

**Court of Appeals of Georgia**  
**EFAST Registration and E-Filing Instructions Updated January 27, 2015**

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 return or cancel button at the bottom of the screen. You can also just close the browser and start again. Also note that when entering data in the fields, they are not case sensitive.

**Registration**

You will need to register only once to use this system. You must insure your EFAST data is kept up-to-date.

**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 or appearing by courtesy (Pro Hac Vice).
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 e-mails from the EFAST system.

**Registering for EFAST**

From the initial log-in screen, click on Registration.  
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 Primary E-mail Address. Please make sure these are all completed. You can enter a CC E-mail Address for your administrative assistant, paralegal, or other selected individual, in addition to yourself. He or she will receive the e-mail messages from the Court for your cases. Click Add Other E-Mail Address. Enter that e-mail address and click Add. Click Submit.

**Set 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 Submit.

### **Entering Password Recovery Questions**

On the next screen, you will be required to create a response to one password recovery question. You will need to remember your answer to the question so if you wish to change your password or if you forget your password, you can reset it. Click Submit.

### **E-File Registration Completed Successfully**

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

### **LOG IN to EFAST to View your Cases and Make Filings**

#### **Log 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 **Log 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 see the E-File Menu with the following options:

#### **Cases and Filings**

[View My Cases and Filings](#)

[Search Cases and Filings](#)

[File an Application](#)

[File an Emergency Motion](#)

[Request Assistance](#)

#### **My Information**

[Update My Profile](#)

[Change My Password](#)

[Change My Challenge Answers](#)

#### **View My Cases and Filings**

If you click this option, you will see the **My Cases** screen which is a list of cases in which you represent a party. If you click on the case name, you will be able to see the case details. To e-file your document, click **Submit Filing** from either the initial cases and filings screen list or from the case details screen.

#### **Search Cases and Filings**

If you click on **Search Cases and Filings**, you will have several methods to search for a particular case. You can enter the Court of Appeals of Georgia case number. You can search by a party's name or a portion of the name or the lower court case number and the county name. Once you enter your information for your search, click **Search**.

You can search again by clicking **Back** at the bottom of the screen. You will be returned to the search screen and may put new data in the search field.

Once you have located the proper case, you can click **Submit Filing** which will appear along with the case details.

Once you click **Submit Filing** from the Cases and Filings or the Search screen, you will see a filing party field. If you are already identified as the appellant or appellee, you will not need to enter information here, but will see your party identification in grey print in the filing party field. If this field is empty, select the proper party identification. Next, 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 the document for filing. Now click filing type and choose one of the items listed to e-file.

Court Rules require that all submission be via the electronic docket. For example, the following must be filed electronically; all briefs, motions (to include motions for reconsideration and emergency motions), applications for interlocutory and discretionary appeals, notices of intent to petition for certiorari, and notice of filing a petition for writ of certiorari. There are separate instructions for filing Applications for Discretionary Review, Interlocutory Applications, and Emergency Motions. Note that all submission must be in a .pdf searchable format.

If you are filing a response to an application, please follow the instructions below in preparing your response for e-filing:

- 1) Include a index (table of contents) for the response which should be placed immediately after the cover page. The table of contents should contain the exhibit numerical identification of the exhibit, the exhibit title and the beginning and ending page numbers of the exhibit.
- 2) All pages of the response and exhibits should be numbered sequentially at the bottom of the pages.
- 3) Place the certificate of service for the response immediately after your response and before the exhibits.
- 4) Each exhibit should be separated by a page-size divider which contains the exhibit numerical or alpha character identification and the exhibit title.

Neither the cover page nor the index (table of contents) will be included in the application page count.

Please do not attach any exhibits to pleadings such as briefs and motions (including Motions for Reconsideration).

The meanings of the common abbreviations you may see in the filing types are:

NT = appellant; EE = appellee; ADD = additional; CERT= Application for Certiorari; CT = Court; EXT = extension; GA = Georgia; MFR = Motion for Reconsideration; REQ = request; SPP. = supplemental; UCSC = United States Supreme Court.

**Remember pursuant to Rule 27, you must obtain permission to file a supplemental brief by motion prior to filing the brief.** You can include a copy of your draft brief in your e-filed motion as long as it is titled as an exhibit.

Next, you will select the document you wish to upload as your filing. All documents to be e-filed must be in a searchable portable document format (a .PDF file). 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.

An e-filing 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 an evidence of indigence, you will see a screen which shows summary details of your filing. Click **Submit** if the details are correct. When you click Submit the filing is transmitted to the Court of Appeals and you will receive an e-mail that your filing was received by the Court.

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 second confirmation e-mail once your filing has been docketed by the Court. If your filing is not accepted, you will receive a rejection e-mail 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 indigence (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 indigence, you will not be directed to the payment screen.

If you are submitting evidence of indigence, click the block **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 a public defender; otherwise, your document will not be accepted as a filing. (Your affidavit of indigence 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 or courtesy appearance fee, click the block **Credit Card**. Complete the billing and credit card information requested. You should check that the display of your name, e-mail 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, American Express or Discover. Enter the Card #, Verification #, Expiration Month, and Expiration Year. A convenience fee for processing your credit card payment of \$10.00 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 e-mail with the document attached and a reason for the rejection. You can then correct your document and resubmit it to the Court.

Counsel are responsible for protecting any confidential information protected by law, court rule or court order.

### **Update My Profile**

Tab to or Click on the field in your profile you want to change. Make the change, then click **Submit**. You can add a second e-mail address for notifications if you would like to do so by clicking **Add Another E-Mail Address**. Enter the e-mail address, click **Add** and 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 New Password field. Click **Submit**.

### **Change My Challenge Answers**

On the Password Recovery Questions screen, enter a response to the question displayed. Click **Submit**.

### **Request Assistance**

You can ask for assistance from almost any screen in the attorney e-filing system. Make sure that the information displayed for contacting you is correct and complete. If not, please make any changes necessary. Tab to the message block or click on it. Type in your message. Please include the case number when making inquiries about a particular case. When your message is complete, click **Send**.

### **Electronic Orders and Opinions**

The Court will issue orders and opinions through the EFAST system to registered e-filers. 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.

*Revised January 27, 2015*