

How to Upload Documents for Requesting a Fee Waiver or Deferral When eFiling

Fee waiver and deferral forms are available at [Fee Waiver and Deferral Forms](#). **Two** fee waiver/deferral documents will be **required** to be included in the submission: the [Application for Deferral or Waiver of Court Fees or Costs and Consent to Entry of Judgment \(application\)](#) and the [Order Waiving or Deferring Fees \(proposed order\)](#).

Register for an account and log into eFileAZ here: [eFileAZ](#)

1. On the **Case Information** tab, in the **I or the party(s) I represent for this submission are requesting a fee waiver or deferral** field, **No** is selected by default > Select **Yes**

The screenshot shows the 'Case Information' tab in the eFileAZ system. The 'I or the party(s) I represent for this submission are requesting a fee waiver or deferral' field is highlighted in yellow, and the 'Yes' radio button is selected. Other fields include Court Level/Jurisdiction (Superior Courts), General Case Category (Civil), Case Category (Contract), Case Sub-Category (Account (Open/Stated)), Emergency Filing (No), Your Reference Number (Optional), Is an Interpreter Needed (No), and If Yes Specify Language (Select Language).

- a. *Additional fields will be displayed* > Select the appropriate **Choose File button to upload** the required documents and any applicable **optional document(s)**. Only one document may be uploaded into each upload field.

The screenshot shows the document upload section of the eFileAZ system. The 'I or the party(s) I represent for this submission are requesting a fee waiver or deferral' field is highlighted in yellow, and the 'Yes' radio button is selected. Below this, there are four document upload fields, each with a 'Choose File' button and a 'No file chosen' message. The first field is for the 'Application for Deferral or Waiver of Court Fees or Costs and Consent to Entry of Judgment' and has a file named 'Application_AOCDFGF1F-011724.pdf' (0.4054 MB) uploaded. The second field is for 'Supporting Documentation'. The third field is for 'Verification of Party's Receipt of Non-Profit Legal Services'. The fourth field is for the 'Proposed Order Regarding Deferral or Waiver of Court Fees and Costs and Notice Regarding Consent Judgment' and has a file named 'Order_EF-AOCDFGF2F-090622.docx' (0.0567 MB) uploaded. The fifth field is for the 'Affidavit in Support of Application for Deferral or Waiver of Service of Process Fees'. A note at the bottom states: 'When applying for a fee waiver/deferral, the court may assess an application fee that will be due on a later date. For questions regarding this fee, contact the Clerk's Office at the court into which you are filing.'

- i. Two documents are required: the **application** and the **proposed order** Any supporting documentation should be uploaded in the **Supporting Documentation** field
- ii. **After a fee waiver/deferral document has been uploaded**, the file name of the uploaded document **will be displayed below the field that was used** to upload the document

Application for Deferral or Waiver of Court Fees or Costs and Consent to Entry of Judgment * Upload Choose File No file chosen

✖ Application for Waiver or Deferral of Fees.pdf 0.4074 MB

- iii. All uploaded documents will be displayed on the Documents tab

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
1	Remove	Application for Deferral or Waiver of Court Fees or Costs and Consent to Entry of Judgment	\$0.00	\$0.00	0	Application for Waiver or Deferral of Fees.pdf	0.4074
	Remove	Supporting Documentation	\$0.00	\$0.00	0	Financial Documentation.pdf	0.4054
2	Remove	Proposed Order Regarding Deferral or Waiver of Court Fees and Costs and Notice Regarding Consent Judgment	\$0.00	\$0.00	0	Order Waiving or Deferring Fees.docx	0.0586
	Insert Lead Document						
	Add Lead Document						

1. **If an uploaded document needs to be replaced**, the document **must be replaced on the Case Information tab** by selecting the appropriate Choose File button. **The fee waiver and deferral documents cannot be replaced on the Documents tab**

Note: *If the Application for Deferral or Waiver is incomplete or lacks appropriate supporting documentation, the submission may be considered deficient and must be refiled.*

2. Upload any remaining document(s) and proceed with preparing your submission
 - a. **For a new case:** Refer to Step 8 - [How to File a New Case](#)
 - b. **For an existing case:** Refer to Step 8 - [How to eFile into an Existing Case](#)