

# How to eFile in Court of Appeals and Supreme Court

*Updated 04/16/2024*

Table of Contents:

Login using your e-Filer Username and Password

Filing a New Case

## Login using your e-Filer Username and Password



### Welcome to eFiling

Please Log In

Username

Password



[Forgot Your Password?](#)

[Forgot Your User Name?](#)

New Users

If you have not signed in before,  
please request a user account.

- Enter Username and Password
- Select "Log In"



For filer support, please contact Tybera at (801) 802-0662.

## Home screen



## Filing a New Case

**NOTE:** A notice of appeal must be filed in the district court or juvenile court that issued the order being appealed. See [Rule 3 of the Utah Rules of Appellate Procedure](#).

New appeal cases that can be e-filed in the appellate courts include:

- Petition for Review
- Petition for Permission to Appeal Interlocutory Order
- Petition for Extraordinary Relief
- Petition for Writ of Certiorari



- Select 'New Case'

Utah Appellate Courts

Home eFile Cases My Profile Log Out

Home >> New Case Filing: Jurisdiction

**Jurisdiction**

Description

Utah Court of Appeals

Utah Supreme Court

- Select the appellate court with jurisdiction
  - Supreme Court (see [Utah Code 78A-3-102](#))
  - Court of Appeals (see [Utah Code 78A-4-103](#))

Utah Appellate Courts

Home eFile Cases My Profile Log Out

New Case Filing: Jurisdiction >> Case Type

**Case Type**

Description

Petition for Extraordinary Relief (URAP Rule 19)

Petition for Permission to Appeal Interlocutory Order

Petition for Review (Administrative Agency)

Back

- Select the correct Case Type

Utah Appellate Courts

Home eFile Cases My Profile Log Out

Home >> New Case Filing: Jurisdiction >> Case Type >> Case Initiation

**Case Initiation: Criminal Appeal**

External Court Location: American Fork District Court External Case Number: \*

Add Case Participants: Add My Parties Add Other Parties (Any party to be served must be added as a distinct)

Remove	Participant Name	Type	A

Back Save to Draft Next

- Case Initiation: Select 'Add My Parties' to add the parties you represent.
- Select 'Add Other Parties' to add other and opposing parties.



Home » New Case Filing: Jurisdiction » Case Type » Case Initiation » Add a Party

### Add a Party: Criminal Appeal

#### Plaintiff

Party Type:

First Name:

Middle Name:

Last Name: \*  
(or Business Name)

Name Suffix:  
(Jr, Sr, ...)

Phone:  ext

E-Mail:

Unknown Address:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State:

Country:

Zip / Postal Code:

#### Add an Attorney for this Party

Last Name	Middle Name	First Name	Bar Number	Type
X Filer		Test	200000003	Attorney
<input type="button" value="Add"/>				

- Select the Drop Down to select the correct party type.
- Fill in all the information you have for the party. Required fields are marked with an asterisk.
- Select 'Add' on the right side to add attorneys.
- Select 'Next' when complete

Utah Appellate Courts ELECTRONIC FILING

Home eFile Cases My Profile Log Out user: Test Filer

Home > New Case Filing: Jurisdiction > Case Type > Case Initiation

**Case Initiation: Criminal Appeal**

External Court Location: American Fork District Court External Case Number: \* Import CORIS Case Data

Add Case Participants Add My Parties Add Other Parties (Any party to be served must be added as a distinct party.)

Remove	Participant Name	Type	Attorney/Agent for Party
X	test Case	Appellant	Test Filer

Back Save to Draft Next

- You are directed back to the Case Initiation screen.
  - Select “Add Other Parties” to create the next party.
  - Select the Participant name (blue link) to view/update the case participant you just created.
  - The filing can be saved as a draft.
- Select “Add Other Parties”

Utah Appellate Courts ELECTRONIC FILING

Home eFile Cases My Profile Log Out user: Test Filer

Home > New Case Filing: Jurisdiction > Case Type > Case Initiation > Add a Party

**Add a Party: Criminal Appeal**

**Defendant**

Party Type: Appellee

First Name: Tester

Middle Name:

Last Name: \* (or Business Name) Caseeee

Name Suffix: (Jr, Sr, ...)

Phone: (000) 000-0000 ext

Email:

Unknown Address:

Address Line 1: test

Address Line 2:

Address Line 3:

City: Vernal

State: UTAH

Country: UNITED STATES

Zip / Postal Code: 84078

Back Next

**Add an Attorney for this Party**

Last Name Middle Name First Name Bar Number Type

Add

**Search Attorney**

Last Name: Bar Number:

Organization: All Search

Cancel Clear Save Add New Attorney

- Select the Party Type drop down for the correct party you are entering,
  - \* Enter information on all required fields.
- Select “Add” if an Attorney represents this party. (If no Attorney, address, or email address must be entered.)
- Select ‘Next’

Utah Appellate Courts ELECTRONIC FILING

Home eFile Cases My Profile Log Out user: Test Filer

Home >> New Case Filing: Jurisdiction >> Case Type >> Case Initiation

**Case Initiation: Criminal Appeal**

External Court Location: American Fork District Court External Case Number: \*  [Import CORIS Case Data](#)

Add Case Participants [Add My Parties](#) [Add Other Parties](#) (Any party to be served must be added as a distinct party.)

Remove	Participant Name	Type	Attorney/Agent for Party
<input type="checkbox"/>	test Case	Appellant	Test Filer
<input type="checkbox"/>	Tester Caseeee	Appellee	

[Back](#) [Save to Draft](#) [Next](#)

- Both parties have been created. You can continue to add additional parties.
- Select 'Next'
- Continue adding parties until all parties on appeal have been added.

**Icon Key (on the Left side of the Screen)**

- Removes a party from the filing
- Creates additional parties
- Shows party address information and attorney information

<input type="checkbox"/> TEST TESTER Address:123 N 123 E VERNAL, UT 84078	Plaintiff	Amber Test-Atty Bar Number:300020
---	-----------	--------------------------------------

Utah Appellate Courts ELECTRONIC FILING

Home eFile Cases My Profile Log Out user: Test Filer

Home >> New Case Filing: Jurisdiction >> Case Type >> Case Initiation >> Add a Document

**Case Type : Criminal Appeal**

Document Category:

Document Type \*

Additional Text

Sealed  Non-Public

Acceptable File Format Type(s) (\*.pdf)

Document Location: [Choose File](#) No file chosen

Add to Submission: [Add](#)

Document Name	View Document	Edit Data	Size	Remove
Case Data	<a href="#">form.xml</a>	<input checked="" type="checkbox"/>	0.01 MB	<input type="checkbox"/>

Total Size: 0.0 MB

[Back](#) [Move to Draft](#) [Next](#)

- Next, add the document to the filing (\*) required information
  - Select Drop Down for Document Type

- Add Additional Text to the filing if needed.
- Mark Sealed or Non- Public if needed.
- Choose your Document to attach to the filing. (PDF)
- Select 'Add'

Utah Appellate Courts ELECTRONIC FILING

user: Test Filer

Home >> New Case Filing: Jurisdiction >> Case Type >> Case Initiation >> Add a Document

**Case Type : Criminal Appeal**

Document Category

Document Type \*

Additional Text

Sealed  Non-Public

Acceptable File Format Type(s) (\*.pdf)

Document Location  No file chosen

Add to Submission

Document Name	View Document	Edit Data	Size	Remove
Case Data	<a href="#">form.xml</a>	<input checked="" type="checkbox"/>	0.01 MB	
Appearance of Counsel Test	<a href="#">TESTING PDF document - Copy 2.pdf</a>		0.11 MB	<input type="button" value="Remove"/>

Total Size: 0.11 MB

- After adding your first document it will appear on the filing list below.
  - If additional files are necessary for this filing selecting 'Add' and complete the document information
  - Click on the blue document link to view the document.
  - Or you can remove the documents by clicking the remove icon.
  - PDFs files must be 7 MB or less.
  - Select 'Next' to continue.



Utah Appellate Courts ELECTRONIC FILING

Home eFile Cases My Profile Log Out user: Test Filer

Home ⇒ New Case Filing: Jurisdiction ⇒ Case Type ⇒ Case Initiation ⇒ Add a Document ⇒ Review and Submit Filing

### Review and Submit Filing

Case Title : Case v. Caseeee

Case Type : Criminal Appeal

Client #  Attorney Reference #

Generated Case Data:

[View Data](#)

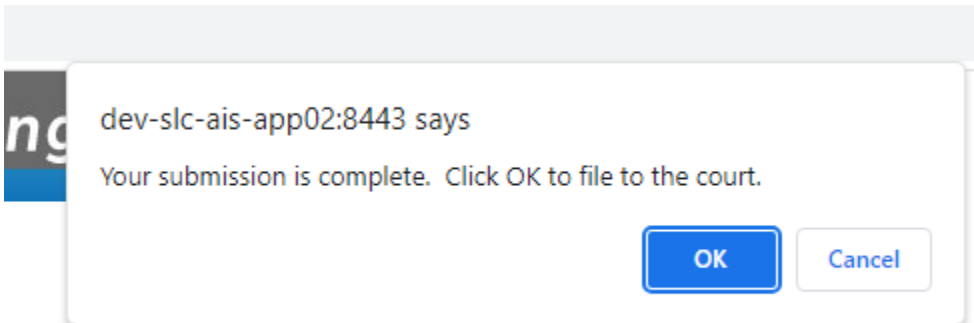
Document(s) to be Submitted:

Document Name	View Document
Appearance of Counsel Test TESTING PDF document - Copy 2.pdf	<input type="button" value="View Document"/>

Special Filing Instructions for the Clerk:

Free hand any special instructions for the court.

- Add any additional information to the filing.
- Review the filing before submitting.
- Select 'Submit the Filing'.



dev-slc-ais-app02:8443 says

Your submission is complete. Click OK to file to the court.

- Select 'OK' to submit filing to the court or 'Cancel' to go back to the review page.



New Case Filing: Jurisdiction ⇒ Submission Confirmation

### Your Filing has been submitted

Case Type: Post Conviction Relief - Designation of Record

**Note:** This filing is now being processed and added to the Clerk of Court document repository. Once the eFiling System has stored the documents associated with your filing, a receipt will be issued to you. You may view the status of this filing, and access your receipt for 60 days, after which it will be purged from this system. The documents will be retained and available long term through the Clerk of Court.

**Filing Status**

- Filing complete and waiting approval from the court.

Utah Appellate Courts ELECTRONIC FILING

My Filings

Amber Test-Atty Filings One of the highlighted Report Criteria has to be entered.

Report Criteria:

View Filings Between: 10/17/2023 AND 10/18/2023

Filing ID: Court Case #: Client #: Status: 0

Go Clear Search

My Filings Between 10/17/2023 and 10/18/2023

Filing ID	Client #	Case Title	Court Case #	Date Submitted	Document Type	Court Division	Status
291				10-18-2023 11:18:01 AM	Designation of Record	Utah Court of Appeals	Awaiting Approval
289	1234	TESTER v. TESTER	20230037	10-17-2023 03:33:52 PM	Notice of Appeal	Utah Court of Appeals	Filed
287	1234			10-17-2023 03:32:02 PM	Notice of Appeal	Utah Court of Appeals	Resubmitted
277	1234			10-17-2023 03:28:44 PM	Notice of Appeal	Utah Court of Appeals	Resubmitted

Number of Filings: 4 Message from the court/clerk

- Enter a report criteria
  - View Filings between Dates
  - Filing ID
  - Court Case #
  - Client#
  - Or Select a Status
- Select 'Go' to view filings.

My Filings Between 10/17/2023 and 10/18/2023


Delete Filings per page: 50

Filing ID	Client #	Case Title	Court Case #	Date Submitted	Document Type	Court Division	Status
291				10-18-2023 11:18:01 AM	Designation of Record	Utah Court of Appeals	Awaiting Approval
289	1234	TESTER v. TESTER	20230037	10-17-2023 03:33:52 PM	Notice of Appeal	Utah Court of Appeals	Filed
<input checked="" type="checkbox"/> 277	1234			10-17-2023 03:28:44 PM	Notice of Appeal	Utah Court of Appeals	Resubmitted

Number of Filings: 3 Message from the court/clerk

- My Filings- Review of the Columns

- Delete- Select filing(s) and Delete to remove them from “My Filings” (this does not delete the filing from the court)
- Filer ID- This is assigned from eFiling.
- Client #- This is the # the Attorney entered when filing.
- Case Title- Name of document that was filed.
- Court Case #- This is given when the court accepts the new filing.
- DocumentType- Document type selected when it was filed.
- Court Division- Either Appeals Court or Supreme Court.
- Status- Current status of the filing. Select Hyperlink to view additional info.

-  Message from the court/clerk. \*\*\* Always view messages, an issue may exist with your filing.

### Filing Status

Status: [Resubmitted](#) 11-01-2023:01:36:26 PM

Reason: Image not legible, please re-submit.

Client #:

Filing ID: 341

Tracking ID: 251

Submitted By: Buist, Amber

Date Submitted: 11-01-2023 08:51:06 AM

Official File Stamp:

Case Title: LOST MORE v. STILL LOST

Court Case #: 20230042

Case Type: Administrative Agency

Court Division: Utah Court of Appeals

Document Name	View Document
Amended Docketing Statement	<a href="#">Test Download.pdf</a>
Form Data	<a href="#">Generated XML Data</a>

[Back](#)