

QUESTIONS AND ANSWERS FOR USING EFAST

1. **What technology is necessary to e-file with the Court?**

You must be able to create or convert document files to .pdf files.

You can use the EFAST system with one of the following Internet browsers: Internet Explorer 6 and up or the latest versions of Opera, Safari, Firefox, or Chrome.

You must set your spam filters and blockers to be able to receive emails from the Court.

2. **Who may e-file?**

All attorneys must e-file. Self-represented parties may choose to e-file but if you do, you will have to submit all of your filings electronically.

3. **Must I file documents with the Court electronically?** If you are an attorney, yes. If you are a self-represented party, you may choose to either submit all filings electronically or and submit all fillings by paper. You cannot do both.

4. **What are the requirements to register?**

Attorneys must be in good standing with the Georgia Bar (or admitted pro hac vice), be admitted to practice in the Court of Appeals of Georgia, and be in good standing with the Court of Appeals of Georgia.

Self-represented parties must have the username provided in their docketing notices.

5. **How do you access EFAST?**

Go to <http://efast.gaappeals.us> and follow the prompts.

6. **When is the system available to accept my e-filings?**

Ordinarily, the EFAST system is available 24 hours a day. There will be instances when EFAST is not available due to maintenance or emergencies. 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 from 8:30 am to 4:30 pm for instructions at 404-656-3450. If the system is unavailable after hours, you will have to wait until the office opens the next business day to call for assistance.

7. **What types of documents must be e-filed?**

Attorneys admitted to practice in the Court of Appeals are required to file all documents electronically with the Court pursuant to Court of Appeals Rule 46. That includes all briefs, all motions (including Motions for Reconsideration and Emergency Motions), all applications for interlocutory and discretionary appeal, all Notices of Intent to Petition for Certiorari, and all Notices of Filing a Petition for Writ of Certiorari. Self-represented parties may choose to e-file, but if so, all filing must then be submitted electronically.

8. **In what format must documents be for submission for filing?**

Documents must be submitted in a searchable portable document format (.pdf) only. 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, when asked to select the document type, select PDF (*.pdf), and in 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 consult your office information technology staff.

Please note: You must comply with all the rules of the Court as to the format of your documents.

9. **What credit cards will be accepted for payment of a filing fee?**

VISA, MasterCard, American Express, and Discover.

10. **Is there a fee for using EFAST?**

A \$10.00 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 neither paid the filing fee nor submitted a pauper's affidavit, you will be prompted to pay by credit card. The Appellant's Brief will not be officially filed with the Court until your filing fee is paid or a proper pauper's affidavit is filed.

12. **Must all e-filed documents be signed?**

All e-filings must include a conformed signature of the counsel or 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’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, the party 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 SEARCH CASES 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, the case number and the message about your problem before submitting your message. You will usually be contacted by the next business day. If you need immediate assistance, you can telephone 404-656-3450 during business 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. For purposes of meeting deadlines, documents that are e-filed are not considered received until the document is in proper format and in compliance with all Court rules.

Parties will be sent an initial email that a document has been submitted. After the Court’s review, a second email will be sent confirming the acceptance of the document for docketing or rejection of the document. This email will contain 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 party submitting the document will be sent an email with the rejected document attached which explains the reason for rejection. Parties 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. **Will the Court issue orders on my e-filed motions electronically?**
Yes, registered attorneys and registered self-represented parties will receive orders from the EFAST system by email. The Court will no longer send paper copies of the orders to registered attorneys and self-represented parties who have registered through EFAST. The Court recommends that attorneys add a secondary email to the EFAST system. It is critical that all information in the EFAST system, particularly email addresses, be up to date. **Parties are responsible for updating their information.**

19. **Will the Court issue opinions electronically?**
Yes, the Court will issue opinions electronically to registered e-filers. The Court will no longer send paper copies of the opinions to registered e-filers..

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's Office at 404-656-3450 during business hours.

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