

Court of Appeals of Georgia Remote Admissions Instructions

Any member of the State Bar of Georgia may be admitted to practice in this Court upon written application. You must complete the admission form, which includes your Bar number, the date you were admitted to the Georgia Bar, your name, signature, address, telephone number, email address, and the endorsements (signatures) of two attorneys who are member of the Bar of this Court. All this information must be on the form. Once the form is completed you must submit both the application and payment receipt via email in .pdf form before being sworn in.

Please note, you must also mail the application with your original signature to the Clerk's Office after being sworn in within 2 weeks.

The fee for admission is **\$30**, which can be paid online. To pay online, go to www.gaappeals.gov/court-store/. Under Admission Type, select **Admission \$30.00 USD** and follow the prompts. You will receive a confirmation of your payment that must be included in your email requesting admission. Make a .pdf copy of your completed admission form and receipt for payment and send both via e-mail to RemoteAdmissions@gaappeals.gov.

You must then contact the Clerk's Office at 404-656-3450 and select the option for Attorney Admissions so we can administer the oath and admit you to practice before the Court.

After being sworn in, please mail the application containing your original wet signature to:

Clerk/Court Administrator
Court of Appeals of Georgia
330 Capitol Avenue, S.E.
1st Floor, Suite 1601
Atlanta, GA 30334

Steps For Admission:

- Complete admission application
- Make payment online
- Email a scanned copy of the application and attach proof of purchase/receipt
- Call the Clerk's Office at 404-656-3450 and select option for Attorney Admissions
- Receive oath by the Clerk of the Court of Appeals of Georgia
- Mail the original application containing the original signature to the Court
- Register your email address using your Bar number at <https://efast.gaappeals.gov> to access our e-filing system

If you have any questions, please call the Clerk's Office at 404-656-3450.