

eAccess

Case & Event Search (and Document Purchase)

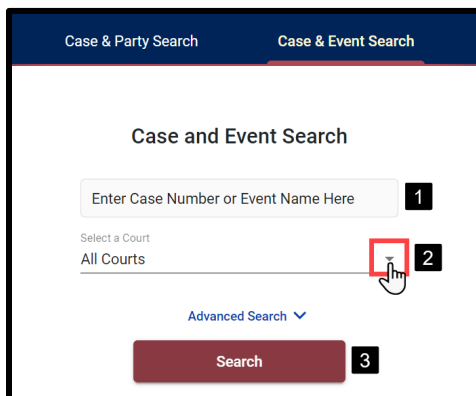
This process is used to perform a search using a **case number** or **event description**. For optimum system performance, it is recommended to select a particular court location or use the Advanced Search.

Currently, eAccess only provides court records for Superior Court Cases. Not all Superior Court case records are available through eAccess. For assistance with obtaining copies of Superior Court records that are not available through eAccess, [contact the appropriate Clerk of the Court](#).

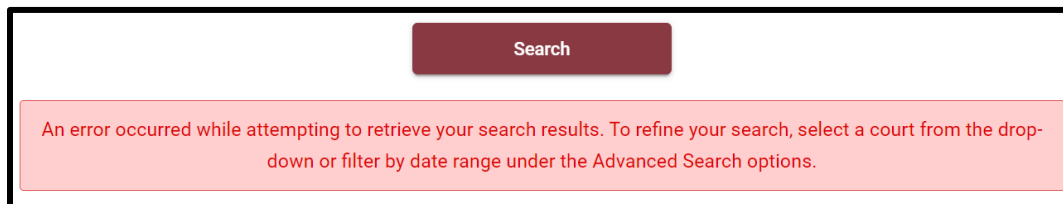
1. Log in to eAccess: <https://eaccess.azcourts.gov/>
2. *The Case & Party Search tab will be selected by default* > Select the **Case & Event Search tab**



3. **To perform a basic search**, enter the full or partial **case number or event description** > From the Select a Court drop-down menu, select a **Superior Court location** (*All Courts is selected by default*) > Select the **Search button**



- a. *Search results will be displayed below the search button (see step 5)*
- b. The system may display an **error message** if the **event description was too generic** (e.g., *Motion*) and/or if a **particular Superior Court location was NOT selected** (i.e., *All Courts was selected*)



- i. **When the error message is displayed**, enter **more specific search criteria** or perform an **advanced search** ([see step 4](#))

4. To perform an advanced search, select **Advanced Search**

- a. *Additional search fields will be displayed* > Enter information in the **search fields, as needed**
Note: some search fields provide a **drop-down menu** to indicate whether criteria should be searched jointly (**AND**) or alternatively (**OR**) and whether criteria should be excluded (**NOT**); when the search field is populated, by **default**, the drop-down menu is populated with **AND**

- i. **Event Date Range:** by default, the Any Time button is selected

- A. There are three methods for selecting a date range:

1. Click within the **left side** of Custom date range field > Enter the **start date** in a **M/D/YYYY** format > Press the **tab key** to move the cursor to the **right side** of the Custom date range field > Enter the **end date** in a **M/D/YYYY** format
 2. Select the **calendar icon** > Select a **start date** > Select an **end date**
 - a. *When the calendar icon is selected, a drop-down calendar will display the current date* > **To quickly access another month/year, select the month/year in the upper-left corner** of the drop-down calendar > Select a **year** > Select a **month** > Select a **date**
 3. Select a **date range button** to automatically populate the date range with the selected timeframe
Note: the end date will be the current date
- ii. **Select a Court:** by default, the selected court location will reflect the option that was selected within the basic search (before advanced search was selected)
- A. To select a county, select a **specific Superior Court location** from the drop-down menu

- iii. **Case Number:** enter a full or partial **case number** (e.g., CR202301234, or 202301234)

- iv. **Case Title:** enter a full or partial **case title** (e.g., State vs John Doe)

- v. **Participant First Name:** enter the full or partial first name of a **case participant**, such as a party or attorney

- vi. **Participant Middle Name:** enter the full or partial middle name of a **case participant**, such as a party or attorney

- vii. **Participant Last/Business Name:** enter the full or partial last name or business name of a **case participant**, such as a party or attorney

- viii. **Event Type Description:** enter a full or partial **event description** (e.g., Motion: Withdraw; Motion: Continue; Order: Granting; Order: Denying)

- ix. **County Name:** this field provides the same function as the Select a Court field; it is recommended to [use the Select a Court field](#)

- x. **Judicial Officer Name:** enter the full or partial name of a **judge** or **commissioner**

- xi. **Case Type:** enter a specific **case type** (i.e., CV or C (for civil) or CR (for criminal))



- b. Select the **Search button** > Search results will be displayed below the button (continue to step 5)

5. By default, the search results table will display 10 items per page
Note: the system will return a maximum of 1,000 results



- To view additional items per page, select an option from the **Items per Page drop-down menu**
 - To sort all search results by any column, select a **column header**
 - To export all results, select the **Excel icon** or the **CSV icon** > A CAPTCHA process will be displayed in place of the Excel/CSV icons > Complete the CAPTCHA process > The results will be downloaded to the web browser's download folder > **Open** or **Save** the file
 - To clear the search fields, select **Clear Search** > To perform a new search, return to [step 4](#) (or 3)
6. To view the details for a case, select the **View Case Details link**

- The Case Details page contains five sections: (1) Case Information, (2) Party Information, (3) Charge Information, (4) Event Information, and (5) Hearing Information

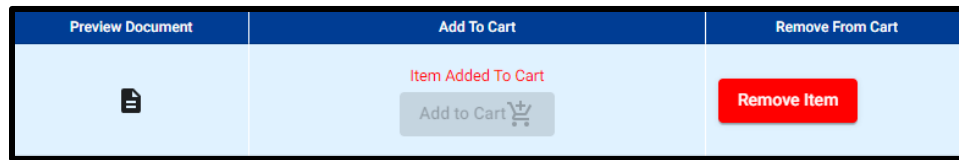
- i. The **Case Information** section will display the case number, case filing date, case title, case category, case status, court location, and currently assigned judicial officer
 - ii. The **Party Information** section will display the name of all case participants (*e.g., parties and attorneys*) whose information is not sealed or restricted
 - iii. For criminal cases, the **Charge Information** will display the statute, description, charge classification, and disposition
Note: *if a charge has not been dispositioned, the disposition fields will be blank*
 - iv. The **Event Information** will display the event description for unrestricted and unsealed events that have been added to the case record
 - A. If the event's related **document is available through eAccess**, a **document icon** will be displayed in the Preview Document column and an **Add to Cart button** will be displayed in the Add To Cart column
Note: *to preview a document, [see step 6b](#); to purchase a document, [see step 6c](#)*
 - B. If the related **document is NOT available** through eAccess, the statement **Document Not Available Online** will be displayed in the Add to Cart column
Note: *the statement also appears when an event does not have a related document*
 - v. The **Hearing Information** will display the Courtroom Number and the Hearing Date, Type, and Result
Note: *if a hearing result has not been entered, the hearing result field will be blank*
- b. **To preview a document**, select the **Document icon** > A pop-up window will display the **first page** of the document and contain an **UNOFFICIAL watermark** > To close the pop-up window, select the **X in the upper-right corner**

Event Information			
Docket Description	Date	Preview Document	Add To Cart
MinuteEntry event for MINUTE ENTRY: STATUS CONFERENCE	03/11/2022		Add to Cart 
Receipt# B000582594 generated for the amount of \$ 3500.00 for Bond ID 111688	03/16/2022		Document Not Available Online

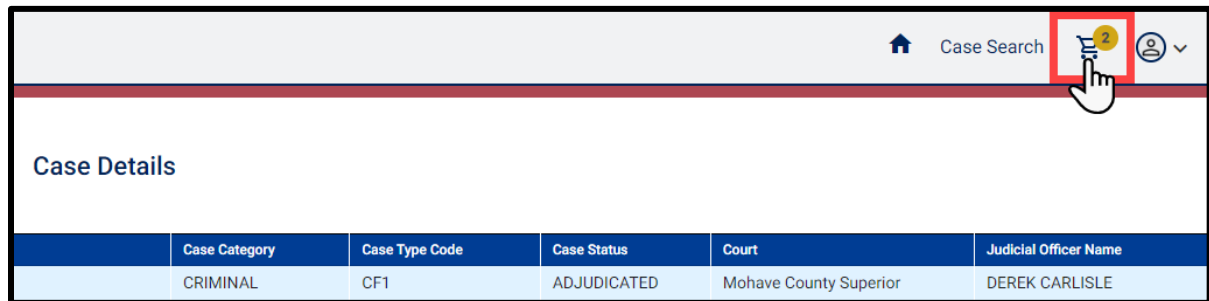
- c. **To purchase a document**, select the **Add to Cart button** > The document is added to the shopping cart

Event Information			
Docket Description	Date	Preview Document	Add To Cart
MinuteEntry event for MINUTE ENTRY: STATUS CONFERENCE	03/11/2022		Add to Cart 
Receipt# B000582594 generated for the amount of \$ 3500.00 for Bond ID 111688	03/16/2022		Document Not Available Online

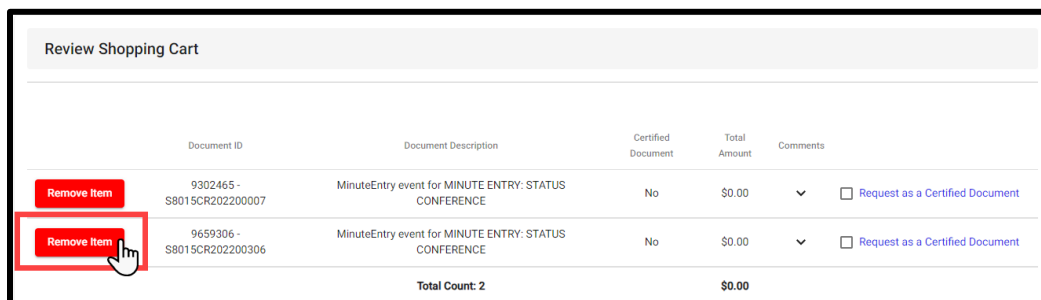
- i. The **Remove Item** button will be activated and the Add to Cart button will be deactivated



- A. To **remove** a document from the shopping cart, select the **Remove Item** button
Note: a document may also be removed during the checkout process
7. Before checkout, **additional searches may be performed** and/or **additional documents may be added to the shopping cart**
- a. If documents have been added to the shopping cart and the user logs out **WITHOUT** completing the checkout process, the system will retain the documents in the shopping cart
8. To checkout, select the **Shopping Cart icon** in the upper-right corner of the page
Note: the icon will include a **badge that indicates the number of items** in the shopping cart



- a. The Review Shopping Cart page will display a list of the documents that have been added to the shopping cart and all associated costs
Note: all of the following screenshots display a cost of \$0.00 because the document was purchased by a user that has a government account
- b. To **remove a document** from the shopping cart, select the **Remove Item** button > A pop-up window will open > Select the **Confirm** button



- c. **To include a comment in the receipt**, in the Comments column, select the **arrow icon** > A row will be displayed below the document row and provide an **Add Comment free-text field** > Enter a **comment** in the Add Comment free-text field > The input text will be displayed to the right of the Add Comment free-text field

Document ID	Document Description	Certified Document	Total Amount	Comments
9302465 - S8015CR202200007	MinuteEntry event for MINUTE ENTRY: STATUS CONFERENCE	No	\$0.00	1 ^ <input type="checkbox"/> Request as a Certified Document
<div style="border: 1px solid red; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="border: 1px solid red; padding: 2px;"> Add Comment 2 </div> <div style="border: 1px solid red; padding: 2px;"> Comments: <div style="border: 1px solid red; padding: 2px; margin-top: 2px;"> Minute Entry dated 3/11/2022 </div> </div> </div> </div>				

- d. **To purchase a certified copy**, select the **Request as a Certified Document checkbox** > The **Certified Document column** will display **Yes**, and the **Total Amount column** will include the **additional cost** for the certification

Document ID	Document Description	Certified Document	Total Amount	Comments
9302465 - S8015CR202200007	MinuteEntry event for MINUTE ENTRY: STATUS CONFERENCE	Yes	\$0.00	<input checked="" type="checkbox"/> Request as a Certified Document

- i. The document will be **electronically certified**, which may NOT be satisfactory to all entities with whom the document may be shared (some entities may require a certified document to contain a raised seal, which may only be obtained from the appropriate [Clerk of the Court](#))
 - ii. When a certified document is purchased, anyone may verify the authenticity of the certification within 180 days from the time of purchase
- e. **To complete the checkout process**, select the **Checkout button**

Review Shopping Cart				
Document ID	Document Description	Certified Document	Total Amount	Comments
9302465 - S8015CR202200007	MinuteEntry event for MINUTE ENTRY: STATUS CONFERENCE	Yes	\$0.00	<input checked="" type="checkbox"/> Request as a Certified Document
Total Count: 1			\$0.00	

- i. The user will receive the **eAccess Document Purchase Authorized** email notification
- ii. The **receipt** will be displayed, and a pop-up window will open > To access the receipt and document, select the **Ok button**

Success!

Your items are now available for download.

Receipt

ARIZONA EACCESS
Receipt Date: December 14, 2023, 11:00:46 AM
Username: @COURTS.AZ.GOV
Organization: AOC eCourts Unit
eAccess Transaction ID: 7628a8b0-96b2-4f4c-bfa1-da4e58daa20f
Card Charged:

Purchase(s)

Case Number	Document Date	Document Type	Certified Document Number	Fee	Comments	View or Download Document
S8015CR202200007	3/11/2022	MinuteEntry event for MINUTE ENTRY: STATUS CONFERENCE	4QMU-DZ00-04KF-NUEW	\$0.00	^	📄 ⬇️

Comments:
Minute Entry dated 3/11/2022

TOTAL: \$0.00

Notice:
To avoid losing access to your document(s) you must download your document(s) within 24 hours of purchase by clicking on the download icon in the table above. Once the time period has expired, you must repurchase the document(s) to regain access.

[Return to Payment History](#) [Print Receipt](#) [Search](#)

- A. For a certified document, the receipt will include the **Certified Document Number**, which anyone may use to verify the authenticity of the certification within 180 days from the time of purchase
Note: this information is also provided on the document
- B. To view comments, in the Comments column, select the **arrow icon** > Comments added during the checkout process will be displayed below the document row
- C. To save/print the receipt, select **Print Receipt** > **Save/Print** the receipt
9. Purchased documents **MUST be viewed/downloaded within 24 hours from the time of purchase**
Note: to view/download AFTER 24 hours, the document must be RE-PURCHASED

Receipt

ARIZONA EACCESS
Receipt Date: December 14, 2023, 11:00:46 AM
Username: @COURTS.AZ.GOV
Organization: AOC eCourts Unit
eAccess Transaction ID: 7628a8b0-96b2-4f4c-bfa1-da4e58daa20f
Card Charged:

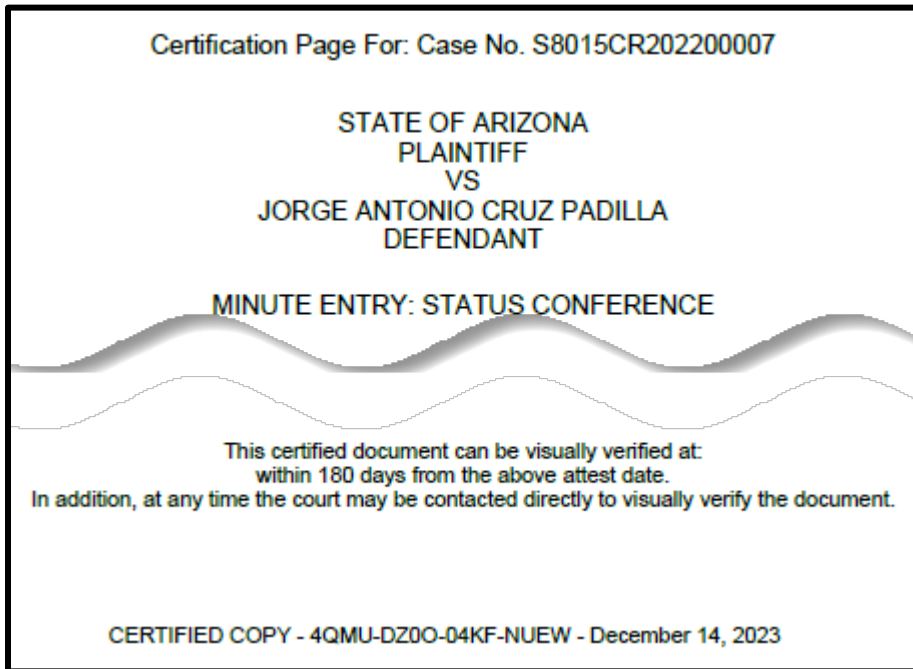
Purchase(s)

Case Number	Document Date	Document Type	Certified Document Number	Fee	Comments	View or Download Document
S8015CR202200007	3/11/2022	MinuteEntry event for MINUTE ENTRY: STATUS CONFERENCE	4QMU-DZ00-04KF-NUEW	\$0.00	∨	📄 ⬇️

A DOWNLOAD
B VIEW

- a. To download a document, select the **Download icon** > The document will be downloaded to the web browser's download folder > **Open** the file or **Save** the file to another location
- b. To view a document, select the **View icon** > A pop-up window will open, display the document, and provide options (in the upper-right corner) for the document to be printed/saved

- c. For a certified document, the first page will be a **certification page**, and the footer of each page will display the **certified document number**



- d. To re-access the receipt/document, select the **User icon** (always appears in the upper-right corner) > Select **Account Settings** > Select **View Payment History** (appears in the bottom-right corner, or right-center, under the user's subscription details) > Select the **View Receipt icon** (appears in the first column of the document and transaction history table)
- i. For more detailed instructions, see the **Document Transaction History Report** reference guide, available at <https://www.azcourts.gov/eaccess/Training>