

GSCCCA eFiling Portal Guide

THE CLERKS AUTHORITY  **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority [Log In](#)

[eFile Home](#) [Filings](#) [Account Management](#) [Support](#) [Contact Us](#) [GSCCCA.org](#)

START HERE

[Register](#) and start filing right away.

NOTEWORTHY

NEW Our eFiling Portal is getting a new look!
Please click [here](#) for details.

WELCOME TO THE GEORGIA SUPERIOR COURT CLERKS' COOPERATIVE AUTHORITY ELECTRONIC FILING PORTAL.

This portal was created by the GSCCCA in cooperation with the Superior Court Clerks of Georgia in an effort to improve the technology of the Superior Court Clerks' offices and to find new ways to streamline the document filing process at no cost to state or local government. The Authority has created this portal under its legislative mandate in OCGA 15-6-94 to "develop, acquire, and distribute record management systems, information, services, supplies, and materials for superior court clerks of the state."

VOLUNTARY PARTICIPATION

The Authority recognizes that the adoption and use of electronic filing technologies may vary from county to county. Participation in this portal by a county is voluntary. Counties may elect to participate in this portal and/or a separate portal of their choosing.

PARTICIPATING COUNTIES
(CLICK HERE)

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Overview

The purpose of this user manual is to guide the user navigating the GSCCCA eFiling portal. The Clerks' Authority has created a portal which superior court clerks may use for the electronic filing of documents. Clerk participation in the GSCCCA eFile portal is voluntary and additional portals may be available for eFiling documents in the state of Georgia.

In order to use the GSCCCA eFile portal, all users must be registered. Registration is free-of-charge and only a single registration is needed for the Clerks' Authority eFile portal which allows users to file any document type offered by the portal.

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Getting Started

Register

In order to use the GSCCCA eFile portal, all users must register to receive a username and password. To register, go to Account Management, then select **Register**.

Once there, enter a unique Username and a Password.

THE CLERKS AUTHORITY **eFiling Portal**
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[eFile Home](#) [Filings](#) [Account Management](#) [Support](#) [Contact Us](#) [GSCCCA.org](#)

[Home](#) : [Account Management](#) : **Register**

Register

Login Information

Create a username and password * Required

* Username:

* Password:


* Confirm Password:

[Populate Test Data](#)

NEXT **CANCEL**

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Next, enter contact information.



eFiling Portal

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[Home](#) : [Account Management](#) : [Register](#)

Register

Contact Information

Enter your contact information * Required

⚠ * First Name:

Middle Name:

⚠ * Last Name:

Suffix:

Company Name:

Website Uri:

⚠ * Address Line 1:

Address Line 2:

⚠ * City:

* State:

⚠ * Postal Code:

⚠ * Email Address:

⚠ * Phone Number: Ext.:

Fax Number:

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Each registration must have a unique email address. Required fields are as follows:

- First Name
- Last Name
- Street Address
- City
- State
- Postal Code
- Unique Email address
- Phone Number

Indicate the types of filings you will be submitting, UCCs and/or Real Estate documents.

The screenshot shows the 'eFiling Portal' interface for 'THE CLERKS AUTHORITY Georgia Superior Court Clerks' Cooperative Authority'. The page title is 'eFiling Portal' and the subtitle is 'Georgia Superior Court Clerks' Cooperative Authority'. The navigation menu includes 'eFile Home', 'Filings', 'Account Management', 'Support', 'Contact Us', and 'GSCCCA.org'. The current page is 'Register' under 'Account Management'. The 'Register' section has a heading 'Filing Type Information' and a sub-heading 'Indicate filing types to be submitted. Check all that apply.' There are two checkboxes: 'UCC' and 'Real Estate (Deeds, Liens, and Plats)'. Below the checkboxes are three buttons: 'BACK', 'NEXT', and 'CANCEL'. At the bottom of the page, there is a copyright notice: 'Copyright © 1995 - 2020 Georgia Superior Court Clerks' Cooperative Authority. All rights reserved.' and a note: 'This site is best viewed with Internet Explorer 11 or higher.'

When UCC is chosen, the next page will prompt to accept the Terms of Use.

The screenshot shows the 'eFiling Portal' interface for 'THE CLERKS AUTHORITY Georgia Superior Court Clerks' Cooperative Authority'. The navigation menu includes 'eFile Home', 'Filings', 'Account Management', 'Support', 'Contact Us', and 'GSCCCA.org'. The breadcrumb trail is 'Home : Account Management : Register'. The main heading is 'Register'. Below it is the 'Terms of Use' section, which contains a checkbox labeled 'I have read and agree to the eFile Terms of Use'. At the bottom of the form are three buttons: 'BACK', 'NEXT', and 'CANCEL'. A footer contains copyright information: 'Copyright © 1995 - 2020 Georgia Superior Court Clerks' Cooperative Authority. All rights reserved. Terms of Use. This site is best viewed with Internet Explorer 11 or higher.'

When Real Estate is chosen, the next step is designed to help find an existing participant ID or set up a new one.

The screenshot shows the 'eFiling Portal' interface for 'THE CLERKS AUTHORITY Georgia Superior Court Clerks' Cooperative Authority'. The navigation menu is the same as in the previous screenshot. The breadcrumb trail is 'Home : Account Management : Register'. The main heading is 'Register'. Below it is the 'Participant Information' section. The text reads: 'According to the "Real Estate Electronic Recording Rules for the State of Georgia", also known as URPERA rules, individuals and entities that satisfy certain requirements are eligible to eFile real estate documents in Georgia. Please note this is a statewide requirement. According to the URPERA rules, each eFiler must have a participant ID which is issued at www.efileregistry.org. In order to eFile real estate documents, accounts must be associated with one or more participant IDs. Do you have a participant ID?'. Below this text are three radio button options: 'Yes', 'No', and 'I don't know'. At the bottom of the form are three buttons: 'BACK', 'NEXT', and 'CANCEL'. A footer contains copyright information: 'Copyright © 1995 - 2020 Georgia Superior Court Clerks' Cooperative Authority. All rights reserved. Terms of Use. This site is best viewed with Internet Explorer 11 or higher.'


If No is chosen, choose the option that applies so that a participant ID type can be determined.

The screenshot shows the 'Register' page of the eFiling Portal. The header includes 'THE CLERKS AUTHORITY' logo, 'eFiling Portal', and 'Georgia Superior Court Clerks' Cooperative Authority'. A navigation bar contains links for 'eFile Home', 'Filings', 'Account Management', 'Support', 'Contact Us', and 'GSCCCA.org'. The breadcrumb trail is 'Home : Account Management : Register'. The main heading is 'Register'. Under 'Participant Information', there are two paragraphs of text explaining the URPERA rules. The question 'Do you have a participant ID?' has three radio button options: 'Yes', 'No' (which is selected), and 'I don't know'. Below this, the instruction 'Please select all that apply to obtain a participant ID.' is followed by three checkboxes: 'I want to file a plat', 'I am a party to the document' (which is checked), and 'None of the above'. At the bottom of the form are three buttons: 'BACK', 'NEXT', and 'CANCEL'. A footer contains copyright information and a note about browser compatibility.

If Yes is chosen, a participant ID can be searched for either by name or participant ID number.

This screenshot shows the 'Register' page with 'Yes' selected for having a participant ID. The layout is identical to the previous screenshot, but the 'Do you have a participant ID?' question now has 'Yes' selected. The 'Please enter your search criteria in the form below:' section has two radio button options: 'Search by participant name' (which is selected) and 'Search by participant ID number'. Below these is a text input field labeled 'Name:' and a 'SEARCH' button. The 'BACK', 'NEXT', and 'CANCEL' buttons are also present at the bottom of the form. The footer contains the same copyright and browser compatibility information.

Next, choose whether the registration type is for an individual or business, organization, or government entity. Choose and answer 3 separate security questions. Finally, check the two boxes to agree to eFile and eFile Registry Terms of Use.



eFiling Portal

Georgia Superior Court Clerks' Cooperative Authority

[eFile Home](#) [Filings](#) [Account Management](#) [Support](#) [Contact Us](#) [GSCCCA.org](#) [Log In](#)

[Home](#) : [Account Management](#) : **Register**

Register

Participant Information

* Registration Type: An individual
 A business, organization, or government entity

* Company Name:

Question	Answer
Select...	<input type="text"/>
Select...	<input type="text"/>
Select...	<input type="text"/>


[Reset Security Questions](#)

I have read and agree to the [eFile Terms of Use](#)

I have read and agree to the [eFile Registry Terms of Use](#)

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The final step is to confirm that the registration information is correct, and then click the Submit button.



eFiling Portal

Georgia Superior Court Clerks' Cooperative Authority

[eFile Home](#) [Filings](#) [Account Management](#) [Support](#) [Contact Us](#) [GSCCCA.org](#) [Log In](#)

[Home](#) : [Account Management](#) : [Register](#)

Register

Login Review

Username: _____

Contact Review

Name: _____
Company Name: GSCCCA
Website Url: www.gsccca.org
123 Main Street
Address: Suite 100
Atlanta, Georgia 12345
Email Address: _____
Phone Number: (__) 231-3134 Ext. 5555
Fax Number: (__) 555-5555

Filing Type Review

Filing Type(s): UCC
Real Estate (Deeds, Liens, and Plats)

Participant Review


Participant ID: Participant ID will be provided once registration is complete
Participant Name: GSCCCA
Participant Type: [Self Filer](#)
Participant Status: Active once registration is complete

Question	Answer
What was your first pet's name?	Show
In what city did you meet your spouse?	Show
What is your favorite color?	Show

[BACK](#) [SUBMIT](#) [CANCEL](#)

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Upon successful registration, the following message will display. Click Done and continue to the Current Filings page.

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[eFile Home](#) [Filings](#) [Account Management](#) [Support](#) [Contact Us](#) [GSCCCA.org](#)

[Home](#) : [Account Management](#) : [Register](#)


Register

Registration Completed Successfully

Username:	filerguide
Name:	J Scott Jones
Company Name:	GSCCCA
Website Url:	www.gsccca.org
Address:	123 Main Street Suite 100 Atlanta, Georgia 12345
Email Address:	ryou2440@gmail.com
Phone Number:	(__1) 231-3134 Ext. 5555
Fax Number:	(__5) 555-5555

Participant ID Delegation Request Submitted

- In order to eFile real estate documents, including plats, users must have a participant ID from <https://www.efileregistry.org>. An account was created and application submitted to <https://www.efileregistry.org> and is pending review. Account information is the same as the <https://efile.gsccca.org> information. Once the application has been reviewed, notification of acceptance or rejection will be provided.

 [Print this confirmation for your records](#)

DONE

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This site is best viewed with Internet Explorer 11 or higher.

Log In

Enter User Name and Password then select **LOGIN**.

The screenshot shows the eFiling Portal login page. At the top left is the logo for 'THE CLERKS AUTHORITY' and 'eFiling Portal' with the text 'Georgia Superior Court Clerks' Cooperative Authority'. A navigation bar contains links: eFile Home, Filings, Account Management, Support, Contact Us, GSCCCA.org, and a Log In link. Below the navigation bar, the breadcrumb trail reads 'Home : Account Management : Log In'. The main content area is titled 'Log In' and is split into two panels. The left panel, 'Already Registered', features a key icon, a 'User Name' field with 'eFiling User', a 'Password' field with masked characters, a 'LOGIN' button, and a 'Forgot Password?' link. The right panel, 'Need to Register', features a document icon and text stating that users must create an account first, with a 'Click here to register' link. At the bottom, there is a copyright notice for 1995-2020 and a note about browser compatibility.

Current Filings

Once logged in, users are taken to the Current Filings page. The Current Filings page contains a listing of all user filings created, awaiting payment, submitted, accepted or rejected.

The screenshot shows the 'Current Filings' page. The header includes the 'THE CLERKS AUTHORITY' logo, 'eFiling Portal', and 'Georgia Superior Court Clerks' Cooperative Authority'. The navigation bar includes links: eFile Home, Filings, Account Management, Funding & Payments, Support, Contact Us, AOC, Office, Admin, GSCCCA.org, and a 'Welcome, Rob Young | Log Out' link. The breadcrumb trail is 'Home : Filings : Current Filings'. The main content area is titled 'Current Filings' and includes the text 'The table below shows a list of current filings.' There are tabs for 'All', 'Real Estate', and 'UCC'. Below the tabs, it says 'Your Filings: Page 0 of 0'. There is a search bar, a 'Search Fields' dropdown, and filters for 'Status' and 'Type'. Date filters for 'From Date' and 'To Date' are also present. A toolbar contains icons for View, Resubmit, Cancel, Continue, Archive, Pay, and Refresh. A message box states 'There are no records to display.' Below this is a pagination bar with 'Move First', 'Move Previous', '0', 'Move Next', and 'Move Last' buttons. A 'NEW FILING' button is located at the bottom center. At the very bottom, there is a copyright notice for 1995-2020 and a note about browser compatibility.

Real Estate and UCC documents may be eFiled. The Current Filings page provides a summary of all document types created for eFiling. To view Real Estate-only document types, select the Real Estate tab. Similarly, to view UCC only document types, select the UCC tab.

THE CLERKS AUTHORITY **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority

Welcome, Rob Young | [Log Out](#)

[eFile Home](#) [Filings](#) [Account Management](#) [Funding & Payments](#) [Support](#) [Contact Us](#) [AOC](#) [Office](#) [Admin](#) [GSCCCA.org](#)

[Home](#) : [Filings](#) : [Current Filings](#)

Current Filings

The table below shows a list of current filings.

[Switch to Clerk Display Transaction History](#)

[All](#) [Real Estate](#) [UCC](#)

Your Filings: Page 0 of 0

Search:

Status:

From Date:

To Date:

Filings Per Page:

Search Fields:

[Current Activity](#) [Last 30 Days](#) | [Reset All](#)

[View](#) [Resubmit](#) [Cancel](#) [Continue](#) [Archive](#) [Pay](#) [Refresh](#)

There are no records to display.

[Move First](#) [Move Previous](#) [Move Next](#) [Move Last](#)

NEW FILING

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Filing Documents

Filing a UCC Document

To file a UCC document, click the **New Filing** button, select **UCC** as the filing type then the county in which the UCC is being filed. Select **Continue**.

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 Welcome, Rob Young | [Log Out](#)

[eFile Home](#) [Filings](#) [Account Management](#) [Funding & Payments](#) [Support](#) [Contact Us](#) [AOC](#) [Office](#) [Admin](#) [GSCCCA.org](#)

Home : [Filings](#) : **New Filing**

Select Type of Filing and County

1. Select the type of filing from the TYPE OF FILING drop-down box below.
2. Select the county in which you choose to file.
3. Click the Continue button to start the filing process.

Type of Filing:

County:

PARTICIPATING COUNTIES **CONTINUE**

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The fee schedule will display. Select **Continue**.

Welcome to the
 Clarke County Superior Court Clerk's Office

Outline of Fees for Selected Filing Type
 Filing type selected: UCC

BEVERLY LOGAN

Type of Document	Description	Filing Fee
UCC-1	UCC Financing Statement is filed by a secured party to give notice of an interest in the personal property of a debtor	\$25 Fee
UCC-1As	UCC Financing Statement with Assignment is filed to assign all of the secured party's power to authorize on amendment to the financing statement	\$50 Fee
UCC-3	UCC Financing Statement Amendment is filed to amend the information contained in a financing statement.	\$25 Fee
UCC-5	Information Statement is filed to indicate that a UCC record is inaccurate or wrongfully filed	\$25 Fee

CANCEL **CONTINUE**

Click **Add UCC Form** to attach the completed UCC-1, UCC-3 or UCC-5 form ready for filing.



Electronic Filing of Uniform Commercial Codes

1. Click the Add UCC Form button and attach a UCC form.
2. Click the Add Attachment button and attach addendum files or freeform attachments.
3. Add as many addendum form and freeform attachments as necessary.
4. Click the Continue button to continue your filing.

Files can be any of the following types:

Tiff image format (TIFF) Portable Document Format (PDF) Microsoft Word format (RTF, DOC or DOCX)



Important UCC Forms Notice Effective July 1, 2013

STEP 1: Attach UCC-1, UCC-3 or UCC-5 Form

Add UCC Form

You must attach one and only one UCC Form to continue your filing.

STEP 2: Attach Additional Files

Once you have attached a UCC Form, you may attach 1 or more additional files (for example, a Collateral Description).

STEP 3: Filing Name (optional)

Enter an optional name by which you would like to refer to this filing:

Total Fees \$0.00

Note: A non-refundable transaction fee of 2.5% will apply if payment is made with a credit card.

Cancel

Continue

Step 1: Select the UCC form being filed then click the Browse button to attach the UCC filing form. An optional field is available if you wish to enter a description of the UCC being filed. This description will be displayed with the details of the filed UCC. Select **Continue**.

A screenshot of a web browser window showing the "Add a UCC Form to your Filing" page. The page title is "Add UCC Form to Filing - Google Chrome". The URL is "efiledev.gsccca.org/UCC/attachUCC.aspx?fguid=0c209bee-da5a-47ec-8dad-27fe2c94315f&fid=3540...". The main heading is "Add a UCC Form to your Filing". Below the heading are three numbered instructions: 1. Select the type of UCC you are filing from the list below. Be sure to distinguish between a UCC-1 and a UCC-1 with Assignment. 2. Click the Browse button to locate a file to attach on your PC. 3. (Optional) Give this file a descriptive name for your reference. The form includes a "UCC TYPE" dropdown menu with "Select a UCC Type" selected. Below that is a "FILE" section with a "Choose File" button and "No file chosen" text. There is also a text input field for "Enter a descriptive name for this file (optional)". At the bottom of the form are "Cancel" and "Continue" buttons.

To add additional documentation to the UCC filing, select **Add Attachment**.



Electronic Filing of Uniform Commercial Codes

1. Click the Add UCC Form button and attach a UCC form.
2. Click the Add Attachment button and attach addendum files or freeform attachments.
3. Add as many addendum form and freeform attachments as necessary.
4. Click the Continue button to continue your filing.

Files can be any of the following types:

Tiff image format (TIFF) Portable Document Format (PDF) Microsoft Word format (RTF, DOC or DOCX)



Important UCC Forms Notice Effective July 1, 2013

STEP 1: Attach UCC-1, UCC-3 or UCC-5 Form

Your Description	UCC Type	Pages	Base Fee	Add'l Page Fee
Attached UCC Form	UCC-1	4	\$25.00	\$0.00

STEP 2: Attach Additional Files

Your Description	Pages	Add'l Page Fee
Attached File	4	\$0.00

STEP 3: Filing Name (optional)

Enter an optional name by which you would like to refer to this filing:

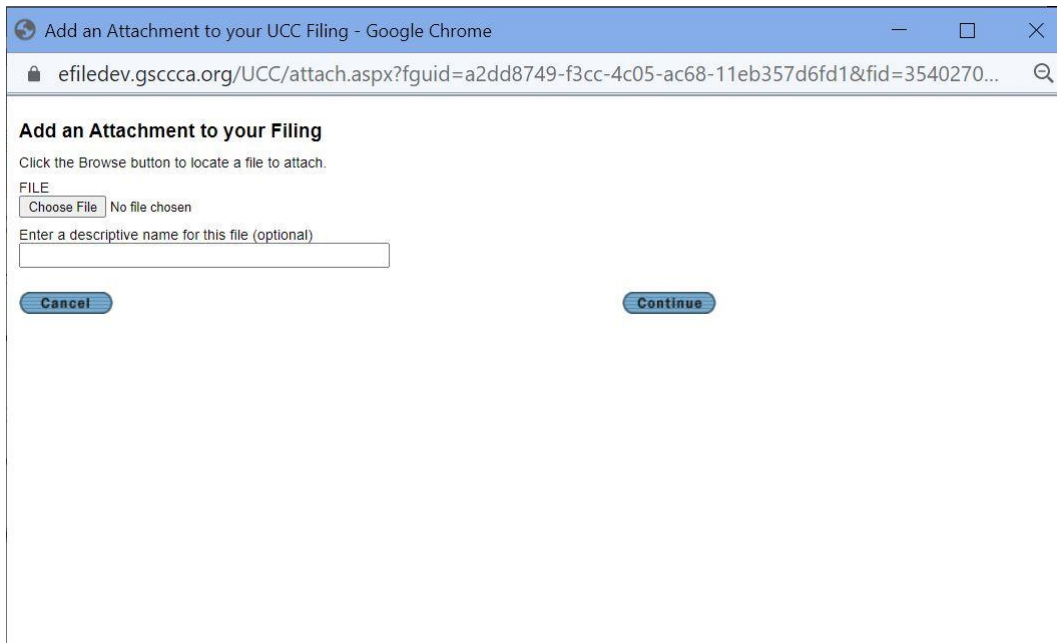
Total Fees \$25.00

Note: A non-refundable transaction fee of 3.5% will apply if payment is made with a credit card.

[Cancel](#)

[Continue](#)

Step 2: Select **Browse** to attach the additional documentation for filing then select **Continue**.



Step 3 (Optional): Enter a descriptive filing name to be displayed on the Current Filings page providing easy identification of the filing.





Electronic Filing of Uniform Commercial Codes

1. Click the Add UCC Form button and attach a UCC form.
2. Click the Add Attachment button and attach addendum files or freeform attachments.
3. Add as many addendum form and freeform attachments as necessary.
4. Click the Continue button to continue your filing.

Files can be any of the following types:
 Tiff image format (TIFF) Portable Document Format (PDF) Microsoft Word format (RTF, DOC or DOCX)

 **Important UCC Forms Notice Effective July 1, 2013**

STEP 1: Attach UCC-1, UCC-3 or UCC-5 Form

Your Description	UCC Type	Pages	Base Fee	Add'l Page Fee
 Attached UCC Form	UCC-1	4	\$25.00	\$0.00 

STEP 2: Attach Additional Files

[Add Attachment](#)

Your Description	Pages	Add'l Pg Fee
 Attached File	4	\$0.00 

STEP 3: Filing Name (optional)

Enter an optional name by which you would like to refer to this filing:

Total Fees \$25.00

Note: A non-refundable transaction fee of 3.5% will apply if payment is made with a credit card.

[Cancel](#)

[Continue](#)

Select **Continue** to proceed. Computed filing fee will appear. Please review the filing. If ready to submit, enter initials for the Electronic Signature then select **Submit Filing**.



Review and Submit Your Filing

- Review your filing.
- Use the Previous Page button at the bottom of this page to return to the previous page and make any necessary changes.
- Enter your initials in the Electronic Signature box below.
- Click the Submit Filing button to submit your filing.

Computed Fee \$25.00

Note: A non-refundable transaction fee of 2.5% will apply if payment is made with a credit card.

Attached UCC Forms:

Your Description	UCC Type	Pages	Base Fee	Add'l Page Fee
Attached UCC Form	UCC-1	1	\$25.00	\$0.00

Your Description	Pages	Add'l Pg Fee
Attached File	1	\$0.00

ELECTRONIC SIGNATURE

STATE OF GEORGIA, COUNTY OF CLARKE

By affixing this electronic verification, oath, or affidavit to this pleading/filing submitted to the Court and attaching my electronic signature hereon, I do hereby swear or affirm that the statement/information set forth in the above pleading/filing is true and correct.

Enter your initials to affirm this oath:

[Previous Page](#)

[Submit Filing](#)

Although the filing was submitted, it has not been sent to the Clerk’s office for filing. For UCC documents to be submitted to the clerk’s office for filing, payment must be authorized. Until payment is authorized, the filing will maintain a status of Awaiting Payment.

THE CLERKS AUTHORITY eFiling Portal
Georgia Superior Court Clerks' Cooperative Authority

Welcome, Rachel Filer | Log Out

Home : Filings : **Current Filings**

Current Filings
The table below shows a list of current filings. [Display Transaction History](#)

You have one or more **unpaid filings**. The filing process is not complete until fees are paid. [PAY FEES](#)
[Learn About Payment Options And Fees](#)

[All](#) | [Real Estate](#) | [UCC](#)
 Your Filings: Page 1 of 1
 Filings Per Page: 10


Search:
 Status: From Date: To Date:
[Current Activity](#) | [Last 30 Days](#) | [Reset All](#)

ID	LAST ACTIVITY	STATUS	FILE NUMBER	COUNTY	TYPE	FEE	PMT
3544209	2/18/2022 11:18:57 AM	AWAITING PAYMENT		Clarke	UCC	\$25.00	

[NEW FILING](#)

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To complete the submission process, select **Pay Fees** to authorize payment. Payment may be authorized for a single filing or for multiple filings. All filings awaiting payment will display under Pay Filing Fees. Check the box next to each filing for which payment is being authorized, then select **Continue to Payment Information**.

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Pay Filing Fees

The following is a list of unpaid filings associated with your account.

- Select the filings that you wish to pay for at this time by placing a check in the checkbox on the left side of each filing. The total payment for the filings you select will be updated at the bottom of the list.
- When you have finished selecting filings, click **Continue to Payment Information** to advance to the payment options page.

SEL	ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
<input type="checkbox"/>	3544209	2/18/2022 11:14:03 AM	AWAITING PAYMENT	Clarke	UCC	\$25.00


ESTIMATED FEES FOR THE SELECTED FILINGS: \$0.00

Please note: Filing fees are an estimate based on information provided.
Actual filing fees will be assessed by the Clerk of Superior Court.

CLOSE **CONTINUE TO PAYMENT INFORMATION**

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There are three methods of payment which are accepted, credit card, bank account, or a pre-funded escrow account. Select the desired payment option to authorize payment. For instructions regarding payment options, see Payment Methods.

THE CLERKS AUTHORITY  **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority


Pay Filing Fees

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
3544209	2/18/2022 11:14:03 AM	AWAITING PAYMENT	Clarke	UCC	\$25.00


ESTIMATED FEES FOR THE SELECTED FILINGS: \$25.00

Please note: Filing fees are an estimate based on information provided.
Actual filing fees will be assessed by the Clerk of Superior Court.


Payment Options



PAY BY CREDIT CARD



PAY BY BANK ACCOUNT

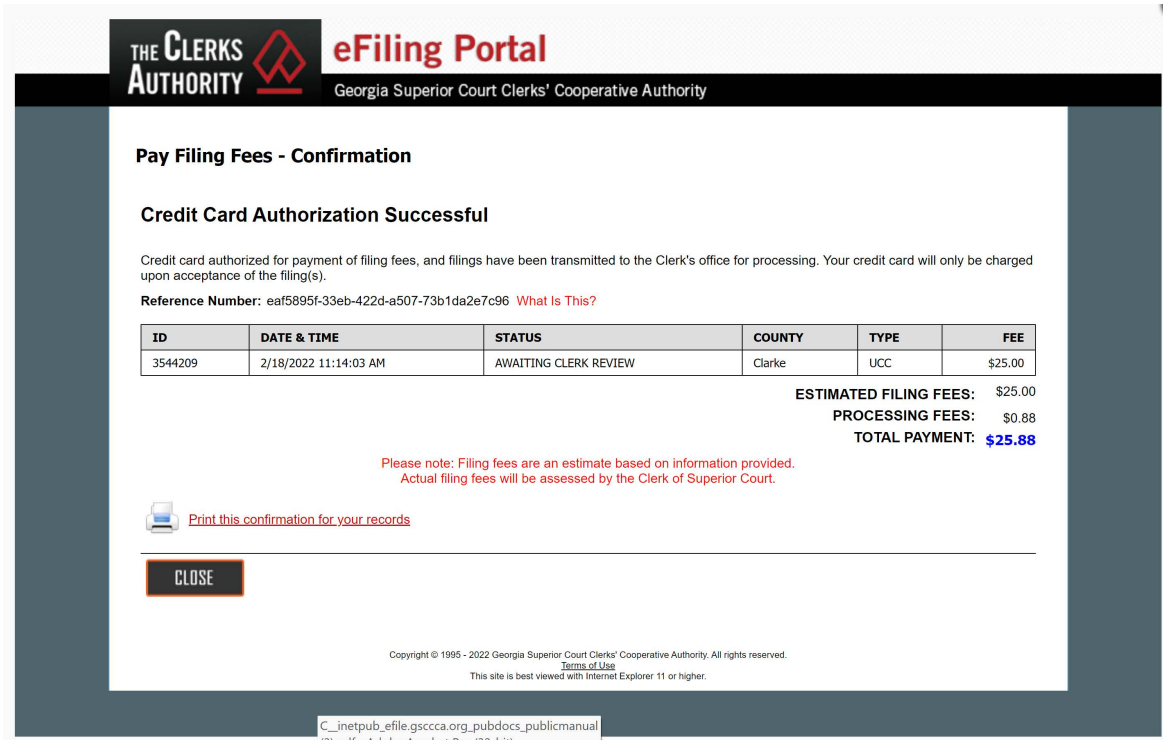


PAY BY ESCROW ACCOUNT

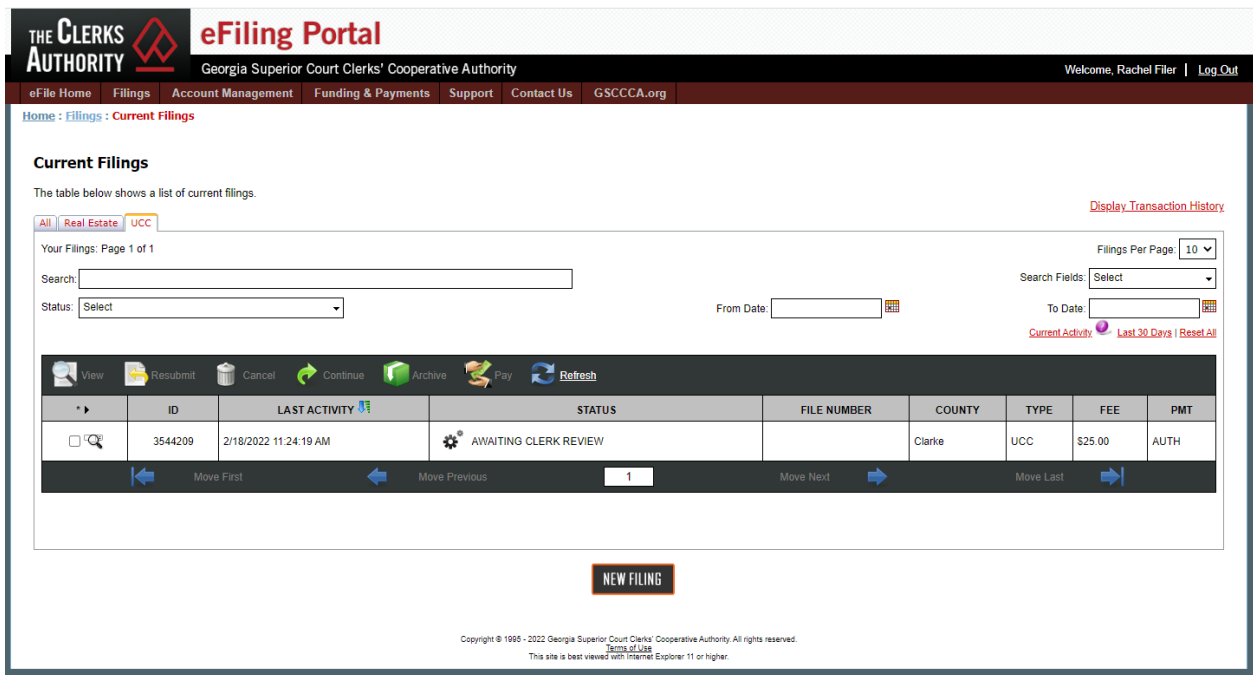
RETURN TO FILING SELECTION

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Once payment is successfully authorized, a confirmation screen will appear.



Also, the filing status updates to Awaiting Clerk Review and the filing has been transmitted to the Superior Court Clerk's office for review.



Filing a Real Estate Document

To file a Real Estate Document, click the **New Filing** button, then select Real Estate as the type of filing then the county in which the Real Estate document is being filed. Select **Continue**.

The screenshot shows the 'eFiling Portal' interface for the Georgia Superior Court Clerks' Cooperative Authority. The page title is 'New Filing'. It contains instructions for selecting the type of filing and the county. Two dropdown menus are present: 'Type of Filing' (set to 'Real Estate (Deeds, Liens and Plats)') and 'County' (set to 'Clarke'). Below these is a 'PARTICIPATING COUNTIES' section and a 'CONTINUE' button. The footer includes copyright information and a note about browser compatibility.

THE CLERKS AUTHORITY **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority
Welcome, Rob Young | [Log Out](#)

[eFile Home](#) [Filings](#) [Account Management](#) [Funding & Payments](#) [Support](#) [Contact Us](#) [AOC](#) [Office](#) [Admin](#) [GSCCCA.org](#)

[Home](#) : [Filings](#) : **New Filing**

Select Type of Filing and County

1. Select the type of filing from the TYPE OF FILING drop-down box below.
2. Select the county in which you choose to file.
3. Click the Continue button to start the filing process.

Type of Filing: County:

PARTICIPATING COUNTIES **CONTINUE**

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[Terms of Use](#)
This site is best viewed with Internet Explorer 11 or higher.

The fee schedule will display. Select **Continue**.



CLARKE COUNTY

SUPERIOR COURT

Welcome to the Clarke County Superior Court Clerk's Office

This website will calculate an estimate of the filing fees for every document you eFile based on the table below, and information you provide. When the Clerk of Superior Court receives and processes your document, the Clerk will confirm and determine the actual filing fees which in some cases may vary from the estimate displayed to you when you submit your document.



BEVERLY LOGAN

Outline of Fees for Selected Filing Type
Filing type selected: Real Estate (Deeds, Liens and Plats)

Type of Document	Description	Filing Fee
Deed - Affidavit	Affidavit related to Title to Real Property, or to a Deed.	\$25 Fee
Deed - Conveyance Deed (PT-61 required)	Deeds that conveys real property, such as Warranty Deeds, Gift Deeds, Estate Deeds, Trustees Deeds, Quit Claim Deeds, and Tax Sale Deeds. (Excluding Foreclosure Deeds, "Quit Claim Deeds of Release", Gas/Oil/Mineral Deeds, and Security Deeds.)	\$25 Fee
Deed - Foreclosure Deed / Deed in Lieu of Foreclosure (PT-61 required)	Foreclosure Deeds and Deeds In Lieu of Foreclosure	\$25 Fee
Deed - Security Deed Assignment	Assignments of Security Deeds (excluding other type of assignments such as Assignments of leases and Rents, and Lien Assignments)	\$25 Per Assignment
Deed - Security Deed Cancellation	Security Deed Cancellation/Release, or "Quit Claim Deed of Release" (exclude other Quit Claim Deeds).	\$25 Per Cancellation
Deed - Security Deed (Mortgage) and Security Deed Modification	Security Deeds (aka Mortgages and Deeds to Secure Debt). Including modifications of Security Deeds; but excluding subordination Agreements. (Intangible taxes may be due on the Principal amount)	\$25 Fee
Deed - Other	All other documents that are to be recorded in the Real estate (aka Grantor/Grantee) Docket. Actual filing fee may vary based on document. Contact the Clerk of Superior Court of the county of filing for further details.	\$25 Fee/\$25 Fee per Assignment
Lien - Lien	Lien (Includes Writ of Fieri Facias aka FiFa, Federal Tax Lien, Materialman's/Mechanic's Lien, Personal Property Lien, Hospital lien/notice, etc)	\$25 Fee
Lien - Cancellation	Lien Cancellation, Release, and Satisfaction. (Including partial release/satisfaction)	\$25 Per Cancellation
Lien - Assignment	Assignment of Lien(s)	\$25 Per Assignment
Lien - Extension / Nulla Bona	Nulla Bona, and Personal Property Lien Extension	\$25 Fee
Lien - Other Lien Related Instruments	Any other document that is to be filed in the Superior Court Clerk's Lien docket. This would include various Notices, Lis Pendens, Affidavits, Judgements, Settlements, etc.	\$25 Fee
Lien - Bulk Lien	Multiple, one page liens in a single document	\$25 Per Instrument
Plat - Plat, Map, or Floor Plan	All Plats, Maps, and Floor Plans. (They are to be in conformance with Official Code of Georgia Annotated: 15-6-67.)	\$10 Per Page

CANCEL

CONTINUE

Enter a descriptive name in the Name field to allow easy identification of the real estate eFile package. Select **Add New Filing** to attach a document for filing.

CLARKE COUNTY
Superior Court Clerk's Office


Standard Filing Mode | [Switch](#)

Real Estate eFiling

Welcome to GSCCCA Real Estate eFiling

One or more related real estate documents may be filed using this screen. When multiple filings are submitted together, they are accepted or rejected by the clerk as a single package. Filings submitted together will be either all accepted or all rejected.

Please review the contents of the filing package below. Once satisfied, click the **Submit** button.



eFiling Package Summary

Name:

County:

Estimated Fees
Grand Total: \$0.00

Filing Information

There are no filings in your filing package. Click the **Add New Filing** button below to add a new filing to the filing package.

[Add New Filing](#) Estimated Fees Grand Total: \$0.00

Please review the contents of the filing package above. Once satisfied, click the **Submit** button.

[Submit](#) [Cancel Package](#)

Select the **Instrument Type**. The Authority limits the instrument types. Please select the instrument type that best fits the document being filed. If no instrument type fits, select **Other**.

CLARKE COUNTY
Superior Court Clerk's Office

Standard Filing Mode | [Switch](#)


Real Estate eFiling

1. Document | 2. Taxes | 3. Parties | 4. Participants | 5. Filing Fees

Step 1: To help us calculate proper recording fees, please tell us which type of document you are recording

Instrument Type:

eFiling Package Summary

Filings In Package
 (New Filing)

Use screen to specify the document being filed

[Next](#) [Cancel](#)

After selecting the Instrument Type, a description of the instrument type will appear along with documentation required to file the selected instrument type. To attach the document for filing, select **Browse**. Some instrument types will ask additional questions regarding number of instruments being assigned, cancelled, etc. This information is required for estimating filing fees.

CLARKE COUNTY
Superior Court Clerk's Office

Real Estate eFiling Standard Filing Mode | [Switch](#)

1. Document | 2. Taxes | 3. Parties | 4. Participants | 5. Filing Fees

Step 1: To help us calculate proper recording fees, please tell us which type of document you are recording

Instrument Type:

Select this instrument type if your document is best described as:

- Affidavit related to Title to Real Property, or to a Deed.

Upload Document:

Selected File: Multi-Page.pdf
Supported File Types: PDF or TIF
Upload Progress:

Use screen to specify the document being filed

eFiling Package Summary

Filings In Package

Deed - Affidavit
 [Multi-Page.pdf](#)

Participant IDs
8449875335 (Rob Young)

Fee Type	Unit Cost	Qty	Subtotal
Base Filing Fee	\$25.00	1	\$25.00

* Estimate Only

Select **Next** to continue. The attached document will display in the eFiling package summary. If tax information is required, enter the intangible tax amount or enter the **PT-61 file number** to proceed. If no PT-61 document has been filed, a link to file the PT-61 is available. If no tax information is required, select **Next** to continue.

CLARKE COUNTY
Superior Court Clerk's Office

Real Estate eFiling

1. Document | 2. Taxes | 3. Parties | 4. Participants | 5. Filing Fees

Step 2: Specify tax information related to the document.

Please click Next to continue.

eFiling Package Summary

Filings In Package

Deed - Affidavit
 [AFF with x-refs.pdf](#)
 [3 page\(s\)](#)

Cross indexes: Deeds specified in instrument, and any requested.

2

Enter the requested party name information then select **Next**.

CLARKE COUNTY
Superior Court Clerk's Office

Real Estate eFiling

1. Document | 2. Taxes | **3. Parties** | 4. Participants | 5. Filing Fees

Step 3: Specify the parties to the document.

Affiant/Property Owner: Quick-Pick: Recently Used Parties...

Enter the first Affiant/Property Owner specified by the document in the space provided below.

- For a person, enter the name as "Last Name, First Name".
- For a business, simply type the business name.
- To use a recently used party name, choose if from the "Quick-Pick" dropdown list.

Name of Primary Affiant/Property Owner:

eFiling Package Summary

Filings In Package

Deed - Affidavit

- [AFF with x-refs.pdf](#)
- [3 page\(s\)](#)

Cross indexes: Deeds specified in instrument, and any requested.

2

Use this screen to specify the parties to the document.

Back **Next** **Cancel**

Select **Participant ID**. If multiple Participant IDs need to be added, select **Add More Participants**. Once all required Participant IDs are added, select **Next**. *Note: For more information regarding Participant IDs and the requirements for eFiling real estate documents, view the Real Estate Electronic Recording Standards for the State of Georgia available on www.gsccca.org.*

CLARKE COUNTY
Superior Court Clerk's Office

Real Estate eFiling

1. Document | 2. Taxes | 3. Parties | **4. Participants** | 5. Filing Fees

Step 4: Specify the registered participants to the document.

Filer's Participant ID: Select...

Add More Participants

Use this screen to specify the participants to the document.

eFiling Package Summary

Filings In Package

Deed - Affidavit

- [AFF with x-refs.pdf](#)
- [3 page\(s\)](#)

Cross indexes: Deeds specified in instrument, and any requested.

2

First Affiant/Property Owner

js smlyh

Back **Next** **Cancel**

Next, review the estimated filing fees. If including a message or note to the filing office, enter the note in the **Note to Clerk** field, then select **Next** to continue.

CLARKE COUNTY
 Superior Court Clerk's Office

Standard Filing Mode | [Switch](#)

Real Estate eFiling

1. Document
2. Taxes
3. Parties
4. Participants
5. Filing Fees

Step 5: Review filing fees

Fee Type	Unit Cost	Qty	Subtotal
Base Filing Fee	\$25.00	1	\$25.00
			Total: \$25.00
<small>* Estimate Only</small>			

Note to Clerk (optional):

Enter a note or message related to this filing that you would like to communicate to the clerk.

eFiling Package Summary

Filings In Package

- Deed - Affidavit**
- [AFF with x-refs.pdf](#)

Affiant/Property Owner
doe, john

Participant IDs
3612435217 (Rachel Filer)

Fee Type	Unit Cost	Qty	Subtotal
Base Filing Fee	\$25.00	1	\$25.00
<small>* Estimate Only</small>			

Use screen to review filing fees

Back

Next

Cancel

Review eFiling package. If additional filings need to be added to the filing package, select **Add New Filing** and repeat the previous steps. If no additional filings and/or edits are needed, select **Submit**.




Real Estate eFiling

Welcome to GSCCCA Real Estate eFiling

One or more related real estate documents may be filed using this screen. When multiple filings are submitted together, they are accepted or rejected by the clerk as a single package. Filings submitted together will be either all accepted or all rejected.

Please review the contents of the filing package below. Once satisfied, click the **Submit** button.



eFiling Package Summary ?

Submit

Cancel Package

Add New Filing

Name: ?

County: Clarke ?

Estimated Fees

Grand Total: \$25.00 ?

Filing Information

Instrument Type: Deed - Affidavit ?
(Affidavit related to Title to Real Property, or to a Deed.)

Documents: [AFF with x-refs.pdf](#)

Affiant/Property Owner: doe, john

Participant IDs: 3612435217 (Rachel Filer)

Fees:

Fee Type	Unit Cost	Qty	Subtotal
Base Filing Fee	\$25.00	1	\$25.00
			Total: \$25.00
<small>* Estimate Only</small>			

Edit

Delete

Filing Order
First
Up Down
Last

Add New Filing

Estimated Fees Grand Total: \$25.00

Verify the information the requested information then select **OK**.

efiledev.gsccca.org says

By continuing, the document(s) uploaded will be queued for submission to the Clerk of Superior Court. Upon payment authorization, documents will be transmitted.


Filing fees and taxes shown are an estimate based on information provided. Per the terms of agreement, the Clerk of Superior Court assesses the actual filing fees.

A confirmation screen will appear upon successful submission. To pay immediately, select **Pay Now**. To pay later, select **Pay Later**



Real Estate eFiling

Your filing package was submitted successfully

 **Attention**

Filing package will not be transmitted until payment is authorized

Click **Pay Now** to authorize payment



County Name: Clarke
Filing ID: 3544210
[What Is This?](#)

Filing Type	Instrument Type	Status	Estimated Fee
Real Estate	Deed - Affidavit	AWAITING PAYMENT	\$25.00

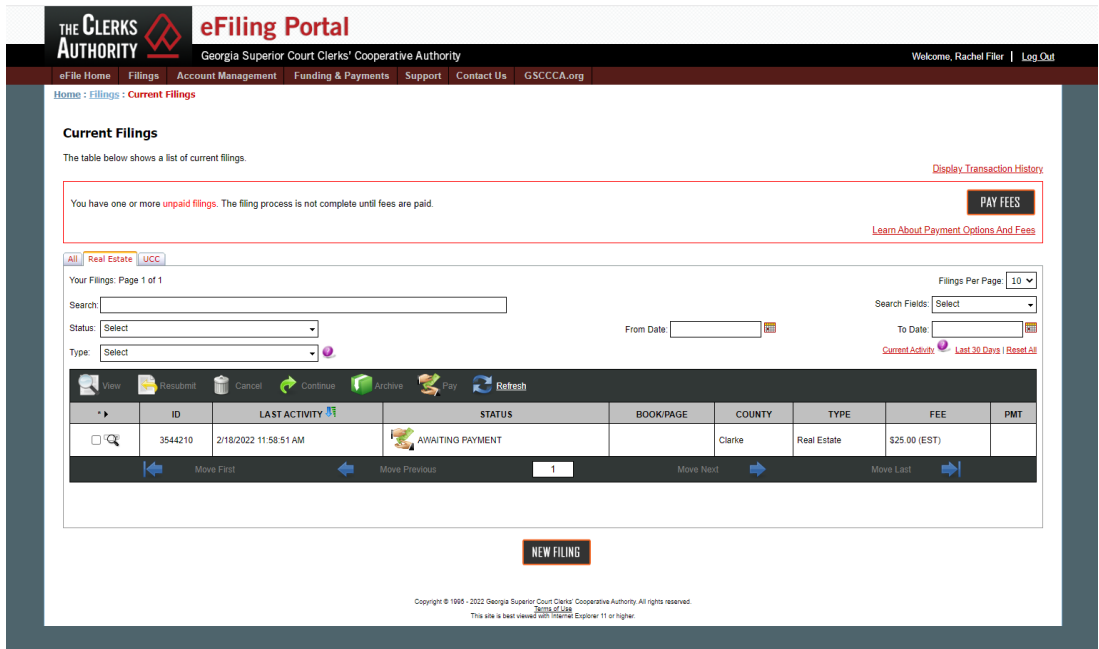
ESTIMATED FEES FOR THE SELECTED FILINGS: \$25.00

Please note: Filing fees are an estimate based on information provided.
Actual filing fees will be assessed by the Clerk of Superior Court.

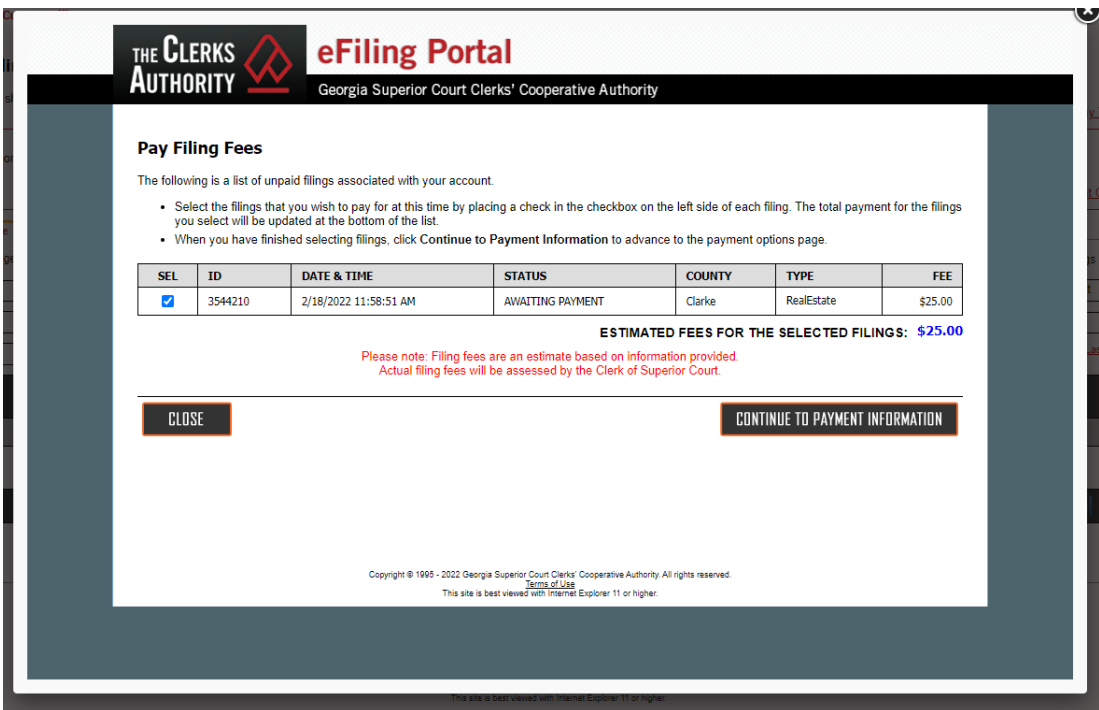


[Print this confirmation for your records](#)


Although the filing was submitted, it has not been sent to the Clerk’s office for filing. For Real Estate documents to be submitted to the clerk’s office for filing, payment must be authorized. To authorize payment immediately, select **Pay Now**. To defer authorization of payment, select **Pay Later**. Until payment is authorized, the filing will maintain a status of Awaiting Payment.



To complete the submission process, select **Pay Fees** to authorize payment. Payment may be authorized for a single filing or for multiple filings. All filings awaiting payment will display under Pay Filing Fees. Check the box next to each filing for which payment is being authorized, then select **Continue to Payment Information**.



There are three methods of payment which are accepted, credit card, bank account or a pre-funded draw-down account. Select the desired payment option to authorize payment. For instructions regarding payment options, see **Payment Methods**.



eFiling Portal

Georgia Superior Court Clerks' Cooperative Authority


Pay Filing Fees

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
3544210	2/18/2022 11:58:51 AM	AWAITING PAYMENT	Clarke	RealEstate	\$25.00


ESTIMATED FEES FOR THE SELECTED FILINGS: \$25.00

Please note: Filing fees are an estimate based on information provided.
Actual filing fees will be assessed by the Clerk of Superior Court.


Payment Options



PAY BY CREDIT CARD



PAY BY BANK ACCOUNT



PAY BY ESCROW ACCOUNT

RETURN TO FILING SELECTION

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Once payment is successfully authorized, a confirmation screen will appear.

THE CLERKS AUTHORITY **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority

Pay Filing Fees - Confirmation

Credit Card Authorization Successful

Credit card authorized for payment of filing fees, and filings have been transmitted to the Clerk's office for processing. Your credit card will only be charged upon acceptance of the filing(s).

Reference Number: eaf5895f-33eb-422d-a507-73b1da2e7c96 [What Is This?](#)

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
3544209	2/18/2022 11:14:03 AM	AWAITING CLERK REVIEW	Clarke	Real Estate	\$25.00

ESTIMATED FILING FEES: \$25.00
 PROCESSING FEES: \$0.88
TOTAL PAYMENT: \$25.88

Please note: Filing fees are an estimate based on information provided. Actual filing fees will be assessed by the Clerk of Superior Court.

[Print this confirmation for your records](#)

CLOSE

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Also, the filing status updates to Awaiting Clerk Review and the filing has been transmitted to the Superior Court Clerk's office for review.

THE CLERKS AUTHORITY **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority

Welcome, Rachel Filer | [Log Out](#)

[eFile Home](#) | [Filings](#) | [Account Management](#) | [Funding & Payments](#) | [Support](#) | [Contact Us](#) | [GSCCCA.org](#)

[Home](#) : [Filings](#) : **Current Filings**

Current Filings

The table below shows a list of current filings.

[All](#) | [Real Estate](#) | [UCC](#) [Display Transaction History](#)

Your Filings: Page 1 of 1 Filings Per Page:

Search: Search Fields:

Status: From Date:

Type: To Date:

[Current Activity](#) | [Last 30 Days](#) | [Reset All](#)

	ID	LAST ACTIVITY	STATUS	BOOK/PAGE	COUNTY	TYPE	FEE	PMT
	3544210	2/18/2022 12:01:35 PM	AWAITING CLERK REVIEW		Clarke	Real Estate	\$25.00 (EST)	AUTH

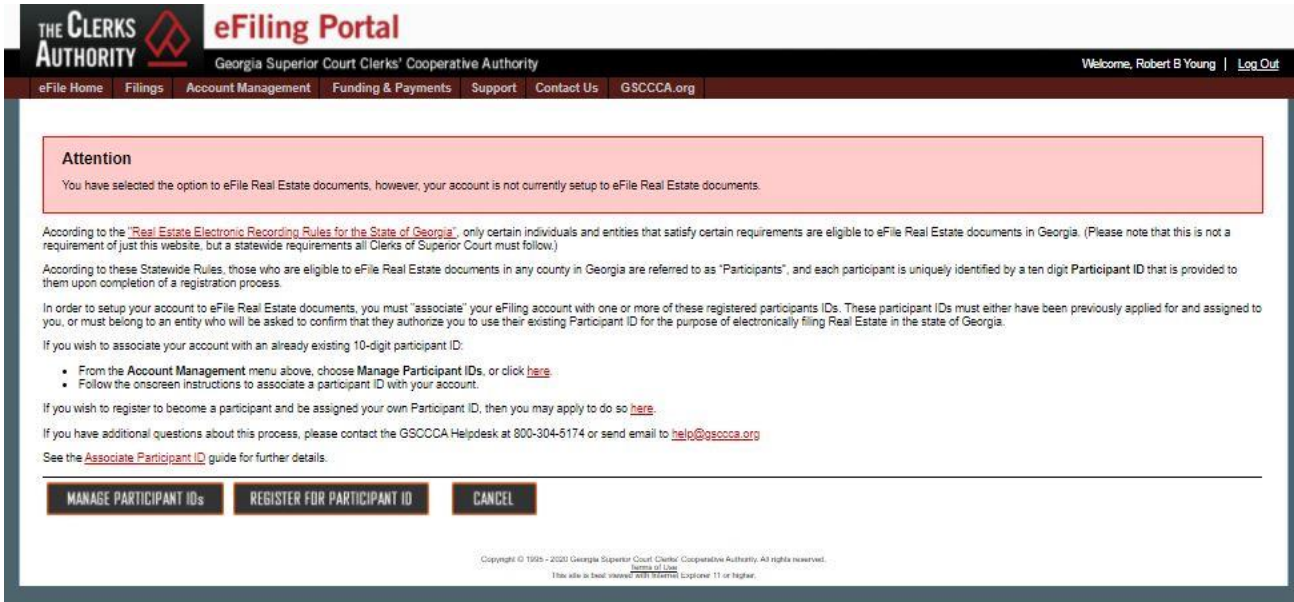
NEW FILING

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Filing Requirements

Associating Participant IDs

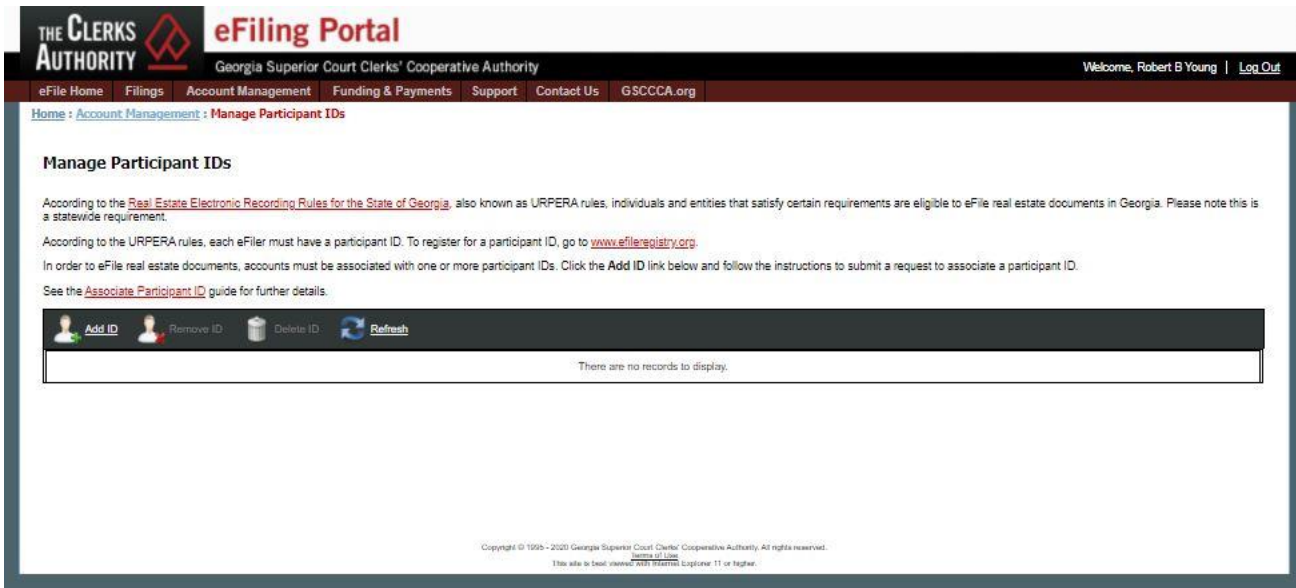
In order to eFile real estate documents using the GSCCCA portal, accounts must be set up to eFile real estate documents. To create an account to eFile real estate documents, a valid Participant ID must be associated with the account. If no participant ID is associated with the account, the below message will display.



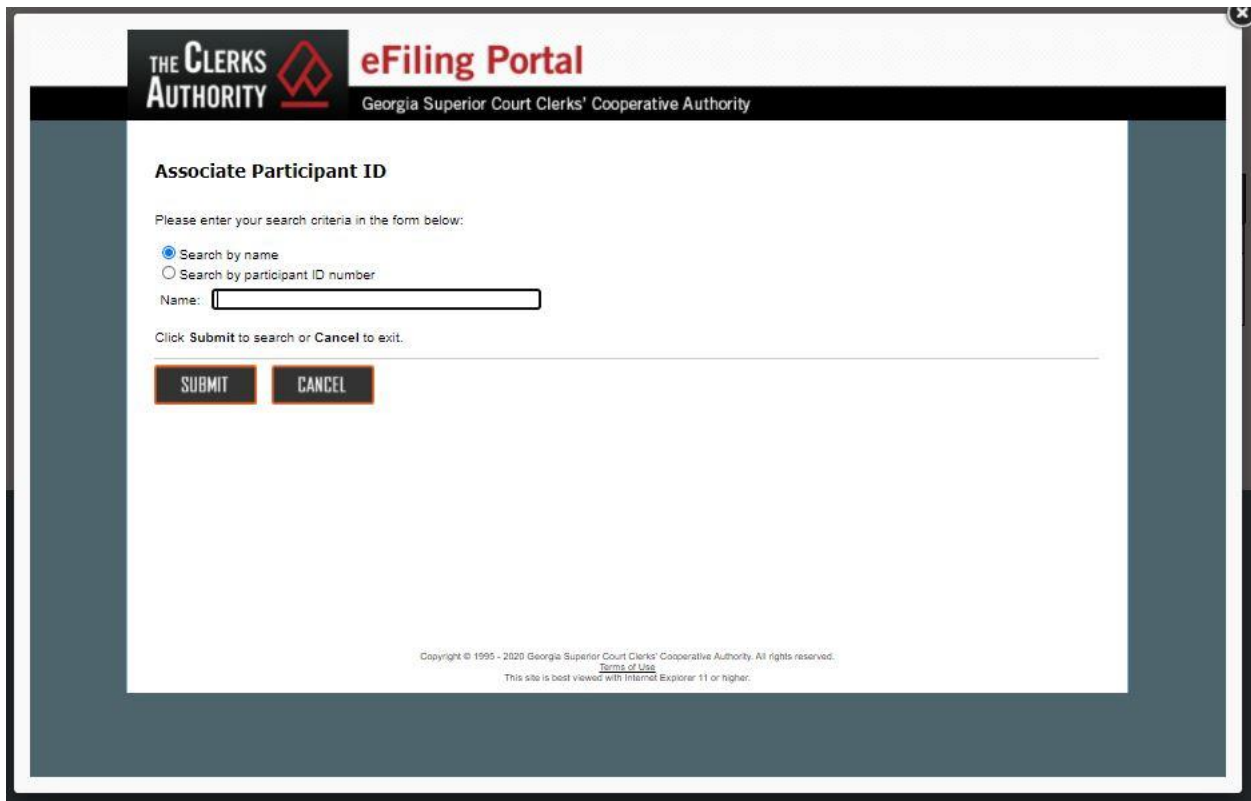
The screenshot shows the GSCCCA eFiling Portal interface. At the top, there is a navigation bar with the logo for 'THE CLERKS AUTHORITY' and 'eFiling Portal' for the 'Georgia Superior Court Clerks' Cooperative Authority'. The user is logged in as 'Robert B Young'. Below the navigation bar, there is a red 'Attention' box with the following text: 'You have selected the option to eFile Real Estate documents, however, your account is not currently setup to eFile Real Estate documents.' Below this box, there is a detailed explanation of the requirements for eFiling Real Estate documents in Georgia, including references to the 'Real Estate Electronic Recording Rules for the State of Georgia' and instructions on how to associate a Participant ID with an account. At the bottom of the page, there are three buttons: 'MANAGE PARTICIPANT IDs', 'REGISTER FOR PARTICIPANT ID', and 'CANCEL'. The footer contains copyright information for 1998-2020 and a note about the browser version required (Internet Explorer 11 or higher).

Participant IDs associated with an account may be the user's Participant ID or another individual's or business's Participant ID. Multiple Participant IDs may be associated with an account. In order to associate a Participant ID with an account, a user must request association with a Participant ID and must receive approval from the owner of the Participant ID. To associate a Participant ID, select **Manage Participant IDs**.

Users may also go to Account Management then select **Manage Participant IDs** to access the screen below. Select **Add ID**.



Search by name or number to find the Participant ID needing to be associated with an account. Enter the Participating ID or name to search then select **Submit**.



Search results will display. Click **Associate** to generate a request to the participant ID requesting association for your account.

THE CLERKS AUTHORITY **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority

Associate Participant ID

Searched Name: Jones

Click **Associate** next to the desired participant ID to submit request

Participant ID	Business/Organization	Name	Participation Information	Action
8938844693		J 03082017 Jones	Type: Self Filer Status: Active Date: 3/8/2017 11:12:41 AM	Associate
7515531035		J Scott Jones	Type: Self Filer Status: Active Date: 3/14/2017 11:50:40 AM	Associate
8988833066		J Scott Jones	Type: Self Filer Status: Active Date: 11/1/2017 1:17:17 AM	Associate
2631624277		J Scott Jones	Type: Self Filer Status: Active Date: 11/7/2016 6:57:09 AM	Associate
0498890875		J Scott Jones	Type: Self Filer Status: Active Date: 11/7/2016 8:56:24 AM	Associate
388260397		J Scott Jones	Type: Self Filer Status: Active Date: 11/7/2016 10:50:59 AM	Associate
8483444577		J Scott Jones	Type: Self Filer Status: Active Date: 11/16/2016 4:20:37 AM	Associate
			Type: Self Filer	

To complete the request, a confirmation of the association request must be completed. Read and accept the agreement, then select **Submit** to complete the association request.

THE CLERKS AUTHORITY **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority

Associate Participant ID

You have indicated that you would like to associate the following participant to your eFile account:

Participant ID: 0498890875
Business/Organization:
Name: J Scott Jones
Participant Type: Self Filer
Participation Status: Active

Agreement:

By requesting to associate a participant ID with your eFile account, you agree to the following:

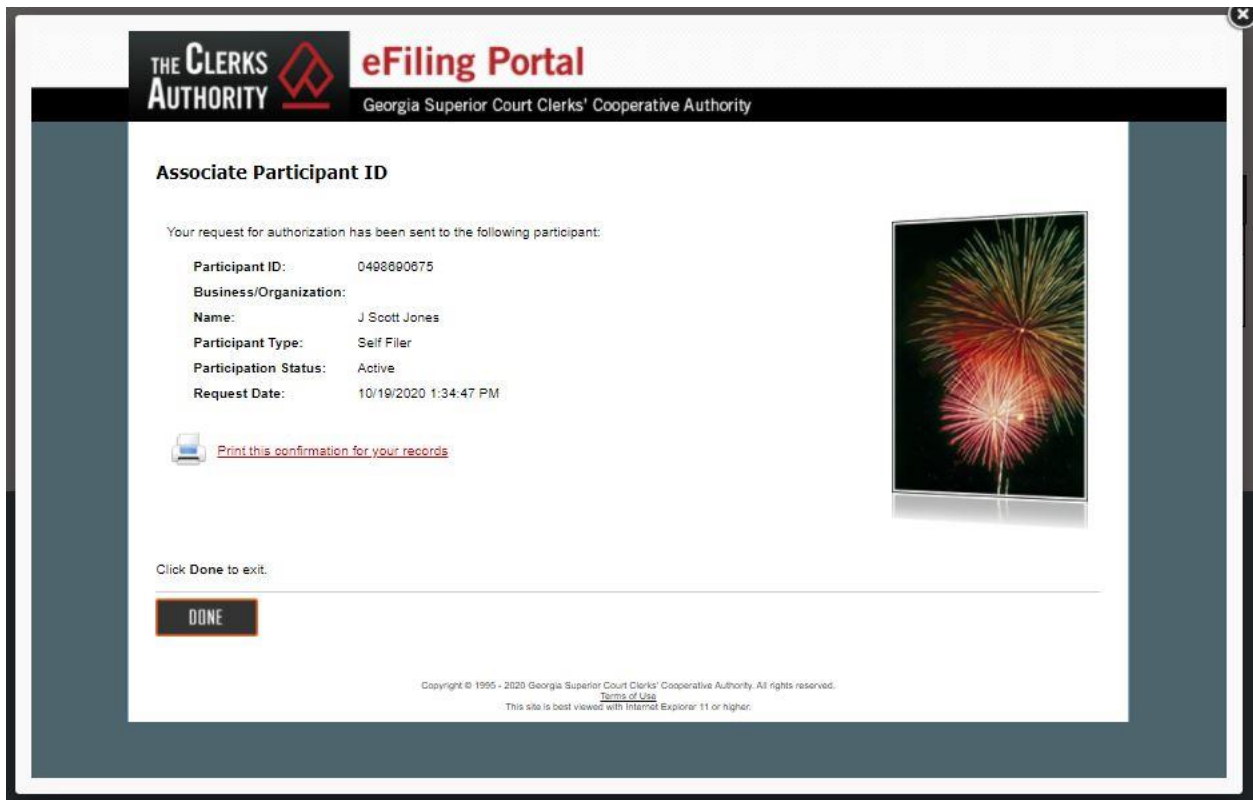
1. You are the representative or have been given permission by the representative of the participant ID to request association
2. The representative will be notified by email of the request
3. Association with the participant ID is not effective until approved by the representative

Click **Back** to choose a different participant ID. **Submit** to proceed with this authorization request, or **Cancel** to exit.

BACK **SUBMIT** **CANCEL**

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This site is best viewed with Internet Explorer 11 or higher.


A confirmation page which may be printed for your records will generate. The owner of the participant ID must confirm the request to allow association enabling eFile of Real Estate documents. Select **Done** to return to the Participant ID Management page.



The screenshot shows a web browser window with the following content:

- Header:** THE CLERKS AUTHORITY logo and eFiling Portal Georgia Superior Court Clerks' Cooperative Authority.
- Section:** Associate Participant ID
- Text:** Your request for authorization has been sent to the following participant:
- Details:**
 - Participant ID: 0488890675
 - Business/Organization: J Scott Jones
 - Name: J Scott Jones
 - Participant Type: Self Filer
 - Participation Status: Active
 - Request Date: 10/19/2020 1:34:47 PM
- Action:** A printer icon followed by the text "Print this confirmation for your records".
- Image:** A decorative image of fireworks exploding in the night sky.
- Footer:** Click Done to exit. A large orange button labeled "DONE".
- Copyright:** Copyright © 1995 - 2020 Georgia Superior Court Clerks' Cooperative Authority. All rights reserved. Terms of Use. This site is best viewed with Internet Explorer 11 or higher.

Authorization status will reflect a **Pending** status until the owner of the Participant ID accepts or rejects the association request. Upon acceptance of the request, the authorization status will be **Active** at which time the user may eFile real estate documents. **Please note: Participant IDs are issued through www.efileregistry.org and pending request must be accepted via the account holder on this site.** See the Associate Participant ID guide available on the Manage Participant IDs page.



eFiling Portal
Georgia Superior Court Clerks' Cooperative Authority

Welcome, Rob Young | [Log Out](#)

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[Home](#) > [Account Management](#) > **Manage Participant IDs**





Manage Participant IDs


According to the [Real Estate Electronic Recording Rules for the State of Georgia](#), also known as URPERA rules, individuals and entities that satisfy certain requirements are eligible to eFile real estate documents in Georgia. Please note this is a statewide requirement.

According to the URPERA rules, each eFiler must have a participant ID. To register for a participant ID, go to www.efileregistry.org.

In order to eFile real estate documents, accounts must be associated with one or more participant IDs. Click the **Add ID** link below and follow the instructions to submit a request to associate a participant ID.

See the [Associate Participant ID](#) guide for further details.


 Add ID
 Remove ID
 Delete ID
 Refresh

* ▶	PARTICIPANT ID	BUSINESS/ORGANIZATION	NAME	PARTICIPATION INFO	AUTHORIZATION INFO
<input type="checkbox"/>					
<input type="checkbox"/>	0408890675		J Scott Jones	Type: Self Filer Status: Active Date: 11/7/2016 8:58:24 AM	 Status: Pending Request Date: 10/19/2020 1:35:41 PM

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Authorizing Payment

Filings will not be submitted to the Superior Court Clerk's office until payment has been authorized. The GSCCCA portal allows for three methods of payment: credit card, bank account or escrow account. To authorize payment of estimated filing fees, select **Funding & Payments** then select **Pay Filing Fees**. Select the filings to be paid then select **CONTINUE TO PAYMENT INFORMATION**.

THE CLERKS AUTHORITY  **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority

Pay Filing Fees

The following is a list of unpaid filings associated with your account.

- Select the filings that you wish to pay for at this time by placing a check in the checkbox on the left side of each filing. The total payment for the filings you select will be updated at the bottom of the list.
- When you have finished selecting filings, click **Continue to Payment Information** to advance to the payment options page.

SEL	ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
<input type="checkbox"/>	3540288	10/19/2020 2:07:43 PM	AWAITING PAYMENT	Clarke	UCC	\$25.00

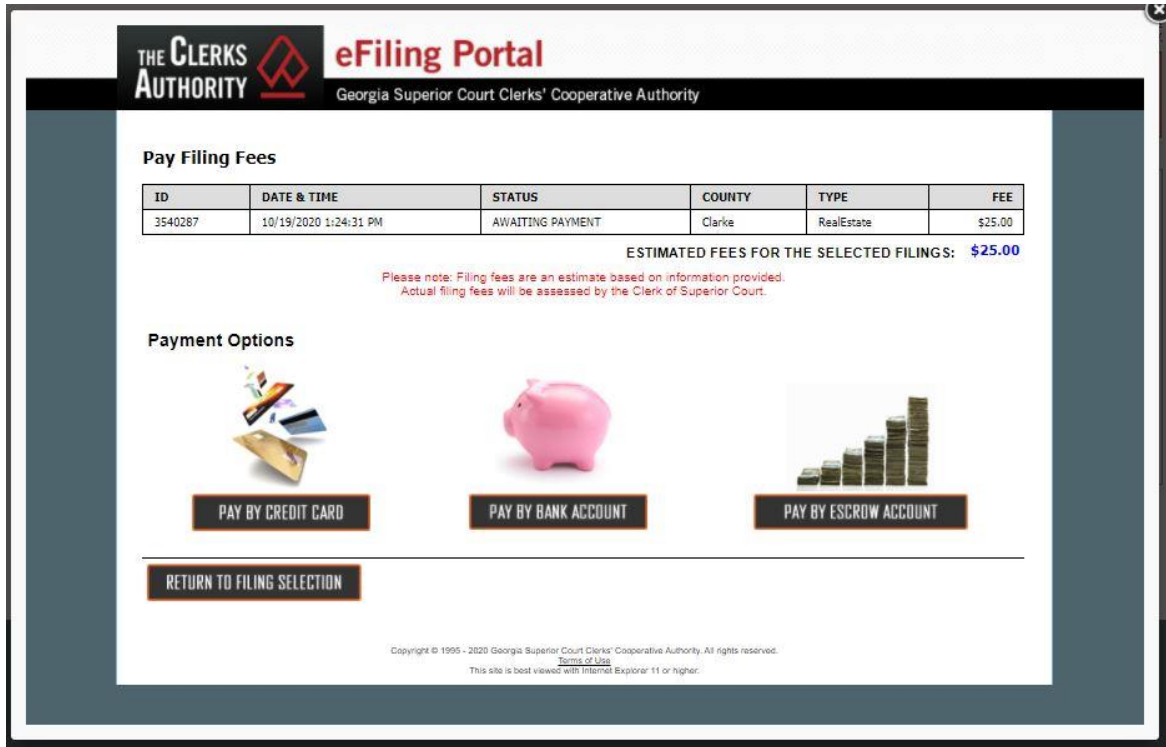
ESTIMATED FEES FOR THE SELECTED FILINGS: \$0.00

Please note: Filing fees are an estimate based on information provided.
Actual filing fees will be assessed by the Clerk of Superior Court.

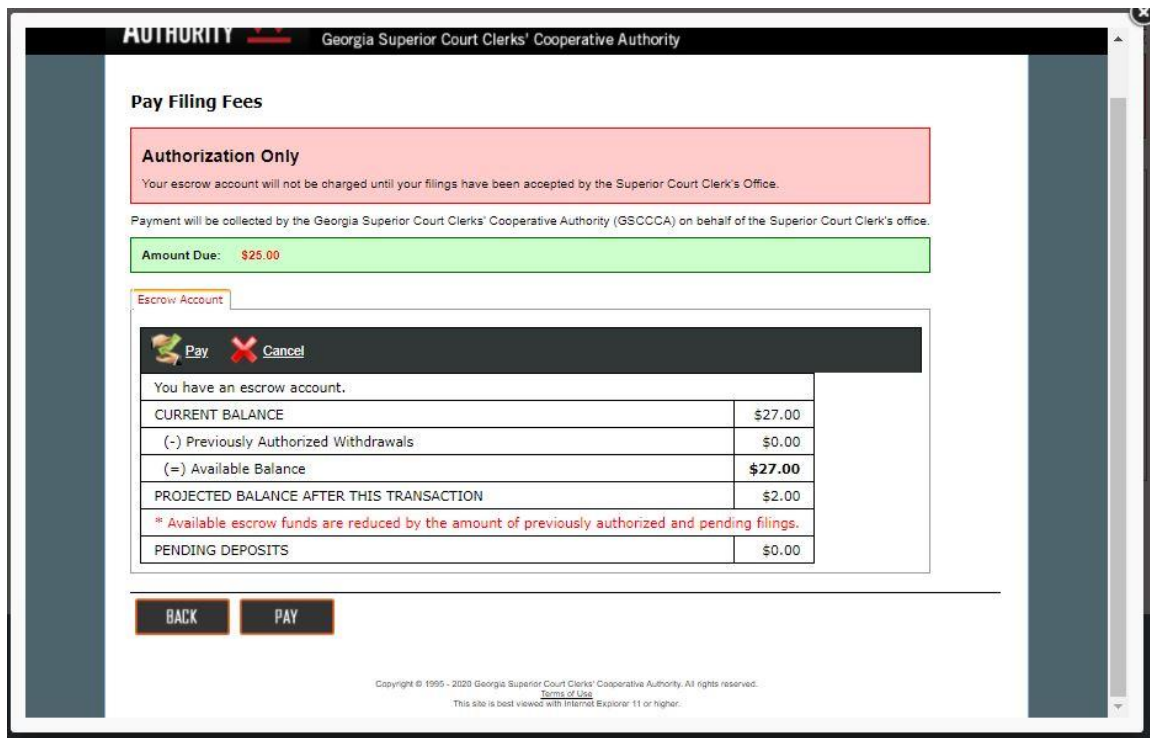
CLOSE **CONTINUE TO PAYMENT INFORMATION**

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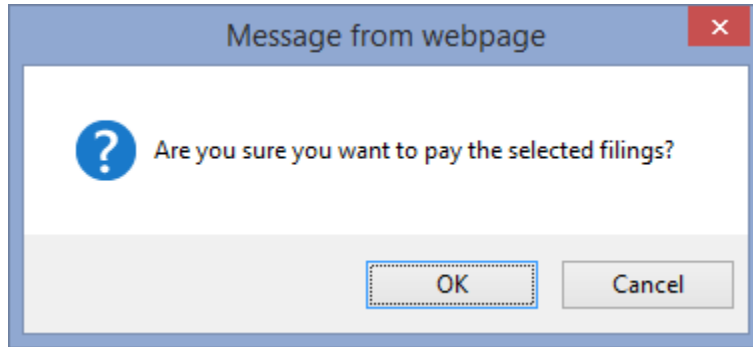
To pay using an escrow account, select **PAY BY ESCROW ACCOUNT**. **Please note:** when paying by escrow account, funds will not be deducted from the account until the filing has been accepted by the Clerk's office.



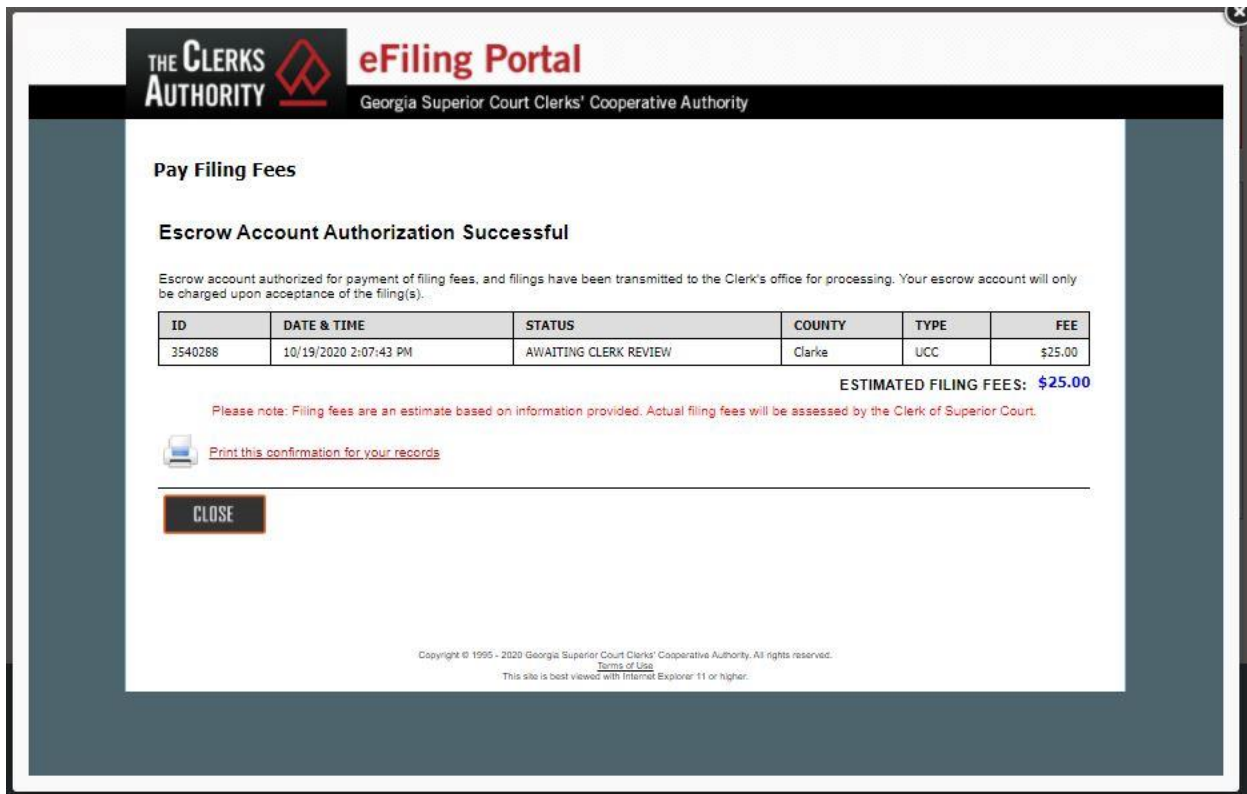
To authorize payment of funds upon acceptance of the filing by the Clerk's office, select **Pay**.



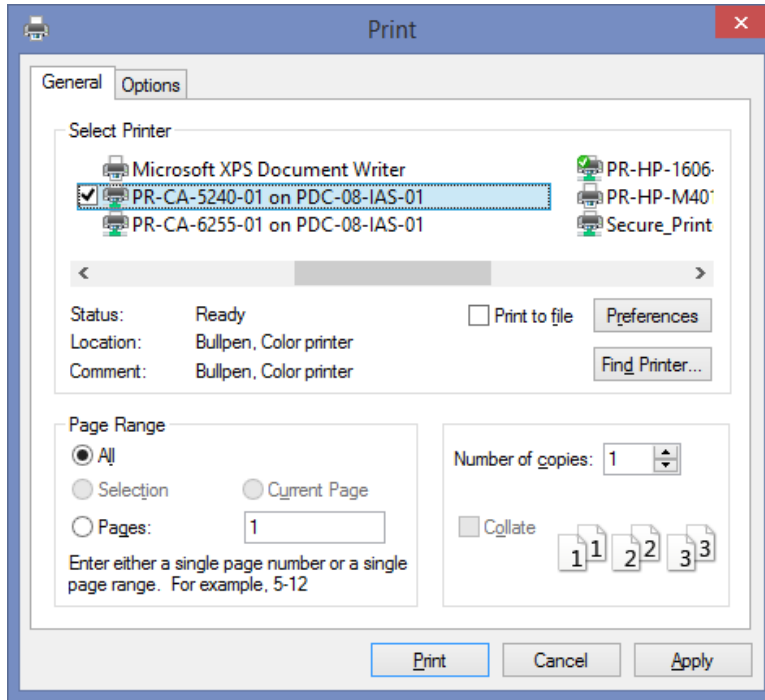
A verification message will appear. If choosing to authorize payment, select **OK**.




Once payment is successfully authorized, a confirmation screen will appear and a reference number that uniquely identifies the payment authorization is generated. If there are any questions or concerns regarding the payment, please provide the reference number when contacting our customer support.



To print the confirmation, click **Print this confirmation for your records**. To exit the screen, select **Close**.



To pay using credit card, select **PAY BY CREDIT CARD**. **Please note:** When paying by credit card, funds will not be charged to the credit card until the filing has been accepted by the Clerk’s office. Also, see terms of use when filing via credit card.



**THE CLERKS
AUTHORITY**

eFiling Portal

Georgia Superior Court Clerks' Cooperative Authority


Pay Filing Fees

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
3540288	10/19/2020 2:07:43 PM	AWAITING PAYMENT	Clarke	UCC	\$25.00


ESTIMATED FEES FOR THE SELECTED FILINGS: \$25.00

Please note: Filing fees are an estimate based on information provided. Actual filing fees will be assessed by the Clerk of Superior Court.


Payment Options



PAY BY CREDIT CARD



PAY BY BANK ACCOUNT



PAY BY ESCROW ACCOUNT

RETURN TO FILING SELECTION

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Enter the credit card information then select **CONFIRM PAYMENT**. **Please note:** a 3.5% transaction fee is added to all credit card payments. The total amount due reflects the estimated filing fee plus the 3.5% transaction fee.

THE CLERKS AUTHORITY **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority

Pay Filing Fees - Confirmation

Authorization Only
Your credit card or bank account will not be charged until your filings have been accepted by the Superior Court Clerk's Office. If paying by credit card, a temporary hold may be placed on your card for the amount authorized.

Notice when paying or funding via bank account:
Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.

Payment will be collected by the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) on behalf of the Superior Court Clerk's office.

Amount Due: \$25.88

Credit Cards | **Bank Accounts**

NOTE: A credit card transaction fee of **\$0.88** has been added to the filing fee amount.

Pay | **Use Credit Card from Wallet**

Card Type: First Name: Address Line 1:
Card Number: Last Name: Address Line 2:
Expiration Month: City:
Expiration Year: State:
CV Number: [What Is This?](#) Postal Code:

To authorize payment, select **PAY**.

THE CLERKS AUTHORITY **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority

Pay Filing Fees - Confirmation

Please verify payment information

Number of Filings: 1

Total Filings: \$25.00

Total Fees: \$0.88

Total Payment: \$25.88

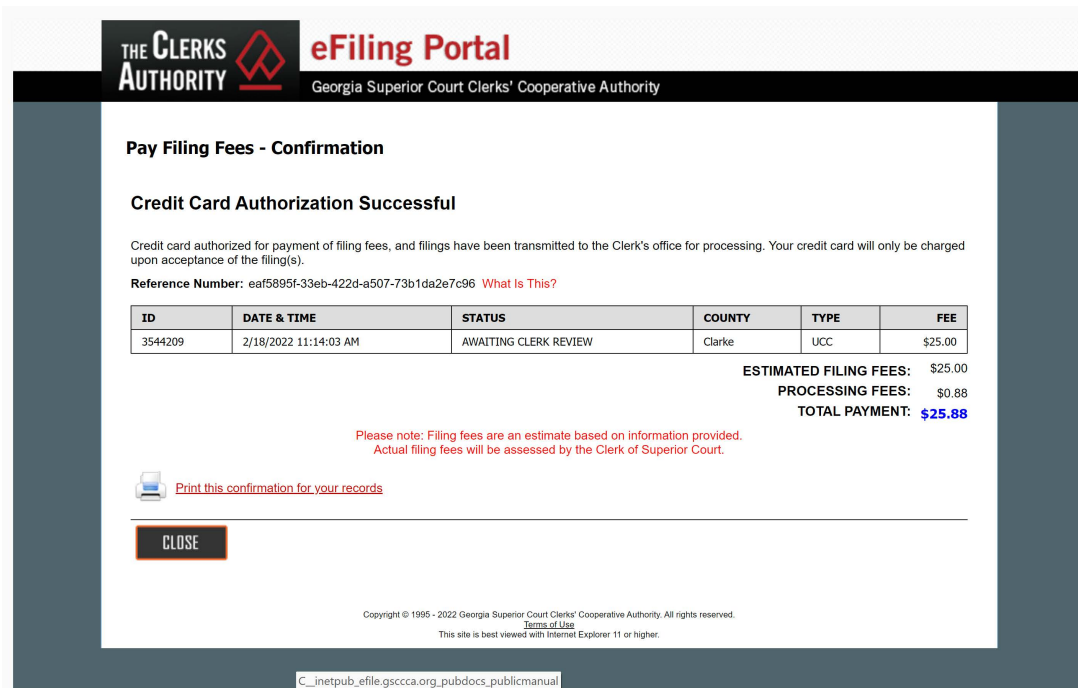
Payment Date: 2/18/2022 12:08 PM

Credit Card: 411111XXXXXX1111

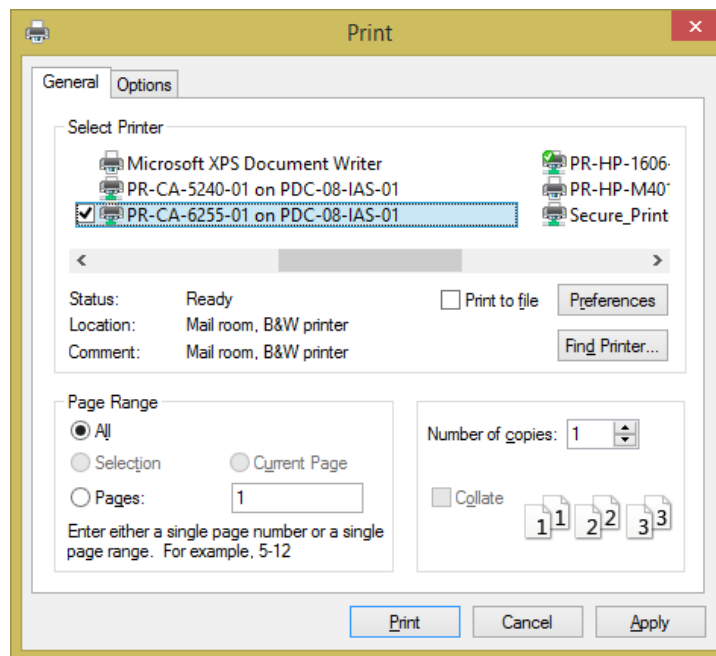
BACK **PAY**

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Once payment is successfully authorized, a confirmation screen will appear and a reference number that uniquely identifies the payment authorization is generated. If there are any questions or concerns regarding the payment, please provide the reference number when contacting our customer support.



To print the confirmation, click **Print this confirmation for your records**. To exit the screen, select **Close**.



To pay using a bank account, select **PAY BY BANK ACCOUNT**. **Please note:** When paying by bank account, funds will not be withdrawn from the account until the filing has been accepted by the Clerk's office.

THE CLERKS AUTHORITY **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority

Pay Filing Fees

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
3544211	2/18/2022 12:04:20 PM	AWAITING PAYMENT	Clarke	UCC	\$25.00

ESTIMATED FEES FOR THE SELECTED FILINGS: \$25.00

Please note: Filing fees are an estimate based on information provided.
Actual filing fees will be assessed by the Clerk of Superior Court.

Payment Options

PAY BY CREDIT CARD **PAY BY BANK ACCOUNT** **PAY BY ESCROW ACCOUNT**

RETURN TO FILING SELECTION

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This site is best viewed with Internet Explorer 11 or higher.

Enter the bank account information then select **Confirm Payment**. **Please note:** a \$0.50 per real estate package or UCC filing fee is added to all bank account payments. The total amount due reflects the estimated filing fee plus the \$0.50 per real estate package or UCC filing fee.

THE CLERKS AUTHORITY **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority

Pay Filing Fees

Authorization Only
Your credit card or bank account will not be charged until your filings have been accepted by the Superior Court Clerk's Office. If paying by credit card, a temporary hold may be placed on your card for the amount authorized.

Notice when paying or funding via bank account:
Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.

Payment will be collected by the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) on behalf of the Superior Court Clerk's office.

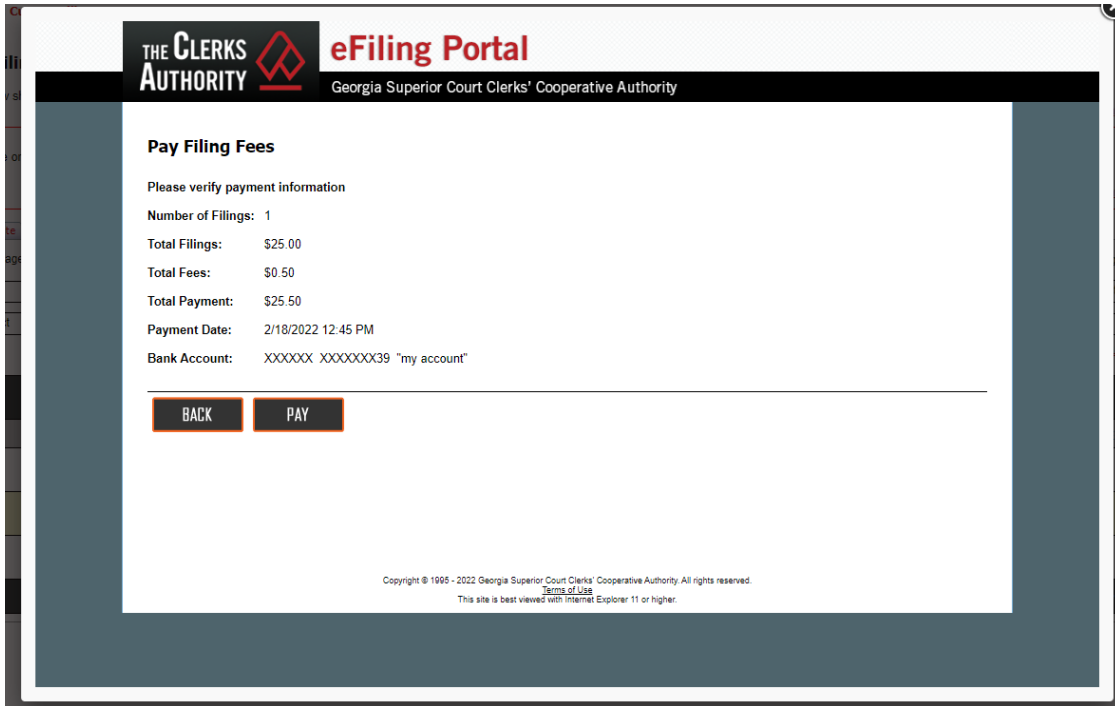
Amount Due: \$25.50

Credit Cards | **Bank Accounts**

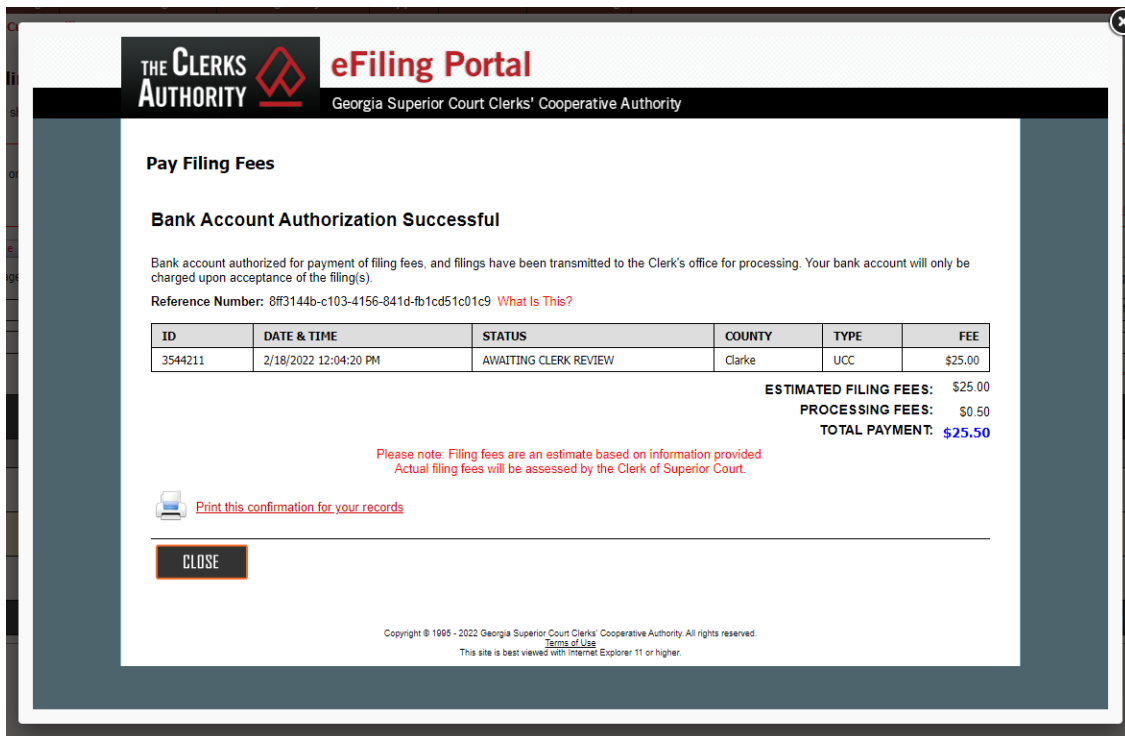
NOTE: An ACH transaction fee of **\$0.50 per real estate package or UCC filing** has been added to the filing fee amount.

Notice when paying or funding via bank account:
Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.

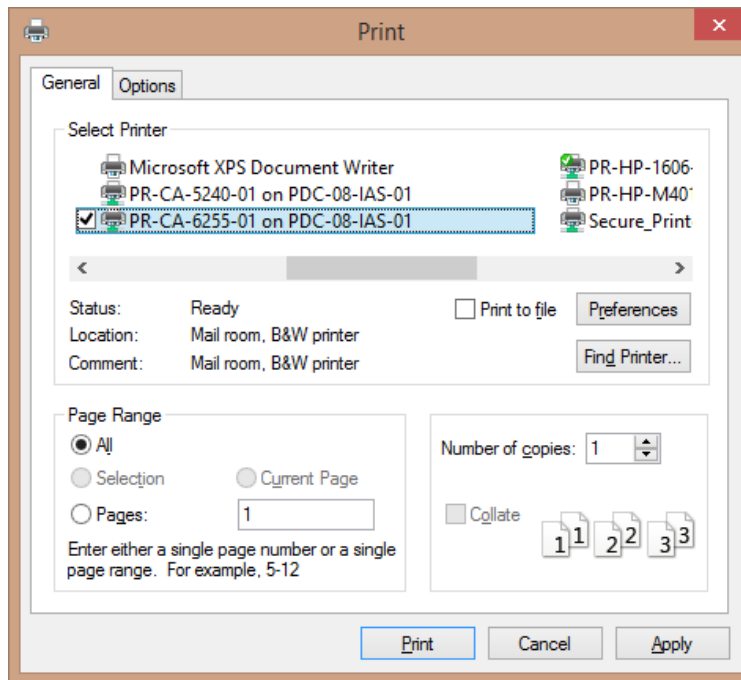
To authorize payment, select **Pay**.



Once payment is successfully authorized, a confirmation screen will appear and a reference number that uniquely identifies the payment authorization is generated. If there are any questions or concerns regarding the payment, please provide the reference number when contacting our customer support.

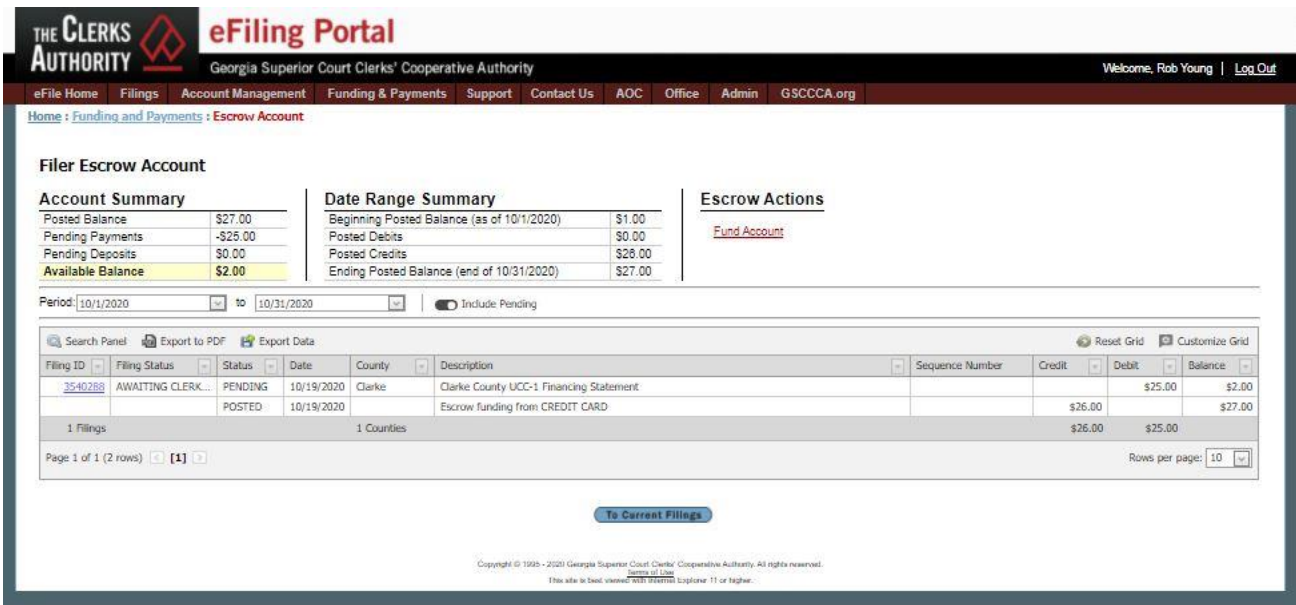


To print the confirmation, click **Print this confirmation for your records**. To exit the screen, select **Close**.



Funding Escrow Account

To fund an escrow account, select the **Funding & Payments** tab then select **Escrow Account**.



Select **Fund Account**.

The screenshot shows the 'eFiling Portal' for the Georgia Superior Court Clerks' Cooperative Authority. The header includes the logo for 'THE CLERKS AUTHORITY' and the text 'eFiling Portal Georgia Superior Court Clerks' Cooperative Authority'. A navigation bar contains links for 'eFile Home', 'Filings', 'Account Management', 'Funding & Payments', 'Support', 'Contact Us', 'AOC', 'Office', 'Admin', and 'GSCCCA.org'. The user is logged in as 'Welcome, Rob Young' with a 'Log Out' link. The main content area is titled 'Escrow Account Funding' and contains a bulleted list of instructions: 'You can fund an escrow account for paying your filing fees.', 'Establish an escrow account by making a single payment with your credit card or bank account in any amount that you choose.', 'You can add funds at any time by using your credit card or bank account.', and 'Click the "Fund Account" button below to get started.' Below the list are two buttons: 'To Current Filings' on the left and 'Fund Account' on the right. At the bottom, there is a copyright notice: 'Copyright © 1995 - 2020 Georgia Superior Court Clerks' Cooperative Authority. All rights reserved. This site is best viewed using Internet Explorer 11 or higher.'

Accounts may be funded using a credit card, bank account, or wire transfer, if eligible. Enter the amount to fund in Amount to Fund field, then select the method of funding – credit card or bank account. **Note:** When funding by credit card, a 3.5% transaction fee is added to the amount funded. When funding by bank account, a \$0.50 transaction fee is added to the amount funded. When funding by wire transfer, a \$5.00 transaction fee is deducted from the total wire transfer amount. Select **Fund Account**.

Fund by Credit Card

If funding via credit card, click the Credit Cards tab then select the card type and enter the required data. Credit card information may be stored for future use. To do so, check the box next to Save Credit Card to My Wallet for future filings. **Note:** Please see the terms of use when using a credit card.

The screenshot shows the 'Escrow Account Funding' page. At the top, there is a navigation bar with links: eFile Home, Filings, Account Management, Funding & Payments, Support, Contact Us, Office, and GSCCCA.org. Below the navigation bar, the page title 'Escrow Account Funding' is displayed. A red attention box contains the following text: 'Attention' followed by a bullet point: 'When using a credit card, your escrow account balance will be credited with the payment amount and those funds will be immediately available.' Below this, a note states: 'Payment will be collected by the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) on behalf of the Superior Court Clerk's office.' A table titled 'Escrow Account Summary' is shown with the following data:

Escrow Account Summary	
CURRENT BALANCE	\$145.00
(-) Previously Authorized Withdrawals	\$0.00
(=) Available Balance	\$145.00
* Available escrow funds are reduced by the amount of previously authorized and pending filings.	
PENDING DEPOSITS	\$0.00

Below the table, there is a text input field for 'Amount to Fund:'. Underneath, there are three tabs: 'Credit Cards', 'Bank Accounts', and 'Wire Transfer'. A red note box states: 'NOTE: A credit card transaction fee of 3.50% will be added to the amount entered above.' At the bottom of the page, there are three buttons: 'Pay', 'Refresh', and 'Use Different Credit Card'.

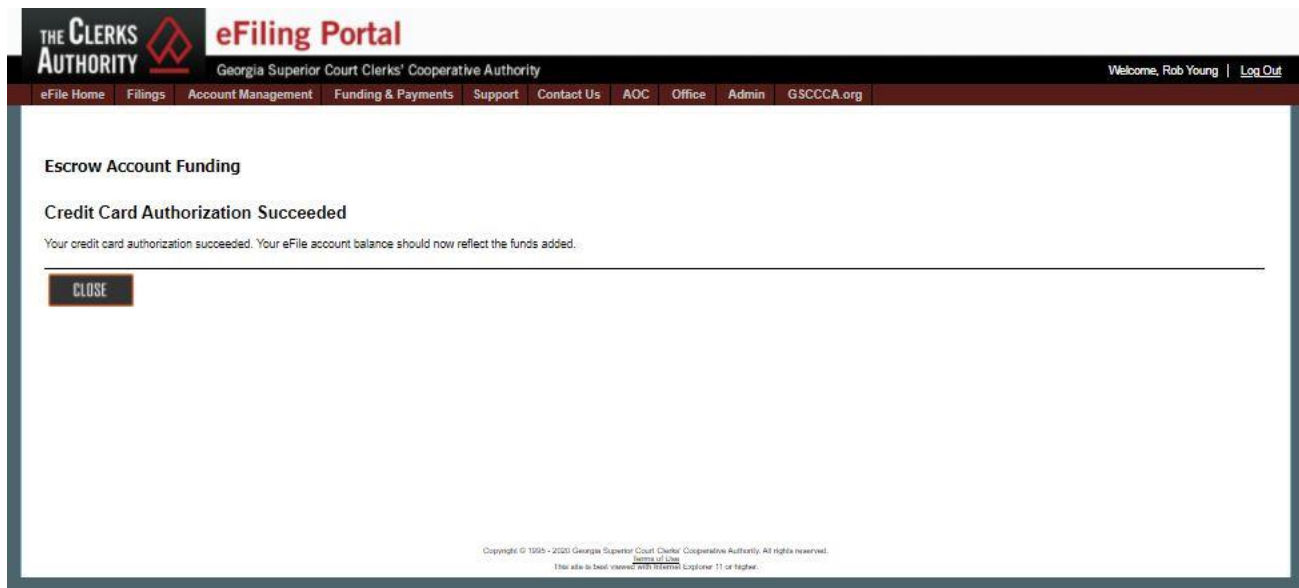
Once the information is entered, click **Confirm Payment**. A summary screen will display. Review the information then click **PAY** to authorize payment.

The screenshot shows the 'Escrow Account Funding' summary screen. At the top, there is a navigation bar with links: eFile Home, Filings, Account Management, Funding & Payments, Support, Contact Us, Office, and GSCCCA.org. Below the navigation bar, the page title 'Escrow Account Funding' is displayed. The section 'Please verify funding information' contains the following details:

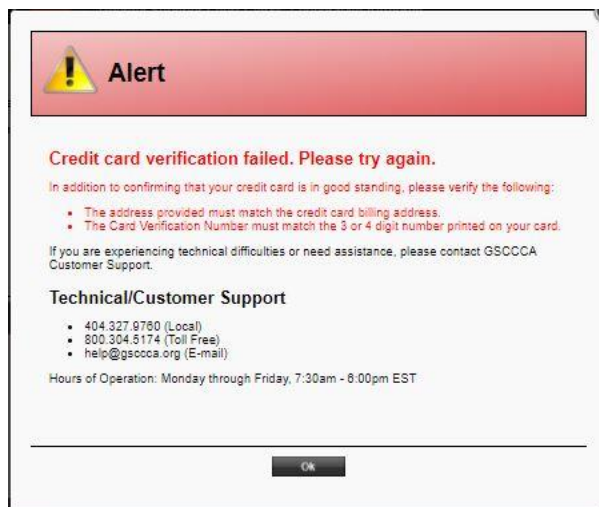
Funding Amount: \$1,000.00
Transaction Fee: \$35.00
Total Payment: \$1,035.00
Payment Date: 6/11/2024 1:14 PM
Funds Available Date: Instant
Credit Card: 411111XXXXXX1111

At the bottom of the page, there are two buttons: 'BACK' and 'PAY'. Below the buttons, there is a copyright notice: 'Copyright © 1995 - 2024 Georgia Superior Court Clerks' Cooperative Authority. All rights reserved. [Terms of Use](#). This site is best viewed with Internet Explorer 11 or higher.'

A card authorization notification will appear indicating a successful or failed authorization. If successful, select **Close** to return to the current filings screen.




If a failed authorization message is displayed, select **BACK** to return to the escrow account funding page to make changes.



Fund by Bank Account

If funding via bank account, click the **Bank Accounts** tab then select the account type and enter the required data. Bank account information may be stored for future use. To do so, check the box next to **Save Bank Account to My Wallet** for future filings. *Note: For security purposes, our financial institution requires a valid phone number be collected for all ACH transactions. The phone number entered will be kept confidential and will not be used for any other purpose than to satisfy the security requirement.* Also, an account name is required for identifying the bank account. All bank account information is stored in a secure setting, and the only identifying factor for users will be the account name.

Once the information is entered, select **Confirm Payment**.

**eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority
Welcome, Rachel Filer | [Log Out](#)

[eFile Home](#) | [Filings](#) | [Account Management](#) | [Funding & Payments](#) | [Support](#) | [Contact Us](#) | [GSCCCA.org](#)

Escrow Account Funding

Attention

- When paying by credit card:
 - Your escrow account balance will be credited with the payment amount and those funds will be immediately available.
- When paying by ACH (bank account):
 - Funding amounts not exceeding a total of \$2,500.50 over a 3 banking day period will be immediately available.
 - Otherwise, funds will not be available for use until funds are received by the GSCCCA. The funds availability date will be displayed on the confirmation screen.
 - Notice when paying or funding via bank account:** Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.
- When paying by wire transfer:
 - Within 30 minutes of the Clerks' Authority successfully receiving the wire transfer, your escrow account balance will be credited with the payment amount less a \$5 processing fee.

Payment will be collected by the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) on behalf of the Superior Court Clerk's office.

Escrow Account Summary	
CURRENT BALANCE	\$11,488.00
(-) Previously Authorized Withdrawals	(\$795.00)
(=) Available Balance	\$10,693.00
* Available escrow funds are reduced by the amount of previously authorized and pending filings.	
PENDING DEPOSITS	\$0.00

Enter the amount in US dollars that you would like to add to your funding account.

Amount to Fund:

[Credit Cards](#) | [Bank Accounts](#) | [Wire Transfer](#)

NOTE: An ACH transaction fee of **\$0.50** will be added to the amount entered above.

Notice when paying or funding via bank account:
Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.

[Pay](#) | [Refresh](#) | [Use Different Bank Account](#)

A summary screen will display. Review the information then click **Pay** to authorize payment.

THE CLERKS AUTHORITY **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority

Welcome, Rachel Filer | [Log Out](#)

[eFile Home](#) [Filings](#) [Account Management](#) [Funding & Payments](#) [Support](#) [Contact Us](#) [GSCCCA.org](#)

Escrow Account Funding

Please verify funding information

Funding Amount:	\$50.00
Transaction Fee:	\$0.50
Total Payment:	\$50.50
Payment Date:	2/18/2022 12:51 PM
Funds Available Date:	Instant
Bank Account:	XXXXXX XXXXXX39 "my account"

[BACK](#) [PAY](#)

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A bank account authorization notification will appear indicating a successful or failed authorization. If successful, select **Close** to return to the current filings screen.

THE CLERKS AUTHORITY **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority

Welcome, Rob Young | [Log Out](#)

[eFile Home](#) [Filings](#) [Account Management](#) [Funding & Payments](#) [Support](#) [Contact Us](#) [AOC](#) [Office](#) [Admin](#) [GSCCCA.org](#)

Escrow Account Funding

Bank Account Authorization Succeeded

Your bank account authorization succeeded. Your eFile account balance should now reflect the funds added.

[CLOSE](#)

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If authorization fails, then select **Back** to return to the Drawdown Account Funding page to correct/modify the information.

The screenshot shows the eFiling Portal interface. At the top left is the logo for 'THE CLERKS AUTHORITY' and 'eFiling Portal'. Below the logo is the text 'Georgia Superior Court Clerks' Cooperative Authority'. To the right of the logo is the text 'Welcome, Rob Young | Log Out'. Below the logo and text is a navigation menu with the following items: eFile Home, Filings, Account Management, Funding & Payments, Support, Contact Us, AOC, Office, Admin, and GSCCA.org. The main content area has the heading 'Escrow Account Funding' and the sub-heading 'Bank Account Authorization Failed'. Below the sub-heading is the text 'We were unable to authorize your bank account for payment of fees. Click the Back button below to return to the information entry page and check your entries.' Below this text is a button labeled 'BACK'. At the bottom of the page is the copyright notice: 'Copyright © 1995 - 2020 Georgia Superior Court Clerks' Cooperative Authority. All rights reserved. Terms of Use. This site is best viewed with Internet Explorer 11 or higher.'

Fund by Wire Transfer

If funding via wire transfer, click the **Wire Transfer** tab and if not approved, filers may request approval by clicking Request Approval.

Enter the amount in US dollars that you would like to add to your funding account.

Amount to Fund:

Credit Cards Bank Accounts **Wire Transfer**

Approval is required before using wire transfers to fund an escrow account.

Request Approval

CANCEL

CONFIRM PAYMENT

Upon receiving approval, follow the wire transfer instructions. **NOTE: the Wire Reference Code must be included in the wire transfer details for funds to be automatically uploaded to your escrow account.** Follow the wire transfer instructions in conjunction with your financial institution.

Escrow Account Funding via Wire Transfer

[Back to Escrow Account Funding](#)

Attention

- Your account is approved to send wire transfers
- Wire transfer funding behaves differently than other funding mechanisms and requires the user to initiate the wire transfer from their bank account to the GSCCCA bank account
- Each eFile Portal account will have a unique, static **Wire Reference Code** that must be included in the wire transfer details
- Wire transfers submitted outside of banking hours may not be available until the next banking day
 - Note: A wire transaction fee of \$5.00 will be deducted from the total authorized wire amount
- Currently, only domestic wire transfers are allowed

Wire Transfer Instructions:

1. Initiate a wire transfer from your bank to the GSCCCA bank account for the desired amount, which **should include \$5.00** extra to cover the GSCCCA wire transaction fee that will be deducted from the wire transfer
 - The wire reference code and GSCCCA banking information are listed below
2. Include your wire reference code in the memo/payment details field provided by your bank
3. Once the wire has been successfully processed, funds will be credited to your escrow account within 30 minutes
4. For questions, concerns, or assistance with wire transfer, contact our customer support at help@gsccca.org or 800-304-5174

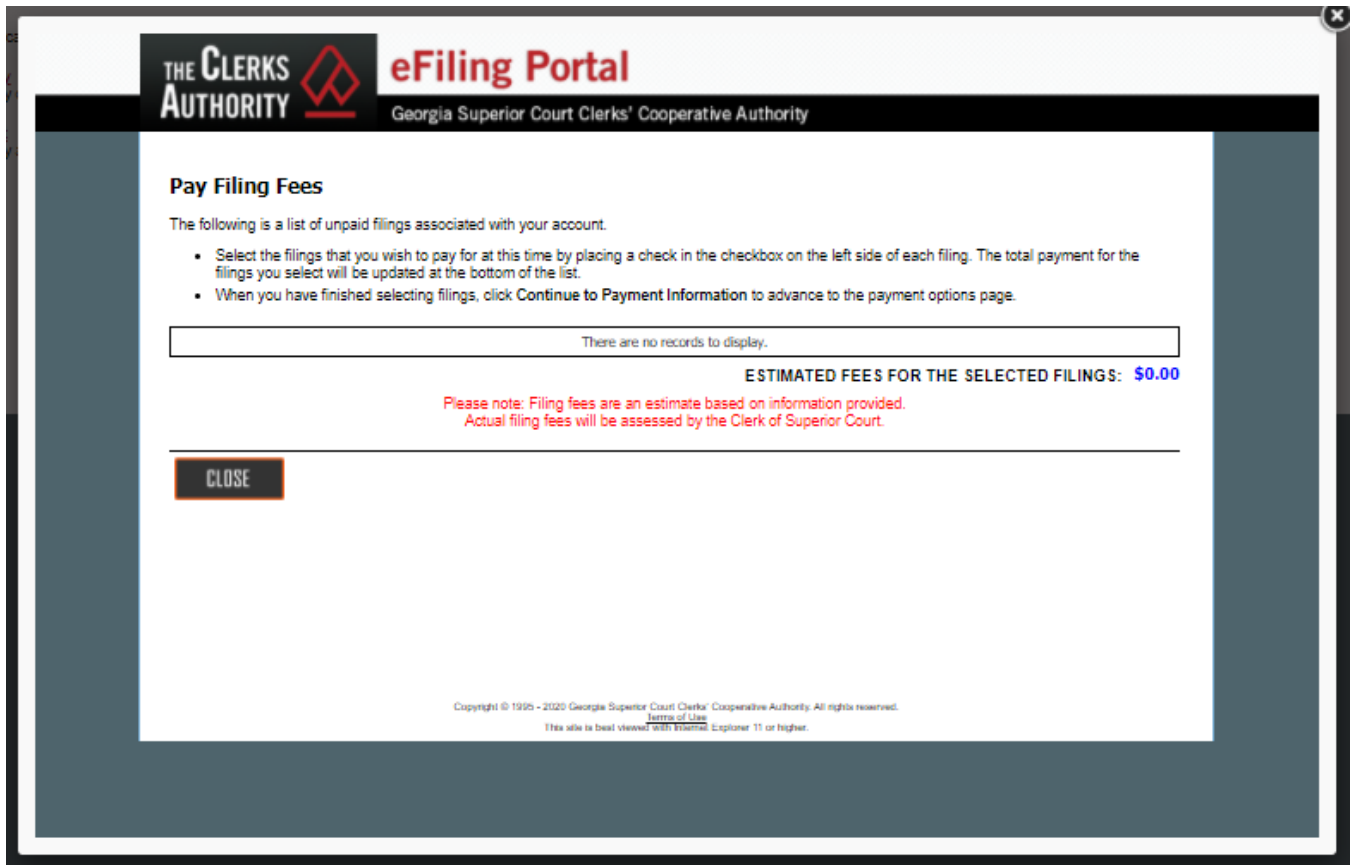
Funding & Payment

Under the **Funding & Payment** tab there is the options to Pay Filing fees, deposit funds into an escrow account, viewing payment history, and a summary and transaction history of the escrow account.

The screenshot displays the eFiling Portal interface. At the top left is the logo for 'THE CLERKS AUTHORITY' and 'eFiling Portal'. Below the logo is the text 'Georgia Superior Court Clerks' Cooperative Authority'. On the right side of the top bar, it says 'Welcome, Rob Young | Log Out'. A navigation menu includes links for 'eFile Home', 'Filings', 'Account Management', 'Funding & Payments', 'Support', 'Contact Us', 'AOC', 'Office', 'Admin', and 'GSCCCA.org'. The 'Funding & Payments' link is highlighted. Below the navigation bar, the page title is 'Home: Funding and Payments'. The main content area is titled 'Funding and Payments Area' and contains the following text: 'Below are links to the pages in the Funding and Payments area.' There are four links listed: 'Pay Filing Fees' (with description: 'View a list of all filings for which the filing fees have not been paid.'), 'Deposit Funds' (with description: 'Use your credit card to add funds to an existing escrow account.'), 'Payment History' (with description: 'View a summary of your previous funding and payment transactions.'), and 'Escrow Account' (with description: 'View a summary and transaction history of your escrow account.'). At the bottom of the page, there is a copyright notice: 'Copyright © 1999 - 2020 Georgia Superior Court Clerks' Cooperative Authority. All rights reserved. Terms of Use. This site is best viewed with Internet Explorer 11 or higher.'

Pay Filing Fees

Under Funding & Payment you can choose to pay any outstanding filing fees. Select the filing that you wish to pay for by checking the box and then clicking continue. You will be prompted to select a payment method and asked to submit payment.



The screenshot shows a web browser window displaying the eFiling Portal. The header includes the logo for 'THE CLERKS AUTHORITY' and 'eFiling Portal' with the text 'Georgia Superior Court Clerks' Cooperative Authority'. The main content area is titled 'Pay Filing Fees' and contains the following text:

The following is a list of unpaid filings associated with your account.

- Select the filings that you wish to pay for at this time by placing a check in the checkbox on the left side of each filing. The total payment for the filings you select will be updated at the bottom of the list.
- When you have finished selecting filings, click **Continue to Payment Information** to advance to the payment options page.

Below the instructions is a message box that says 'There are no records to display.' To the right of this message, it states 'ESTIMATED FEES FOR THE SELECTED FILINGS: \$0.00'. Below this, a red note reads: 'Please note: Filing fees are an estimate based on information provided. Actual filing fees will be assessed by the Clerk of Superior Court.' At the bottom left of the content area is a 'CLOSE' button. The footer contains copyright information: 'Copyright © 1995 - 2020 Georgia Superior Court Clerks' Cooperative Authority. All rights reserved. Terms of Use. This site is best viewed with Internet Explorer 11 or higher.'

Payment History

To view the transaction history, **select Payment History** under the Account Management tab. This will give information on each transaction such as filing id, status of the filing, the date the document was filed, and a brief description of the filing.

THE CLERKS AUTHORITY **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority

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[eFile Home](#) [Filings](#) [Account Management](#) [Funding & Payments](#) [Support](#) [Contact Us](#) [AOC](#) [Office](#) [Admin](#) [GSCCCA.org](#)

[Home](#) > [Funding and Payments](#) > **Payment History**

Filer Transaction History

Period: 10/1/2020 to 10/31/2020 Include Pending

Search Panel [Export to PDF](#) [Export Data](#) [Reset Grid](#) [Customize Grid](#)

Filing ID	Status	Filing Status	Date	County	Description	Sequence Number	Payment Total
3540373	PENDING	AWAITING CLERK...	10/26/2020	Barrow	Barrow County Conveyance Deed Credit card recovery fee		\$0.00
3540371	PENDING	AWAITING CLERK...	10/26/2020	Appling	Appling County UCC-1 Financing Statement Credit card recovery fee		\$0.00
3540307	PENDING	AWAITING CLERK...	10/21/2020	Clarke	Clarke County UCC-1 Financing Statement ACH recovery fee		\$0.00
3540293	PENDING	AWAITING CLERK...	10/20/2020	Clarke	Clarke County Affidavit Credit card recovery fee		\$0.00
3540288	PENDING	RESUBMITTED	10/19/2020	Clarke	Clarke County UCC-1 Financing Statement		\$0.00
3540287	PENDING	AWAITING CLERK...	10/19/2020	Clarke	Clarke County Affidavit		\$0.00
7 Filings				3 Counties			\$154.79

Page 1 of 3 (21 rows) [1](#) [2](#) [3](#) Rows per page: 10

[To Current Filings](#)

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Account Management

Account management allows users to manage information and affiliations of their account.

Manage Participant IDs

To add or remove a participant ID, go to Account Management then select **Manage Participant IDs**. To remove a Participant ID, select the box next to the Participant ID wishing to be removed then select **Remove ID**.

THE CLERKS AUTHORITY **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority

Welcome, Rob Young | [Log Out](#)

[eFile Home](#) [Filings](#) [Account Management](#) [Funding & Payments](#) [Support](#) [Contact Us](#) [AOC](#) [Office](#) [Admin](#) [GSCCCA.org](#)

Home : [Account Management](#) : [Manage Participant IDs](#)

Manage Participant IDs

According to the [Real Estate Electronic Recording Rules for the State of Georgia](#), also known as URPERA rules, individuals and entities that satisfy certain requirements are eligible to eFile real estate documents in Georgia. Please note this is a statewide requirement.

According to the URPERA rules, each eFiler must have a participant ID. To register for a participant ID, go to www.efileregistry.org.

In order to eFile real estate documents, accounts must be associated with one or more participant IDs. Click the **Add ID** link below and follow the instructions to submit a request to associate a participant ID.

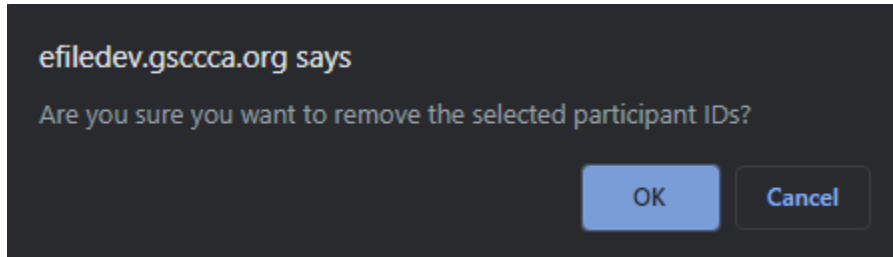
See the [Associate Participant ID](#) guide for further details.

[Add ID](#) [Remove ID](#) [Delete ID](#) [Refresh](#)

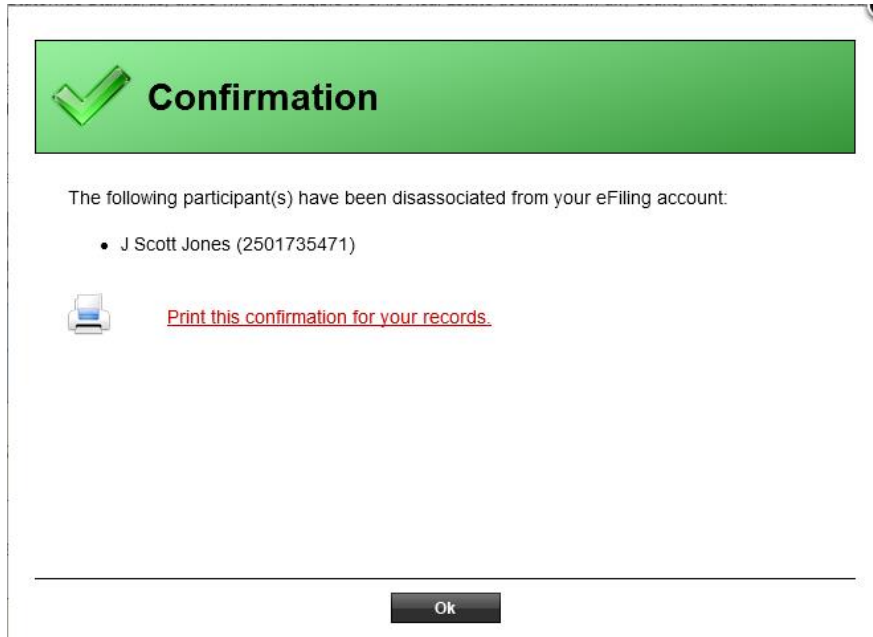
	PARTICIPANT ID	BUSINESS/ORGANIZATION	NAME	PARTICIPATION INFO	AUTHORIZATION INFO
<input type="checkbox"/>	6449875335		Rob Young	Type: Self Filer Status: Active Data: 1/3/2017 9:32:08 AM	Status: Active Active Date: 1/3/2017 9:32:09 AM Request Date: 1/3/2017 9:32:09 AM
<input type="checkbox"/>	0498890675		J Scott Jones	Type: Self Filer Status: Active Data: 11/7/2016 6:56:24 AM	Status: Pending Request Date: 10/19/2020 1:35:41 PM

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To complete the removal of the Participant ID, select **OK** when prompted to remove selected Participant ID(s).



Upon successful removal, a confirmation screen will appear. Select **OK** to return to Manage Participant IDs.



The participant ID will have an Authorization Info status of “disabled” indicating the participant ID is no longer associated with the user account. Once disabled, participant IDs may be removed from Manage Participant IDs page. Check the box next to the participant ID then select **Delete ID**.

GSCCCA.org

THE GEORGIA SUPERIOR COURT CLERKS' COOPERATIVE AUTHORITY

Welcome, Rachel Filer
Log Out

eFile Home
Filings
Account Management
Funding & Payments
Support
Contact Us

[Home](#) : [Account Management](#) : [Manage Participant IDs](#)

Manage Participant IDs

According to the "[Real Estate Electronic Recording Standards for the State of Georgia](#)", only certain individuals and entities that satisfy certain requirements are eligible to eFile Real Estate documents in Georgia. (Please note that this is not a requirement of just this website, but a statewide requirement all Clerks of Superior Court must follow.)

According to these Statewide Standards, those who are eligible to eFile Real Estate documents in any county in Georgia are referred to as "Participants", and each participant is uniquely identified by a ten digit **Participant ID** that is provided to them upon completion of a registration process.

In order to setup your account to eFile Real Estate documents, you must "associate" your eFiling account with one or more of these registered participants IDs. These participant IDs must either have been previously applied for and assigned to you, or must belong to an entity who will be asked to confirm that they authorize you to use their existing Participant ID for the purpose of electronically filing Real Estate in the state of Georgia.

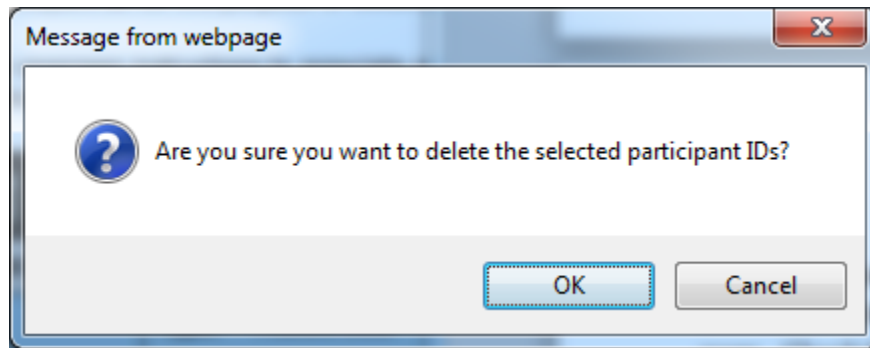
Click the **Add ID** link below and follow the onscreen instructions to associate a participant ID with your account. If you wish to register to become a participant and be assigned your own Participant ID, then you may apply to do so [here](#).

Add ID
 Remove ID
 Delete ID
 Refresh

	PARTICIPANT ID	NAME	PARTICIPATION INFO	AUTHORIZATION INFO
<input checked="" type="checkbox"/>	2501735471	J Scott Jones	Type: Trusted User Status: Active Date: 3/20/2015 10:54:38 AM	Status: Disabled Disabled Date: 9/3/2015 11:46:17 AM Request Date: 3/3/2015 10:57:26 AM
<input type="checkbox"/>	3612435217	Rachel Filer	Type: Trusted User Status: Active Date: 9/26/2013 5:51:55 AM	Status: Active Active Date: 9/27/2013 10:39:52 AM Request Date: 9/27/2013 10:37:45 AM

Ttme: Submitter

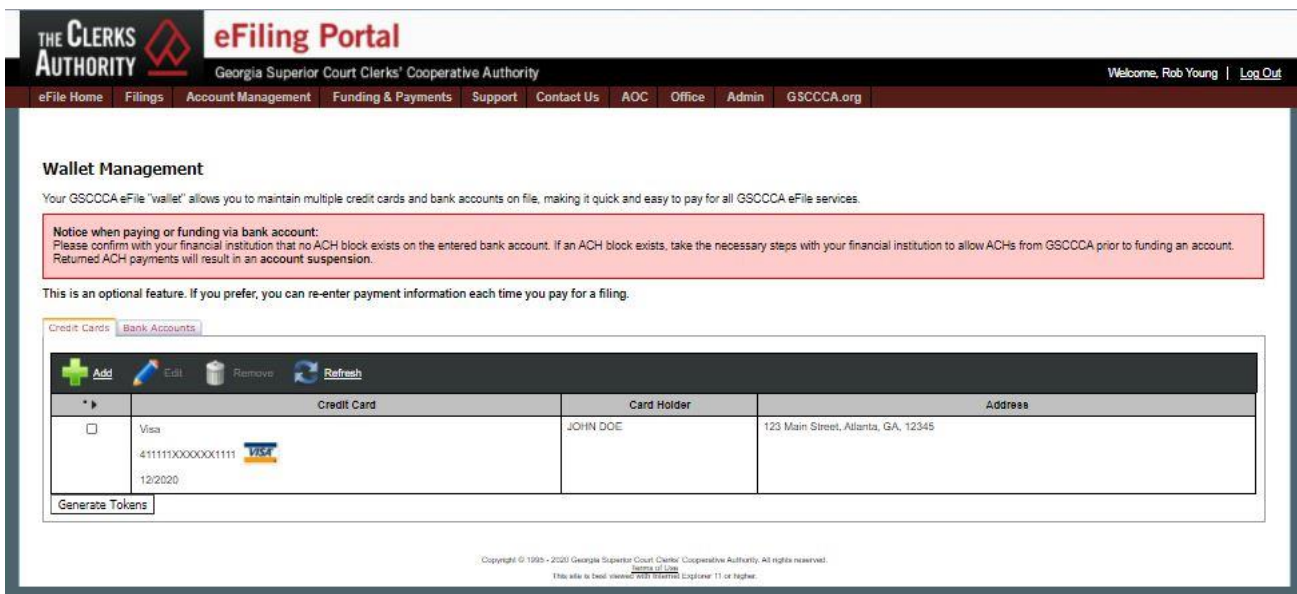
Select **OK** when asked if wanting to delete participant ID.



Upon successful deletion, a confirmation page will appear. Select **OK** to return to Manage Participant IDs.

Manage Wallet

The GSCCCA eFile portal allows users to store multiple credit card and/or bank accounts on file helping expedite the payment process. Credit card and bank account information is stored in the online Wallet. To manage a wallet, select the **Account Management** tab then select **Manage Wallet**.



To add a bank account on file, select the **Bank Accounts** tab the select **Add**. Enter the required information then select **Save**.

Note: For security purposes, our financial institution requires that a valid phone number be collected for all ACH transactions. The phone number entered will be kept confidential and will not be used for any other purpose than to satisfy the security requirement.

Also, an account name is required for identifying the bank account. All bank account information is stored in a secure setting, and the only identifying factor for users will be the Account name.

THE CLERKS AUTHORITY **eFiling Portal**
 Georgia Superior Court Clerks' Cooperative Authority

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Wallet Management

Your GSCCCA eFile "wallet" allows you to maintain multiple credit cards and bank accounts on file, making it quick and easy to pay for all GSCCCA eFile services.

Notice when paying or funding via bank account:
 Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an account suspension.

This is an optional feature. If you prefer, you can re-enter payment information each time you pay for a filing.

[Credit Cards](#) [Bank Accounts](#)

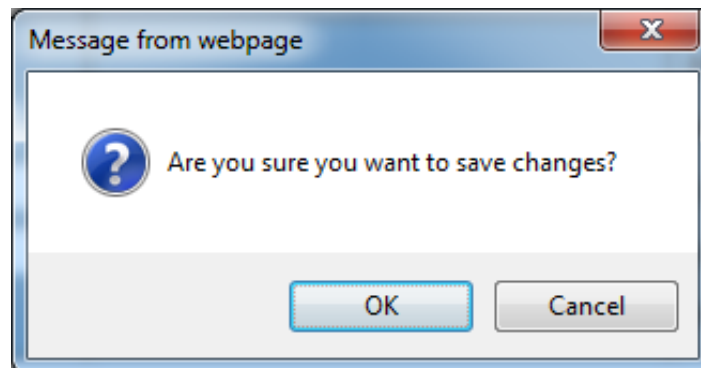
Notice when paying or funding via bank account:
 Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.

Save Cancel

Bank Account	Account Holder	Address
<input checked="" type="checkbox"/> Account Type: <input type="text" value="Select.."/> Account Number: <input type="text"/> Routing Number: <input type="text"/>	Account Name: <input type="text"/> First Name: <input type="text"/> Last Name: <input type="text"/>	Address Line 1: <input type="text"/> Address Line 2: <input type="text"/> City: <input type="text"/> State: <input type="text" value="Select.."/> Postal Code: <input type="text"/> Phone Number: <input type="text" value="(404) 327-9058"/> Privacy Policy

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Select **OK** to confirm adding account to Wallet.



The added account will appear in the Bank Accounts tab.

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This is an optional feature. If you prefer, you can re-enter payment information each time you pay for a filing.

[Credit Cards](#) **Bank Accounts**

Notice when paying or funding via bank account:
Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.

[Add](#) [Edit](#) [Remove](#) [Refresh](#)

* ▶	Bank Account	Account Holder	Address
<input type="checkbox"/>	Test XXXXXXXX XXXXXXXX04	JOHN DOE	Address: 123 Main Street, Atlanta, GA, 12345 Phone: 123-456-7890

[Generate Tokens](#)

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To remove a bank account from the Wallet, select the box next to the account wishing to be removed then select **Remove**.

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This is an optional feature. If you prefer, you can re-enter payment information each time you pay for a filing.

[Credit Cards](#) [Bank Accounts](#)

Notice when paying or funding via bank account:
Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.

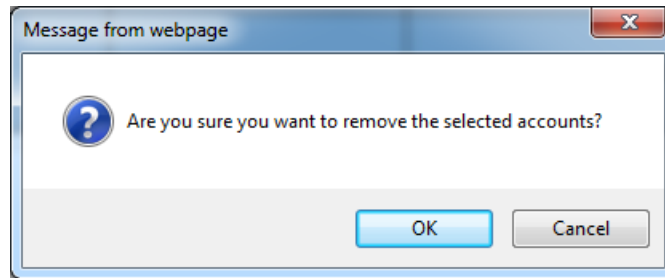
[Add](#) [Edit](#) [Remove](#) [Refresh](#)

* ▶	Credit Card	Card Holder	Address
<input checked="" type="checkbox"/>	Visa 411111XXXXXXXX1111 12/2020	JOHN DOE	123 Main Street, Atlanta, GA, 12345

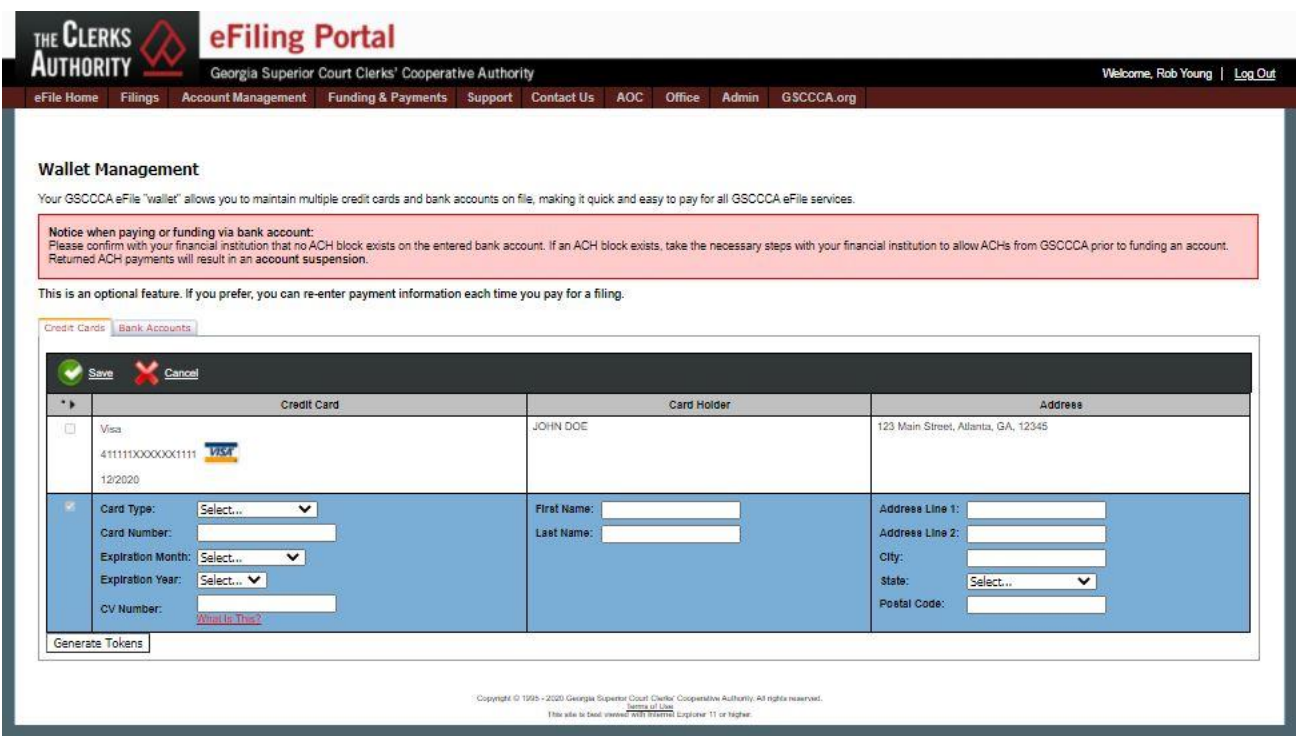
[Generate Tokens](#)

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To complete the removal of the account, select **OK** when asked if wanting to remove the selected account(s), and the bank account will no longer appear in the Wallet.



To add a Credit Card on file, select the **Credit Cards** tab the select **Add**. Enter the required information then select **Save**.



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Wallet Management

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Notice when paying or funding via bank account:
Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an account suspension.

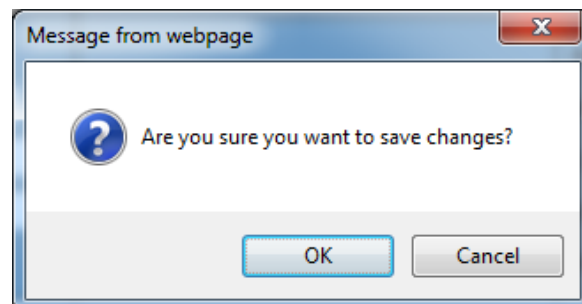
This is an optional feature. If you prefer, you can re-enter payment information each time you pay for a filing.

[Credit Cards](#) | [Bank Accounts](#)

* →	Credit Card	Card Holder	Address
<input type="checkbox"/>	Visa 41111110000000000000000000000000 12/2020	JOHN DOE	123 Main Street, Atlanta, GA, 12345
<input checked="" type="checkbox"/>	Card Type: <input type="text" value="Select..."/> Card Number: <input type="text"/> Expiration Month: <input type="text" value="Select..."/> Expiration Year: <input type="text" value="Select..."/> CV Number: <input type="text"/> View In This?	First Name: <input type="text"/> Last Name: <input type="text"/>	Address Line 1: <input type="text"/> Address Line 2: <input type="text"/> City: <input type="text"/> State: <input type="text" value="Select..."/> Postal Code: <input type="text"/>

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This site is best viewed with Internet Explorer 11 or higher.

Select **OK** to confirm adding account to Wallet.



The added account will appear in the Credit Cards tab.

The screenshot shows the 'eFiling Portal' interface for 'THE CLERKS AUTHORITY Georgia Superior Court Clerks' Cooperative Authority'. The user is logged in as 'Rob Young'. The 'Wallet Management' section includes a notice about ACH block confirmations and a table of credit cards. The table has columns for 'Credit Card', 'Card Holder', and 'Address'. A single Visa card is listed with the card number 411111XXXXXX1111, expiration date 12/2020, cardholder name JOHN DOE, and address 123 Main Street, Atlanta, GA, 12345. A checkbox next to the card is unchecked. Action buttons include 'Add', 'Edit', 'Remove', 'Refresh', and 'Generate Tokens'.

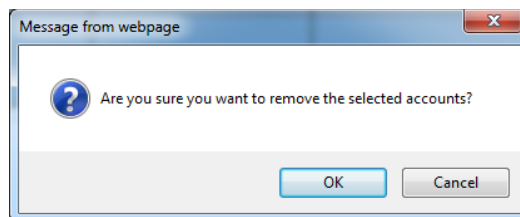
	Credit Card	Card Holder	Address
<input type="checkbox"/>	Visa 411111XXXXXX1111 12/2020	JOHN DOE	123 Main Street, Atlanta, GA, 12345

To remove a credit card from the Wallet, select the box next to the credit card to be removed then select **Remove**.

This screenshot is identical to the previous one, but the checkbox next to the credit card is now checked, indicating it has been selected for removal.

	Credit Card	Card Holder	Address
<input checked="" type="checkbox"/>	Visa 411111XXXXXX1111 12/2020	JOHN DOE	123 Main Street, Atlanta, GA, 12345

To complete the removal of the credit card, select **OK** when asked if wanting to remove the selected account(s). The credit card will no longer appear in the Wallet.



Edit Account Details

To edit account information and preferences, select the **Account Management** tab then select **Edit Account Details**. Make the desired changes then select **Continue**.

The screenshot shows the 'Edit Account Details' page in the eFiling Portal. The page header includes 'THE CLERKS AUTHORITY eFiling Portal' and 'Georgia Superior Court Clerks' Cooperative Authority'. The user is logged in as 'Rob Young'. The page contains two main sections: 'General Account Information' and 'Contact Information'. The 'General Account Information' section has fields for 'USERNAME' (rob.young), '* EMAIL *', and '* CONFIRM EMAIL *'. The 'Contact Information' section has fields for '* LAST NAME' (Rob), '* FIRST NAME' (Rob), 'MIDDLE NAME', 'SUFFIX', 'COMPANY NAME', '* STREET ADDRESS' (1875 Century Blvd), '* CITY' (Atlanta), 'PHONE' ((404) 327-9058), '* STATE' (Georgia), and '* ZIP' (30345). A 'Continue' button is at the bottom of the form.

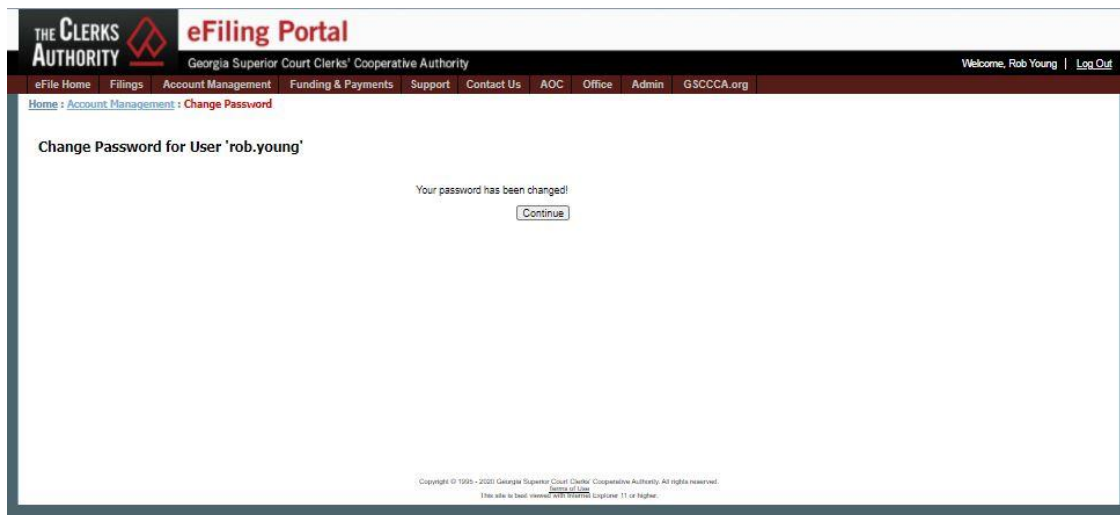
Account details provide users with the option of receiving email notification when filings are delivered to, accepted by or rejected by the Clerk's office. If a user elects to receive an email confirmation when a filing has been rejected, the email will include the reasons for rejection. If a user elects to receive an email confirmation when a filing has been accepted, the email will include the stamped and filed document.

Change Password

To change a password, select **Account Management**, then select **Change Password**.

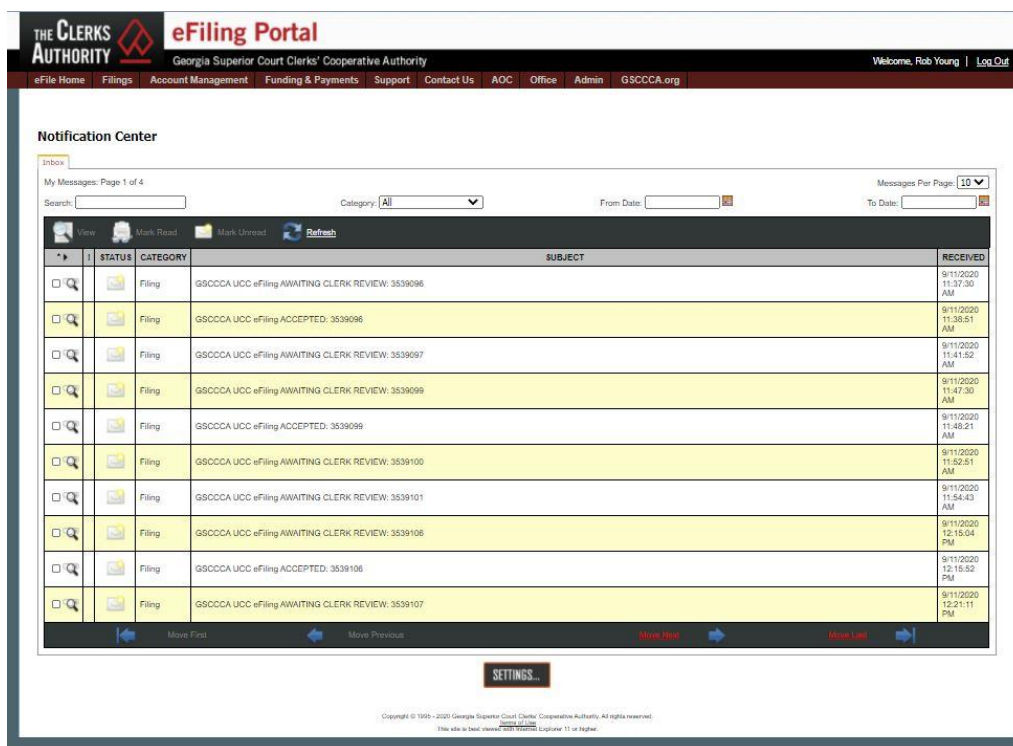
The screenshot shows the 'Change Password' page in the eFiling Portal. The page header includes 'THE CLERKS AUTHORITY eFiling Portal' and 'Georgia Superior Court Clerks' Cooperative Authority'. The user is logged in as 'Rob Young'. The page title is 'Change Password for User 'rob.young''. The form has three input fields: 'Password:', 'New Password:', and 'Confirm New Password:'. There are 'Change Password' and 'Cancel' buttons at the bottom of the form.

Enter the current password, then enter the new password and confirm the new password. Select **Change Password**. Once password has been changed a notification page will display.



Notification Center

To manage email notifications, select **Account Management**, then select **Notification Center**. The Notification Center has a default of 60 days. If searching for notifications previous to that, the search feature at the top of the page can be used. Search options include a search word or phrase, the category to search for that word or phrase, as well as a date range for the search. These notifications may also be sorted via the Status, Category, Subject, and Received headings across the top of the table.



Click **Settings**. Next, check all boxes which apply and select **Accept**.

Email Preferences

This page is used to control how we communicate filing and account activity with you via email. All activity is always automatically logged to the Notification Center regardless of your email preference settings.

Category: Real Estate Capacity: All

Category Type	Capacity	Notification Type	Attachments
<input type="checkbox"/> Real Estate	Filer	Send me an email when I submit a new Real Estate filing and it is awaiting payment.	<input type="checkbox"/>
<input type="checkbox"/> Real Estate	Filer	Send me an email when I pay for a Real Estate filing and it is awaiting clerk review.	<input type="checkbox"/>
<input type="checkbox"/> Real Estate	Filer	Send me an email when a clerk accepts my Real Estate filing.	<input type="checkbox"/>
<input type="checkbox"/> Real Estate	Filer	Send me an email when a clerk rejects my Real Estate filing.	<input type="checkbox"/>
<input type="checkbox"/> Real Estate	Filer	Send me an email when I cancel a Real Estate filing.	<input type="checkbox"/>
<input type="checkbox"/> Real Estate	Bulk Filer	Send me an email when I submit a new Real Estate filing and it is queued for processing.	<input type="checkbox"/>
<input type="checkbox"/> Real Estate	Bulk Filer	Send me an email when a queued filing has completed processing.	<input type="checkbox"/>
<input type="checkbox"/> Real Estate	Court Personnel	Send me an email when a Real Estate filing has been paid and is awaiting clerk review.	<input type="checkbox"/>
<input type="checkbox"/> Real Estate	Court Personnel	Send me an email when I accept a Real Estate filing.	<input type="checkbox"/>
<input type="checkbox"/> Real Estate	Court Personnel	Send me an email when I reject a Real Estate filing.	<input type="checkbox"/>

ACCEPT CANCEL

Click **OK**.

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Are you sure you want to save changes?

OK Cancel

Manage Filings

Current Filings

All filings created by a user are displayed on the Current Filings page. A list of all filing types may be viewed using the **All** tab.

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Home : Filings : **Current Filings**

Current Filings

The table below shows a list of current filings. [Switch to Clerk Display Transaction History](#)

You have one or more **unpaid filings**. The filing process is not complete until fees are paid. [PAY FEES](#)
[Learn About Payment Options And Fees](#)

All [Real Estate](#) [UCC](#)

Your Filings: Page 1 of 1 Filings Per Page: 10

Search: Search Fields:

Status: From Date:

Type: To Date:

[View](#) [Resubmit](#) [Cancel](#) [Continue](#) [Archive](#) [Pay](#) [Refresh](#)

ID	LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT
3540270	10/13/2020 12:40:39 PM	AWAITING CLERK REVIEW		Clarke	UCC	\$25.00	AUTH
3540267	10/19/2020 1:29:35 PM	AWAITING CLERK REVIEW		Clarke	Real Estate	\$25.00 (EST)	AUTH
3540268	10/19/2020 2:13:12 PM	AWAITING CLERK REVIEW		Clarke	UCC	\$25.00	AUTH
3540269	10/19/2020 2:38:02 PM	AWAITING PAYMENT		Clarke	UCC	\$25.00	

NEW FILING

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To view only real estate documents, select the **Real Estate** tab.

The screenshot shows the eFiling Portal interface. At the top, there is a navigation bar with the logo for 'THE CLERKS AUTHORITY' and 'eFiling Portal' for the Georgia Superior Court Clerks' Cooperative Authority. Below the navigation bar, the page title is 'Current Filings'. A message states: 'You have one or more unpaid filings. The filing process is not complete until fees are paid.' There is a 'PAY FEES' button and a link to 'Learn About Payment Options And Fees'. Below this, there are filters for 'All', 'Real Estate', and 'UCC', with 'Real Estate' selected. The page shows 'Your Filings: Page 1 of 1'. There is a search bar and several dropdown menus for 'Status' and 'Type'. A table of filings is displayed with the following columns: ID, LAST ACTIVITY, STATUS, BOOK/PAGE, COUNTY, TYPE, FEE, and PMT. The table contains one row with ID 3540287, LAST ACTIVITY 10/19/2020 1:29:35 PM, STATUS AWAITING CLERK REVIEW, COUNTY Clarke, TYPE Real Estate, FEE \$25.00 (EST), and PMT AUTH. Below the table are navigation buttons: Move First, Move Previous, Move Next, and Move Last. At the bottom, there is a 'NEW FILING' button and a copyright notice.

To view only UCC documents, select the **UCC** tab.

The screenshot shows the eFiling Portal interface with the 'UCC' tab selected. The page title is 'Current Filings'. A message states: 'You have one or more unpaid filings. The filing process is not complete until fees are paid.' There is a 'PAY FEES' button and a link to 'Learn About Payment Options And Fees'. Below this, there are filters for 'All', 'Real Estate', and 'UCC', with 'UCC' selected. The page shows 'Your Filings: Page 1 of 1'. There is a search bar and several dropdown menus for 'Status' and 'Type'. A table of filings is displayed with the following columns: ID, LAST ACTIVITY, STATUS, FILE NUMBER, COUNTY, TYPE, FEE, and PMT. The table contains three rows:

ID	LAST ACTIVITY	STATUS	FILE NUMBER	COUNTY	TYPE	FEE	PMT
3540270	10/13/2020 12:40:39 PM	AWAITING CLERK REVIEW		Clarke	UCC	\$25.00	AUTH
3540268	10/19/2020 2:13:12 PM	AWAITING CLERK REVIEW		Clarke	UCC	\$25.00	AUTH
3540269	10/19/2020 2:38:02 PM	AWAITING PAYMENT		Clarke	UCC	\$25.00	

 Below the table are navigation buttons: Move First, Move Previous, Move Next, and Move Last. At the bottom, there is a 'NEW FILING' button and a copyright notice.

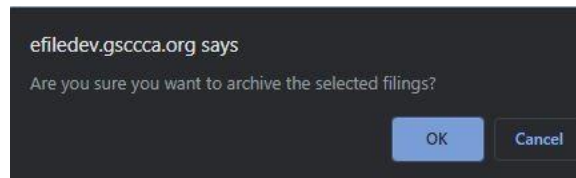
Archived Filings

Files may be stored in **Archive Filings**. Filings which have the status of Accepted, Rejected or Cancelled may be stored in the Archive Filings page. To archive a filing, check the box next to the filing then select **Archive**.

The screenshot shows the eFiling Portal interface for the Georgia Superior Court Clerks' Cooperative Authority. The page title is "Current Filings". Below the title, there is a navigation menu with options like "eFile Home", "Filings", "Account Management", etc. The main content area displays a list of filings. The table has the following columns: ID, LAST ACTIVITY, STATUS, RECORDING, COUNTY, TYPE, FEE, and PMT. The table contains 11 rows of data. The first 10 rows have a status of "ACCEPT PENDING" and a fee of \$25.00. The 11th row has a status of "AWAITING CLERK REVIEW" and a fee of \$25.00. Below the table, there is a "NEW FILING" button and a footer with copyright information.

ID	LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT
3530284	8/6/2020 2:23:59 PM	ACCEPT PENDING	001-2020-111123	Appling	UCC	\$25.00	AUTH
3530401	5/26/2020 5:49:59 PM	ACCEPT PENDING	001-2020-111111	Appling	UCC	\$25.00	AUTH
3530403	8/6/2020 4:32:57 PM	ACCEPT PENDING	001-2020-000001	Appling	UCC	\$25.00	AUTH
3530433	8/6/2020 4:33:19 PM	ACCEPT PENDING	001-2020-000002	Appling	UCC	\$25.00	AUTH
3530435	5/26/2020 5:54:03 PM	ACCEPT PENDING	001-2020-111111	Appling	UCC	\$25.00	AUTH
3530493	5/26/2020 3:06:47 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH
3530494	5/26/2020 3:06:52 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH
3530503	5/26/2020 6:09:23 PM	ACCEPT PENDING	001-2020-111111	Appling	UCC	\$25.00	AUTH
3530562	5/26/2020 3:07:00 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH
3530577	5/26/2020 6:13:08 PM	ACCEPT PENDING	001-2020-111111	Appling	UCC	\$25.00	AUTH

To complete the archiving of the filing, select **OK** when asked if wanting to archive the filing.



The filing will no longer display on the Current Filings page, but it will display on the Archive Filings page. If wanting to move a filing from the Archive Filings page to the Current Filings page, check the box next to the filing then select **Unarchive**. The filing will display on the Current Filings page.

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Archived Filings

The table below shows a list of archived filings. [Switch to Filter](#)

All [Real Estate](#) [UCC](#)

Your Filings: Page 1 of 1

Search:

Status:

Type:

From Date:

To Date:

Search Fields:

Current Activity: [Reset All](#)

County Override:

View Unarchive Refresh

ID	LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT
3530284	10/20/2020 9:57:15 AM	REJECTED	001-2020-111123	Appling	UCC	\$25.00	AUTH
3530401	10/20/2020 9:57:48 AM	REJECTED	001-2020-111111	Appling	UCC	\$25.00	AUTH
3530433	10/20/2020 9:59:20 AM	ACCEPTED	001-2020-111123	Appling	UCC	\$25.00	PAID
3537800	5/21/2020 4:43:48 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH

Move First Move Previous 1 Move Next Move Last

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To complete the unarchiving of the filing, select **OK** when asked if wanting to unarchive the filing. The filing will no longer display on the Archived Filings page but will display on the Current Filings page.

efiledev.gsccca.org says

Are you sure you want to unarchive the selected filings?

OK Cancel

Multiple filings may be selected at once. To view each selection option, scroll over the asterisk and arrow on the left-hand side of the screen. Click on the desired selection option.

The screenshot displays the eFiling Portal interface for the Georgia Superior Court Clerks' Cooperative Authority. The page title is "Current Filings" and it shows a list of 14 filings. A selection menu is open over the first row, listing options such as "SELECT ALL", "SELECT ARCHIVABLE", "SELECT CANCELLED", "SELECT INCOMPLETE", "SELECT NONE", "SELECT RECORDED", "SELECT REJECTED", "SELECT SUBMITTED", and "SELECT UNPAID".

Current Filings
The table below shows a list of current filings.

Switch to Filter

All

Your Filings: Page 1 of 14

Search:

Status:

Type:

From Date:

To Date:

County Override:

View

* * *		LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT
<input type="checkbox"/>		0/20/2020 9:58:46 AM	AWAITING CLERK REVIEW	001-2020-000001	Appling	UCC	\$25.00	AUTH
<input type="checkbox"/>		5/26/2020 5:54:03 PM	ACCEPT PENDING	001-2020-111111	Appling	UCC	\$25.00	AUTH
<input type="checkbox"/>		5/26/2020 3:06:47 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH
<input type="checkbox"/>		5/26/2020 3:06:52 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH
<input type="checkbox"/>	<input type="text" value="3530503"/>	5/26/2020 6:09:23 PM	ACCEPT PENDING	001-2020-111111	Appling	UCC	\$25.00	AUTH
<input type="checkbox"/>	<input type="text" value="3530582"/>	5/26/2020 3:07:00 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH
<input type="checkbox"/>	<input type="text" value="3530577"/>	5/26/2020 6:13:08 PM	ACCEPT PENDING	001-2020-111111	Appling	UCC	\$25.00	AUTH
<input type="checkbox"/>	<input type="text" value="3530582"/>	5/26/2020 3:07:12 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH
<input type="checkbox"/>	<input type="text" value="3530584"/>	5/26/2020 3:07:15 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH
<input type="checkbox"/>	<input type="text" value="3530586"/>	5/26/2020 3:07:18 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH

Move First 1 Move Last

NEW FILING

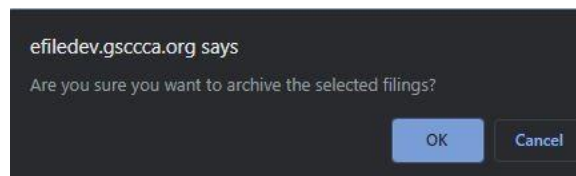
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For example, if wanting to archive all filings which are eligible for archiving, click **Select Archivable**. All filings which may be archived will have a checked check box and will be highlighted. Select **Archive** to move all selected filings to the Archive Filings page.

The screenshot shows the 'Current Filings' page of the eFiling Portal. At the top, there is a navigation menu with options like 'eFile Home', 'Filings', 'Account Management', etc. The main content area includes a search bar, filters for 'Status' and 'Type', and a table of filings. The table has columns for ID, Last Activity, Status, Recording, County, Type, Fee, and PMT. Below the table are navigation buttons like 'Move First', 'Move Previous', 'Move Next', and 'Move Last'. A 'NEW FILING' button is visible at the bottom of the table area.

ID	LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT
3530403	10/20/2020 10:09:50 AM	REJECTED	001-2020-000001	Appling	UCC	\$25.00	AUTH
3530435	10/20/2020 10:10:07 AM	ACCEPTED	001-2020-111111	Appling	UCC	\$25.00	PAID
3530493	5/26/2020 3:06:47 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH
3530494	5/26/2020 3:06:52 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH
3530503	5/26/2020 6:09:23 PM	ACCEPT PENDING	001-2020-111111	Appling	UCC	\$25.00	AUTH
3530562	5/26/2020 3:07:00 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH
3530577	5/26/2020 6:13:08 PM	ACCEPT PENDING	001-2020-111111	Appling	UCC	\$25.00	AUTH
3530582	5/26/2020 3:07:12 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH
3530584	5/26/2020 3:07:15 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH
3530588	5/26/2020 3:07:18 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH

To complete the archiving of the filing, select **OK** when asked if wanting to archive the filing.



Filings will no longer display on the Current Filings page.

eFiling Portal

Georgia Superior Court Clerks' Cooperative Authority

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Home : [Filings](#) : **Current Filings**

Current Filings

The table below shows a list of current filings. [Switch to Filter](#)

Print

All [Real Estate](#) [UCC](#)

Your Filings: Page 1 of 13

Search:

Status:

Type:

From Date:

To Date:

County Override:

Filings Per Page:

Search Fields:

[Current Activity](#) | [Last 30 Days](#) | [Reset All](#)

View	Finalize	Unreject	Archive	Refresh	ID	LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3530493	5/26/2020 3:06:47 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3530494	5/26/2020 3:06:52 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3530503	5/26/2020 6:09:23 PM	ACCEPT PENDING	001:2020-111111	Appling	UCC	\$25.00	AUTH
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3530562	5/26/2020 3:07:00 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3530577	5/26/2020 6:13:08 PM	ACCEPT PENDING	001:2020-111111	Appling	UCC	\$25.00	AUTH
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3530582	5/26/2020 3:07:12 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3530584	5/26/2020 3:07:15 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3530588	5/26/2020 3:07:18 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3530602	5/26/2020 3:07:21 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3530803	5/26/2020 3:07:24 PM	AWAITING CLERK REVIEW		Appling	UCC	\$25.00	AUTH

Move First Move Previous 1 Move Next Move Last

NEW FILING

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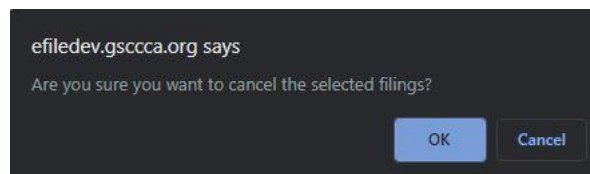
Cancel Filing

Only filings which have not been submitted to the Clerk's office for filing may be cancelled. If a filing has the status awaiting clerk review, it is not eligible for cancellation. To cancel a filing, check the box next to the filing then select **Cancel**. Please note: Once a filing is cancelled, the cancellation cannot be reversed. No other action may be performed on the filing and it may not be submitted to the Clerk's office for review.

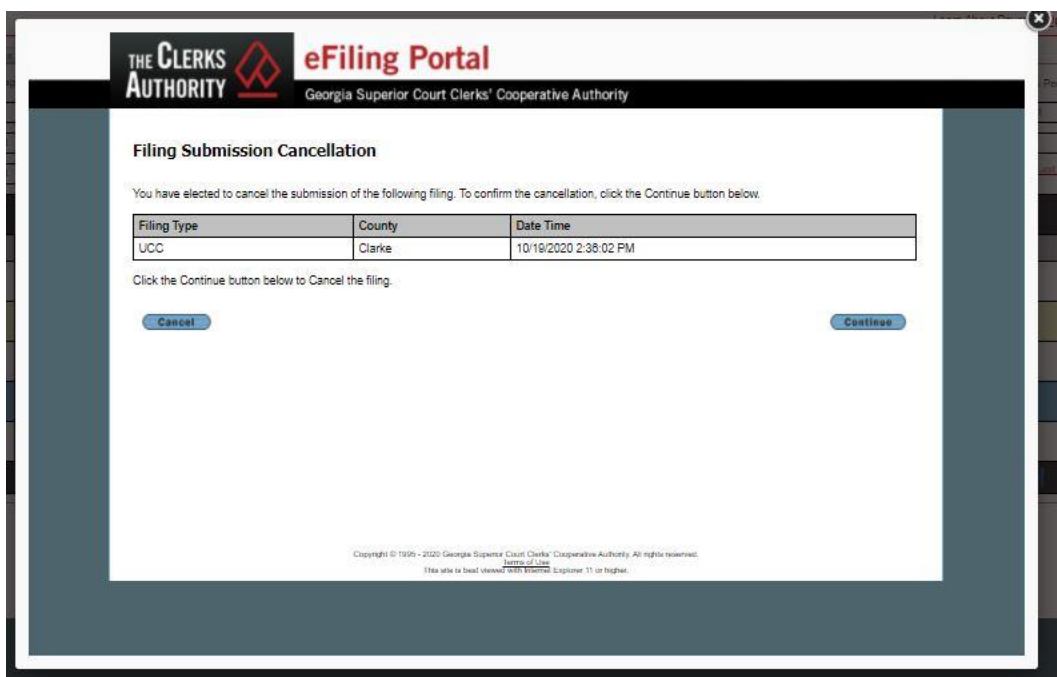
The screenshot shows the 'Current Filings' page of the eFiling Portal. At the top, there is a navigation bar with links like 'eFile Home', 'Filings', 'Account Management', etc. Below the navigation bar, there is a message: 'You have one or more unpaid filings. The filing process is not complete until fees are paid.' A 'PAY FEES' button is located to the right of this message. Below the message, there are search filters for 'Real Estate' and 'UCC', a search box, and dropdown menus for 'Status' and 'Type'. A table of filings is displayed with columns: ID, LAST ACTIVITY, STATUS, RECORDING, COUNTY, TYPE, FEE, and PMT. The table contains five rows of filings. The first three rows have a status of 'AWAITING CLERK REVIEW' and are highlighted in yellow. The last two rows have a status of 'AWAITING PAYMENT' and are highlighted in blue. Below the table, there are navigation buttons: 'Move First', 'Move Previous', '1', 'Move Next', and 'Move Last'. At the bottom of the page, there is a 'NEW FILING' button and a copyright notice.

ID	LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT
3540270	10/13/2020 12:40:39 PM	AWAITING CLERK REVIEW		Clarke	UCC	\$25.00	AUTH
3540287	10/19/2020 1:29:35 PM	AWAITING CLERK REVIEW		Clarke	Real Estate	\$25.00 (EST)	AUTH
3540288	10/19/2020 2:13:12 PM	AWAITING CLERK REVIEW		Clarke	UCC	\$25.00	AUTH
3540289	10/19/2020 2:36:02 PM	AWAITING PAYMENT		Clarke	UCC	\$25.00	
3540293	10/20/2020 10:15:44 AM	AWAITING PAYMENT		Clarke	Real Estate	\$25.00 (EST)	

To continue with the cancellation of the filing, select **OK** when asked if wanting to cancel the filing.



To complete the cancellation of the filing, select **Continue**. The filing will be cancelled and may be archived.



Sort Filings

Filings may be sorted by ID number, Last Activity, Status, Recording, Book/Page, File Number, County, Type, Fee or PMT. Click on the header to change the sort. An arrow will appear next to the header controlling the sort. The arrow will also indicate whether the sort is ascending (lowest to highest) or descending (highest to lowest). A downward arrow indicates descending, and an upward arrow indicates ascending.

THE CLERKS AUTHORITY **eFiling Portal**
 Georgia Superior Court Clerks' Cooperative Authority

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Current Filings

The table below shows a list of current filings. [Switch to Clerk Display Transaction History](#)

You have one or more **unpaid filings**. The filing process is not complete until fees are paid. [PAY FEES](#) [Learn About Payment Options And Fees](#)

All [Real Estate](#) [UCC](#)

Your Filings: Page 1 of 1

Search:

Status:

Type:

From Date:

To Date:

Filings Per Page:

Search Fields:

[Current Activity](#) [Last 30 Days](#) [Reset All](#)

View	Resubmit	Cancel	Continue	Archive	Pay	Refresh							
ID	LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT						
<input type="checkbox"/> 3540270	10/13/2020 12:40:39 PM	AWAITING CLERK REVIEW		Clarke	UCC	\$25.00	AUTH						
<input type="checkbox"/> 3540267	10/19/2020 1:29:35 PM	AWAITING CLERK REVIEW		Clarke	Real Estate	\$25.00 (EST)	AUTH						
<input type="checkbox"/> 3540268	10/19/2020 2:13:12 PM	AWAITING CLERK REVIEW		Clarke	UCC	\$25.00	AUTH						
<input type="checkbox"/> 3540269	10/20/2020 10:18:04 AM	CANCELLED		Clarke	UCC	\$25.00							
<input type="checkbox"/> 3540293	10/20/2020 10:15:44 AM	AWAITING PAYMENT		Clarke	Real Estate	\$25.00 (EST)							

Move First Move Previous 1 Move Next Move Last

NEW FILING

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Filter Filing

Filings may be filtered by status, date and type. If **no filter** has been selected, the From Date and To Date fields will be blank, and the status and type filters will state Select.

The screenshot shows the eFiling Portal interface. At the top, there is a navigation bar with links like 'eFile Home', 'Filings', 'Account Management', etc. The main heading is 'Current Filings'. Below it, a message states: 'You have one or more unpaid filings. The filing process is not complete until fees are paid.' There is a 'PAY FEES' button and a link to 'Learn About Payment Options And Fees'. The search and filter section shows 'Status: Select' and 'Type: Select'. The 'From Date' and 'To Date' fields are empty. Below the filters is a toolbar with icons for View, Resubmit, Cancel, Continue, Archive, Pay, and Refresh. A table of filings is displayed with the following data:

ID	LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT
3540270	10/13/2020 12:40:39 PM	AWAITING CLERK REVIEW		Clarke	UCC	\$25.00	AUTH

If one or more filters have been applied to either the status or type, then they will state Filtered. To view which filter(s) has been applied, click the arrow.

The screenshot shows the eFiling Portal interface with filters applied. The 'Status' dropdown is set to 'Filtered' and the 'Type' dropdown is set to 'UCC'. The 'From Date' and 'To Date' fields are empty. The table of filings is displayed with the following data:

ID	LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT
3540270	10/13/2020 12:40:39 PM	AWAITING CLERK REVIEW		Clarke	UCC	\$25.00	AUTH
3540267	10/19/2020 1:29:35 PM	AWAITING CLERK REVIEW		Clarke	Real Estate	\$25.00 (EST)	AUTH
3540268	10/19/2020 2:13:12 PM	AWAITING CLERK REVIEW		Clarke	UCC	\$25.00	AUTH

At the bottom of the page, there is a 'NEW FILING' button and a copyright notice: 'Copyright © 1996 - 2020 Georgia Superior Court Clerks' Cooperative Authority. All rights reserved. Terms of Use. This site is best viewed with internet Explorer 11 or higher.'

To remove a filter, click the arrow in the filtered box and uncheck the box or boxes.

The screenshot shows the eFiling Portal interface. At the top, there's a navigation bar with 'THE CLERKS AUTHORITY' logo and 'eFiling Portal' text. Below that, a secondary navigation bar contains various menu items like 'eFile Home', 'Filings', 'Account Management', etc. The main content area is titled 'Current Filings' and includes a message about unpaid filings and a 'PAY FEES' button. A search and filter section is visible, with a dropdown menu for 'Type' currently open, showing a list of filing statuses. Below the filters is a table with columns for ID, Last Activity, Status, Recording, County, Type, Fee, and PMT. The table contains three rows of data, all with a status of 'AWAITING CLERK REVIEW'. At the bottom, there's a 'NEW FILING' button and a copyright notice.

The system default will display filings from the past 60 days. To filter by date, enter a date in the From Date field and/or a date in the To Date field. **Please note, date ranges must be 60 days or less.** To return to the system default of displaying filings from the past 60 days, clear the From Data and To Date fields.

This screenshot shows the same eFiling Portal interface, but with a date filter applied. The 'From Date' field is now populated with '10/20/2020'. The 'Type' dropdown is closed. The table below now only displays one filing with ID 3540270, which has a status of 'AWAITING CLERK REVIEW'. The rest of the interface, including the navigation bars and the 'PAY FEES' button, remains the same.

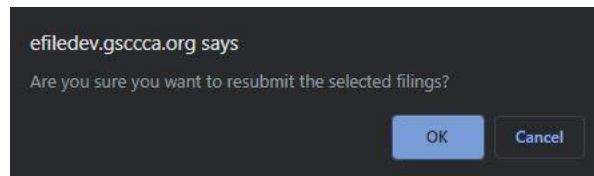
Resubmit Filings

If a UCC filing is rejected, it may be resubmitted. Resubmitted filings will get a new date and time as if a new filing, but it allows users to modify the rejected filing. To resubmit a rejected UCC filing, select the box next to the rejected UCC filing then select **Resubmit**.

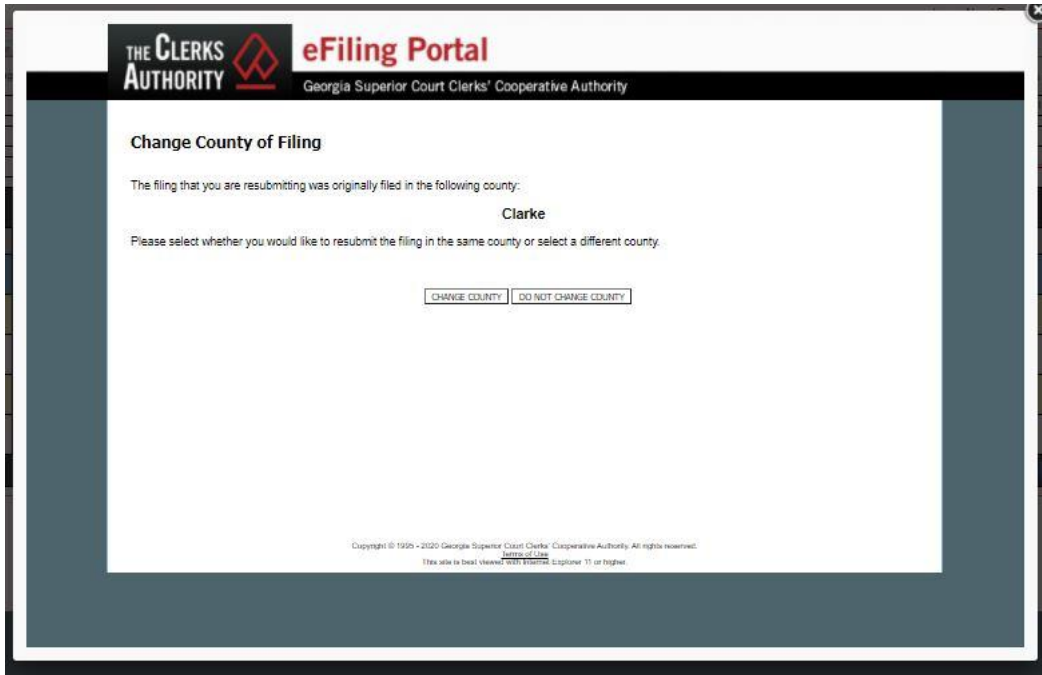
The screenshot shows the eFiling Portal for the Georgia Superior Court Clerks' Cooperative Authority. The user is logged in as Rob Young. The page displays a list of current filings. The first filing, ID 3540270, is a UCC filing that was rejected on 10/20/2020 at 10:31:05 AM. It has a checked box next to it, indicating it is selected for an action. The other filings in the list are either awaiting clerk review, cancelled, or awaiting payment. A 'PAY FEES' button is visible in the top right corner of the filing list area. Below the table, there are navigation controls for the table, including 'Move First', 'Move Previous', 'Move Next', and 'Move Last'. A 'NEW FILING' button is located at the bottom center of the page.

ID	LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT
3540270	10/20/2020 10:31:05 AM	REJECTED		Clarke	UCC	\$25.00	AUTH
3540287	10/19/2020 1:29:35 PM	AWAITING CLERK REVIEW		Clarke	Real Estate	\$25.00 (EST)	AUTH
3540288	10/19/2020 2:13:12 PM	AWAITING CLERK REVIEW		Clarke	UCC	\$25.00	AUTH
3540289	10/20/2020 10:18:04 AM	CANCELLED		Clarke	UCC	\$25.00	
3540293	10/20/2020 10:15:44 AM	AWAITING PAYMENT		Clarke	Real Estate	\$25.00 (EST)	

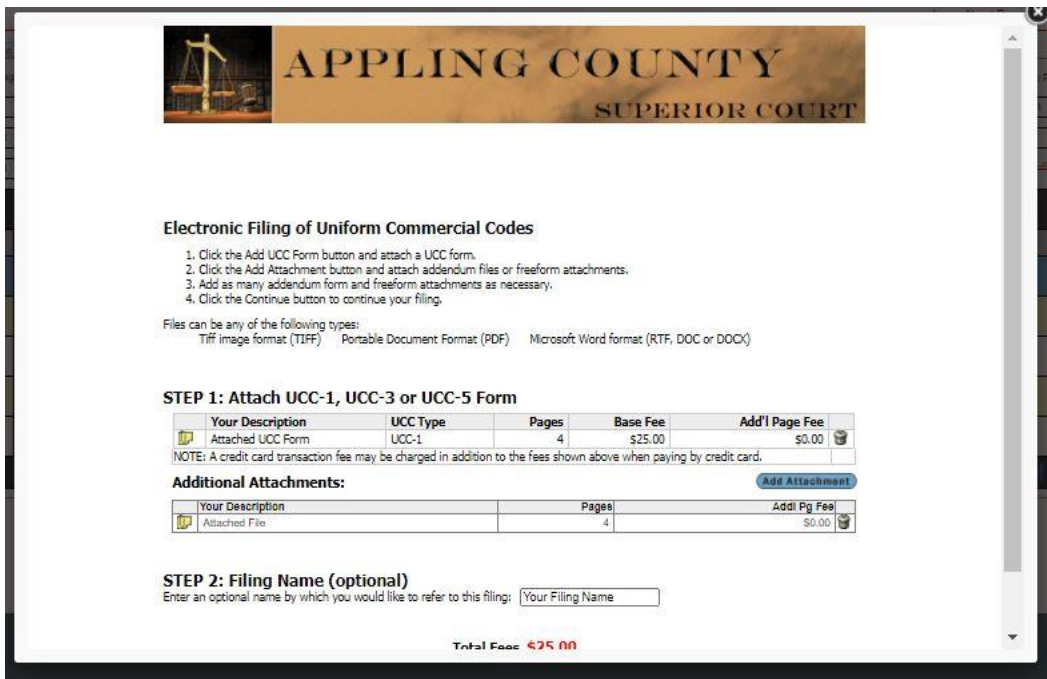
To continue with resubmitting the filing, select **OK** when asked if wanted to resubmit filing.



If the county in which the filing is submitted should be changed, select **Change County**. If not, select **Do Not Change County**.



If changing the county, select the county in which the filing will be submitted then select continue. Otherwise, make the necessary modifications to the file then select **Continue**.



Review the filing, then enter initials then select **Submit** to resubmit the filing.

APPLING COUNTY SUPERIOR COURT

Review Your Filing

Please review your filing. Use the Previous Page button at the bottom of this page to return to the previous page and make any necessary changes.

Reviewed Fee \$25.00

Attached UCC Forms:

Your Description	UCC Type	Pages	Base Fee	Add'l Page Fee
Attached UCC Form	UCC-1	4	\$25.00	\$0.00

Note: A non-refundable transaction fee of 3.5% will apply if payment is made with a credit card.

Your Description	Pages	Add'l Pg Fee
Attached File	4	\$0.00

ELECTRONIC SIGNATURE
STATE OF GEORGIA, COUNTY OF APPLING

By affixing this electronic verification, oath, or affidavit to this pleading/filing submitted to the Court and attaching my electronic signature hereon, I do hereby swear or affirm that the statement/information set forth in the above pleading/filing is true and correct.

Enter your initials to affirm this oath:

[Previous Page](#) [Submit](#)

The filing status will be “resubmitted.”

THE CLERKS AUTHORITY eFiling Portal
Georgia Superior Court Clerks' Cooperative Authority

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Current Filings

The table below shows a list of current filings.

You have one or more **unpaid filings**. The filing process is not complete until fees are paid. [PAY FEES](#) [Learn About Payment Options And Fees](#)

[Switch to Clerk](#) [Display Transaction History](#)

All [Real Estate](#) [UCC](#)

Your Filings: Page 1 of 1

Search: Search Fields:

Status: From Date: To Date:

Type: [Current Activity](#) [Last 30 Days](#) [Reset All](#)

	View	Resubmit	Cancel	Continue	Archive	Pay	Refresh							
ID	LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT							
3540270	10/20/2020 10:38:43 AM	RESUBMITTED		Appling	UCC	\$25.00	AUTH							
3540287	10/19/2020 1:29:35 PM	AWAITING CLERK REVIEW		Clarke	Real Estate	\$25.00 (EST)	AUTH							
3540268	10/19/2020 2:13:12 PM	AWAITING CLERK REVIEW		Clarke	UCC	\$25.00	AUTH							
3540289	10/20/2020 10:18:04 AM	CANCELLED		Clarke	UCC	\$25.00								
3540293	10/20/2020 10:15:44 AM	AWAITING PAYMENT		Clarke	Real Estate	\$25.00 (EST)								

[NEW FILING](#)

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Dashboard Display

For a quick view of the document types submitted within a filing, hold the mouse over the TYPE and a pop-up window will display all documents contained within the filing. **Note: When a filter is selected, the pop-up window will only display those filings contained within the filter. Also, this feature only applies to filings created on or after September 23, 2015.**

THE CLERKS AUTHORITY eFiling Portal
Georgia Superior Court Clerks' Cooperative Authority

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Home : [Filings](#) : [Current Filings](#)

Current Filings

The table below shows a list of current filings.

You have one or more **unpaid filings**. The filing process is not complete until fees are paid. [PAY FEES](#) [Learn About Payment Options And Fees](#)

[Switch to Clerk](#) [Display Transaction History](#)

All | [Real Estate](#) | [UCC](#)

Your Filings: Page 1 of 1

Search:

Status:

Type:

From Date:

To Date:

Filings Per Page:

[Search Fields](#):

[Current Activity](#) | [Last 30 Days](#) | [Reset All](#)

	View	Resubmit	Cancel	Continue	Archive	Pay	Refresh											
ID	LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT											
3540270	10/20/2020 10:38:43 AM	RESUBMITTED		Appling	UCC	\$25.00	AUTH											
3540287	10/19/2020 1:29:35 PM	AWAITING CLERK REVIEW		Clarke	Real Estate	\$25.00 (EST)	AUTH											
3540288	10/19/2020 2:13:12 PM	AWAITING CLERK REVIEW		Clarke	UCC	\$25.00 (EST)	AUTH											
3540289	10/20/2020 10:18:04 AM	CANCELLED		Clarke	UCC	\$25.00												
3540293	10/20/2020 10:15:44 AM	AWAITING PAYMENT		Clarke	Real Estate	\$25.00 (EST)												

1

[Move First](#) | [Move Previous](#) | [Move Next](#) | [Move Last](#)

NEW FILING

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For a quick view of method of payment of accepted filings, hold the mouse over PAID and a pop-up window will display the method of payment.

The screenshot shows the eFiling Portal interface. At the top, there is a navigation bar with the logo for 'THE CLERKS AUTHORITY' and 'eFiling Portal'. Below the navigation bar, there is a header for 'Current Filings' with a message: 'You have one or more unpaid filings. The filing process is not complete until fees are paid.' A 'PAY FEES' button is visible next to this message. Below the message, there are search filters for 'Real Estate' and 'UCC', a search box, and dropdown menus for 'Status' and 'Type'. There are also date filters for 'From Date' and 'To Date'. A table of filings is displayed with columns: ID, LAST ACTIVITY, STATUS, RECORDING, COUNTY, TYPE, FEE, and PMT. The table contains five rows of data. A tooltip labeled 'Credit Card' is positioned over the 'PMT' column of the second row. At the bottom of the page, there is a 'NEW FILING' button and a copyright notice.

ID	LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT
3540270	10/20/2020 10:38:43 AM	RESUBMITTED		Appling	UCC	\$25.00	AUTH
3540287	10/19/2020 1:29:35 PM	AWAITING CLERK REVIEW		Clarke	Real Estate	\$25.00 (EST)	AUTH
3540288	10/19/2020 2:13:12 PM	AWAITING CLERK REVIEW		Clarke	UCC	\$25.00	AUTH
3540289	10/20/2020 10:18:04 AM	CANCELLED		Clarke	UCC	\$25.00	
3540293	10/20/2020 10:15:44 AM	AWAITING PAYMENT		Clarke	Real Estate	\$25.00 (EST)	

Other

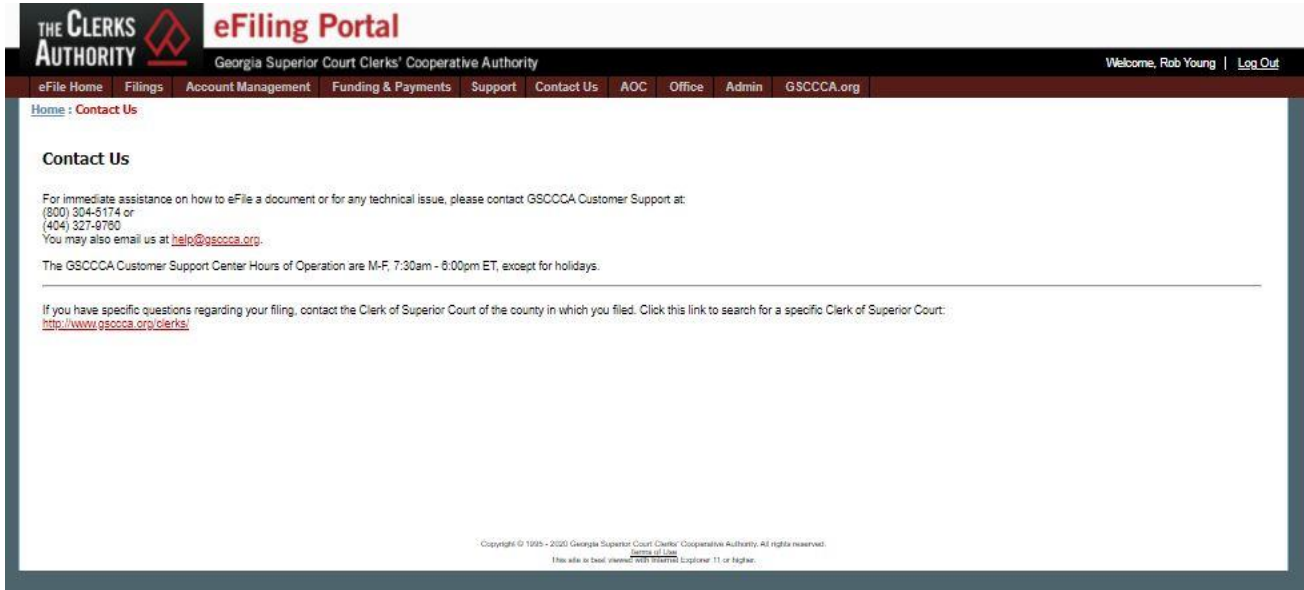
Support

Support Area has a section for frequently-asked questions, filer guide and electronic UCC forms. Click the **Support** tab to access this area. Other support options include a list of each county and what type of eFiling each participates in.

The screenshot shows the eFiling Portal interface. At the top left is the logo for 'THE CLERKS AUTHORITY' and 'eFiling Portal'. Below the logo is the text 'Georgia Superior Court Clerks' Cooperative Authority'. On the right side of the top bar, it says 'Welcome, Rob Young | Log Out'. A navigation menu below the top bar includes links for 'eFile Home', 'Filings', 'Account Management', 'Funding & Payments', 'Support', 'Contact Us', 'AOC', 'Office', 'Admin', and 'GSCCCA.org'. The 'Support' link is highlighted. Below the navigation menu, the page title is 'Home : Support Area'. The main content area is titled 'Support Area' and contains the following text: 'Below are links to the pages in the Support area:'. There are several links listed: 'Filer Guide' (A guide for filers), 'Clerk FAQ' (Frequently asked questions for clerks), 'Value Added Submitter FAQ' (Frequently asked questions for value added submitters), 'Vendor FAQ' (Frequently asked questions for vendors), 'Vendor Integration' (Instructions for vendor integration), 'Clerk Guide' (A guide for clerks), 'Associate Participant ID Guide' (Detailed instructions for associating a participant ID), 'Electronic Forms' (Files and forms associated with the Uniform Commercial Code and Georgia's UCC Central Indexing System), and 'Participating Counties' (A list of counties participating in eFiling on the GSCCCA portal). At the bottom of the page, there is a small copyright notice: 'Copyright © 1999 - 2009 Georgia Superior Court Clerks' Cooperative Authority. All rights reserved. Terms of Use. This site is best viewed with Internet Explorer 11 or higher.'

Contact Us

To access GSCCCA customer support contact information and hours of operation along with contact information for Superior Court Clerks' offices, select the **Contact Us** tab. Please contact the GSCCCA when there are specific questions or concerns regarding the eFile portal. If there are questions regarding acceptance or rejection of a filing, please contact the county in which the document was filed.



The screenshot shows the 'eFiling Portal' for the Georgia Superior Court Clerks' Cooperative Authority. The page has a dark header with the logo on the left and navigation tabs in the center. The 'Contact Us' tab is selected. The main content area contains contact information for customer support, including phone numbers and an email address. It also lists the support center's hours of operation and provides a link to find the clerk of the superior court for a specific county.

THE CLERKS AUTHORITY **eFiling Portal**
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For immediate assistance on how to eFile a document or for any technical issue, please contact GSCCCA Customer Support at:
(800) 304-5174 or
(404) 327-9760
You may also email us at help@gsccca.org.

The GSCCCA Customer Support Center Hours of Operation are M-F, 7:30am - 6:00pm ET, except for holidays.

If you have specific questions regarding your filing, contact the Clerk of Superior Court of the county in which you filed. Click this link to search for a specific Clerk of Superior Court:
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