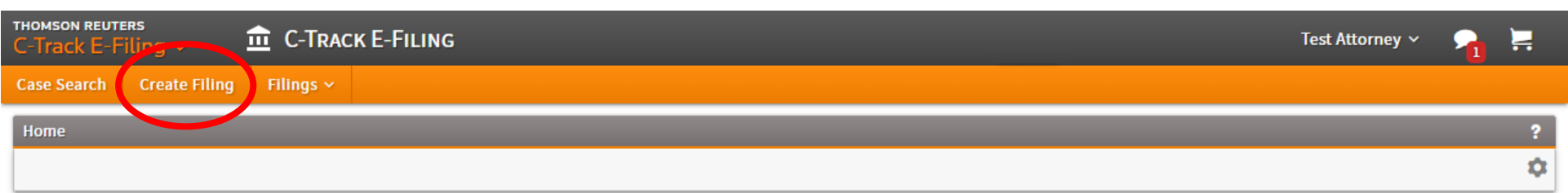


ALABAMA APPELLATE COURTS' E-FILING SYSTEM (“ACES”)

How to File in an Existing Case
in C-Track E-Filing



To submit any document for filing in either a new case or existing case, start by clicking **Create Filing** in the top ribbon.

THOMSON REUTERS
C-Track E-Filing

Test Attorney

Case Search Create Filing Filings

Create Filing

COURT SELECTION

Court* Select a Court

Filing Category*

Next

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

Begin by first selecting the appropriate appellate court to e-file your document (**red arrow**). You can choose between the Supreme Court of Alabama, the Alabama Court of Civil Appeals, or the Alabama Court of Criminal Appeals.

Then select what type of filing you intend to make (**blue arrow**). You can choose between New Case and Existing Case.

THOMSON REUTERS
C-Track E-Filing

C-TRACK E-FILING

Test Attorney

Case Search Create Filing Filings

Create Filing

COURT SELECTION

Court* Supreme Court of Alabama

Filing Category* Existing Case

EXISTING CASE

Case Number*

Filing Type*

Filing Subtype*

Next

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

Selecting Existing Case from the Filing Category will cause the Existing Case bundle with the three required selections to automatically appear (blue box).

Enter case numbers for cases created BEFORE March 21, 2022, as follows:

- Supreme Court of Alabama → #####
- Alabama Court of Criminal Appeals → CR-#####
- Alabama Court of Civil Appeals → #####

Enter case numbers for cases created ON OR AFTER March 21, 2022, as follows:

- Supreme Court of Alabama → SC-YYYY-####
- Alabama Court of Criminal Appeals → CR-YYYY-####
- Alabama Court of Civil Appeals → CL-YYYY-####

For example, the Supreme Court case numbers will become SC-2022-0001

THOMSON REUTERS
C-Track E-Filing

Test Attorney

Case Search Create Filing Filings

Create Filing

COURT SELECTION

Court* Supreme Court of Alabama

Filing Category* Existing Case

EXISTING CASE

Case Number*

Filing Type* Motion

Filing Subtype* Enlargement of Time

Next

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

Under the Existing Case bundle that appeared, you will be required to enter in your case number then make a selection in each of the two drop-down menus:

- Case Number (**red arrow**) is where you will type your **exact** case number. If you enter a valid case number, the box will outline itself in green to let you know you can submit e-filings in the case.
- Filing Type (**blue arrow**) is where you select the type of filing, which will almost certainly be either Brief or Motion.
- Filing Subtype (**green arrow**) is where you select what kind of filing (e.g., appellant's brief, respondent's answer and brief, extension of time, accept as timely, etc.). If your filing does not exactly match one of these types or subtypes, pick the one that seems most appropriate.

Once you have made your selections, click the **Next** button.

THOMSON REUTERS
C-Track E-Filing

Test Attorney

Case Search Create Filing Filings

FILING PROGRESS Filing Information Upload Document Service Information Filing Summary

Case Information

Court Supreme Court of Alabama

Case

Class Petition - Civil - Jurisdiction

Short Title

Status

Filing Information

Court Supreme Court of Alabama

Class Petition - Civil - Jurisdiction

Type Motion - Enlargement of Time

Filing Information ?

DETAILS

Comments

Emergency Amended

Confidential

FILER INFORMATION

Filed on Behalf of

Value

Doe John

BigCorp

Other Filed on Behalf of

Next

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

Now that you have selected the existing case in which you are e-filing your document, the first step is adding Filing Information.

But before we begin this process, notice the Filing Progress (blue box) at the top of the screen that informs you where you are in the electronic filing process and allows you to move between the steps in the process.

Also, the Filing Information (green box) on the left side of the screen informs you of the case in which you are e-filing your document along with the information you selected in the previous screen.

THOMSON REUTERS
C-Track E-Filing

Test Attorney

Case Search Create Filing Filings

FILING PROGRESS Filing Information Upload Document Service Information Filing Summary

Filing Information

DETAILS

Comments

Emergency Amended

Confidential

FILER INFORMATION

Filed on Behalf of

Value
<input checked="" type="checkbox"/> Doe John
<input type="checkbox"/> BigCorp

Other Filed on Behalf of

Next

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

In the Details bundle (red box), you can enter comments you need the court to see when processing your filing. Specifically, you can provide the title of your filing if you could not find an exact match on the previous screen or if you are filing on behalf of a party not currently in the case on the next screen.

If you are filing an **emergency**, check the Emergency box (blue circle). However, to receive emergency consideration, all emergency filings **MUST** comply with [Rule 27\(e\), Ala. R. App. P.](#)

If you are amending your original filing, check the Amended box (green circle).

If you are filing a confidential document under [Rule 52](#) and/or [Rule 56\(b\)](#), Ala. R. App. P., check the Confidential box (purple circle).

THOMSON REUTERS
C-Track E-Filing

Test Attorney

Case Search Create Filing Filings

FILING PROGRESS Filing Information Upload Document Service Information Filing Summary

Case Information
Court Supreme Court of Alabama
Case
Class Petition - Civil - Jurisdiction
Short Title
Status

Filing Information
Court Supreme Court of Alabama
Class Petition - Civil - Jurisdiction
Type Motion - Enlargement of Time

Filing Information

DETAILS

Comments

Emergency Amended
Confidential

FILER INFORMATION

Filed on Behalf of

<input type="checkbox"/>	Value
<input checked="" type="checkbox"/>	Doe John
<input type="checkbox"/>	BigCorp

Other Filed on Behalf of

Next

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

In the Filer Information bundle, check the box beside each of the appropriate filing parties (red box).

If you are seeking leave to appear as an amicus party or another non-party, you can indicate that in the Other Filed on Behalf of field (blue box). If you submit any filings on a party not currently in the case, you must include a comment under the Details bundle discussed on the previous screen.

Once you are done, click the **Next** button.

THOMSON REUTERS
C-Track E-Filing

Test Attorney

Case Search Create Filing Filings

FILING PROGRESS Filing Information Upload Document Service Information Filing Summary

Upload Document

DOCUMENT

Name Motion - Enlargement of Time File* Choose File No file chosen

Exclude from eService Comments

Request Confidential* Confidential Reason^

Add Another

Previous Next

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

Case Information

Court Supreme Court of Alabama

Case

Class Petition - Civil - Jurisdiction

Short Title

Status

Filing Information

Court Supreme Court of Alabama

Class Petition - Civil - Jurisdiction

Type Motion - Enlargement of Time

The filing name (red box) will be automatically generated based upon the information you selected when creating the new filing.

To upload your document, click the Choose File button (blue box). Your filing may be uploaded in either PDF or Word format.

If you are filing a confidential document, check the Request Confidential box (green box) and supply the Confidential Reason from the drop-down menu. All confidential filings **MUST** comply with [Rule 52](#) and/or [Rule 56\(b\)](#), Ala. R. App. P.

Click Add Another (purple circle) if you need to file multiple documents.

Once you are done, click the [Next](#) button.

THOMSON REUTERS
C-Track E-Filing

Test Attorney

Case Search Create Filing Filings

FILING PROGRESS Filing Information Upload Document Service Information Filing Summary

Case Information

Court Supreme Court of Alabama

Case

Class Petition - Civil - Jurisdiction

Short Title

Status

Filing Information

Court Supreme Court of Alabama

Class Petition - Civil - Jurisdiction

Type Motion - Enlargement of Time

Service Information

ELECTRONIC SERVICE RECIPIENTS

Name	User Role	Representing	E-Mail Address	Service Method
No records were found.				

Add Electronic Service Recipients

Add Electronic Service Recipients

Information

- Existing E-File Users can be added as electronic service recipients for the Filing you are creating. To do so, enter the name (or part of the name) of an E-File User, click the Search button, and then click on the search result record associated with the E-File User you would like to add to the Filing as an electronic service recipient.

SEARCH FOR E-FILER

First Name

Middle Name

Last Name*

Search Cancel

SEARCH

Name	E-Mail Address	Legal Organization
Attorney, Test		

1 to 1 of 1 records

The next step is Service Information where you can indicate how each party will be served.

To add existing E-File users to receive electronic service through C-Track (red box), click Add Electronic Service Recipients, enter the user's name, click **Search**, and then click on the search result record associated with the appropriate user.

THOMSON REUTERS C-Track E-Filing

Test Attorney

Case Search Create Filing Filings

FILING PROGRESS Filing Information Upload Document Service Information Filing Summary

Case Information

Court Supreme Court of Alabama

Case

Class Petition - Civil - Jurisdiction

Short Title

Status

Filing Information

Court Supreme Court of Alabama

Class Petition - Civil - Jurisdiction

Type Motion - Enlargement of Time

Service Information

ELECTRONIC SERVICE RECIPIENTS

Name	User Role	Representing	E-Mail Address	Service Method
No records were found.				

Add Electronic Service Recipients

NON-ELECTRONIC SERVICE RECIPIENTS & UNLINKED CASE PARTIES/PARTICIPANTS

Name	Party/Participant Role	Representing	Address	Service Method	Service Date
	Attorney	BigCorp (Respondent)		Conventional	02-23-2022

Add Non-Electronic Service Recipients

ADD NON E-FILER NAME

First Name*

Middle Name

Last Name*

Party/Participant Role

ADDRESS

Address Line 1*

Address Line 2

Address Line 3

City*

State* PA

Zip Code*

Add Cancel

Previous Next

To add individuals requiring non-electronic service recipients (blue box), click Add Non-Electronic Service Recipients, enter their information, and then click **Add**. You **MUST** also indicate the appropriate non-electronic service methods for all recipients, even if you select Not Served for those not requiring service under the Alabama Rules of Appellate Procedure (green box).

NOTE: While C-Track can serve your filing for you if all parties are registered with C-Track, [Rule 25\(d\)](#) and [Rule 57\(h\)](#), Ala. R. App. P., do not specifically authorize service on parties via C-Track. Consequently, you will still be expected to serve all parties through a method traditionally accepted by the courts.

Once you are done, click the **Next** button.

THOMSON REUTERS C-Track E-Filing

Case Search Create Filing Filings

FILING PROGRESS Filing Information Upload Document Service Information Filing Summary

Case Information

Court Supreme Court of Alabama

Case

Class Petition - Civil - Jurisdiction

Short Title

Status

Filing Information

Court Supreme Court of Alabama

Class Petition - Civil - Jurisdiction

Type Motion - Enlargement of Time

Filing Summary

CASE DETAILS

Court Supreme Court of Alabama

Case Category Petition

Case Type Civil

Case Subtype Jurisdiction

FILING INFORMATION

Filing Number	10165	Type	Motion - Enlargement of Time
Filed on Behalf of	Test Respondent	Comments	
Other Filed on Behalf of		Emergency	
Amended		Confidential	

DOCUMENTS

Name	Request Confidential	Confidential Reason	Exclude from eService	Comments
Motion - Enlargement of Time				

ELECTRONIC SERVICE RECIPIENTS

Name	User Role	Representing	E-Mail Address	Service Method
No records were found.				

NON-ELECTRONIC SERVICE RECIPIENTS & UNLINKED CASE PARTIES/PARTICIPANTS

Name	Party/Participant Role	Representing	Address	Service Method	Service Date
	Attorney	BigCorp (Respondent)		Conventional	02-23-2022

Edit Filing Add Associated Filing Add To Cart Delete This Filing

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

The last step is the Filing Summary that provides you an overview of all information entered in the previous steps, including the filing number (red circle), which is essentially your receipt number. You can also edit the filing, add an associated filing, delete the filing, or Add To Cart, which will begin processing your e-filing for submission to the court (red box).

Case Search

Create Filing

Filings

i Information

- If fees are owed, you will be directed to a page to make your payment.

Cart

?

SUMMARY

Number of Filings	1	Total	\$0.00
-------------------	---	-------	--------

FILINGS

Court	Case Number	Filing Item(s)	Documents	Fees
Supreme Court of Alabama	TEST-SC-CLERK-999	Motion - Enlargement of Time	1	\$0.00

1 to 1 of 1 records

By submitting the filing(s), you are agreeing to the [E-Filing Terms & Conditions](#)**Submit Filings**

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

Though the filing button on the previous page reads **Add To Cart**, there are almost always never filing fees for filing in an existing case. Therefore, clicking Add to Cart will bring you to this screen, which shows you all filings currently added to your cart that are ready to be e-filed.

Click **Submit Filings** to complete the filing process.

THOMSON REUTERS
C-Track E-Filing

Case Search Create Filing Filings

Information

- Your electronic filings have been submitted for review and processing.

Unread Notifications Display All

Filing(s) [REF: 291646154105448] have been submitted on 2022-03-01.
3 minutes ago

Submission Confirmation

DETAILS

E-File Confirmation #	291646154105448	Submitted Date	03-01-2022 11:09 AM
Payment Confirmation #	450ee39f-d9c9-4959-b1da-d4c5e97e4002		

FILINGS

Court	Case Number	Filing Number	Filing Item(s)	Documents	Fees
Supreme Court of Alabama	TEST-SC-CLERK-999	10165	Motion - Enlargement of Time	1	\$0.00
Total					\$0.00

Print

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

The Submission Confirmation page provides you with your e-file confirmation number, your payment confirmation number, and the submitted date and time of your e-filing (red box).

You will also receive a notification that your filing has been submitted to the appellate court (blue box).

Click the [Print](#) button to generate the confirmation receipt required by [Rule 57\(h\)\(3\), Ala. R. App. P.](#), that you are must submit with the hard copies of your filing that are delivered to the appellate courts.

NOTE: In C-Track E-Filing, you will not have immediate access to cases in which you have submitted filings. Instead, once you submit a filing, the appellate court will first have to grant you E-File User Access through its C-Track Case Management System. Once you have been granted E-File User Access, the two systems may take several minutes to sync.