

AZTurboCourt User Manual



Arizona Supreme Court

Version 3.4

Updated using gamma version 10.5.3

Server 62

Register for System Notifications

An automated notification program is available to provide the latest AZTurboCourt information regarding *System Notifications, Enhancements, Training Information and Policy Updates*.



Why Register for System Notifications?

Receive advanced notification of:

- News and updates regarding AZTurboCourt
- New applications available to your county
- New training modules added to our webpage
- New policy decisions regarding AZTurboCourt

To sign up for System Notifications just go to

<http://azcourts.gov/azturbocourtinformation>

and click on *Register for System Notifications*

Contents

Section One: AZTurboCourt Registration	5	
AZTurboCourt Home Page		7
Registering:		7
Adding a user account		9
Editing Organization Information		10
Inactivating a user account		10
Section Two: User Menu	11	
Start a new filing		11
Messages		11
Recent e-filing		12
My Forms		13
My Profile		14
My Payments/Financial		15
Section Three: E-filing in Maricopa County Superior Court	16	
Maricopa County Superior Court Main Document Types		21
Subsequent Document Title List		22
Section Four: Court of Appeals Division One or the Arizona Supreme Court	24	
Things to know before you start e-filing		24
Start a new case: Court of Appeals Div. One and or/ the Arizona Supreme Court		25
Subsequent filings: Court of Appeals Div One and/or the Arizona Supreme Court		30
Access conformed court copy		34
Document Title List		36
Initiating Document Title List-Arizona Supreme Court		36
Subsequent Document Title List- Arizona Supreme Court		37
Initiating Document Title List-Court of Appeals Division One		39
Subsequent Document Title List- Court of Appeals Division One		40
Section Five: Supplemental Information	42	
Attach supporting documents in Maricopa County Superior Court		42
Attach supporting documents in Court of Appeals Division One or the Arizona Supreme Court		42
Courtesy Notifications		43
Filing Details and Status Messages:		43
Trouble Shooting Error Messages		44
Header Detail on Attachment Page		46
Keyword Matter #		46
Request my forms		46
Copy for new form set		47
Delete Filing		48
List my forms		48
Start new filing		49
Summary Sheet		50

Common Terms		51
<i>Administrative Order No. 2011-40</i>	53	
Governing E-filing in the Superior Court in Maricopa County		53
<i>Administrative Order No. 2012-02</i>	61	
E-filing in the Arizona Supreme Court and Court of Appeals, Division One		61

Section One: AZTurboCourt Registration

- Do not register yourself without verifying your organization’s registration plan.
- **One** person in your organization completes initial registration.
 - This person becomes an administrator by default.
 - See next section for definitions of administrators and basic users.
- **Administrators only:** read pages five and six to learn how to create your organization’s registration plan.

Considerations for organizational structure and registration plan:

Should the entire firm/organization register together, or should each department register separately?

How many administrators will you have? What positions may need administrative capabilities?

Are there departments within your organization that only process certain filing types?

Do you have public email folders that everyone can view? (This may be a good choice for the default email address in initial registration.)

Will legal secretaries and paralegals file using an attorney’s login (username) and password or their own?

Definitions for Administrator and User:

Administrator(s)	User
View all form sets created by all users associated with organization	View only form sets created by this user account
Create new users	N/A
Inactivate user access levels	N/A
Change user access levels	N/A
Change user passwords	Change password for this user account
Edit organization account information	N/A
Change profile information for any user	Change profile information related to this user account
Change email preferences for this administrator account	Change email preferences for this user account

Remember:

- The first person that registers in a firm or business is automatically an administrator.
- Users will receive an email after registration and can then change their password and login (username).
- The email address provided in initial registration will receive all messages related to each filing by every registered user.
- Many firms/organizations use a public folder email address as their initial registration email. [Click here](#) (or see pg.) for instructions on changing the organization's default email address.
- If the username or email address is already in use in AZTurboCourt it cannot be used again.

AZTurboCourt Home Page

TurboCourt Family, divorce, custody, Guardianships/Probate, Domestic violence, Housing/Evictions, Small Claims

Home | Login | Register | Help | Quit

Timeout in 30 min

Login Password Login >

Prepare and file your case online in 3 EASY STEPS

- 1** We'll **GUIDE** you through a customized interview
- 2** **PREPARE** the exact documents you need
- 3** **HELP** you file* and prepare the next steps

It's as easy as that - a do-it-yourself service that's fast and stress-free!

Start your Case in Arizona [change](#)

- ▶ **Eviction Action** [start now >](#)
Start or respond to an eviction case.
- ▶ **Small Claims** [start now >](#)
Lawsuits involving money disputes of \$2,500 or less for people not represented by an attorney.
- ▶ **Civil Lawsuits** [start now >](#)
Lawsuits of \$10,000 or less - Contract disputes, collections, automobile accidents and more.
- ▶ **General Civil - Superior Court** [start now >](#)
Attach your existing documents for electronic filing with the Superior Court.
- ▶ **Appellate Courts Filings** [start now >](#)
Initiate a case or file into an existing case in the Arizona Supreme Court and the Court of Appeals Division One.

Jurisdictions
You are in **Arizona**
[Change Jurisdiction](#)

How it works
[view >](#)

Testimonials
"TurboCourt provided an easy 3 step process for preparing my legal documents from the comfort of my home! Thanks TurboCourt!"
-- Gloria - Self Represented Litigant in California User of TurboCourt
[more >](#)

Resources
ACCREDITED BUSINESS
Find us on Facebook
FOLLOW US ON twitter

Registering:

URL: <http://www.azturbocourt.gov>

1. Click this link and click on the e-filing icon.
2. Click **Register**.



3. Enter contact information. A red asterisk indicates required information (*).
4. Choose an email notification preference.
5. Answer the question, **as a user of this system you are**. See below for definitions of your filing role.
 - a. **This step is extremely important please read through the organization types carefully.**

Organization Type Definitions:

Please read the descriptions below to help select the appropriate user type for your registration.

Individual: Pro-se (self-represented)

A person representing himself or herself in a lawsuit.

Business:

A person filing or responding to a lawsuit on behalf of a company, sole proprietorship, partnership, association and/or corporation.

A person should file as an attorney, not a business, if they are an active member of the State Bar.

Attorney/ Law Firm:

An attorney, professional law association, corporation or partnership authorized to practice law. Also, a person employed by an attorney or law firm who is authorized to file on behalf of the licensed attorney (i.e. paralegal, legal secretary).

Non-Exempt Government Organization:

A person or attorney authorized to represent a governmental body charged with administering and implementing legislation that is required to pay application fees or filing fees under state law. If you are not sure whether you are non-exempt, contact the court where you plan to file.

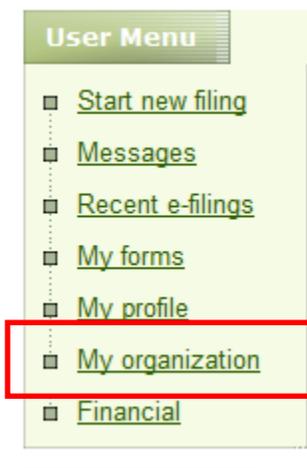
Exempt Government Organization:

A person or attorney authorized to represent a federal court, or a state, county or city governmental body, charged with administering and implementing legislation, that is NOT required to pay application fees or filing fees under state law. If you are not sure whether you are exempt, contact the court where you plan to file.

6. Click **next** and proceed to step 2: **account details**.
7. Fill in all fields, even those not required (this will save you time at the e-filing stage). Do not include a bar number or state if you are registering a non attorney (i.e. a paralegal or legal secretary under Attorney/Law Firm registrant type).
8. Agree to the terms and conditions of the user agreement and click **register**.
9. Follow instructions in the next section to add remaining users.

Adding a user account

1. Click on **My organization** (in the User Menu).



2. Click **Add Account**.



3. Enter all required information. If entering information for an attorney, make sure to enter a bar # and phone #.

Note: Each added user will receive an email notification of account set-up. The user can log in and change the password after receiving this notification.

Editing Organization Information

Any administrator can edit organization information, including law firm name, default email address, contact person and contact phone number.



1. Update or replace designated information.
2. Click **Save**.

Note: This is the only area where you can update the organization email address.

Info

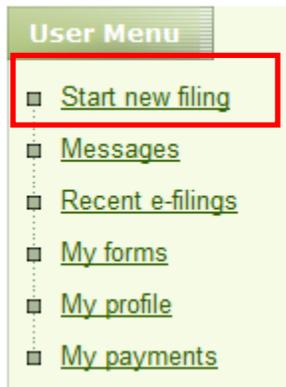
Law Firm Name *	<input type="text" value="Law Offices of Bill Johnson"/>
Email Address *	<input type="text" value="billjohnson@hotmail3.com"/>
Contact Person	<input type="text" value="Bill Johnson"/>
Contact Phone	<input type="text" value="(480) 215-1111"/> ⓘ ext. <input type="text"/>

Inactivating a user account

1. Click **My organization**.
2. Select the user by clicking on their name.
3. From the status menu, select **Inactivate**. Click **Update**.

Section Two: User Menu

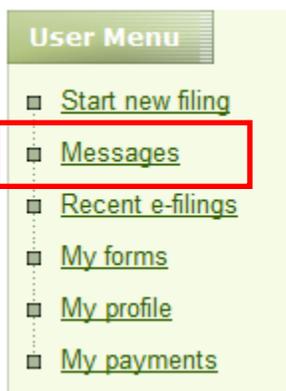
Start a new filing



The **start new filing** link places you on the home page.

You can now select your case type from the list under **Start my case in Arizona**.

Messages



The **Messages** link provides a list of system-generated messages.

Messages will contain your filing status.

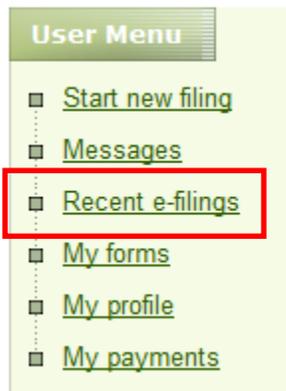
The message may also contain communication from the clerk's office with important information related to your filing.

Administrators can view messages sent to all registered users.

Users can view messages related to submissions done with their login (username).

You may also receive messages via email. To change your email preferences, go to **My profile** from the User Menu.

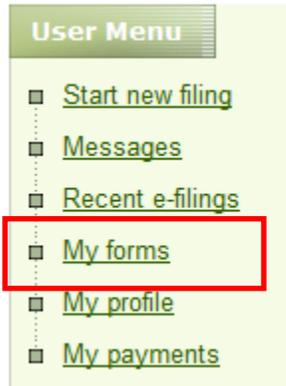
Recent e-filing



The **Recent e-filing** link quickly allows access to most recent submission and the ability to check the status of other electronic filings.

On this page you can also perform an advanced search. This allows access to all other filings. You can also check your recent messages. This option takes you to the messages screen.

My Forms



The **My forms** link shows all form sets created by the user.

An administrator can see all form sets created by all registered users.

A user will only see form sets done under their login (username).

System organizes by form set number, most recent to least recent.

See the fees paid for your filings. An administrator can see all filing fees for all users.

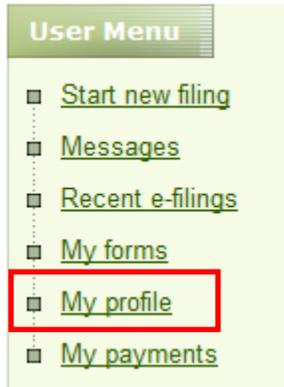
A user can see their own filing fees.

Export filing fee detail to an Excel spreadsheet by clicking **Print to MS Excel**.

The following categories may be sorted:

- Click **Submission Name** to sort alphabetically by case name.
- Click **Case #** to sort alpha numerically by case type (CV, CR etc), and then case number.
- Click on **Filing type** to sort alphabetically (Civil Lawsuits Superior Court, Arizona Appellate Courts etc).
- Click on **Status** to sort alphabetically by status.
- Click on **Jurisdiction** to sort alphabetically by filing court (Maricopa County Superior Court, Arizona Supreme Court etc).
- Click **Created by** to sort alphabetically by user.
- Click **Filing fees**, **Application fees**, or **Total** to put fees in numerical order

My Profile



The **My profile** link provides access to update contact information, username, password, and email preferences.

To change contact information:

1. Delete the text in the field and enter new information.
2. Click **Update**.

To change username (Login):

1. Delete current username and enter a new one.
2. Answer security question.
3. Click **Update**.

To change Email Preferences:

1. Click the radio button to the left of your email preference.
2. Click **Update**.

Username and email addresses cannot be used in AZTurboCourt more than once.

If other people are using your username to e-file, make sure to communicate any profile changes to them.

My Payments/Financial



This section allows you to run filters and generate financial reports. These reports can be used to assist you with reconciliation. Administrative users have the ability to run reports for all users within the organization. Users can run reports for their filings.

Section Three: E-filing in Maricopa County Superior Court

TurboCourt Home | Login | Register | Help | Quit

Timeout in 30 min

Login Password Login >

Prepare and file your case online in 3 EASY STEPS

- 1 We'll **GUIDE** you through a customized interview
- 2 **PREPARE** the exact documents you need
- 3 **HELP** you file* and prepare the next steps

It's as easy as that - a do-it-yourself service that's fast and stress-free!

Start your Case in Arizona [change](#)

- ▶ **Eviction Action** [start now >](#)
Start or respond to an eviction case.
- ▶ **Small Claims** [start now >](#)
Lawsuits involving money disputes of \$2,500 or less for people not represented by an attorney.
- ▶ **Civil Lawsuits** [start now >](#)
Lawsuits of \$10,000 or less - Contract disputes, collections, automobile accidents and more.
- ▶ **General Civil - Superior Court** [start now >](#)
Attach your existing documents for electronic filing with the Superior Court.
- ▶ **Appellate Courts Filings** [start now >](#)
Initiate a case or file into an existing case in the Arizona Supreme Court and the Court of Appeals Division One.

Testimonials

"TurboCourt provided an easy 3 step process for preparing my legal documents from the comfort of my home! Thanks TurboCourt!"

-- Gloria - Self Represented Litigant in California User of TurboCourt

[more >](#)

Resources

ACCREDITED BUSINESS

Find us on Facebook

FOLLOW US ON twitter

Currently the first three listed applications are print forms only for Justice Courts and cannot be used to electronically file court documents at this time.

1. Click General Civil Lawsuits-Superior Court **Start Now**
2. Select Maricopa from the drop down menu.
3. Enter case number in the following format CV2010-123456. Click **Next**.
 - a. To look up your case # visit;
<http://www.superiorcourt.maricopa.gov/docket/CivilCourtCases/Index.asp>
 - b. If your case number does not validate see pg. 44 for more information.
4. Verify case name is correct and matches case number.

5. Designate if you have previously paid your appearance fee.
 - a. This screen determines court filing fees and it is important to answer correctly.
6. Verify or enter attorney information. Click **Next**.
7. Check the box to the left of the correct main document type.

8. Choose the subtype by selecting from the drop down menu. Click **Next**

Note: You must use the scroll bar on the right hand side of the screen to see all main document types.

9. If your questionnaire has been successfully completed, you will see the following text on the next page: **“Our automated review process has found no technical problems with your answers.** Click **Next**.
10. Notice the **form set #** and **completed status**. Completed status does not mean you are finished. It means a form set # is assigned and your progress is saved (see status definitions for more detail).

Form Set #	19708	Case #	CV2010-789898
Keyword/Matter #		Status	Completed
Filing Type	Civil Lawsuits - Superior Court	Location	Maricopa / Superior Court
Customer Name	Bill Johnson	Customer Email	billjohnson@hotmail3.com
Created on	03/17/2011 3:41 PM MST	Modified on	03/17/2011 3:41 PM MST

11. Optional: Enter client matter phrase or # in **add keyword matter #** field (for full description of header menu options see, pg 46)

Court Service		Add Keyword/Matter # Request My Forms Copy for New Form Set Delete Filing List My Forms Start New Filing	
Form Set #	19708	Case #	CV2010-789898
Keyword/Matter #		Status	Completed
Filing Type	Civil Lawsuits - Superior Court	Location	Maricopa / Superior Court
Customer Name	Bill Johnson	Customer Email	billjohnson@hotmail3.com
Created on	03/17/2011 3:41 PM MST	Modified on	03/17/2011 3:41 PM MST

12. Scroll down to the bottom of the page to attach your document. Click **Attach**.

 **Attach**
 View
  Remove

13. Enter document title exactly how it appears on filing. If your title does not fit either shorten your title and re-enter, or enter all that you can. The Clerk's office will enter the rest.

Please note: there is only room for 256 characters in this field.

Document Type Memorandum

Title/Description *

Attach Main Document

14. Click **browse**, choose your document.

- a. Your document should be in PDF except proposed orders which must be in DOC- MS Word 97-2003 (see pg 42 for more information).

15. Click **save** (see helpful hints for more information about attaching documents).

16. Either attach supporting document(s) or click **next**.

17. Optional: Choose an email notification option

Step 2 of 2. Submit Your Forms.

How do you want to be notified about your filing status?

- Email notification with only a link to the website where I will login to check the status of my filing
- Email notification with filing/case details shown in the body of the email, plus a link to the website
- No emails at all - I will log onto the website often to check the status of my filings

Important: Because EMAIL DELIVERY CANNOT BE GUARANTEED, you must regularly login to check your filing status.

 If you want to receive email notifications and you use spam management software, add the following email address to your approved email list: CustomerService@TurboCourt.com

18. Optional: In Courtesy Notifications, include any additional emails that you want to receive status message notification.

Courtesy Notifications

To send a courtesy e-mail of TurboCourt e-filing notifications to other recipients, provide the email addresses below. Use a comma (,) to separate multiple addresses. Do NOT send notification to the judge, judicial assistant or clerk of court.

Send To:

Note: Courtesy email messages will not include filed documents and this does not constitute service. Only filing details will be provided (case #, filing date and location etc.)

- a. Courtesy notification emails will not include messages sent by the clerk.
- b. Do not use to notify other parties

19. Agree to user terms.

To read **User Agreement** with filing terms and conditions please click [here](#).

* I agree to the terms and conditions in the User Agreement

20. Enter your name in first and last name fields.

21. Click **EDELIVER**.

22. Click **log in to my PayPal account**, or Click, **pay with debit or credit card**.

23. Enter payment information (if necessary) and Click **Pay Now**.

24. Ensure status changes from completed to filing pending or delivered.

Filing Details

[Add Keyword/Matter #](#) [Change My Notification Status](#) [Request My Forms](#) [Copy for New Form Set](#) [List My Forms](#)

Filing Details

Form Set #	19744	Case #	CV2007-051052
Keyword/Matter #		Status	Delivered
Filing Type	Civil Lawsuits - Superior Court	Location	Maricopa / Superior Court
Customer Name	Danielle M Gross	Customer Email	AOCTester1@hotmail.com
Delivery Date & Time	04/12/2011 9:08 AM MST	Filing Date & Time	
Notification Status	Email notification with filing/case details shown in the body of the email, plus a link to the website		

Your filing was successfully completed and delivered. You will be notified when your forms have been processed. Remember to log in regularly to check the status of your filing.

Your Forms [info](#)

 **Summary Sheet** (This summary sheet will not be filed with the court. This sheet is for your personal records only.) [View](#)

25. Check email or AZTurboCourt for updated status on filing.

Maricopa County Superior Court Main Document Types

First Appearance Document Title List

Below is the list of document titles that will appear if this is the first filing in your case. If the specific title of your document does not appear choose the generic title.

AFFIDAVIT	NOTICE
Affidavit	Notice of Appearance
Affidavit in Support of Attorney Fees	Notice of Bankruptcy
Affidavit of Renewal of Judgment	Notice of Removal to Federal Court
ANSWER	Notice
Answer and Counterclaim	OBJECTION/OPPOSITION
Answer and Cross Claim	Objection/ Opposition to
Answer	Objection/Response to subpoena by party
Answer and 3rd Party Complaint	Objection/Response to subpoena by non-party
Answer to Cross Claim	ORDER
Answer to 3rd Party Complaint	Special Master Order
Answer of Garnishee	PETITION
APPLICATION	Petition
Application	REPLY
ARBITRATION	Reply
Arbitration Award	Reply to Counterclaim
Arbitration Notice of Decision	REQUEST
CERTIFICATE	Request for Hearing on Garnishment
Certificate	Request
CLAIM	RESPONSE
Claim for payment/Answer on Forfeiture	Response to Petition for OSC
COMPLAINT	RESPONSE (continued)
Complaint	Response
Counter Claim	Response to Petition for Injunction Against Harassment
Cross Claim	SERVICE
Third Party Complaint	Acceptance of Service
DECLARATION	Waiver of Service
Declaration	STATEMENT
JUDGMENT	Statement
Stipulation for Judgment and Order	STIPULATION
MISCELLANEOUS/OTHER	Stipulation
Miscellaneous	Stipulation for Dismissal
MEMORANDUM	WAIVER
Memorandum	Waiver

Subsequent Document Title List

Below is the list of document titles that will appear if this is NOT the first filing in your case. If the specific title of your document does not appear choose the generic title.

AFFIDAVIT
Affidavit
Affidavit in Support of Attorney Fees
Affidavit on Default and Entry of Default
Affidavit of Renewal of Judgment
ANSWER
Answer
Amended Answer
Answer and Counterclaim
Answer and Cross Claim
Answer and 3rd Party Complaint
Answer to Cross Claim
Answer to 3rd Party Complaint
Answer of Garnishee
APPEAL
Notice of Appeal (Civil)
Appeal Docketing Statement
APPLICATION
Application
Application/Motion for Default
Application for Pro Hac Vice
Application/Motion for Attorney Fees
ARBITRATION
Appeal from Arbitration and Motion to Set Trial
Arbitration Award
Certificate of Compulsory Arbitration
Controverting Certificate of Compulsory Arbitration
Arbitration - Notice of Decision
CERTIFICATE
Certificate
CLAIM
Claim for payment/Answer on Forfeiture
COMPLAINT
Complaint
Amended Complaint

COMPLAINT (continued)
Counter Claim
Cross Claim
Third Party Complaint
DECLARATION
Declaration
INJUNCTION
Preliminary Injunction
JUDGMENT
Satisfaction of Judgment
Stipulation for Judgment and Order
JURY
Demand for Jury Trial
Jury-Proposed Instructions
MISCELLANEOUS/OTHER
Miscellaneous
List of Witnesses, Exhibits and Evidence
MEMORANDUM
Memorandum
Memorandum of Points and Authorities
MOTION
Motion to Amend
Motion to Appoint Court Interpreter
Motion for Change of Counsel
Motion for Change of Venue
Motion to Compel
Motion to Consolidate/Join
Motion to Continue
Motion to Continue on the Inactive Calendar
Motion to Dismiss
Motion to Dismiss for Lack of Jurisdiction
Motion to Extend Time for Service
Motion In Limine
MOTION (continued)

Motion to Intervene
Motion for Judgment Debtor to Appear
Motion
Motion for Reconsideration
Motion to Set / Certificate of Readiness
Motion to Set Aside/Vacate
Motion for Substitution of Counsel
Motion for Summary Judgment
Motion to Withdraw Counsel
NOTICE
Notice of Appearance
Notice of Bankruptcy
Notice of Removal to Federal Court
Notice of Dismissal
Notice of Lodging (Filing)
Notice of Non-Party at Fault
Notice
Notice of Settlement
Notice of Withdrawal with Consent
OBJECTION/OPPOSITION
Objection/ Opposition to
Objection/Response to subpoena by party
Objection/Response to subpoena by non-party
ORDER
Proposed Order/Judgment (pdf or doc)
Special Master Order
PETITION
Petition
REPLY
Reply
Reply to Counterclaim
REPORT
Report
REQUEST
Request for Hearing on Garnishment
Request for Interpreter
Request
RESPONSE

Response
Response to Petition for Injunction Against Harassment
Response to Petition for OSC
SERVICE
Acceptance of Service
Affidavit/Certificate of Service
Affidavit of Service by Publication
Affidavit of Attempted Service
Waiver of Service
STATEMENT
Joint Pretrial Statement
Statement of Costs
Statement of Facts
Statement
STIPULATION
Stipulation
Stipulation for Dismissal
WAIVER
Waiver

Section Four: Court of Appeals Division One or the Arizona Supreme Court

Things to know before you start e-filing

Certificates of service and certificates of compliance are required as separate attachments. Remove them from the main filing document and save them separately on your desktop so you can attach them in the appropriate area. Make sure to caption each document.

As of January 2nd, 2012 there are changes to criminal rules of appellate procedures and civil rules of appellate procedure. Please read them and become familiar with the changes.

AZTurboCourt does not serve parties. The filing is only electronic to the court. Continue to notify parties however you are currently doing so.

Once your document is accepted by the court your actual document will not have a date and time file stamp on it. You access the date and time stamp in the form of an endorsement page. For more information see page 34.

You may file up to four main documents for each submission.

The only documents that are considered supporting documents are affidavit other, copy of NOA, and copy of order filed in trial courts.

Do not include your appendix as a supporting document. Your appendix is considered a main document.

Start a new case: Court of Appeals Div. One and or/ the Arizona Supreme Court

This scenario shows the steps to electronically filing a new case with the Court of Appeals Division One or the Arizona Supreme Court.

Please understand this application has the capability to create hundreds of filing scenarios. When you e-file, some screens may vary in your personal filing situation from the following scenario. The content here is meant to give you a basic understanding of how to e-file into the Arizona Supreme Court or the Court of Appeals Division One.

The screenshot displays the TurboCourt website interface. At the top, it says "Prepare and file your case online in 3 EASY STEPS". The steps are: 1. We'll GUIDE you through a customized interview; 2. PREPARE the exact documents you need; 3. HELP you file and prepare the next steps. Below this is a testimonial from Gloria, a self-represented litigant in California, praising TurboCourt's ease of use. On the left, there's a "How it works" section with a "view" link. The main content area is titled "Start your Case in Arizona" and lists several case types with "start now" links: Eviction Action, Small Claims, Civil Lawsuits, General Civil - Superior Court, and Appellate Courts Filings. The "Appellate Courts Filings" link is highlighted with a red box. On the right, there are "Resources" including BBB Accredited Business, Facebook, and Twitter links.

- 1) Select Appellate Courts Filings **Start Now**.
- 2) Select the filing court. Click **Next**.
- 3) Choose **I am starting a new case in this court**. Click **Next**.
- 4) Optional: Explore the FAQ's on the welcome screen. Click **Next**.
- 5) Enter attorney information and answer **attorney's address is** (in USA or outside of USA). Click **Next**.
- 6) Enter firm or organization name and address. Click **Next**.
- 7) Optional: check the radio button if any statements apply to your situation. If none apply do not make a selection. Click **Next**.

- 8) Choose what side you are filing for. Click **Next**.
- 9) Choose your case type. Click **Next**.
- 10) Choose case sub type if applicable (depending on your case type you may not be directed to this screen). Click **Next**.
- 11) Enter lower court information. Click **Next**.
- 12) Choose the number of filers you represent. Click **Next**.
 - a. If there are more than six parties choose six and the court will enter the remaining parties.
- 13) Select filer type. Click **Next**.
- 14) Enter filer information. Select response to, **the filer (party)'s address is**.
 - a. Select **skip this question** if you represent the party. You only need to provide an address for a party that is not represented by counsel.
 - b. Click **Next**.
- 15) Choose number of opposing parties. Click **Next**.
 - a. If there are more than six parties choose six and the court will enter the remaining parties.
- 16) Select opposing party type. Click **Next**.
- 17) Select response to **opposing party's address is**
 - a. Select **skip this question** if the party(s) is represented by counsel. You only need to provide an address for a party that is not represented by counsel.
 - b. Click **Next**.
- 18) Select opposing party's filing role. Click **Next**.
- 19) Select first lead document. Click **Next**.
 - a. You may choose up to four lead documents
 - b. If you are filing an appendix, choose appendix as main document. Do not attach as a supporting document.
- 20) Select response to, **do you want to file another lead document**. Click **Next**.

21) If your questionnaire completes, you will see the following text: **Our automated review process has found no technical problems with your answers.**

a. Click **Next**.

The screenshot displays the 'E-File Service' interface. At the top, there are navigation links: 'Add Keyword/Matter #', 'Request My Forms', 'Copy for New Form Set', 'Delete Filing', 'List My Forms', and 'Start New Filing'. Below this, the 'Form Set #' is 22821 and the 'Case #' is 22821. The 'Status' is 'Completed'. The 'Filing Type' is 'Arizona Appellate Courts Filings', the 'Location' is 'Court of Appeals Division 1 / Court of Appeals Division 1', the 'Customer Name' is 'Danielle M Gross', and the 'Customer Email' is 'AOCTester1@hotmail.com'. The 'Created on' date is '12/19/2011 10:37 AM MST' and the 'Modified on' date is '12/19/2011 10:37 AM MST'. A red box highlights the 'Form Set #' and 'Case #' fields. Another red box highlights the 'Court of Appeals Division 1 Filing Fees' section, which includes a table of fees: 'Appellant's Filing Fee' for \$280.00, 'Your Fees' (Filing Fee Amount for \$280.00 and Application Fee for \$6.00), and a 'Total' of \$286.00. Below the table, it states 'Important: Payments are processed via a 3rd party payment provider.' The main content area is titled 'Step 1 of 2. Your Forms.' and contains instructions: 'Please attach all required documents', 'WE WILL ELECTRONICALLY DELIVER YOUR DOCUMENTS TO THE COURT.', 'Preview your Summary Sheet to make sure all your information is correct.', and 'Use the Final Review page to change any of your answers.' It also provides information about electronic filing and a courtesy notification.

22) Check filing fees. Notice your form set number.

- A form set # ensure your progress is saved and puts you in a completed status. For more information on status definitions see pg.
- Scroll to the bottom of the page.

23) Click **attach**.

Attach Main Document

This website accept PDF, ODT and DOCX attachments. If submitting in pdf, this website accept only Adobe Acrobat Portable Document Format (PDF).

To create Adobe PDF documents you must use applications that include built-in PDF capabilities--such as Office applications. You can also convert your file into Adobe PDF document using Create Adobe PDF Online, available at <http://createpdf.adobe.com>.

Allowed attachment extensions: pdf,odt,docx

Document Type: Petition for Special Action

Title/Description *

Attach Main Document No file chosen

Steps to Attach Your Document

1. If you need to attach a PDF file and you do not already have your document saved as a PDF file, please save/convert it to a PDF now.
2. Enter the document title as it appears on the document in the Title/Description field above.
3. Press the Browse button above. A pop-up window will open. Select your saved file from the Choose file dialog box and press the Open button. You can upload any single file up to 10MB. Any file that is larger in size will cause a failed upload.
4. Press the Save button above. Depending on the size of your file, this attachment process could take several minutes. Watch the status bar at the bottom of the window to see when the process is completed.

Note: When the attachment process is completed, this Attach Document window will automatically close and you will return to the e-Deliver page. The file you just attached will now be listed under "Your Documents."

24) Enter the caption title from the document you're submitting for filing into title description field

- a. The title must exactly match.
- b. Do not copy/paste the title.
- c. Do not enter title in all caps.

25) In order to find the document on your hard drive, click **Choose file**.

26) Select your document and click **Open**. Click **Save**.

27) Attach certificate of service, certificate of compliance, and or additional lead documents in this same manner.

28) Optional: attach supporting documents. The only documents that can be attached in this field are affidavit other, copy of NOA, and copy of order filed in trial court. You are not required to attach these documents here however you cannot attach any other documents in this field. Everything else is considered a main document.

29) Once all documents are attached, click **Next**.

30) Optional: Change email notification preferences.

Courtesy Notifications

To send a courtesy e-mail of TurboCourt e-filing notifications to other recipients, provide the email addresses below. Use a comma (,) to separate multiple addresses. Do NOT send notification to the judge, judicial assistant or clerk of court.

Send To:

Note: Courtesy email messages will not include filed documents and this does not constitute service. Only filing details will be provided (case #, filing date and location etc.)

31) Optional: Enter additional email addresses to receive courtesy notifications of this filing.

To read **User Agreement** with filing terms and conditions please click [here](#).

I agree to the terms and conditions in the User Agreement

32) Agree to the user terms and conditions.

33) Enter your first and last name. Click **EDeliver**. Exempt filers skip to step 36. To review filing roles see page 8.

34) Click **log in to my PayPal account**, or Click, **pay with debit or credit card**.

35) Enter payment information (if necessary) and Click **Pay Now**.

Filing Details | [Add Keyword/Matter #](#) | [Change My Notification Status](#) | [Request My Forms](#) | [Copy for New Form Set](#) | [List My Forms](#)

Form Set #	22821	Case #	
Keyword/Matter #		Status	Delivered
Filing Type	Arizona Appellate Courts Filings	Location	Court of Appeals Division 1 / Court of Appeals Division 1
Customer Name	Danielle M Gross	Customer Email	AOCtester1@hotmail.com
Delivery Date & Time	12/19/2011 2:51 PM MST	Filing Date & Time	
Notification Status	Email notification with filing/case details shown in the body of the email, plus a link to the website		

Your filing was successfully completed and delivered. You will be notified when your forms have been processed. Remember to log in regularly to check the status of your filing.

36) Ensure status changes from completed to filing pending or delivered.

37) Check email or log into AZTurboCourt for updates on filing status.

Subsequent filings: Court of Appeals Div One and/or the Arizona Supreme Court

This scenario shows you how to electronically file a subsequent document into the Court of Appeals Division One or the Arizona Supreme Court.

Please understand this application provides hundreds of filing scenarios. When you e-file some screens may vary in your personal filing situation from the following scenario. The following content is meant to give you a basic understanding of how to e-file into the Arizona Supreme Court or the Court of Appeals Division One.

1) Select Appellate Court Filings **Start Now**

The screenshot shows the TurboCourt website interface. At the top, it says "Prepare and file your case online in 3 EASY STEPS". The steps are: 1. We'll GUIDE you through a customized interview; 2. PREPARE the exact documents you need; 3. HELP you file and prepare the next steps. Below this, it says "It's as easy as that - a do-it-yourself service that's fast and stress-free!".

The main section is titled "Start your Case in Arizona [change](#)". It lists several options:

- Eviction Action [start now >](#)
Start or respond to an eviction case.
- Small Claims [start now >](#)
Lawsuits involving money disputes of \$2,500 or less for people not represented by an attorney.
- Civil Lawsuits [start now >](#)
Lawsuits of \$10,000 or less - Contract disputes, collections, automobile accidents and more.
- General Civil - Superior Court [start now >](#)
Attach your existing documents for [electronic filing with](#) the Superior Court.
- Appellate Courts Filings [start now >](#)
Initiate a case or file into an existing [case in the Arizona](#) Supreme Court and the Court of Appeals Division One.

The "Appellate Courts Filings" option is highlighted with a red box. To the right, there is a testimonial from Gloria - Self Represented Litigant in California User of TurboCourt, and a "Resources" section with links to BBB, Facebook, and Twitter.

2) Select the filing court. Click **Next**.

The screenshot shows the "Arizona - Arizona Appellate Courts Filings" section. It says "You Are Filing In Court of Appeals Division 1 / Court of Appeals Division 1". There are two radio button options:

- I am starting a new case in this court
- I am filing into an existing case (provide Case # below)

Below the options is a text input field labeled "Case # *". A red arrow points to this field. Below the input field, it says "Example of case number format: CV-02-1234" and "To find an existing Case Number click here for the Arizona Court of Appeals, Division One website". At the bottom, there are "PREVIOUS" and "NEXT" buttons.

3) Enter case number in the appropriate format. Click **Next**

- Appropriate format example: CV-09-0489 not CA-CV-09-0489.
- If case number does not validate go to pg.44 to review solution.

- 4) Click **Next**.
 - a. Optional: Explore FAQ links
 - b. Optional: Save your progress, click **Save/Retrieve**.
- 5) Verify case number and case name. Click **Next**.
 - a. If verification shows your case information to be wrong click change your case number, and enter the correct case #.
- 6) Verify attorney information and answer **attorney's address is**. Click **Next**.
- 7) Enter firm or organization name and address. Click **Next**.
- 8) **Additional Information** is optional. Make a selection only if the statements apply to your situation. If none apply do not make a selection. Click **Next**.
- 9) Choose what side you are filing for. Click **Next**.
- 10) Court of Appeals Division One only: Answer, **is this the first time you are filing a document in this case**. Click **Next**.
 - a. This screen will not appear when filing into the Arizona Supreme Court.
 - b. Note: this screen determines your first appearance filings fees; please ensure you correctly answer this question. A yes answer will charge you a first appearance filing fee, a no answer will not charge you a first appearance filing fee.
 - c. Note for exempt filers: although you do not pay filing fees you must answer this question correctly. Your choice on this screen will determine the list of filing options on a future screen.
- 11) Choose your case type. Click **Next**.
- 12) Supreme Court filing only: provide case detail. Click **Next**.
- 13) Select first lead document. Click **Next**.
 - a. You may choose up to four lead documents
 - b. If you are filing an appendix, choose appendix as main document. Do not attach as a supporting document.
- 14) Select a response to, **do you want to file another lead document**. Click **Next**.
- 15) Once all main documents are selected and if your questionnaire completes you will see the following page:

Our automated review process has found no technical problems with your answers.

Click "Next" to proceed to the final steps. Based on your answers, a Form Set Number will be generated. The Form Set includes all forms produced by this program and any documents you attach, if permitted, within this program.

You will select from the available services and pay the appropriate fees where applicable.



16) Click **Next**.

The screenshot shows the E-File Service interface. At the top, there are navigation links: Add Keyword/Matter #, Request My Forms, Copy for New Form Set, Delete Filing, List My Forms, and Start New Filing. Below this, the 'Form Set #' is 22821 and the 'Case #' is blank. The 'Keyword/Matter #' is blank and the 'Status' is 'Completed'. The 'Filing Type' is 'Arizona Appellate Courts Filings' and the 'Location' is 'Court of Appeals Division 1 / Court of Appeals Division 1'. The 'Customer Name' is 'Danielle M Gross' and the 'Customer Email' is 'AOCTester1@hotmail.com'. The 'Created on' date is '12/19/2011 10:37 AM MST' and the 'Modified on' date is '12/19/2011 10:37 AM MST'. A red box highlights the 'Form Set #' field. On the left, a 'Court of Appeals Division 1 Filing Fees' table is shown, with a red box around it. The table lists 'Appellant's Filing Fee' at \$280.00, 'Your Fees' including 'Filing Fee Amount' at \$280.00 and 'Application Fee' at \$6.00, and a 'Total' of \$286.00. Below the table, there is a note: 'Important: Payments are processed via a 3rd party payment provider.' The main content area is titled 'Step 1 of 2. Your Forms.' and contains instructions: 'Please attach all required documents', 'WE WILL ELECTRONICALLY DELIVER YOUR DOCUMENTS TO THE COURT.', 'Preview your Summary Sheet to make sure all your information is correct.', 'Use the Final Review page to change any of your answers.', and a paragraph about electronic filing and AZTurboCourt.

Court of Appeals Division 1 Filing Fees	
Appellant's Filing Fee	\$ 280.00
Your Fees	
Filing Fee Amount	\$ 280.00
Application Fee	\$ 6.00
Total	\$ 286.00

17) Check filing fees. Notice your form set number.

- A form set # ensure your progress is saved and puts you in a completed status. For more information on status definitions see pg 43.
- Scroll to the bottom of the page.

18) Click **attach**.

19) Enter the caption title from the document you're submitting for filing into title description field.

- The title must exactly match your filing.
- Do not copy/paste the title.
- Do not enter title in all caps.

20) In order to find the document on your hard drive, click **Choose file**.

21) Select your document and click **Open**. Click **Save**.

22) Attach certificate of service, certificate of compliance, and or additional lead documents in this same manner (if applicable).

- a. Remember certificate of service and certificate of compliance documents are required attachments and must be taken out of your main document and attached in the designated areas.

23) Optional: attach supporting documents. The only documents that can be attached in this field are affidavit other, copy of NOA, and copy of order filed in trial court. You are not required to attach these documents here however you cannot attach any other documents in this field. Everything else is considered a main document.

24) Once all documents are attached, click **Next**.

25) Optional: Change email notification preferences.

26) Optional: Enter additional email addresses to receive courtesy notifications of this filing.

Courtesy Notifications

To send a courtesy e-mail of TurboCourt e-filing notifications to other recipients, provide the email addresses below. Use a comma (,) to separate multiple addresses. Do NOT send notification to the judge, judicial assistant or clerk of court.

Send To:

Note: Courtesy email messages will not include filed documents and this does not constitute service. Only filing details will be provided (case #, filing date and location etc.)

27) Agree to the user terms and conditions.

To read **User Agreement** with filing terms and conditions please click [here](#).

* I agree to the terms and conditions in the User Agreement

28) Enter your first and last name. Click **EDeliver**. Exempt filers skip to step 31. See page 8 to review your filing role.

29) Select **log in to my PayPal account**, or **pay with debit or credit card**.

30) Enter payment information (if necessary) and select **Pay Now**.

Filing Details [Add Keyword/Matter #](#) [Change My Notification Status](#) [Request My Forms](#) [Copy for New Form Set](#) [List My Forms](#)

Form Set #	22821	Case #	
Keyword/Matter #		Status	Delivered
Filing Type	Arizona Appellate Courts Filings	Location	Court of Appeals Division 1 / Court of Appeals Division 1
Customer Name	Danielle M Gross	Customer Email	AOCTester1@hotmail.com
Delivery Date & Time	12/19/2011 2:51 PM MST	Filing Date & Time	
Notification Status	Email notification with filing/case details shown in the body of the email, plus a link to the website		

Your filing was successfully completed and delivered. You will be notified when your forms have been processed. Remember to log in regularly to check the status of your filing.

31) Ensure status changes from completed to filing pending or delivered.

32) Check email or log into AZTurboCourt for updates on filing status.

Access conformed court copy

When your document is e-filed (accepted) by the court you receive a date and time stamp in the form of an endorsement page. You can find this page by selecting the form set # found in the My Forms section of the user menu.

Click on **endorsed**

Filing Details [Add Keyword/Matter #](#) [Change My Notification Status](#) [Request My Forms](#) [Copy for New Form Set](#) [List My Forms](#)

Form Set #	20430	Case #	CV-10-0300
Keyword/Matter #	wilson 456.562 (dw)	Status	e-Filed
Filing Type	Arizona Appellate Courts Filings	Location	Arizona Supreme Court / Arizona Supreme Court
Customer Name	Danielle M Gross	Customer Email	AOCTester1@hotmail.com
Delivery Date & Time	07/19/2011 1:59 PM MST	Filing Date & Time	07/19/2011 1:59 PM MST
Notification Status	Email notification with filing/case details shown in the body of the email, plus a link to the website		

Your Forms [info](#)

Summary Sheet [View](#)

Attached Documents [info](#)

MOTION - Affidavit in Lieu of Reinstatement: Motion affidavit [View](#) [Court Copy](#) [Endorsed](#)

Certificate of Service: certificate of service [View](#) [Court Copy](#) [Endorsed](#)

This image is your date and time stamp. A stamp will not appear on the document itself.

ATTACHMENT COVER PAGE	
ARIZONA SUPREME COURT STREET ADDRESS: 1501 W. Washington MAILING ADDRESS: CITY AND ZIP CODE: Phoenix, AZ 85007 BRANCH NAME: Arizona Supreme Court WEBSITE: www.azcourts.gov/clerkofcourt	(ENDORSED) ELECTRONICALLY FILED Arizona Supreme Court on Jul 19, 2011 1:59 PM MST CLERK OF THE COURT Rachelle M. Resnick By Deputy Clerk: RR
ATTACHMENT NAME: MOTION - Affidavit in Lieu of Reinstatement: Motion affidavit	CASE NUMBER: CV-10-0300
CASE NAME: ESTATE OF BRADEN/GABALDON v STATE et al	
Please log on to www.TurboCourt.com regularly for updates	
Please staple this to your original attachment	

Document Title List

Initiating Document Title List-Arizona Supreme Court

Below is the list of document titles that will appear if you select to initiate a new case. If the specific title of your document does not appear choose the generic title.

APPENDIX

APPENDIX- Appendix

CERTIFICATE

CERTIFICATE- Certificate of No Petition for Petition for Review

CERTIFICATE- Certificate of Supplemental Service

FINDINGS

FINDINGS- Findings of Facts

MOTIONS

MOTIONS/STIPULATION - Accelerate/Expedite Case

MOTIONS/STIPULATION - Appear/Proceed Pro Hac Vice

MOTIONS/STIPULATION - Application

MOTIONS/STIPULATION - Consolidate

MOTIONS/STIPULATION - Exceed Page/Word Limit

MOTIONS/STIPULATION - Extend Time

MOTIONS/STIPULATION - Suspend Rules

MOTIONS/STIPULATION - Transfer Case

NOTICE

NOTICE- Appeal

NOTICE- Acknowledgement

NOTICE- Association of Counsel

PETITION

PETITION- Application for Approved Legal Service Organization

PETITION- Authorization to Practice for Legal Service Organization

PETITION- Certification of Question

PETITION- Commission on Judicial Conduct Findings

PETITION- Criminal Suspension of Time for Trial

PETITION- Grand Jury Impanelment

PETITION- Motion Interim Suspension

PETITION- Original Complaint

PETITION- Petition for Interlocutory Review (Water Case)

PETITION- Petition for Review (Non ABA or EXAM)

PETITION- Petition for Review to Arizona Supreme Court

PETITION- Petition for Review to Arizona Supreme Court with Stay

PETITION- Petition for Review of Post Conviction

PETITION- Petition for Special Action

PETITION- Petition for Special Action with Stay

PETITION- Resignation in Good Standing

PETITION- State Bar Other

PETITION- Writ of Habeas Corpus (ASC)

PETITION- Other Petition

RECORD

RECORD- Judgment and Sentence (Superior Court)

Subsequent Document Title List- Arizona Supreme Court

Below is the list of document titles that will appear if you are filing into an existing case. If the specific title of your document does not appear choose the generic title.

AFFIDAVIT	MOTIONS/STIPULATION- Dismiss
AFFIDAVIT- Affidavit in Lieu of Representative	MOTIONS/STIPULATION- Exceed Page/Word Limit
AFFIDAVIT- Service	MOTION/STIPULATION- Extend Time
AFFIDAVIT- Transcript Affidavit	MOTIONS/STIPULATION - Intervene
AFFIDAVIT- Other Affidavit	MOTIONS/STIPULATION - Leave/Permission to File Motion for Reconsideration
APPENDIX	MOTIONS/STIPULATION - Leave/Permission to File Reply
APPENDIX- Appendix	MOTIONS/STIPULATION - Other Motion
BRIEF	MOTIONS/STIPULATION - Reconsideration
BRIEF- Amended Brief	MOTIONS/STIPULATION - Seal
BRIEF- Amicus Curiae	MOTIONS/STIPULATION - Statement of Costs
BRIEF- Anders	MOTIONS/STIPULATION- Statement of costs and Expenses
BRIEF- Answering	MOTIONS/STIPULATION - Statement of Fees and Costs
BRIEF- Opening	MOTIONS/STIPULATION - Stay
BRIEF- Reply	MOTIONS/STIPULATION - Strike
BRIEF- Simultaneous Supplemental Brief	MOTIONS/STIPULATION - Substitute
BRIEF- Supplemental Citation/Authority	MOTIONS/STIPULATION - Suspend Rules
BRIEF- Other Brief	MOTIONS/STIPULATION - Warrant of Execution
CERTIFICATES	MOTIONS/STIPULATION - Withdraw
CERTIFICATE- Certificate of Compliance	
CERTIFICATE- Supplemental Certificate	
FINDINGS	
FINDINGS- Findings of Facts	
LETTER	
LETTER - Other	
MANDATE	
Mandate	
MEMORANDUM	
MEMORANDUM - Points and Authorities	
MISCELLANEOUS	
Miscellaneous	
Miscellaneous- Return on warrant of execution	
MOTIONS	
MOTION/STIPULATION- Accelerate/ Expedite	
MOTION/STIPULATION – Amended	
MOTIONS/STIPULATION - Appear/Proceed	
Amicus Curiae	
MOTIONS/STIPULATION - Appear/Proceed Pro Hac Vice	
MOTIONS/STIPULATION - Application	
MOTIONS/STIPULATION - Attorney's Fees	
MOTIONS/STIPULATION - Consolidate	
MOTIONS/STIPULATION - Continue	
	NOTICE
	NOTICE- Notice of Acknowledgment
	NOTICE- Amended Notice
	NOTICE- Amended Notice of Appeal
	NOTICE- Amended Cross-Appeal
	NOTICE- Cross-Appeal
	NOTICE- Appearance
	NOTICE- Association of Counsel
	NOTICE- Errata
	NOTICE- Substitution of Counsel
	NOTICE- Withdraw
	NOTICE- Other

PETITION

PETITION- Amended Cross Petition
PETITION- Amended Petition
PETITION- Amended Petition for Special Action
PETITION- Commission on Judicial Conduct Findings
PETITION- Cross-Petition
PETITION- Cross- Petition and Response
PETITION- Cross-Petition for Review of Post Conviction
PETITION- Cross Petition for Special Action
JOINDER- Joinder in Notice of Appeal
JOINDER- Joinder in Petition for Review
PETITION- Petition for Review to Arizona Supreme Court
PETITION- Petition for Review to Arizona Supreme Court with Stay
PETITION- Supplemental Petition
PETITION- State Bar Other
PETITION- Transfer to Disability

RECORD

Transcripts

RESPONSE

RESPONSE- Amended Response
RESPONSE- Amicus Curiae Brief
RESPONSE- Joinder in Response to Notice of Appeal
RESPONSE- Joinder in Response to Petition for Review
RESPONSE-Motion for Attorney's Fees
RESPONSE- Motion to Continue
RESPONSE- Motion Extend Time
RESPONSE- Motion to Intervene
RESPONSE- Motion for Reconsideration
RESPONSE- Motion to Stay
RESPONSE- Motion for Statement of Costs
RESPONSE- Motion for Statement of Fees and Costs
RESPONSE- Motion for Warrant of Execution
RESPONSE- Notice of Appeal
RESPONSE- Original Answer
RESPONSE- Petition for Interlocutory Review (Water Case)
RESPONSE- Petition for Review to Arizona Supreme Court
RESPONSE- Petition for Review (Post Conviction)
RESPONSE- Petition for Special Action
RESPONSE- Transfer Case
RESPONSE- Other Response

REPLY

REPLY- Leave/Permission to File Reply
REPLY- Reply to Motion
REPLY- Reply to Petition for Review
REPLY- Reply to Petition for Post Conviction Relief
REPLY- Reply to Petition for Special Action

Initiating Document Title List-Court of Appeals Division One

Below is the list of document titles that will appear if you select to initiate a new case. If the specific title of your document does not appear choose the generic title.

APPENDIX

APPENDIX - Other

APPENDIX - Petition for Special Action

MOTION/STIPULATION/APPLICATION

MOTION - Accelerate/Expedite

MOTION - Consolidate

MOTION - Dismiss Appeal

MOTION - Other

MOTION - Stay Appeal

MOTION - Transfer

NOTICE

NOTICE - Appeal

NOTICE - Appearance

NOTICE - Certificate of Compliance

NOTICE - Rule 8.1 Initial Filing Package

PETITION

Petition for Review of Post Conviction

Petition for Special Action

Petition for Special Action - Industrial Commission

Subsequent Document Title List- Court of Appeals Division One

Below is the list of document titles that will appear if you are filing into an existing case. If the specific title of your document does not appear choose the generic title.

AFFIDAVIT	MOTION/STIPULATION/APPLICATION
AFFIDAVIT - Forma Pauperis	MOTION - Accelerate/Expedite
AFFIDAVIT - Indigency	MOTION - Accelerate/Expedite Rule 29
AFFIDAVIT - Other	MOTION - Amend
APPENDIX	MOTION - Appear/Proceed As Counsel
APPENDIX - Brief	MOTION - Appear/Proceed Pro Hac Vice
APPENDIX - Other	MOTION - Appear/Proceed Propria Persona
APPENDIX - Petition for Special Action	MOTION - Application for Attorney's Fees
BRIEF	MOTION - Application for Deferral/Waiver of Fees
BRIEF - Opening	MOTION - Appoint Counsel
BRIEF - Answering	MOTION - Consolidate
BRIEF - Reply	MOTION - Dismiss Appeal
BRIEF - Answering/Cross-Opening	MOTION - Exceed Page/Word Limit
BRIEF - Reply/Cross-Answering	MOTION - Extend Time
BRIEF - Cross-Reply	MOTION - Intervene
BRIEF - Amicus Curiae	MOTION - Leave/Permission to File Amicus Curiae
BRIEF - Anders Supplemental	MOTION - Leave/Permission to File Anders Supplemental Brief
BRIEF - Cross-Answering	MOTION - Oral Argument
BRIEF - Cross-Opening	MOTION - Other
BRIEF - Opening (includes Anders request)	MOTION - Reconsideration of Attorney Fees
BRIEF - Response to Amicus Curiae	MOTION - Reconsideration of Costs
BRIEF - Substituted Answering	MOTION - Reconsideration of Decision
BRIEF - Simultaneous Supplemental	MOTION - Redesignate Decision
BRIEF - Substituted Opening	MOTION - Reinstate Appeal
BRIEF - Substituted Reply	MOTION - Statement of Costs
BRIEF - Supplemental Answering	MOTION - Stay Appeal
BRIEF - Supplemental Opening	MOTION - Strike
BRIEF - Supplemental Reply	MOTION - Substitute Counsel
CERTIFICATES	MOTION - Substitute (Other)
CERTIFICATE - Compliance	MOTION - Supplemental Application for Deferral/Waiver of Fees
CERTIFICATE - Re Service	MOTION - Supplement (Other)
LETTER	MOTION - Supplement Record
LETTER - Other	MOTION - Transfer
LETTER - Re Financial Arrangements	MOTION - Vacate
MISCELLANEOUS	MOTION - Withdraw
MISCELLANEOUS - Miscellaneous	

NOTICE

NOTICE - Appearance
NOTICE - Bankruptcy Filed
NOTICE - Certificate of Compliance
NOTICE - Cross-Appeal
NOTICE - Errata
NOTICE - Mailing
NOTICE - No Intent to File Reply Brief
NOTICE - Other
NOTICE - Rule 8.1 Initial Filing Package
NOTICE - Service
NOTICE - Status of Bankruptcy Proceedings
NOTICE - Substitution of Counsel
NOTICE - Supplemental Citation/Authority for Brief
NOTICE - Supplemental Citation/Authority (CR -
PRPC case type only)

PETITION

Amended Petition
Cross-Petition for Review of Post Conviction
Other Petition
Supplemental Petition

RECORD

RECORD - Civil Appeals Docketing Statement
RECORD - Transcript

RESPONSE

RESPONSE - Attorney Fees
RESPONSE - Costs
RESPONSE - Motion (Other)
RESPONSE - Motion for Reconsideration
RESPONSE - Petition for Review (PCR)
RESPONSE - Petition for Special Action

REPLY

REPLY - Attorney Fees
REPLY - Costs
REPLY - Motion (Other)
REPLY - Motion for Reconsideration
REPLY - Petition for Review (PCR)
REPLY - Petition for Special Action

Section Five: Supplemental Information

Attach supporting documents in Maricopa County Superior Court

If you include exhibits and or a proposed order you should attach it as a supporting document. You have 25 attachment options for exhibits and or proposed orders. Each attachment can be up to 10 MB. **You must submit a proposed order in .DOC (MS Word 97-2003).** Every other submission must use PDF.

The only documents you will attach as supporting documents are exhibits and proposed orders. Every other document type is considered a main document. You are allowed one main document per submission.

You may submit one proposed order as a supporting attachment to the main document.

Helpful Tips for attaching a document into Maricopa County Superior Court

- The title/description field has a character limit of 256.
- Attach main document field has a character limit of 75. If you exceed this limit, you need to save your document with a shorter title and reattach. Do not add any special characters or abbreviate.
- The document must be in PDF (except proposed order must be in DOC).
- Attachments cannot be larger than 10 MB.

Attach supporting documents in Court of Appeals Division One or the Arizona Supreme Court

The only documents that can be attached in the supporting documents field for the Court of Appeals Division One and the Arizona Supreme Court are the notice of appeal, affidavit other, or copy of order filed in trial court. These documents are not required to be attached in this field however, you cannot attach any other documents in this field.

Helpful Tips for attaching a document into the Court of Appeals Division One and the Arizona Supreme Court.

- The title/description field has a character limit of 256.
- **Attach main document** field has a character limit of 75. If you exceed this limit, you need to save your document with a shorter title and reattach. Do not add any special characters or abbreviate.
- The document must be in DOCX, PDF, or ODT. The courts prefer documents be filed in DOCX.
- Attachments cannot be larger than 10 MB.

Courtesy Notifications

The organization's default email address will appear in this field.

This field can also include any additional email addresses.

Please note this is not intended to replace service or notification to other parties.

The party who receives the notification will not receive the attached document.

The party will not receive the Clerk's messages.

Filing Details and Status Messages:

- Status will change from completed to filing pending once you select **pay now**.
- It may stay in filing pending until the payment has processed.
- Status will change to delivered to e-filed, rejected, or under review.
- Set your email preferences in the **my profile** section of the user menu if you prefer to also get email notification about your filing status.

Please note: Once e-filed the date and time file stamp will be the delivery time not the time the court processes your filing.

Status	Explanation
Completed	You completed the preparation of your submission, but your filing has not been electronically delivered to the court/agency. You also have a form set # assigned and your progress is saved.
Delivered	The court has received your documents and will notify you when the documents have been processed.
E-filed	Your documents have been accepted by the court. The date time file stamp is now available and will be based on delivery time/date not processing date/time.
Rejected	Your documents have been rejected by the court.
Filing Pending	Your filing is being electronically submitted to the court. If the submittal is successful, your filing status will change to "Delivered." If the submittal is not successful and your documents are not delivered to the court, your filing status will change to 'Filing Error' and you will receive a message about what to do next.

Status	Explanation
Under Review	Your order/judgment was electronically delivered. A judge's signature is required to complete the filing process. Your document will not receive a file stamp or be part of the official court record until the clerk receives the judge's signature. You will be notified by the court when your document has been filed.
Deficient	Your filing was electronically delivered. The clerk has found something wrong that needs to be corrected. Your form set will not be filed. You will receive a message from the clerk with more information. Review the clerk's notes, make the appropriate changes, and submit a new filing, if applicable.

Trouble Shooting Error Messages

Case Validation Error: This message may appear if a filer enters an incorrect case number or a case number for a sealed case. Sealed cases must be filed in paper with the clerk's office. You could also receive this message if you designate the wrong county or court to file into. If you have confirmed that the case number is correct and still receive this message, you may continue and the case number will be validated by the clerk's office after you have submitted your filing.

⊗ Warning! We're sorry we are not able to retrieve this case. This case number or court location may be incorrect, or the case may be sealed. Please check to ensure you have correctly entered the case number in the proper format and have selected the correct court.

If this case is sealed you cannot use this program to file your document. Please hand-deliver or mail your documents to the clerk's office.

If you have confirmed that the court location and case number are correct and in the proper format, you may continue with your filing. The case name will not appear in this interview. The case number will be validated by the eFile Review Clerk once you have submitted your document.

You Are Filing In Pima / Superior Court

We are accepting filings in new and existing cases. You must file a document in a sealed case by hand delivering or mailing your document to the clerk's office.

If you are requesting that fees be deferred or waived, please hand deliver or mail your documents to the clerk's office. You cannot electronically file.

- I am starting a new case in this court
- I am filing into an existing case (provide Case # below)

Case # *

Pima County should start with alpha character of C
 Other counties should start with alpha characters of CV
 No hyphens included

Example of case number format for Pima County is: C20111234 or C201112345.
 Example of case number format for all other counties is CV201101234

[◀ PREVIOUS](#) [NEXT ▶](#)

Missing Information

If all of the required information designated by the red asterisk * is not complete, the system will not allow the user to advance to the next step in the process.

 There are problems with your information. Please verify data and resubmit the form.

You Are Filing In Pima / Superior Court

We are accepting filings in new and existing cases. You must file a document in a sealed case by hand delivering or mailing your document to the clerk's office.

If you are requesting that fees be deferred or waived, please hand deliver or mail your documents to the clerk's office. You cannot electronically file.

Field is required

I am starting a new case in this court

Field is required

I am filing into an existing case (provide Case # below)

Case # *

Pima County should start with alpha character of C
Other counties should start with alpha characters of CV
No hyphens included

Example of case number format for Pima County is: C20111234 or C201112345.

Example of case number format for all other counties is CV201101234



An error message as pictured below would show if the filer did not attach the required documents (i.e. Main Document, Supporting Document, Proposed Order)

Attorney's Address

 Please fill out all required fields and/or correct any highlighted errors before pressing the NEXT button

Tell us the address for Danielle M Gross:

E-File Service

 [Add Keyword/Matter #](#)  [Request My Forms](#)  [Copy for New Form Set](#)  [Delete F](#)

E-File

Form Set # 	22560
Keyword/Matter # 	
Filing Type	Civil Lawsuits - Superior Court
Customer Name	Danielle M Gross
Created on	11/29/2011 2:48 PM MST

Pima Filing Fees

No filing fees required.

Your Fees

Application Fee	\$ 6.00
Total	\$ 6.00

Important: Payments are processed via a 3rd party payment provider.

Step 1 of 2. Your Forms.

Please attach all required documents 

WE WILL ELECTRONICALLY DELIVER YOUR DOCUMENTS TO THE COURT.

Preview your Summary Sheet to make sure all your information is correct.

Use the Final Review page to change any of your answers.

Header Detail on Attachment Page



The screenshot shows the top navigation bar of the 'r Court Service' interface. The 'Add Keyword/Matter #' button is highlighted with a red box. Below the navigation bar is a table displaying filing details.

Form Set #	19708	Case #	CV2010-789898
Keyword/Matter #		Status	Completed
Filing Type	Civil Lawsuits - Superior Court	Location	Maricopa / Superior Court
Customer Name	Bill Johnson	Customer Email	billjohnson@hotmail3.com
Created on	03/17/2011 3:41 PM MST	Modified on	03/17/2011 3:41 PM MST

Keyword Matter

Select **add keyword/ matter #** and fill in client matter identifier, click **save**. This field is not mandatory, if your organization uses this field you must input the number each time you submit a filing on a case. You may enter this information at any time. It does not make a difference if it is before the filing of the document or after Note: if you enter it after it will not appear on payment details.



The screenshot shows the top navigation bar of the 'r Court Service' interface. The 'Request My Forms' button is highlighted with a red box. Below the navigation bar is a table displaying filing details.

Form Set #	19708	Case #	CV2010-789898
Keyword/Matter #		Status	Completed
Filing Type	Civil Lawsuits - Superior Court	Location	Maricopa / Superior Court
Customer Name	Bill Johnson	Customer Email	billjohnson@hotmail3.com
Created on	03/17/2011 3:41 PM MST	Modified on	03/17/2011 3:41 PM MST

Request my forms

1. Enter email address where you want the forms delivered.
2. Input any password (you will need this to access forms upon delivery).
3. System generated forms are emailed to address provided.

In order to access the summary sheet upon delivery, the user will be prompted for the password entered during step 2.

Copy for new form set



The screenshot shows a web interface for 'r Court Service'. At the top, there is a navigation bar with several buttons: 'Add Keyword/Matter #', 'Request My Forms', 'Copy for New Form Set' (highlighted with a red box), 'Delete Filing', 'List My Forms', and 'Start New Filing'. Below the navigation bar is a table displaying details for a specific form set.

Form Set #	19708	Case #	CV2010-789898
Keyword/Matter #		Status	Completed
Filing Type	Civil Lawsuits - Superior Court	Location	Maricopa / Superior Court
Customer Name	Bill Johnson	Customer Email	billjohnson@hotmail3.com
Created on	03/17/2011 3:41 PM MST	Modified on	03/17/2011 3:41 PM MST

The Copy for New Form Set button will copy the information you entered for your previous Form Set into a new Form Set. This allows you to do any of the following without having to re-enter all of your information:

- copy your rejected filing to change your answers and/or attachments to create a new form set, or
- make changes to your questionnaire responses and/or add documents, or
- create a similar new case filing for a different case.
- **IF YOU ARE FILING INTO A DIFFERENT CASE YOU MUST CHANGE THE CASE NUMBER.**

To copy your completed questionnaire for a new form set, click the Submit button. The system will:

- create an exact copy of your existing questionnaire, and
- create a new Form Set and new Form Set #

Note: If there is an application fee associated with printing or e-filing your Form Set, you will need to pay this fee again. If any of the questions or forms have changed since you last completed your questionnaire, or if you need to change your responses to the questions, you may have to edit some of your answers.

Click **Submit** if you want to create a new questionnaire and Form Set. Do not click Submit twice, this may take a few minutes.

On the Incomplete Filing screen, click the Complete Your Filing button

Delete Filing

[r Court Service](#)
[Add Keyword/Matter #](#)
[Request My Forms](#)
[Copy for New Form Set](#)
[Delete Filing](#)
[List My Forms](#)
[Start New Filing](#)

Form Set #	19708	Case #	CV2010-789898
Keyword/Matter #		Status	Completed
Filing Type	Civil Lawsuits - Superior Court	Location	Maricopa / Superior Court
Customer Name	Bill Johnson	Customer Email	billjohnson@hotmail3.com
Created on	03/17/2011 3:41 PM MST	Modified on	03/17/2011 3:41 PM MST

This feature permanently removes the entire form set, information entered into the form set and all attachments for a specific form set from AZTurboCourt. Selecting this option will also remove the submission from **My forms**.

List my forms

[r Court Service](#)
[Add Keyword/Matter #](#)
[Request My Forms](#)
[Copy for New Form Set](#)
[Delete Filing](#)
[List My Forms](#)
[Start New Filing](#)

Form Set #	19708	Case #	CV2010-789898
Keyword/Matter #		Status	Completed
Filing Type	Civil Lawsuits - Superior Court	Location	Maricopa / Superior Court
Customer Name	Bill Johnson	Customer Email	billjohnson@hotmail3.com
Created on	03/17/2011 3:41 PM MST	Modified on	03/17/2011 3:41 PM MST

Selecting this feature will direct you to a list of all form set #'s.

[Messages](#)
your current form set # 19732
Timeout in 29 min
User: [billjohnson](#)

Filtered By:

Keyword / Matter #:

Form Set #: Case #:

Filtered On: Status: [List](#)

Results 1 - 20 of 69

Form Set #	Submission Name	Case #	Filing Type	Status	Jurisdiction	Created By	Keyword/Matter #	Scheduled Remo
19733	reeves	CV2010-789898	Civil Lawsuits - Superior Court	Completed	Maricopa / Superior Court	Bill Johnson		
19732	reeves	CV2010-789898	Civil Lawsuits - Superior Court	Completed	Maricopa / Superior Court	Bill Johnson		
19708	reeves	CV2010-789898	Civil Lawsuits - Superior Court	Delivered	Maricopa / Superior Court	Bill Johnson		

In order to get back to the attachment page click on your **current form set #**

Start new filing

TurboCourt Service

[Add Keyword/Matter #](#) [Request My Forms](#) [Copy for New Form Set](#) [Delete Filing](#) [List My Forms](#) [Start New Filing](#)

Form Set #	19708	Case #	CV2010-789898
Keyword/Matter #		Status	Completed
Filing Type	Civil Lawsuits - Superior Court	Location	Maricopa / Superior Court
Customer Name	Bill Johnson	Customer Email	billjohnson@hotmail3.com
Created on	03/17/2011 3:41 PM MST	Modified on	03/17/2011 3:41 PM MST

Start New Filing, takes you back to the home page.

your current form set # 19732 Timeout in 30 min User: billjohnson Logout

Your Last 5 Cases [List All](#)

Form Set #	Case Name	Filing Type	Status
19733	reeves	Civil Lawsuits ...	Completed
19732	reeves	Civil Lawsuits ...	Completed
19708	reeves	Civil Lawsuits ...	Delivered
19118	Copy from the Form Set #18692	Civil Lawsuits ...	Incomplete
18754	flannigan	Civil Lawsuits ...	Completed

Start your Case in Arizona [change](#)

- ▶ **Eviction Action - Justice Court** [start now >](#)
Start or respond to an eviction case.
- ▶ **Small Claims** [start now >](#)
Lawsuits involving money disputes of \$2,500 or less for people not represented by an attorney.
- ▶ **Civil Lawsuits - Justice Court** [start now >](#)
Lawsuits of \$10,000 or less - Contract disputes, collections, automobile accidents and more.
- ▶ **Civil Lawsuits - Superior Court** [start now >](#)
Attach your existing documents for electronic filing with the Superior Court.

What's New

02/01/2010 - California EZLegalFile is now available to you! [more >](#)

Testimonials

"I must say I'm quite impressed with the responsiveness we received from TurboCourt based on our suggestions/requests."
-- Janeene de Martinez-Client-DCSS Solano County, California [more >](#)

Resources

BBB ACCREDITED BUSINESS

To get back to the attachment page select your **current form set #**. Or the form set you wish to complete from your list.

Summary Sheet

This sheet provides basic information about the case you are filing on and the document type selected. This document can be printed or saved to your computer. This is not an official document; it will not have the date time file stamp. However, it can be used for administrative purposes

If you cannot view your forms press the "Request My Forms" toolbar button to receive the forms by email.

Your Completed Forms
(based on your answers to the questionnaire) 

 Summary Sheet (This summary sheet will not be filed with the court. This sheet is for your personal records only.)  [View](#)

Common Terms

Administrative Order: the Arizona Constitution states, "The supreme court shall have administrative supervision over all the courts of the state." The Supreme Court adopts policies and procedures to guide municipal, justice of the peace, superior court, and appellate courts throughout Arizona in conducting their administrative functions in a fair, efficient and fiscally responsible way.

AZTurboCourt: a portal used to e-file civil subsequent filings in Maricopa County Superior Court. Eventually, AZTurboCourt will be a statewide application and you will use the same login to file into every Arizona state court (except federal).

Completed: you have completed the steps necessary to attach and submit your document but it has **not** been delivered to the court.

Deficient or rejected: The clerk requires that your submission must be corrected. All or part of your form set will not be filed. You will receive a message from the clerk with more information. You will review the clerk's notes, make appropriate changes, and submit a new filing if applicable.

Delivered: the court has received your document and is processing it. The status will change to e-filed or rejected.

DOC: the file type for documents using Microsoft Word 2003 or older.

DOCX: file type for Microsoft Word 2007 or 2010.

E-filed: your document was accepted by the court. You can now retrieve your document through **view case documents** and view the date time stamp.

Filing pending: your filing is being electronically submitted to the court. Your filing will stay in this status for several minutes and should then change to delivered.

Form Set #: a system-generated number that allows tracking for each submission completed in AZTurboCourt. The number appears when you receive notification that the filing has been delivered, e-filed, or rejected. You can use this number to search for a specific submission. You can also use the form set # if you need technical support.

Lead Document: A document that will receive a file stamp or issuance from the clerk, (also called a main document), i.e. stipulation, answer, notice etc. Main or lead documents will vary based on your filing court and case type.

Megabyte: a unit of computer data storage space. One megabyte equals 1,024 kilobytes (KB). The current attachment size in AZTurboCourt is 10 megabytes (MB).

PDF: a format for a computer document that allows it to be processed and printed on any computer using a free PDF reading software.

ODT: open document format. File type found in most word processing applications.

Under review: The court/agency has received your documents and is processing them. You will be notified when their processing is complete. If you submitted a proposed order/judgment or similar document, a judge's signature is required to complete the filing process. Your document will not receive a file stamp or be part of the official court record until the clerk receives the judge's signature. Your status may stay in under review indefinitely if you filed a standalone proposed order

Administrative Order No. 2011-40
Governing E-filing in the Superior Court in Maricopa County

IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:)	
)	
ADMINISTRATIVE ORDER)	Administrative Order
GOVERNING E-FILING IN THE)	No. 2011- <u>140</u>
SUPERIOR COURT IN MARICOPA)	Replacing Administrative Order
COUNTY)	Nos. 2010-117, 2011-10,
)	and 2011-87)

Since November 2010, this Court has entered three administrative orders related to electronic filing (e-filing) of post-initiation civil case documents in the Superior Court in Maricopa County through AZTurboCourt. Each order was necessary to authorize e-filing of certain documents and to provide direction to attorneys, judges, self-represented litigants, and court employees making the transition from a mostly paper filing system to e-filing. For ease of use, we now combine these three previous administrative orders into one administrative order.

Therefore, pursuant to Article VI, Section 3 of the Arizona Constitution and A.R.S. § 12-119.02,

IT IS ORDERED that the following definitions, fees, and procedures for e-filing certain post-initiation civil case documents through AZTurboCourt in the Superior Court in Maricopa County are adopted. Provisions of this Order that are inconsistent with the Arizona Rules of Court shall supersede procedural requirements of the rules.

1. Definitions

- a. “Application Fee” means the fee assessed when a filer performs various functions using AZTurboCourt.
- b. “AZTurboCourt” means the supreme court-approved Internet-based system for filing of documents in the trial and appellate courts of Arizona. AZTurboCourt is supported by the application fees associated with its use.
- c. “Attached Document” means a document prepared outside of AZTurboCourt and then filed in AZTurboCourt.
- d. “Clerk” means the Clerk of the Superior Court in Maricopa County.
- e. “Court” means the Superior Court in Maricopa County.
- f. “Document” means any pleading, motion, exhibit (other than a courtroom exhibit), declaration, affidavit, memorandum, paper, order, notice, and any other filing submitted by a filer or by the Court.

g. “Electronic Document Management System” (“EDMS”) means a collection of computer software application programs and hardware devices that provide a means of organizing and controlling the creation, management, and retrieval of electronic documents through their life cycle.

h. “Judicial Officer” means any person who is authorized to perform judicial functions within the Court, including a judge, court commissioner, referee, or pro tempore judge.

2. Applicability

a. Attorneys shall file post-initiation civil case documents electronically through AZTurboCourt in accordance with this Order.

b. Self-represented litigants may, but are not required to, file documents through AZTurboCourt. A self-represented litigant who chooses to file documents using AZTurboCourt shall pay all applicable fees and follow the requirements set forth in this Order.

c. This Order does not apply to documents filed in any of the following case types: criminal, family law, probate, juvenile, mental health and related case types, tax, special actions, transcript of judgment, lower court appeals, and the Gila River General Stream Adjudication case.

3. Exceptions to Mandatory E-Filing

a. The Clerk shall not accept civil case documents from attorneys on paper unless the document qualifies for one of the following exceptions:

i. Case initiation documents, including a civil complaint or petition or any other document that may initiate a new case with the Court as well as any accompanying documents for issuance or service. Attorneys may electronically file a proof of service document upon completion of service.

ii. Any document that requires issuance by the Clerk as well as any accompanying document that requests the issuance. Attorneys may electronically file the issued document as well as any proof of service document upon completion of service.

iii. Default judgment packets. Attorneys shall electronically file the documents to request a default judgment, such as the Application for Entry of Default but shall submit the subsequent default judgment packet required by the Court, including the proposed order, on paper.

iv. Petitions for injunctions against harassment and injunctions against workplace harassment. Attorneys may electronically file a subsequent

document in an injunction against harassment and injunction against workplace harassment case.

v. Documents, any portion of a document, and exhibits filed under seal or a motion to file documents under seal.

vi. An application or supplemental application for waiver or deferral of a filing fee, application fee, or any other fee or cost.

vii. Earnings/continuing lien garnishment packets, except that attorneys shall electronically file the documents that make up a coversheet and earnings/continuing lien garnishment packet.

viii. Any documents in a civil case assigned to a probate division.

b. Any written motion requesting an exception from compliance with e-filing through AZTurboCourt may be filed on paper by the attorney requesting the exception using a form approved by the Court and provided by the Clerk. The provisions of Rule 5(j) of the Rules of Civil Procedure and Rule 3.2(i) of the Local Rules of Practice for the Superior Court in Maricopa County that require a proposed order be a separate document from a motion or other document shall not apply to these motions.

c. Rules 5(a), 5(g), and 7.1 of the Rules of Civil Procedure, which require that a written motion be served upon all opposing parties and that opposing parties be granted an opportunity to file and serve a response to the motion, shall not apply to motions filed requesting an exception to the mandatory e-filing requirements.

d. A judicial officer may initiate, permit, or consider ex parte communications with the attorney requesting an exception for the limited purpose of determining why an exception is necessary, and shall not involve the substance of the impending matter. Such ex parte communication shall be considered an exception to the prohibition against ex parte communication pursuant to Rule 81 of the Rules of the Supreme Court, Canon 2, Rule 2.9 (A)(5).

e. A copy of the order granting the electronic filing exception must be provided to the Clerk at the time of filing the paper document(s).

f. Filings on behalf of a litigant who a judge has found eligible for a deferral or waiver of court fees and costs pursuant to the requirements of A.R.S. § 12-302 are exempt from mandatory e-filing requirements. A copy of the order granting the deferral or waiver of court fees and costs must be provided to the Clerk at the time of filing the paper documents.

g. Any attorney, when working as an employee of an approved legal service organization and representing litigants who are unable to pay the application fee for filing a document in a civil case using AZTurboCourt, is exempt from e-filing and may file documents either on paper or, at the option of the attorney and after paying

the application fee, except as provided in (4)(b) below, using AZTurboCourt. The Administrative Office of the Courts shall provide the Presiding Judge of the Court and the Clerk a list of legal services organizations that have been approved pursuant to the provision of Rule 38 of the Rules of the Supreme Court and shall provide an updated list as organizations are added or removed from the list.

4. Application Fee and Filing Fees

a. An application fee shall be assessed to support the electronic filing and document access services offered by AZTurboCourt, as follows:

\$6.00	to e-file an attached document
\$2.00	to e-file a stand-alone proposed order for signature

b. The application fee shall not be assessed to e-file a document submitted on behalf of a person or entity identified in A.R.S. § 12-304, whenever a filing fee is not charged.

c. All filing fees, local court fees, and application fees shall be paid through AZTurboCourt at the time of filing.

d. The application fee shall be nonrefundable.

5. General Policy

a. Signatures.

i. Signature of Attorney. An attorney is responsible for all documents filed under the attorney's registered login ID and password and under the registered login ID and password of any person the attorney has authorized to file in AZTurboCourt. Any document displaying the symbol "/s/" with the attorney's printed name shall be deemed signed by that attorney for purposes of the rules and statutes governing practice and procedure in the courts of this state, including, but not limited to, Rule 11 of the Rules of Civil Procedure.

ii. Signature of Judicial Officer. Documents filed in AZTurboCourt under a judicial officer's or clerk's registered login ID and password shall be deemed filed by that judicial officer or clerk. Any judgment or order displaying the symbol "/s/" or a facsimile signature with the judicial officer's printed name, shall be deemed signed by that judicial officer for purposes of the rules and statutes governing practice and procedure in the courts of this state, including, but not limited to, Rule 58(a) of the Rules of Civil Procedure.

iii. Signature of Self-Represented Litigant. Documents filed in AZTurboCourt by a self-represented litigant shall be filed under the self-represented litigant's registered login ID and password and shall be deemed signed by

that self-represented litigant for purposes of the rules and statutes governing practice and procedure in the courts of this state, including, but not limited to, Rule 11 of the Rules of Civil Procedure.

iv. Multiple Self-Represented Parties' Signatures not Required. A document being filed for more than one self-represented litigant need only be signed by one of the self-represented litigants. The signer of the document shall ensure that all parties named in the document agree with the contents of the document. The parties' actual participation in any filing is subject to judicial determination.

b. Document Format. All documents filed through AZTurboCourt shall be formatted in accordance with the applicable rules governing formatting of paper documents, including Rule 2.17 of the Superior Court of Maricopa County Local Rules and Rule 10(d) of the Rules of Civil Procedure, and shall conform to such other format requirements as the Court may from time to time require. The Clerk shall not reject documents that do not comply with formats not required in a specific rule of procedure or statute.

i. Technical Format and Size. Any document submitted through AZTurboCourt shall be in Portable Document Format (.pdf), except that a proposed order shall be submitted in Microsoft Word 2003 (.doc) or a prior version thereof. A document shall not be password protected and shall not exceed the size limitation of AZTurboCourt.

ii. Certified Mail, Return Receipt Card. When establishing proof of service by U.S. Postal Service certified mail, the filer may file the proof of service on paper or scan and file both sides of the signed return receipt card.

iii. National Courier Service, Return Receipt. When establishing proof of service by a national courier service, the filer may scan and file the required documentation or file it on paper.

iv. Notary Requirement. A notary requirement may be satisfied by scanning and filing the document that contains the notary's original signature and seal.

c. Required Exhibits and Attachments to Pleadings. Any court rule that requires a copy of a document be attached as an exhibit to a document is satisfied by electronically attaching either a scanned image of the exhibit or a copy of the exhibit in an approved format.

d. Hyperlinks. A filer may include a hyperlink only to static textual information or documents. Materials accessed via hyperlinks are not part of the official Court record. A filer may include a bookmark to another page within the same document.

e. Date and Effect of Electronic Filing.

i. An electronically submitted document shall be deemed filed on the date and time it is received by AZTurboCourt as reflected on the subsequent email notification or the filing details displayed within AZTurboCourt, unless payment is not made and/or the Court later rejects the document for filing. The Clerk shall provide the filer an explanation of any deficiency identified.

ii. The electronic delivery of documents by the Court through AZTurboCourt is complete upon transmission.

f. Responsibility for Filing and Service. A person who files a document electronically shall have the same responsibility as a person who files a document conventionally for ensuring that the document is properly filed and is complete and readable, and that a copy has been provided to other parties in the case. Electronic service is not available through AZTurboCourt at this time. It remains the responsibility of the filing party to serve other parties with the filing as would be done when filing a document on paper.

g. Paper Copy for Court. Except as provided by local rule, a judicial officer shall not require a filer to provide a paper copy of any document submitted through AZTurboCourt.

h. Official Record.

i. An electronic document that resides within the Clerk's or Court's EDMS is the original document and satisfies the requirements of Rule 1002, Arizona Rules of Evidence.

ii. An electronic transmission or print-out from the Clerk's or Court's EDMS that shows the Clerk's or Court's seal attesting to the document's authenticity shall be considered an official record or certified copy of the original.

iii. Any Court rule requiring that a document be an original, be on paper or another tangible medium, or be in writing, is satisfied by the electronic image defined as the original document in section 5(h)(i) above.

6. Extension of Time Due to Interruption in Service

a. If a filer fails to meet a filing deadline imposed by Court order, rule, or statute because of a failure at any point in the electronic transmission and receipt of a document, and the matter cannot be resolved to the satisfaction of the filer and the Clerk, the filer may file the document on paper or electronically as soon thereafter as practicable and accompany the filing with a motion to accept the document as timely filed. For good cause shown, the Court may enter an order permitting the document to be filed nunc pro tunc to the date the filer originally sought to transmit the document electronically.

b. The Court and Clerk shall not be liable for malfunction or errors occurring in electronic transmission or receipt of electronically filed documents.

7. Additional E-Filing Policies. The Presiding Judge of the Court and the Clerk, in consultation with the Administrative Director of the Administrative Office of the Courts, may create additional e-filing administrative policies for implementing this Order. Any such e-filing administrative policies shall be posted online at AZTurboCourt.gov and on the websites of the Clerk of the Court and the Superior Court.

Dated this 22nd day of December, 2011.

FOR THE COURT:

REBECCA WHITE BERCH
Chief Justice

Administrative Order No. 2012-02
E-filing in the Arizona Supreme Court and Court of Appeals,
Division One

IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:)
)
IMPLEMENTING MANDATORY) Administrative Order
E-FILING IN THE ARIZONA SUPREME) No. 2012-2
COURT AND COURT OF APPEALS,) (Replacing Administrative
DIVISION ONE) Order No. 2011-142)
)
_____)

In October 2010, this Court entered Administrative Order No. 2010-107 implementing AZTurboCourt as a pilot in the Arizona Supreme Court and the Court of Appeals, Division One, allowing users to electronically file (e-file) court documents. The pilot has been a success and it is now time to move to the next phase of the project. Therefore, following the implementation schedule set forth below, by April 2, 2012, all attorneys are required to e-file documents through AZTurboCourt when filing into the Arizona Supreme Court and the Court of Appeals, Division One.

This Administrative Order sets forth the procedures for e-filing in the Arizona Supreme Court and the Court of Appeals, Division One. It replaces Administrative Order No. 2010-107 and supersedes any provisions of the Arizona rules of court or Code of Judicial Administration that are inconsistent with this Order.

Therefore, pursuant to Article VI, Section 3 of the Arizona Constitution and A.R.S. § 119.02,

IT IS ORDERED that the following definitions, fees, and procedures for e-filing in the Arizona Supreme Court and the Court of Appeals, Division One are adopted. Provisions of this Order that are inconsistent with Arizona rules of court shall supersede the procedural requirements of the rules.

1.) Definitions

a. “Application Fee” means the fee assessed when a filer performs various functions using AZTurboCourt.

b. “AZTurboCourt” means the supreme court-approved, Internet-based system for filing of documents in the trial and appellate courts of Arizona.

c. “Attached Document” means a document prepared outside of AZTurboCourt and then filed in AZTurboCourt.

d. “Clerk” means the Clerk of the Arizona Supreme Court and the Clerk of the Court of Appeals, Division One.

e. “Court” means the Arizona Supreme Court and the Court of Appeals, Division One.

f. “Document” means any pleading, motion, exhibit, declaration, affidavit, memorandum, paper, order, notice, and any other filing submitted by a filer or by the Court.

g. “Electronic Document Management System” (“EDMS”) means a collection of computer software application programs and hardware devices that provide a means of organizing and controlling the creation, management and retrieval of documents through their life cycle.

2.) Implementation Schedule

a. Commencing February 1, 2012, any attorney employed by and representing an entity that is exempt from paying a filing fee under the provisions of A.R.S. § 12-304, is required to e-file all documents through AZTurboCourt.

b. Commencing April 2, 2012, all attorneys are required to e-file all documents through AZTurboCourt, except as set forth in section 3 below.

3.) Applicability and Exceptions to Mandatory E-Filing

a. This Order applies to all documents in all case types filed in the Arizona Supreme Court and the Court of Appeals, Division One except the following documents that shall be filed on paper until the capability exists to accept these documents through AZTurboCourt:

i. Documents filed in a rule petition proceeding pursuant to Rule 28, Rules of the Supreme Court of Arizona, including petitions and comments.

ii. Documents, any portion of a document, and exhibits filed under seal or in a sealed case.

iii. Documents filed in a proceeding requesting to terminate a juvenile’s pregnancy pursuant to A.R.S. § 36-2152.

iv. An application or supplemental application for waiver or deferral of a filing fee, application fee, or any other fee or cost and all documents accompanying the application or supplemental application.

b. Self-represented litigants may, but are not required to, file documents through AZTurboCourt. A self-represented litigant who chooses to file documents using AZTurboCourt shall pay all applicable fees and follow the requirements set forth in this Order.

c. Filings on behalf of a litigant whom the Court has determined eligible for a deferral or waiver of court fees and costs pursuant to the requirements of A.R.S. § 12-302, are exempt from mandatory e-filing but may be e-filed if the filer chooses to pay the application fee set forth in section 4 below. A copy of the order granting the deferral or waiver of court fees and costs must be provided to the Clerk at the time of filing the paper documents if a fee is required.

d. Any attorney, when working as an employee of an approved legal services organization and representing litigants who are unable to pay the application fee for filing a document in a civil case using AZTurboCourt, is exempt from mandatory e-filing but may e-file using AZTurboCourt if the attorney chooses to pay the application fee set forth in section 4 below. The Administrative Office of the Courts (AOC) shall provide the Chief Justice or Presiding Judge of the Court and the Clerk a list of legal services organizations that have been approved pursuant to the provisions of Rule 38, Rules of the Supreme Court and shall provide an updated list as organizations are added or removed from the list.

e. Documents not excepted from e-filing as set forth in this section must be filed through AZTurboCourt unless an exception is granted by the Court for good cause shown.

4.) Application Fee and Filing Fees. An application fee of \$6.00 to e-file an attached document shall be assessed to support the electronic filing and document access services offered by AZTurboCourt.

a. The application fee shall not be assessed to e-file a document submitted by a person or entity identified in A.R.S. § 12-304.

b. All filing fees and application fees shall be paid through AZTurboCourt at the time of filing.

c. The application fee shall be nonrefundable.

5.) General Policy

a. Signatures.

i. Signature of Attorney. An attorney is responsible for all documents filed under the attorney's registered login ID and password and under the registered login ID and password of any person the attorney has authorized to file in AZTurboCourt. Any document displaying the symbol "/s/" with the attorney's printed name shall be deemed signed by that attorney for purposes of the rules and statutes governing practice and procedure in the courts of this state.

ii. Signature of Self-Represented Litigant. Documents filed in AZTurboCourt by a self-represented litigant shall be filed under the self-represented

litigant's registered login ID and password and shall be deemed signed by that self-represented litigant for purposes of the rules and statutes governing practice and procedure in the courts of this state.

iii. Multiple Self-Represented Parties' Signatures not Required. A document being filed for more than one self-represented litigant need only be signed by one of the self-represented litigants. The signer of the document shall ensure that all parties named in the document agree with the contents of the document. The parties' actual participation in any filing is subject to judicial determination.

b. Document Format. All documents filed through AZTurboCourt shall be formatted in accordance with the applicable rules governing formatting of paper documents, including Rule 6(c), Arizona Rules of Civil Appellate Procedure, and Rule 31.12, Rules of Criminal Procedure, and shall conform to such other format requirements as the court may from time to time require.

i. Technical Format and Size. All text-based documents shall be in .pdf, .odt, or .docx format. Documents shall not exceed the size limitation permitted by AZTurboCourt.

ii. Notary Requirement. A notary requirement may be satisfied by scanning and filing the document that contains the notary's original signature and seal.

iii. Required Documents and Attachments to Pleadings. Any court rule that requires a copy of a document be attached as an exhibit to a document is satisfied by electronically attaching either a scanned image of the exhibit or a copy of the exhibit in an approved format within the same submission.

c. Hyperlinks and Bookmarks.

i. A filer may include a hyperlink only to static textual information or documents.

ii. Materials accessed via hyperlinks are not part of the official court record.

iii. A filer may include a bookmark to another page within the same document.

iv. When multiple exhibits or attachments are contained in a document, the document shall contain a bookmarked index or table of contents to these exhibits or attachments.

d. Date and Effect of Electronic Filing.

i. An electronically submitted document shall be deemed filed on the date

and time it is received by AZTurboCourt as reflected on the subsequent email notification or the filing details displayed within AZTurboCourt, unless payment is not made and/or the Court later rejects the document for filing.

ii. The electronic delivery of documents by the court through AZTurboCourt is complete upon transmission.

e. Responsibility for Filing and Service. A person who files a document electronically shall have the same responsibility as a person who files a document conventionally for ensuring that the document is properly filed that it is complete and readable, and has been properly served. It remains the responsibility of the filing party to serve other parties with the document as would be done when filing on paper.

f. Official Record.

i. An electronic document that resides within the Clerk's or Court's EDMS is the original document and satisfies the requirements of Rule 1002, Arizona Rules of Evidence.

ii. An electronic transmission or print-out from the Clerk's or Court's EDMS that shows the Clerk's or Court's file stamp or seal attesting to the document's authenticity shall be considered an official record or certified copy of the original, respectively.

iii. Any court rule requiring that a document be an original, be on paper or another tangible medium, or be in writing, is satisfied by the electronic image defined as the original document in section 5(f)(i) above.

g. Current email address. All persons or firms filing documents through AZTurboCourt shall keep their registration information current and shall provide their current email and physical address on all documents submitted to the court, whether electronic or paper.

6.) Binding of Paper Documents. Rules 4(a), 22, and 23, Arizona Rules of Civil Appellate Procedure, Rule 31.19, Arizona Rules of Criminal Procedure, and any other Arizona rules of court that refer to binding of documents are modified so that if a document is submitted on paper or other tangible form, it shall be bound and fastened in the top margin by a two-pronged fastener. No adhesive bindings or bindings using numerous holes shall be used.

7.) Extension of Time Due to Interruption in Service

a. If a filer fails to meet a filing deadline imposed by court order, rule, or statute because of a failure at any point in the electronic transmission and receipt of a document, and the matter cannot be resolved to the satisfaction of the filer and the Clerk, the filer may file the document on paper or electronically as soon thereafter

as practicable and accompany the filing with a motion to accept the document as timely filed. For good cause shown, the Court may enter an order permitting the document to be filed nunc pro tunc to the date the filer originally sought to transmit the document electronically.

b. The Court and Clerk shall not be liable for malfunction or errors occurring in electronic transmission or receipt of electronically filed documents.

8.) Juvenile Cases

a. Rule 107 of the Rules of Procedure for the Juvenile Court, which refers to petitions for review in juvenile cases, is suspended for petitions for review and motions to extend time to file a petition for review filed through AZTurboCourt and is replaced by Rule 23, Arizona Rules of Civil Appellate Procedure, with the exception of Rule 107(H), which refers to mandates.

b. Motions for reconsideration in juvenile cases are not permitted.

9.) Administrative Policies.

a. The Chief Justice or Presiding Judge of the Court and the Clerk, in consultation with the Administrative Director of the AOC, may create additional e-filing administrative policies for implementing this Order. Any such e-filing administrative policies shall be posted online at AZTurboCourt.gov and on the websites of the Clerk and the Court.

b. The AOC shall:

i. Employ procedures that ensure the ability of at least one other copy of the electronically transmitted document at all times;

ii. Perform systems backups at least daily;

iii. Maintain multiple backups, at least one of which will be off-site, and use recording media for storing electronic records in a manner that will ensure their continuing integrity and availability;

iv. Ensure that any electronic case file records that must be maintained permanently are maintained in a place and manner that will reasonably assure their permanent preservation, as required by Rule 29(B), Rules of the Supreme Court;

v. Provide EDMS support for the Clerks.

c. The restrictions on destruction of case records imposed by Rule 28.1(d), Arizona Rules of Criminal Procedure and Rules 29(B) and (E), Rules of the Supreme

Court are suspended for the paper version of case records stored in the Clerks' EDMS supported by the AOC, thus allowing the Clerks to dispose of paper records that are converted to electronic records.

Dated this 30th day of December, 2011.

FOR THE COURT:

REBECCA WHITE BERCH
Chief Justice

Index

- Adding a user account, 9
- Administrative Order, 51
- AZTurboCourt, 51
- AZTurboCourt URL, 7
- Client matter #, 46
- Common Terms, 51
- Completed, 43, 51
- Copy for new form set, 47
- Courtesy Notifications, 43
- Deficient, 44, 51
- Definitions for Administrator and User, 5
- Delete Filing, 48
- Delivered, 43, 51
- DOC, 51
- Document Title List
 - First Appearance Document-COA1, 39
 - Initiating Document-ASC, 36
 - Subsequent Document COA1, 40
 - Subsequent Document-ASC, 37
- DOCX, 51
- Editing Organization Information, 10
- E-filed, 43, 51
- E-filing in Maricopa County Superior Court, 16
- Error Messages, 44
- Filing Details, 43
- Filing pending, 51
- Filing Pending, 43
- Filtering and Sorting, 13
- Form set #, 17
- Form Set #:, 51
- Header Detail on Attachment Page, 46
- Inactivating a user account, 10
- Keyword Matter #, 46
- Lead Document, 51
- List my forms, 48
- Maricopa County Superior Court Main
 - Document Types, 21
- Megabyte, 51
- My organization, 9
- ODT, 52
- PDF, 52
- Proposed order in Maricopa County Superior Court, 42
- Registration, 5
- Rejected, 43, 51
- Request my forms, 46
- Status Messages, 43
- Summary Sheet, 50
- Supporting documents in Maricopa County Superior Court, 42
- Under review, 52
- Under Review, 44
- User Menu, 11
- User Menu Options
 - Messages, 11
 - My Forms, 13
 - My Payments/Financial, 15
 - My Profile, 14
 - Recent eFiling, 12
 - Start a new filing, 11

