

**Court of Appeals of Georgia**  
**EFAST Registration and E-Filing Instructions**  
**Updated August 17, 2020**

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

When using this site, please do not use your browser's back arrow at the top of the screen. Instead, use the Return to Menu or Cancel button at the bottom of the screen. You can also close the browser and start again. Also, note that the EFAST system is not case sensitive; you can enter uppercase or lowercase letters.

**Registration**

You only need to register once to use the EFAST system. You are responsible for keeping your information up to date, including your email address.

**Registration Requirements**

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

**Attorneys:**

1. You must have a Georgia Bar membership number, which you must enter to login;
2. You must be an attorney in good standing with the State Bar or appearing by courtesy admission (pro hac vice); and
3. You must have been admitted to practice in the Court of Appeals of Georgia and be in good standing with the Court.

**Self-Represented Parties:**

You must have a case pending before the Court of Appeals of Georgia. Your docketing notice includes a username that will allow you to register. You need only register once. You will use the same username and password for all appeals in this Court.

**Registering for EFAST**

If you have any problems registering, click on Request Registration Assistance. You can also call the Clerk's Office at 404-656-3450.

From the initial login screen, click on Registration.

**Attorneys:**

Enter your Bar membership number and click **Submit**.

**Self-Represented Parties:**

Enter the number provided on the docketing notice that begins with an "S" and click **Submit**.

**Completing Your Profile**

After you enter your Bar number or the number on your docketing notice, you will see your

current **profile** with the Court of Appeals. If you do not see your name, cancel and restart the registration process to make sure you have entered the correct Bar membership number or the number on your docketing notice if you represent yourself.

Required field titles are highlighted in red, and include:

Salutation (Mr., Ms. etc.)  
First and Last Names  
Firm Name (for attorneys)  
Address  
Telephone Number  
E-mail Address

Please make sure the information entered in these fields is correct.

Please make sure you update your profile whenever any of your information changes, such as your mailing address, email address, telephone number, or firm.

To enter a second e-mail address to have another person, such as your administrative assistant or paralegal, also receive e-mail messages and notices from the Court about your case, click **Add Other E-Mail Address**, enter that address, click **Add**, then click **Submit**.

### **Setting a Password**

Next you will see the screen to set your password. Enter a password that follows the requirements listed. Re-enter 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 in case you forget your password or need to change it. Click **Submit**.

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

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

### **LOGIN to EFAST to View Your Cases and Submit Documents**

#### **Login**

Enter your Georgia Bar membership number or username. (Do not change your username. You must use either your Bar membership number or the court-provided username on your docketing notice.) Enter the password you created during registration. Click **Login**.

The first time you enter the EFAST system after you register, you will see the Terms of Use. You must Click **“I agree”** at the bottom of the page before you can proceed. If you do not click “I

agree,” you will not be able to use EFAST.

Then you will 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](#)

[Pay Case Filing Fees](#)

[Request Assistance](#)

### **My Information**

[Update My Profile](#)

[Change My Password](#)

[Change My Challenge Answers](#)

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

If you click on this option, you will see **My Cases**, a list of cases in which you represent a party or are a self-represented party. If you click on the case name, you will see details about the case. To e-file your document, click **Submit Filing** from either My Cases and Filings or from the case details screen.

### **Search Cases and Filings**

If you click on **Search Cases and Filings**, you can search for a particular case by Court of Appeals case number, party name or portion of a party name, or the lower court case number and county. Once you enter your information, click **Search**.

You can search again by clicking **Back** at the bottom of the screen. You will be returned to the search screen, where you can start over.

### **Submitting Filings**

Once you have located your case from My Cases and Filings or the Search screen, click **Submit Filing** and you will see a Filing Party field. You may already be identified as the appellant or appellee on the EFAST system. If so, you will see your party identification in grey print in the Filing Party field. If that field is empty, select the proper party identification. Next, select the filing category of the document you are submitting (Application, Brief, Evidence of Indigency, Motion, Motion for Reconsideration, Notices, Other, Request to Argue). You can click the arrow at the side of the block to see the list from which to choose the filing category. Now click **Filing Type** and choose one of the items listed.

A Certificate of Service must be included in the document you are filing, or it will be returned to you.

Common abbreviations you may see in the filing types are:

ADD = additional

CERT= Application for Certiorari

CT = Court

EE = appellee

EXT = extension

GA = Georgia

MFR = Motion for Reconsideration

NT = appellant REQ = request

SPP = supplemental

USSC = United States Supreme Court.

If you are registered on EFAST, you must file your documents via EFAST.

### **Uploading Documents**

Next, select the document you want to upload. All e-filed documents must be in a searchable portable document format (a .pdf file). A “pdf for editing” file is preferred because the text will then be searchable, as opposed to a .pdf file from a scanned document. Your document should not contain embedded files, scripts, tracking tags, or executable files. Your documents’ margins, page numbering, and font size must comply with Court of Appeals rules.

### **Signatures**

All filings must include a conformed signature of the attorney or the self-represented party filing the document. “Conformed signature” means that the filer’s name is typed, preceded by “/s/” and underlined, like this: /s/ John Doe. The filer’s typed name must also appear below the underline. If other attorneys have also signed 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 the document being filed.

### **Upload Successful**

You will see a message onscreen when the upload has been successful. Then click **Next**. If you do not owe a filing fee or need to file evidence of indigency, the next screen will show 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, usually by the end of the next business day. **You will receive a second confirmation e-mail once the Court has docketed your filing.** If your filing is not accepted, you will receive a rejection e-mail, which will indicate the reason it was rejected. You may resubmit your filing once you have made any necessary corrections.

### **Important Tips**

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

Please do not attach any exhibits to filings such as briefs and motions (including motions for reconsideration). Your documents will be returned if exhibits are attached.

**Pursuant to Rule 27, you must file a motion for permission to file a supplemental brief.** You may include a copy of your proposed supplemental brief in your e-filed motion. If the court grants your motion, then you may file your supplemental brief.

### **Filing Fees**

If you are filing an appellant's brief, 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 submitted to the Court. If the filing fee has already been paid or the record contains evidence of indigency, you will not be directed to the payment screen.

If you are submitting evidence of indigency, select **Pauper's Affidavit**. You will then see a message that the submission of your brief has been successful. You must then submit your pauper's affidavit or appointment of a public defender; otherwise, the Court will not accept your filing and it will be returned. (Your affidavit of indigence should be a scanned document that includes the notary's signature and seal.)

If you are paying a filing fee or courtesy appearance fee, select **Credit Card**. Complete the information requested and check that your name, e-mail address, and billing address are correct. Next, select the credit card type. The Court accepts VISA, MasterCard, American Express, or Discover. Enter the credit card number, three- or four-digit security code, and expiration month and year. A convenience fee 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 filing has been successfully submitted. Click **Return** or close your browser.

### **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 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 e-filing system. Make sure that the information displayed for contacting you is correct and complete. Tab to the message block or click on it, then type your message. Please include the case number when making inquiries about a particular case. When your message is complete, click **Send**. You can also call the Clerk's Office at 404-656-3450.

**Electronic Orders and Opinions**

The Court will issue orders and opinions only through the EFAST system to registered e-filers. The Court no longer sends paper copies of any orders through the U.S. Postal Service. It is therefore very important to make sure your e-mail address is current and you can accept e-mail messages from EFAST.

*Revised August 11, 2020*