

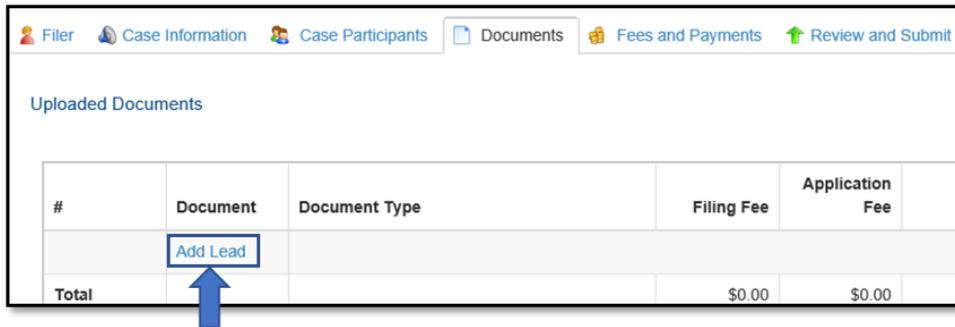
Submitting Proposed Documents in eFileAZ For Pima and Maricopa County Superior Court

In Pima and Maricopa County, a proposed document may be submitted as a lead (main) or a connected (supporting) document.

Submitting a *Proposed Order* or *Proposed Judgment* as a connected (supporting) document

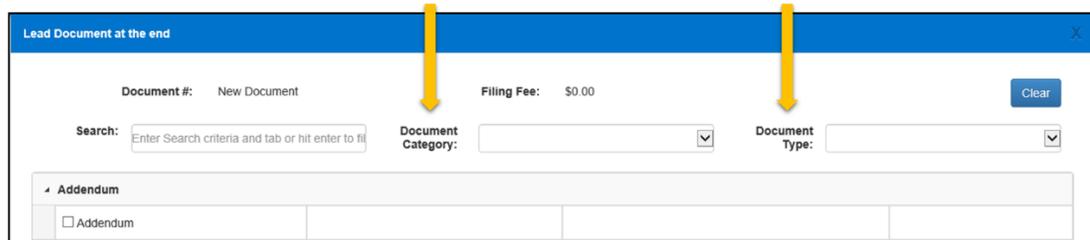
Allowed formats: docx, odt

1. On the [Documents](#) tab, click the [Add Lead](#) link



The screenshot shows the 'Documents' tab in the eFileAZ system. At the top, there are navigation tabs: Filer, Case Information, Case Participants, Documents (selected), Fees and Payments, and Review and Submit. Below the tabs is a section titled 'Uploaded Documents'. It contains a table with columns: #, Document, Document Type, Filing Fee, and Application Fee. The 'Document' column has an 'Add Lead' link. A blue arrow points to this link. The 'Total' row shows a Filing Fee of \$0.00 and an Application Fee of \$0.00.

2. Add your main / lead document.
 - a. Select the Document Category and Document Type that best describes your lead document



The screenshot shows the 'Lead Document at the end' form. It has a blue header. Below the header, there are fields for 'Document #:' (New Document), 'Filing Fee:' (\$0.00), and a 'Clear' button. There is a search field with the placeholder 'Enter Search criteria and tab or hit enter to fill'. Below the search field are two dropdown menus: 'Document Category:' and 'Document Type:'. Two yellow arrows point to these dropdown menus. At the bottom, there is an 'Addendum' section with a checkbox labeled 'Addendum'.

- b. Attach your lead document



The screenshot shows the 'Motion' form. It has a header with a checkbox labeled 'Motion To Continue'. Below the header is a navigation bar with a page indicator '1' and '1 - 1 of 1 items'. The main form area has a 'Document Title:' field with the text 'Motion To Continue' and a blue circle 'A' next to it. Below this is a '# Pages:' field and a 'Judge Action Indicator:' with radio buttons for 'Yes' and 'No'. At the bottom, there is an 'Upload:' field with a file path 'C:\Users\bkillion\OneDrive - AZCourts\eCourt...' and a 'Browse...' button, with a blue circle 'B' next to it. There are 'Save' and 'Cancel' buttons at the bottom right, with a blue circle 'C' next to the 'Save' button.

- A. Enter the document title **without special characters**.
 - B. Press the Browse button. A pop-up window will open. Select your saved file from the Choose File to Upload dialog box and press the Open button. You can upload any single file up to 9.5MB.
 - C. Press the Save button. The Add Connected Document window will automatically close.
3. Add your proposed document as a Connected document
 - a. Click the Add Connected link under the lead document

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
1	<input type="checkbox"/> Remove	Motion To Continue	\$0.00	\$6.50	0	C:\Users\bkillion\OneDrive - AZCourts\leCourt Services\Testing\Standard Testing Templates\TESTING AND TRAINING DOCUMENTS\DOCX-Motion.docx	0.0150
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Add Connected</div>							

- b. Select *Order* as the Document Category and *Proposed Order / Judgment* as the Document Type

Search:

Document Category:

Document Type:

Order

Proposed Order/Judgment Proposed Order/Judgment - Condemnation

1 - 1 of 1 Items

Unless you are filing into an Eminent Domain case, do **NOT** select *Proposed Order/Judgment – Condemnation (Supporting)*

Note: Proposed Orders/Judgments of Condemnation & Proposed Orders of Immediate Possession in Eminent Domain cases

The *Proposed Order/Judgment – Condemnation (Supporting)* option should only be used when filing into Eminent Domain cases. This option allows the specific types of proposed orders normally filed in Eminent Domain cases to be filed as a PDF rather than in an editable format as required for all other types of Proposed Orders. This allows filers to include legal descriptions of property in their orders.

Order

Proposed Order/Judgment Proposed Order/Judgment - Condemnation

1 - 1 of 1 items

* Document Title: **A**

Pages:

* Upload: Browse... **B**

C Save Cancel

- A. Enter the document title **without special characters**.
- B. Press the Browse button. A pop-up window will open. Select your saved file from the Choose File to Upload dialog box and press the Open button. You can upload any single file up to 9.5MB.
- C. Press the Save button. The Add Connected Document window will automatically close.

- b. Depending on the size of the document, a progress bar may appear under the size column next to the name of the document. Wait for this bar to disappear before continuing.

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	Remove	NOTICE OF FILING PROPOSED HEARING	\$0.00	\$0.00	0	C:\fakepath\DOCX-ProposedOrder.docx	0.0129
	Remove	Proposed Hearing	\$0.00	\$0.00	0	C:\fakepath\Complaint-1500Pages.docx	<div style="background-color: blue; width: 100px; height: 10px;"></div>

- c. Once the document is successfully uploaded, the bar will disappear, and the document size will be displayed:

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	Remove	NOTICE OF FILING PROPOSED HEARING	\$0.00	\$0.00	0	C:\fakepath\DOCX-ProposedOrder.docx	0.0129
	Remove	Proposed Hearing	\$0.00	\$0.00	0	C:\fakepath\Complaint-1500Pages.docx	1.6021

Submitting a *Proposed Order* or *Proposed Judgment* as a main / lead document

Allowed formats: doc, docx

1. On the **Documents** tab, click the *Add Lead* link

The screenshot shows the 'Documents' tab in a legal case management system. The navigation bar includes 'Filer', 'Case Information', 'Case Participants', 'Documents', 'Fees and Payments', and 'Review and Submit'. Below the navigation bar, there is a section titled 'Uploaded Documents' which contains a table with the following columns: '#', 'Document', 'Document Type', 'Filing Fee', and 'Application Fee'. The table is currently empty, and the 'Add Lead' link is highlighted with a blue box and an arrow pointing to it.

2. Add your main / lead document.

- a. Select *Order* as the Document Category and *Proposed Order / Judgment* as the Document Type

The screenshot shows the 'Add Lead' form. The 'Document Category' dropdown is set to 'Order' and the 'Document Type' dropdown is set to 'Proposed Order/Judgment'. The 'Proposed Order/Judgment' option is selected in the list below. A yellow arrow points to the 'Document Category' dropdown, and another yellow arrow points to the 'Proposed Order/Judgment' option in the list.

The screenshot shows the 'Add Lead' form with the following fields: 'Document Title' (with a blue circle 'A' next to it), '# Pages', 'Judge Action Indicator' (with radio buttons for 'Yes' and 'No'), and 'Upload' (with a 'Browse...' button and a blue circle 'B' next to it). The 'Save' and 'Cancel' buttons are at the bottom right, with a blue circle 'C' next to the 'Save' button.

- A. Enter the document title without special characters.
- B. Press the Browse button. A pop-up window will open. Select your saved file from the Choose File to Upload dialog box and press the Open button. You can upload any single file up to 9.5MB.
- C. Press the Save button. The Add Lead Document window will automatically close.

- b. Depending on the size of the document, a progress bar may appear under the size column next to the name of the document. Wait for this bar to disappear before continuing.

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	Remove	NOTICE OF FILING PROPOSED HEARING	\$0.00	\$0.00	0	C:\fakepath\DOCX-ProposedOrder.docx	0.0129
	Remove	Proposed Hearing	\$0.00	\$0.00	0	C:\fakepath\Complaint-1500Pages.docx	



- c. Once the document is successfully uploaded, the bar will disappear, and the document size will be displayed:

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	Remove	NOTICE OF FILING PROPOSED HEARING	\$0.00	\$0.00	0	C:\fakepath\DOCX-ProposedOrder.docx	0.0129
	Remove	Proposed Hearing	\$0.00	\$0.00	0	C:\fakepath\Complaint-1500Pages.docx	1.6021

