PPP) authorized by the United States Congress. At this pace, more than 400,000 UCCs would be filed by the end of FY 2021. However, the volume of UCCs filed is expected to slow into Q2 FY 2021.

For FY 2020, ending June 30, 2020, there were 271,694 UCCs filed across the state of Georgia. This is the largest number of UCCs filed since FY 2002. UCC Certified Searches are on pace to reach more than 8,900 for FY 2021, compared to 8,000 for FY 2020.

Archival Projects

In an update on the Authority's archival projects, it was reported that 1 billion files have been archived. Staff provides continual train-

Continued on Page 4



Board meeting review — Cont. from Page 3

ing to promote archival services to clerks. There were 10 restores of data in the last 3 months. The VMF (Virtual Microfilm) system restored 3 of these requests. Reasons for restores included clerk offices transitioning to a new vendor and hardware failure. To date, all restores for clerks total more than 124 gigabytes of data.

At present, the Virtual Microfilm project (VMF) has 78 clerks participating. There have been 5 million deed images and 250,000 lien images added in the last 3 months. The Archival team continues to provide the latest information to clerks through VMF webinars, conferences and clerk district meetings.

Notary & Authentications Division

The number of notary commissions issued has

rebounded and is returning to pre-pandemic levels. The number of apostilles issued is rebounding, as well. South Korea has taken over the top spot of destination countries for apostilles. One notary is responsible for 50% of the South Korean documents. Typical documents are background checks, diplomas and driver's licenses related to recruitment for teaching English as a second language.

The Authentications staff continues to handle a record number of phone calls, as walk-in service was suspended March 17, 2020 due to the pandemic. On average, 61 calls per day are answered to resolution.

Next Board Meeting

The next scheduled board meeting will be held on January 13, 2021. ■

ÉCLAT winners — Cont. from Page 1

Barry then spoke of the state-of-the-art technology and systems now available that Superior Court clerks had once envisioned and then “worked so hard to create, promulgate and advance through the years.” Not long ago, he said, “that technology and accompanying systems seemed futuristic” but, now, clerks and those they serve have become reliant upon it. “Because you have such technology,” he continued, “you were able to continue conducting business in a time when others [could not].”

He wrapped up this opening part of his comments by saying: “Thank God that we had the vision that we did beginning almost three decades ago. Thank God for eFiling. Thank God for the Georgia Superior Court Clerks’ Cooperative Authority and all the services it provides, especially our statewide electronic real estate and personal property information systems. But, most of all, thank God for you, the 159 dedicated and altruistic clerks of Superior Court of this state. Each of you should be receiving the Association’s ÉCLAT Award this year, because you

“ Both are distinguished clerks with long, impeccable, outstanding and unblemished careers. Most of all, each has always worked for the good of all Superior Court clerks.”

Continued on Page 5



ÉCLAT winners — Cont. from Page 4

all are deserving and have most definitely distinguished yourselves with distinction.”

Barry then provided some of the history and specifics of the ÉCLAT, and spoke at length about the honorees and why they are so de-

servicing of the award: “Both are distinguished clerks with long, impeccable, outstanding and unblemished careers. Most of all, each has always worked for the good of all Superior Court clerks. Although none of these attributes are reasons for

recognizing them today, I believe these attributes are the foundation for their individual accomplishments.”

Following is information about each recipient with comments from many of their colleagues.

Linda D. Hays

Linda Hays has worked in the Newton County clerk of court’s office since 1976, almost 45 years, and has held the elected office of Superior Court clerk for nearly 38 of those, making her one of longest serving clerks in Georgia. She is a valuable asset to clerks across the state and is being honored by her colleagues for her decades of leadership to the clerk community and her dedication to her staff and the citizens of Newton County.

Linda has provided leadership and advanced the needs of clerks and other constitutional officers for nearly four decades. She has been an active member of both the Superior Court Clerks’ Association of Georgia and the Council

of Superior Court Clerks of Georgia. She served as the fourth president of the Council and, in 2017, was elected president of the Clerks’ Association. Decades before that, in 1998, Linda was honored at the Fall Conference of the Constitutional Officers’ Association of Georgia (COAG) with the “County Officer of the Year” award. In 2003, she was elected president of the group, and today is still an active board member.

In 2019, Linda was appointed by the governor to the Board of Commissioners of the Superior Court Clerks’ Retirement System of Georgia. Her comments following this honor sum up the friend and colleague we know and respect: “I’m always looking for training so I can better the office. Whatever I’m doing, I want to make a positive impact and to always represent our county and citizens well. That [is] my goal.”

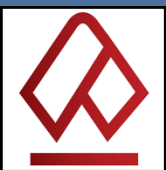
In addition to her leadership roles in every clerk organization, Linda was a visionary by being one of the first clerks of Superior Court to embrace criminal eFiling. When the state committee on criminal eFiling failed to find state funding for the project, Linda found other sources of funding and fundamentally kept

Continued on Page 6

“ [Linda] has never forgotten that she is a PUBLIC SERVANT and has and continues to wear that honor with grace, dignity, and faithfulness.”



Former Authority Chairman F. Barry Wilkes presenting the ÉCLAT award to 2020 recipient Linda D. Hays



ÉCLAT winners — Cont. from Page 5

the project alive, putting in place a successful model that others could follow.

During the current pandemic, Linda has again shown extraordinary leadership in the court system by ordering that her office be remodeled to continue to serve the public while keeping her employees and the public safe.

Upon learning of her being awarded the 2020 ÉCLAT, glowing comments came from people across Linda's orbit. Describing her as his friend and one of the most helpful people in Newton County, Alcovy Judicial Circuit Superior Court Judge W. Kendall Wynne, Jr. had this to say: "Part of the mission statement of the Newton County clerk's office is 'To Serve with Courtesy,' and Linda has led by example in that regard. Her first priority is to serve the people of Newton County by making sure that all court records are kept meticulously and to help everyone who comes in to her office with courtesy. I have personally witnessed her interactions with people, and she has always

treated everyone with dignity and respect."

County Clerk Jackie Smith spoke of her respect, admiration and love for her friend and colleague: "One of [Linda's] greatest qualities, and one that I admire most, is her love and devotion to the citizens she serves. She has never forgotten that she is a PUBLIC SERVANT and has and continues to wear that honor with grace, dignity, and faithfulness."

Linda's staff spoke collectively of a clerk, boss and compassionate leader who is a role model for all and a joy to work for. Their comments included the following: "Mrs. Linda's character is defined by ... honesty, trustworthiness, dependability and faithfulness. These attributes are instilled in each employee in her office and she has created a family of employees that share her passion for work."

And, lastly, from someone who knows her best, Linda's daughter Marcy Hays Wilson shared these proud and loving thoughts regarding her

mother receiving this award: "When I searched the meaning of the word 'eclat' and found [that it meant] doing something with great style or an amazing effect, I thought it is very fitting of my mom! Having been her employee for the past 20 years or so and her daughter for a little longer, I have seen firsthand her love and commitment for Newton County and the citizens. She is a leader in the community and a listening ear to anyone with a need. She always treats everyone with the same compassion no matter who they are. She makes a positive impact in our office, our community and especially my life on a daily basis. No one is more deserving of this award."

Cindy G. Brown

Another dedicated public servant, Cindy Brown has worked in the Coweta Coun-

Kudos! Kudos!

"Greg [Allen] is by far the best choice for the Authority chairman. He is everything you said in your newsletter & more. We are all so blessed to have him as one of us!

"We are also so blessed to have the Authority! I just don't have the words to fully express how I feel about you & the organization you represent. Without the support of the Authority, we would not have been able to handle the challenges placed on us. You've supplied the tools & the knowledge we need in order to shine in a way that would not have been possible without you.

"Another thing that amazes me is the staff there. They are all so friendly, caring, respectful, humble, & willing to do whatever it takes to meet our needs. They're always looking for ways to make things better for us & to prepare us for the future. They're all so SMART, but they don't look down on us when we don't understand something. We are so blessed! Thank you for always being there for us!"

– Email from Regina B. McIntyre, Barrow Co. Superior Court Clerk, to Authority Ex. Dir. John Earle following the publication of the Authority's August newsletter



Continued on Page 7

ÉCLAT winners — Cont. from Page 6

ty clerk’s office for 34 years, and, since 2001, has served in the elected position of Superior Court clerk. Often praised for having one of the best run clerk offices in the state, Cindy is being honored for graciously volunteering her office for years as a pilot location for new procedures and technology that have benefited clerks of Superior

Court statewide. The projects have also improved filing and research tools for constituents including real estate filers, attorneys, state agencies and court officers.

Cindy’s office is often the first and sometimes one of only a few counties

serving as a pilot site for statewide projects that have included UCC eFiling, Child Support eFiling, the Offender-Based Tracking System, and court eFiling through PeachCourt. Coweta County has also served as a test site for many local and vendor-specific projects including the Five Points exchange of court data and an index-to-index deed program with Micropact.

In nominating Cindy for the ÉCLAT Award, Dena Adams, clerk of Superior Court of White County, said: “[Cindy] doesn’t draw attention to herself for gratification but [volunteers as a pilot site] to help improve her office and to benefit others across the state.”

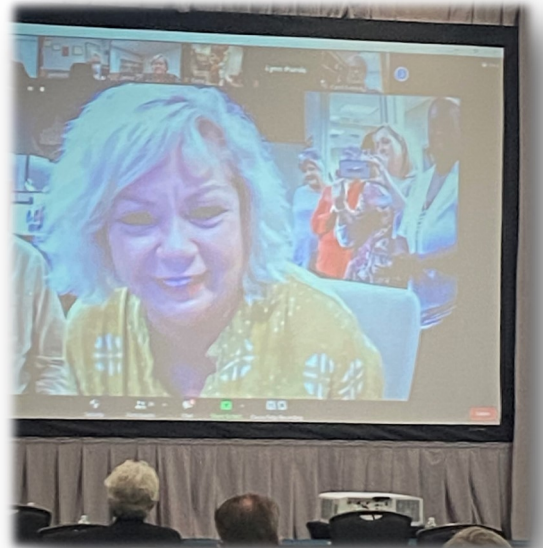
Senior Superior Court Judge Jack Kirby, a longtime friend and colleague, spoke of meeting Cindy when she first took office and the

“immediate and palpable” change in the Coweta County clerk’s office when Cindy took the reins: “Effective leadership starts at the top and I was impressed with how quickly Cindy’s infectious commitment to public service manifested itself in every employee of the clerk’s office.”

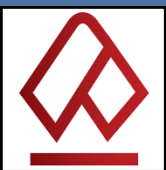
Kirby is far from objective when it comes to Cindy and her employees – “I love them all,” he said – but he also spoke to the magnitude of the job of a Superior Court clerk and how much the job has changed through the years. More importantly, though, he was impressed with how Cindy had embraced those changes – often by volunteering her office as a pilot site – and had successfully navigated the enormous transition: “In the twelve short years I was on the bench, the law didn’t change dramatically, but the clerk’s job did – the court system literally went from paper records to digital records (of course they had to continue to maintain paper files as we felt our way through this transition). Only the most pro-active of our clerks were able to smoothly navigate this change. It took commitment and a lot of hard work. Most importantly, it took leadership that could inspire the teamwork necessary to pull it off. Cindy

Continued on Page 8

“ If this award is to recognize exceptional commitment, leadership, accomplishment and teamwork, I think you would be hard pressed to find a better example [than Cindy Brown].”



2020 ÉCLAT recipient Cindy G. Brown joining the awards ceremony via Zoom



ÉCLAT winners — Cont. from Page 7

and all of the employees in her office pulled together to make the transition painless for the rest of us. It was not painless for them.”

Kirby concluded by saying, “If this award is to recognize exceptional commitment, leadership, accomplishment and teamwork, I think you would be hard pressed to find a better example [than Cindy Brown].”

Accolades also came from Cindy’s staff. Her loyal, adoring and long-serving deputy clerks – Angela Smoot, Kaye Burson and Niki Sewell – describe her as a role model and inspiration, always encouraging and supportive, empathetic, energetic and always willing to try new things.

One of her senior deputy clerks, Neicy Echols, articulated why she feels Cindy is an exceptional leader and one of the best Superior Court clerks in the state: “[Cindy] always credits her

staff with her great accomplishments but it has always been her ability to convert our mistakes into lessons, pressure into productivity, and skills into strengths that has built this office. Cindy has always opened our office to other clerks to reveal our office workings as a model for other clerks’ offices in the state. [She] never hesitates to reach out to anyone to ask questions in order to collaborate and improve our office.”

Using her own mantra taken from the Coweta County clerk’s website – *Striving for Excellence in All We Do* – there is no better way to describe who Cindy is and the high bar she sets for herself and her office in serving the citizens of her county and supporting her clerk colleagues around the state.

Thank you, Linda and Cindy, for all you do, and congratulations on this well-deserved honor! ■

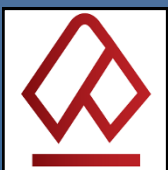
Counties make UCC eFiling mandatory

Recognizing the many benefits, 45 Superior Court clerk offices currently mandate the electronic filing of UCCs, and beginning January 1, 2021, 12 additional counties will join this group for a total of 57 counties mandating UCC eFiling.

Mandatory UCC eFiling requires all UCCs be filed electronically through the Authority’s eFile portal, <https://efile.gsccca.org>, and processed by the clerk’s office either directly through the eFile portal or, if their vendor participates in the Authority’s UCC eFile API, their vendor system. Clerk offices that mandate UCC eFiling may also elect to activate an auto-numbering feature where the eFile portal assigns the next available file number.

If interested in activating mandatory UCC eFiling, email Rob Young (rob.young@gsccca.org) or Rachel Rice (rachel.rice@gsccca.org) and provide the start date for mandating and if you would like to activate the auto-numbering feature. (If scheduling a 1/1/2021 effective date, the Authority system will assign the next available file number starting with the number xxx-2021-000001 for the year, with xxx representing the county code.) The Authority will provide a sample notification document which may be used to announce your upcoming UCC eFile mandate.

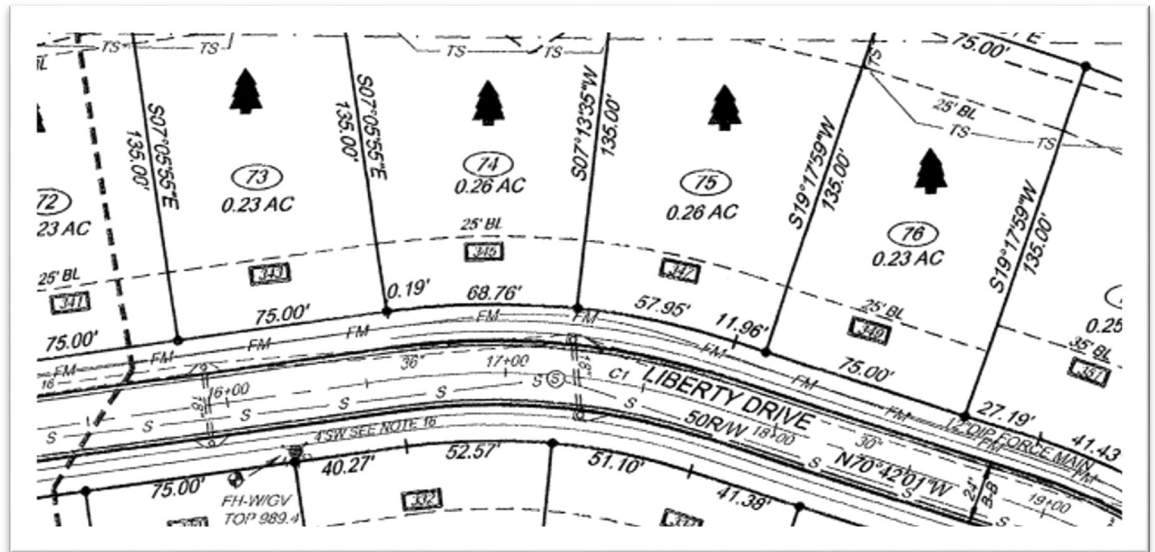
Once activated for mandatory UCC eFiling, the Authority will update <https://www.gsccca.org/file/ucc-forms> to reflect all counties mandating UCC eFiling.



Authority launches Historical Plat Image Project

After soliciting the input of Superior Court clerks in 2019, the Authority held a two-day strategic planning session with its Board of Directors to formalize the process of prioritizing resources and planning for the future. Using the feedback solicited from clerks, the Board determined five strategic goals for

For those who have already transmitted historical plat images for inclusion on the Authority system, the Authority will provide an allowance of \$3 per plat image and begin payments in January 2021. For those who have not yet submitted historical plat images, the project is voluntary; however, participation is encour-



future implementation including an initiative to add additional historical plat data to the Authority's online search system. After much staff research and planning, the Authority is now focused on moving forward to meet this goal.

Because of the physical size of plats and the various methods that clerks have used to preserve them over the years, the project is quite complicated. Thus, the Authority will pursue multiple paths to accomplish the goal, and success, as always, will depend on the support and assistance of Superior Court clerks.

The project will only include historical plat images filed on or before December 31, 2003. (Plats filed after should already be on the Authority system.) Additionally, the project only covers plat books and plat cabinets, aperture cards or other media used by the clerk's office to record the historical plats. The project will not include indexing or any plats that may be found in deed books.

aged as it will add significant value to your county's online information and create the potential for additional image revenue for your office.

To move the project forward, the Authority has made arrangements with Kofile Technologies to scan all historical plats that have not already been imaged statewide. Some counties have scanned historical plats but have not transmitted them to the Authority system. Staff from the Authority will contact these counties individually to determine next steps as circumstances vary from county to county. The \$3 allowance will apply to all images suitable for use on the Authority system.

Encouraged by input from Superior Court clerks, the Authority is excited to move forward with this initiative and looks forward to making all historical plat images available online statewide! With questions, contact Gary Yates, the project coordinator, at gary.yates@gsccca.org. ■



Authority offers 2021 training via Zoom

The 2021 training schedule is finalized and all classes will be conducted using the Zoom platform. Classes range in length from 30 minutes to 2 hours and cover a wide range of topics including three, new 30-minute webinars: *eFile – Common Questions*, *eFile Portal*, and *eLearn 101*. See course descriptions below.

Training is available for Superior Court clerks, their staff, and their vendors. To attend, click on the links provided below and register. With questions, contact training@gsccca.org or 800-304-5174.

eFile – Common Questions

The Authority receives questions regarding UCC and Real Estate eFiling on a regular basis. This 30-minute program will review common questions as well as scenarios a clerk's office may face when handling eFilings. This is a great opportunity to learn more about the eFile process and system behavior, and where to go for support! To register, click on [this link](#).

eFile Portal

The Authority's eFile portal, <https://efile.gsccca.org>, is the site through which UCCs and real estate documents are eFiled. Designed to cover the ins and outs of the portal, this 30-minute program will review how to register, account management, dashboard features, processing UCCs, email notifications, and much more. To register, click on [this link](#).

eLearn 101

Designed to cover the ins and outs of the Authority's new online training site, <https://eLearn.gsccca.org>, this 30-minute training program will review how to register on the site, account management, available courses, and accessing the Notary Final Exam Certifi-

2021 Training Schedule

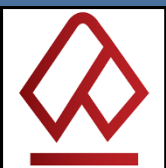
January 20	Protective Orders
January 26	Fines & Fees
January 28	R.E. Indexing Standards – Overview
February 3	R.E. Indexing Standards – Clerk Questions
February 11	UCC
February 24	eFile – Common Questions (<i>New</i>)
February 26	R.E. Indexing Standards – Sample Index
March 5	eFile Portal (<i>New</i>)
March 11	eLearn 101 (<i>New</i>)
March 24	Fines & Fees
March 29	R.E. Indexing Standards – Clerk Questions
April 1	R.E. Indexing Standards – Overview
April 20	eFile Portal (<i>New</i>)
May 4	Protective Orders
May 11	UCC
May 14	eFile – Common Questions (<i>New</i>)
May 18	eLearn 101 (<i>New</i>)
May 20	Fines & Fees
June 10	R.E. Indexing Standards – Sample Index
June 16	R.E. Indexing Standards – Clerk Questions
July 1	eFile Portal (<i>New</i>)
July 20	R.E. Indexing Standards – Overview
July 23	eLearn 101 (<i>New</i>)
July 29	Protective Orders
August 5	R.E. Indexing Standards – Sample Index
August 11	UCC
August 20	Fines & Fees
August 24	eFile – Common Questions (<i>New</i>)
September 2	eFile Portal (<i>New</i>)
September 9	R.E. Indexing Standards – Clerk Questions
September 20	Fines & Fees
September 22	eFile – Common Questions (<i>New</i>)
October 5	R.E. Indexing Standards – Overview
October 19	eLearn 101 (<i>New</i>)
October 26	R.E. Indexing Standards – Sample Index
October 28	UCC
November 3	Protective Orders

cates of Completion for notaries within your county. To register, click on [this link](#).

Fines & Fees

This two-hour class will cover many facets of the court fines and fees system including: the proper assessment, collection and distribution of state and local surcharges and deductions relative to fines, court costs and bond forfei-

Continued on Page 11



2021 training — Cont. from Page 10

tures; an overview of the Georgia statutes and the GSCCCA Rules and Regulations, in support of how court fees should be processed; legislative changes; and sample breakdowns of civil and criminal fines and fees. To register, click on [this link](#).

Protective Orders

This 90-minute session will provide training on how to scan and index Protective Orders and is appropriate for new or existing employees who have never been trained to index Protective Orders and for those who would like a refresher course. The class will cover scanning the Protective Order, indexing the order, and verifying user reports. If you currently index Protective Orders and would like formal training, this class is for you! To register, click on [this link](#).

Real Estate Indexing Standards – Overview

Suitable for new and experienced indexers, this one-hour program includes a general overview of the GSCCCA indexing standards, a review of dockets and instrument types, and information on indexing party names, property data, cross references, and much more. To register, click on [this link](#).

Real Estate Indexing Standards – Clerk Questions

Also suitable for both new and experienced indexers, this one-hour webinar will review indexing questions submitted by clerk offices to indexing@gsccca.org including difficult and seldom-seen instruments. To register, click [this link](#).

Real Estate Indexing Standards – Sample Index

This one-hour webinar will show the indexing process from start to finish using sample images. Course content includes determining

dockets and instrument types, extracting and indexing instrument types, party names, property data, cross indexing, and understanding general description fields in accordance with the GSCCCA Indexing Standards. To register, click on [this link](#).

UCC

As the filing office for all Uniform Commercial Code documents, Superior Court clerk offices play a vital role in the UCC/secured transaction world. To help ensure that UCCs are being processed in accordance with Georgia's laws and procedures, this 90-minute training session will examine and review UCC forms, grounds for refusing to accept a UCC, UCC eFiling, and the UCC Administrative Procedures. To register, click on [this link](#).

In addition to the nine webinars being offered via Zoom, the Authority continues to offer the following online training programs:

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

Courses are available 24/7 making training completely flexible. Check out online training on <https://eLearn.gsccca.org/>! ■

Authority provides training at COAG

*Rachel Rice conducting
Fines & Fees training
during the recent COAG
Fall Conference*

