

E-filing of Criminal Cases

Welcome to Criminal e-Filing

E-Filing of Criminal Pleadings is now available. To setup your eFileGA account and electronically file your criminal pleadings case go to <https://georgia.tylerhost.net/ofswweb> or <https://www.peachcourt.com>. Go to Tyler's Self Help section containing Training Videos, FAQs, User guides, Self Service and Web Training Sessions or PeachCourt's Webinars tab to help make the E-Filing process easier.

Subsequent filings can be e-Filed from the Clerk of Superior Court's Office using PAT (Public Access Terminal). PAT's are available Monday thru Friday, 8:30AM to 5:00PM.

E-Filing Instructions

****READ ALL INSTRUCTIONS BELOW TO MINIMIZE THE CHANCE OF YOUR FILING BEING REJECTED: ****

PROPOSED ORDERS

Proposed Orders must be submitted to the Clerk of Court in both Word and PDF file format through eFileGA. **Filer must use the "Proposed Order" filing code.**

Exhibits

If you have exhibits to pleadings, the exhibits should be part of the lead document. If filing exhibits separately, include a notice of filing (filing code "Notice of Filing") as the first pleading, and then use the filing code "Exhibit" for each exhibit cited in the notice of filing.

For Court Reporters: If filing exhibits as part of a transcript, please include a standard transcript cover page with corresponding case number, defendant and court reporter credentials and use the filing code "TRANSCRIPT EXHIBITS."

FILING CODES

Use a separate filing code for **ALL** Original Signed Pleadings. We provide a comprehensive list of filing codes for you to select from. If you are unable to find a

code that matches your pleading, please call our direct support number for assistance 706.653.4353.

The following forms and pleadings also require a separate filing code: **Proposed Order.**

COMMON REASONS FOR REJECTION

- The filing code does not match the document. See the filing code section for instructions.
- This Case cannot be E-filed. See the Mandatory E-File Order for Case Type Restrictions.
- Exhibit(s) filed incorrectly. Go to Exhibits section for instructions.
- Filed in the wrong County.
- Filed in the wrong Court Location.
- Signature is missing.
- Incomplete information.
- Payment is required.
- Use a separate filing code for each document. See the Filing code section for instructions.

If you have questions about the Criminal E-filing process, please call Tyler Technologies at 877.874.8499 or PeachCourt at 844.GA.EFILE for assistance.