

## Getting ready for Public Portal

The Alabama Appellate Courts are entering the final phase of implementation of its new case management system, C-Track. Beginning **March 28, 2023**, you will see a change to the login screen for C-Track E-File.

### Key Points:

- The first time you visit the C-Track E-file login screen on/after **March 28, 2023**, you will be required to create an account that will give you access to C-Track Public Portal once it is available. **Even if you have registered with C-Track before March 28, 2023, you will be required to create a new account.** C-Track Public Portal will allow attorneys online access to view documents filed in the appellate courts.
- After you create your account, you will be directed to the normal E-file landing page.
- It is very important to login to E-file to create your Public Portal account before the Public Portal application becomes available to the Bar. Public Portal has a tentative release date of late spring 2023.
- If you do not have a Public Portal account before Public Portal becomes available, you will be required to contact the Alabama Appellate Courts' Help Desk to create an account which will delay your access to Public Portal.

**NOTE:** In order to implement these changes, **C-Track E-File will not be accessible after 11:00 a.m. on March 27, 2023.** C-Track E-Filing will be back in service on Tuesday, March 28, 2023. If you have a pleading due to be filed with one of the three appellate courts on March 27th, please plan to file the pleading prior to 11:00 a.m. on that date or request an enlargement of time.

## What do I need to do?

On or after **March 28, 2023**, existing E-file users and members of the Bar who have not registered for E-File must complete the following steps to create an account that will provide access to future access to E-file and Public Portal when it is available.

- Step 1.** Go to <https://efile.alappeals.gov>. You will see a new login screen that will look similar to figure 1.
- Step 2.** The first time you visit this page, **you must click "Sign up now"** to create your Public Portal account. Do not enter your email and password here. Please only click on "Sign up now" even if you have E-filed before March 28, 2023. See highlight in figure 1.
- Step 3.** On the next screen, you must **enter your email address that is saved in your E-File account** if you are an existing E-File user. If you are not an existing E-File user, please enter the email address you would like to link to your E-File and Public Portal accounts. See Figure 2.
- Step 4.** After you have entered your email address, click **"Send Verification Code."** This will send a 6-digit code to the email address you have entered to verify your identity. See Figure 2.
- Step 5.** Once you receive the verification code that was sent to the email address you input, enter the verification code in the box provided and click **"Verify Code."** See Figure 3.
- Step 6.** After you enter your verification code, **do not** change your email address. You must use your email address associated with your existing E-File account from step 3.
- Step 7.** The four remaining boxes on the screen (New password, Confirm new password, Given Name, and Surname) **must be filled in**. Enter your First Name from E-File in the "Given Name" field and your last name in the "Surname" field. **Once all 4 fields are complete**, click on the "Create" button. See Figure 4.
- Step 8.** You will be asked to enter a phone number so that a second verification code can be sent via text. We recommend using a number for a phone that will be readily accessible when you sign into E-File or Public Portal, preferably a cell phone. Once you enter your telephone number, you may choose to receive a verification code by text (**choose "Send Code"**) or by a phone call (**choose "Call Me"**) to the number you entered. See Figure 5.
- Step 9.** After you receive the six-digit verification code, enter it in the field indicated and click the "Verify Code" button. See Figure 6.
- Step 10.** **If you are an existing E-File user**, you will be taken to the E-File homepage, where you can proceed to electronically file a document, if needed. You are done with these instructions.

**If you were not an existing E-File user**, you will be directed to a screen to complete the E-File registration process.

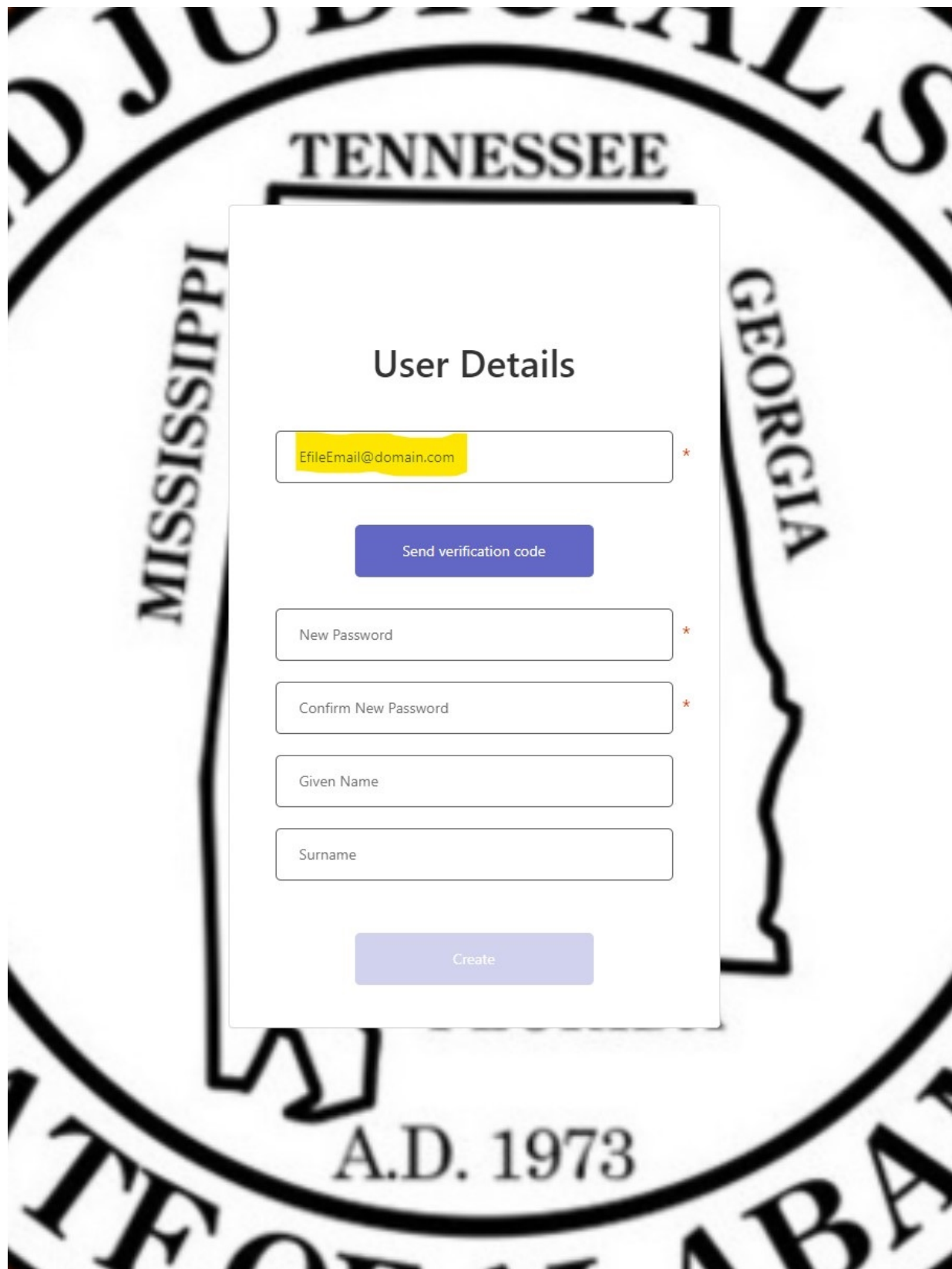
- A. Be sure to select "Registered Representer" in the "Type" dropdown and enter your Bar ID. This is required because the appellate courts accept e-filed documents only from attorneys. See Figure 7.
- B. If your Bar ID is not recognized by the system, please call the Alabama Appellate Courts' Help Desk at 334-229-0500 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. See Figure 8.

**IMPORTANT:** You will only have to complete this process **once**. The next time you visit [efile.alappeals.gov](http://efile.alappeals.gov), you can enter your email address and password that you used during this process to login to E-File. You will use the same login information to login to Public Portal when it is available.

Figure 1



Figure 2



The image shows a registration form titled "User Details" overlaid on a circular seal. The seal features the text "TENNESSEE" at the top, "MISSISSIPPI" on the left, "GEORGIA" on the right, and "A.D. 1973" at the bottom. The form contains the following elements:

- Title:** User Details
- Email Field:** A text input field containing "EfileEmail@domain.com" with a yellow highlight and a red asterisk (\*) to its right.
- Send verification code:** A blue button.
- New Password Field:** A text input field with a red asterisk (\*) to its right.
- Confirm New Password Field:** A text input field with a red asterisk (\*) to its right.
- Given Name Field:** A text input field.
- Surname Field:** A text input field.
- Create:** A light purple button.

Figure 3

**User Details**

Verification code has been sent to your inbox. Please copy it to the input box below.

EfileEmail@lawyer.com \*

Verification Code \*

Verify code Send new code

New Password \*

Confirm New Password \*

Given Name

Surname

Create

A.D. 1973

MISSISSIPPI

GEORGIA

ALABAMA

TEXAS

Figure 4

# User Details

E-mail address verified. You can now continue.

\*

Change e-mail

\*

\*

Create

Figure 5

← Cancel

# Multi-factor authentication

We have the following number on record for you. We can send a code via SMS or phone to authenticate you.

XXX-XXX-0902

Send Code

Call Me



Figure 6

← Cancel

# Multi-factor authentication

We have the following number on record for you. We can send a code via SMS or phone to authenticate you.

XXX-XXX-0902

Enter your verification code below, or [send a new code](#)

Verify Code

# Figure 7

**Information**  
**ATTENTION**  
ALL ATTORNEYS must choose "REGISTERED REPRESENTER" as the user "Type" in order to register. YOU MUST INCLUDE YOUR STATE BAR ID WHEN YOU REGISTER FOR C-TRACK E-FILE. Do not include the "ASB-" portion of your Bar ID or any other "dashes" when you enter your Bar ID. If the system does not find your Bar ID, you will be asked to provide it. For Help Desk operators are Monday - Friday from 8:00 AM - 4:00 PM.

**E-File Registration**

**TYPE -**  
Type\* Registered Representative Attorney Bar ID\* [REDACTED]

**USER INFORMATION +**

Prefix	<input type="text"/>	Username*	<input type="text"/>
Last Name*	<input type="text"/>	Password*	<input type="password"/>
First Name*	<input type="text"/>	Confirm Password*	<input type="password"/>
Middle Name	<input type="text"/>		
Suffix	<input type="text"/>		

**CONTACT -**  
Primary E-mail\*   
[Add Contact](#)


**ADDRESS -**

**LEGAL ORGANIZATION ASSOCIATION**

Legal Organization Name	Role	E-mail
No records were found.		

[Add Legal Organization](#)

**VERIFICATION -**

I'm not a robot 

**TERMS AND CONDITIONS -**  
 I agree to the [terms and conditions](#).

Figure 8

**Errors**

- The Bar ID you have provided is not recognized, please contact the Court.

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**E-File Registration**

TYPE ▾

Type\* ? Registered Representer ▾

