

**SCED**

**(SUPREME COURT E-FILING/DOCKET)**

**JUDICIAL**

**TRIAL COURT  
ACCESS SYSTEM  
INSTRUCTIONS**

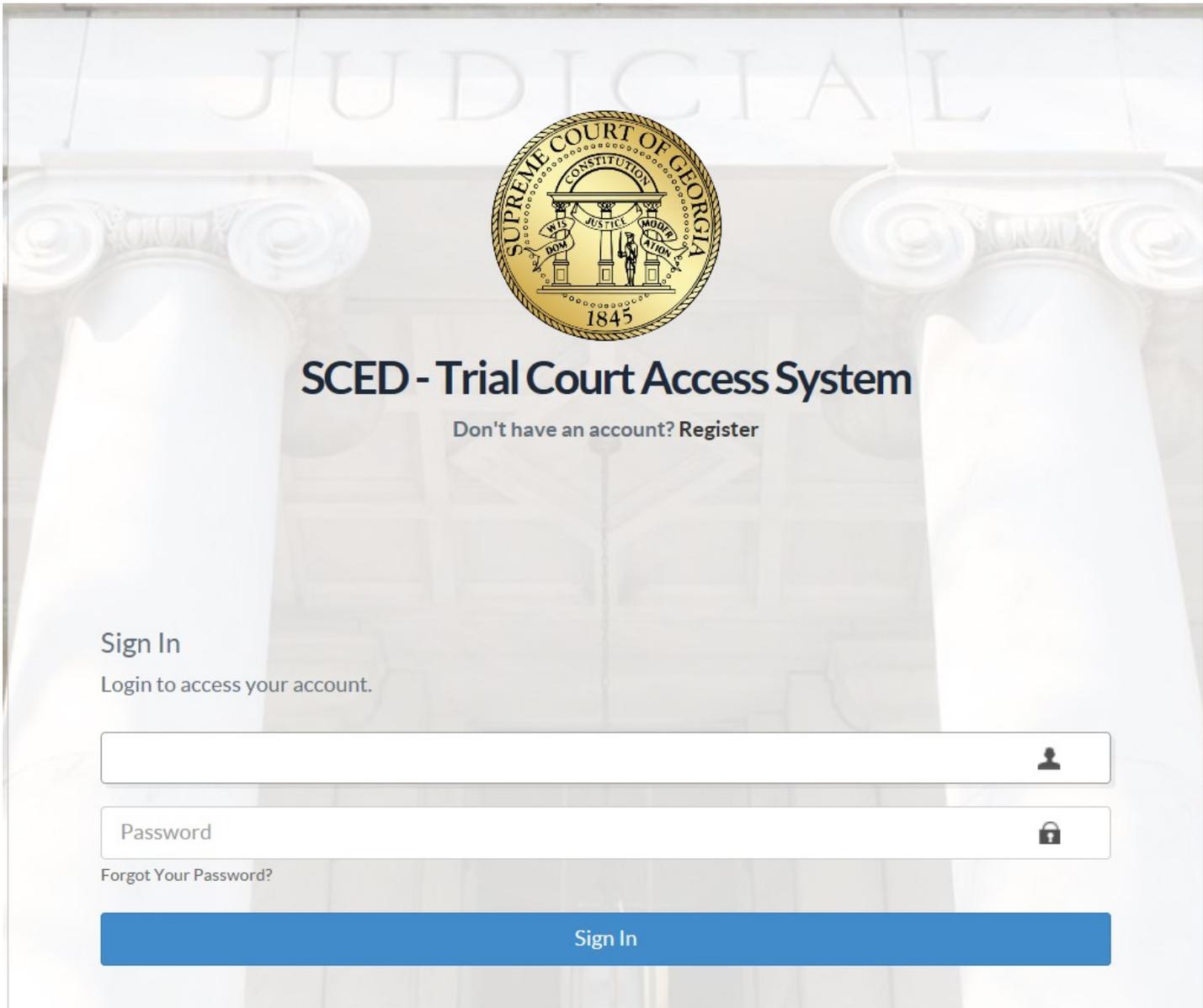
**Supreme Court of Georgia Clerk's Office**

**(404) 656-3470**

**[scedhelp@gasupreme.us](mailto:scedhelp@gasupreme.us)**

## To Register:

- Go to <http://trial.gasupreme.us>.
  - Compatible browsers: Internet Explorer (version 9 and above), Firefox, and Chrome
- Select “Register.”



JUDICIAL



**SCED - Trial Court Access System**

[Don't have an account? Register](#)

**Sign In**

Login to access your account.

[Forgot Your Password?](#)

**Sign In**

- Fill in all fields with your contact information and select “Next.”



# JUDICIAL

## SCED - Trial Court Access System

### Registration Contact Information

**Name**

Select salutation...  First Name  Middle  Last Name  Suffix

**Email**

Email Address

This email address will be used as your login id.

**Primary Address**

Street Address Line 1

Street Address Line 2

City  Please select...  Zip

**Alternate Address**

Street Address Line 1

Street Address Line 2

City  Please select...  Zip

**Primary Phone**  **Alternate Phone**  **Fax**

Primary Phone Number  Alternate Phone Number  Fax Number

- Choose whether you are registering as the Clerk of the Court or a Personnel Clerk (a “Personnel Clerk” is a clerk’s office employee authorized to file appeals).
  - **Note: Only one person per court can register as the Clerk of the Court, and the Clerk of the Court must be registered before any personnel can register.**

**Registration Clerk Office Membership**

Register as Clerk of the Court : Superior

Clerk of Appling County

At least one clerk entry must be added.

Note: For **Clerk of the Court** registrations, your registration will be rejected if you are not the clerk of the court.

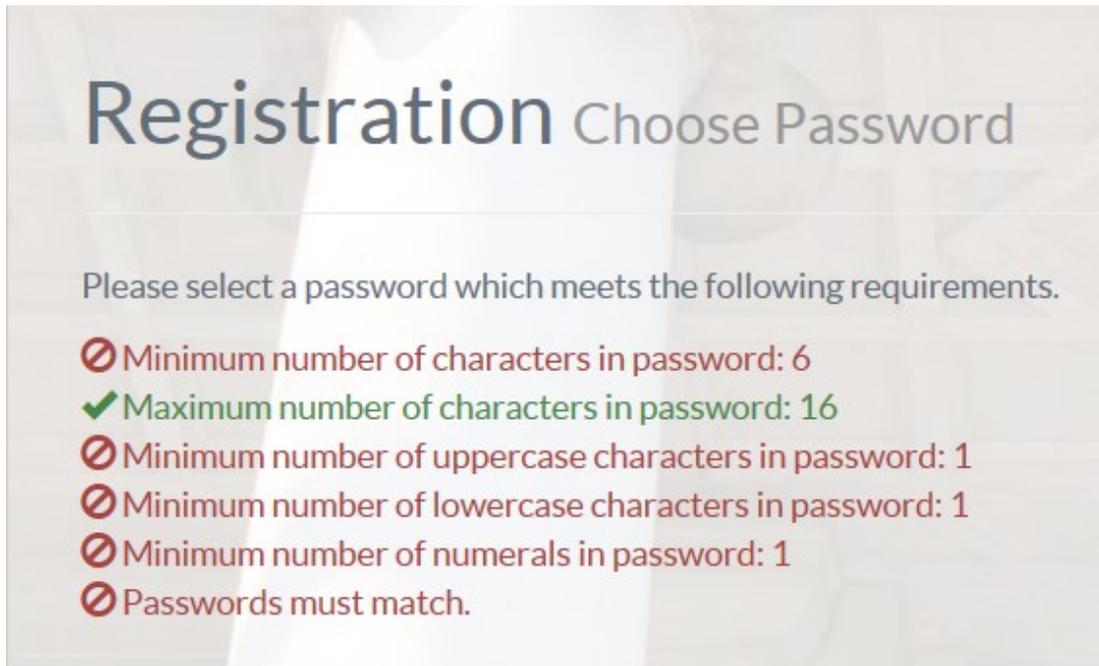
Note: For **Personnel Clerk** registrations, your registration will be approved by the clerk of the selected court.

Back Next

- Select the court type and county.
- When finished, select the blue plus box to add the entry.
- Select “Next.”



- Choose a password that meets all requirements and select “Submit Registration.”



- Check your email for instructions on activating your account and select the activation link.

Superior Clerk,

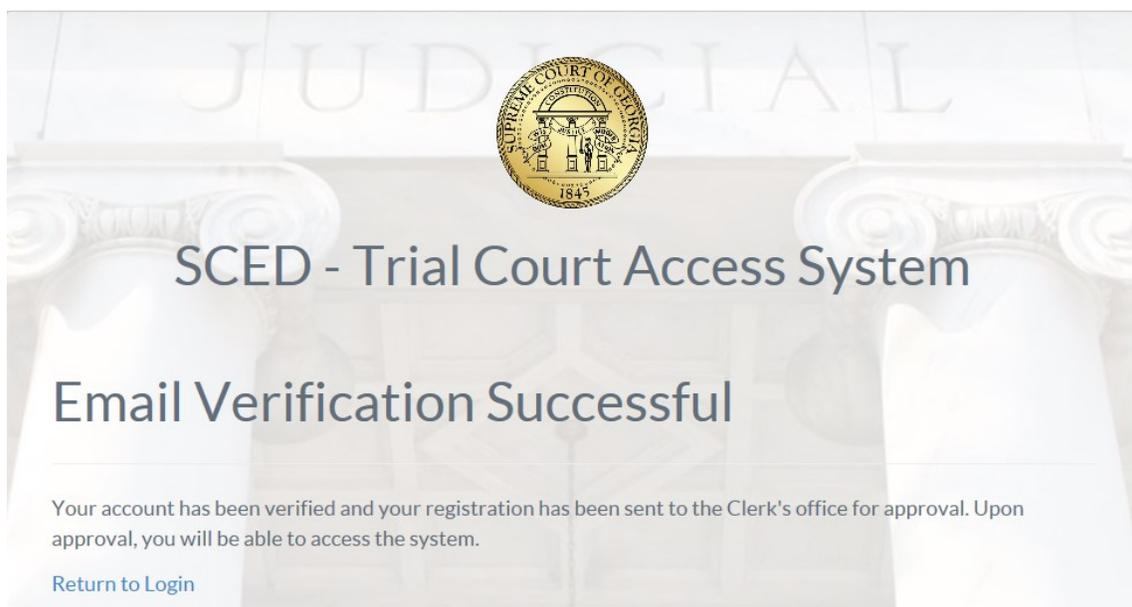
An account was created for the Supreme Court of Georgia's Trial Court Access system using this E-Mail address. Click the link below, or paste it into your browser, to activate your account.

<https://sandbox.gasupreme.us/login#/app/email-verification?token=87e82cbc6887010bb222a32bc14d0386f90e441264ac1b664d6b67fb85e2ee1a93810a370497d228&email=lindsayrehberg@gmail.com>

If you did not create this account, you may ignore this E-Mail.

For additional information, please contact the Supreme Court Clerk's Office.

Clerk's Office  
Supreme Court of Georgia  
244 Washington Street, S.W., Suite 572  
Atlanta, Georgia 30334  
[404 656 3470](tel:4046563470)



- The Supreme Court of Georgia Clerk’s Office staff will approve your user request, and you will receive an email stating that you may now login to the system.

Superior Clerk,

Your account for the Supreme Court of Georgia's Trial Court Access system has been approved. You may now login to the system.

For additional information or if you have any questions, please contact the Supreme Court Clerk's Office.

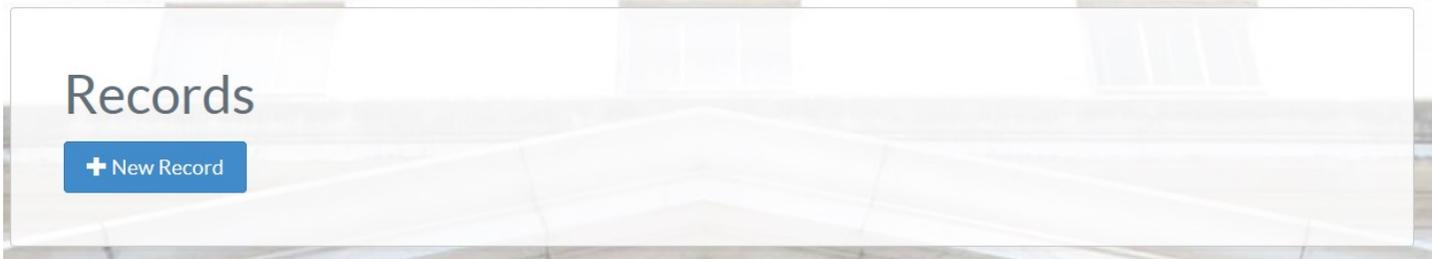
Clerk's Office  
 Supreme Court of Georgia  
 244 Washington Street, S.W., Suite 572  
 Atlanta, Georgia 30334  
[404 656 3470](tel:4046563470)

## To Upload a Case to the SCED-Trial Court Access System:

- Select the blue box that says “+ New Record.”

### SCED - Trial Court Access System

Superior Clerk ▾



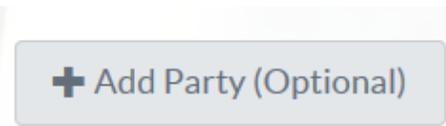
- Fill in all case information.
  - **Note: You must select the “Add” button after entering the Trial Court Case Number(s).**

Trial Court Case Numbers

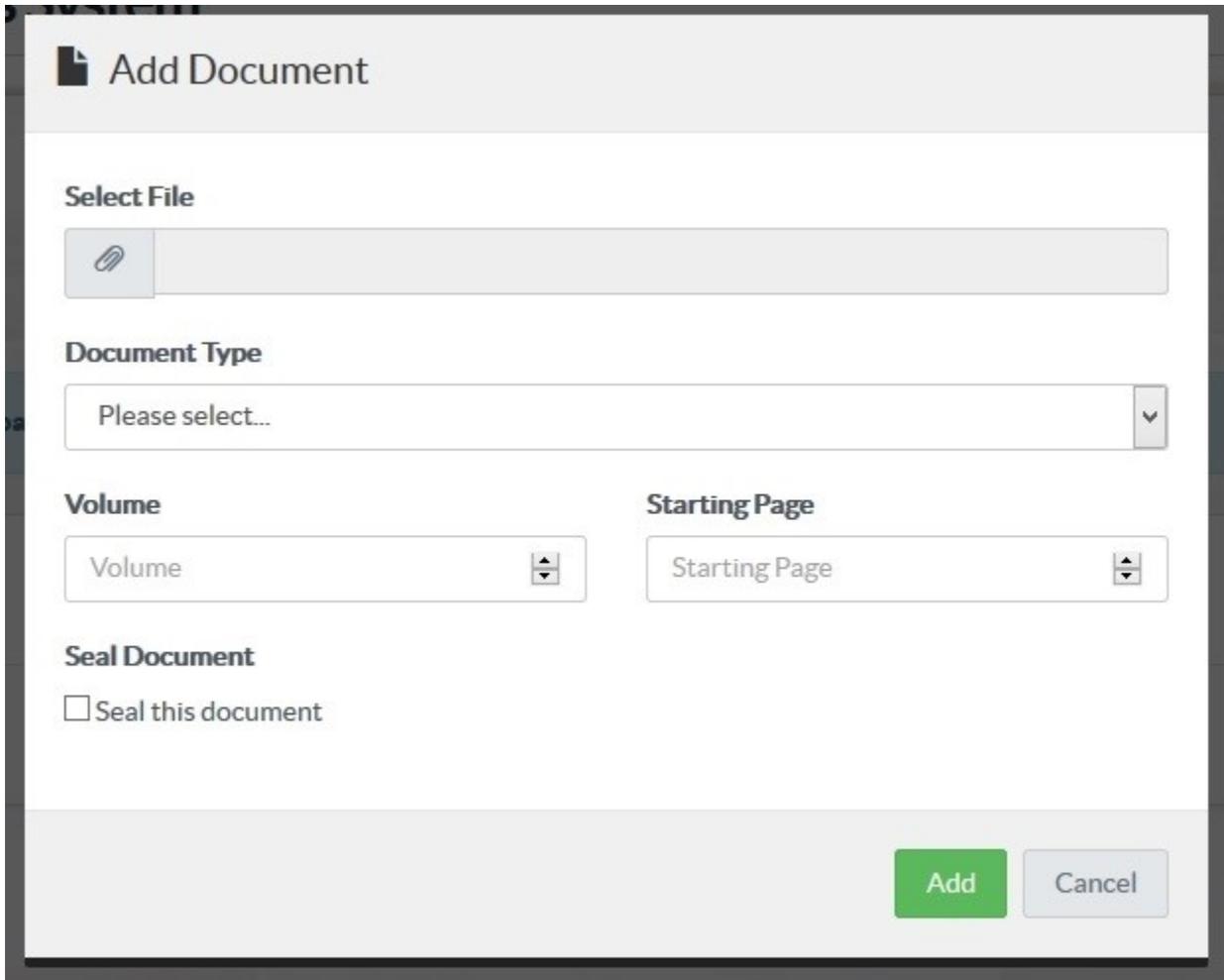
Add

At least one trial court case number must be added.

- You may add another Appellant, Appellee, or Other Party by selecting “Add Party” at the bottom of the screen.
- When all case information is entered, select “Next.”



- Select the blue plus box to add a record, transcript, deposition, or exhibit volume to the case. 
- Add as many volumes of each document type as needed.
  - **Note: Each file must be a searchable PDF.**
  - **Note: Record volumes should be no more than 350 pages (choose a page cutoff that makes sense, i.e., at the end of a pleading, and do not split transcripts).**
  - **Note: If the PDF you are uploading is sealed, please check the “Seal this document” box.**



**Add Document**

Select File

Document Type

Volume

Starting Page

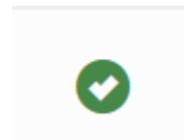
Seal Document

Seal this document

Add Cancel

- After all documents are uploaded, select “Next.”

**Upload  
Status**





- You must add component documents to the record by selecting the blue plus box.
  - Component documents include the Record Index, Transcript Index, Notice of Appeal, Amended Notice of Appeal, Notice of Cross Appeal, and Order. You may upload more than one of each component document.
  - **Note: The mandatory component documents are the Record Index, Notice of Appeal, and the Order(s) being appealed. The system will not allow you to proceed until you select these documents.**
  - **Note: If a component document is sealed, you may select the “Seal this component document” check box when uploading that particular document.**

**Component Document**

**Volume**

Please select...

**Component Document Type**

Please select...  
Amended Notice of Appeal  
Notice of Appeal  
Notice of Cross Appeal  
Order  
Record Index  
Transcript Index

Ending Page

**Add** **Cancel**

- After all mandatory component documents are submitted, select “Next.”

- Certify the correctness of the appellate record by selecting the appropriate boxes.

## Record Certify and Submit

**Certification of Correctness of Appellate Record: OCGA §5-6-43**

I hereby certify that the foregoing pages hereto attached contain the Notice of Appeal and Designation of Record, and a copy of the cross-appeal (if any), together with a true, correct and complete copy of those portions of the record required to be transmitted to the Supreme Court of Georgia.

**I further certify (choose one):**

The record is filed within five days after the date of filing the transcript.

There is no transcript of evidence, and the record is filed within 20 days after the filing of the Notice of Appeal.

I was unable to transmit the record and transcript within the time required in OCGA § 5-6-43 (a) because:

**Criminal case (check if applicable):**

The defendant in this case is confined in jail pending appeal.

- When you are finished with the certification, select “Submit Record.”
- The case status will show as “Submitted” until the case is approved by the Supreme Court of Georgia Clerk’s Office, at which time it will switch to “Accepted.”
  - Note: You may not make changes to the case at this point.

## Records

Trial Court Case Number(s)	Supreme Court Case Number	Case Style	Status
2011CV2111		APPELLANT TEST v. APPELLEE TEST	Submitted 

### **Miscellaneous Notes:**

- If any part of the case file contains a media exhibit (CD, cassette tape, DVD, etc.), please send the physical exhibit to the Clerk’s Office with your signed/sealed clerk certification attached.

## **To Update Your Profile:**

- Select your name in the top right hand corner and choose “Edit Profile.”

### **SCED - Trial Court Access System**



- After making the desired changes, select “Save.”

## **Instructions for creating an appeal to the Supreme Court of Georgia in ICON:**

1. UNDER CASE TREE VIEW IN THE UPPER RIGHT HAND SIDE; RIGHT CLICK; CREATE APPEAL
2. PROCEEDINGS; DEPOSITION; TRANSCRIPTS ON APPEAL OPTIONS TAB
3. UNCHECK ANY PROCEEDING THAT IS NOT INCLUDED ON APPEAL (MOST COMMON-DEPOSITIONS/TRANSCRIPTS THAT ARE TO BE SENT SEPARATELY)
4. MOVE THE APPEAL TO THE TOP WITH THE CERTIFICATE OF SERVICE; REFER TO THE RULES FOR THE COURT OF APPEALS AND THE SUPREME COURT FOR THE ORDER
5. CREATE APPEAL; DO YOU WANT TO INCLUDE AN INDEX FOR PROCEEDINGS THAT DO NOT HAVE IMAGES (NO, USUALLY)
6. CLEAN UP THE INDEX- THE COURT APPEALED TO; THE PARTIES-DEPENDING ON THE APPELLANT/APPELLEE
7. MAKE SURE ALL ATTORNEYS ARE LISTED, ALONG WITH THE JUDGE, COURT REPORTER, CLERK
8. MAKE SURE NO TYPOGRAPHICAL ERRORS ARE IN THE INDEX-COMPARE BEGINNING NUMBER AND ENDING NUMBER FOR THE PROCEEDING
9. IT BEGINS NUMBERING ON THE 1<sup>ST</sup> DOCUMENT- FOR THE SUPREME COURT EFILING
10. APPEAL IN ICON IS SAVED IN WORD; OPEN THE FILE-PRINT TO INTO A PDF file- BY PRINT TO PDF FILE; SAVE-NAME YOUR FILE-USUALLY PUTTING THEM INTO A FOLDER (SUPREME COURT CASES EFILED)(YOU WILL BE ABLE TO SEARCH FOR SPECIFIC WORDS WHEN YOU OPEN THIS PDF)
11. YOU ARE READY TO UPLOAD IT

***When you go to add Document the starting page is 1 and the ending page is the last PDF page.***

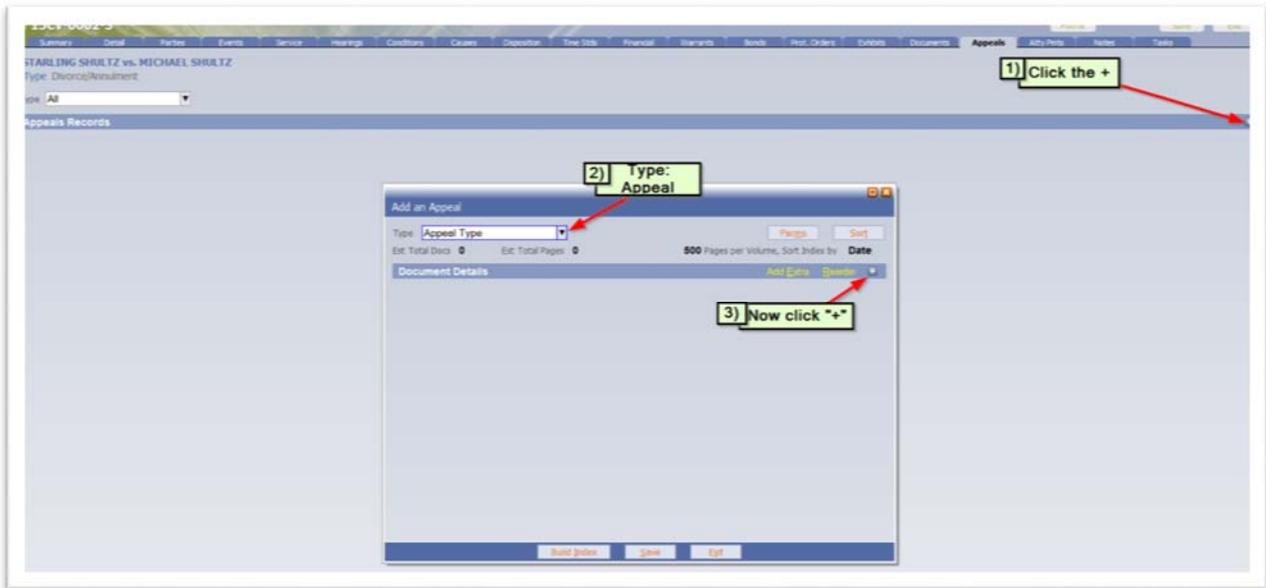
***The Component Documents would be what page numbers are actually on the PDF document (not what your CMS numbers the pages) Volume 2 would be your true pages if you don't have a Title Page.***

## Creating Appeals in Odyssey:

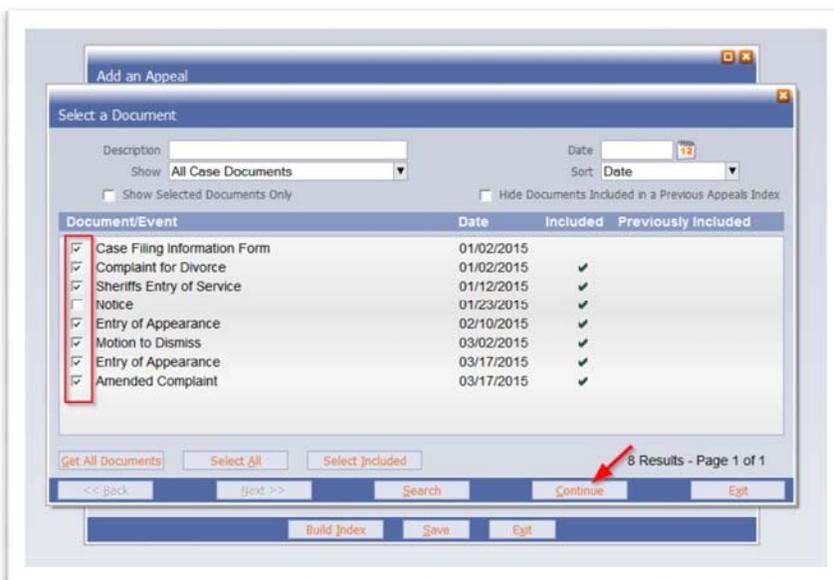
In the case, go to the APPEALS Tab at the top:



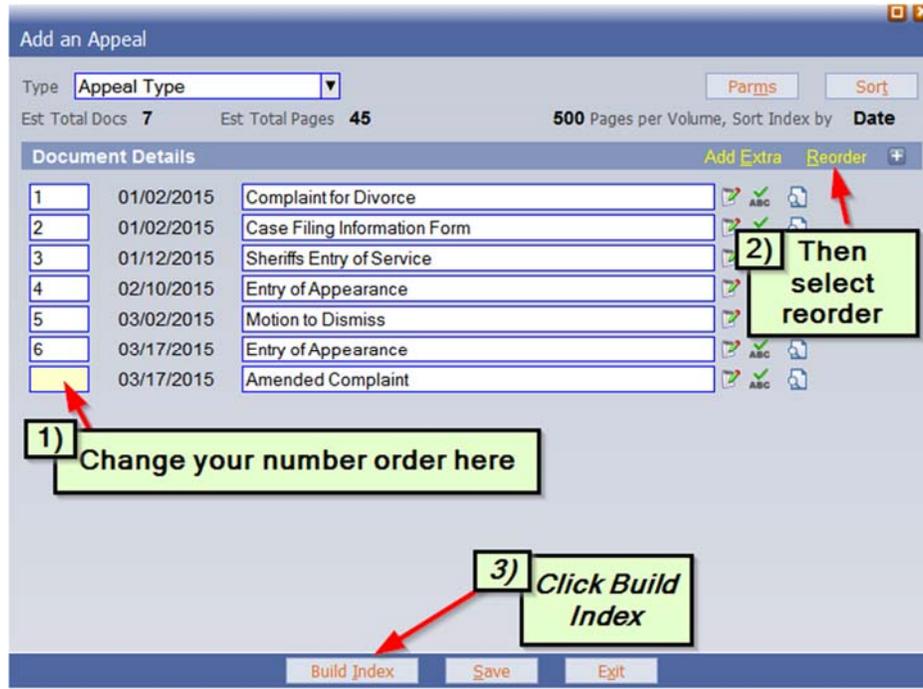
Select the “+” button to create a new appeal; Change the Drop down to “Appeal Type” and click the +



On this screen you can select what you want in your appeal. If you want all documents, select all at the bottom and click continue:



Now, you can reorder your appeal index and pages. Notice of Appeal is always number 1 and then your Complaint, the rest is date file order. Then select "BUILD INDEX."



Your index will take a moment to build, I suggest moving onto something else for a short moment while this process finishes. You will get an alert at the bottom of your Odyssey screen when it is complete.



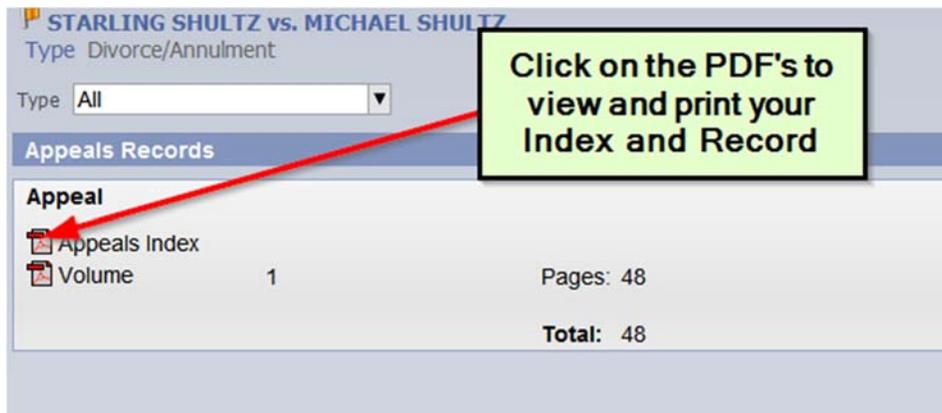
Now select the box that appears as below:



Select Build Record. The record will take a little longer than the index to build, when it completes you will receive an alert message at the bottom of the screen.



You appeal will now be finished and will appear like below:

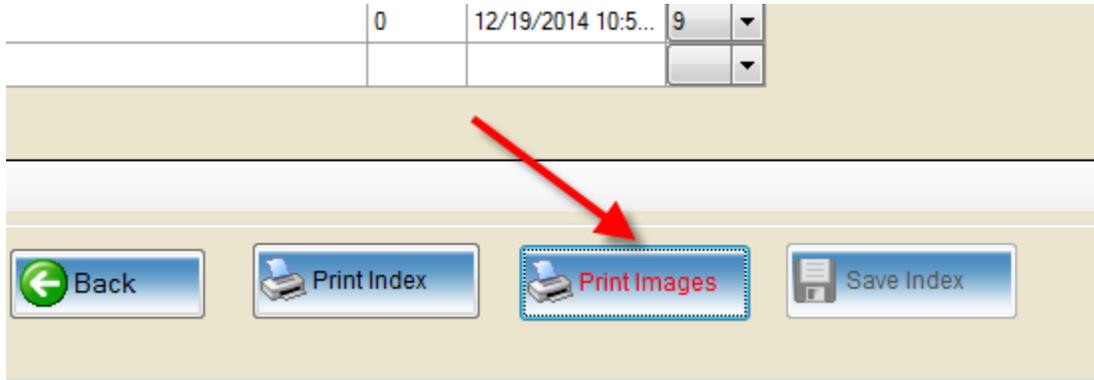


You can save to your computer, email, print or simply view.

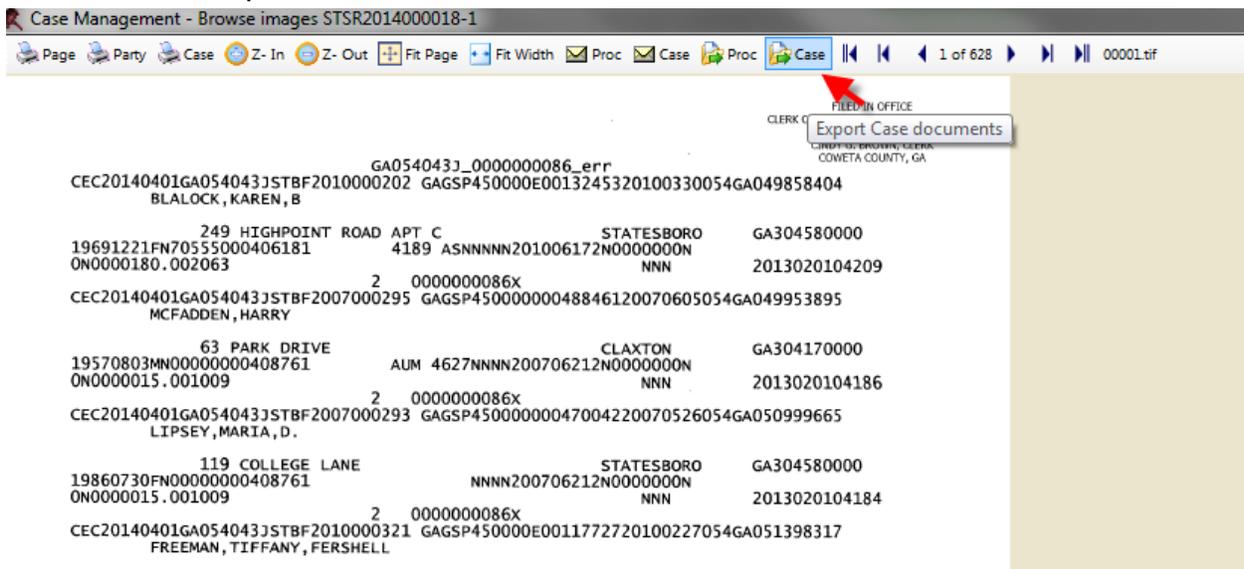
**\*\*To upload to the Supreme Court Site: Save to your desktop. Log into the Supreme Court site and follow their directions.\*\***

## Iron Data Export Case Images for Supreme Court E-filing:

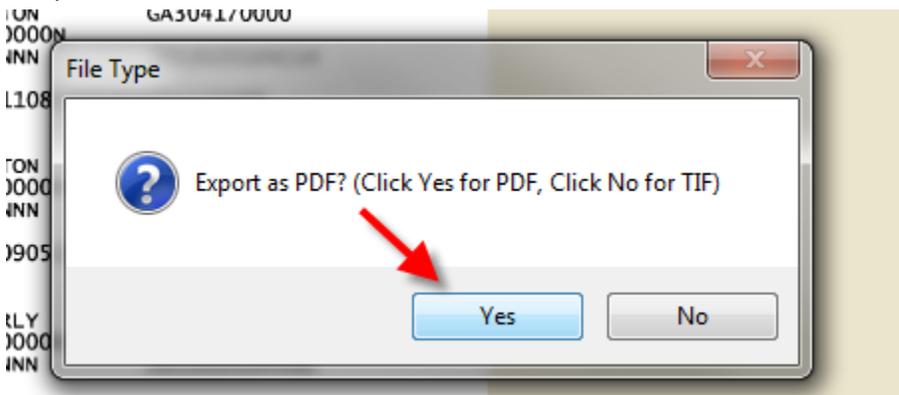
1. After clicking on Appeal 'Print Images' button, click on export Case folder shown below.



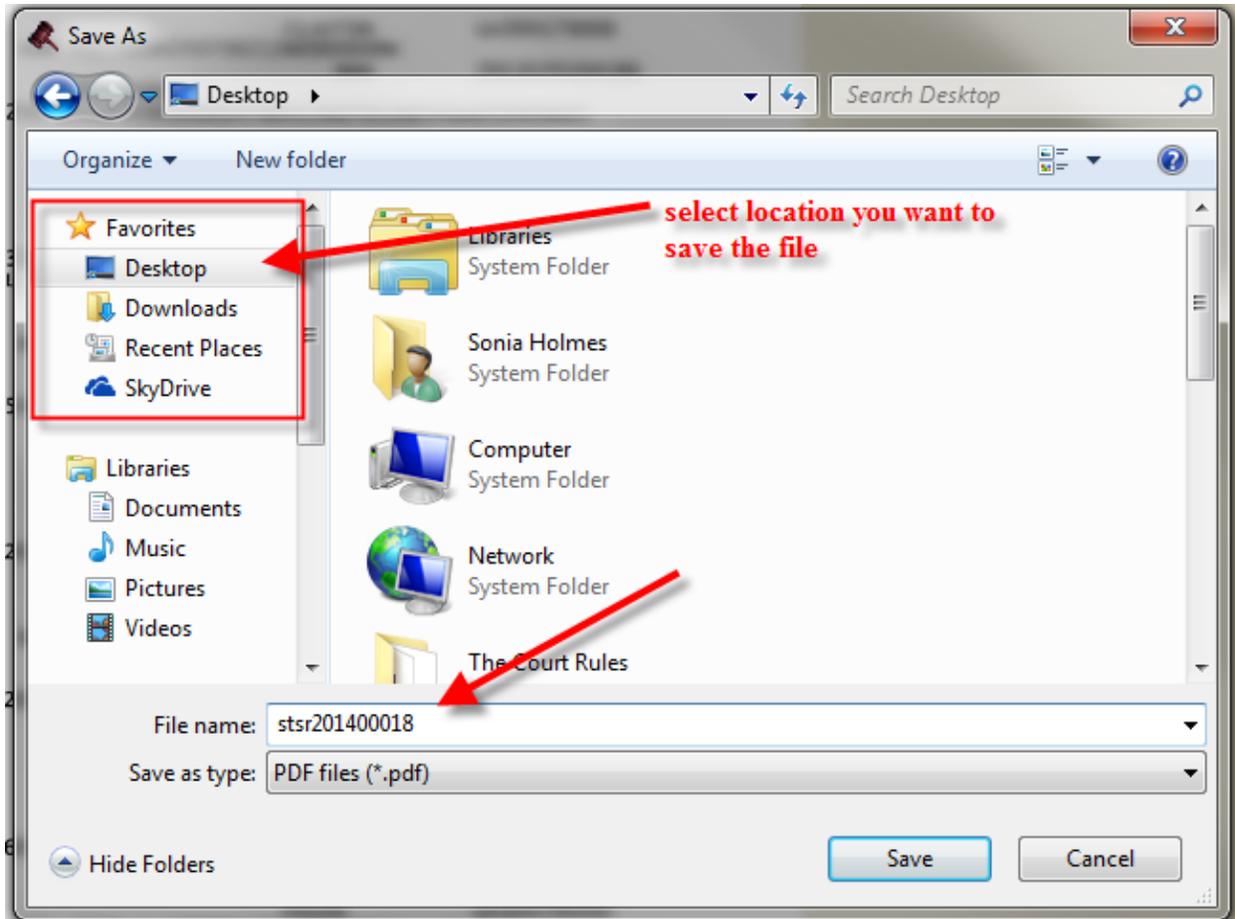
2. Click on Case Export Documents button:



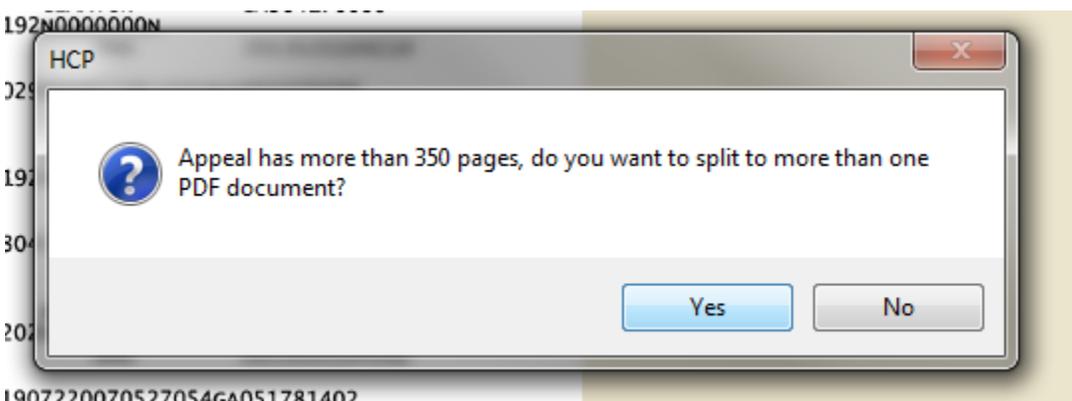
3. You should receive a message asking if you want to export the case images as a PDF or Tiff, click on 'Yes' for PDF.



- Next, the 'Save As' box should appear – select the location you want to save the PDF file and you will have to enter a File Name.



- Next, the following box should appear if case contains more than 350 pages. Select Yes, to split (create) more than one PDF document.



- After you export the file, go to location file was saved and make sure all images imported – then you are ready to log into Supreme Court portal and upload the files.