

### Scholarships Available:

Four scholarships available, each for \$1,000.

### Eligibility:

The COAG Scholarship is open to any Georgia high school senior (or a GED equivalency dated December 31, 2019 to May 31, 2020) who is a United States and Georgia citizen graduating by the spring of 2020. You must be seeking an undergraduate degree, not a diploma, certification, master's or doctoral degree.

### Criteria:

The criteria for the award include: presenting a letter of acceptance or letter of enrollment from a school of accredited higher education located within Georgia (four year college, junior college or technical college); providing proof of residency in the State of Georgia; submitting a 1,000 word essay; and presenting a COAG scholarship application (may be downloaded from 2020 [www.coagonline.org](http://www.coagonline.org)).

### Essay:

The 1,000 word essay must be typed or computer generated, double-spaced, Times New Roman twelve point font, on 8 ½ x 11 unlined white paper and in the English language. Handwritten essays or those in any other format will be disqualified. The essay must have a title page. The essay cannot contain any reference to the city, town or county where the applicant resides or any reference to the high school attended by the applicant or the applicants name. You may reference an office, but names of elected officials must not be used. Any such reference will disqualify the applicant. All essays must be original, factually accurate and must not infringe upon any material protected by copyright. Failure to meet all of the above-mentioned requirements will disqualify the applicant.

### Essay Theme 2020:

Every county in the State of Georgia has elected government officials known as "constitutional officers." County constitutional officers include the clerk of the superior court, judge of probate court, sheriff, and tax commissioner. County constitutional officers are elected for four-year terms and have such powers and duties as provided by general law. In your essay you need to respond based on performing the following: *Interview a constitutional officer in your county. Spend some time with them and describe things that they do on a daily basis.*

**Award Guidelines:**

All entries will be reviewed by the Constitutional Officers Association of Georgia, Inc. Scholarship Committee. The committee members will select the scholarship recipients based on the content of the essay. All essays become the property of COAG. Winners names may be released to the public and news media for promotional purposes. The scholarship will be awarded April 15, 2020 and will be payable to the individual winners in-person.

**Procedures:**

All completed applications, documentation and completed title pages and essays should be mailed in a flat a 9" x 12" envelope to: COAG Scholarship, COAG, P.O. Box 153, Hull, GA 30646.

**Deadline:**

All applications must be received by our office no later than March 13, 2020 or they will be deemed ineligible. Applications mailed to any other address will not be forwarded or considered.

**Scholarship Application Packet**

The packet that you are to submit should include the following items:

- 1) Scholarship Application Form - 1 original
- 2) Title Page - 1 original
- 3) 1,000 Word Essay - 1 original
- 4) Proof of acceptance from a school of accredited higher education located within Georgia (four-year college, junior college or technical college) - 1 copy
- 5) Proof of Georgia residency (photocopy of GA Driver's License or state issued identification card) - 1 copy

**Questions? Please contact:**

Missy Tolbert, Executive Director of COAG  
Email: [coagdirector@gmail.com](mailto:coagdirector@gmail.com)

Referred by: Randa D. Wharton, Clerk of Thomas County Superior Court

**CONSTITUTIONAL OFFICERS ASSOCIATION OF GEORGIA, INC.**

**2020 Scholarship Application Form**

**Applicant Information:**

Name (Mr.), (Miss), (Mrs.) \_\_\_\_\_

Home Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_

Alt Telephone # (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ Are you a US Citizen?  yes  no

Social Security Number \_\_\_\_\_

**Parent or Guardian Information:**

Name \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Daytime Telephone # (\_\_\_\_) \_\_\_\_\_

**High School Information:**

Name of School \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Date of Graduation \_\_\_\_\_ Principal \_\_\_\_\_

Counselor Name \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_

Counselor Email Address \_\_\_\_\_

**College, University or Technical School:**

Name of School \_\_\_\_\_

Degree Field: \_\_\_\_\_

Clerk of Superior Court DUTIES

OCGA 15-6-61

\*\*\* CODE SECTION \*\*\* 2014

(a) It is the duty of a clerk of superior court:

(a) (1) To keep the clerk's office and all things belonging thereto at the county site and at the courthouse or at such other place or places as authorized by law;

(a) (2) To attend to the needs of the court through the performance of the duties of the clerk required and enumerated by law, or as defined in court order, or rules;

(a) (3) To issue and sign every summons, writ, execution, process, order, or other paper under authority of the court and attach seals thereto when necessary. The clerk shall be authorized to issue and sign under authority of the court any order to show cause in any pending litigation and any other order in the nature of a rule nisi, where no injunctive or extraordinary relief is granted;

(a) (4) To keep in the clerk's office the following:

(a) (4) (A) An automated civil case management system which shall contain separate case number entries for all civil actions filed in the office of the clerk, including complaints, proceedings, Uniform Interstate Family Support Act actions, domestic relations, contempt actions, motions and modifications on closed civil actions, and all other actions civil in nature except adoptions;

(a) (4) (B) An automated criminal case management system which shall contain a summary record of all criminal indictments in which true bills are rendered and all criminal accusations filed in the office of clerk of superior court. The criminal case management system shall contain entries of other matters of a criminal nature filed with the clerk, including quasi-civil proceedings and entries of cases which are ordered dead docketed at the discretion of the presiding judge and which shall be called only at the judge's pleasure. When a case is thus dead docketed, all witnesses who may have been subpoenaed therein shall be released from further attendance until resubpoenaed; and

(a) (4) (C) A docket, file, series of files, book or series of books, microfilm records, or electronic data base for recording all deeds, liens, executions, lis pendens, maps and plats, and all other documents concerning or evidencing title to real or personal property. When any other law of this state refers to a general execution docket, lis pendens docket, or attachment docket, such other law shall be deemed to refer to the docket or other record or records provided for in this subparagraph, regardless of the format used to store such docket;

(a) (5) To keep all the books, papers, dockets, and records belonging to the office with care and security and to keep the papers filed, arranged, numbered, and labeled, so as to be of easy reference;

(a) (6) To keep at the clerk's office all publications of the laws of the United States furnished by the state and all publications of the laws and journals of this state, all statute laws and digests, this Code, which

shall be paid for from county or law library funds, the Supreme Court and Court of Appeals reports, and all other law books or other public documents distributed to the clerk, for the public's convenience; provided, however, that the clerk may consent that these publications be maintained in the public law library;

(a) (7) To procure a substantial seal of office with the name of the court and the county inscribed thereon;

(a) (8) To make out and deliver to any applicant, upon payment to the clerk of legal fees, a correct transcript, properly certified, of any minute, record, or file of the clerk's office except for such records or documents which are, by provision of law, not to be released;

(a) (9) Upon payment of legal fees to the clerk, to make out a transcript of the record of each case to be considered by the Supreme Court or the Court of Appeals and a duplicate thereof numbered in exact accordance with the numbering of the pages of the original transcript of the record to be transmitted to the Supreme Court and the Court of Appeals;

(a) (10) To make a notation on all conveyances of real or personal property, including liens, of the date and time they were filed for recordation, which shall be evidence of the facts stated. When the clerk accepts an instrument or document for filing, the clerk shall note the date and time of receipt of such instrument or document on the instrument or document. All liens or conveyances presented to the clerk for filing shall be on 8 1/2 inch by 11 inch or 8 1/2 inch by 14 inch paper or the digital equivalent and shall have a three-inch margin at the top to allow space for the clerk's notation required by this paragraph. The clerk shall not record any instrument or document conveying real or personal property, including liens, that is not prepared as required by this paragraph and without receiving all required fees and taxes that are due in connection with such filing. The notation required by this paragraph may be made by the clerk or the clerk's deputy or employee by written signature, facsimile signature, mechanical printing, or electronic signature or stamp;

(a) (11) To attest deeds and other written instruments for registration;

(a) (12) To administer all oaths required by the court or that may otherwise be required by law and to record all oaths required by law;

(a) (13) To transmit to the Georgia Superior Court Clerks' Cooperative Authority or its designated agent within 24 hours of filing of any financing statement, amendment to a financing statement, assignment of a financing statement, continuation statement, termination statement, or release of collateral, by facsimile or other electronic means, such information and in such form and manner as may be required by the Georgia Superior Court Clerks' Cooperative Authority, for the purpose of including such information in the central indexing system administered by such authority; provided, however, that weekends and holidays shall not be included in the calculation of the 24 hour period;

(a) (14) To remit to the Georgia Superior Court Clerks' Cooperative Authority a portion of all fees collected with respect to the filings of financing statements, amendments to financing statements,

assignments of financing statements, continuation statements, termination statements, releases of collateral, or any other documents related to personal property and included in the central index, in accordance with the rules and regulations of such authority regarding the amount and payment of such fees; provided, however, that such fees shall be remitted to the authority not later than the tenth day of the month following the collection of such fees, and the clerk shall not be required to remit such fees more often than once a week;

(a) (15) To participate in the state-wide uniform automated information system for real and personal property records, as provided for by Code Sections 15-6-97 and 15-6-98, and any network established by the Georgia Superior Court Clerks' Cooperative Authority relating to the transmission and retrieval of electronic information concerning real estate and personal property data for any such information systems established by such authority so as to provide for public access to real estate and personal property information, including liens filed pursuant to Code Section 44-2-2 and maps and plats. Each clerk of superior court shall provide to the authority or its designated agent in accordance with the rules and regulations of the authority such real estate information concerning or evidencing title to real property and such personal property information or access to such information which is of record in the office of clerk of superior court and which is necessary to establish and maintain the information system, including information filed pursuant to Code Section 44-2-2 and maps and plats. Each clerk of superior court shall provide and transmit real estate and personal property information filed in the office of clerk of superior court, including information required by Code Section 44-2-2 and maps and plats, to the authority for testing and operation of the information system at such times and in such form as prescribed by the authority;

(a)(16) To participate in any network established by the Georgia Superior Court Clerks' Cooperative Authority relating to the transmission and retrieval of electronic information concerning carbon sequestration results and related transactions for any such information systems established by such authority for purposes of the carbon sequestration registry established pursuant to Article 5 of Chapter 6 of Title 12, so as to provide for public access to carbon sequestration registry information. Each clerk of superior court shall provide to the authority or its designated agent in accordance with the rules and regulations of the authority such information evidencing carbon sequestration results and related transactions and access to such information which is of record in the office of clerk of superior court and which is necessary for purposes of the carbon sequestration registry. Each clerk of superior court shall provide and transmit carbon sequestration results and related transaction information filed in the office of clerk of superior court to the authority for testing and operation of the electronic information system for the carbon sequestration registry at such times and in such form as prescribed by the authority. Each clerk shall charge and collect such fees as may be established by the Georgia Superior Courts Clerks' Cooperative Authority, which shall be paid into the county treasury less and except any sums as are otherwise directed to be paid to the authority, all in accordance with rules and regulations adopted by the authority pursuant to Code Section 15-6-97.2;

(a)(17) To file and transmit all civil case filing and disposition forms required to be filed pursuant to subsection (b) of Code Section 9-11-3 and subsection (b) of Code Section 9-11-58;

(a)(18) (A) To transmit to the Superior Court Clerks' Cooperative Authority within 30 days of filing the civil case filing and disposition forms prescribed in Code Section 9-11-133.

(a)(18)(B) To electronically collect and transmit to the Georgia Superior Court Clerks' Cooperative Authority all data elements required in subsection (g) of Code Section 35-3-36 in a form and format required by the Superior Court Clerks' Cooperative Authority and The Council of Superior Court Clerks of Georgia. The data transmitted to the authority pursuant to this Code section shall be transmitted to the Georgia Crime Information Center in satisfaction of the clerk's duties under subsection (g) of Code Section 35-3-36 and to the Georgia Courts Automation Commission which shall provide the data to the Administrative Office of the Courts for use of the state judicial branch. Public access to said data shall remain the responsibility of the Georgia Crime Information Center. No release of collected data shall be made by or through the authority;

(a)(19) To participate in agreements, contracts, and networks necessary or convenient for the performance of duties required by law;

(a)(20) To perform such other duties required by law or as necessarily appertain to the office of clerk of superior court; and

(a)(21) To keep an automated, computer based jury management system that facilitates the maintenance of the county master jury list pursuant to the provisions of Chapter 12 of this title unless such duty is delegated to a jury clerk as provided in subsection (a) of Code Section 15-12-11 or Code Section 15-12-12.

(b) Nothing in this Code section shall restrict or otherwise prohibit a clerk from electing to store for computer retrieval any or all records, dockets, indices, or files; nor shall a clerk be prohibited from combining or consolidating any books, dockets, files, or indices in connection with the filing for record of papers of the kind specified in this Code section or any other law, provided that any automated or computerized record-keeping method or system shall provide for the systematic and safe preservation and retrieval of all books, dockets, records, or indices. When the clerk of superior court elects to store for computer retrieval any or all records, the same data elements used in a manual system shall be used, and the same integrity and security maintained.

Regardless of the automated or computerized system elected, each clerk shall maintain and make readily available to the public complete, printed copies of the real estate grantor and grantee indices updated regularly, prepared in compliance with paragraph (15) of subsection (a) of this Code section and Code Section 15-6-66.