

How to File a New Civil Case (Attorneys)

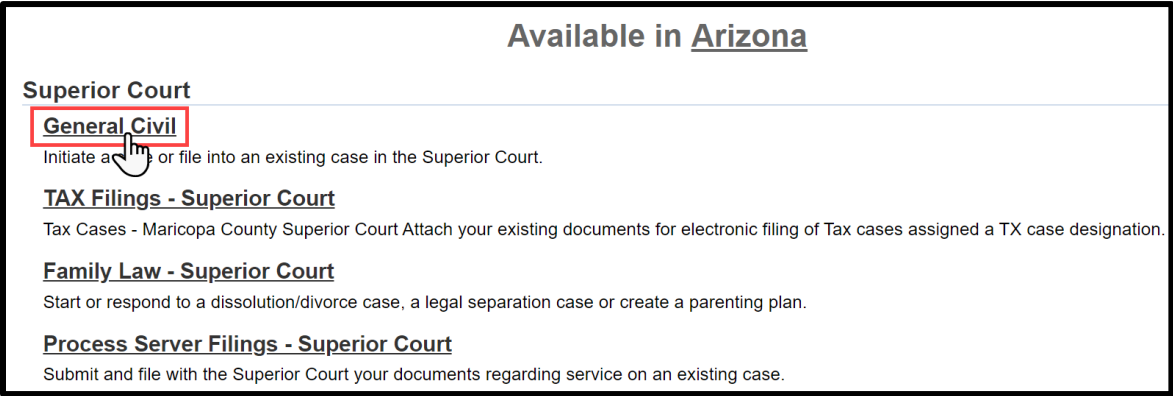
Process/Steps to eFile a New Case:

1. Preparing the Documents to File
2. Using the Application (AZTurboCourt)
 - a. Entering the [Attorney\(s\)](#), [Plaintiff\(s\)](#), and [Defendant\(s\)](#) Information
 - b. Entering the [Case](#) Information
 - c. Attaching the [Documents](#) to be Filed
 - d. Making [Payment](#)
3. Understanding the [Notification Emails](#) sent from AZTurboCourt

1. Preparing Documents to File

- a. **Before logging in and beginning the submission process**, the documents to be filed with the court should be fully prepared and ready for submission
 - i. Any scanning of paper documents should be completed
 - ii. Documents should be saved as an acceptable file format of: **.PDF**, **.DOCX**, or **.ODT**
 - A. **Exception: Proposed documents MUST be** saved with a file format of **.DOCX** or **.ODT** (e.g., Proposed Judgment, Proposed Notice of Hearing, Proposed Order, etc.)
 - iii. Each document must NOT be larger than **9.5 MB**


2. Log in to [AZTurboCourt](#) > Locate the Superior Court menu > Select **General Civil**




- a. Select the **appropriate county** from the drop-down menu for the Jurisdiction field > *Location field will automatically be populated as Superior Court* > Select **Next**

**GENERAL CIVIL
IN ARIZONA**

See the different jurisdictional filing requirements and options at-a-glance with [AZTurboCourt's General Civil Quick-Guide](#).

JURISDICTION* -- select your jurisdiction -- 

LOCATION* -- select location -- 

Next ➤


- b. Select the option **I want to start a new case in this court** > Select **Next**

You have selected **Coconino - Superior Court**

We are accepting filings in new and existing cases. You must file a document in a sealed case by hand delivering or mailing your document to the clerk's office.

If you are requesting that fees be deferred or waived, please hand deliver or mail your documents to the clerk's office. You cannot electronically file.

What do you want to do?

I want to start a new case in this court. 

I am filing into an existing case. I will provide the Case Number below.

Provide the Case Number *

The case number should start with a S0300, no hyphens included.
Example of case number format: S0300CV201700001

Previous **Next** ➤

- c. *Review the information and links provided on the welcome screen* > Select **Next**

Welcome to the Superior Court Civil Case e-Filing web site.

This site will help you to electronically file your documents with the Superior Court in **Coconino** County.

See the different jurisdictional filing requirements and options at-a-glance with [AZTurboCourt's General Civil Quick-Guide](#).

Form Set #6253129 has been created for you for this filing.

This Form Set is visible at the top right of this screen and all other screens in this questionnaire.

If you want to stop and **come back later**, click the SAVE button at the bottom of any screen to automatically save your information.

When you return to complete your filing, log in to your TurboCourt account and select this form set from your list of submissions.

Click [here](#) to learn how to use this program.

Important: The law prohibits court personnel, including the judge, from giving legal advice or counseling to any party. TurboCourt (including the TurboCourt program and TurboCourt personnel) does not provide legal advice or counseling to any party. If you have questions that you are unable to answer by reference to this program or your own research, you may want to consult an attorney.

Previous **Next** ➤

- d. Select the **Number of Attorneys (10 maximum) representing the Plaintiff(s)** from the drop-down menu > Select **Next**

- i. Confirm/Update the information > **Indicate whether the Attorney's mailing address is correct**

- A. *If Yes is selected* > Select **Next**
- B. *If No is selected, indicate whether the Attorney's address is in/outside of USA* > Select **Next**

1. Provide **law firm name** and **current mailing address** > Select **Next**

- ii. *If there is more than one attorney, the filing attorney is also prompted to:*
- A. *Indicate whether the filing attorney is the **primary attorney** for the case and*
- B. *Provide the **Name, Bar Number/State, Telephone Number** and **Law Firm/Address** for each additional attorney*

- iii. *If the filing attorney's address or other information was incorrect/updated, to update the filing attorney's address/information for all future filings, select **My Profile** from the User Menu on the Home Screen or the **Profile button** in the upper right corner of the webpage*
- e. Select the **number of plaintiff(s) (50 maximum)** from the drop-down menu > Select **Next**

Number of Plaintiffs

How many plaintiffs are in this case? *

Clicking the **Next** button automatically **saves** the data to your TurboCourt account.

- i. Select the **type of plaintiff (Business or Individual)**

Plaintiff #1 - Type

The plaintiff is: *

Business / Organization / Agency

Individual (Note: If you are an individual doing business as (dba) then select individual.) (answer question below)

If 'Individual', check one that applies: *

This plaintiff is a **minor**

This plaintiff is an **incompetent person**

None of the above

Clicking the **Next** button automatically **saves** the data to your TurboCourt account.

- A. *If **Business** is selected > Select **Next***
- B. *If **Individual** is selected > Select the **type of individual** > Select **Next***
- ii. Enter the **plaintiff's Name** > *It is optional to enter the **email address** and **telephone number** > Select an option regarding the plaintiff's **address** > Select **Next***

Plaintiff #1 - Information

Tell us this plaintiff's:

Business Plaintiff

- select Assumed Name type -

use a comma (,) to separate multiple assumed names

Email Address:

Telephone Number () - x

The plaintiff's address is:

in the USA

outside of the USA

skip entry of plaintiff's address

Clicking the **Next** button automatically **saves** the data to your TurboCourt account.

- A. If the plaintiff is an **individual**, separate name fields will appear for first/middle/last/suffix
1. If the plaintiff a **minor**, additional fields appear to enter the **Date of Birth** and **Parent/Guardian's information**
 2. If the plaintiff is **incompetent**, additional fields appear to enter the **Guardian's information**
- iii. Enter the plaintiff/parent/guardian's **address** (by selecting an address from the **drop-down menu** or by **entering the details** in the address fields) > Select **Next**
Note: This step is skipped when "skip entry of plaintiff's address" was selected on prior screen

Plaintiff #1 - Address

The plaintiff's address is: * ▼ (expand for more options)

Address 1 *

Address 2

City *

State *

Zip Code *

Clicking the **Next** button automatically **saves** the data to your TurboCourt account.

- iv. If there is more than one plaintiff, **repeat** this process for each plaintiff
- f. Select the **number of defendant(s)** (**50 maximum**) from the drop-down menu > Select **Next**

Number of Defendants?

How many defendants are in your case? * - select number - ▼

Clicking the **Next** button automatically **saves** the data to your TurboCourt account.

- i. Select the **type of defendant** (**Business or Individual**)

Defendant #1 - Type

The defendant is: *

Business / Organization / Agency

Individual (Note: If this is an individual doing business as (dba) then select individual.) (answer question below)

If 'Individual', check one that applies: *

This defendant is a **minor**

This defendant is an **incompetent person**

None of the above

Clicking the **Next** button automatically **saves** the data to your TurboCourt account.

- A. If Business is selected > Select **Next**
 - B. If Individual is selected > Select the **type of individual** > Select **Next**
- ii. Enter the **defendant's Name** > *It is optional to enter the **email address** and **telephone number*** > Select an option regarding the defendant's **address** > Select **Next**

Defendant #1 - Information

Tell us this defendant's:

Name *

Assumed Name Type

Assumed Name * use a comma (,) to separate multiple assumed names

Email Address:

Telephone Number () - x

Mailing address is: *

in the USA

outside of the USA

Unknown

Clicking the **Next** button automatically **saves** the data to your TurboCourt account.

- A. If the defendant is an **individual**, separate name fields will appear for first/middle/last/suffix
 - 1. If the defendant is a **minor**, additional fields appear to enter the **Date of Birth** and **Parent/Guardian's information**
 - 2. If the defendant is **incompetent**, additional fields appear to enter the **Guardian's information**
- iii. Enter the defendant/parent/guardian's **address** > Select **Next**
Note: This step is skipped when "Unknown" was selected on prior screen

Defendant #1 - Address

Tell us Business Defendant's address:

Address 1 *

Address 2

City *

State *

Zip Code

Clicking the **Next** button automatically **saves** the data to your TurboCourt account.

- iv. If there is more than one defendant, **repeat** this process for each defendant

g. Select all applicable boxes if requesting any **emergency order(s)** or **leave blank** > Select **Next**

Emergency Order - Information

Note: If you **do not need** to request an emergency order, **click on Next** and continue on to the next screen.

Check all that apply:

EMERGENCY ORDER SOUGHT:

- Temporary Restraining Order
- Provisional Remedy
- Order to Show Cause (OSC)
- Election Challenge
- Employer Sanction
- Other (*specify below*)

If 'Other', specify. *

Clicking the **Next** button automatically **saves** the data to your TurboCourt account.

Previous **Save** **Next**

i. If Provisional Remedy is selected, select an option (**With Notice** or **Without Notice**) > Select **Next**
Note: based on the response, the system will (later) auto-generate the appropriate notice

What Notice of Provisional Remedy Do You Need?

Provide the following information:

What form do you need? *

- Notice Pursuant to 12-2405 Provisional Remedy **With Notice** combined with Notice Pursuant to 12-2406(C)
- Notice Pursuant to 12-2402 Provisional Remedy **Without Notice** combined with Notice Pursuant to 12-2406(C)

Please **check if you want to include** the following documents:

- Application For Provisional Remedy
- Affidavit In Support Of Provisional Remedy

Clicking the **Next** button automatically **saves** the data to your TurboCourt account.

Previous **Save** **Next**

h. Select the **Discovery Tier Level** that applies to the case > *it is optional to enter a number in the field for Monetary relief requested* > Select **Next**

Discovery Tier Level

Note: When filing a new case Arizona Rules of Civil Procedure Rule 26.2 requires a filer to identify which Discovery Tier a case will be filed under. It also allows to provide an optional Monetary Relief Requested dollar amount (USD).

Select a Discovery Tier Level that applies to your case: *

- Tier 1 - Simple cases that can be tried in one or two days; actions claiming \$50,000 or less in damages.
- Tier 2 - Cases of intermediate complexity; actions claiming more than \$50,000 in damages and less than \$300,000 in damages.
- Tier 3 - Cases that are logistically or legally complex; actions claiming \$300,000 or more in damages.

Monetary relief requested \$ (optional)

Clicking the **Next** button automatically **saves** the data to your TurboCourt account.

Previous **Save** **Next**

i. Select one **case category** > Select **Next**

Civil Case Category

According to the information you've given:

- you want to file a civil case

Select the category that most accurately describes your **primary** case: *

- Contracts
- Expungement
- Medical Malpractice
- Real Property
- Tort Non-Motor Vehicle
- Tort Motor Vehicle
- Other Civil Case Categories

Clicking the **Next** button automatically **saves** the data to your TurboCourt account.

Previous **Save** **Next**

i. Select one **case subcategory** > Select **Next**
Note: Not all case categories require the selection of a subcategory

j. Select whether the case is subject to **compulsory arbitration** > Select **Next**

Certificate of Compulsory Arbitration

Note: Rule 8(j) A.R.C.P. states a complaint and an answer shall be accompanied by such certificate as may be required by Rule 72(e) of these rules.

This rule requires that the plaintiff certify by his/her signature that the case is or is not subject to arbitration.

Is this case subject to compulsory arbitration? *

- Yes
- No

Clicking the **Next** button automatically **saves** the data to your TurboCourt account.

Previous **Save** **Next**

i. Select the **box to sign/certify** the selection > Select **Next**

Certificate of Compulsory Arbitration - Summary

Important: A Certificate of Compulsory Arbitration will be generated by the AZTurboCourt application and the checking of the box below will attach your electronic signature to the document as required by Rule 8(j) A.R.C.P.

* I, **Elisabeth Attorney**, certify that I am aware of the dollar limits and any other limitations set forth by the Local Rules of Practice for Cochise Superior Court, and I further certify that this case **IS NOT subject to compulsory arbitration**, as provided by Rules 72 through 77 of the Arizona Rules of Civil Procedure. I understand my electronic signature will appear on the Certificate.

Clicking the **Next** button automatically **saves** the data to your TurboCourt account.

Previous **Save** **Next**

k. Select the **type of case initiating document (main document)** being filed > Select **Next**

Main Document - Select

Select the document: *

- Affidavit
- Application
- Complaint
- Demand
- Notice
- Notice - Hearing
- Petition
- Request for Hearing

Clicking the **Next** button automatically **saves** the data to your TurboCourt account.

Previous **Save** **Next**

l. Select the box if an **interpreter is needed for court proceedings** or **leave blank** > Select **Next**

Need an Interpreter?

Check this box if you want to ask the Court to arrange for an **interpreter**.

Clicking the **Next** button automatically **saves** the data to your TurboCourt account.

Previous **Save** **Next**

i. *If an interpreter is needed*, also select a **language**

Need an Interpreter?

Check this box if you want to ask the Court to arrange for an **interpreter**.

What language do you speak? * - select the language --

Clicking the **Next** button automatically **saves** the data to your TurboCourt account.

Previous **Save** **Next**

m. Page redirects to the File Electronically screen

The screenshot shows the 'File Electronically' interface. On the left, a sidebar (1) displays 'Cochise Filing Fees' with a 'Your Fees' section. The main area (2) shows case details: Form Set # 90153, Case #, Keyword/Matter #, Status (Completed), Filing Type (General Civil), Location (Cochise - Superior Court), Customer Name (Elisabeth Attorney), Customer Email (elisabethtestattorney@gmail.com), Created on (11/14/2021 9:16 AM MST), and Modified on (11/14/2021 11:25 AM MST). Below this is a 'Review and Submit Your Documents' section (3) with a 'Review / Edit Your Answers' button. A 'Please attach all required documents' section (4) lists 'Civil Cover Sheet', 'Certificate of Compulsory Arbitration - Is Not Subject To', and 'Summons'. An 'Attach Your Documents' section (5) includes 'Complaint*', 'Attach Supporting Documents', and 'Attach Additional Documents'. At the bottom, there are fields for 'First Name' (Elisabeth) and 'Last Name' (Attorney), and a 'Review / Edit Your Answers' button (3).

i. [County] Filing Fees

A. **Amount Owed** for Filing Fee and Provider (Application) Fee

Note: does NOT include the 3% payment processing fee, which is added at time of payment

ii. Form Set Information

A. View the Form Set # and Selected Jurisdiction

iii. Edit/Review the Input/Saved Information

A. Select the **Review/Edit Your Answers** button

1. Select the **links across the top of the screen** and/or **on the left side of the screen** to quickly navigate to a particular step

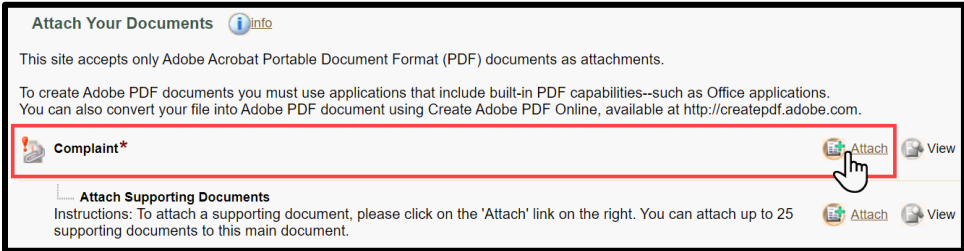
The screenshot shows a progress bar with seven steps: 'Change Your Venue', 'Section 1 Getting Started', 'Section 2 Plaintiff(s) Information', 'Section 3 Defendant(s) Information', 'Section 4 Action Information', 'Section 5 Preview & Print', and 'Complete Your filing'. Below the progress bar is a navigation menu with 'Introduction' selected, and other options: 'Number of Attorneys' and 'Attorney's Information'. To the right, the text reads 'Welcome to the Superior Court C' and 'This site will help you to electronically file your' and 'See the different jurisdictional filing requireme'.

iv. **System-Generated Documents (Your Completed Forms)**

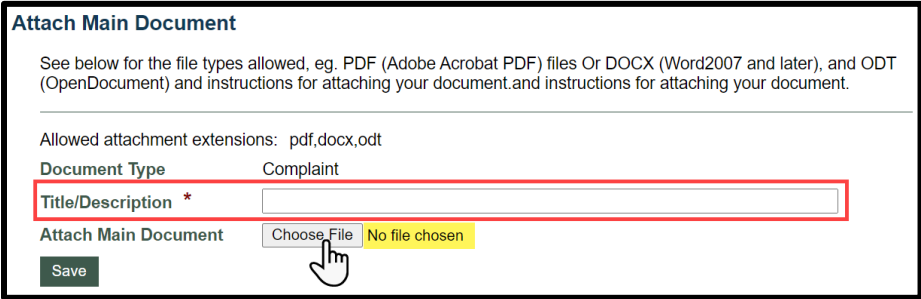
A. To view the system-generated documents, select the **View link/icon**

v. **Attach Documents to be Filed (Attach Your Documents)**

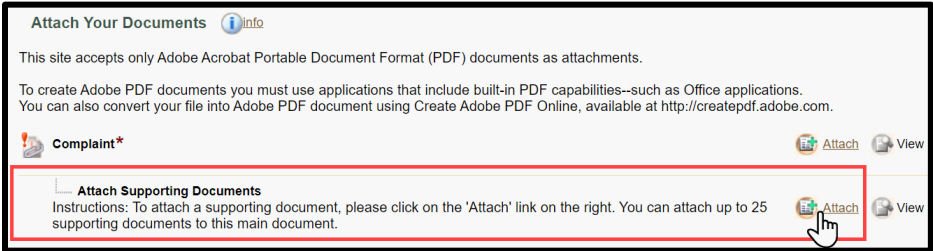
- A. All documents **MUST be associated to the single case** being initiated
- B. Proposed documents **MUST be uploaded separately** from the main document, as a [supporting document for a main document](#)
- C. To add a main document, select the **Attach link/icon associated with the document type** (e.g., *Application, Complaint, Petition, etc.*); **Note: the terminology for the document type will reflect the type of main document (and emergency order) that was previously selected**



- 1. A *pop-up window appears* > Enter the **Title/Description** of the document > Select **Choose File** > a *file explorer pop-up window appears* > Select a **File** (.PDF, .DOCX, or .ODT) > Select **Open** > the *file explorer pop-up window closes*, and the selected file name appears next to the choose file button > Select **Save**



D. To add a supporting document for the main document, select the **Attach link/icon associated with the Attach Supporting Documents row related to the main document**



- 1. A pop-up window appears > Select the Document **Type** from the **drop-down menu** > Enter a **Description** of the document > Select **Choose File** > a file explorer pop-up window appears > Select a **File** (.PDF, .DOCX, or .ODT; however, Proposed documents must be formatted as .DOCX or .ODT) > Select **Open** > the file explorer pop-up window closes, and the selected file name appears next to the choose file button > Select **Save**

Attach Supporting Document

See below for the file types allowed, eg. PDF (Adobe Acrobat PDF) files Or DOCX (Word2007 and later), and ODT (OpenDocument) and instructions for attaching your document.and instructions for attaching your document.

Allowed attachment extensions: pdf,docx,odt

Main Document: Complaint

Document Type *

Description of Document (i.e. Exhibit A) *

Attach Supporting Document No file chosen

- E. To add additional main documents, select the **Attach link/icon associated with Attach Additional Documents**

Attach Your Documents [Info](#)

This site accepts only Adobe Acrobat Portable Document Format (PDF) documents as attachments.

To create Adobe PDF documents you must use applications that include built-in PDF capabilities--such as Office applications. You can also convert your file into Adobe PDF document using Create Adobe PDF Online, available at <http://createpdf.adobe.com>.

Complaint*

Attach Supporting Documents
Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 25 supporting documents to this main document.

Attach Additional Documents
Instructions: To attach a main document, please click on the 'Attach' link on the right. You can attach up to 5 documents.

- 1. A pop-up window appears > Select the **Document Type** from the **drop-down menu** > Enter the **Title/Description** of the document > Select **Choose File** > a file explorer pop-up window appears > Select a **File** (.PDF, .DOCX, or .ODT) > Select **Open** > the file explorer pop-up window closes, and the selected file name appears next to the choose file button > Select **Save** > The option to attach supporting documents will become available

Attach Main Document

See below for the file types allowed, eg. PDF (Adobe Acrobat PDF) files Or DOCX (Word2007 and later), and ODT (OpenDocument) and instructions for attaching your document.and instructions for attaching your document.

Allowed attachment extensions: pdf,docx,odt

Document Category

Document Type *

Title/Description *

Attach Main Document No file chosen

vi. To file the completed form set, select **Submit**

I declare under penalty of perjury that the information I have provided herein is true and correct.

First Name * Last Name *

By submitting your documents, you agree to these [Terms & Conditions](#).

n. Page redirects to the **nCourt payment page** > The **Payment** section (top of page) displays the **total amount due**, which includes the case initiation **filing fee**, the **efiling application fee**, and the nCourt **3% online service fee**

Payment

You have elected to pay for the following item(s).

Coconino Superior Court
200 N. San Francisco St. Flagstaff, Arizona 86001

Description	Case Number	Application Fee	Filing Fee	Total
New Case Filing Fee		\$0.00	\$303.00	\$303.00
File Electronically Documents		\$6.50	\$0.00	\$6.50
		\$6.50	\$303.00	\$309.50

Formset ID 90153

Online Service Fee: \$9.29
Total Amount Due: \$318.79

i. The **Payment Information** section (left side of page) defaults to the **Credit Card** tab > There are three possible methods for remitting payment: **Credit Card** (or Debit Card), **Checking/Savings Account**, or **Saved Payment** > Select the **tab for the desired method of payment**

A. If paying by **Credit/Debit Card**, select the **card type** from the drop-down menu and enter the **card information**

Payment Information

Card Type

Card Number

CVV Code

Expiration

- B. If paying with an Account/Routing Number, enter the **account information** and select the **account type** from the drop-down menu

The screenshot shows a 'Payment Information' form with three tabs: 'Credit Card', 'Checking/Savings Account', and 'Saved Payment'. The 'Checking/Savings Account' tab is selected. Below the tabs, there is a heading 'To pay with a checking or savings account, provide information below.' followed by the label 'Routing Number' and a text input field containing 'Enter Routing Number'. Below that is the label 'Account Number' and a text input field containing 'Enter Account Number'. Next is the label 'Account Type' and a dropdown menu with 'Select One...' and a downward arrow icon. At the bottom, there is the label 'Check Number (Optional)' and a text input field containing 'Enter Check Number'.

- C. If paying with Saved Payment Information, select the **saved card/account** from the drop-down menu

The screenshot shows a 'Payment Information' form with three tabs: 'Credit Card', 'Checking/Savings Account', and 'Saved Payment'. The 'Saved Payment' tab is selected. Below the tabs, there is a heading 'To pay with credit card or bank account, select below:'. Below this is the label 'Saved Card / Account' and a dropdown menu with 'Select One...' and a downward arrow icon.

- ii. The payor's Billing Information (right side of page) may be *manually entered* or auto-populated by selecting *Same As Filer's Information*

Paid On Behalf of

Business Plaintiff

Billing Information

Billing address is an international address

Same As Filer's Information

Organization Name

Enter First Name

OR

First Name

Enter First Name

Last Name

Enter Last Name

Street

Enter Street

City

Enter City

State

Select State ▼

Zip / Postal Code

Enter Zip

Phone Number

() -

Email

Enter Email Address

Confirm Email

Enter Email Address

- iii. To process the payment and transmit the submission to the court, select **Submit Payment** (bottom right corner of page)

Important Information

- Please provide your CURRENT billing address.
- To receive an email receipt of this payment you must include a valid email address.
- Once you have made your payment, you will be redirected to the e-filing system.
- Payments made through this website will be referenced by "NCOURT *[COURTNAME]" on your bank statement. However, the actual text may vary.
- Application Fees are non-refundable.

To receive an email confirmation of your payment, please include a valid email address.
 If you would like a text notification payment confirmation sent to your mobile phone, enter the following:

Select Provider: Mobile Number:

- o. Page redirects to AZTurboCourt > To view the filing details, select **View Form Set**

TURBOCOURT
Relax. We're in Your Court.

Your Payment was Successful

Form Set	90153	Case #	
Keyword/Matter #		Status	Filing Pending
Service	File Electronically	Payment Amount	\$ 318.79
Filing Type	General Civil	Location	Coconino - Superior Court

Payment Transaction # 83987751882478606

- i. When filer paid with a new/unsaved payment method, the filer is presented with two options (1) **Save and View Form Set** and (2) **Don't Save, View Form Set**

Form Set	90049	Case #	
Keyword/Matter #		Status	Delivered
Service	File Electronically	Payment Amount	\$ 318.79
Filing Type	General Civil	Location	Coconino - Superior Court

Payment Transaction # 84075720031356816
 Paid By Credit Card Visa Last 4 digits: 1111, Expiration: 07/2030

To use this credit card again for future payments please provide:

Credit Card Nickname

1

 2

- p. When the submission has been successfully transmitted to the court, the **Status** will update to **Delivered**

Filing Details

Form Set # ⓘ	90153	Case # ⓘ	
Keyword/Matter # ⓘ		Status ⓘ	Delivered
Filing Type	General Civil	Location ⓘ	Coconino - Superior Court
Customer Name	Elisabeth Attorney	Customer Email	elisabethestattorney@gmail.com
Delivery Date & Time	11/15/2021 7:51 PM MST	Filing Date & Time	
Notification Status	Email notification with filing/case details shown in the body of the email, plus a link to the website		
Court Transaction #	AOC Submission ID #170005		

Your filing was successfully completed and delivered. You will be notified when your forms have been processed. Remember to regularly log back on to this TurboCourt program to check on the status of your filing. Please also check your emails for notifications. You may log out now. Click on "Quit".

Your Forms ⓘ info

- Civil Cover Sheet View
- Certificate of Compulsory Arbitration - Is Not Subject To View
- Summons View

Attached Documents

- Complaint: Complaint View ⓘ info

- A. If the status remains as **Filing Pending**, contact **AOC Support for assistance: 602-452-3519** or pasupport@courts.az.gov
- B. When the submission is **accepted**, the status will update to **eFiled**, the **Case Number** field will be populated, the **Filing Date & Time** field will be populated, and a file stamped conformed copy (**Court Copy**) is available for each document
- C. When the submission is **rejected**, the status will update to **Deficient**
3. Email Notifications
- a. **nCourt Payment Receipt** from customerservice@ncourt.com with subject of AZ e-Filing Receipt for Formset ID [form set #]
- b. **TurboCourt Delivery Notifications** from tcuatsupport@turbocourt.com with subject of:
- E-Filing Status: Form Set # [form set #] Delivered
 - E-Filing Status: Form Set # [form set #] Filed
 - E-Filing Status: Form Set # [form set #] Rejected/Deficient
 - AZTurboCourt E-Filing Courtesy Notification
 - Filing was rejected/deficient, or
 - Email address identified within organization's contact information (*User Menu > My Organization > Courtesy Notifications section appears at bottom of page*)
- c. To view the notifications within AZTurboCourt, select **Messages** from the User Menu