

eFiling with an Existing Fee Waiver or Deferral in Maricopa County

If you wish to request a fee waiver or deferral for a case in Maricopa County, you must submit an application on the court’s website: [Deferral and Waiver of Court Fees | Maricopa County Clerk of Superior Court](#) **before** creating your eFiling submission.

Once approved, you will need to include the fee waiver/deferral application, signed order and any supporting document, if it exists, in your efiled submissions per the instructions below:

Subsequent Case Filings:

1st time filing into an existing case:

You MUST create at least 3 separate submissions the first time you are filing into an existing case using the steps below:

1. Create each submission by entering the case number in the filing application
2. Answer the first appearance fee question:
 - a. For submission 1, indicate you have **not** paid the first appearance fee
 - b. For submissions 2-5*, indicate you have paid the first appearance fee
3. On the document page, upload the appropriate document according to the table below
4. Indicate you are filing with an existing fee waiver or deferral
 - a. In eFileAZ, this is found on the Fees and Payments tab
 - b. In AZTurboCourt, this is found on the Represented Party(s) page
5. Confirm your information is correct and submit to the court

Submission	First Appearance Fee	Document to Upload	Payment
1	Indicate you have NOT paid the first appearance fee	Main case document (e.g., Answer, Motion)	Indicate you are filing with an existing fee waiver or deferral
2	Indicate you have paid the first appearance fee	Application for Fee/Waiver Deferral	
3		Order Deferring/Waiving Fees	
4*		Affidavit in Support	
5*		Additional Case Documents	

*If applicable

Subsequent filing into the same existing case:

1. Create a submission by entering the case number in the filing application
2. Indicate that you have already paid your first appearance fee
3. On the document page, upload the case document
4. Indicate you are filing with an existing fee waiver or deferral
 - a. In eFileAZ, this is found on the Fees and Payments tab
 - b. In AZTurboCourt, this is found on the Represented Party(s) page
5. Confirm your information is correct and submit to the court