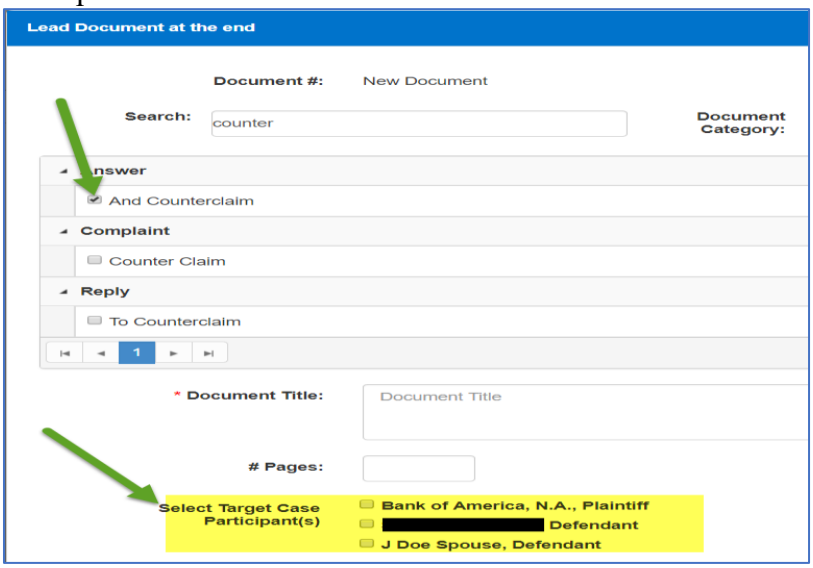
eFileAZ Targeted Case Participant
NEW Functionality

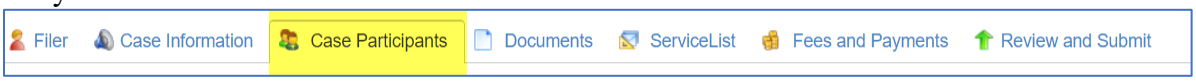
1. Choose one of the documents listed below:
   - Answer and Counter Claim
   - Answer and Cross Claim
   - Answer and Third Party Complaint
   - Counter Claim
   - Cross Claim
   - Third Party Complaint

2. A new section at the bottom of the screen will appear asking you to "Select Target Case Participants"

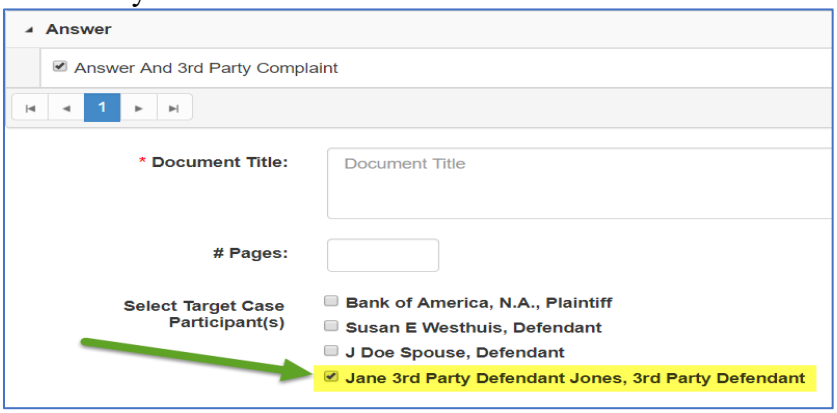


3. After entering in the document Title, select the party you are filing the Counter Claim, Cross Claim or Third Party Complaint against.

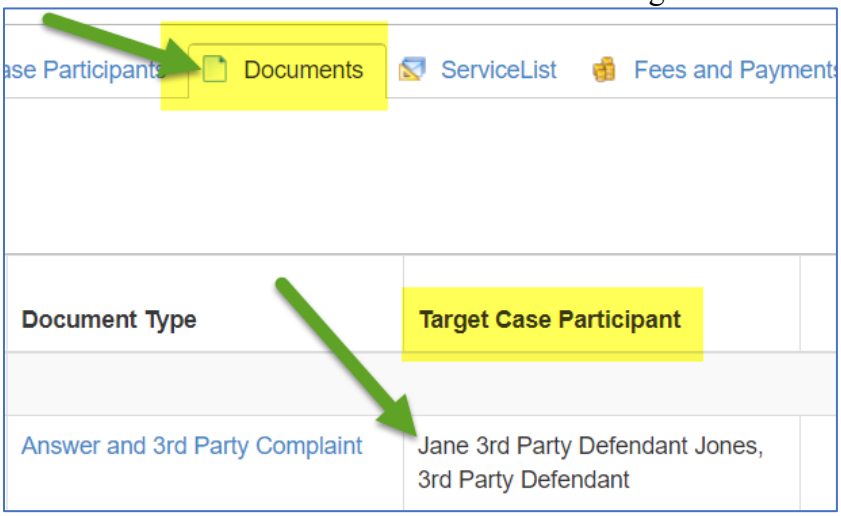
4. If you are submitting a Third Party Complaint and the Third Party Defendant does not appear on this screen, return to the Case Participant tab and click the "Add New Party" link to add the Third Party Defendant.



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



6. The DOCUMENTS tab will show the chosen "Target Case Participants".



7. eFileAZ will generate a summons for each Target Case Participant when choosing either Answer and Third Party Complaint or Third Party Complaint.

8. If you are 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 allow1 hour after contacting the Clerk of Court before re-trying your submission.

If you have questions, please contact the AOC Support Center at 602-452-3519 or 800-720-7743 or visit https://azcourts.gov/efilinginformation