

Instructions for E-filing Applications October 5, 2021

** New Items Added – Separate Upload of Application Index and Adding Titles to Exhibits.

Filing an Application electronically

To file your Application electronically, you must log into the Court of Appeals of Georgia E-fast system.

Once logged into the E-fast system, you will begin at the E-file menu page. Select the **FILE AN APPLICATION** option.



You will now see the **CASE INFO** page for filing an application. Complete the entry form as directed below.

The screenshot shows the 'File an Application - Case Info' page in the eFaST System. The page has a header with the system name and a 'Logout' link. The main content area contains several sections: 'Application Type' with a dropdown menu set to 'D - Discretionary Applications'; 'Appellant' with a text input field containing 'ME'; 'Appellee' with a text input field containing 'YOU'; 'Criminal or Civil?' with radio buttons for 'Civil' (selected) and 'Criminal'; 'Classification' with a dropdown menu set to 'CONTRACT'; and 'Payment Method' with a dropdown menu set to 'Credit Card'. Below these fields is a 'Next' button and two links: 'Return to Menu' and 'Request Assistance'. At the bottom of the page, there is a copyright notice: 'Copyright © 2009-2022 --- All Rights Reserved.'

Select the **APPLICATION TYPE**.

Discretionary Application – See *OCGA § 5-6-35*.

Interlocutory Application – See *OCGA § 5-6-34*.

Enter the name of the **APPELLANT** in the appropriately labeled box.

Enter the name of the **APPELLEE** in the appropriately labeled box.

Select **CIVIL** or **CRIMINAL** based on the nature of your case.

Select the appropriate **CLASSIFICATION** using the drop-down box.

Select your **PAYMENT METHOD**.

Pauper's Affidavit – You will be asked to supply a copy of the affidavit to be uploaded separately.

Credit Card – We accept *Visa, MasterCard, Discover and Amex*. **\$10 processing fee applies**.

OCGA § 34-8-251 Exempt – Check the statute for its proper use.

Click **NEXT** to continue.

You should now be viewing the **TRIAL COURT INFO** screen.

The screenshot shows the 'File an Application - Trial Court Info' screen in the eFaST System. The form is titled 'File an Application - Trial Court Info' and includes the following fields and options:

- Country:** A dropdown menu with 'Appling' selected.
- Court Type:** A dropdown menu with 'Superior Court' selected.
- Judge:** A dropdown menu with 'ABBOT, LOUISA -- Superior Court' selected.
- NOTE:** A red text warning: 'The date(s) entered must be the Stamped Filed Date in Clerk's office of the order or judgment being appealed, from the date the judge signed the order.'
- Trial Court Order Date:** A text input field containing '01/01/2015' and a calendar icon.
- Trial Court Case Numbers:** A section with a 'Case Number' field containing '2013cv122345' and a 'Remove' button.
- Trial Court Case Number:** A text input field with the instruction '(Do not include dashes and omit the judge identifying number(s) or letter(s))' and an 'Add' button.
- Navigation:** 'Back' and 'Next' buttons, a 'Return to Menu' link, and a 'Request Assistance' link.

Select the **COUNTY** in which the case was heard.

Select **COURT TYPE**.

Select **JUDGE**. See **EXAMPLE ABOVE**. If the **JUDGE** appears multiple times in the drop-down menu, ensure you are choosing the one that matches your **COURT TYPE**.

Enter the **TRIAL COURT ORDER DATE**. *The entered date **MUST** be the **STAMPED FILED DATE** from the Clerk's office where the order or judgment being appealed was processed. **(DO NOT enter the date the Judge signed the order)***

If filing an **Interlocutory Application** you will be given a place to enter the **CERTIFICATE OF IMMEDIATE REVIEW DATE**. *The entered date **MUST** be the **STAMPED FILED DATE** from the Clerk's office where the order or judgment being appealed was processed. **(DO NOT enter the date the Judge signed the order)***

Finally, enter the **TRIAL COURT CASE NUMBER(S)**. *DO NOT include dashes and omit the lower court judge assignment numbers or letter(s) if applicable (i.e., Case Number is 2013-CR-12345-08 OR 2013-CR-12345-MO, ENTER 2013CR12345)*

Click **NEXT** to continue.

Now you should be at the **PARTY INFO** page. The party name and party type fields will already be populated.

eFaST System - Court of Appeals of Georgia Logout

File an Application – Party Info

Only the first Appellant and Appellee must be entered. Other Appellant/Appellee parties may be listed as et al.

Party Name:

Party Type: Appellant E-filing Party is the Appellant.

[Add a Party Address](#) Optional: Use only if there is no attorney representing the party. Add the Attorney(s) below by inserting their bar number.

Add an Attorney to Party

By Bar ID [Search](#) [Add Attorney General](#) [Add DA](#) [Add SG](#)

	Bar ID	Name	Firm/GDC#
<input type="checkbox"/>	000003	Kelley Powell	CRUMBLEY & CRUMBLEY

[Remove Party](#)

Party Name:

Party Type: Appellee

[Add a Party Address](#) Optional: Use only if there is no attorney representing the party. Add the Attorney(s) below by inserting their bar number.

Add an Attorney to Party

By Bar ID [Search](#) [Add Attorney General](#) [Add DA](#) [Add SG](#)

	Bar ID	Name	Firm/GDC#
<input type="checkbox"/>	123456	DOUGLAS DAVIS	

[Remove Party](#)

[Add a Party](#)

[Return to Menu](#)

[Request Assistance](#)

GUIDELINES FOR ADDING ATTORNEYS:

It is very important that you add the information of the Attorneys representing each party.

Select **By Bar ID** (GA Bar Members), **Add Attorney General**, **Add DA**, or **Add SG** (Solicitor General).

Enter all the attorneys listed on your Certificate of Service, and at least one attorney per party.

If someone is representing himself (pro se), select the **Add a Party Address** option and key in the information.

Click **NEXT** to continue.

UPLOAD PETITION FOR APPLICATION

The screenshot shows the 'eFaST System - Court of Appeals of Georgia' interface. The main heading is 'File an Application – Upload Petition for Application'. Below this, there is a yellow highlighted instruction: 'Upload only the petition for application and certificate of service. Ensure inclusion of a certificate of service prepared in accordance with Rule 6.' A note follows: 'NOTE: Index of Exhibits, Trial Court Orders, Individual Exhibits, Certificate of Immediate Review/Notice of Appeal (if applicable) are uploaded on the following screens.' Another instruction states: 'Select a document to upload. The file may not be larger than 20 MB and must be a searchable PDF file.' A note below that says: 'Note: Ensure compliance with Court Rules on word count limits and certification.' There is a 'Choose File' button with the text 'No file chosen' next to it. Below the button are 'Back' and 'Next' buttons. At the bottom left, there are links for 'Return to Menu' and 'Request Assistance'. A 'Logout' link is visible in the top right corner.

Upload your **APPLICATION PETITION**. This **ONE** file should **ONLY** consist of the following parts:

1. *Petition for Application – Page limits apply; see Court rules 30 and 31.*
2. *Certificate of Service*

Please make sure each PDF is searchable!

Click **CHOOSE FILE**, then select the correct PDF file on your computer.

Click **NEXT** to continue.

UPLOAD INDEX FOR APPLICATION

The screenshot shows a web browser window with the title "eFaST System - Court of Appeals of Georgia" and a "Logout" link in the top right corner. The main heading is "File an Application - Upload Application Index". Below the heading, there is a section titled "Upload the application index." followed by instructions: "Select a document to upload. The file may not be larger than 20 MB and must be a searchable PDF file." A note below states: "Note: Ensure compliance with Court Rules on word count limits and certification." There is a "Choose File" button next to the text "No file chosen". Below the file selection area are two buttons: "Back" and "Next". At the bottom left, there are two links: "Return to Menu" and "Request Assistance". At the bottom center, there is a copyright notice: "Copyright © 2009-2022 --- All Rights Reserved."

Upload your **APPLICATION INDEX** by clicking **CHOOSE FILE**.

Click **NEXT** to continue.

UPLOAD TRIAL COURT ORDER PAGE

eFaST System - Court of Appeals of Georgia Logout

File an Application – Upload Trial Court Order

For Interlocutory Applications (Rule 30) upload the stamped "filed" copy of the trial court order being appealed (with the Judge's signature).

For Applications for Discretionary Appeal (Rule 31) upload the stamped "filed" copy of the trial court's order or judgment being appealed.

Select a document to upload. The file may not be larger than 20 MB and must be a searchable PDF file.

DO NOT ATTACH A COVER PAGE TO THE TRIAL COURT ORDER -- the first page of the document you upload should be the first page of the trial court order. See Court of Appeals Rules 30 (g) (1) (iii) and 31 (g) (1) (iii).

Note: Ensure compliance with Court Rules on word count limits and certification.

Choose File No file chosen

Back **Next**

[Return to Menu](#)

[Request Assistance](#)

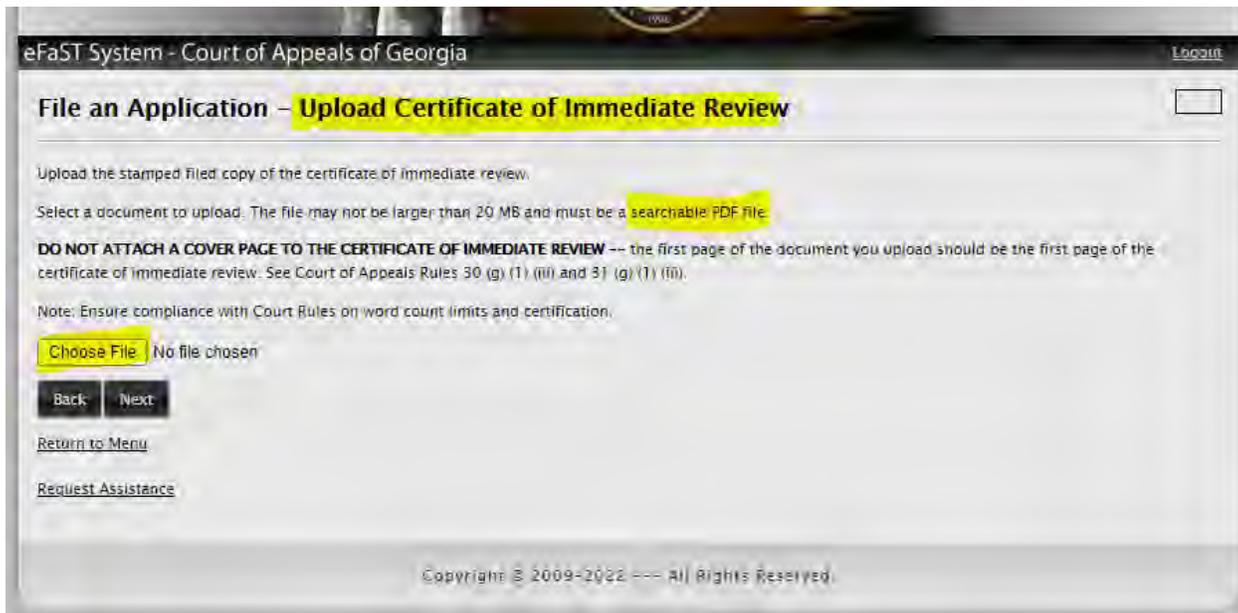
Copyright © 2009-2011 --- All Rights Reserved

Upload the **STAMPED FILED ORDER** from the trial court that is being appealed.
Click **CHOOSE FILE**, then select the appropriate searchable PDF on your computer.

"DO NOT ATTACH A COVER PAGE TO THE TRIAL COURT ORDER -- the first page of the document you upload should be the first page of the trial court order. See Court of Appeals Rules 30 (g) (1) (iii) and 31 (g) (1) (iii)."

Click **NEXT** to continue.

If you are filing an **INTERLOCUTORY APPLICATION**, you must also upload your **CERTIFICATE OF IMMEDIATE REVIEW**.



eFaST System - Court of Appeals of Georgia Logout

File an Application – Upload Certificate of Immediate Review

Upload the stamped filed copy of the certificate of immediate review.

Select a document to upload. The file may not be larger than 20 MB and must be a searchable PDF file.

DO NOT ATTACH A COVER PAGE TO THE CERTIFICATE OF IMMEDIATE REVIEW -- the first page of the document you upload should be the first page of the certificate of immediate review. See Court of Appeals Rules 30 (g) (1) (iii) and 31 (g) (1) (iii).

Note: Ensure compliance with Court Rules on word count limits and certification.

Choose File No file chosen

[Back](#) [Next](#)

[Return to Menu](#)

[Request Assistance](#)

Copyright © 2009-2022 --- All Rights Reserved.

Click **CHOOSE FILE**, then select the appropriate searchable PDF on your computer.

"DO NOT ATTACH A COVER PAGE TO THE CERTIFICATE OF IMMEDIATE REVIEW -- the first page of the document you upload should be the first page of the certificate of immediate review. See Court of Appeals Rules 30 (g) (1) (iii) and 31 (g) (1) (iii)."

Click **NEXT** to continue.

If you are using a **PAUPER’S AFFIDAVIT**, you must upload your **PAUPER’S AFFIDAVIT**.

The screenshot shows a web interface for the eFaST System - Court of Appeals of Georgia. The page title is "File an Application – Upload Pauper's Affidavit". The main content area contains the following text: "You selected Pauper's Affidavit as your payment method. Upload the affidavit using this form." Below this, it says "Select a document to upload. The file may not be larger than 20 MB and must be a searchable PDF file." A note states: "Note: Ensure compliance with Court Rules on word count limits and certification." There is a file selection area with a "Choose File" button and the text "No file chosen". Below the file selection area are two buttons: "Back" and "Next". At the bottom of the main content area, there are two links: "Return to Menu" and "Request Assistance". The footer of the page contains the text "Copyright © 2009-2022 --- All Rights Reserved.".

Click **CHOOSE FILE**, then select the appropriate searchable PDF on your computer.

Click **NEXT** to continue.

FILE AN APPLICATION – SUMMARY PAGE

eFAST System - Court of Appeals of Georgia Logout

File an Application – Summary

You have entered all the required information for this filing. Please review the information below and make any corrections if needed.

Appellant	ME
Appellee	MOU
Trial Court Type	Superior Court
Trial Court Judge	Hon. LOUISA ABBOT
County	Appling

Trial Court Order Date: 01/01/2018

Trial Court Case Numbers

Case Number
2018CV122345

Case Filings

Filing Type
Discretionary Application
05-095 - Application Index
05-096 - Trial Court Order
08-008 - EVIDENCE OF INDIGENCY

Exhibits

[File Additional Exhibits](#)

Check List

- A) If Interlocutory Application, this file includes: 1) the trial court order being appealed and; 2) the certificate of immediate review.
- B) If Application for Discretionary Appeal, this file includes the trial court's order or judgment being appealed.
- The uploaded file contains a proper Certificate of Service (Rule 6)

[Return to Menu](#)

[Request Assistance](#)

Once all has been uploaded, you may review the information and make sure it is all correct on the Summary Page. You can use the **BACK** button to return to previous pages to address any issues.

Carefully review all of your individual uploads. *Each uploaded file must be a **searchable PDF**.*

To add additional exhibits, click **FILE ADDITIONAL EXHIBITS**.

FILE ADDITIONAL FILINGS IN THIS CASE PAGE

eFaST System - Court of Appeals of Georgia Logout

File Additional Documents in this Case

Filing Category: Exhibits

The available filing types are based on the party that you represent. If the filing type you need is not listed, please verify that you are associated with the correct party.

Filing Type: EXHIBITS-03-029

Select a description for this filing. All exhibits must have a description selected.

Filing Description: Exhibit 1

Exhibit Title: Hearing on May 15, 2015

Select a document to upload. The file may not be larger than 20 MB and must be a searchable PDF file.

DO NOT ATTACH COVER PAGES TO ANY EXHIBITS -- the first page of each document you upload should be the first page of each original document, as filed in the trial court. See Court of Appeals Rules 30 (g) (1) (iii) and 31 (g) (1) (iii).

Note: Ensure compliance with Court Rules on word count limits and certification.

Choose File: No file chosen

Submit Cancel

[Request Assistance](#)

Copyright © 2009-2022 --- All Rights Reserved.

On this screen you will upload each EXHIBIT **separately** for your case. The FILING CATEGORY and FILING TYPE will be auto populated.

SELECT the FILING DESCRIPTION for your exhibit. (Exhibit 1, Exhibit 3, etc.)
Descriptions for Exhibits 1-25 have been provided for you. If you have more than 25 Exhibits, select OTHER and key in Exhibit 26, etc.

FILL in the EXHIBIT TITLE for the exhibit that you are uploading. It should be similar to the title used on the Index of Exhibits.

Then click CHOOSE FILE and select the corresponding file. It must be in **searchable** PDF format.

"DO NOT ATTACH COVER PAGES TO ANY EXHIBITS -- the first page of each document you upload should be the first page of each original document, as filed in the trial court. See Court of Appeals Rules 30 (g) (1)

When uploading exhibits, be sure to follow the order you listed in your Index of Exhibits.

Click **SUBMIT** and you will return to the **SUMMARY PAGE**. To add additional exhibits, click **FILE ADDITIONAL EXHIBITS** and follow the steps above.

FILE AN APPLICATION – SUMMARY PAGE

eFAST System - Court of Appeals of Georgia [Logout](#)

File an Application – Summary

You have entered all the required information for this filing. Please review the information below and make any corrections if needed.

Appellant: ME
Appellee: YOU
Trial Court Type: Superior Court
Trial Court Judge: Hon. LOUISA ABBOT
County: Appling

Trial Court Order Date: 01/01/2015

Trial Court Case Numbers

Case Number
2013CV122343

Case Filings

Filing Type
<input type="checkbox"/> Discretionary Application
<input type="checkbox"/> 03-095 - Application Index
<input type="checkbox"/> 03-094 - Trial Court Order
<input type="checkbox"/> 03-008 - EVIDENCE OF INDIGENCY

Exhibits

Filing Type	Description
<input type="checkbox"/> 03-029 - EXHIBITS	Exhibit 1 - Hearing on May 13, 2015

[File Additional Exhibits](#)

Check List

A) If Interlocutory Application, this file includes: 1) the trial court order being appealed and; 2) the certificate of immediate review.
B) If Application for Discretionary Appeal, this file includes the trial court's order or judgment being appealed.

The uploaded file contains a proper Certificate of Service (Rule 6)

[Return to Menu](#)

[Request Assistance](#)

Review the information and make sure it is all correct. You can use the **BACK** button to return to previous pages to address any issues.

Carefully review all of your individual uploads. *Each uploaded file must be a searchable PDF.*

Under **CHECKLIST**, **CLICK** the boxes to indicate your compliance.

Click FINISH.

CREDIT CARD COLLECTION PAGE - If you selected the pay with credit card, you will now be required to enter your information.

eFaST System - Court of Appeals of Georgia Logout

Payment Required

Payer

Credit Card Information

First Name

Last Name

Street Address 1

Street Address 2

City

State

Zip Code

E-Mail

Credit Card Type

Credit Card Number

Credit Card Expiration Date

Filing Fee	\$300.00
E-Filing Convenience Fee	\$10.00
Payment Total	\$310.00

Click SUBMIT.

FILING COMPLETE



After hitting FINISHED, you will see a page advising that your filing is complete. You will also receive an email notifying you that your application and payment (if applicable) have been submitted.

Note: This does not mean that your application has been docketed/accepted. If your application is not rejected, you will receive an email advising that it has been docketed.