



eFileAZ

User's Guide

<https://efile.azcourts.gov>



Version 3.0 October 2019

Arizona Supreme Court – Administrative Office of the Courts
Court Services Division/ eCourt Services/MFoltz

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Table of Contents

- Section 1: Getting Started..... 4
 - Who May File Electronically? 4
 - Attorneys..... 4
 - Self-Represented Litigants..... 4
 - Associated Attorneys and Legal Assistants 4
 - Electronic Submission Basics 4
 - Hardware and Software Requirements..... 4
 - Document Format and Size 4
 - Electronic Payment of Fees..... 5
- Section 2: Application Features and Process 6
 - Signing In..... 6
 - The eFiling Map Screen 7
 - Banner..... 7
 - Welcome Message..... 7
 - Shortcuts..... 8
 - Terms of Use/Privacy Statement/Accessibility/Request Support 8
 - My Account Menu..... 9
 - Individual Attorney/Self Represented Litigant Account 9
 - Organization Account 9
 - Filing Options Menu 10
 - Individual Attorney and Self-Represented Litigant Accounts 10
 - Organization Accounts 10
 - My Cases..... 11
 - My Filings 12
 - Pending Submissions 13
 - My Filings/Organization Filings 13
 - Search by Submission Date Range 14
 - Search by Completion Date Range..... 14
 - Search by ID# 15
 - Search by Status 15
 - Search by Court or Division 15
 - My Cases/Organization Cases..... 15
 - Searching for Cases 16

Specifying a Court Location and General Case Category	17
Section 4: View Submission Information	19
Section 5: Creating a User Account	21
Registering as an Attorney, Self-Represented Litigant, Process Server or Transcriptionist	21
Account Registration Page	21
Registration	22
Identify Registration Type and Role	22
User Name, Password, and Security Question	23
Contact Information.....	24
Terms & Conditions	24
Submitting the Registration.....	24
Activating an Account	25
Registering as an Organization.....	26
Display the Account Registration Page	27
Setting Up an Organization and Identifying the Account Administrator.....	27
Organization Information.....	28
Administrator Information	28
Terms & Conditions	29
Submit Registration.....	29
Activate the Account	29
Setting Up Additional Firm Administrators and Basic Users	30
Adding a User Not Affiliated with an Organization	33
Allowing Use of an Account.....	34
Section 6: Submissions	35
Preparing Documents to File	35
Signing into the Application	36
Submitting a New Case.....	37
Filer Tab.....	37
Case Information Tab	38
Case Participants Tab	39
Adding Case Participants/Attorney-Party Teams.....	40
Documents Tab	43
Attaching Documents to the Submission.....	43
Document View List	46

Fees and Payments Tab	47
Review and Submit Tab	48
Paying for a Submission	49
Notification Email Messages	52
Submitting Documents in an Existing Case	53
Existing Case Tab	54
Case Participants Tab	55
Adding a Party Requiring a Summons to Issue	55
Documents Tab	57
Document List View	60
Service List	60
Fees and Payments Tab	62
Payment Options	62
Review and Submit Tab	63
Paying for a Submission	64
Notification Email Messages	66
Review User Notification Email Messages and Submissions List	66
Submission Complete Email Notification	66
Section 7: Account Management	67
User Details	67
Change Password	68
Payment Tokens for Individual Accounts	68
Payment Tokens for Organizations	69
Proxies	70
Can Submit For	71
Changing Account Details	71
Change the Security Question	71
Change User Contact Information	71
Change Password	72
Appendix A: Terms	73

Section 1: Getting Started

Electronic submissions provide an opportunity for attorneys and self-represented litigants (submitters) to efficiently upload and file court documents through the Internet using a standard web browser.

Who May File Electronically?

Attorneys

To register as an attorney, a valid Arizona Bar Number evidencing admission to the state or local bar is required. This number will be requested as part of the registration process.

Out-of-state attorneys, who have been admitted *pro hac vice* in an existing case by the Court, are also required to register as users in the system using the bar number issued to them by the Arizona State Bar.

Self-Represented Litigants

Self-represented litigants – or non-attorneys who choose to represent themselves in court proceedings – may (but are not required to) e-file within the system. If they choose to file electronically, self-represented litigants must register and obtain a user name and password.

Associated Attorneys and Legal Assistants

An attorney who is a registered user may permit an associated attorney or legal assistant to file documents under the registered attorney's user name and password. However, the registered attorney remains accountable and responsible for all such submissions.

Electronic Submission Basics

Hardware and Software Requirements

The application is a web-based electronic filing (e-Filing) system. Users must be able to connect to the Internet, have an email account through which they can receive notification email messages, and the ability to produce Microsoft Word (DOCX), ODT, or PDF files. Access to a scanner will allow users to turn paper documents into electronic files to submit through the e-filing system.

Internet Access: Users must have a personal computer or workstation that can connect via an Internet provider or network to the Internet using a cable modem or DSL internet access. The website is best viewed in Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome.

Email Account: At least one email address is required for registration and notification.

Document Format and Size

Format requirements for documents to be electronically submitted are presented below. If documents do not meet these requirements, the application will automatically reject the submission.

- Documents may be in PDF, DOCX or ODT formats. Proposed Orders, Proposed Judgments, and Proposed Notice of Hearing documents must be in DOCX or ODT.
- Document size may be no larger than 9 MB.
- Submission's total size may be no larger than 100MB.
- The application runs a virus checker when the submission of a document is taking place. All documents must be virus-free. The application will automatically reject a submission containing a virus.
- **No password protection or other security devices may be associated with a document.**

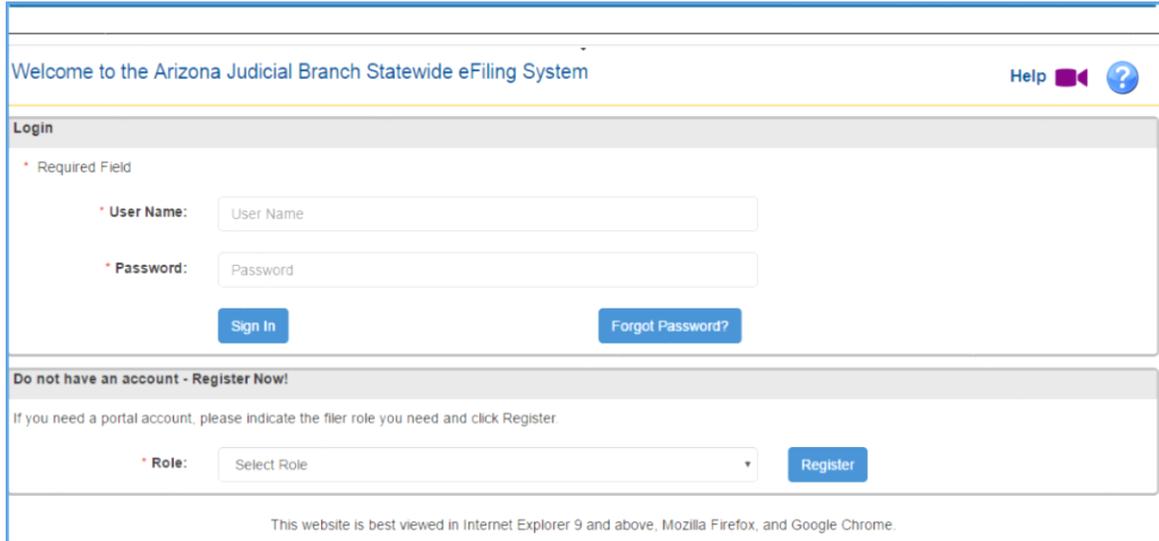
Electronic Payment of Fees

To complete the process of submitting a case, the court must receive payment of the fees associated with the submission. Fees and costs may be paid electronically using a credit card or electronic check through the authorized payment provider. For parties who have an active fee waiver or fee deferral order from the court for the case they are submitting in to will have the opportunity to indicate such in the application.

Section 2: Application Features and Process

To access the application, follow these steps:

1. Open an Internet **browser**. Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome are recommended.
2. Go to the Electronic Filing website: <https://efile.azcourts.gov>

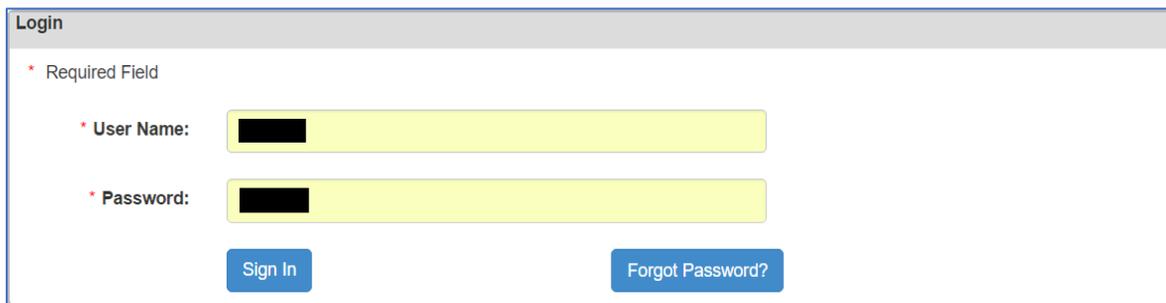


The screenshot shows the login page for the Arizona Judicial Branch Statewide eFiling System. At the top, it says "Welcome to the Arizona Judicial Branch Statewide eFiling System" with a "Help" icon and a question mark icon. Below this is a "Login" section with a "Required Field" label. There are two input fields: "User Name" and "Password". Below the "User Name" field is a "Sign In" button, and below the "Password" field is a "Forgot Password?" button. Below the login section is a "Do not have an account - Register Now!" section. It says "If you need a portal account, please indicate the filer role you need and click Register." There is a "Role" dropdown menu with "Select Role" selected and a "Register" button. At the bottom, it says "This website is best viewed in Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome."

Signing In

If the user has already registered for an account, they can sign in and use the application by following the steps below. To register for an account, click the "Register" link. Click here for instructions: [Registering for an Account](#).

1. In the **User Name** box, type the user's name.
2. In the **Password** box, type the password specified for the account.
3. Click the **Sign In** button.

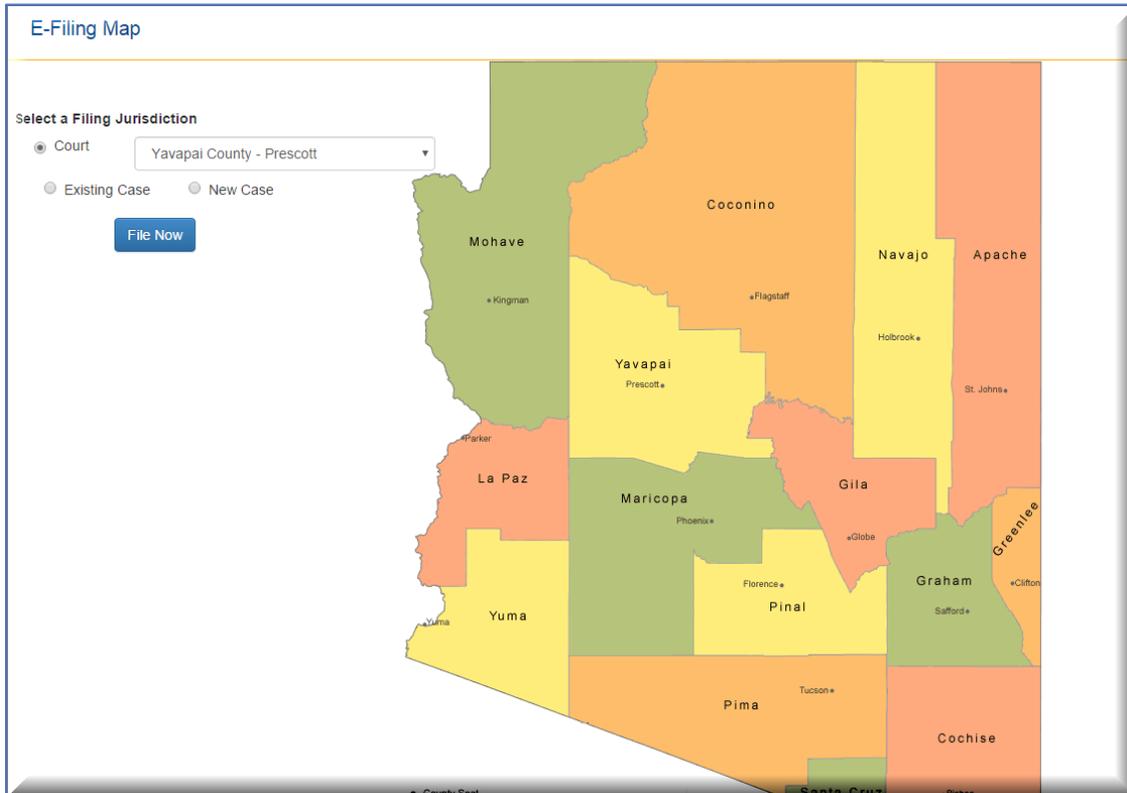


The screenshot shows the login page with the "User Name" and "Password" input fields highlighted in yellow. The "Sign In" button is also visible.

4. After sign-in, the application displays the **EFILING MAP** screen.

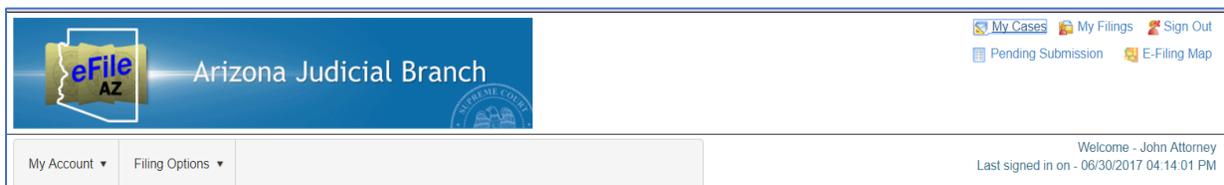
The eFiling Map Screen

The EFILING MAP Screen allows the user to choose court jurisdiction and view account and submission options.



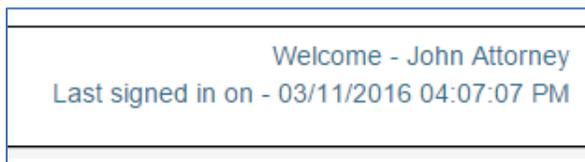
Banner

This banner appears on every screen, shows who is signed in, and provides access to the account management and submission options through menus and shortcuts.



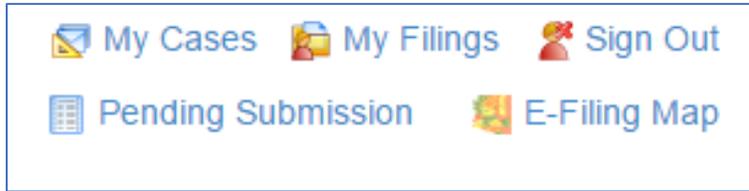
Welcome Message

The Welcome message displays the name of the submitter who has signed in to the application and the date and time of the submitter's last sign in.



Shortcuts

Above the Welcome message is a group of links to functions often used. The shortcuts save time by jumping directly to a function instead of using the menus. For example, a user can return to the MY FILINGS screen from anywhere in the system, by clicking the MY FILINGS link.

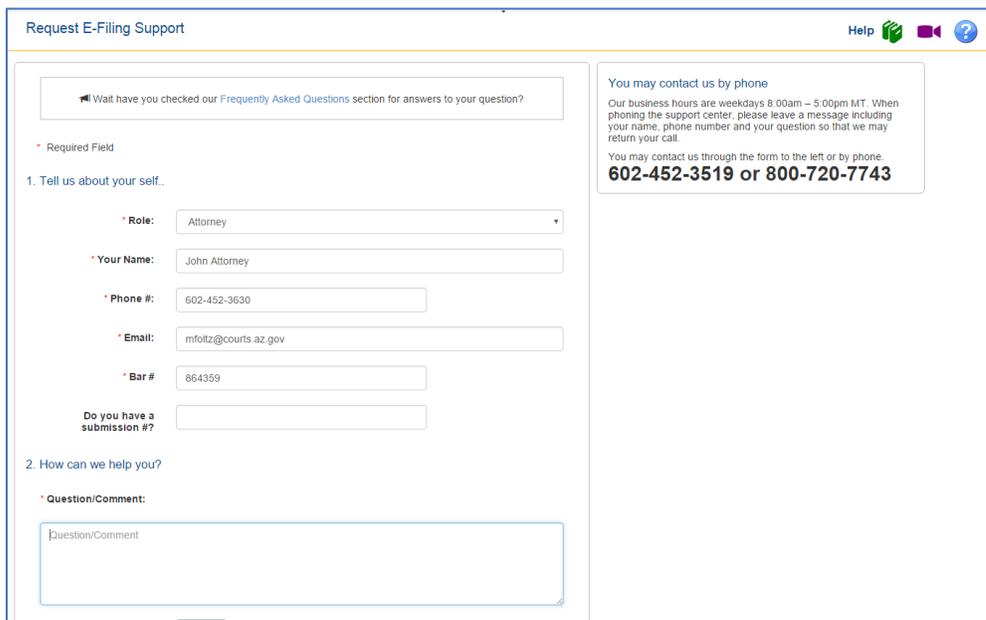


Terms of Use/Privacy Statement/Accessibility/Request Support

[Terms Of Use](#) | [Privacy Statement](#) | [Accessibility](#) | [Request Support](#)

These links appear in the bottom left of the page. By clicking the button, the user will be taken to the appropriate document or page.

The **Request Support** link will open a page allowing information to be entered and request support from the Administrative Office of the Court (AOC) Support Center.

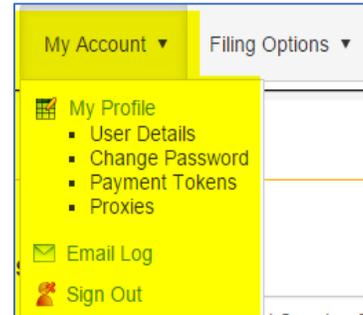


My Account Menu

Individual Attorney/Self Represented Litigant Account

The MY ACCOUNT menu provides access to the user's profile where the following can be managed.

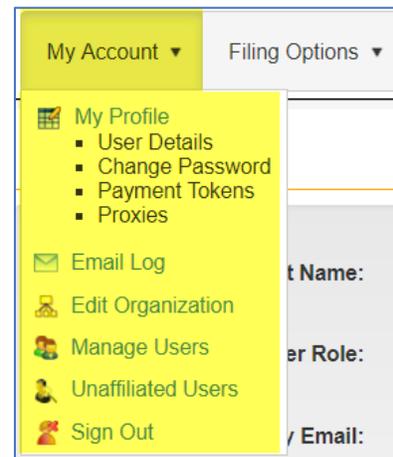
Option	Description
MY PROFILE	<ul style="list-style-type: none"> ▪ Details about user accounts, such as contact information, affiliation, and security question and answer. ▪ The ability to change account password or email addresses. ▪ Ability to set up Payment Tokens ▪ Ability to assign Proxies
EMAIL LOG	Record of emails received from the application
SIGN OUT	End the session



Organization Account

The MY ACCOUNT menu provides access to the firm administrator and organization profile where the following can be managed.

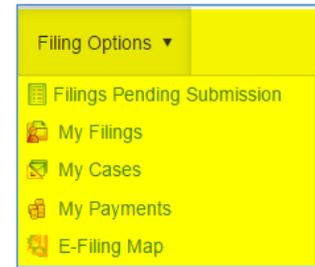
Option	Description
MY PROFILE	<ul style="list-style-type: none"> ▪ Details about user's account, such as contact information, affiliation, and security question and answer. ▪ The ability to change account password or email addresses. ▪ Ability to set up Payment Tokens ▪ Ability to assign Proxies
EMAIL LOG	<ul style="list-style-type: none"> • Record of emails received from the application
EDIT ORGANIZATION	<ul style="list-style-type: none"> • Details about the organization's account • Ability to set up payment tokens for individual users
MANAGE USERS	<ul style="list-style-type: none"> • Ability to add users to the organization account
Unaffiliated Users	<ul style="list-style-type: none"> • Ability to associate a user not affiliated with the firm to the organization account
SIGN OUT	<ul style="list-style-type: none"> • End user session



Filing Options Menu

Individual Attorney and Self-Represented Litigant Accounts

Option	Description
FILINGS PENDING SUBMISSION	<ul style="list-style-type: none"> View a list of PENDING SUBMISSIONS Includes ability to delete or copy submissions
MY FILINGS	<ul style="list-style-type: none"> Displays the MY FILINGS screen to gain access to all their submissions Provides access to case documents
MY CASES	<ul style="list-style-type: none"> Displays all cases successfully filed Provides access to case documents
MY PAYMENTS	<ul style="list-style-type: none"> Provides a searchable listing of all payments made
EFILING MAP	<ul style="list-style-type: none"> Returns user to the EFILING MAP page



Organization Accounts

Option	Description
FILINGS PENDING SUBMISSION	<ul style="list-style-type: none"> View a list of PENDING SUBMISSIONS Includes ability to delete or copy submissions
MY FILINGS	<ul style="list-style-type: none"> Displays the MY FILINGS screen to gain access to all their submissions Provides access to case documents
ORGANIZATION FILINGS	<ul style="list-style-type: none"> Displays the ORGANIZATION FILINGS screen to access submissions for the entire organization Provides access to case documents
MY CASES	<ul style="list-style-type: none"> Displays all cases successfully submitted Provides access to case documents
ORGANIZATION CASES	<ul style="list-style-type: none"> Displays all cases successfully submitted for the entire organization Provides access to case documents
MY PAYMENTS	<ul style="list-style-type: none"> Provides a searchable listing of all payments made
ORGANIZATION PAYMENTS	<ul style="list-style-type: none"> Provides a searchable listing of all payments made by organization users
EFILING MAP	<ul style="list-style-type: none"> Returns user to the EFILING MAP page



My Cases

Arizona Judicial Branch

My Cases
My Filings
Sign Out
Pending Submission
E-Filing Map

All successfully filed submissions appear in this section. The application displays the Case #, Case Title, Court Location, General Case Category, indicates if the electronic service function was used during creation of the submission, and the Status. The File Now button allows users to jump to the Existing Case screen to begin a new submission.

My Cases
Help

Search Options

Court Location:

General Case Category:

Case #:

Case Title:

Cases per page

Status: Active Inactive All

Search
Clear

File	Case #	Case Title	Court Location	General Case Category	Receiving Service	Status
File Now	V1300CV201680004	Lewis E Hollander JR vs Ellen Savioni et al	Yavapai County - Prescott	Civil	Yes	Active

The **Case #** column shows the case number as hyperlinked text. By clicking on this text, users will be taken to the ELECTRONIC SERVICE LIST.

Electronic Service List
Help

P1300CV201900424
SHASHA MANNER et al vs GEORGE GIBSON
Yavapai County - Prescott

Electronic Service Recipients
My Added Attorney/Interested Parties
My E-service Email Addresses for this Case
My Status for this Case

Name	Bar ID	Email Status	Email Address	Email Type	Portal Status
Bryan Law	AZ753951852		mfoltz@courts.az.gov	Primary	Active
Lucinda Schwartz	AZ025831		gpals@courts.az.gov	Primary	Active

By clicking on the **Case Title** hyperlink, the user will be taken to the **Case Information** to gain access to case documents.

Documents		
#	Filing Date	Document Title
1	9/7/2016 11:12:20 AM	EFILING: ANSWER
2	9/7/2016 11:12:20 AM	EFILING: AFFIDAVIT OF RENEWAL OF JUDGMENT
3	9/7/2016 11:12:20 AM	EFILING: NOTICE OF FILING PROPOSED ORDER
4	9/7/2016 11:12:20 AM	EFILING: PROPOSED ORDER
5	9/7/2016 10:39:12 AM	EFILING: COMPLAINT
6	9/7/2016 10:39:12 AM	EFILING: CERT OF COMP ARB

My Filings



Arizona Judicial Branch

[My Cases](#)
[My Filings](#)
[Sign Out](#)

[Pending Submission](#)
[E-Filing Map](#)

For each submission, the application displays the EFM Submission ID #, the EFSP Filing ID #, the Case Title/Docket, the case number assigned to the case, the status of the submission, the court location into which the submission was made, the submission date, and the date the clerk's office accepted the submission (Completion Date / Remarks).

My Filings
Help 

Search Options

EFM Submission ID:

Court Case #:

Court:

Submission Date From:

Completion Date From:

Case Title:

EFSP Filing ID:

Status:

Division:

To:

To:

Matter #:

EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
154272	154427	AUTOCASH PLAINTIFF vs JOSE R GAONA DEFENDANT	S1400CV201700252	Filed	Yuma County Superior Court	11/17/2017 07:56:11 AM	11/17/2017 09:32:00 AM
154271	154426	JASON ARGANAUGHT et al vs BILLY BLAKE	S1400CV201700787	Filed	Yuma County Superior Court	11/17/2017 07:53:48 AM	11/17/2017 09:30:42 AM
154220	154367	LAKEVIEW LOAN SERVICING, LLC VS. CHARLES W. STEVENS et al.	P1300CV201700050	Pending Filing	Yavapai County - Prescott	11/09/2017 03:52:24 PM	

To see the detail of a specific submission, click the ► sign to the left of the **Submission #**.

EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
154272	154427	AUTOCASH PLAINTIFF vs JOSE R GAONA DEFENDANT	S1400CV201700252	Filed	Yuma County Superior Court	11/17/2017 07:56:11 AM	11/17/2017 09:32:00 AM
154271	154426	JASON ARGANAUGHT et al vs BILLY BLAKE	S1400CV201700787	Filed	Yuma County Superior Court	11/17/2017 07:53:48 AM	11/17/2017 09:30:42 AM

Filing Information Documents Service List Fee Payment

General Case Category: Civil

Case Title: JASON ARGANAUGHT et al vs BILLY BLAKE

Matter:

Filed By: Jillian Law AZ 84696321

Pending Submissions

Arizona Judicial Branch

[My Cases](#) [My Filings](#) [Sign Out](#)
[Pending Submission](#) [E-Filing Map](#)

The PENDING SUBMISSIONS section lists all submissions that have been saved by the user but not yet submitted for filing.

Court Location	General Case Category	Case Number	Case Detail	EFSP Filing ID	Delete/Copy	Date Last Updated
Maricopa County Superior Court	Civil	CV2015-009542	Vs. Martinez, ETAl	154270		11/16/2017 02:34:39 PM
Mohave County Superior Court	Civil			154180		11/08/2017 01:57:33 PM
				154169		11/08/2017 01:02:04 PM
Yavapai County - Prescott	Civil			154166		11/08/2017 12:49:55 PM

To access the submission, click the hyperlinked submission ID number in the **EFSP Filing ID** column.

My Filings/Organization Filings

After signing into the application, click on the **MY FILINGS** link to view submissions that have been submitted. To view submissions that have been submitted by the entire, click on **FILING OPTIONS** and then **ORGANIZATION FILINGS**. The user must have Firm Administrator access. This section of the application will show submissions that have been submitted but not yet accepted by the clerk (Pending Filing), submissions rejected by the clerk (Rejected), and submissions accepted by the clerk (Filed).

To view submissions for an individual's account:

Arizona Judicial Branch

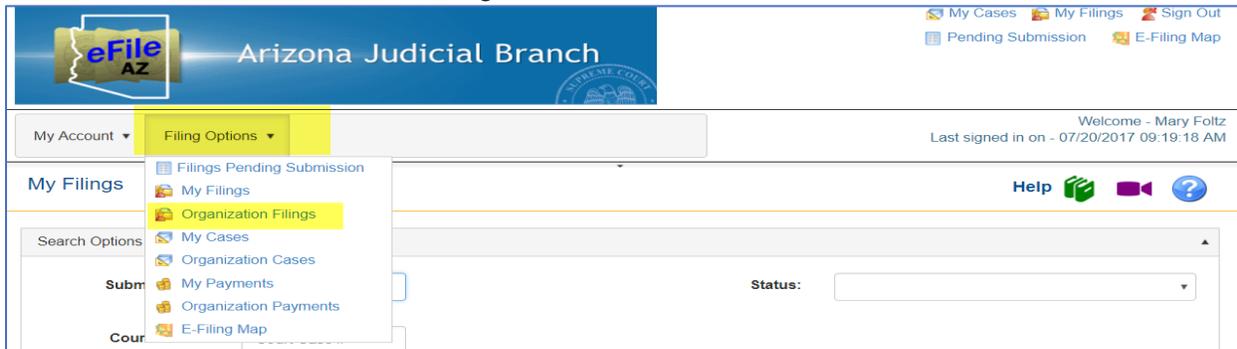
[My Cases](#) [My Filings](#) [Sign Out](#)
[Pending Submission](#) [E-Filing Map](#)

My Account ▼
Filing Options ▼

Welcome - Mary Foltz
 Last signed in on - 07/20/2017 09:19:18 AM

My Filings
Help

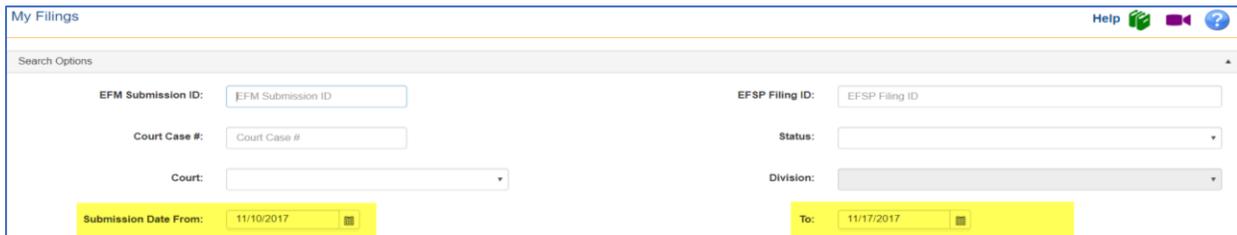
To view submissions for the entire organization:



Search by Submission Date Range

By default, the MY FILINGS and ORGANIZATION FILINGS pages list only those submissions made during the last seven days. A user may increase or reduce this date range by following the steps below.

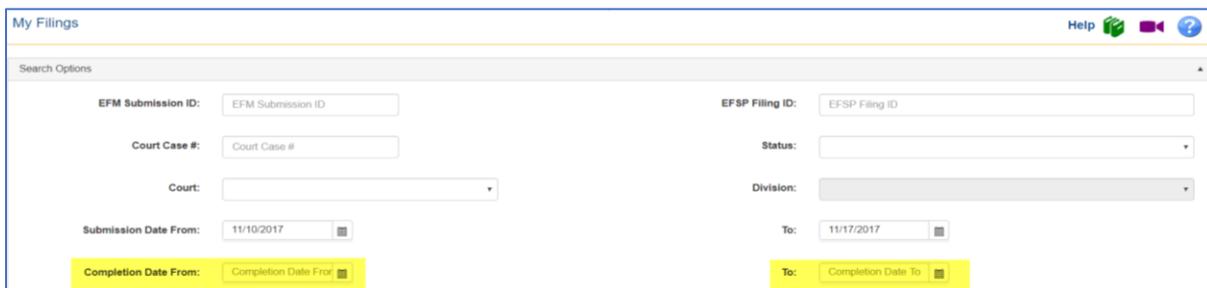
1. In the **Submission Date From** box, type the **starting date** for the date range in the format: mm/dd/yyyy
2. In the **Submission Date To** box, type the **last date** to include in the date range in the format: mm/dd/yyyy
3. Click the **Search** link to display the submissions made during the specified date range.



Search by Completion Date Range

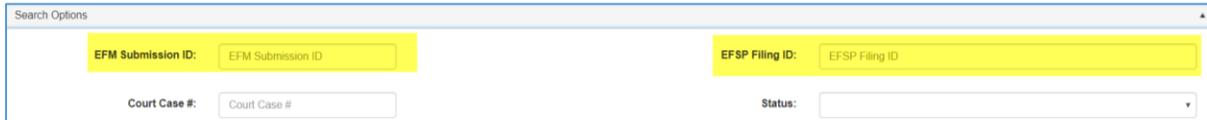
Submissions can be searched on Completion Date Range as well. By default, submissions will be shown on Submission Date Range. User can increase or reduce the date range.

1. In the **Completion Date From** box, type the starting date for the date range in the format: mm/dd/yyyy
2. In the **Completion Date To** box, type the last date to include in the date range in the format: mm/dd/yyyy
3. Click the **Search** link to display the completed submissions made during the specified date range.



Search by ID#

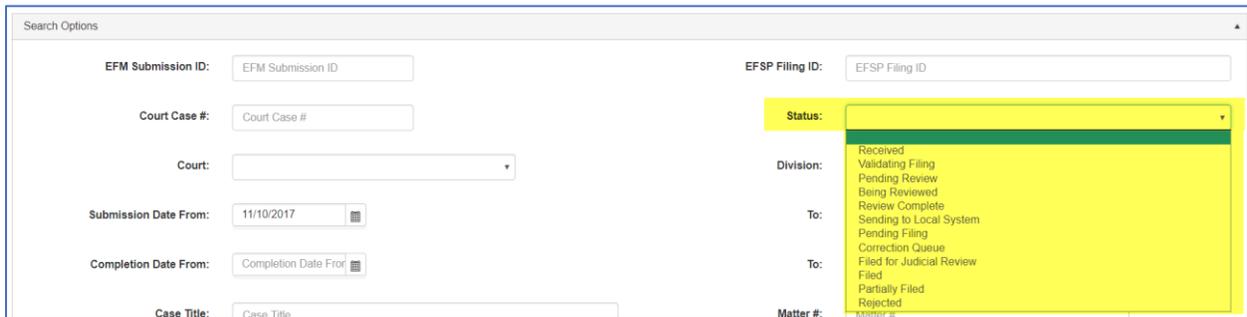
Submissions can be searched using the **EFM Submission ID#** or the **EFSP Filing ID**. The EFSP Filing ID is the number assigned when a submission is started in eFileAZ. The EFM Submission ID# is a number assigned to the completed and submitted submission. NOTE: This is the number the user will provide in the event they must call the Support Center for assistance. Enter either a valid EFM or EFSP # and click Search.



The screenshot shows the 'Search Options' form with two input fields highlighted in yellow: 'EFM Submission ID' and 'EFSP Filing ID'. Other fields include 'Court Case #', 'Status' (a dropdown menu), and 'Court'.

Search by Status

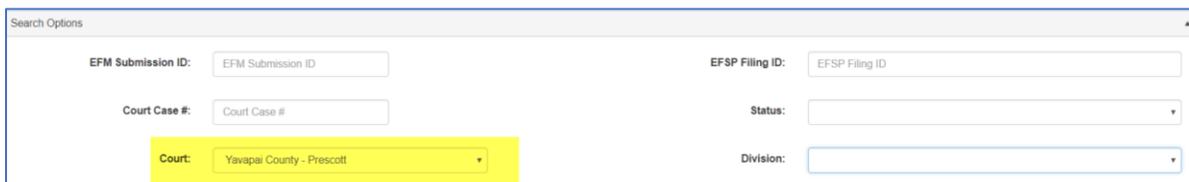
Submissions can be searched on **Status**. The Status dropdown has the options shown below:
Received / Validated Submission / Pending Review / Being Reviewed / Review Complete / Sending to Local System / Pending Submission / Pending Queue / Filed for Judicial Review / Filed / Partially Filed.



The screenshot shows the 'Search Options' form with the 'Status' dropdown menu open. The dropdown menu lists the following options: Received, Validating Filing, Pending Review, Being Reviewed, Review Complete, Sending to Local System, Pending Filing, Correction Queue, Filed for Judicial Review, Filed, Partially Filed, Rejected, and Matter #. The 'Status' field is highlighted in yellow.

Search by Court or Division

Submissions can be searched by specific court and division. Choose the desired **Court** or **Division** from the dropdown and click Search.



The screenshot shows the 'Search Options' form with the 'Court' and 'Division' dropdown menus highlighted in yellow. The 'Court' dropdown is currently set to 'Yavapai County - Prescott'. Other fields include 'EFM Submission ID', 'EFSP Filing ID', 'Court Case #', 'Status', and 'Matter #'.

My Cases/Organization Cases

After signing into the application, click on the **MY CASES** link to see cases that have been successfully filed into (the clerk has accepted and documents) and have been made a part of the official court record. To see cases that have been successfully filed by the entire, click on **FILING OPTIONS** and then **ORGANIZATION CASES**. User Must have Firm Administrator Access.

To view cases for an individual's account:

The screenshot shows the top navigation bar with the eFile AZ logo and 'Arizona Judicial Branch' text. On the right, there are links for 'My Cases', 'My Filings', 'Sign Out', 'Pending Submission', and 'E-Filing Map'. Below the navigation bar, there are dropdown menus for 'My Account' and 'Filing Options'. On the right side of this bar, it says 'Welcome - Mary Foltz' and 'Last signed in on - 07/20/2017 09:19:18 AM'. The main content area has a yellow 'My Cases' tab selected on the left and 'Help' icons on the right.

To view cases for the entire organization:

This screenshot is similar to the previous one, but the 'Testing organization Cases' tab is selected in the main content area. The user information on the right now says 'Welcome - Mary Foltz' and 'Last signed in on - 07/28/2017 07:49:08 AM'.

Searching for Cases

To search for cases submitted, click **MY CASES**.

The screenshot shows the 'My Cases' search options form. It includes fields for 'Court Location', 'General Case Category', 'Case #', and 'Case Title'. There are also dropdowns for 'Cases per page' (set to 25) and radio buttons for 'Status' (Active, Inactive, All). 'Search' and 'Clear' buttons are at the bottom.

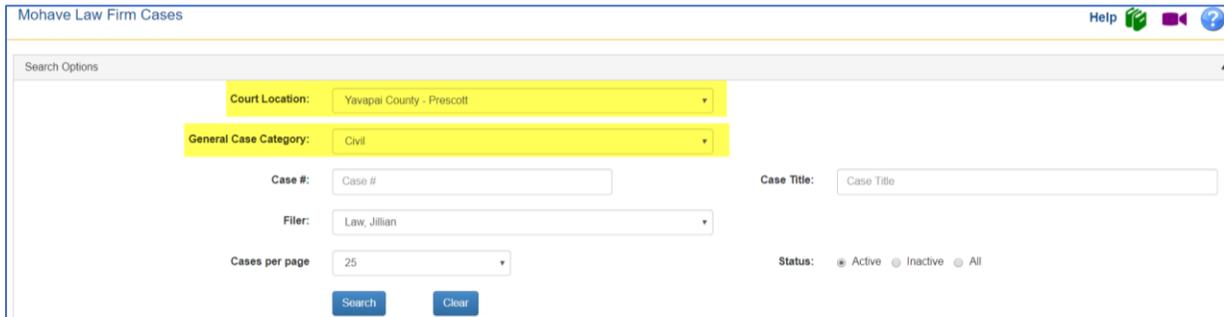
To search for cases submitted by someone in the organization or to see all organization submissions, click MY CASES → FILING OPTIONS → ORGANIZATION CASES.

This screenshot shows the navigation path from 'My Cases' to 'Organization Cases'. The 'Filing Options' dropdown menu is open, and 'Organization Cases' is highlighted. The search options form is visible in the background, with the 'Status' radio buttons now showing 'All' as the selected option.

Specifying a Court Location and General Case Category

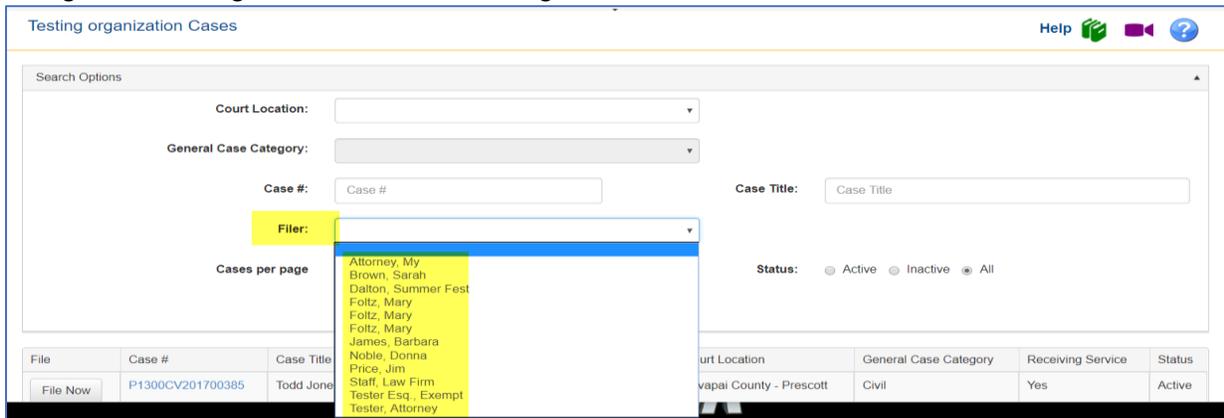
Click on the dropdown arrows for Court Location and choose the county in which to conduct a search. To view all cases regardless of county, leave court location blank.

Once the Court Location has been chosen, the General Case Category dropdown will become available. Click the dropdown and choose the category to search. This field may be left blank if searching by a specific case category is not necessary.



The screenshot shows the 'Mohave Law Firm Cases' search interface. The 'Search Options' section includes a 'Court Location' dropdown menu set to 'Yavapai County - Prescott', a 'General Case Category' dropdown menu set to 'Civil', a 'Case #' text input field, a 'Case Title' text input field, a 'Filer' dropdown menu set to 'Law, Jillian', a 'Cases per page' dropdown menu set to '25', and a 'Status' section with radio buttons for 'Active', 'Inactive', and 'All'. There are 'Search' and 'Clear' buttons at the bottom.

The same search functionality is available for organization searches and includes a dropdown listing all of the registered users for the organization.



The screenshot shows the 'Testing organization Cases' search interface. The 'Search Options' section includes a 'Court Location' dropdown menu, a 'General Case Category' dropdown menu, a 'Case #' text input field, a 'Case Title' text input field, a 'Filer' dropdown menu with a list of registered users, a 'Cases per page' dropdown menu, and a 'Status' section with radio buttons for 'Active', 'Inactive', and 'All'. There are 'File Now' and 'Clear' buttons at the bottom.

File	Case #	Case Title	Court Location	General Case Category	Receiving Service	Status
File Now	P1300CV201700385	Todd Jones	Yavapai County - Prescott	Civil	Yes	Active

Once the search criteria has been entered and results returned, the grid below appears.

- **File Now** – returns the user to the application where they can begin submitting documents for the case
- **Case #** - provides information on electronic service
- **Case Title** – takes the user to the Case Information screen where they can see all case information and a listing of all documents that have been filed into the case either manually or electronically. Clicking on the document hyperlink will open the document (if available) and it then can be printed out or saved.
- **Court Location** – Superior Court the case in which the case is located
- **General Case Category** – Civil cases are the only cases allowed to be efiled at this time
- **Receiving Service** – Indicates parties in the case have agreed to receive e-service
- **Status** – Status of the case

My Cases Help

Search Options

Court Location:

General Case Category:

Case #: **Case Title:**

Cases per page **Status:** Active Inactive All

File	Case #	Case Title	Court Location	General Case Category	Receiving Service	Status
<input type="button" value="File Now"/>	P1300CV201700116	MARY FOLTZ vs JOHNS BAKERY	Yavapai County - Prescott	Civil	Yes	Active
<input type="button" value="File Now"/>	P1300CV201700012	john plaintiff et al vs defendant organization	Yavapai County - Prescott	Civil	Yes	Active
<input type="button" value="File Now"/>	P1300CV201600335	MARY'S PET SHOP et al vs JOE DEFENDANT et al	Yavapai County - Prescott	Civil	Yes	Active

Section 4: View Submission Information

For each submission, the application displays the EFSP Filing ID, EFM Submission ID, Case title/docket, the case number assigned to the case, the status of the submission, the jurisdiction/court in which the submission was made, the submission date, and the date the Clerk’s office completed the submission (Completion Date / Remarks). Depending on the user’s monitor size, they may have to scroll horizontally to see all the columns.

EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶ 154272	154427	AUTOCASH PLAINTIFF vs JOSE R GAONA DEFENDANT	S1400CV201700252	Filed	Yuma County Superior Court	11/17/2017 07:56:11 AM	11/17/2017 09:32:00 AM
▶ 154271	154426	JASON ARGANAUGHT et al vs BILLY BLAKE	S1400CV201700787	Filed	Yuma County Superior Court	11/17/2017 07:53:48 AM	11/17/2017 09:30:42 AM

1 - 2 of 2 items

This information includes:

Item	Description
EFSP Filing ID	The number assigned by eFileAZ to the submission.
EFM Submission ID	The number assigned to the submission AFTER it has been submitted to the Court.
Case #	The case number assigned to the case by the court. New cases do not receive a case number until after the submission has been processed through the case management system and “filed”. If no case number has been assigned, the application will leave the field blank.
Status	The status of the submission (Filed /Received/ Being Reviewed/ Pending Review, etc.)
Court	The court in which the case was filed
Division	The court type; e.g., Civil
Submission Date	The date on which the submission was created and submitted
Completion Date / Remarks	The date which the court accepted the submission, marked it as Filed, and notified the submitter by email that the submission is complete

Viewing Submission Details

Click the ▶ sign to the left of the **EFSP Filing ID**. The application expands the submission record to show the details of the submission.

FILING INFORMATION tab shows General Case Category, Case Title, Matter Number, and who the submission was Filed By.

EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
154271	154426	JASON ARGANAUGHT et al vs BILLY BLAKE	S1400CV201700787	Filed	Yuma County Superior Court	11/17/2017 07:53:48 AM	11/17/2017 09:30:42 AM

Filing Information	Documents	Service List	Fee Payment
General Case Category: Civil			
Case Title: JASON ARGANAUGHT et al vs BILLY BLAKE			
Matter:			
Filed By: Jillian Law AZ 84696321			

The DOCUMENTS tab shows the order in which the documents were attached (1, 2, 3, and so on), the status of the document, Document Type, the File Name, and reason for rejection if applicable. (Note: Documents are not retrievable in this view)

EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks																
154271	154426	JASON ARGANAUGHT et al vs BILLY BLAKE	S1400CV201700787	Filed	Yuma County Superior Court	11/17/2017 07:53:48 AM	11/17/2017 09:30:42 AM																
<p>Filing Information Documents Service List Fee Payment</p> <table border="1"> <thead> <tr> <th>#</th> <th>Status</th> <th>Document Type</th> <th>File Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Accepted</td> <td>Civil Cover Sheet System Generated</td> <td>Civil Cover Sheet System Generated.pdf</td> </tr> <tr> <td>2</td> <td>Issued</td> <td>Summons BILLY BLAKE System Generated</td> <td>Summons BILLY BLAKE System Generated.pdf</td> </tr> <tr> <td>3</td> <td>Filed</td> <td>PLAINTIFF'S COMPLAINT</td> <td>DOCX-Complaint.docx</td> </tr> </tbody> </table>								#	Status	Document Type	File Name	1	Accepted	Civil Cover Sheet System Generated	Civil Cover Sheet System Generated.pdf	2	Issued	Summons BILLY BLAKE System Generated	Summons BILLY BLAKE System Generated.pdf	3	Filed	PLAINTIFF'S COMPLAINT	DOCX-Complaint.docx
#	Status	Document Type	File Name																				
1	Accepted	Civil Cover Sheet System Generated	Civil Cover Sheet System Generated.pdf																				
2	Issued	Summons BILLY BLAKE System Generated	Summons BILLY BLAKE System Generated.pdf																				
3	Filed	PLAINTIFF'S COMPLAINT	DOCX-Complaint.docx																				
159785	160087	Quality Loan Service Corp. vs Yavapai County Treasurer	P1300CV201900012	Rejected	Yavapai County - Prescott	08/22/2019 11:49:21 AM	08/22/2019 11:50:32 AM																
<p>Filing Information Documents Service Information Fee Payment</p> <table border="1"> <thead> <tr> <th>#</th> <th>Status</th> <th>Document Type</th> <th>File Name</th> <th>Rejection Reason</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Rejected</td> <td>ADDENDUM</td> <td>DOCX-Addendum.docx</td> <td>AT REQUEST OF THE CUSTOMER - CUSTOMER CALLED AND REQUESTED THAT THE SUBMISSION BE REJECTED. THEY FILED THE WRONG DOCUMENT</td> </tr> </tbody> </table>								#	Status	Document Type	File Name	Rejection Reason	1	Rejected	ADDENDUM	DOCX-Addendum.docx	AT REQUEST OF THE CUSTOMER - CUSTOMER CALLED AND REQUESTED THAT THE SUBMISSION BE REJECTED. THEY FILED THE WRONG DOCUMENT						
#	Status	Document Type	File Name	Rejection Reason																			
1	Rejected	ADDENDUM	DOCX-Addendum.docx	AT REQUEST OF THE CUSTOMER - CUSTOMER CALLED AND REQUESTED THAT THE SUBMISSION BE REJECTED. THEY FILED THE WRONG DOCUMENT																			

The SERVICE LIST tab will show to whom service was provided and the date/time the served party downloaded the document.

EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks												
159797	160104	THE VILLIAGE OF COPPER BASIN COMMUNITY ASSOCIATION VS CHUDOBA	S1100CV201900033	Filed	Pinal County Superior Court	08/28/2019 08:40:59 AM	08/28/2019 08:46:40 AM												
<p>Filing Information Documents Service Information Fee Payment</p> <table border="1"> <thead> <tr> <th>#</th> <th>Service Recipient</th> <th>Document</th> <th>Downloaded</th> <th>Download Date</th> <th>Email Address</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>JOHN SMITH</td> <td>Addendum Test</td> <td><input checked="" type="checkbox"/></td> <td>08/28/2019 10:32:29 AM</td> <td></td> </tr> </tbody> </table>								#	Service Recipient	Document	Downloaded	Download Date	Email Address	2	JOHN SMITH	Addendum Test	<input checked="" type="checkbox"/>	08/28/2019 10:32:29 AM	
#	Service Recipient	Document	Downloaded	Download Date	Email Address														
2	JOHN SMITH	Addendum Test	<input checked="" type="checkbox"/>	08/28/2019 10:32:29 AM															

The FEE PAYMENT tab shows any fees that were assessed, the Fee Status, Paid By, and the Payment Receipt #.

EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks														
153042	154428	SAMUEL MILLER et al. PLAINTIFF vs JASON VALIANT DEFENDANT	P1300CV201700393	Validating Filing	Yavapai County - Prescott	11/17/2017 03:13:29 PM															
<p>Filing Information Documents Service List Fee Payment</p> <table border="1"> <tbody> <tr> <td>eService Fee</td> <td>\$3.80</td> </tr> <tr> <td>Application Fee</td> <td>\$6.50</td> </tr> <tr> <td>Payment Fee</td> <td>\$0.31</td> </tr> <tr> <td>Total Fee:</td> <td>\$10.61</td> </tr> <tr> <td>Fee Status:</td> <td>Assessed</td> </tr> <tr> <td>Paid By:</td> <td>Electronic payment at payment site</td> </tr> <tr> <td>Payment Receipt #:</td> <td>82921899865868011</td> </tr> </tbody> </table>								eService Fee	\$3.80	Application Fee	\$6.50	Payment Fee	\$0.31	Total Fee:	\$10.61	Fee Status:	Assessed	Paid By:	Electronic payment at payment site	Payment Receipt #:	82921899865868011
eService Fee	\$3.80																				
Application Fee	\$6.50																				
Payment Fee	\$0.31																				
Total Fee:	\$10.61																				
Fee Status:	Assessed																				
Paid By:	Electronic payment at payment site																				
Payment Receipt #:	82921899865868011																				

Section 5: Creating a User Account

The application requires attorneys and self-represented litigants to register and obtain a user name and password. To successfully register, users must have access to the Internet and be able to navigate a web browser to the efile.azcourts.gov website.

Prior to registering, the user will need to decide whether to register as an individual user, such as an Attorney or Self-represented litigant, or an organization.

An individual account is a sole practicing attorney, self-represented litigant, process server or transcriptionist. An organization includes government organizations, fee exempt agencies, businesses, and law firms.

Registering as an Attorney, Self-Represented Litigant, Process Server or Transcriptionist

NOTE: Process Server and Transcriptionist are scheduled for release at a future date.

User registration typically follows these steps:

1. Go to the **Account Registration** page.
2. Enter the **registration information**; including Bar Number (if an attorney), user name and password, email addresses, and identification information.
3. Receive **email notification** that registration information has been received and is awaiting activation
4. Receive an email verification message with an **activation link**.
5. On the **Account Activation page**, answer the **Security Question** set up for the account.
6. **Sign in** and begin electronic submission activities.

Account Registration Page

1. Open an **Internet browser**. Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome are recommended.
2. Go to the website: <https://efile.azcourts.gov/>

The screenshot shows the login and registration interface for the Arizona Judicial Branch Statewide eFiling System. The page title is "Welcome to the Arizona Judicial Branch Statewide eFiling System Dev/qa". There are "Help" and "?" icons in the top right corner. The "Login" section includes a "Required Field" label, a "User Name:" field with a text input, a "Password:" field with a text input, a "Sign In" button, and a "Forgot Password?" button. Below the login section is a yellow banner with the text "Do not have an account - Register Now!" and "If you need a portal account, please indicate the filer role you need and click Register." The registration section includes a "Role:" dropdown menu and a "Register" button. At the bottom of the page, there is a note: "This website is best viewed in Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome."

3. Select a Role from the dropdown and Click the **Register** Link. (For the purposes of this manual, “attorney” has been chosen).

Do not have an account - Register Now!

If you need a portal account, please indicate the filer role you need and click Register.

* Role:

Select Role
 Attorney
 Self-Represented Litigant
 Organization (Business/Exempt Agency/Law Firm/Government Agency)

and Google Chrome.

4. The application displays the **Account Registration** page and defaults to “Setup Person”.

Account Registration

* Registration Type: Setup Person Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

* Role:

ID State/Number:

You must provide Arizona Bar Number

* User Name:

Password must be between 6 and 16 characters, with at least 1 number

Registration

Fill in the information fields on the ACCOUNT REGISTRATION screen. Fields marked with a red asterisk (*) are required.

Identify Registration Type and Role

1. Choose **Registration Type**.
2. Click the **Role** dropdown arrow.
3. Choose a **role** from the list by clicking it.
4. Click the **Select** button.

Account Registration Help

* Registration Type: Setup Person Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

* Role:

ID State/Number:

Select Role
 Attorney
 Self-Represented Litigant

5. If **attorney** role is selected, click the **ID State/Number** box and choose the correct state. If the user is not an attorney, skip this step.

6. Type the attorney **Bar Number** in the text box. If the user is not an attorney, skip this step.

Account Registration Help

* Registration Type: Setup Person Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

* Role:

ID State/Number:

You must provide Arizona Bar Number

User Name, Password, and Security Question

To create secure access to an account, define a user name and password along with a security question and answer that only the owner of the account would know.

1. In the **User Name** box, type a **name** to be used to gain access to the account.
2. In the **Password** box, type a 6- to 16-character password with at least one number.
3. **Retype** the **password**, as requested. If the password does not match the entered password, the user will get an error message and must retype the passwords until they match.

* User Name:

Password must be between 6 and 16 characters, with at least 1 number

* Password:

* Re-type Password:

4. Click the dropdown next to **Security Question** and click the security question to associate with the account.
5. In the **Security Question Answer** box, type the **answer**. Make sure that the security answer is easy to remember as this will be used during the activation portion of the registration process. If the correct answer is not given, the user may have to restart the registration process.

* Security Question:

* Security Answer:

6. Type user's **name** in the boxes: **First**, **Middle**, **Last Name**, and **Suffix**.
7. Type user's **Primary Email Address**. If the user is an attorney, this should be the email address associated with user's bar number which will be used as the official eFiling email address.

8. Add up to **two additional email accounts** to associate with the user account (optional). All notifications/correspondence will be sent to all email accounts that are entered.

Contact Information

- Type the **contact information** shown:
 - **Official Mailing Address:** Street Address (2 lines).
 - **City/State/Zip Code:** Type in the **City**, click the **State** down-arrow and select the state, and type the **zip code**.
 - **Phone #:** in the format xxx-xxx-xxxx

	* First:	Middle:	* Last	Suffix
Name:	<input type="text" value="Training"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Attorney"/>	<input type="text" value=""/>
* Primary Email:	<input type="text" value="tattorney@fake.com"/>			
Alternate Email1/Email2:	<input type="text" value="Alternate Email1"/>		<input type="text" value="Alternate Email2"/>	
* Address 1/2:	<input type="text" value="123 Lane"/>		<input type="text" value="Address 2"/>	
* Country/City	<input type="text" value="UNITED STATES"/>	<input type="text" value="Phoenix"/>		
* State/ Zip Code:	<input type="text" value="Arizona"/>	<input type="text" value="85007"/>		
Phone # (Format ###-###-####):	<input type="text" value="111-111-1111"/>	Extension:	<input type="text" value="23"/>	

Terms & Conditions

Read through the terms and conditions which are found on the link at the bottom of the page.

By using an electronic filing service, the user consents to email service.

CONSENT TO EMAIL SERVICE: By electronically filing through Arizona Judicial Branch Statewide eFiling System I understand and agree to electronic service of court documents submitted on my cases via email at the address(es) I have provided. [Register](#)

Submitting the Registration

1. Click the **Register** button.

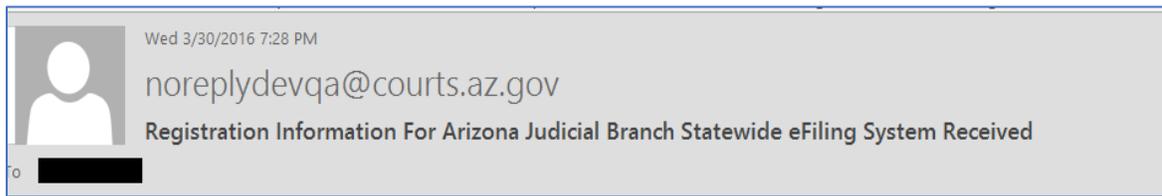


2. If the application flags any errors, make the necessary **corrections** and click **Register**.

The application displays a Registration Complete message and sends an email message to the user's primary email address.

Registration Complete	Help   
<p>Your registration information has been received and validated. ePortal will send an email message with instructions for activating your account to the primary email address you provided. Click the activation link in that email and follow the instructions to activate your account.</p> <p>Click here to go back to Home page.</p>	

Please note that the email sent is from a non-monitored account. Do not reply to the email message.



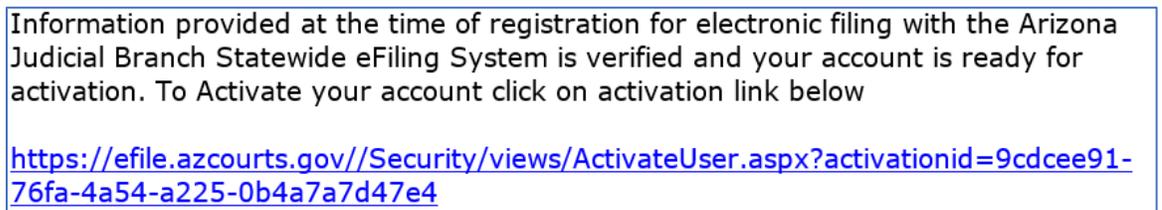
Activating an Account

The last part of the registration process is to activate the user account. This step cannot be performed until the account ready for activation email message has been received by the user.

1. Go to the **primary email account** and open the **Registration Activation email**.



2. Click the **Activation link**



3. The application displays the User Account Activation page.
4. Verify the user's identity by **answering the security question** set up during registration.
5. Click the **Activate** button. User can now sign into their account by entering the User Name and Password.

Note on Spam Filters: The registration process is fully automated and generates an email message within minutes of the request for a User Name. This email contains the User Name and registration information user provided. Should an email with the user name and registration information not be received within 30 minutes of the request, the culprit is usually a spam filter, most likely installed by the Internet Service Provider or network administrator, which intercepts this email. The email may be in the "Trash" or similar email folder. Ask the ISP or network administrator to review user spam filters. If still unable to retrieve this email contact the AOC Support Center.

Registering as an Organization

Organization registration allows for two types of users: Administrative Users and Basic Users. Before setting up an organization account it is necessary to determine who the organization administrators will be and set them up first.

Administrative User	Basic User
Create new users	N/A
Inactivate users in the system	N/A
Change user access level	N/A
Change user passwords	Change own password
Edit firm account information	N/A
View submissions created by firm users	View only submissions created by this user account
Change profile information for all users (individually)	Change profile information related to this user account

1. Go to the **Account Registration** page and choose ORGANIZATION.
2. Enter the Organization information; type of organization, primary email, alternate emails if appropriate, address, and phone number.
3. Enter the **registration information** for the firm administrator: user name and password, email addresses, and identification information.
4. Receive **email notification** that the registration has been received and is pending activation.
5. Receive an email verification message with an **activation link**.
6. On the **Account Activation page**, answer the **Security Question** set up for the account.
7. Sign in to newly created account
8. Set up Users
9. Set up Tokens and Proxies
10. **Sign in** and begin electronic submission activities.

Display the Account Registration Page

1. Open an **Internet browser**. Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome are recommended.
2. Go to the website: <https://efile.azcourts.gov/>

Welcome to the Arizona Judicial Branch Statewide eFiling System Dev/qa

Help

Login

* Required Field

* User Name:

* Password:

Do not have an account - Register Now!

If you need a portal account, please indicate the filer role you need and click Register.

* Role:

This website is best viewed in Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome.

3. Select **Organization** from the dropdown and Click the **Register** Link.

Do not have an account - Register Now!

If you need a portal account, please indicate the filer role you need and click Register.

* Role:

Select Role
Attorney
Self-Represented Litigant
Organization (Business/Exempt Agency/Law Firm/Government Agency)

and Google Chrome.

4. The application displays the **Account Registration** page and **Setup Organization** selection is defaulted.

Account Registration

Help

* Registration Type: Setup Person Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

Organization Information

* Organization Name: * Type:

* Primary Email:

Alternate Email1/Email2:

* Address 1/2:

* Country/City:

* State/ Zip Code:

Phone # (Format ###-###-####): Extension:

Copy Contact Information to Administrator

Setting Up an Organization and Identifying the Account Administrator

Fill in the information fields on the Account Registration screen. Fields marked with a red asterisk (*) are required.

Organization Information

1. **Registration Type** of Organization has been chosen for user.
2. Enter the Organization's name
3. Click the **Type** of Organization that is being registered.

Organization Information

* Organization Name:

* Primary Email:

Alternate Email1/Email2:

* Type: (dropdown menu open showing: Select, Business, Exempt Agency, Government Agency, Law Firms)

4. Enter the organization's email, address, and telephone numbers
5. If the information for the firm administrator is the same as for the organization, click **Copy Contact Information to Administrator**. This will duplicate the email, address, and phone for the administrator.

Administrator Information

1. Select the Role of **Firm Administrator** from the dropdown.

Administrator

* Role: (dropdown menu open showing: Select Role, Attorney, Process Server, Transcriptionist, Firm Administrator)

ID State/Number:

Select

2. Enter a unique user name and password for the account.
3. Select and enter a Security Answer
4. Enter the Firm Administrator's name, email, address and phone number.

Users may add up to **two additional email accounts** to associate with the account (optional). All notifications/correspondence will be sent to all email accounts that are entered.

* First: Middle: * Last: Suffix:

* Primary Email:

Alternate Email1/Email2:

* Address 1/2:

* Country/City:

* State/ Zip Code:

Phone # (Format ###-###-####): Extension:

NOTE: Email addresses do not have to be unique for each registered user. An email address can be used for multiple user accounts.

Terms & Conditions

Read through the terms and conditions which are found on the link at the bottom of the page.

[Terms Of Use](#) | [Privacy Statement](#) | [Accessibility](#) | [Request Support](#) |

By using an electronic filing service user consent to email service.

CONSENT TO EMAIL SERVICE: By electronically filing through Arizona Judicial Branch Statewide eFiling System I understand and agree to electronic service of court documents submitted on my cases via email at the address(es) I have provided. [Register](#)

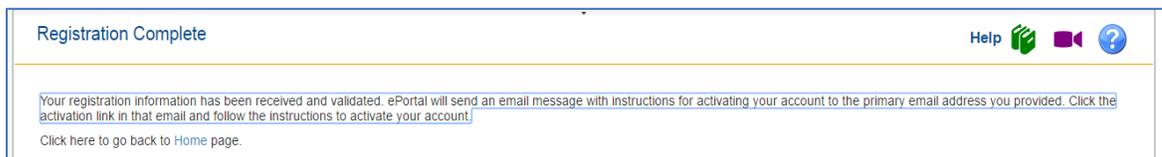
Submit Registration

1. Click the **Register** button.



2. If the application flags any errors, make the necessary corrections and click **Register**.

The application displays a **Registration Complete** message and sends an email message to the primary email address.



This message contains a registration reference number. Keep this registration reference number as proof that the registration process has been completed.

Activate the Account

The last part of the registration process is to activate the account. This step is performed after the account activation email message has been received by the user.

1. Go to the **primary email account** and open the **Registration Activation email**.



2. Click the **Activation link**

Information provided at the time of registration for electronic filing with the Arizona Judicial Branch Statewide eFiling System is verified and your account is ready for activation. To Activate your account click on activation link below

<https://efile.azcourts.gov//Security/views/ActivateUser.aspx?activationid=9cdcee91-76fa-4a54-a225-0b4a7a7d47e4>

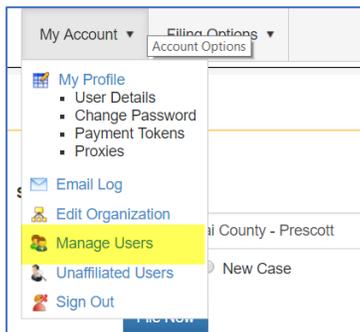
3. The application displays the User Account Activation page.
4. Verify the user's identity by **answering the security question** set up during registration.
5. Click the **Activate** button.

Note on Spam Filters: The registration process is fully automated and generates an email message within minutes of the request for a User Name. This email contains the User Name and registration information user provided. Should the user not receive an email with the user name and registration information within 30 minutes of the request, the culprit is usually a spam filter, most likely installed by the Internet Service Provider or network administrator, which intercepts this email. The email may be in the "Trash" or similar email folder. Ask the ISP or network administrator to review the spam filters. If users are still unable to retrieve this email contact the AOC Support Center.

Setting Up Additional Firm Administrators and Basic Users

User must be logged in to an administrator account to set up additional users and set permissions for the organization.

1. Click on **MY ACCOUNT** and then **MANAGE USERS**.



2. Click on **Add User**



- Choose a user **Role** from the drop-down and click **Select**. Law Firm Staff are non-attorneys working for the organization that do not have a Bar Number.

Organization: MARY'S LAW FIRM

* Role: Select Role Select

ID State/Number: Select Role
Attorney
Law Firm Staff
 Process Server
 Self-Represented Litigant
 Transcriptionist

* User Name:

The default password is "eportal". User will be required to select a new password upon signing in

- If setting up an account for an attorney, the attorney's Bar Number must be entered.
- Enter a User Name, person's name and contact information.

* User Name:

The default password is "eportal". User will be required to select a new password upon signing in

* First: Middle: * Last: Suffix:

Name: First Name Middle Name Last Name

* Primary Email: Primary Email

Alternate Email1/Email2: Alternate Email1 Alternate Email2

* Address 1/2: Address 1 Address 2

* Country/City: UNITED STATES City

* State/ Zip Code: Select State Zip Code

Phone # (Format ###-###-####): Phone Number Format ###-###-#### Extension:

Can act as administrator

Add Cancel

- If the person will be allowed to act as an administrator, click the button next to “**Can act as administrator**”. This will give them the same permissions as the main firm

Phone # (Format ###-###-####): 555-555-5555

Can act as administrator

Add Cancel

administrator.

- Click **Add**
- The new account will appear in the **MANAGE USERS** page as “Pending Activation”.

MARY'S LAW FIRM Users

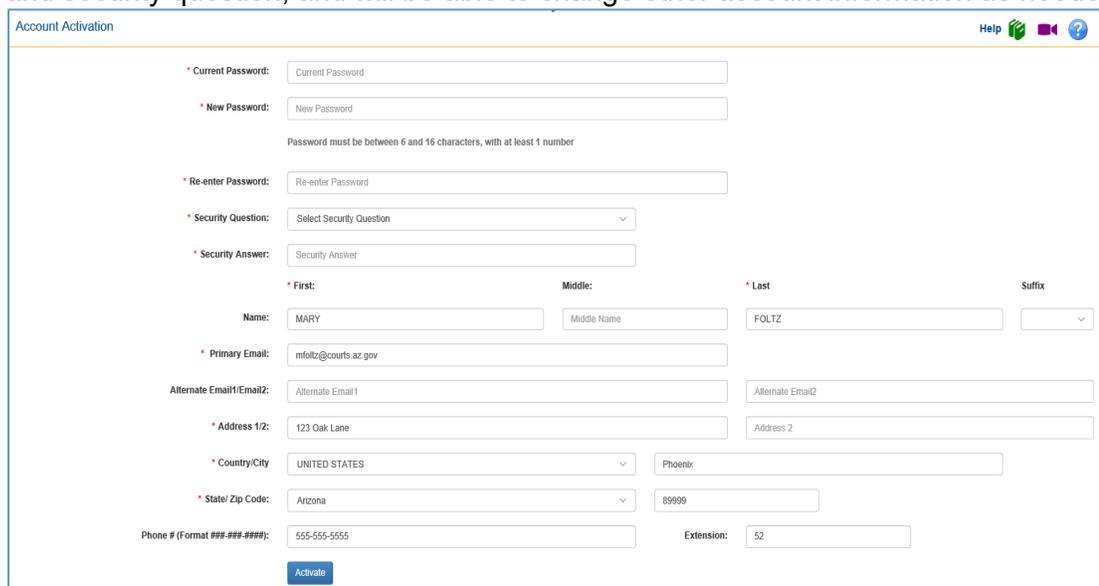
[Add User](#)

#	StatusDescription	LogonName	Name
		attorney8	ATTORNEY EIGHT
		attorney9	ATTORNEY NINE
	Active	MFLAWFIRM	FOLTZ, MARY
	Pending Activation	mfoltz30	FOLTZ, MARY

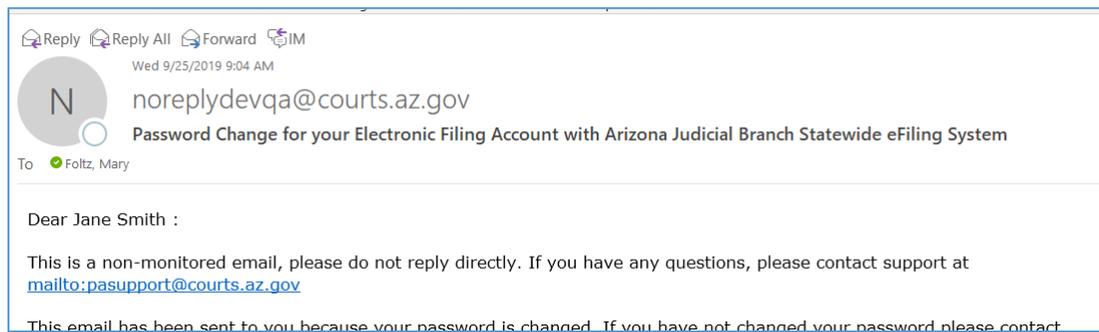
- The newly created user will receive an email notifying them that an account has been set up and carry with it instructions for activating the account. **The temporary password is “eportal”**



- Upon clicking the activation link, the user will be directed to the **Account Activation** page where they will enter “eportal” as their current password, create a new password and security question, and will be able to change other account information as needed.



- An email is sent to the user notifying them the password has been changed. This also indicates that the account has been activated.



- After completion of user setup by the Firm Administrator, payment tokens can now be set up for the organization. For instructions on setting up organization payment tokens, see **Section 5 – Account Management**.

Adding a User Not Affiliated with an Organization

An “Unaffiliated User” is normally co-counsel that is not a part of a firm. To add,

- Click on **My Account** then **Unaffiliated User**
- Enter a **Last Name** (required) and **First Name** (optional)
- Enter the **Filer Role** (optional) – How the person is registered in the eFileAZ system (optional)
- Enter the **Primary eMail** (optional) for the unaffiliated user
- Choose if the person is an **Active** or an **InActive** user in eFileAZ. To have a list of inactive and active, click **Both**
- Click **Search**. eFileAZ will display a listing of all users matching the search criteria

Unaffiliated Users
Help

* Last Name: First Name:

Filer Role:

Primary Email:

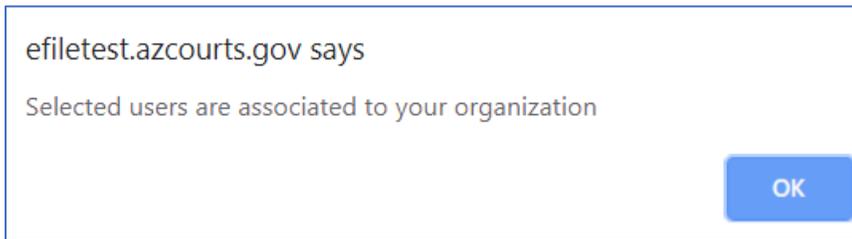
Status: Active InActive Both

Select	Name	UserType	BarNumber	PrimaryEmailAddress	PrimaryPhoneNumber	StatusDescription
<input checked="" type="checkbox"/>	Attorney, Blaine	Attorney	AZ 963852741	mfoltz@courts.az.gov	928-555-7777	Active
<input type="checkbox"/>	Attorney, Erica	Attorney	AZ 119292101	efranklin@courts.az.gov		Active
<input type="checkbox"/>	Attorney, Exempt	Attorney	AZ 555555	mfoltz@courts.az.gov		Active
<input type="checkbox"/>	ATTORNEY,	Attorney	AZ	mfoltz@courts.az.gov		Active

- Check the box in the **Select** column next to the user to be associated and click **Associate**

Select	Name	UserType	BarNumber	PrimaryEmailAddress	PrimaryPhoneNumber	StatusDescription
<input checked="" type="checkbox"/>	Attorney, Blaine	Attorney	AZ 963852741	mfoltz@courts.az.gov	928-555-7777	Active
<input type="checkbox"/>	Attorney, Erica	Attorney	AZ 119292101	efranklin@courts.az.gov		Active
<input type="checkbox"/>	Attorney, Exempt	Attorney	AZ 555555	mfoltz@courts.az.gov		Active
<input type="checkbox"/>	ATTORNEY,		AZ			

8. This screen appears letting the user know the person has been associated. Click **ok**.



9. The user's name will appear in the **Manage Users** tab. This account can be managed the same as a firm user account (e.g. set up tokens and proxies)

My Account ▾		Filing Options ▾		Welcome - Mary Foltz Last signed in on - 10/01/2019 08:16:44 AM			
MARY'S LAW FIRM Users				Help			
Add User				Refresh			
#	StatusDescription ▾	LogonName ▾	Name ▾	PrimaryEmailAddress ▾	PrimaryPhoneNumber ▾	UserType ▾	
		attorney8	ATTORNEY EIGHT	mfoltz@courts.az.gov	777-777-7777	Attorney	
		attorney9	ATTORNEY NINE	mfoltz@courts.az.gov	999-999-9999	Attorney	
	Active	mohaveatty	Attorney, Blaine	mfoltz@courts.az.gov	928-555-7777	Attorney	
	Active	eattorney	Attorney, Erica	efranklin@courts.az.gov		Attorney	

Allowing Use of an Account

Application rules require attorneys and all registered users to safeguard their passwords and user information to avoid unauthorized use. Users are responsible for any actions done through his/her account by others to whom he/she provides access. Please review the Court's rules regarding user responsibility to safeguard account information and to guard against improper usage.

Section 6: Submissions

The case initiation submission process involves the following steps:

1. Prepare the documents to file
2. Sign into the application
3. Enter the case information
4. Add the primary parties
5. Attach documents
6. Specify payment type
7. Review the submission and make payment
8. Understand the notification emails received from eFileAZ
9. Perform service if required (electronic service not available for case initiation)

For Subsequent cases, the process involves the steps listed below:

1. Prepare the documents to file
2. Sign into the application
3. Enter the case number and wait for case number validation
4. Verify case information is correct
5. Choose party(s)
6. Attach documents
7. Select eservice recipients (optional)
8. Specify payment type
9. Review the submission and make payment
10. Understand the notification emails received from eFileAZ

Preparing Documents to File

An important best practice is to prepare the documents for the submission before signing in and beginning the submission process.

- Perform any scanning of paper documents ahead of time. For example, Exhibits and Attachments.
- **PLEASE ATTEMPT TO ATTACH ALL EXHIBITS AND ATTACHMENTS TO THE LEAD DOCUMENT MAKING IT ONE LARGE DOCUMENT.** If the document is larger than the allowed 9.5mb, then split them into the Lead (with all attachments/exhibits adding up to 9.5mb) and then the remainder of the attachments/exhibits as connected documents. If user must add attachments/exhibits as connected documents, please title the connected document as “Exhibits 9-20, COMPLAINT”.
- Documents can be attached as .DOCX, .ODT, or .PDF. **Proposed Orders, Proposed Notice of Hearings, and Proposed Judgments MUST be attached using .DOCX or .ODT only and cannot be part of the lead document.**

- Although a submission may contain multiple documents, they must all be associated with the same case.

Signing into the Application

1. Open an **Internet browser**. Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome are recommended.
2. Go to the website: <https://efile.azcourts.gov/>
3. On the **Welcome** page, type in the **User Name** and **Password**.
4. Click the **Sign In** button. The application displays the **Map** page.

The screenshot shows the Arizona Judicial Branch eFile AZ application interface. At the top, there is a blue header with the 'eFile AZ' logo and 'Arizona Judicial Branch' text. To the right of the header are links for 'My Cases', 'My Filings', 'Sign Out', 'Pending Submission', and 'E-Filing Map'. Below the header, there is a navigation bar with 'My Account' and 'Filing Options' dropdown menus. On the right side of the navigation bar, it says 'Welcome - John Attorney' and 'Last signed in on - 01/26/2017 07:53:59 AM'. The main content area is titled 'E-Filing Map' and features a map of Arizona with colored regions for Mohave, Coconino, Navajo, and Apache. On the left side of the map, there is a 'Select a Filing Jurisdiction' section with radio buttons for 'Court', 'Existing Case', and 'New Case', and a 'File Now' button. The 'Court' option is selected, and a dropdown menu shows 'Yavapai County - Prescott'.

5. Choose the Court Jurisdiction and indicate if filing into an Existing Case or a New Case.
6. Click **File Now**

Submitting a New Case

1. Click **File Now** on the **Map** page; the application displays the **New Case** page.

The screenshot shows the 'New Case' page with the following details:

- Jurisdiction: Superior Courts
- Location: Yavapai County - Prescott
- Case #: [Empty]
- Case Category: [Empty]
- General Case Category: [Empty]
- Case Sub-Category: NA
- Case Title: [Empty]
- EFSP Filing ID: Not Saved
- Total Amount Due: \$0.00

Navigation tabs: Filer, Case Information, Case Participants, Documents, Fees and Payments, Review and Submit.

Submitting on Behalf of: Law, Jillian

Submitted by section:

- ID Number: 84696321
- ID State: Arizona
- Name: First: Jillian, Middle: Middle Name, Last: Law, Suffix: Suffix
- Primary Email: azefiling@gmail.com
- Alternate Email 1/Email 2: [Empty]
- Address 1/2: 951 Attorney Lane, Address 2: [Empty]
- Country/City: UNITED STATES, Florence
- State/Zip Code: Arizona, 85132
- Phone # (Format ###-###-####): 5205557777, Extension: [Empty]

Next button at the bottom right.

2. Submit a new case by completing the **five tabbed sections**: Case Information, Case Participants, Documents, Fees and Payments, and Review and Submit. Fields marked with a red asterisk (*) are required.

Please DO NOT navigate using the browser buttons. If the back-button is clicked, everything entered so far may be lost. If the users need to change something entered, they should wait until the Review and Submit page. From the Review and Submit page users can return to previous pages using the tabs and make necessary corrections.

Filer Tab

This screen shows information on the registered user's account. If any of the information is incorrect, it may be changed in the MY ACCOUNT tab.

1. If submitting on behalf of another attorney, or person, and the user has been given permission to do so via the **Proxy** list, click the down arrow next to **Submitting on Behalf Of:** from the list provided.

The screenshot shows the 'Submitting on Behalf of:' dropdown menu with the following options:

- Attorney, John
- Foltz, Mary

The 'Submitted by' section shows:

- ID Number: 864359
- ID State: Arizona

2. Click **Next**

Case Information Tab

1. **Court Level/Jurisdiction** and **Court Location** are pre-populated depending on what was entered on the **Map** screen. If this is incorrect, it may be changed by choosing the correct information from the dropdown menus.

The screenshot shows the 'Case Information' tab in a web application. At the top, there are navigation tabs: 'Filer', 'Case Information' (highlighted), 'Case Participants', 'Documents', 'Fees and Payments', and 'Review and Submit'. Below these are several form fields:

- Court Level/Jurisdiction:** A dropdown menu with 'Superior Courts' selected.
- Court Location:** A dropdown menu with 'Yavapai County - Prescott' selected.
- General Case Category:** A dropdown menu with 'Civil' selected.
- Case Category:** A dropdown menu with 'Contract' selected.
- Case Sub-Category:** A dropdown menu with 'Account (Open/Stated)' selected.
- Emergency Filing:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Client Matter #:** A text input field containing 'Client XYZ- Account # 12596423'.

2. For **General Case Category**, click the dropdown box, and click the **type of case** being submitted. When the General Case Category is chosen, a section will appear on the bottom of the screen for the civil cover sheet information.
3. Under **Case Category**, click the dropdown box, and click one of the variations of the selected case categories.
4. Under **Case Sub-Category**, click the dropdown box, and click on of the variations of the selected case sub-categories. Some case categories may not include case sub-categories and the system knows to not require an entry.
5. Indicate if the submission contains an **Emergency Filing**. (defaulted to “no”)
6. Enter **client matter #**. This number will not appear on any documents and is for users to track clients and cases.
7. **Civil Cover Sheet Information –**

The screenshot shows the 'Civil Cover Sheet Information' form. It contains the following fields and options:

- Is an Interpreter Needed:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- If Yes Specify Language:** A dropdown menu.
- Other Language:** A text input field with 'Other Language' entered.
- Emergency Order Sought, if any:** A group of checkboxes: 'Temporary Restraining Order', 'Employer Sanction', 'Other', 'Provisional Remedy', 'Election Challenge', and 'Order to Show Cause'. 'Provisional Remedy' is selected.
- Specify:** A text input field with 'Specify Other Emergency Order Sought' entered.
- Discovery Tier Level:** Radio buttons for 'Tier 1 – Simple cases that can be tried in one or two days; actions claiming \$50,000 or less in damages', 'Tier 2 – Cases of intermediate complexity; actions claiming more than \$50,000 in damages and less than \$300,000 in damages', and 'Tier 3 – Cases that are logistically or legally complex; actions claiming \$300,000 or more in damages'. 'Tier 1' is selected.
- Monetary Relief Requested:** A dropdown menu with 'Monetary Relief Requ' entered.
- Buttons:** 'Back' and 'Next' buttons at the bottom right.

- a. Indicate if an interpreter is needed and specify the language (this selection is defaulted to “no”).
- b. If an emergency order is included in the submission, indicate the type of emergency order sought. If the user chose Provisional Remedy, a section will appear where they can enter the information for a Notice of Provisional Remedy With Notice or a Notice of Provisional Remedy without Notice. This document is system generated and the user will not have to prepare and attach the document to the submission.

- c. Indicate the appropriate Discover Tier Level (required)
- d. Enter the Monetary Relief Requested if applicable (not required)
- e. If the user chose Provisional Remedy, enter the required information to be entered onto the system generated form.

Provisional Remedy Information

* Is Notice Provided: Yes No

* Description of property:

* Amount of Debt:

* Amount of Interest:

* Reason for taking Property: Defendant(s) was about to remove permanently from the state and refused to secure the debt
 Defendant(s) had secreted property for the purpose of defrauding creditors
 Defendant(s) had disposed of property, wholly or in part, with intent to defraud creditors, or were about to dispose of property with intent to defraud creditors
 The Plaintiff(s) claims the right of possession to Defendant's property under a purchase money security interest.

* Amount of Late Charges:

* Amount of Attorney Fees:

- 8. Click the **Next** button. The application displays the **Case Participants** page (the page may take several seconds to load).

Case Participants Tab

On the Case Participants tab, add all parties and participants involved in the new case. Depending on the case type, different types of parties may be required. For example, most civil cases have at least one plaintiff and one defendant.

New Case Help

Jurisdiction: Superior Courts Location: Yavapai County - Prescott General Case Category: Civil

Case #: Case Contract Category: Case Sub-Category: Account (Open/Stated)

Case Title:

Submission #: 100866 Total Amount Due: \$213.18

[Filer](#) [Case Information](#) **[Case Participants](#)** [Documents](#) [Fees and Payments](#) [Review and Submit](#)

At least one Defendant is required. At least one Plaintiff is required.

Side 1 Plaintiff(s)

Party Name and Contact Information	Attorney Name and Contact Information
<p> Attorney-Party Team # 1</p> <p>Add Party to Attorney-Party Team # 1</p>	<p> John Attorney 1501 W Washington Phoenix AZ 85007 US Bar # 864359 AZ</p> <p>Add Attorney to Attorney-Party Team # 1</p>
<p>Add New Attorney-Party Team to Side 1 Plaintiff(s)</p>	

[Add Opposing Case Participants](#)

Adding Case Participants/Attorney-Party Teams

An Attorney-Party Team consists of parties that are represented by one attorney or a team of attorneys. For example: Plaintiffs John Smith and Sally Anderson are represented by attorney John Attorney. Plaintiffs George Peters and Susan Miller are represented by attorney Brian Attorney. John Smith, Sally Anderson and John Attorney are one Attorney-Party Team. George Peters, Susan Miller, and Brian Attorney are a second Attorney-Party Team.

1. Click the **Add Party to Attorney-Party Team #1** link.

The screenshot shows a web interface for managing case participants. At the top, it says "Side 1 Plaintiff(s)". Below this, there are two main sections: "Party Name and Contact Information" and "Attorney Name and Contact Information". In the "Party Name and Contact Information" section, there is a link labeled "Add Party to Attorney-Party Team #1" highlighted in yellow. In the "Attorney Name and Contact Information" section, there is a link labeled "Add Attorney to Attorney-Party Team #1" and a text entry for "John Attorney 1501 W Washington Phoenix AZ 85007 US Bar # 864359 AZ". At the bottom, there is a link labeled "Add New Attorney-Party Team to Side 1 Plaintiff(s)".

2. The **Add Case Participant** screen is where party information will be added.

The screenshot shows the "Add Case Participant" form. The "Party Role" is set to "Plaintiff". The "Type" is set to "Person". The "Name" fields are filled with "Jillian" for First, "Middle Name" for Middle, and "Law" for Last. The "Dependency Type" is set to "None". The "Also Known As" field is filled with "Also Known As". The "Primary Email" is "azefting@gmail.com". The "Address 1/2" is "951 Attorney Lane". The "Country/City" is "UNITED STATES" and "Florence". The "State/Zip Code" is "Arizona" and "85132". The "Phone # (Format ###-###-####)" is "520-555-7777". There are "Save" and "Cancel" buttons at the bottom right.

3. Enter all required fields and any other information needing to be attached to this party.

It is often the practice for an attorney to use the firm's address instead of their client's address when submitting documents. If the user chooses to enter an address, please be aware that this address will be associated with the party (plaintiff) in the court's case management system and become part of the official court record.

Note: if the party is indicated as a Minor or Incapacitated Person, the screen below will appear and must be filled out to proceed.

The screenshot shows the "Add Case Participant" form for a Minor. The "Party Role" is set to "Plaintiff". The "Type" is set to "Person". The "Name" fields are filled with "Tammy" for First, "Middle Name" for Middle, and "Law" for Last. The "Dependency Type" is set to "Minor". The "Related Person" is "Jillian Law". The "Relationship to Minor/Incapacitated Person" is "Parent". The "Also Known As" field is filled with "Also Known As". There are "Save" and "Cancel" buttons at the bottom right.

4. Alternatively, the user can click the **Copy from Filer** hyper link if the registered user is the party. The application will populate the party information with the information stored about the registered user.

5. When clicking the radio button next to **Organization**, the following screen appears:

Users will need to select the **Type** of organization and enter the organization's information on this screen.

6. Click the **Save** button. The application displays the party added in **Attorney-Party Team #1**.
 - a. If using an Attorney user account, the attorney's information will automatically populate for Attorney-Party Team #1.
 - b. If the attorney information is incorrect, click on the red **X** and then **Add Attorney to Attorney-Party Team #1**, fill in the information on the screen, and click save.
 - c. For the remaining attorney-party teams, click **Add Attorney to Attorney-Party Team #**, fill in the information on the screen, and click save.
 - d. To add more than one attorney to a team, click **Add Attorney to Attorney-Party Team #**, fill in the information on the screen, and click save.
 - e. Below is a screenshot of the Add Attorney screen.

Repeat steps 1-6 for additional parties.

7. To add a Defendant, click on **Add Opposing Case Participants**.

Side 1 Plaintiff(s)

Party Name and Contact Information	Attorney Name and Contact Information
<p>Attorney-Party Team # 1</p> <p>John's Bakery 111 Road Phoenix AZ 85001 US</p> <p>Add Party to Attorney-Party Team # 1</p>	<p>John Attorney 1501 W Washington Phoenix AZ 85007 US Bar # 864359 AZ</p> <p>Add Attorney to Attorney-Party Team # 1</p>

Add New Attorney-Party Team to Side 1 Plaintiff(s)

Add Opposing Case Participants

Back Next

8. As with the Plaintiffs, a screen will pop up to enter the party's information.

Add Case Participant

Party Role: Defendant

Type: Person Organization (Business/Law Firm/Government Agency)

Copy From Filer

Name: First: Bobby Middle: Middle Name Last: Defendant Suffix: IV

Also Known As: Doctor Bob Representing Self

Primary Email: Primary Email

Address 1/2: 123 Oak Lane Address 2

Country/City: UNITED STATES Phoenix

State/Zip Code: Arizona 85007

Phone # (Format ###-###-####): 602-452-0000 Extension: 999

Save Cancel

If the defendant is a minor or incapacitated person, enter the information in the screen provided.

Add Case Participant

Party Role: Defendant

Type: Person Organization (Business/Law Firm/Government Agency)

Copy From Filer

Name: First: First Name Middle: Middle Name Last: Last Name Suffix: [Dropdown]

Dependency Type: None

Also Known As: Also Known As Representing Self

Primary Email: Primary Email

Address 1/2: Address 1 Address 2

Country/City: UNITED STATES City

State/Zip Code: Select State Zip Code

Phone # (Format ###-###-####): Phone Number Format ###-###-#### Extension:

Save Cancel

9. Repeat steps 1-6 to add defendants. Defendants may be added as one Attorney-Party Team or each defendant set up into their own Attorney-Party Team.

If the Defendant's attorney is known to user, click on the **Add Attorney to Attorney-Party Team #X** for the team the user wishes to add an attorney to, fill in the information on the screen, and click save.

If the Defendant's address is not known, type in "unknown" in the address field

10. Click the **Next** button. The application displays the **Documents** tab.

Documents Tab

Attaching Documents to the Submission

Documents are attached as either a **Lead** document or a **Connected** document. A simple way to remember this is, lead documents are those that require a file stamp while connected documents do not. For example, a Motion to Continue would be attached as a lead document and the proposed order would be attached as a connected document. Another example is the Complaint would be a lead document and any attachments/exhibits that cannot be included in the Complaint would be attached as a connected document.

1. Click the **Add Lead** link.

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Add Lead						
Total			\$0.00	\$0.00	0		0.0000

#	Document Type	File	Size (MB)
1	Civil Cover Sheet	Civil Cover Sheet System Generated.pdf	0.0724
2	Notice Of Provisional Remedy With Notice	Notice of Provisional Remedy With Notice System Generated.pdf	0.0840
Total			0.1563

2. On the **Lead Document** screen there are two ways to find and select a document.
NOTE: In a case initiation submission, only those documents used to start a case in the court will appear.
- Search box:**
 - This is the most efficient way to select a document.
 - Enter the document category (Complaint, Notice, etc) or a keyword in the document title in the box and click "enter" on the computer keyboard.
 - A list of all documents containing the specific search criteria will appear
 - Check the box on the grid next to the document title that most closely matches the document being submitted.

b. **Document Category/Document Type** drop-downs:

- i. Click on the dropdown next to **Document Category** and choose the document title that most closely matches the document being submitted.

The screenshot shows the 'Lead Document at the end' form. At the top, 'Document #' is 'New Document' and 'Filing Fee' is '\$0.00'. A 'Clear' button is in the top right. Below, the 'Search' field contains 'Arbitration'. The 'Document Category' dropdown is open, showing a list of options: Affidavit, Application, Arbitration, Complaint, Demand, Notice, Petition, and Request. The 'Document Type' dropdown is currently blank.

- ii. Once the Document Category has been selected, click on the dropdown next to **Document Type** and choose the document type title that most closely matches the document being submitted.

This screenshot shows the form after 'Arbitration' has been selected in the 'Document Category' dropdown. The 'Document Type' dropdown is now open, showing two options: 'Certificate Of Compulsory Arbitration - Is Not Subject To' and 'Certificate Of Compulsory Arbitration - Is Subject To'.

- iii. Check the box on the grid next to the document title

The screenshot shows the form with 'Arbitration' selected in both the 'Document Category' and 'Document Type' dropdowns. In the grid below, the checkbox next to 'Certificate Of Compulsory Arbitration - Is Not Subject To' is checked.

c. Search by Grid

- i. With Search, Document Category, and Document Type fields blank, scroll through the document Grid to find the **document category** that matches the document being submitted.
- ii. Choose the **Document title** that most closely approximates the document being submitted.

This screenshot shows the form with all search fields (Search, Document Category, Document Type) blank. The 'Arbitration' category is expanded in the grid, showing two options: 'Certificate Of Compulsory Arbitration - Is Not Subject To' (which is checked) and 'Certificate Of Compulsory Arbitration - Is Subject To'.

- Once the document type has been selected, enter the title of user document, click **Choose File** and upload the document from the user's computer or network

* Document Title:

Pages:

* Upload: No file chosen

NOTE: User can enter the number of pages but it must be exact. This is not recommended.

- Click **Save**
- If the user wishes to attach exhibits or a proposed order, proposed judgment, or proposed notice of hearing, click the **Add Connected** link and follow steps 2-4 outlined above.

Uploaded Documents							
#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	Remove	COMPLAINT	\$0.00	\$0.00	0	C:\fakepath\DOCX-Complaint.docx	0.0131
	Add Connected						

IMPORTANT! PLEASE ATTEMPT TO ATTACH ALL EXHIBITS AND ATTACHMENTS TO THE LEAD DOCUMENT MAKING IT ONE LARGE DOCUMENT. If the document is larger than the allowed 9.5mb, then split them into the Lead (with all attachments/exhibits adding up to 9.5 mb) and then the remainder of the attachments/exhibits as connected documents. If attachments/exhibits must be added as connected documents, please title the connected document as "Exhibits 9-20, COMPLAINT".

- Proposed documents (Order, Judgments, etc) MUST be an editable format (.DOCX or .ODT) or they will not upload.**
- Click the **Save** button.
- Continue adding documents following steps 1-7.
- Documents may not be larger in size than 9.5mb.**

Document View List

As documents are loaded, they are viewable on the **Uploaded Documents** screen

1. To change the document Title or upload a different document, click on the document title hyperlink in the **Document Type** Column.

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	Remove	COMPLAINT	\$0.00	\$0.00	0	C:\fakepath\DOCX-Complaint.docx	0.0131
	Remove	Complaint Exhibits 2-5	\$0.00	\$0.00	0	C:\fakepath\Exhibit1.pdf	1.4639
	Add Connected						
	Insert Lead						

2. The incorrect document will be replaced with a new one and the title changed
3. Or, click **Remove** and the document will be removed to allow the uploading of a new document
4. To be able to tell when the document has fully loaded, look at the **Size** column. If there is a blue status bar, the document has not finished loading. If the document size is listed, then the document has finished loading and another document can be uploaded.

Documents that are generated by the application are shown in the **System Generated Documents** section.

1. To view a system generated document, click on the document title in the File column.

System Generated Documents			
#	Document Type	File	Size (MB)
1	Civil Cover Sheet	Civil Cover Sheet System Generated.pdf	0.0724
2	Summons	Summons John Attorney System Generated.pdf	0.0914
Total			0.1639

2. The document has not been accepted by the clerk so no file stamp nor issuance stamp will appear.
3. User will not be able to make changes to the document. If there are errors, the information must be changed the appropriate tabs. For example, if the Defendant's name is incorrectly spelled on the Summons, return to the Case Participants tab and edit the name there.
4. Click the **Next** button. The application displays the **Fees and Payments** tab.

Fees and Payments Tab

This tab lists all the attached and system generated documents along with their corresponding filing and application fees, if any.

Filer Case Information Case Participants Documents **Fees and Payments** Review and Submit

Filing Fees

#	Description	Filing Fee	Application Fee
1	New Case Contract - Account (Open/Stated) Document Storage Fee	\$204.00	\$6.50
2	Civil Cover Sheet System Generated	\$0.00	\$0.00
3	Notice of Provisional Remedy With Notice System Generated	\$0.00	\$0.00
4	Summons KATHY DEFENDANT System Generated	\$0.00	\$0.00
5	Summons DEFENDANT'S BUSINESS System Generated	\$0.00	\$0.00
6	Summons BLAINE DEFENDANT System Generated	\$0.00	\$0.00
7	COMPLAINT FOR PLAINTIFF	\$0.00	\$0.00
	Total	\$204.00	\$6.50

There will be a 3% payment processing fee added to this total at the time of payment.

Payment Options

You must select ONE option. Total Amount Owed: **\$210.50**

A) Electronic payment at payment site

B) Fee-exempt agency
If you are employed by a fee-exempt agency and this box was not automatically checked, please notify the AOC Support Center.

C) I represent only fee-exempt parties in this case (e.g. state, county, city, town, or political subdivision).

Filing and Application Fees

1. The Application fee for case initiation is \$6.50
2. Additional lead documents are not charged an application fee in case initiation

Payment Options

1. If the party is required to pay filing fees, click radio button **A** next to **Electronic payment at payment site**
2. Only choose **B** or **C** party is fee-exempt agency OR the attorney is represent parties that are fee exempt.
3. Click the **Next** button. The application displays the **Review and Submit** page.

Review and Submit Tab

This tab shows all of the information that was entered on each tab. Corrections can be made to the case information, Case Parties, Documents, or Fees and Payment information by clicking **Revise** and re-entering the information.

The information displayed below summarizes information you have provided for this submission. Please verify and select your next action.

Please enter payment information by selecting the 'Continue to Payment Site' button below. Submission is automatically updated with payment information after completion of payment entry. You can select the 'Update Submission With Payment Information' button to update the submission with payment information if payment information is not automatically updated.

[Continue to payment Site](#)

Filer

Description	Data	
Name	John Attorney	Revise
Address	1501 W Washington Phoenix , AZ 85007	
Primary Email Address	mfoltz@courts.az.gov	
Primary Phone #	602-452-3630	
Bar Number	864359	
Affiliation	Unaffiliated Users	

Submitted by

Description	Data	
Name	John Attorney	Revise

Once user have verified that all information is correct, click the **Continue to Payment Site** button.

The information displayed below summarizes information you have provided for this submission. Please verify and select your next action.

Please enter payment information by selecting the 'Continue to Payment Site' button below. Submission is automatically updated with payment information after completion of payment entry. You can select the 'Update Submission With Payment Information' button to update the submission with payment information if payment information is not automatically updated.

[Continue to payment Site](#)

The application will then route user to the payment provider page.

Paying for a Submission

The payment provider, **nCourt**, lists name and address of the court being submitted into, the documents and corresponding fees, and total amount due. The 3% **Online Service Fee** is also added at this time.

Payment

You have elected to pay for the following item(s).

Yavapai County - Prescott (TESTING)
120 S Cortez St Prescott, Arizona 86303

Description	Case Number	Application Fee	Filing Fee	Total
New Case Contract - Account (Open/Stated) Document Storage Fee	New Case	\$6.50	\$204.00	\$210.50
Civil Cover Sheet System Generated	New Case	\$0.00	\$0.00	\$0.00
Notice of Provisional Remedy With Notice System Generated	New Case	\$0.00	\$0.00	\$0.00
Summons KATHY DEFENDANT System Generated	New Case	\$0.00	\$0.00	\$0.00
Summons DEFENDANT'S BUSINESS System Generated	New Case	\$0.00	\$0.00	\$0.00
Summons BLAINE DEFENDANT System Generated	New Case	\$0.00	\$0.00	\$0.00
COMPLAINT FOR PLAINTIFF	New Case	\$0.00	\$0.00	\$0.00
		\$6.50	\$204.00	\$210.50

Submission ID: 151376 **Online Service Fee: \$6.32**
Total Amount Due: \$216.82

The site includes a section providing **Important Information** regarding payment.

Important Information

- Please provide your CURRENT billing address.
- To receive an email receipt of this payment you must include a valid email address.
- Once you have made your payment, you will be redirected to the e-filing system.
- Payments made through this website will be referenced by "NCOURT *[COURTNAME]" on your bank statement. However, the actual text may vary.
- Application Fees are non-refundable.

To receive an email confirmation of your payment, please include a valid email address.
If you would like a text notification payment confirmation sent to your mobile phone, enter the following:

Select Provider: Mobile Number:

[Return to e-Filing Application](#) [Submit Payment](#)

1. Enter the **Billing Information**

- a. If billing information is the same as the user account for this submission, user may click "Same as Previous Information" and the information will automatically fill in.

Paid On Behalf of
TEST inc, Van Lee

Billing Information

Billing address is an international address

Same As Filer's Information

Organization Name

OR

First Name

Last Name

2. Enter the **Payment Information**

b. **Credit/Debit Cards** accepted are:

- i. VISA
- ii. MasterCard
- iii. American Express
- iv. Discover

The screenshot shows the 'Payment Information' form with the 'Credit Card' tab selected. The form includes the following fields: 'Card Type' (a dropdown menu with 'Select Card Type'), 'Card Number' (a text input field with 'Enter Card Number'), 'CVV Code' (a text input field with 'Enter CVV Code'), and 'Expiration' (two dropdown menus for the year, with '11' and '2017' selected).

c. **Electronic Check**

i. Fill in the required checking account information

The screenshot shows the 'Payment Information' form with the 'Checking/Savings Account' tab selected. The form includes the following fields: 'Routing Number' (a text input field with 'Enter Routing Number'), 'Account Number' (a text input field with 'Enter Account Number'), 'Account Type' (a dropdown menu with 'Select One...'), and 'Check Number (Optional)' (a text input field with 'Enter Check Number'). A note above the fields reads: 'To pay with a checking or savings account, provide information below.'

d. **Saved Card**

- i. A **Saved Card** is a **Payment Token** that can be set up in the **MY ACCOUNT** tab
- ii. If a saved card has not previously been set up, click **Return to the e-Filing Application**, set up the token and then return to the payment screen. (See Section 5, Account Management - Payment Tokens for instructions on how to set up a token)

The screenshot shows the 'Payment Information' form with the 'Saved Payment' tab selected. The form includes a dropdown menu labeled 'Saved Card / Account' with 'Select One...' as the placeholder text. A note above the dropdown reads: 'To pay with credit card or bank account, select below:'.

- 3. Once all the billing and payment information has been entered, click **Submit Payment**.
- 4. The payment will process, and the receipt will be emailed.

- User is then taken to the **Filing Received Confirmation** screen where the **Status** and **Submission Date and Time** will be listed.

Submission #	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
100866	John Smith et al vs Jordan Miller et al		Received	Yavapai County - Prescott	03/31/2016 05:30:11 PM	

- The application will check the submission for errors and once complete, the status will change to **Validating Filing**.

EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
159960	160261	RJF FINANCIAL LLC PLAINTIFF vs GLORIA G BERNAL DEFENDANT	S0200CV201900012	Validating Filing	Cochise County Superior Court	09/25/2019 09:25:24 AM	

- After the validation process is complete, the submission is sent to the court and the status will change to **Pending Filing**. This means the submission is with the clerk for processing and have been successfully submitted the documents/case to the court.

EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
159960	160261	RJF FINANCIAL LLC PLAINTIFF vs GLORIA G BERNAL DEFENDANT	S0200CV201900012	Pending Filing	Cochise County Superior Court	09/25/2019 09:25:24 AM	

- Once the clerk accepts the submission and makes it part of the official court record, the status in **MY FILINGS** will change to **Filed**.
- To view the status or content of a submission at any time **before** clerk acceptance, go to **MY FILINGS** located on the **Banner**.

- To view the status or content of a submission **AFTER** clerk acceptance, go to **MY CASES** located on the **Banner**.

Notification Email Messages

Once the submission successfully reaches the court, the application will send a **Submission Delivered** email message to the user. This email contains:

1. An **e-Portal reference number** for the submission. This is the same number as the Submission ID.
2. Payment information to include payment method, amount, and receipt number
3. Case Information to include Case Title, Documents, and Client Matter #

Thu 1/26/2017 9:58 AM
noreplydevqa@courts.az.gov
Submission Delivered

To
If there are problems with how this message is displayed, click here to view it in a web browser.

Dear John Attorney:

This email verifies the receipt of 7 documents submitted by you to Yavapai County - Prescott on 01/26/2017 09:57:51 AM.

Clerk Case #:

Case Style: JOHN PLAINTIFF et al vs KATHY DEFENDANT et al

Document Title: COMPLAINT FOR PLAINTIFF
EXHIBITS 3-9 FOR PLAINTIFF'S COMPLAINT
Civil Cover Sheet System Generated
Notice of Provisional Remedy With Notice System Generated
Summons KATHY DEFENDANT System Generated
Summons DEFENDANT'S BUSINESS System Generated
Summons BLAINE DEFENDANT System Generated

Matter #: CLIENT NUMBER 23213232

Memo:

Total Filing Fee: \$204.00

Total Application Fee: \$6.50

3% Payment Processing Fee: \$6.32

Total Fee: \$216.82

Paid By: Pay By Credit/Debit Card

Total Paid: \$216.82

Receipt #: 82919810340373935

The E-Portal reference number of this filing is: 151376. Please reference this Submission # in any correspondence.

You will receive a follow-up email when your filing has been docketed with the Clerk.

This is a non-monitored email. Do not reply directly to it. If you have any questions about this filing please contact AOC support at PASupport@courts.az.gov or call 602-452-3519 or 800-720-7743.

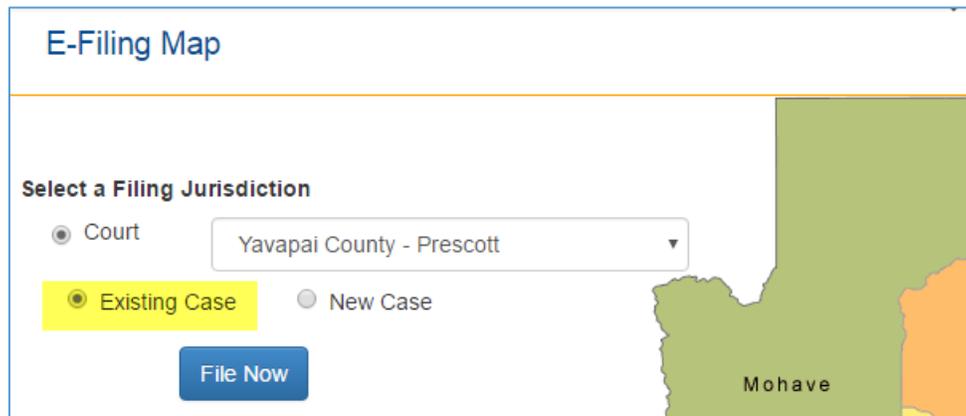
Thank you,
Arizona eCourt Services

Submitting Documents in an Existing Case

Existing cases are submissions that have already been filed. This is also referred to as subsequent filings or subsequent submissions. To add a document to an existing case, the full case number assigned to the case by the court must be known.

1. From the **eFiling Map** page, click **Existing Case** and then **File Now** OR click **Existing Case** on the **Banner**.

Map Page



Banner



2. The application displays the **Existing Case** page. Notice the tabs are the same except for the addition of the **SERVICE LIST** tab.



User must complete five of the seven tabs: Case Information, Case Participants, Documents, Fees and Payments, and Review and Submit. SERVICE LIST is optional.

Existing Case Tab

1. On the **Case Information** page, the Court Level/Jurisdiction and Court Location are pre-populated based on the user's last submission. If this is incorrect the user information using the dropdown menus may be changed.
2. Type a valid **Case #** in the field and click **Search**. The case # format has been provided next to the Search button.

3. If the case number is valid, the application displays the General Case Category, Case Category, Case Sub-Category (if any) and Case Title of the submission. This information cannot be changed if incorrect.

4. If the case number cannot be validated an error message will appear and user will need to re-enter a valid case number. If the user is still unable to validate the case number, contact the AOC Support Center for assistance.
5. Indicate if the party filing has or has not not paid an appearance fee in this case (defaulted to “yes”)
6. Indicate if the user is appearing in any of the capacities listed (Arbitrator, Pro Hac Vice, etc)
7. Indicate yes or no if the submission includes an emergency filing (defaulted to “no”)
8. Add a client matter number if applicable.

- Click the **Next** button. The application displays the **Case Participants** page. If indicated the user is appearing as one of the following role types, Amicus Curiae, Court Appointed Receiver, Arbitrator, Public fiduciary, Court Appointed Mediator or Special Master, the **Case Participants** tab and the **Fees and Payments** tab will be removed. The special role types listed do not associate with a specific party nor do they pay fees.

Case Participants Tab

The application returns case participants based on information contained in the court's case management system. If it is believed any of the information returned is incorrect, please contact the AOC Support Center.

- Select the party submitting for from the list. Multiple parties may be selected.

Side 1 Plaintiff(s)		
	Parties I am filing on behalf of and represent	Represented By
<input type="checkbox"/>	Attorney-Party Team	
<input checked="" type="checkbox"/>	JILLIAN LAW 951 ATTORNEY LANE FLAGSTAFF AZ 86001 US	Jillian Law 951 Attorney Lane FLAGSTAF
		Add Attorney to Attorney-Party Team
Add New Party		
Side 2 Defendant(s)		
	Parties I am filing on behalf of and represent	Represented By
<input type="checkbox"/>	Attorney-Party Team	
<input checked="" type="checkbox"/>	JOHN SMITH	
		Add Attorney to Attorney-Party Team
Add New Party		

- Once a party is selected, if the user is an attorney, their name will appear in the **Represented By** column. The name in this column will be added to the official court record as an attorney for the party so please make sure that the user is logged in as an attorney and not law firm staff, administrator or other non-attorney user.
- If submitting a document that requires a new party, click “Add Party” and enter the party’s information to Add Case Participants screen that pops up.
- To add an attorney other than the current user, click “Add Attorney to Attorney-Party Team” and enter the attorney information.
- Click the Next button. The application displays the **Documents** page.

Adding a Party Requiring a Summons to Issue

- Choose one of the documents listed below:
 - Answer and Counter Claim
 - Answer and Cross Claim
 - Answer and Third-Party Complaint
 - Counter Claim
 - Cross Claim
 - Third Party Complaint

2. A new section at the bottom of the screen will appear asking the user to “Select Target Case Participants”

Lead Document at the end

Document #: New Document

Search: counter Document Category:

Answer

And Counterclaim

Complaint

Counter Claim

Reply

To Counterclaim

1

* Document Title: Document Title

Pages:

Select Target Case Participant(s)

Bank of America, N.A., Plaintiff

[REDACTED] Defendant

J Doe Spouse, Defendant

3. After entering in the document Title, select the party the Counter Claim, Cross Claim or Third-Party Complaint is being filed against.

* Document Title: Document Title

Pages:

Select Target Case Participant(s)

Bank of America, N.A., Plaintiff

[REDACTED] Defendant

J Doe Spouse, Defendant

If you are submitting a 3rd Party Complaint and the 3rd Party Defendant does not appear on this screen, return to the Case Participant tab and click the "Add New Party" link to add the 3rd Party Defendant. If you are submitting a document other than a 3rd Party Complaint and the Party does not appear on this screen, please contact the Clerk of Court to request the party be added to case record. Please allow 1 hour after contacting the Clerk of Court before re-trying your submission.

* Upload: Choose File No file chosen

Save Cancel

4. If submitting a Third-Party Complaint and the Third-Party Defendant does not appear on this screen, return to the **Case Participant** tab and click the “Add New Party” link to add the Third-Party Defendant.

File Case Information **Case Participants** Documents ServiceList Fees and Payments Review and Submit

<input type="checkbox"/>	Attorney-Party Team	
<input type="checkbox"/>		J Doe Spouse 31
Add New Party		

Add Case Participant

* Party Role: 3rd Party Defendant

Type: Defendant Intervenor

* First:

Full Legal Name: First Name

- Return to the **Documents Tab**, choose Third-Party Complaint, and the newly added Third-Party Defendant is now listed.

- The **DOCUMENTS** tab will show the chosen “Target Case Participants”.

Document Type	Target Case Participant
Answer and 3rd Party Complaint	Jane 3rd Party Defendant Jones, 3rd Party Defendant

- eFileAZ will generate a summons for each Target Case Participant when choosing either Answer and Third-Party Complaint or Third-Party Complaint.
- If submitting a document other than a Third-Party Complaint and the Party does not appear on this screen, please contact the Clerk of Court to request the party be added to the case record. Please allow 1 hour after contacting the Clerk of Court before re-trying the submission.

Documents Tab

Documents are attached in the same manner as case initiation as either a **Lead** document or a **Connected** document. A simple way to remember this is, lead documents are those that require a file stamp while connected documents do not. For example, a Motion to Continue would be attached as a lead document and the proposed order would be attached as a connected document. Another example is the Answer would be a lead document and any attachments/exhibits would be attached as a connected document.

- Click the **Add Lead** link.

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Add Lead						
Total			\$0.00	\$0.00	0		0.0000

2. On the **Lead Document** screen there are three ways to find and select a document.

a. **Search** box: (this is the most efficient way to find user document category)

- i. Enter the document category (Affidavit, Motion, etc) in the box and click “enter” on the computer keyboard.
- ii. A list of all documents in that specific category will appear
- iii. Check the box on the grid next to the document title that most closely matches the document being submitted.

Lead Document at the end

Document #: New Document Filing Fee: \$0.00 Clear

Search: telephonic Document Category: Document Type:

Motion

<input checked="" type="checkbox"/>	Appear Telephonically	<input type="checkbox"/>	Permit Telephonic Testimony	<input type="checkbox"/>	Telephonic Hearing
-------------------------------------	-----------------------	--------------------------	-----------------------------	--------------------------	--------------------

1 - 1 of 1 Items

b. **Document Category/Document Type** drop-downs:

- i. With the **Search** box clear, click on the dropdown next to **Document Category** and choose the document category that most closely matches the document being submitted.

Lead Document at the end

Document #: New Document Filing Fee: \$0.00 Clear

Search: Enter Search criteria and tab or hit enter to filter the list

Document Category: Document Type:

Addendum

Addendum

Affidavit

Addendum

Affidavit

Arbitration

Certificate

- ii. Once the **Document Category** has been selected, click on the dropdown next to **Document Type** and choose the document type title that most closely approximates the document being submitted.

Lead Document at the end

Document #: New Document Filing Fee: \$0.00 Clear

Search: Enter Search criteria and tab or hit enter

Document Category: Arbitration Document Type: Certificate Of Compulsory Arbitration - Is Not Subject To

Arbitration

<input checked="" type="checkbox"/>	Certificate Of Compulsory Arbitration - Is Not Subject To
-------------------------------------	---

- iii. Check the box on the grid next to the document title that most closely approximates the document being submitted.

Document #: New Document Filing Fee: \$0.00 Clear

Search: Enter Search criteria and tab or hit enter

Document Category: Arbitration Document Type: Certificate Of Compulsory Arbitration

Arbitration

<input checked="" type="checkbox"/>	Certificate Of Compulsory Arbitration - Is Not Subject To
-------------------------------------	---

1 - 1 of 1 Items

c. **Search by Grid**

- i. With Search, Document Category, and Document Type fields blank, scroll through the document Grid to find the document category that matches the document being submitted.
- ii. Choose the **Document Type** that most closely approximates the document being submitted

Document #: New Document Filing Fee: \$0.00 Clear

Search: Document Category: Document Type:

- Affidavit
 - In Support Of Provisional Remedy
- Application
 - For Provisional Remedy
 - For Temporary Restraining Order
- Arbitration**
 - Certificate Of Compulsory Arbitration - Is Not Subject To
 - Certificate Of Compulsory Arbitration - Is Subject To
- Complaint
 - Complaint

3. Once the **Document Title** has been selected, enter the title of the document, click **Choose File** and upload the document.

* Document Title:

Pages:

Upload: Choose File No file chosen

Save Cancel

NOTE: The number of pages can be entered but it must be exact. This is not recommended.

4. Click **Save**
5. If exhibits or a proposed order, proposed judgment, or proposed notice of hearing must be attached, click the **Add Connected** link and follow steps 2-4 outlined above.
- NOTE: PLEASE ATTEMPT TO INCLUDE ALL EXHIBITS/ATTACHMENTS WITH THE LEAD DOCUMENT AS ONE DOCUMENT.** If user chooses to attach them separately, they MUST title the document with the name of the lead document (may abbreviate) and then Exhibits X-X. Example: COMPLAINT: EXHIBITS 7-10

Uploaded Documents							
#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	Remove	Motion for Telephonic Hearing	\$0.00	\$6.50	0	C:\fakepath\DOCX-50Pages.docx	0.0735
	Add Connected						

6. Click the **Save** button.
7. **Continue adding** documents following steps 1-6.

Document List View

As documents are loaded, they are viewable on the **Uploaded Documents** screen

1. To change the document title or upload a different document, click on the document title's hyperlink in the **Document Type** Column.

Uploaded Documents							
#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	 Remove	Motion for Telephonic Hearing	\$0.00	\$6.50	0	C:\fakepath\DOCX-50Pages.docx	0.0735

2. Documents that are generated are shown in the **System Generated Documents** section.

System Generated Documents							
#		Document Type	Filing Fee	Application Fee	File		Size (MB)
	Add Subpoena						
Total			\$0.00	\$0.00			0.0000

3. To view a system generated document, click on the document title in the File column.
4. The document has not been accepted by the clerk, so no file stamp nor issuance stamp will appear.
5. Changes will not be allowed to be made to the document. If there are errors, changes must be made on the appropriate tabs. For example, if the Defendant's name is incorrectly spelled on the Summons, return to the Case Participants tab and edit the name there.
6. Click the **Next** button. The application displays the **Fees and Payments** tab.
7. When all documents have been added, click **Next** to display the **Fees and Payments** page.

Service List

This tab allows service delivery of documents to recipients.

Electronic Service Recipients							
Additional Parties to Serve							
<input type="checkbox"/> Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type	
<input type="checkbox"/>	Mary Foltz	Active	Testing organization		mfoltz@courts.az.gov	Primary	

The **Electronic Service Recipients** tab lists recipients who have previously been served on this case by the user. If a user wants to serve all parties listed, click **Serve All**. Or, put a check in the box next to each name to select those recipients to serve.

Electronic Service Recipients							Additional Parties to Serve
<input type="checkbox"/> Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type	
<input type="checkbox"/>	Mary Foltz	Active	Testing organization		mfoltz@courts.az.gov	Primary	

To add recipients, click the **Additional Parties to Serve** tab and then **Add Other Attorney/Interested Party**.

Electronic Service Recipients							Additional Parties to Serve
Delete	Favorite	Name/ID/Edit	Recipient Status	Affiliation	Email Status	Email Address	Email Type
No Other Attorney(s)/Interested Parties							

1. Fill out the required information in the field. At this time, Filer # and Use Portal Filer Profile Information are not available for use.

Other Attorneys/Interested Party

Filer # Use Portal Filer Profile information for Service

* Name: Status:

* Primary Email Address:

Alternate Email 1:

Alternate Email 2:

* Case Role: Other:

2. Click Save.
3. The newly added recipient will appear in the **Electronic Service Recipients** AND the **Additional Parties to Serve** tab. To add additional recipients, follow steps 1-4.

Electronic Service Recipients							Additional Parties to Serve
Delete	Favorite	Name/ID/Edit	Recipient Status	Affiliation	Email Status	Email Address	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	JOHN PERSON		Interested Party		JOHN@FAKEEMAIL.COM	

Electronic Service Recipients							Additional Parties to Serve
<input type="checkbox"/> Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type	
<input type="checkbox"/>	Bryan Law AZ753951852	Active	Mohave Law Firm Attorney		mfoltz@courts.az.gov	Primary	
<input type="checkbox"/>	Jillian Law	Active	Mohave Law Firm		azefling@gmail.com	Primary	
<input checked="" type="checkbox"/>	JOHN PERSON		Interested Party		JOHN@FAKEEMAIL.COM	Primary	

Fees and Payments Tab

This tab lists the attached and system generated documents along with their corresponding filing and application fees, if any.

#	Description	Filing Fee	Application Fee
1	First Appearance - P1300CV201600346 ABBY GAIL et al. PLAINTIFF vs MORRIS SANDOVAL et al. DEFENDANT	\$122.00	\$0.00
2	answer	\$0.00	\$6.50
3	nof prop ord	\$0.00	\$0.00
4	Subpoena first persn System Generated	\$27.00	\$6.50
	Total	\$149.00	\$13.00

There will be a 3% payment processing fee added to this total at the time of payment.

Payment Options

1. If the party is required to pay filing fees, click the radio button **A** next to **Electronic payment at payment site**
2. Only choose **B** or **C** if the user or party are either a fee-exempt agency OR represent parties that are fee exempt.
3. Choose **D** or **E** if the party has an active Order from the court waiving or deferring user filing fee.
4. If user Choose **B**, **C**, **D**, or **E** in error, the clerk will mark the submission as deficient and it will have to be re-filed. Application fees are non-refundable.

Payment Options

You must select ONE option. Total Amount Owed: **\$0.00**

A) Electronic payment at payment site

B) Fee-exempt agency
If you are employed by a fee-exempt agency and this box was not automatically checked, please notify the AOC Support Center.

C) I represent only fee-exempt parties in this case (e.g. state, county, city, town, or political subdivision).

D) I or the party(s) I represent for this submission have an active order waiving filing fees for this case or a specific document.

E) I or the party(s) I represent for this submission have an active order deferring filing fees for this case or a specific document.

5. Click the **Next** button. The application displays the **Review and Submit** page.

Review and Submit Tab

This tab shows the information that was entered on each tab. Corrections can be made to the case information, Case Parties, Documents, or Fees and Payment information by clicking **Revise** and re-entering the information.

The screenshot displays the 'Review and Submit' tab of a web application. At the top, there are navigation tabs: 'Filer', 'Case Information', 'Case Participants', 'Documents', 'ServiceList', 'Fees and Payments', and 'Review and Submit' (which is highlighted). Below the navigation tabs are three buttons: 'Back', 'Save All and Submit Later', and 'Confirm and Submit all Now'. A message states: 'The information displayed below summarizes information you have provided for this submission. Please verify and select your next action.' Below this message is a paragraph explaining the payment process and a 'Continue to payment Site' button. The 'Filer' section is expanded, showing a table with the following data:

Description	Data
Name	Mary Foltz
Address	1501 W Washington Phoenix , AZ 85007
Primary Email Address	mfoltz@courts.az.gov
Primary Phone #	444-444-4444
Bar Number	
Affiliation	Testing organization

A 'Revise' button is located to the right of the 'Filer' table. The 'Submitted by' section is also expanded, showing a table with the following data:

Description	Data
Name	Mary Foltz

A 'Revise' button is located to the right of the 'Submitted by' table.

Once the information is verified it is correct, click the **Continue to Payment Site** button.

The application routes user to the **payment provider** page.

Paying for a Submission

The payment provider, **nCourt**, lists name and address of the court being submitted into, the documents and corresponding fees, and total amount due.



Arizona Judicial Branch



Payment > Receipt

Payment

You have elected to pay for the following item(s).

Yavapai County - Prescott (TESTING)
120 S Cortez St Prescott, Arizona 86303

Description	Case Number	Application Fee	Filing Fee	Total
First Appearance - P1300CV201700052 Van Lee PLAINTIFF vs TEST inc DEFENDANT	P1300CV201700052	\$0.00	\$122.00	\$122.00
MOTION FOR TELEPHONIC HEARING	P1300CV201700052	\$6.50	\$0.00	\$6.50
GHDGHD	P1300CV201700052	\$0.00	\$0.00	\$0.00
sdfasdfsdf	P1300CV201700052	\$6.50	\$0.00	\$6.50
		\$13.00	\$122.00	\$135.00

Submission ID: 151827 **Online Service Fee: \$4.06**
Total Amount Due: \$139.06

Payment Information

Credit Card Checking/Savings Account Saved Payment

Card Type
Select Card Type

Card Number
Enter Card Number

CVV Code
Enter CVV Code

Expiration
11 2017

Paid On Behalf of

TEST inc, Van Lee

Billing Information

Billing address is an international address
 Same As Filer's Information

Organization Name
Enter First Name

OR

First Name
Enter First Name

Last Name
Enter Last Name

Street

The site also has a section providing **Important Information** regarding payment.

Important Information

- Please provide your CURRENT billing address.
- To receive an email receipt of this payment you must include a valid email address.
- Once you have made your payment, you will be redirected to the e-filing system.
- Payments made through this website will be referenced by "NCOURT *[COURTNAME]" on your bank statement. However, the actual text may vary.
- Application Fees are non-refundable.

To receive an email confirmation of your payment, please include a valid email address.
If you would like a text notification payment confirmation sent to your mobile phone, enter the following:

Select Provider: Mobile Number:

Once all the payment information has been entered, click **Submit Payment**.

1. The application will send a receipt via email to the address attached to the registered user for the submission.
2. Once the user clicks **Submit Payment**, the application takes them to the **Filing Received Confirmation** screen where they will see the **Status and Submission Date and Time**.

Filing Received Confirmation

2 documents are successfully submitted for review to Superior Courts for Yavapai County - Prescott, Arizona
 Court Case # you have provided is P1300CV201600114
 Reference # for this submission is 100868

Important: If you should contact the Arizona eCourt Services support center about any document in this submission, please provide this Submission # to help us locate this submission.

You may want to print this page for your records. [Print](#)

Recent Filings [Refresh](#)

	Submission #	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶	100868	Jason Butcher et al. vs Manny Martinez et al.	P1300CV201600114	Received	Yavapai County - Prescott	03/31/2016 06:34:07 PM	
▶	100866	John Smith et al vs Jordan Miller et al		Pending Filing	Yavapai County - Prescott	03/31/2016 05:30:11 PM	

3. The **Submission ID#** listed here is different than the one originally assigned at the beginning of creating the submission. Please make note and reference this number when calling the AOC Support Center.

Filing Received Confirmation

4 documents are successfully submitted for review to Superior Courts for Yavapai County - Prescott, Arizona
 Court Case # you have provided is P1300CV201700114
 Reference # for this submission is 153200

Important: If you should contact the Arizona eCourt Services support center about any document in this submission, please provide this Submission # to help us locate this submission.

You may want to print this page for your records. [Print](#)

4. The application will check the submission for errors and while doing so the status will change to **Validating Filing**.
5. After the validation process is complete, the submission is sent to the court and the status will change to **Pending Filing**. This means the submission is with the clerk for processing and the documents/case have been successfully submitted to the court.

Recent Filings

	Submission #	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶	100868	Jason Butcher et al. vs Manny Martinez et al.	P1300CV201600114	Pending Filing	Yavapai County - Prescott	03/31/2016 06:34:07 PM	

6. Once the clerk accepts the submission and makes it part of the official court record, the status will change to **Filed**.
7. To view the status or content of a submission at any time before acceptance, go to **MY FILINGS** located on the **Banner**.
8. To view the status or content of a submission AFTER acceptance, go to **MY CASES** located on the **Banner**.

Notification Email Messages

The application displays a **Submission Confirmation** message and provides a reference number for the submission. The application also sends a **Submission Confirmation email** to the email addresses associated with the user's account. Do not reply to the notification; it was sent from an unmonitored email account.

Review User Notification Email Messages and Submissions List

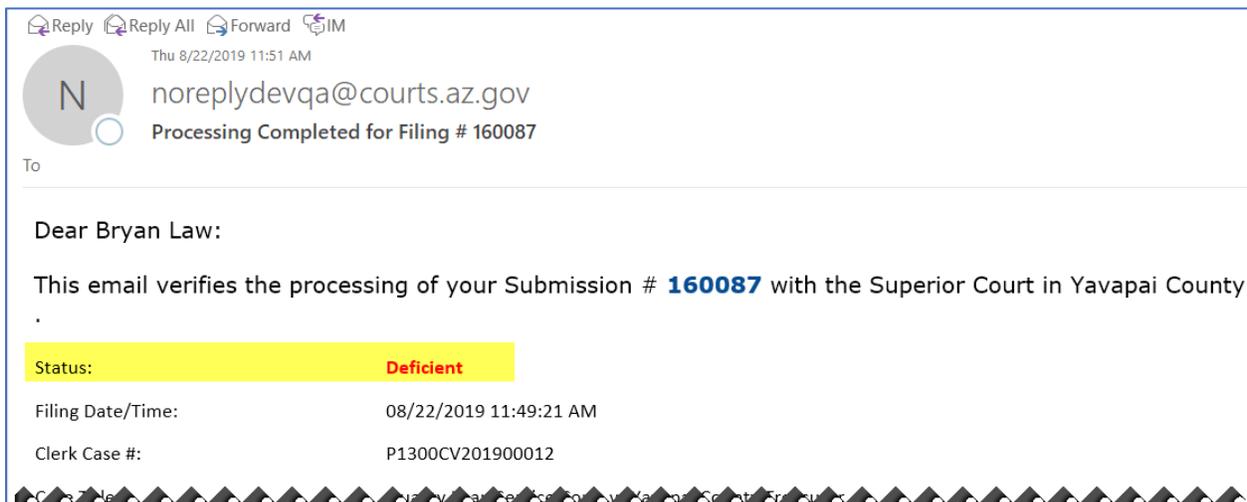
- Review the **Submission Confirmation** notification received and note the Submission number. Use that number to follow the progress of the submission through the clerk review process.
- Users can view the submission prior to acceptance by the clerk on the **MY FILINGS** page.

Submission Complete Email Notification

After the court has performed a review of the document(s) user added, a notification will be sent that the submission is complete and the documents are now part of the court record.



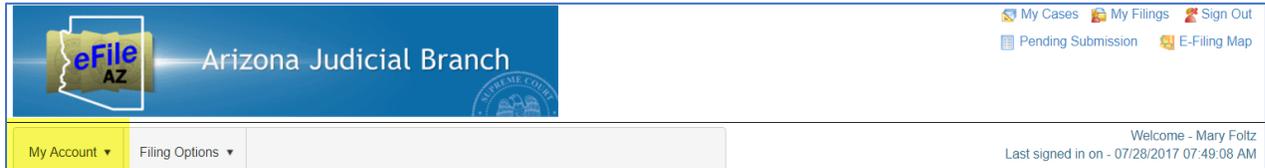
If all or part of the submission is marked deficient by the clerk for any reason, notification will be sent to the primary email on file. This notification shows individual documents and the reason for their deficiency.



Section 7: Account Management

When the user registered for an account, they created a personal profile comprised of contact information, security options, and various preferences for using the software. This information can be edited by using the **MY PROFILE** function under the Account menu.

To access the account management functions, click the **MY ACCOUNT** button



Click **MY PROFILE**, the first choice. The application displays the **MY PROFILE** page.

My Profile Help

User Details Change Password Payment Tokens Proxies Can Submit For

User Details

Organization: Unaffiliated Users

Registrant Type: Attorney

* User Name: attytest

ERN: [REDACTED]

Bar #: [REDACTED]

* Security Question: Favorite Pet

* Security Answer: [REDACTED]

* First: John Middle: Middle Name * Last: Attorney Suffix: [dropdown]

* Primary Email: [REDACTED]

Alternate Email1/Email2: [REDACTED]

* Address 1/2: 1501 W Washington Address 2: [dropdown]

* Country/City: UNITED STATES Phoenix

* State/ Zip Code: Arizona 85007

User Details

The User Details tab displays the information entered during the registration process. It includes information such as organizational affiliation, security settings, and contact information.

My Profile Help

User Details Change Password Payment Tokens Proxies Can Submit For

User Details

Organization: Unaffiliated Users

Registrant Type: Attorney

Change Password

Click the Change Password tab to display the **Change Password** page. The password will expire every two years but can be changed at any time by clicking the Change Password link on the Welcome page or selecting this tab in the MY PROFILE page.

My Profile

Fields marked with asterisk (*) are required.

User Details **Change Password** Preferences

Change Password

* Current Password:

* New Password:

Password must be between 6 and 16 characters, with at least 1 number and is valid for 90 days

* Re-enter New Password:

Change

Payment Tokens for Individual Accounts

This functionality allows secure and fast payment processing by assigning a nickname to a credit card. Click the Payment Tokens tab to set up financial tokens for individuals.

1. Click **Add Payment Token**

User Details Change Password **Payment Tokens** Proxies Can Submit For

Payment Tokens

[Add Payment Token](#)

<input type="checkbox"/> Delete All	Type	Nick Name	Card/Account	Active	Last Updated Time	Last Updated By
	Card	visa #2	visa *****1111 06 2025	<input checked="" type="checkbox"/>	2016-02-19T15:13:54.587	John Attorney
	Card	card #2	visa *****1881 12 2022	<input checked="" type="checkbox"/>	2016-03-16T08:17:59.163	John Attorney

1 - 2 of 2

Update

2. Complete the fields in the **Register Card** screen and click **Submit Information**

eFile AZ Arizona Judicial Branch

Register Card

Payment Information

Credit Card Checking/Savings Account

Card Type
MasterCard

Card Number
Enter Card Number

Billing Information

Billing address is an international address

Organization Name
Enter First Name

OR

First Name

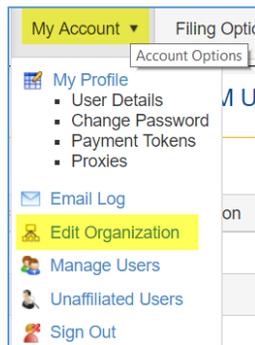
- Return to the Payment Tokens tab and the user's tokens will appear.

Payment Tokens						
Add Payment Token						
<input type="checkbox"/> Delete All	Type	Nick Name	Card/Account	Active	Last Updated Time	Last Updated By
<input checked="" type="checkbox"/>	Card	training card	visa *****1111 03 2016	<input checked="" type="checkbox"/>	2016-03-31T18:54:27.5	John Attorney

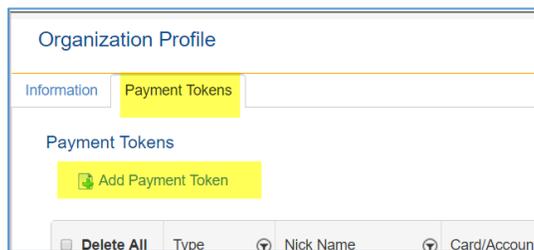
Payment Tokens for Organizations

The Firm Administrator has permissions to set up payment tokens and assign tokens to organization users.

- Log in to the administrator account and click on **MY ACCOUNT** and then **EDIT ORGANIZATION**.



- Click the **Payment Tokens** tab and then **Add Payment Token**



- This will take the administrator to the payment provider site where they will complete the fields in the **Register Card** screen. Once complete, click **Submit Information**

The image shows the 'Register Card' screen for the Arizona Judicial Branch. It features a header with the 'eFile AZ' logo and the text 'Arizona Judicial Branch'. Below the header, there are two main sections: 'Payment Information' and 'Billing Information'. The 'Payment Information' section has tabs for 'Credit Card' and 'Checking/Savings Account', with 'Credit Card' selected. It includes fields for 'Card Type' (MasterCard) and 'Card Number'. The 'Billing Information' section has a checkbox for 'Billing address is an international address', a field for 'Organization Name', and a field for 'First Name'. There is also an 'OR' option and another 'First Name' field.

- Return to the Payment Tokens tab and the user's tokens will appear.

Payment Tokens

[Add Payment Token](#)

<input type="checkbox"/> Delete All	Type	Nick Name	Card/Account	Active	Last Updated Time
<input checked="" type="checkbox"/>	Card	training card	visa *****1111 03 2016	<input checked="" type="checkbox"/>	2016-03-31T18:...

- To add tokens to individual users, click the hyperlink of the card to be assigned is located in the **Card/Account** column.

Payment Tokens

[Add Payment Token](#)

<input type="checkbox"/> Delete All	Type	Nick Name	Card/Account
<input checked="" type="checkbox"/>	Card	mary	visa *****1111 08 2016
<input checked="" type="checkbox"/>	Card	mastercard	mastercard *****5100 12 2016

- Select the persons who will be allowed to use this payment method by checking the box next to their name in the **Select All** column.

My Account | Filing Options

Payment Token - 1111000189361111

Organization: Testing organization

Users

<input type="checkbox"/> Select All	User
<input checked="" type="checkbox"/>	Attorney, My [REDACTED]
<input type="checkbox"/>	Dalton, Summer Fest
<input checked="" type="checkbox"/>	Foltz, Mary

- Click **Update**.
- When the person arrives at the payment screen during a submission, they will only see those cards which were assigned to them by the Firm Administrator.

Proxies

This tab allows users to indicate people from within or outside of the organization, who are registered in eFileAZ, to file on their behalf.

User Details | Change Password | Payment Tokens | **Proxies** | Can Submit For

User(s) that can submit on my behalf

[Add Proxy](#)

<input type="checkbox"/> Remove All	Name	Role	Affiliation	ID #	Primary Email	Primary Phone
<input checked="" type="checkbox"/> Remove	Price, Jim	Attorney	Unaffiliated Users	AZ 1001	JPrice@courts.az.gov	
<input checked="" type="checkbox"/> Remove	Foltz, Mary	Attorney	Law by Mary	AZ 1005	MFoltz@courts.az.gov	

1 - 2 of 2 items

1. Click on **Add Proxy**
2. Enter at least the person's last name and click Search
3. If the person has an account, their name will appear, click the Select box next to their name and click **Select**

Select	Name	Filer Role	Affiliation	ID #	Primary Email	Primary Phone
<input checked="" type="checkbox"/>	Price, Jim	Attorney	Unaffiliated Users	AZ 1001	JPrice@courts.az.gov	

Can Submit For

This tab shows other registered users who have added the user as a proxy to their account.

Name	Role	Affiliation	ID #	Primary Email	Primary Phone
No items to display					

Changing Account Details

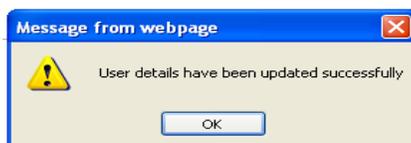
To change the details of an account, display the MY PROFILE page, select the **User Details** tab, and change the values as needed and allowed

Change the Security Question

1. To change the Security Question, click the **Select Security Question** box and click the question to be used.
2. In the **Security Question Answer** box, type the answer to the security question.

Change User Contact Information

1. Change the **name** on an account by typing the **First, Middle name or initial, Last name, and Suffix**.
2. Change the **email accounts** associated with an account by typing them in the E-mail 1, E-mail 2, and E-Mail 3 boxes.
3. Specify the **primary email address** by clicking its Primary **box**.
4. Change the **Business phone, Home phone, and Business Fax numbers** by typing them in the boxes.
5. Select the **primary contact number** by clicking its corresponding Primary **box**.
6. Click the **Update** button.



Change Password

1. **Sign in**
2. Click the **Account** menu.
3. Click **MY PROFILE**.
The application displays the MY PROFILE page.
4. Click the **Change Password tab**.
The application displays the Change Password window.
5. Type the **current password**.
6. Type the **new password**.
7. Re-type the **new password** for confirmation.
8. Click the **Change** button.



The application also sends a No-Reply email message to the primary email account.

Appendix A: Terms

Term	Meaning
Automated Clearing House (ACH)	Method of electronically transferring funds from the attorney's or Electronic Submission Service Provider's (EFSP's) bank account to pay the submission fee for accepted documents.
Case Management System (CMS)	An electronic database maintained by the Clerk of the Court to keep track of information used to manage a court's caseload. The information includes such things as case numbers and party names, attorneys for parties and their addresses, titles of all documents filed in each case, and all scheduled events in each case.
Clerk	The Clerk, who is the official custodian of records, is responsible for maintaining the court's case files, all documents contained therein, the record of hearings and the decisions of the court as recorded in court minutes or judgments.
Clerk Review	Clerk Review is used by the Clerk of the Court to display submission details and images side-by-side for easy viewing, and for editing, printing, and managing e-Filings. From the Clerk Review Interface, reviewers communicate acceptance or rejection to the submitter; and store the submission data and documents in the case management system.
Case number	A case number is a code that uniquely identifies a case and the court and division in which it has been filed.
Document	<ul style="list-style-type: none"> • A written or printed paper that bears the original, official, or legal form of something and can be used to furnish decisive evidence or information. • Something, such as a recording or a photograph, which can be used to furnish evidence or information. • A writing that contains information. • A piece of work created with a computer application, as by a word processor. • A computer file that is not an executable file and contains data for use by applications.
Document Management System (DMS)	An electronic database whose contents are documents in electronic form and whose structure allows quick access to documents based on traits associated with the document such as case number, submission date, submission party, type of document, etc.
e-Filing	Electronic submission of documents with the court.

Term	Meaning
e-service	Subsequent electronic service of documents on parties to a court case.
PDF	The Portable Document Format is an electronic document file format created by software available from Adobe Systems, Inc. The PDF format is often specified as the standard format for all documents e-filed.
Transaction code	A unique transaction code, permitting retrieval of documents by transaction code and tying each document to a submission session and authorized submitter.
User	Any member of the Court, Bar, or public who has been authorized by the Court (through a username and password) to use e-Filing.