

## QUESTIONS AND ANSWERS EFAST - UPDATED AUGUST 16, 2010

1. What software is necessary to e-file with the Court?  
Ability to create or convert document files to a .pdf file.  
You can use the EFAST system with one of the following Internet browsers: Internet Explorer 6 and up; Opera 8 or 9, Safari 3, or Firefox 2.

In order to receive EFAST communications, Counsel should set his or her computer system spam filters and blockers to permit communications from the Court to be received.

2. Who may e-file?  
At this time, only members of the State Bar of Georgia will be able to e-file. The Court plans to expand use to permit attorneys appearing by courtesy and pro se litigants to use the system eventually.
3. What do I need to do to submit an electronic brief?  
You must register and obtain a password.
4. What are the requirements to register?

Be an attorney.

Be a member in good standing of the Georgia State Bar.

Be admitted to practice in the Court of Appeals of Georgia.

Have a status of good standing with the Court of Appeals of Georgia.

5. How do you access EFAST?  
Enter <http://efast.gaappeals.us> on your internet browser.
6. When is the system available to accept my e-filings?  
The Court will attempt to have the system available 24 hours a day, but there will be instances when maintenance or system modifications that impact authorized users will be necessary or an emergency situation may make the system unavailable. The Court will attempt to provide notice of any expected interruption in service on the Court's web page. If the web page is unavailable, the filer should contact the clerk's office for instructions at 404-656-3450.
7. What type of documents can I file?  
At this time, the Court is accepting briefs, extensions to file, and requests to argue. The Court will be adding additional documents in the future. Orders on the extensions to file and requests to argue orders will be issued electronically through the EFAST system to registered attorneys.
8. In what format must documents be for submission for filing?  
Documents can be submitted in portable document format (.pdf) only. A .pdf for editing

is preferred over a scanned .pdf document because it permits the text of the document to be searched. These files should not contain embedded files, scripts, tracking tags or executable files. To save a document in Microsoft Word 2007 to a pdf file, click **File, Save As**, then on the next screen at the block labeled choose the file type as PDF (\*.pdf) and for the Optimize block, choose Standard, then click **Save**. For WordPerfect 10, click **Save, Publish to PDF**, then on the next screen choose the pdf style. **pdf for editing**, then click **OK**. If you have a different version of Microsoft Word or WordPerfect you may be able to download free software to convert your file such as from dopdf.com or you should consult with your office information technology staff.

**Please note: You must comply with all the Rules of the Court as to the format of your documents except as modified by the electronic system terms of use or these instructions.**

9. What credit cards will be accepted for payment of a filing fee?  
VISA, Mastercard and Discover
10. Is there a fee for using EFAST?  
A \$15.00 fee will be added to the filing fee for processing the credit card payment.
11. How do I pay the filing fee with EFAST?  
When you submit an appellant's brief and if you have not paid the filing fee nor submitted a pauper's affidavit, you will be prompted to pay the filing fee by credit card. Your appellant's brief will not be considered officially filed in the Court until your filing fee is paid or a proper pauper's affidavit has been filed.
12. Must all e-filed documents be signed by counsel?  
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.
13. Who is responsible for serving a copy of the e-filing on the opposing counsel?  
Although the Court will provide notice to counsel of record of an e-filing, counsel filing a document is still responsible for official service of his or her document on the opposing counsel or pro se party.
14. If I am not counsel currently listed on the case, how do I submit a brief in the case? You will need to use the CASE SEARCH option to locate the case and Click the Submit Filing button on that case screen.
15. What do I do if I have trouble e-filing my document?

Most screens on the e-filing system permit you to request assistance by sending an email message to the Clerk's Office. Click the Request Assistance button on the screen, supply your contact information and the message about your problem before submitting your message. You will usually be contacted that business day or the next business day. If you need immediate assistance, you can telephone 404-656-3450 during office hours.

16. At what point is a document considered filed after it has been submitted for filing in the EFAST system?

Any document submitted to this system will be deemed filed on the date and time received by the Court's e-filing system if the document meets all other requirements for filing under the relevant rules of the Court. Counsel will be sent an email that a document has been submitted.

After the Court's review, a second email will be sent confirming the acceptance of the document or rejecting the document. An acceptance confirmation email will be proof of the date and time a document **is filed** with the Court. If after review the Court rejects a document submitted to the e-filing system, the counsel submitting the document will be sent an email with the rejected document attached which explains the reason for rejection. Counsel may then correct and resubmit the filing.

17. Do I need to provide the Court a paper copy as well as e-file my document?  
You do not need to provide the Court a paper copy of the e-filed document.

18. Is there any training available for the EFAST system?  
Yes, please contact the Clerk's office to be scheduled for training.

19. Will the Court issue orders on my e-filed motions for extension of time to file and requests to argue electronically?  
Yes, registered attorneys will receive orders on these motions from the EFAST system. The Court will no longer send paper copies of the orders to registered attorneys.

20. How can I provide comments to the Court about the EFAST system?  
The Court welcomes all comments for improving the EFAST system. Please use the Contact Clerk Option on the system or telephone the Clerk at 404-656-3450.

Revised August 16, 2010