

# How to eFile in Court of Appeals and Supreme Court

*Updated 04/16/2024*

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## Login using your e-Filer Username and Password



### Welcome to eFiling

Please Log In

Username  
  
Password

[Log In](#)



[Forgot Your Password?](#)

[Forgot Your User Name?](#)

New Users

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


[Request Account](#)

- Enter Username and Password
- Select "Log In"



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

## Home screen



Utah Appellate Courts

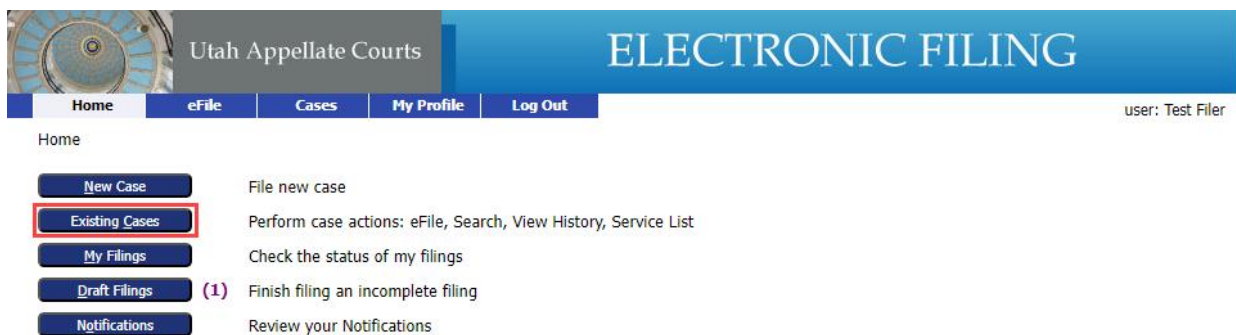
# ELECTRONIC FILING

Home eFile Cases My Profile Admin Log Out user: Amber Buist

Home

- New Case** File new case
- Existing Cases** Perform case actions: eFile, Search, View History, Service List
- My Filings** Check the status of my filings
- View Queues** List of entries in my queues
- Approve/Deny User** Approve/Deny User Request

## File to an Existing Case



Utah Appellate Courts

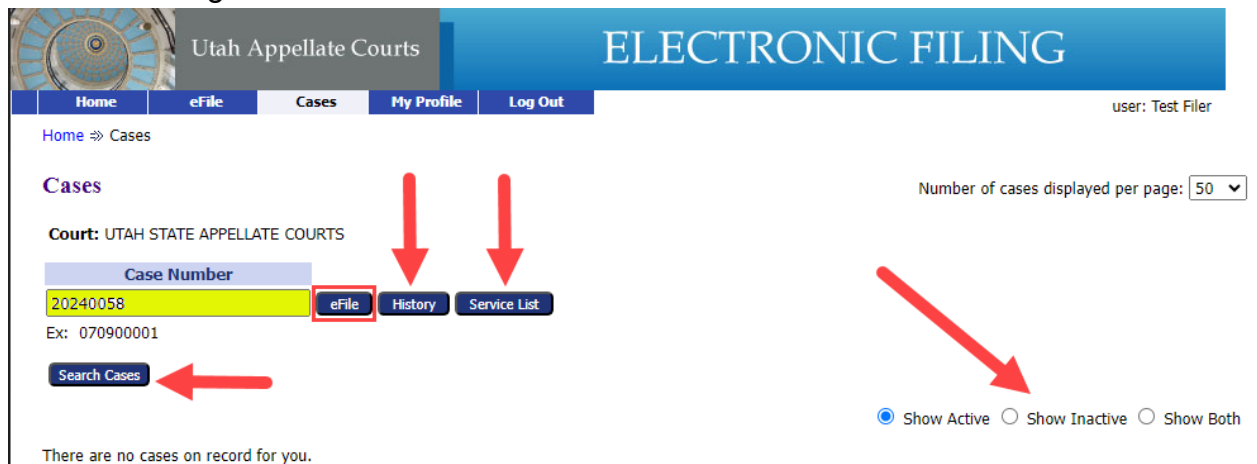
# ELECTRONIC FILING

Home eFile Cases My Profile Log Out user: Test Filer

Home

- New Case** File new case
- Existing Cases** Perform case actions: eFile, Search, View History, Service List
- My Filings** Check the status of my filings
- Draft Filings** (1) Finish filing an incomplete filing
- Notifications** Review your Notifications

- Select 'Existing Cases'



Utah Appellate Courts

# ELECTRONIC FILING

Home eFile Cases My Profile Log Out user: Test Filer

Home ⇒ Cases

**Cases** Number of cases displayed per page: 50

Court: UTAH STATE APPELLATE COURTS

Case Number	eFile	History	Service List
20240058			

Ex: 070900001

**Search Cases**

There are no cases on record for you.

Show Active  Show Inactive  Show Both

- Enter the Case Number.
  - Select 'eFile' if you are ready to file on the case number you entered.
  - History- This will show you a case history report for the case number you entered.
  - Service List- Shows a list of parties who will receive the NEF (Notice of Electronic Filing) for eFiling and those who must be served by other means.

- 'Search Cases' - Enter part of the case title and select the correct court.

The "Search Cases" button will search the cases that the e-filing account is associated.

**Search Cases**

Search by:  
Enter a part of the case title or complete case number as search criteria.

Case Title:

Case Number: (Ex: 070900001)

Court Division:

My Cases  All Cases

[e-filing manual](#) [terms of use](#) [privacy policy](#) [payment policy](#) [support](#)

- Select 'Search'

## Cases

Number of cases displayed per page:

Court: UTAH STATE APPELLATE COURTS

Case Number

Ex: 070900001

Case Title	Case Number	eFile	Case Type	Judge	Court Division	Service List
Case withheld. Case Security Level Exceeded	20230038	<a href="#">eFile</a>	Criminal Appeal		Utah Court of Appeals	<a href="#">Service List</a>

1

- Cases from the case search will display
  - Select 'eFile' hyperlink to eFile to that case.

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  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	

Total Size: 0.0 MB

- 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

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  No file chosen

Add to Submission

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

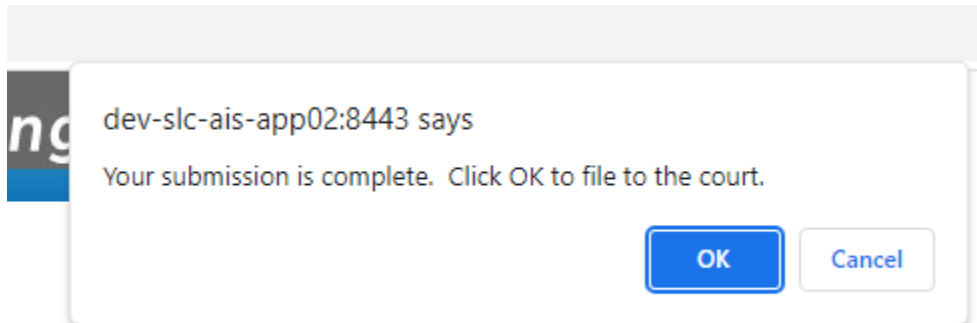
Document(s) to be Submitted:

Document Name	View Document
Appearance of Counsel Test	TESTING PDF document - Copy 2.pdf

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'.



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

Home eFile Cases My Profile Log Out

Home ⇒ Cases ⇒ Add a Document ⇒ Review and Submit Filing

### Review and Submit Filing

20230038 Case Title : BIRD BIRDY v. FLY AWAY

Case Type : Criminal Appeal

Client #

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

Document Name	View Document
Bankruptcy Status Report Test Download.pdf	<a href="#">Test Download.pdf</a>
Bankruptcy Status Report Test Download.pdf	<a href="#">Test Download.pdf</a>

Special Filing Instructions for the Clerk:

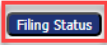
[Back](#)
[Cancel \(Delete\)](#)
[Move to Draft](#)
[Submit the Filing](#)

- Review Filing. You can add or remove documents to the filing.
- Select 'Submit the Filing'

**Your Filing has been submitted**

Case Type: Criminal Appeal - Bankruptcy Status Report

**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 Complete- Select 'Filing Status' to review status.

Home eFile Cases My Profile Log Out user: Amber Test-Atty

My Filings

**My Filings**

Amber Test-Atty Filings

Report Criteria:

View Filings Between: 10/20/2023 AND 10/20/2023

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

Go Clear Search

My Filings Between 10/20/2023 and Today

Delete Filings per page: 50

<input type="checkbox"/>	Filing ID	Client #	Case Title	Court Case #	▼ Date Submitted	Document Type	Court Division	Status
<input type="checkbox"/>	299		BIRD BIRDY v. FLY AWAY	20230038	10-20-2023 10:39:14 AM	Bankruptcy Status Report	Utah Court of Appeals	Awaiting Approval

Number of Filings: 1 - Message from the court/clerk

- Status- you can see that the filing is waiting for approval from the court.

# My Filings

Home

- New Case** File new case
- Existing Cases** Perform case actions: eFile, Search, View History, Service List
- My Filings** Check the status of my filings
- Draft Filings** Finish filing an incomplete filing
- Notifications** Review your Notifications

- Select 'My Filings'

Home eFile Cases My Profile Log Out user: Amber Test-Atty

Home ⇒ My Filings

### My Filings

Amber Test-Atty Filings

Report Criteria:

View Filings Between:  AND

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

My Filings Between 10/20/2023 and 10/20/2023 Filings per page:

<input type="checkbox"/>	Filing ID	Client #	Case Title	Court Case #	▼ Date Submitted	Document Type	Court Division	Status
<input type="checkbox"/>	301		<b>This is blank because the court hasn't accepted the filing and assigned a case#</b>		10-20-2023 11:39:10 AM	Notice of Joint Appeal	Utah Supreme Court	Awaiting Approval
<input type="checkbox"/>	303				10-20-2023 11:38:40 AM	Bankruptcy Status Report	Utah Court of Appeals	Awaiting Approval
<input type="checkbox"/>	299		BIRD BIRDY v. FLY AWAY	20230038	10-20-2023 10:39:14 AM	Bankruptcy Status Report	Utah Court of Appeals	Awaiting Approval

Number of Filings: 3 - Message from the court/clerk

- A list of your personal filings and the status of each filing.

## Draft Filings

Utah Appellate Courts ELECTRONIC FILING

Home eFile Cases My Profile Log Out user: Test Filer

Home

- File new case
- Perform case actions: eFile, Search, View History, Service List
- Check the status of my filings
- (1) Finish filing an incomplete filing
- Review your Notifications

- Select 'Draft Filings'

Utah Appellate Courts ELECTRONIC FILING

Home eFile Cases My Profile Log Out user: Test Filer

Home ⇒ Draft Filings

### Draft Filings

<input type="checkbox"/>	Filing ID	Client #	Court Case #	Case Title	Description	▼ Create Date	Court Division	Days Until Deletion
<input type="checkbox"/>	701			Case v. Caseeee	<a href="#">Criminal Appeal</a>	04-15-2024 03:20:40 PM	Utah Court of Appeals	

- Select the blue-hyperlink under Description to continue filing for this case.
- Select each filing and then select 'Delete' to delete filings from your Draft Filings.

# Notifications

Utah Appellate Courts

ELECTRONIC FILING

Home eFile Cases My Profile Log Out user: Test Filer

Home

New Case	File new case
Existing Cases	Perform case actions: eFile, Search, View History, Service List
My Filings	Check the status of my filings
Draft Filings	(1) Finish filing an incomplete filing
Notifications	Review your Notifications

- Select 'Notifications' to review any notifications you have received.