

AlaFile Tutorial – Notice of Appeal

The following instructions pertain to the electronic filing of the Notice of Appeal to the Alabama Appellate Courts through AlaFile (<https://alafile.alacourt.gov>). Notices of Appeal **must** be filed through the “Notice of Appeal” tab on the main navigation bar in AlaFile so that the notice can be transmitted to the appropriate appellate court clerk. Do not file your notice of appeal through any other tab or option.

1. Hover your mouse over Notice of Appeal on the main navigation bar and single click.



2. Select the County, Division, Case Year and Case Number (with any extensions if necessary).

File Notice of Appeal to the Alabama Supreme Court, Court of Civil/Criminal Appeals

Select a County:	Select a county ▼	
Select a Division:	Select a Division ▼	
Select a Case Year:	2019 ▼	
Enter a Case Number:	<input style="width: 100%;" type="text"/>	
Select an Extension:	00 ▼	

3. Review the case information screen. If the case information appears correct click continue.

Case Information

County	Case Number	Style	JID	Case Type	Case Status
77	CV-2019-000001.00	MAE DAISY VS. JO SALLY	BUL	RELIEF.REG/NOTIFICAT	DISPOSED

Parties/Service Information

Notices will be electronically served to the following parties:

County	Case Number	Party Number	Party Name	Code	Attorney	Email
77	CV201900000100	D001	SALLY JO (PRO SE)	999BPR		efileerrors@alacourt.com

Notices must be mailed to the following parties:

County	Case Number	Party Number	Name	Address	City	State	Zip
77	CV201900000100	C001		123 EASY STREET	MONTGOMERY	AL	36104
77	CV201900000100	T001		123	TEST	AL	32321

4. Select the Party or Parties you are representing (hold the CTRL key to select multiple parties).
5. Select the Party or Parties you are filing against (hold the CTRL key to select multiple parties).
6. **Notice: Petitions to the appellate courts for extraordinary writs (mandamus, certiorari, probation) must be filed directly with the appellate courts. Registered attorneys may electronically file using the Appellate Court's Online Information Service ("ACIS") at <https://acis.alabama.gov>**
7. Select the appropriate Appellate Court.
8. Select if the proceedings were transcribed or recorded.

Choose party(s) to file for

County:	77
Case Number:	CV-2019-000001.00
Style:	MAE DAISY VS. JO SALLY
JID:	BUL

Choose Party or Parties you are representing. (Hold the Ctrl key to select multiple parties)

C001 - DAISY MAE

D001 - SALLY JO

T001 - B TEST

Choose Party or Parties you are filing against. (Hold the Ctrl key to select multiple parties)

C001 - DAISY MAE

D001 - SALLY JO

T001 - B TEST

Notice: Petitions to the appellate courts for extraordinary writs (mandamus, certiorari, prohibition) must be filed directly with the appellate courts. Registered attorneys may electronically file using the Appellate Court's Online Information Service ("ACIS") at <https://acis.alabama.gov>

Appellate Court: SELECT APPELLATE COURT ▼

Were the proceedings transcribed or recorded?: Yes No

Associate yourself with this party?

Cancel Continue

9. If the proceedings were transcribed or recorded, enter the Court Reporter's name in the Reporter's Name Field then click the Add Reporter button. Repeat this process to add additional Court Reporters. To Remove a previously added Court Reporter, click and highlight the name then click the Remove button.

The screenshot shows a web form with the following elements:

- Two radio button questions: "Were the proceedings transcribed or recorded?:" and "Is(Are) the name(s) of the court reporter(s) known?:" Both have "Yes" selected.
- A dropdown menu labeled "Court Reporter(s)" with "COURT REPORTER TESTER" selected.
- A text input field labeled "Reporter's Name" which is currently empty.
- Two buttons: "Add Reporter" and "Remove".

10. For the **Supreme Court:** The appellate court docket fee must be received by the appropriate appellate court within seven (7) days of the filing of the notice of appeal. See Rule 12 and Rule 35A, Ala. R. App. P. Make payments payable to the Alabama Supreme Court and make payments payable to ATTN: Clerk of Court, Alabama Supreme Court, 300 Dexter Avenue, Montgomery, AL. 36104.
11. For the **Alabama Court of Civil Appeals:** The appellate court docket fee must be received by the appropriate appellate court within seven (7) days of the filing of the notice of appeal. See Rule 12 and Rule 35A, Ala. R. App. P. Make payments payable to the Alabama Court of Civil Appeals and make payments payable to ATTN: Clerk of Court, Alabama Court of Civil Appeals, 300 Dexter Avenue, Montgomery, AL. 36104.
12. For the **Alabama Court of Criminal Appeals:** The appellate court docket fee must be received by the appropriate appellate court within seven (7) days of the filing of the notice of appeal. See Rule 12 and Rule 35A, Ala. R. App. P. Make payments payable to the Alabama Court of Criminal Appeals and make payments payable to ATTN: Clerk of Court, Alabama Court of Criminal Appeals, 300 Dexter Avenue, Montgomery, AL. 36104.
13. To locate your Notice of Appeal click Browse. After locating your document on your computer, attach the PDF, make a concise description and click Add Document after attaching your Notice of Appeal to proceed adding the Docketing Statement.

14. Please note the language for the **Supreme Court**:

Add Document(s) - Notice Of Appeal

Attach Document

No file chosen

Title:	Description:
NOTICE OF APPEAL ▼	Notice of Appeal

To add the Docketing Statement or other documents, please click 'Add Document' below after attaching the Notice of Appeal.

Notice regarding transcript purchase order: It is the appellant's responsibility to distribute the transcript purchase order pursuant to Rule 10(b)(2), Ala. R. App. P. If you are filing your TPO form electronically, AlaFile will serve copies on the trial court and on attorneys/parties of record who are registered users of AlaFile. Neither the AlaFile system nor the trial court clerk will serve the transcript purchase order on the court reporter or on parties/attorneys of record who are not registered users of AlaFile.

ATTENTION: REDACT PERSONAL IDENTIFYING INFORMATION.

All filers should redact all personal identifying information included on any document before uploading the document to AlaFile. Social Security Numbers should be limited to the last four digits only. It is highly recommended that the names of minors be limited to initials where appropriate. Extreme caution should be exercised when documents include other information such as bank account numbers, driver's license numbers, telephone numbers, inter alia. The address, phone number, place of employment, and other related information about the victims of crime must be omitted or redacted. See [Section 15-23-69, Ala. Code 1975](#). The Circuit Clerk or other official custodian of court records is not responsible for any identifying information that a filer includes on any document filed. Redactions must be made by the filing party. See [Rule 31\(l\), Ala. R. Jud. Admin](#) and [Rule 5.1, Ala. R. Civ. P.](#)

By checking here I am agreeing that I have read this notice and understand my responsibility to redact information that should not be made public.

15. Please note the language for the **Court of Civil Appeals**:

Add Document(s) - Notice Of Appeal

Attach Document
 No file chosen

Title: NOTICE OF APPEAL ▼	Description: Notice of Appeal
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To add the Docketing Statement or other documents, please click 'Add Document' below after attaching the Notice of Appeal.

Notice regarding transcript purchase order: It is the appellant's responsibility to distribute the transcript purchase order pursuant to Rule 10(b)(2), Ala. R. App. P. If you are filing your transcript purchase form electronically, AlaFile will serve copies on the trial court and on attorneys/parties of record who are registered users of AlaFile. Neither the AlaFile system nor the trial court clerk will serve the transcript purchase order on the court reporter or on parties/attorneys of record who are not registered users of AlaFile.

If you are appealing from a juvenile case you should file your transcript purchase order form within seven days of the designation by the juvenile judge of the person to transcribe the record. See Rule 20(b), Ala. R. Juv. P.

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All filers should redact all personal identifying information included on any document before uploading the document to AlaFile. Social Security Numbers should be limited to the last four digits only. It is highly recommended that the names of minors be limited to initials where appropriate. Extreme caution should be exercised when documents include other information such as bank account numbers, driver's license numbers, telephone numbers, inter alia. The address, phone number, place of employment, and other related information about the victims of crime must be omitted or redacted. See [Section 15-23-69, Ala. Code 1975](#). The Circuit Clerk or other official custodian of court records is not responsible for any identifying information that a filer includes on any document filed. Redactions must be made by the filing party. See [Rule 31\(l\), Ala. R. Jud. Admin](#) and [Rule 5.1, Ala. R. Civ. P.](#)

By checking here I am agreeing that I have read this notice and understand my responsibility to redact information that should not be made public.

16. Please note the language for the **Court of Criminal Appeals**:

Add Document(s) - Notice Of Appeal

Attach Document

No file chosen

Title:	Description:
NOTICE OF APPEAL ▼	Notice of Appeal

To add the Docketing Statement or other documents, please click 'Add Document' below after attaching the Notice of Appeal.

Notice regarding reporters transcript order: It is the appellant's responsibility to distribute the reporter's transcript order pursuant to Rule 10(c)(2), Ala. R. App. P. If you are filing your reporter's transcript order form electronically, AlaFile will serve copies on the trial court, attorneys/parties of record who are registered users of AlaFile, and the Court of Criminal Appeals. Neither the AlaFile system nor the trial court clerk will serve the reporter's transcript order on the court reporter, parties/attorneys of record who are not registered users of AlaFile, or the Attorney General.

ATTENTION: REDACT PERSONAL IDENTIFYING INFORMATION.

All filers should redact all personal identifying information included on any document before uploading the document to AlaFile. Social Security Numbers should be limited to the last four digits only. It is highly recommended that the names of minors be limited to initials where appropriate. Extreme caution should be exercised when documents include other information such as bank account numbers, driver's license numbers, telephone numbers, inter alia. The address, phone number, place of employment, and other related information about the victims of crime must be omitted or redacted. See [Section 15-23-69, Ala. Code 1975](#). The Circuit Clerk or other official custodian of court records is not responsible for any identifying information that a filer includes on any document filed. Redactions must be made by the filing party. See [Rule 31\(l\), Ala. R. Jud. Admin](#) and [Rule 5.1, Ala. R. Civ. P.](#)

By checking here I am agreeing that I have read this notice and understand my responsibility to redact information that should not be made public.

17. To locate your Docketing Statement click Browse. After locating your document on your computer, attach the PDF, make a concise description and click Add Document to proceed adding the Transcript Purchase Order.

Add Document(s) - Notice Of Appeal

Attach Document

AlaFile - Test Document.pdf

Title: DOCKETING STATEMENT ▼

Description: Make a good description here...

18. To locate your Transcript Purchase Order click Browse. After locating your document on your computer, attach the PDF, make a concise description and click Add Document to proceed adding the Supporting or Miscellaneous Documents.

Add Document(s) - Notice Of Appeal

Attach Document

AlaFile - Test Document.pdf

Title: TRANSCRIPT PURCHASE ORDER ▼

Description: Make a good description here...|

19. For the **Supreme Court**: Notice regarding transcript purchase order: It is the appellant's responsibility to distribute the transcript purchase order pursuant to Rule 10(b)(2), Ala. R. App. P. If you are filing your TPO form electronically, AlaFile will serve copies on the trial court and on attorneys/parties of record who are registered users of AlaFile. Neither the AlaFile system nor the trial court clerk will serve the transcript purchase order on the court reporter or on parties/attorneys of record who are not registered users of AlaFile.
20. For the **Court of Civil Appeals**: Notice regarding transcript purchase order: It is the appellant's responsibility to distribute the transcript purchase order pursuant to Rule 10(b)(2), Ala. R. App. P. If you are filing your transcript purchase form electronically, AlaFile will serve copies on the trial court and on attorneys/parties of record who are registered users of AlaFile. Neither the AlaFile system nor the trial court clerk will serve the transcript purchase order on the court reporter or on parties/attorneys of record who are not registered users of AlaFile. If you are appealing from a juvenile case you should

file your transcript purchase order form within seven days of the designation by the juvenile judge of the person to transcribe the record. See Rule 20(b), Ala. R. Juv. P.

21. For the **Court of Criminal Appeals**: Notice regarding reporters transcript order: It is the appellant's responsibility to distribute the reporter's transcript order pursuant to Rule 10(c)(2), Ala. R. App. P. If you are filing your reporter's transcript order form electronically, AlaFile will serve copies on the trial court, attorneys/parties of record who are registered users of AlaFile, and the Court of Criminal Appeals. Neither the AlaFile system nor the trial court clerk will serve the reporter's transcript order on the court reporter, parties/attorneys of record who are not registered users of AlaFile, or the Attorney General.

22. ATTENTION: REDACT PERSONAL IDENTIFYING INFORMATION.

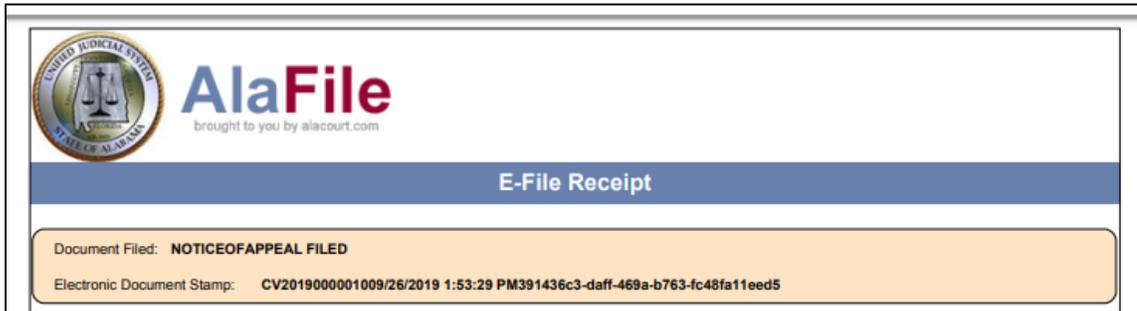
All filers should redact all personal identifying information included on any document before uploading the document to AlaFile. Social Security Numbers should be limited to the last four digits only. It is highly recommended that the names of minors be limited to initials where appropriate. Extreme caution should be exercised when documents include other information such as bank account numbers, driver's license numbers, telephone numbers, inter alia. The address, phone number, place of employment, and other related information about the victims of crime must be omitted or redacted. See Section 15-23-69, Ala. Code 1975. The Circuit Clerk or other official custodian of court records is not responsible for any identifying information that a filer includes on any document filed. Redactions must be made by the filing party. See Rule 31(I), Ala. R. Jud. Admin and Rule 5.1, Ala. R. Civ. P.

23. At the Filing Detail Screen, you may also click the Add Documents button to attach additional documents. Please carefully review and ensure that the Notice of Appeal and any attached documents will be e-filed to the correct appellate court and trial court case.

Hereinafter, all filings to the appellate court must be filed with the appropriate appellate court. Registered attorneys may electronically file documents with the appellate courts using the Appellate Court's Online Information Service ("ACIS") at <https://acis.alabama.gov>.

Filing Detail				
You are filing a in Notice of Appeal to the Alabama Supreme Court in TEST COUNTY County.				
Filing: Notice of Appeal				
County	Case Number	Style	JID	Case Type
77	CV-2019-000001.00	MAE DAISY VS. JO SALLY	BUL	CVXX
Title	Description	MB	File Type	
NOTICE OF APPEAL	Notice of Appeal	.080	pdf	
DOCKETING STATEMENT	Docketing Statement	.080	pdf	✘
TRANSCRIPT PURCHASE ORDER	Transcript Purchase Order	.080	pdf	✘
<p>Hereinafter, all filings to the appellate court must be filed with the appropriate appellate court. Registered attorneys may electronically file documents with the appellate courts using the Appellate Court's Online Information Service ("ACIS") at https://acis.alabama.gov .</p>				
<input type="button" value="Add Documents"/>		<input type="button" value="File Notice Of Appeal"/>		

24. After the transaction is completed, a e-file receipt will be generated. The e-file receipt can be printed or saved.



Additional Considerations:

1. The attached Notice of Appeal Tutorial applies only for ELECTRONIC filings of Notices of Appeal to the State Appellate Courts. Notices of Appeal to the Circuit Court MUST continue to be PAPER filed at this time.
2. If a Notice of Appeal to a State Appellate Court is PAPER filed, then traditional rules apply (nothing changes with the paper process). When a filer PAPER files a Notice of Appeal to a State Appellate Court, the Circuit Clerk's Office will continue accepting and sending payment to the appropriate Appellate Court Clerk.
3. When a filer ELECTRONICALLY files a Notice of Appeal to a State Appellate Court, the filer is instructed, as per the appellate rules, that the filer is responsible for sending payment directly to the appropriate appellate court (the appellate clerks' addresses are provided within AlaFile). When a Notice of Appeal is correctly e-filed, AlaFile will generate an email to the respective Appellate and Trial Court notifying them of this e-filing. AlaFile will generate a courtesy e-notice to all registered parties of AlaFile. A courtesy copy will be sent to the Circuit Clerk's Office of the trial court where the Notice of Appeal was e-filed (via an email sent to the Emails Queue within AlacourtPlus for further processing in SJIS). Finally, a Case Action Summary entry will also be generated.
4. "Batch filings" of Notices of Appeals is not available. Each case will need a new and separate filing.

IT Support

Administrative Office of Courts
300 Dexter Ave
Montgomery, AL 36104-3741
1-866-954-9411 Option 1, then Option 4
<https://SHARK.alacourt.gov>