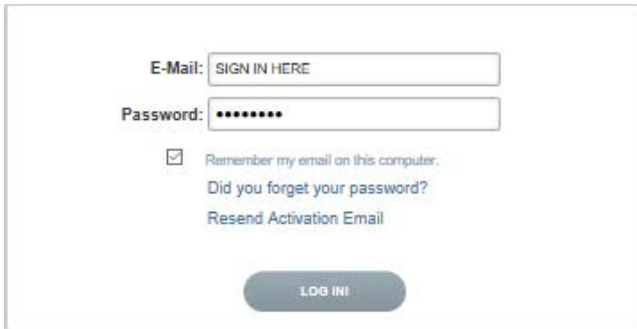


## Cómo comprar un documento certificado

Se podrá ver o bajar el documento certificado durante las 24 horas posteriores a la compra.

1. Diríjase a: [www.azcourtdocs.gov](http://www.azcourtdocs.gov)
2. Entre a su cuenta.  
Seleccione **LOG IN!** (Iniciar sesión).



3. Realice una búsqueda por el número de caso, el nombre de una de las partes o el tipo de audiencia o documento presentado.

\*Ver los documentos específicos de cómo buscar por el número de caso, el nombre de una de las partes o el tipo de audiencia o documento presentado.



4. Haga clic en el símbolo de añadir documento certificado.



Event Type Description	Event Date	Display Case Number	Case Title	Court Name	County	Judicial Officer Name	Case Type	View Image	Add to Cart	Add Certified Document
MISCELLANEOUS: Attachments	08/02/2018	V1300CV201880220	BMO Harris Bank, NA as successor to W&F Marshall and	Yavapai County Superior	Yavapai	CHRISTOPHER KOTTKE	CV		Add to Cart	Add Certified Document
COMPLAINT: Complaint	08/02/2018	V1300CV201880220		Yavapai County Superior	Yavapai	CHRISTOPHER KOTTKE	CV		Add to Cart	Add Certified Document
SUMMONS: SUMMONS	08/02/2018	V1300CV201880220		Yavapai County Superior	Yavapai	CHRISTOPHER KOTTKE	CV		Add to Cart	Add Certified Document

5. Aparecerá un aviso.  
Haga clic en OK.



6. Seleccione la opción de *Shopping Cart* (Carrito de compras)



7. Al usuario se le dirigirá a una pantalla en la que puede confirmar lo que tiene en su carrito de compra.

Haga clic en **CHECKOUT**  
(COMPROBACIÓN)

Review Shopping Cart Account Information | Logout

Document Id	Document Type	Certified Document	Page (s)	Total Amount	Comments	Action
5215053 - V1300CV201880220	EFILING: Exhibit/attachments	Yes	3	\$39.00	\$0.0	\$39.00 <input type="text"/>
				<b>Total Amount: \$39.00</b>		

**Notice:**

1. Certified and noncertified documents must be purchased in separate transactions
2. If you don't purchase the items in your shopping cart within 24 hours they will be removed.
3. Once purchased, you will have full access to the document(s) for 24 hours. You will need to repurchase after the time period has expired.

**8. Haga clic en *Pay Now* (Pagar ahora).**

Payment Information

Use Existing Card ending with - 5100.  
 Update the payment information

Document Id	Document Type	Page (s)	Price
5215053 - V1300CV201880220	EFILING: Exhibit/attachments	3	\$39.00

**Total Amount: \$39.00**

[Pay Now](#)

Payment processing can take a few minutes to complete. Please wait while your payment is processed. Do not press the back button or click on "Pay Now" button while your payment is being processed. You will be redirected to a payment confirmation page after Your payment has processed successfully.

[Return to Shopping Cart](#)

**9. Aparecerá una página de confirmación de pago.**

Se incluye el número de documento certificado que permitirá la verificación por vía electrónica del documento certificado.

El usuario tendrá acceso al documento certificado para poder imprimir o bajarlo durante un periodo de 24 horas.

Payment Confirmation

**Payment Confirmation**

Customer Name:   
 Receipt Date: Feb   
 Card Charged: \*\*\*   
 Name on Card: CI

Document Id	Document Type	Location	Certified Document Number	Page (s)	Comments	Price	View or Download Document
AOC - (Transaction # : B51P0A879731)							
5215053 - V1300CV201880220	EFILING: Exhibit/attachments	Yavapai County Superior	659-0F24-007E-44F8	3		\$39.00	
						<b>Sub Total: \$39.00</b>	
						<b>Total Amount Charged \$39.00</b>	

Print Receipt

[Return to Account Information](#) [Search](#)

**10. El usuario recibirá una confirmación de pago por correo electrónico de [DoNotReplyRMS@granicus.com](mailto:DoNotReplyRMS@granicus.com)**

Payment Confirmation

Receipt Date: Feb  
 Customer Name: (C  
 Name On Card: Cl  
 Card Charged: 510

Document Id	Document Type	Location	Certified Document Number	Page(s)	Comments	Price
AOC - (Transaction # : B51PoA879731)						
5215053	EFILING: Exhibit\attachments	Yavapai County Superior	659-0F24-007E-44F8	3		\$39.00
Sub Total:						\$39.00
Total Amount Charged						\$39.00