

Steps to filing an Appeal

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Overview

Before using the eFile system, you should read the [eFile User Guide \(PDF\)](#) and [Representing Yourself-Protecting Personal Information \(PDF\)](#).

If you do not already have an eFile account, you must register for one: see the instructions at [Requesting an eFile Account \(PDF\)](#).

Protected Information: You are responsible for ensuring that Protected Information is omitted or redacted from documents before the documents are filed. The Clerk of Court will not review filings to determine whether appropriate omissions or redactions have been made.

Draft Filings: You can save a filing or case without submitting it to the clerk’s office by saving it as a draft. Draft filings remain in the eFiling system for 90 days.

Multiple trial court cases: If you are appealing multiple trial court cases, do not start a new appeal case for each trial court case. Instead file one appeal and add all trial court cases to this appeal by repeating the Add a Case step.

Party information: Generally, the system will pull in active party information from the trial court case. You will not be able to delete party information that is pulled in from the trial court.

Some participant names will not be identified if their identity has been marked as confidential information. Instead, this message will display in the participant section:

Additional Participants		Add My Parties	Add Other Parties	Click a party name
Participant Name	Appeal Role	County	Trial Number	
* Trial Court Party information withheld due to case level security. However, party information will be provided to the appellate clerk with this filing.			Black Hawk	JVJV013792

Large Documents: The maximum size per submission is 150 MB. To meet this size requirement, divide a document that exceeds 150 MB into smaller documents. Select the category Attachment to add these divided documents. Multiple documents may be submitted together as long as the total submission size does not exceed the submission size limit.

Filing a new appeal

Prepare documents

Complete the Notice of Appeal and other documents. All documents must be in a PDF format. Always prepare documents before accessing an existing case. For instructions, see [Preparing Documents \(PDF\)](#).

Log into the eFile system

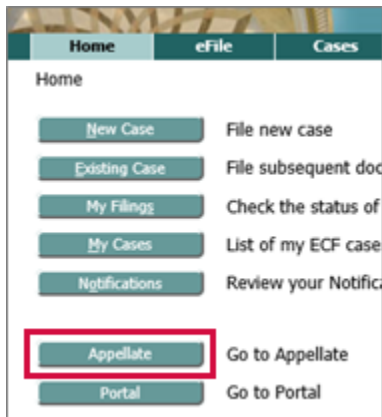
1. Click **eFile Login** on the eFile menu.
 - If you have an account but forget your username, call the Technical Help Desk.
 - If you forget your password, click the **Forgot your password** link on the login page.

File the Notice of Appeal with the District Trial Court

2. File [6.1401-Form 1 Notice of Appeal \(PDF\)](#) in the original case in the District Trial Court system. For instructions, see [Filing in an Existing Case \(PDF\)](#).

Initiate a new case with the Court of Appeals

3. On the Home page of the eFile system, click **Appellate** to switch to the Appellate system.





4. Click **New Case**.

Specify the case details

The examples shown are for an appeal from the District Trial Court. Other appeals require different information.

Case Type	
	Description
	Appeal from District Court
	Attorney Disciplinary Board Grievance
	Office of Professional Regulation
	Other

5. Select the Case Type. Your list may be different than this example.

6. Enter the case details.

- a. Filer Reference Number. Optional. Enter the reference code or number used for tracking within your organization.
- b. Select County. Select the county of the trial court case.
- c. Enter Case No. Specify the trial court case number.

Case Initiation: Trial Court Appeal

Filer Reference No (Enter your office reference number - if applicable)

Add one or more Trial Court Cases:

Select County:

Enter Case No.

d. Click **Add a Case**.

If the trial court case was filed electronically, the party information will be pulled in automatically. The party information will be visible only to a filer who was initially a part of the District Trial Court case.

- e. Enter the Judgment Date.
- f. Select the Trial Judge from the dropdown list.

Add case parties and attorneys

7. Add case parties as needed.

- To add parties to the Appellant side, click **Add My Parties**.
- To add parties to the Appellee side, click **Add Other Parties**.
- To delete a party entered in error, click the red X in front of the party’s name.
- To add a company as a party, select the **Business** radio button.
- To add a role other than an Appellant and Appellee, select from the drop-down menu.

Woodbury - LACV144755 HOBERG, BEVERLY J VS NELSON, ALFRED, AND STEVEN L SIEGE

Judgment Date: 02/03/2015

Trial Judge: HOFFMEYER, HON. DUANE E.

Additional Participants

Add My Parties Add Other Parties Add Other Parties

Participant Name	Appeal role	County	Trial Number	Trial Role	Attorney(s) for Party
* BEVERLY HOBERG	Clerk Define	Woodbury	LACV144755	Plaintiff	IAN A. MCCONEGHEY
* ALFRED NELSON	Clerk Define	Woodbury	LACV144755	DEFENDANT	
* STEVEN SIEGE	Clerk Define	Woodbury	LACV144755	DEFENDANT	MICHAEL J FREY

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8. Specify party information. Fields with an asterisk are required. Include as much information as you have. When finished click **Next**. Repeat for each party.

Add a Party: Trial Court Appeal

Party Type: APPELLANT

Business Person

ICIS ID:

First Name: * Bucky

Middle Name:

Last Name: * (or Business Name) Walter

SSN: (e.g.: 123-45-6789) 515235454

EIN: (e.g.: 12-3456789)

DOB: (mm-dd-yyyy) 05/23/1974

Driver's License:

Work Phone: 000-000-0000

Cell Phone: 000-000-0000

Add and Cancel

9. After all parties have been added, click **Next**.

Additional Participants		Add My Parties	Add Other Parties			
	Participant Name	Appeal Role	County	Trial Number	Trial Role	Attorney(s) for Party
X	BUCKY WALTER	Appellee				HICKS

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10. Attorneys:

- a. To add an attorney to a party, click the party’s name. Type the attorney’s last name and attorney PIN, select the correct Attorney role from the Type dropdown menu, and click **Add**.

Add an Attorney for this Party

Last Name:* Hicks

Attorney PIN:* AT0009391

Type: ATTORNEY FOR APPELLANT

Add

Last Name Attorney PIN Type Delete

- b. To remove an attorney, click the red X next to the attorney’s name and attorney PIN.

Add documents

11. Add the completed 6.1401-Form 1 Notice of Appeal.

- a. Skip Document Category .
- b. Select *Notice of Appeal (Info)* for Document Type.
- c. Click **Browse** and locate your Notice of Appeal.
- d. Click **Open** in the system window (not illustrated).
- e. Click **Add**.

Electronic Cover Sheet - Add Document : Trial Court Appeal

Document Category -- select a Document Category --

Document Type * -- select a Document Type --

Additional Text

Filed under order to restrict access
Date of order to restrict access -- Enter a comment on what rule you are using --

Confidential -- Enter a comment on what rule you are using --

Document Location Browse...

Add

Document Name	View Document	Edit D
		Total Si

Back Move to Draft Next

12. Add other documents if necessary.
 - a. Select Document Category for the type of document to be added to the case. If unsure of what category to select, leave this field blank.
 - b. Select a Document Type.
 - c. Optional. Select **Include Additional Text** to help the clerk, judge, or other participants understand more about the document.
 - d. Optional. If your document should not be publicly viewed, check **Filed under order to restrict access** or **Confidential**. If it is a public document, skip.
 - i. *If you check **Filed under order to restrict access**, specify the date of the order and what rule you are using to justify it.*
 - ii. *If you check **Confidential**, specify the reason for requesting sealed.*

Additional Text

Filed under order to restrict access
 Date of order to restrict access -- Enter a comment on what rule you are using --

Confidential -- Enter a comment on what rule you are using --

- e. Add the document as explained in the previous step.

Note: If you add a document in error, you can delete it by clicking the icon in the Remove column.

13. Review the document to ensure it loaded properly: click the file name in the View Document column.
14. Repeat these steps for each document.
15. When finished adding documents, click **Next**.

Document Name	View Document	Edit Data	Size	Pg Count	Remove
NOTICE OF APPEAL (INFO)	AddUser.pdf		0.55 MB	3	
			Total Size: 0.55 MB		

Back Move to Draft Next

Your submitted documents will receive a file stamp with the time you submitted them (when they are received by the system).

Review the filing for accuracy

16. Review the filing information. Verify the case, documents, and party information that you added to the case.
17. If the filing needs to be approved as soon as possible, mark the check box next to **Emergency** and enter

Review and Approve Filing

Case Type : Trial Court Appeal

Emergency

the reason for the urgency.

18. Specify any special filing instructions for the clerk.

Specify payment method and submit the filing

19. Select the payment method (if applicable).

20. Click **Submit the Filing**.

Review and Approve Filing

Case Type : Trial Court Appeal

Emergency -- Enter a comment on why this is an emergency --

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
NOTICE OF APPEAL (INFO)	01071_FECR181924_NOAP_178241.pdf

[Edit Case or Party Information](#)

Woodbury - LACV144755 HOBERG, BEVERLY J VS NELSON, ALFRED, AND STEVEN L SJIEGE:1

	Participant Name	Appeal Role	County	Trial Number	Trial Role	Attorney(s) for Party
	BEVERLY HOBERG	Clerk Define	Woodbury	LACV144755	Plaintiff	IAN MCCONEGHEY
	ALFRED NELSON	Clerk Define	Woodbury	LACV144755	DEFENDANT	
	STEVEN SJIEGE	Clerk Define	Woodbury	LACV144755	DEFENDANT	MICHAEL FREY

Special Filing Instructions for the Clerk:

Total Fees: \$150.00

Payment Method:

Payment in behalf of:

- Pay by Credit Card
Estimated Fees: \$150.00
- Pay at Counter Non Credit Card Payments
- Defer Payment Defer payment until a later date. Pay at counter, or make online payment.
- Fee Waiver Pending Party will be filing a request to waive the fees

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

Verify the status of your filings

21. From the eFile tab, select **My Filings**, or click **My Filings** on the home page.

22. Enter the date or date range of the filing in the search fields.

Note: If your organization included an internal reference number, use Client # to specify it.

23. Specify additional search criteria as necessary.

My Filings

Judy Dianne Johnson Filings

Report Criteria:

View Filings Between: 12/03/2012 AND

Filing ID: Court Case #: Client #: Status: All

24. Click **Go**.

Note: To sort the list by filing status, click the Status heading.

Filing statuses and definitions

Refresh the status page to see the status of the submission change.

Package Pending – Documents and data are being prepared in an electronic package to be sent to the Court's Electronic Document Management (eFile) System.

Packaged – The submission is prepared and sent to eFile.

Received – Documents and data have been received by eFile system and the filing time has been recorded.

Awaiting Approval – The submission is available in Clerk Review but the court clerk has not yet reviewed and approved the filing.

Filed – If the submission includes a proposed document, the status will be 'Filed' when that document has reached the Judicial Interface Queue.

Return Not Filed – The clerk has found a problem that will prevent the submission from being processed and has therefore returned the submission to you with an explanation. Click the **Resubmit** button from the My Filings page to create a new submission based on the previous submission. The potential new submission will include links to the documents from the returned submission.

Resubmitted – The filing has been resubmitted.

Payment Pending – The process for payment by credit card was not completed. The filing WILL NOT process until the payment is made. To make the payment, a click the "Payment Pending" status and

complete the payment information.

My Filings Between 12/03/2012 and Today

Delete

Filing ID	Client #	Court Case #	County	Date Submitted	Document Type	Status
33102		12-0156	Appellate Court	12-21-2012:11:01:18 AM	SUPPLEMENTAL DESIGNATION OF PARTS OF THE APPENDIX	Awaiting Approval
33101		12-0266	Appellate Court	12-21-2012:11:00:12 AM	FINAL REPLY BRIEF OF APPELLANT	Awaiting Approval
33100		09-1231	Appellate Court	12-21-2012:10:59:14 AM	WAIVER OF BRIEF	Awaiting Approval
33099		11-1552	Appellate Court	12-21-2012:10:57:09 AM	AMENDED APPENDIX	Awaiting Approval
33098		12-1503	Appellate Court	12-21-2012:10:39:03 AM	FINAL REPLY BRIEF OF APPELLANT	Awaiting Approval

Number of Filings: 5

Filing to an existing case

After a case has been initiated or converted to electronic format, a registered party will file subsequent documents to that case electronically.

Note: Always prepare documents as described in [Preparing Documents \(PDF\)](#) before filing them

1. On the Appellate screen click **Existing Case**.
2. Enter the Appellate Case Number.
3. Click **File on this case**.

Existing Cases

Enter an Appellate case number.

Appellate Case Number (Ex: 08-0123) :

Add a document

Follow the preceding directions in the [Add documents](#) section of the *Filing a New Appeal* instructions.

On the Review and Approve Filing page, verify all information being submitted to the case is accurate and complete. Add additional information as needed.

Displaying your cases

Cases in which you are an active litigant will be displayed at the bottom of the Existing Case screen. You may click the title of the case to file in that case.

To locate a case that you are a registered party to but does not display, click **Search My Cases**.

Working with draft filings

You can save a filing or case without submitting it to the clerk’s office by saving it as a draft. Draft filings remain in the eFiling system for 90 days.

To save a filing, click **Move to Draft**.

- To access a draft filing, on the eFile menu select **Draft Filings**.
- The Days Until Deletion column displays the number of days the draft will remain in the system.
- To delete a draft permanently, click the checkbox in front of the filing and click **Delete**.

Draft Filings						
<input type="checkbox"/>	Req ID	Client #	Court Case #	Filing Description	Create Date	Days Until Deletion
<input type="checkbox"/>	4071			Grievance	07-26-2013:11:36:18 AM	90
<input type="checkbox"/>	4068	00-0046		Criminal Case	07-26-2013:11:04:19 AM	90
<input type="checkbox"/>	4066			Trial Court Appeal	07-26-2013:10:49:02 AM	90
<input type="checkbox"/>	4056			Trial Court Appeal	07-25-2013:03:02:14 PM	89
<input type="checkbox"/>	4055	Tab 12		Trial Court Appeal	07-25-2013:12:34:55 PM	89
<input type="checkbox"/>	4054	00-0046		Criminal Case	07-24-2013:01:03:30 PM	88

This information is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.