

Instructions for E-filing Applications

** 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 form is titled 'File an Application - Case Info' and includes the following fields and options:

- Application Type:** D - Discretionary Applications (dropdown menu)
- Appellant:** ME (text input field)
- Appellee:** YOU (text input field)
- Criminal or Civil?:** Civil (selected with radio button), Criminal (radio button)
- Classification:** CONTRACT (dropdown menu)
- Payment Method:** Credit Card (dropdown menu)
- Next:** Button
- [Return to Menu](#)
- [Request Assistance](#)

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.

eFaST System - Court of Appeals of Georgia Logout

File an Application - Trial Court Info

County
Appling

Court Type
Superior Court

Judge
ABBOT, LOUISA -- Superior Court

NOTE: : The date(s) entered must be the Stamped Filed Date in Clerk's office of the order or judgment being appealed (not the date the judge signed the order)

Trial Court Order Date
01/01/2015

Trial Court Case Numbers

Case Number
2013cv122345 Remove

Trial Court Case Number (Do not include dashes and omit the judge identifying number(s) or letter(s))

[Add](#)

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

[Return to Menu](#)

[Request Assistance](#)

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

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

File an Application – Upload Petition for Application

Upload only the petition for application and certificate of service. Ensure inclusion of a certificate of service prepared in accordance with Rule 6.

NOTE: Index of Exhibits, Trial Court Orders, Individual Exhibits, Certificate of Immediate Review/Notice of Appeal (if applicable) are uploaded on the following screens.

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

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

No file chosen

[Return to Menu](#)

[Request Assistance](#)

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. *Good Faith Statement (if applicable) – see Court rules 30 (g) (vi), 31 (b) (4), and 31 (g) (vi)*
3. *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 – this is an Application Exhibit List

The screenshot shows a web interface for the eFaST System of the Court of Appeals of Georgia. The page title is "File an Application - Upload Application Index". The main heading is "Upload the application index." Below this, instructions state: "Select a document to upload. The file may not be larger than 20 MB and must be a searchable PDF file." A note says: "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 "Back" and "Next" buttons. At the bottom of the page, there are links for "Return to Menu" and "Request Assistance". The footer contains the text "Copyright © 2009-2022 --- All Rights Reserved.".

Upload your **APPLICATION INDEX** by clicking CHOOSE FILE. (The Application Index is an index listing the exhibits for the Application)

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 © 2009-2022 --- 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**.

The screenshot shows the 'eFaST System - Court of Appeals of Georgia' interface. The main heading is 'File an Application - Upload Certificate of Immediate Review'. Below this, there is a 'Logout' link in the top right corner. The instructions state: '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.' A prominent warning reads: '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).' A note below says: 'Note: Ensure compliance with Court Rules on word count limits and certification.' The file selection area shows a 'Choose File' button (highlighted in yellow) and the text 'No file chosen'. Below the file selection are 'Back' and 'Next' buttons. At the bottom of the form area are links for 'Return to Menu' and 'Request Assistance'. The footer of the page reads '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 Rule 30 (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 of the Court of Appeals of Georgia. The page title is "File an Application - Upload Pauper's Affidavit". It contains the following text and elements:

- Header: "eFaST System - Court of Appeals of Georgia" and "Logout" link.
- Section Header: "File an Application - Upload Pauper's Affidavit".
- Instruction: "You selected Pauper's Affidavit as your payment method. Upload the affidavit using this form."
- Requirement: "Select a document to upload. The file may not be larger than 20 MB and must be a searchable PDF file."
- Note: "Note: Ensure compliance with Court Rules on word count limits and certification."
- File Selection: A "Choose File" button and "No file chosen" text.
- Navigation: "Back" and "Next" buttons.
- Links: "Return to Menu" and "Request Assistance".
- Footer: "Copyright © 2009-2022 --- All Rights Reserved."

The Pauper’s Affidavit must be on the Court of Appeals of Georgia’s Pauper’s Affidavit form (found on the home page of the Court’s website www.gaappeals.gov) and be notarized.

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	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
2013CV122345

Case Filings

Filing Type
Discretionary Application
02-095 - Application Index
02-094 - Trial Court Order
02-008 - 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](#)

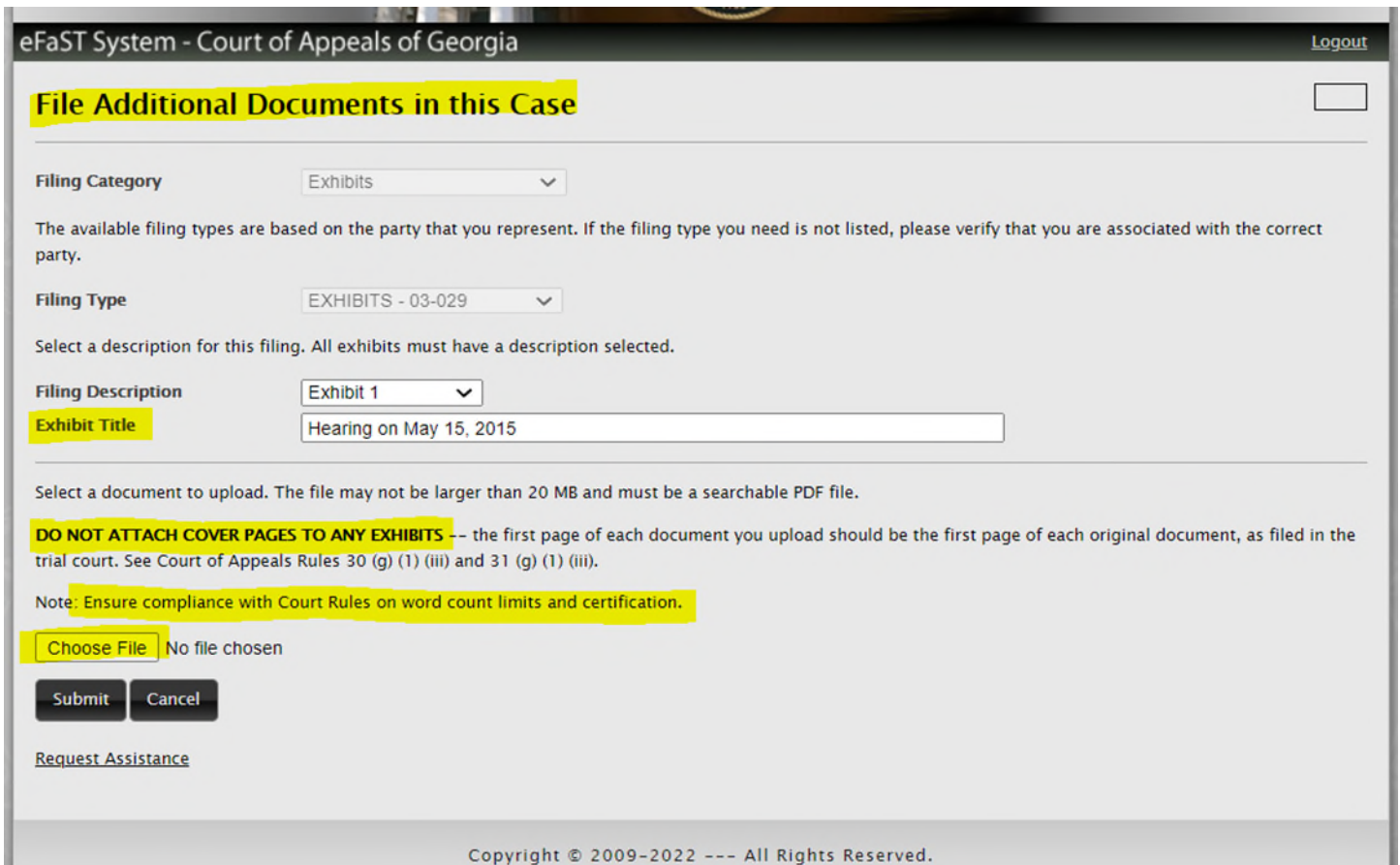
[Request Assistance](#)

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) (iii) and 31 (g) (1) (iii).

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
2013CV122345

Case Filings

Filing Type
Discretionary Application
03-095 - Application Index
03-094 - Trial Court Order
03-008 - EVIDENCE OF INDIGENCY

Exhibits

Filing Type	Description
03-029 - EXHIBITS	Exhibit 1 - Hearing on May 15, 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

The screenshot shows a web interface for the eFaST System of the Court of Appeals of Georgia. The page title is "File an Application - Filing Complete", with "Filing Complete" highlighted in yellow. A message states: "Your application has been successfully submitted. Please print this page for your records." Below this, a table shows the "Filing Reference Number" as "15". There are two links: "Return to Menu" and "Request Assistance". The footer contains the copyright notice: "Copyright © 2009-2015 --- All Rights Reserved."

Filing Reference Number	15
-------------------------	----

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.