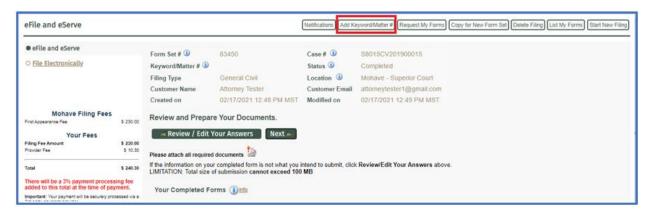# Add a Keyword/Matter #

1. Create a submission in TurboCourt. From the 'Review and Submit Documents' screen, select the 'Add Keyword/Matter #' tab along the top.

2. The system will redirect the filer to a new window. Enter the Keyword/Matter #. Once the number has been entered, click 'Save'.

3. The system will redirect the filer to the formset already in progress. The filer can continue preparing the formset and submit the filing.

4. If a payment was made, the Keyword/Matter # will appear on the financial receipt sent via email to the filer.
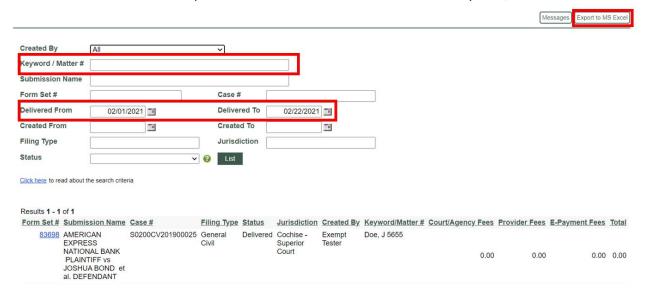
Name: Mohave Superior Court				
Address 1: 401 E. Spring Street				
Address 2:				
City: Kingman				
State: Arizona				
Zip: 86401				

Payment On Behalf Of

Name(s): Mohave County Treasurer

Description	Case Number	Application Fee	Filing Fee	Total
AFFIDAVIT	S8015CV201900020	$6.50	$0.00	$6.50

Vendor: **eUniversa**
EFSP Filing ID: **166293**   Receipt Number: 83985838728807460
Receipt Date: 2/17/2021 12:23:31 PM   **Keyword / Matter Number: Test**

Service Fee: **$0.20**
Total Amount Paid: **$6.70**

5. The filer can access a filing reports in AZTurboCourt that will contain the Keyword/Matter # if entered.

Step 1: Access the My Forms tab from the home page

User Menu

- • Start new filing
- ○ Select jurisdiction
- ○ Messages (101)
- ○ Recent eFilings
- ○ My forms
- ○ My profile
- ○ My organization
- ○ Financial
- ○ Payment methods
- ○ eServed on me
- ○ Check eService status
- ○ Address book
- ○ My help requests

Your Last 5 Filings and Negotiations

Form Set #	Case #	Submission Name	Filing Type	Status
83698	S0200CV201900025	AMERICAN EXPRESS NATIONAL BANK PLAINTIFF vs ...	General Civil	Delivered
78994	S8015CV201900013	American Express National Bank PLAINTIFF vs ...	General Civil	Delivered
78012	P1300CV202000020	MARCIA MAHONEY PLAINTIFF vs JOHNSON AND JOHN...	General Civil	In Progress
78009	P1300CV202000020	MARCIA MAHONEY PLAINTIFF vs JOHNSON AND JOHN...	General Civil	In Progress
77862	S0400CV202000006	FIREFOX PLAINTIFF vs DONNA FALL et al. DEFEN...	General Civil	eFiled

* Click on a Form Set # to view your paperwork

Available in Arizona

Superior Court

General Civil

Initiate a case or file into an existing case in the Superior Court

Step 2: Enter the desired date range or Keyword/Matter # and select 'List'. The report that generates includes the Keyword/Matter #. This report can be exported to excel by selecting 'Export to MS Excel)'

The filer can access financial reports in AZTurboCourt that will contain the Keyword/Matter # if entered.

6. The filer can access a financial report in AZTurboCourt that will contain the Keyword/Matter # if entered.

Step 1: Access the Financials tab from the home page

Step 2: Enter the desired date range and select 'Search Payment Transactions'. The report that generates includes the Keyword/Matter # and payment method information. This report can be exported to excel by selecting 'Generate Excel Report'

Search Payment Transactions

Generate Excel Report

Click here to read about the search criteria

Results **1 - 3** of **3**

Transaction #	Transaction Date	Form Set #	Case #	Submission Name	Status	Filing Type	Jurisdiction	Keyword/Matter #	Created By	Payment Account Nickname
83985839031338458	02/17/2021 1:24 PM MST	83454	S8015CV201900015	Owen Equities, LLC PLAINTIFF vs ROBERT KUPFER et al. DEFENDANT	Delivered	General Civil	Mohave - Superior Court	TESTING	Attorney Tester	
84073799873823325	02/17/2021 1:07 PM MST	83450	S8015CV201900015	Owen Equities, LLC PLAINTIFF vs ROBERT KUPFER et al. DEFENDANT	Delivered	General Civil	Mohave - Superior Court	TESTER	Attorney Tester	
83985549793690638	01/07/2021 4:39 PM MST	82294	CV2021-000112	Arivo Acceptance L L C vs. Greaves, et.al.	eFiled	General Civil	Maricopa - Superior Court		Mark Leong	