

Instructions for E-filing Applications May 19, 2015

** New Items Added – Separate Upload of Application Index and Adding Titles to Exhibits.

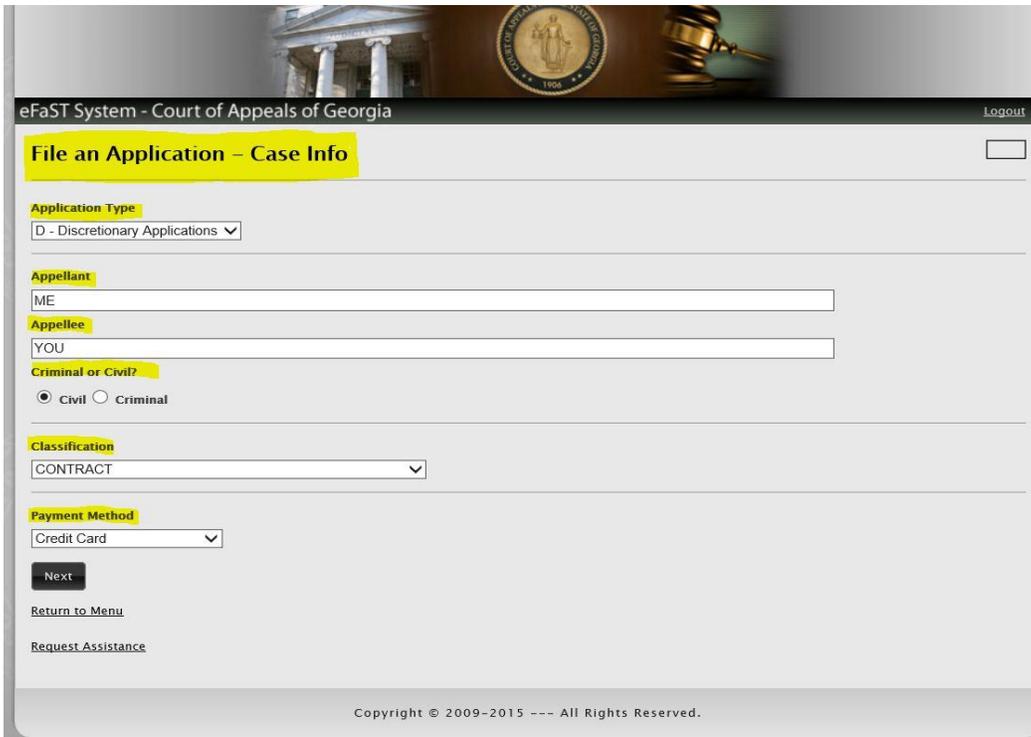
Filing an Application electronically

To file your Application electronically, you must log into the Court of Appeals of Georgia E-fast system.

Once logged into the E-fast system, you will begin at the E-file menu page. Select the **FILE AN APPLICATION** option.



You will now see the **CASE INFO** page for filing an application. Complete the entry form as directed below.



eFaST System - Court of Appeals of Georgia [Logout](#)

File an Application – Case Info

Application Type
D - Discretionary Applications ▼

Appellant
ME

Appellee
YOU

Criminal or Civil?
 Civil Criminal

Classification
CONTRACT ▼

Payment Method
Credit Card ▼

Next

[Return to Menu](#)

[Request Assistance](#)

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Select the **APPLICATION TYPE**.

Discretionary Application – See *OCGA § 5-6-35*.

Interlocutory Application – See *OCGA § 5-6-34*.

Enter the name of the **APPELLANT** in the appropriately labeled box.

Enter the name of the **APPELLEE** in the appropriately labeled box.

Select **CIVIL** or **CRIMINAL** based on the nature of your case.

Select the appropriate **CLASSIFICATION** using the drop-down box.

Select your **PAYMENT METHOD**.

Pauper's Affidavit – You will be asked to supply a copy of the affidavit to be uploaded separately.

Credit Card – We accept *Visa, MasterCard, Discover and Amex*. **\$10 processing fee applies**.

OCGA § 34-8-251 Exempt – Check the statute for its proper use.

Click **NEXT** to continue.

You should now be viewing the **TRIAL COURT INFO** screen.

eFaST System - Court of Appeals of Georgia Logout

File an Application – Trial Court Info

County
Appling

Court Type
Superior Court

Judge
ABBOTT, LOUISA -- Superior Court

NOTE : The date(s) entered must be the Stamped Filed Date in Clerk's office of the order or judgment being appealed (not the date the Judge signed the order)

Trial Court Order Date
01/01/2015

Trial Court Case Numbers

Case Number	
2013CV122345	Remove

Trial Court Case Number (Do not include dashes and omit the judge identifying number(s) or letter(s))

[Add](#)

[Back](#) [Next](#)

[Return to Menu](#)

[Request Assistance](#)

Select the **COUNTY** in which the case was heard.

Select **COURT TYPE**.

Select **JUDGE**. See **EXAMPLE ABOVE**. If the **JUDGE** appears multiple times in the drop-down menu, ensure you are choosing the one that matches your **COURT TYPE**.

Enter the **TRIAL COURT ORDER DATE**. *The entered date **MUST** be the **STAMPED FILED DATE** from the Clerk's office where the order or judgment being appealed was processed. **(DO NOT enter the date the Judge signed the order)***

If filing an *Interlocutory Application* you will be given a place to enter the **CERTIFICATE OF IMMEDIATE REVIEW DATE**. *The entered date **MUST** be the **STAMPED FILED DATE** from the Clerk's office where the order or judgment being appealed was processed. **(DO NOT enter the date the Judge signed the order)***

Finally, enter the **TRIAL COURT CASE NUMBER(S)**. *DO NOT include dashes and omit the lower court judge assignment numbers or letter(s) if applicable (i.e., Case Number is 2013-CR-12345-08 OR 2013-CR-12345-MO, ENTER 2013CR12345)*

Click **NEXT** to continue.

Now you should be at the **PARTY INFO** page. The party name and party type fields will already be populated.

eFaST System - Court of Appeals of Georgia Logout

File an Application – Party Info

Only the first Appellant and Appellee must be entered. Other Appellant/Appellee parties may be listed as et al.

Party Name:

Party Type: Appellant E-filing Party is the Appellant.

[Add a Party Address](#) **Optional: Use only if there is no attorney representing the party. Add the Attorney(s) below by inserting their bar number.**

Add an Attorney to Party

By Bar ID [Search](#) [Add Attorney General](#) [Add DA](#) [Add SG](#)

	Bar ID	Name	Firm/GDC#
<input type="button" value="add"/> <input type="button" value="trash"/>	000003	Kelley Powell	CRUMBLEY & CRUMBLEY

[Remove Party](#)

Party Name:

Party Type: Appellee

[Add a Party Address](#) **Optional: Use only if there is no attorney representing the party. Add the Attorney(s) below by inserting their bar number.**

Add an Attorney to Party

By Bar ID [Search](#) [Add Attorney General](#) [Add DA](#) [Add SG](#)

	Bar ID	Name	Firm/GDC#
<input type="button" value="add"/> <input type="button" value="trash"/>	123456	DOUGLAS DAVIS	

[Remove Party](#)

[Add a Party](#)

[Return to Menu](#)

[Request Assistance](#)

GUIDELINES FOR ADDING ATTORNEYS:

It is very important that you add the information of the Attorneys representing each party.

Select **By Bar ID (GA Bar Members)**, **Add Attorney General**, **Add DA**, or **Add SG (Solicitor General)**.

Enter all the attorneys listed on your Certificate of Service, and at least one attorney per party.

If someone is representing himself (pro se), select the **Add a Party Address** option and key in the information.

Click **NEXT** to continue.

UPLOAD PETITION FOR APPLICATION

eFaST System - Court of Appeals of Georgia [Logout](#)

File an Application – Upload Petition for Application

Upload only the petition for application and certificate of service. Ensure inclusion of a certificate of service prepared IAW Rule 6.

NOTE: Index of Exhibits, Trial Court Orders, individual exhibits, Certificate of Immediate Review/Notice of Appeal (if applicable) are uploaded on the following screens.

Select a document to upload. The file may not be larger than 20 MB and must be a searchable PDF file.

Note: Ensure compliance with Court Rules on page limits.

No file selected.

[Return to Menu](#)

[Request Assistance](#)

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Upload your **APPLICATION PETITION**. *This ONE file should ONLY consist of the following parts:*

1. *Petition for Application – Page limits apply; see Court rules 30 and 31.*
2. *Certificate of Service*

Please make sure each PDF is searchable!

Click browse, then select the correct PDF file on your computer.

Click **NEXT** to continue.

UPLOAD INDEX FOR APPLICATION

eFaST System - Court of Appeals of Georgia [Logout](#)

File an Application – Upload Application Index

Upload the application index.

Select a document to upload. The file may not be larger than 20 MB and must be a searchable PDF file.

Note: Ensure compliance with Court Rules on page limits.

No file selected.

[Return to Menu](#)

[Request Assistance](#)

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Upload your **APPLICATION INDEX**.

Click **NEXT** to continue.

UPLOAD TRIAL COURT ORDER PAGE

The screenshot shows the 'File an Application - Upload Trial Court Order' page in the eFaST System. The page header includes the system name and a 'Logout' link. The main heading is 'File an Application - Upload Trial Court Order'. Below this, there are instructions for uploading documents: 'For Interlocutory Applications (Rule 30) upload the stamped "filed" copy of the trial court order being appealed (with the judge's signature). For Applications for Discretionary Appeal (Rule 31) upload the stamped "filed" copy of the trial court's order or judgment being appealed.' A note states: 'Select a document to upload. The file may not be larger than 20 MB and must be a searchable PDF file.' Below the note is a text input field containing the file path 'C:\Users\John\Documents\Sample Trial Court Order.pdf' and a 'Browse...' button. At the bottom of the form area are 'Back' and 'Next' buttons, and links for 'Return to Menu' and 'Request Assistance'. The footer contains the copyright notice: 'Copyright © 2009-2015 --- All Rights Reserved.'

Upload the **STAMPED FILED ORDER** from the trial court that is being appealed. Click browse, then select the appropriate searchable PDF on your computer.

Click **NEXT** to continue.

If you are filing an **INTERLOCUTORY APPLICATION**, you must also upload your **CERTIFICATE OF IMMEDIATE REVIEW**.

The screenshot shows the 'File an Application - Upload Certificate of Immediate Review' page in the eFaST System. The page header includes the system name and a 'Logout' link. The main heading is 'File an Application - Upload Certificate of Immediate Review'. Below this, there are instructions: 'Interlocutory Application upload the stamped filed copy of the certificate of immediate review.' A note states: 'Select a document to upload. The file may not be larger than 20 MB and must be a searchable PDF file.' Below the note is a text input field containing the file path 'C:\Users\John\Documents\Certificate of Immediate Review Doc.pdf' and a 'Browse...' button. At the bottom of the form area are 'Back' and 'Next' buttons, and links for 'Return to Menu' and 'Request Assistance'.

Click browse, then select the appropriate searchable PDF on your computer.

Click **NEXT** to continue.

UPLOAD EXHIBITS PAGE

The screenshot shows the 'Upload Exhibits' page in the eFaST System. At the top, there is a header with the text 'eFaST System - Court of Appeals of Georgia' and a 'Logout' link. Below the header, the main title is 'File an Application - Upload Exhibits'. Underneath, there is a section titled 'Exhibits' with a sub-link 'File Exhibits With This Case'. Navigation buttons for 'Back' and 'Next' are present, along with links for 'Return to Menu' and 'Request Assistance'. A footer at the bottom contains the copyright notice: 'Copyright © 2009-2015 --- All Rights Reserved.'

CLICK – FILE EXHIBITS WITH THIS CASE

FILE ADDITIONAL FILINGS WITH THIS CASE PAGE

eFaST System - Court of Appeals of Georgia [Logout](#)

File Additional Filings With This Case

Filing Category Exhibits

The available filing types are based on the party that you represent. If the filing type you need is not listed, please verify that you are associated with the correct party.

Filing Type EXHIBITS - 03-029

Select a description for this filing. All exhibits must have a description selected.

Filing Description Exhibit 1

Exhibit Title Hearing on May 15, 2015

Select a document to upload. The file may not be larger than 20 MB and must be a searchable PDF file.

Note: Ensure compliance with Court Rules on page limits.

[Browse...](#) Sample Exhibit.pdf

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

[Request Assistance](#)

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On this screen you will upload each EXHIBIT **separately** for your case. The FILING CATEGORY and FILING TYPE will be auto populated.

SELECT the FILING DESCRIPTION for your exhibit. (Exhibit 1, Exhibit 3, etc.)
Descriptions for Exhibits 1-25 have been provided for you. If you have more than 25 Exhibits, select OTHER and key in Exhibit 26, etc.

FILL in the EXHIBIT TITLE for the exhibit that you are uploading. It should be similar to the title used on the Index of Exhibits.

Then click BROWSE and select the corresponding file. It must be in **searchable** PDF format.

When uploading exhibits, be sure to follow the order you listed in your Index of Exhibits.

Click **SUBMIT** and you will return to the **UPLOAD EXHIBITS**.

UPLOAD EXHIBITS

The screenshot shows the 'eFaST System - Court of Appeals of Georgia' interface. At the top right is a 'Logout' link. The main heading is 'File an Application - Upload Exhibits'. Below this is a section titled 'Exhibits' containing a table with three rows of exhibit information. Each row has a trash icon and a printer icon to its left. Below the table is a link 'File Exhibits With This Case'. At the bottom left are 'Back' and 'Next' buttons. Below these are links for 'Return to Menu' and 'Request Assistance'.

	Filing Type	Description
 	03-029 - EXHIBITS	Exhibit 1 - Hearing on May 15, 2015
 	03-029 - EXHIBITS	Exhibit 2 - Hearing October 2014
 	03-029 - EXHIBITS	Exhibit 3 - Phone Records

[File Exhibits With This Case](#)

[Back](#) [Next](#)

[Return to Menu](#)

[Request Assistance](#)

You Click – **FILE EXHIBITS WITH THIS CASE** and upload your next exhibit.

After you have uploaded all exhibits, **Click NEXT** to continue.

FILE AN APPLICATION – SUMMARY PAGE

eFaST System - Court of Appeals of Georgia [Logout](#)

File an Application – Summary

You have entered all the required information for this filing. Please review the information below and make any corrections if needed.

Appellant YOU
Appellee ME
Trial Court Type Magistrate Court
Trial Court Judge Hon. LOUISA ABBOTT
County Appling

Trial Court Order Date 05/04/2015

Trial Court Case Numbers

Case Number
fhh111

Case Filings

	Filing Type
	Discretionary Application
	03-095 - Application Index
	03-094 - Trial Court Order

Exhibits

	Filing Type	Description
	03-029 - EXHIBITS	Exhibit 1 - Hearing on May 15, 2015
	03-029 - EXHIBITS	Exhibit 2 - Hearing October 2014
	03-029 - EXHIBITS	Exhibit 3 - Phone Records

[File Exhibits With This Case](#)

Check List

- A) If Interlocutory Application this file includes: 1) the trial court order being appealed and; 2) the certificate of immediate review. B) If Application for Discretionary Appeal this file includes the trial court's order or judgment being appealed.
- The uploaded file contains a proper Certificate of Service (Rule 6)

[Return to Menu](#)

[Request Assistance](#)

Review the information and make sure it is all correct. You can use the **BACK** button to return to previous pages to address any issues.

Carefully review all of your individual uploads. *Each uploaded file must be a searchable PDF.*

Under **CHECKLIST**, **CLICK** the boxes to indicate your compliance.

Click FINISH.

CREDIT CARD COLLECTION PAGE

eFaST System - Court of Appeals of Georgia Logout

Payment Required

Payer

Credit Card Information

First Name
Last Name
Street Address 1
Street Address 2
City
State
Zip Code
E-Mail
Credit Card Type
Credit Card Number
Credit Card Expiration Date

Filing Fee	\$300.00
E-Filing Convenience Fee	\$10.00
Payment Total	\$310.00

If you selected the pay with credit card, you will now be required to enter your information.

Click **SUBMIT**.

FILING COMPLETE

eFaST System - Court of Appeals of Georgia Logout

File an Application – Filing Complete

Your application has been successfully submitted. Please print this page for your records.

Filing Reference Number

[Return to Menu](#)

[Request Assistance](#)

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After hitting FINISHED, you will see a page advising that your filing is complete. You will also receive an email notifying you that your application and payment (if applicable) have been submitted.

Note: This does not mean that your application has been docketed/accepted. If your application is not rejected, you will receive an email advising that it has been docketed.