

Court of Appeals of Georgia EFAST Registration and E-Filing Instructions Updated November 7, 2011

The EFAST web site is <http://efast.gaappeals.us>

When using this application, please do not use the browser back arrow at the top of the page to navigate the site. Instead, use the back or cancel button at the bottom of the screen. You can also just close the browser and start again. Also note that the enter fields are not case sensitive.

Registration

You will need to register only once to use this system.

Registration Requirements

1. You must have a Georgia Bar membership number. It will have to be entered to Login.
2. You must be an attorney in good standing with the State Bar.
3. You must have been admitted to practice in the Court of Appeals of Georgia and be in good standing with the Court.

Before registering, set your computer spam filters so you will be able to receive emails from the EFAST system.

Registering for EFAST

Go to Attorney Registration.

Under Choose An Option, click on Register.

Enter your Bar Membership Number and click Submit.

(During the registration process, you will see a link to Request Registration Assistance on the screen if you have any problems.)

Completing Profile

You will see your current **profile** with the Court of Appeals. Check to see if it is correct and complete. If it does not display **your** name, cancel and restart the registration process to make sure you have entered your correct Bar number. Required field titles are highlighted in red. The required information includes: Salutation, First and Last Names, Firm Name, Address of Firm, Work Telephone Number, and Work Email Address. Please make sure these are all completed. You may complete the additional fields, but this is not required. If you enter a CC Email Address for your administrative assistant, paralegal, or other selected individual, in addition to you, he or she will receive the email messages from the Court for your cases. Click Submit.

Choose A Password

Next you will see the screen to set your password.. Enter a password conforming to the format described. Reenter the password in the confirm new password field. Click Enter.

Entering Challenge Question Responses

On the next screen, you will be required to create responses to 5 challenge questions. You will need to remember your answers to these questions so if you wish to change your password or you forget your password, you can reset it. Click Submit.

Notice of Successful Registration

You will see a notice that your registration is successful and should receive an email welcoming you to the EFAST system. You can now either click **Return** or close the Browser.

LOGIN to EFAST to See your Cases or Submit an E-Filing

Sign In

Enter your State Bar of Georgia Membership number. (Do not change your LOGIN to something different than your State Bar of Georgia Membership number.) Enter your password created during registration. Click **Sign In**.

The initial time you enter the system after registration you will see the terms of use statement. You will have to Click “ **I agree**” at the bottom of the page before proceeding. If you click “ I agree,” you will not see the terms of use statement again. If you do not click “I agree,” you will not be able to use EFAST.

Now you will have the following options:

Cases and Filings

Update My Profile

Change Password

Change Challenge Answers

Contact the Clerk

Cases and Filings - If you click this option, you will have 3 choices. My Cases, Case Search and Submit Filings.

My Cases

If you click this option, you will see a list of cases in which you represent a party will appear. If you click on the case # or the case name, you will see a summary of the cases and a list of documents filed in the case.

Case Search

If you click on Case Search, you will have several methods to search for a particular case. You can enter the Court of Appeals of Georgia case number. You can enter the lower court case number or a portion of it and the County name or you can enter a portion of the style of the case such as one of the parties' names. Then click **Search**. You can see only 50 results at a time so it is best to provide as much information as possible to narrow your search.

You can search again by replacing the data in the search fields without exiting this screen.

Submit Filings

If you wish to submit a filing, Click on **Submit Filing**.

You can also submit a filing from the MY CASES or CASE SEARCH options by just clicking on Submit Filing which will be located in one of the columns displayed for the Case in which you wish to submit the filing.

Select the filing category of document you are submitting. You can click the arrow at the side of the block to see the list from which to choose the filing category. A certificate of service must be included in your document for filing.

Enter the Court of Appeals case number. Click **Next**.

Click filing type and choose one of the following items to e-file. Please note that you cannot e-file any documents associated with a discretionary or interlocutory application including not only applications and responses, but also motions, notices of intent and notices of filing a petition for writ of certiorari, etc.

DOCUMENTS WHICH CAN BE E-FILED	
AFFIDAVIT OF INDIGENCY (this may be a pauper’s affidavit or an appointment of counsel)	
BRIEFS:	MOTIONS:
BRIEF OF APPELLANT/NT	FOR EXT TO FILE BRIEF/NT
BRIEF OF APPELLEE/EE	FOR EXT TO FILE BRIEF/EE
REPLY BRIEF/NT	FOR EXT TO FILE REPLYBRIEF/NT
SUPPLEMENTAL BRIEF/NT	FOR EXT TO FILE SUPP BRIEF
SUPPLEMENTAL BRIEF/EE	FOR EXT TO FILE REQ TO ARGUE
AMENDED BRIEF/NT	FOR REQ TO ARGUE/NT
AMENDED BRIEF/EE	FOR REQ TO ARGUE/EE
AMENDED SUPP BRIEF/NT	AMENDED REQUEST TO ARGUE
AMENDED SUPP BRIEF/EE	TO REQUEST ADDITIONAL TIME TO ARGUE
BRIEF/AMICUS CURIAE	TO WITHDRAW REQUEST FOR ORAL ARGUMENT
NOTICES:	WAIVER OF ORAL ARGUMENT/NT
NOTICE OF APPEARANCE	TO EXCEED PAGE LIMIT
NOTICE OF INTENT TO GA SUPREME CT	TO EXCEED 15 PAGE LIMIT/REPLY BRIEF

NOTICE OF FILING CERT TO GA SUPREME CT	TO FILE SUPP/BRIEF/NT
NOTICE OF INTENT TO USSC	TO FILE SUPP/BRIEF/EE
CERTIORARI APP TO USSC	TO FILE SUPP/REPLY BRIEF/AMICUS CURIAE
WITHDRAWAL/NOTICE OF INTENT	TO SUBSTITUTE ATTORNEY
RESPONSES:	TO SUPPLEMENT RECORD
RESPONSE TO MOTION FOR ADDL TIME TO ARGUE	TO WITHDRAW AS COUNSEL
RESPONSE TO MOTION FOR EXTENSION	
RESPONSE TO MOTION TO SUPPLEMENT RECORD	
RESPONSE TO MOTION TO EXCEED PAGE LIMIT	
RESPONSE TO REQUEST TO ARGUE	

In abbreviations above, NT = appellant; EE = appellee; ADDL = additional; CERT= Application for Certiorari; CT = Court; EXT = extension; GA = Georgia; REQ = request; SUPP = supplemental; USSC = United States Supreme Court.

The Court will continue to add more documents to this list as it gains more experience with the e-filing system. Remember you must obtain permission to file a supplemental brief by motion prior to filing the brief. **Also, please note the court will issue orders on the requests to argue and motions listed above to you through the EFAST system if you are a registered e-filer. You will no longer be sent a paper copy of the order by U.S. Postal mail. Therefore, it is very important that your e-mail address is kept current and that your computer system accepts e-mails from EFast.**

After choosing the document your are filing, click the **Next** Button. You will see a select party button. If you are already identified as the Appellant or Appellee, you will not need to enter information here, but will see your party identification. Click **Next** . You will be asked to select a document to upload. Select your .pdf file and click **Upload**.

All documents to be e-filed must be in a portable document format. It is preferred that you upload a “.pdf for editing” file so the text will be searchable rather than scan your document to a .pdf file. Your document should not contain embedded files, scripts, tracking tags and/or executable files. All e-filed documents should be formatted in terms of margins, page numbering and font size in accordance with the applicable rules of the Court of Appeals.

All e-filings should include a conformed signature of the counsel filing the document. Conformed signature means that counsel's name is typed, preceded by "/s/" and underlined. Counsel's typed name must also appear below the underline. If there are signatures of other attorneys on the document, use of the filing attorney's login and password and the conformed signatures of the others will be presumed to mean that the filing attorney has the agreement of the other signatories to what is filed.

You will be given a message when the upload has been successful. Then Click **Next**. If you do not owe a filing fee or need to file evidence of indigency, you will see a screen which shows summary case details and shows that your filing has been attached to the case. You can click to view your document on that screen. From this screen, you can submit another e-filing or click **Home** to return to the initial e-filing screen. You will also receive an email indicating your submission has been received.

The Clerk's office will process your filing as soon as possible (at least before the end of the next business day). You will receive a confirmation email once your filing has been accepted by the Court. If your filing is not accepted, you will receive a rejection email which will indicate the reason for the rejection. You may resubmit your document once the correction has been made.

If you selected an appellant's brief to e-file, you will need to either pay the filing fee by credit card or submit evidence of indigency (which may be a pauper's affidavit or appointment of a public defender) before your brief will be successfully submitted to the Court. If either the filing fee has been paid before you submit your appellant's brief or the record contained evidence of indigency, you will not be directed to the payment screen.

If you are submitting evidence of indigency, click the block that states, "**I will submit a pauper's affidavit.**" You will then see a message that the submission of your brief has been successful. Please remember to then submit your pauper's affidavit or appointment of public defender, otherwise your document will not be accepted as a filing. Your affidavit of indigency should be a scanned document so that we will have the notary's signature and seal. At this point you can submit another document or return to home or just close your browser.

If you are paying a filing fee, complete the billing and credit card information requested. You should check that the display of your name, email address and the billing address is correct. If it is not, please make the appropriate changes in the blocks provided by clicking that block and retyping the correct information. Next select the correct credit card type which must be VISA, MasterCard or Discover. Enter the Card #, Verification #, Expiration Month, and Expiration Year. A convenience fee for processing your credit card of \$15.00 will be added to the Court filing fee when your credit card charge is processed. Click **Submit**. You will receive a confirmation that your payment has been processed. Click **Continue**. You will then receive a confirmation that your brief has been successfully submitted. Click **Return** or close your browser.

If after submission of a filing, the Court does not accept your e-filing, you will receive an email with the document attached and a reason for the rejection. You can then correct your document and resubmit it to the Court.

Documents electronically filed are public documents and once filed are available for review. Counsel is responsible for protecting any confidential information protected by law, court rule or

court order. Sealed documents should not be e-filed and will not be available for view on the EFAST system.

Update My Profile

Tab to or Click on the field in your profile you want to change. Make the change, then Click **Submit**.

Change Password

Enter your current password. Tab or click on the next field. Enter your new password, then enter the new password again in the Confirm Password field. Click **Enter**.

Change Challenge Answers

Click each answer block and retype your answers. At this time you will have to retype all five answers. We will be trying to change this so that you will only have type the answer or answers you want to change. Click **Enter**.

Contact the Clerk

Make sure that your email address is correct in the top block. Tab to or click on the Phone # block and enter your full telephone number including your area code. Tab to message block or click on it. Type in your message. Then click the **Enter** button. Click **Return**.

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