

ATTACHMENT C

GEORGIA COURT OF APPEALS CHECKLIST FOR APPLICATION FOR DISCRETIONARY APPEALS

SUBJECT	REQUIREMENTS	RULE
	I. GENERAL	
COPIES	<ul style="list-style-type: none"> File one original. 	Rule 6
FILING DATE FOR PAPER SUBMISSIONS	<ul style="list-style-type: none"> A document will be deemed filed on the date it was physically received in the Clerk's Office with sufficient costs and stamped filed. If mailed, it will be deemed filed on the date it was postmarked by the U.S. Postal Service or on the commercial carrier's transmittal form if the package is properly addressed, postage prepaid, and date is legible. Must be in compliance with all requirements below to be accepted. 	Rule 4(a); 4 (b); 4 (c)
EXTENSION TO FILE AN APPLICATION	<ul style="list-style-type: none"> No extensions of time shall be granted to file a discretionary application unless the motion for extension is filed on or before the due date of the discretionary application. No extension of time shall be granted to file a response to a discretionary application. 	Rule 31 (i)
E-FILING	<ul style="list-style-type: none"> Certain documents are permitted to be filed electronically. Self-represented parties may file applications as paper copies. See e-filing instructions at www.gaappeals.us. 	Rule 4 (d); 46
DEADLINE TO FILE	<ul style="list-style-type: none"> File within 30 days after the entry of the order, decision or judgment. (If a dispossessory action, must file within 7 days.) 	OCGA § 5-6-35 (d)
OPPOSING PARTY'S RESPONSE	<ul style="list-style-type: none"> Opposing party may file a response within 10 days. No response is required. 	OCGA § 5-6-35 (e) Rule 31 (j)
PAGE LIMITS (PAPER FILING)	<ul style="list-style-type: none"> Paper applications and responses are limited to 30 pages in civil cases and 50 pages in criminal cases, exclusive of attached exhibits and parts of the record. 	Rule 24 (f) (2); 31 (g) (2) (i)
WORD COUNT LIMITS (ELECTRONIC FILINGS)	<ul style="list-style-type: none"> E-filed applications and responses are limited to 8,400 words in civil cases and 14,000 words in criminal cases, excluding tables of contents and citations, cover sheet, and certificate of service. 	Rule 24 (f) (1); 31 (g) (1) (i)

	II. PREPARATION	
PAPER	<ul style="list-style-type: none"> • Typed or printed on 8 ½” X 11” white paper. • Top bound with clamps or fasteners (round head/ACCO) (Unless e-filing.) 	Rule 2 (c) (1)
SPACING	<ul style="list-style-type: none"> • No less than double spacing between the lines. • This EXCLUDES quotations and footnotes. 	Rule 2 (c) (2)
FONT	<ul style="list-style-type: none"> • Times New Roman Regular 14 pt. (printed / e-filed). • No smaller than ten characters per inch (typed). 	Rule 2 (c) (3)
MARGINS	<ul style="list-style-type: none"> • All: Not less than one inch. • Writing on only one side of each sheet. 	Rule 24 (c)
PAGE #	<ul style="list-style-type: none"> • Arabic numerals at the bottom of the pages. 	Rule 24 (e)
CONTENT	<ul style="list-style-type: none"> • The application is a petition enumerating errors and stating why the appellate court has jurisdiction. • It must include: <ul style="list-style-type: none"> * A stamped “filed” copy of the trial court order or judgment being appealed. * A copy of the petition or motion that led directly to the order or judgment being appealed. * A copy of any responses to the petition or motion. * Payment of all costs or a statement that an exception allows waiver of costs. 	OCGA § 5-6-35 (b) OCGA § 5-6-35 (c) Rule 31 (c), (d), (e)
TAB AND INDEX (PAPER FILINGS)	<ul style="list-style-type: none"> • All submitted material from the record should be tabbed and indexed and shall be securely bound at the top with clamps or fasteners (round head or ACCO). If not tabbed, indexed and securely bound at the top, the application is subject to dismissal or return for preparation according to the Court’s rules. 	Rule 31 (g) (2) (ii); Rule 31 (g) (2) (iii)
PERSONALLY SIGN	<ul style="list-style-type: none"> • Must be personally signed by self-represented party and include: 1) mailing address, 2) telephone number, 3) e-mail address, if any. 	Rule 2 (a)
CERTIFICATE OF SERVICE	<ul style="list-style-type: none"> • Must serve a copy of all documents on each opposing counsel or self-represented party by U.S. mail, personal delivery, or electronically with permission before filing with the Court. If criminal case, serve the District Attorney. • Certification must include: 1) name and complete mailing address of opposing counsel or self-represented party, and 2) signature of self-represented appellant. 	Rule 2 (a); 6