

File a Real Estate Document

Login to <https://efile.gsccca.org>

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

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Log In

Already Registered

User Name:

Password:

LOGIN

[Forgot Password?](#)

Need to Register

To use this portal, you must first create a filer account.
There is no charge to create an account.

[Click here to register](#)

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Once logged in, filers are brought to the Current Filings dashboard. Filers can also navigate to this dashboard by clicking on the Filings tab and selecting *Current Filings*. Scroll to the bottom of the page and click *New Filing*.

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Current Filings

The table below shows a list of current filings.

[Display Transaction History](#)

All **Real Estate** UCC

Your Filings: Page 0 of 0

Filings Per Page: 10

Search:

Search Fields:

Status:

From Date:

To Date:

Type:

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

[Refresh](#)

There are no records to display.

NEW FILING

Use the dropdown box by clicking on the arrow. Select Real Estate (Deeds, Liens and Plats) then select the county to file in.

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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:

CONTINUE

The Type of Document, Description, and Filing Fee table will be presented. Click Continue.

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 convey 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 Fieri, 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**

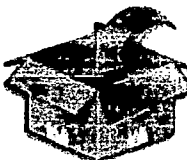
Enter a descriptive name in the Name field to allow easy identification of the real estate eFile package. Select *Add New Filing* to attach a real estate document for filing.

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:

Your Package Name

?

County:

Cook

?

Estimated Fees

Grand Total:

\$0.00

?

Cancel Package

Add New Filing

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.

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*.

Real Estate eFiling

1. Document

2. Taxes

3. Parties

4. Filing Fees

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

Instrument Type:

Select...

?

Use screen to specify the document being filed

Next

Cancel

eFiling Package Summary

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

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, canceled, etc. This information is required to estimate filing fees.

Real Estate eFiling

1. Document	2. Taxes	3. Parties	4. Filing Fees
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Step 1: To help us calculate proper recording fees, please tell us which type of document you are recording

Instrument Type: Deed - Conveyance Deed

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

- 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)

Upload Document: Choose File No file chosen View

Selected File: DEED-1100.pdf

Supported File Types: PDF or TIF

Upload Progress: 0%

eFiling Package Summary

Filings in Package:

- Deed - Conveyance Deed
- DEED-1100.pdf

Use screen to specify the document being filed

Next Cancel

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.

Real Estate eFiling

1. Document	2. Taxes	3. Parties	4. Filing Fees
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Step 2: Specify tax information related to the document

PT-61 Document Number: (Required) - -

If you have not previously completed a PT-61 transfer tax form for this filing, you can create one now by [clicking here](#).

PT-61 Tax Amount: Automatically calculated from PT-61 document above

eFiling Package Summary

Filings in Package:

- Deed - Conveyance Deed
- DEED-1100.pdf

Use screen to specify tax information related to the document

Back Next Cancel

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

1. Document

2. Taxes

3. Parties

4. Filing Fees

Real Estate eFiling

Step 3: Specify the parties to the document

Seller/Grantor:

Quick-Pick:

Recently Used Parties...

- 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 it from the "Quick-Pick" dropdown list

Buyer/Grantee:

Quick-Pick:

Recently Used Parties...

- 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 it from the "Quick-Pick" dropdown list

Use screen to specify parties to the document

Back

Next

Cancel

eFiling Package Summary

Filing Package

Doc - Conveyance Doc

PT-61 Taxes

Document #: 037-2024-000002

Tax Amount: \$10.00

Seller/Grantor:

McPhaul, Richard

Buyer/Grantee:

McPhaul, Richard

Fee Type	Unit Cost	Qty	Subtotal
Base Filing Fee	\$25.00	1	\$25.00
PT-61 Tax	\$10.00	1	\$10.00
			Estimate Only

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.

Real Estate eFiling

1. Document

2. Taxes

3. Parties

4. Filing Fees

Step 5: Review filing fees

Fee Type	Unit Cost	Qty	Subtotal
Base Filing Fee	\$25.00	1	\$25.00
PT-61 Tax	\$10.00	1	\$10.00
			Total: \$35.00
			<i>Estimate Only</i>

Note to Clerk (optional):

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

Use screen to review filing fees

Back

Next

Cancel

Deed - Conveyance Deed

DEED-1100.pdf

Document # 037-2024-000002

Tax Amount \$10.00

Seller/Grantor

Last, First

Buyer/Grantee

Last, First

Fee Type	Unit Cost	Qty	Subtotal
Base Filing Fee	\$25.00	1	\$25.00
PT-61 Tax	\$10.00	1	\$10.00
			<i>Estimate Only</i>

Review the 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 GSCCA 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:

Deed - 2025 Tab Level 2

County:

Cook

Estimated Fees

Grand Total:

\$85.00

Submit

Cancel Package

Add New Filing

Filing Information

Instrument Type	Description	Fee Type	Unit Cost	Qty	Subtotal																
Deed	Conveyance Deed (Deeds that convey real property, such as Warranty Deeds, Quit Deeds, Estate Deeds, Trustee Deeds, Quit Claim Deeds, and Tax Sale Deeds. (Excluding Foreclosure Deeds, Quit Claim Deeds or Release, Gas/Oil/Mineral Deeds, and Security Deeds.))	Base Filing Fee	\$25.00	1	\$25.00																
Documents:	DEED 11/25/24																				
PT-61 Documents:	037-2024-087002																				
PT-61 Tax Amount:	\$10.00																				
Seller/Grantor:	Last, First																				
Buyer/Grantee:	Last, First																				
<table border="1"> <thead> <tr> <th>Fee Type</th> <th>Unit Cost</th> <th>Qty</th> <th>Subtotal</th> </tr> </thead> <tbody> <tr> <td>Base Filing Fee</td> <td>\$25.00</td> <td>1</td> <td>\$25.00</td> </tr> <tr> <td colspan="3">Total</td> <td>\$35.00</td> </tr> <tr> <td colspan="3">* Estimate Only</td> <td></td> </tr> </tbody> </table>						Fee Type	Unit Cost	Qty	Subtotal	Base Filing Fee	\$25.00	1	\$25.00	Total			\$35.00	* Estimate Only			
Fee Type	Unit Cost	Qty	Subtotal																		
Base Filing Fee	\$25.00	1	\$25.00																		
Total			\$35.00																		
* Estimate Only																					

Verify the information then select **OK**.

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.



Cancel

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

Note: 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 payment authorization, select *Pay Later*. Until payment is authorized, the filing will maintain a status of Awaiting Payment.

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: Cook Package Name: Deed - 2025 Tab Level 2 Filing ID: 3549775 What is This?			
Filing Type	Instrument Type	Status	Estimated Fee
Real Estate "Deed - 2025 Tab Level 2"	Deed - Conveyance Deed	AWAITING PAYMENT	\$35.00
Real Estate "Deed - 2025 Tab Level 2"	Deed - Other	AWAITING PAYMENT	\$50.00
ESTIMATED FEES FOR THE SELECTED FILINGS:			\$85.00
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			
 			