

AZTurboCourt User Menu

(see screenshot on next page)

Option	Description
Start New Filing	<ul style="list-style-type: none"> • Filer is presented with all filing options available in the State of Arizona <ul style="list-style-type: none"> ○ Filer must select a case type to start a Form Set
Select Jurisdiction	<ul style="list-style-type: none"> • Filer is presented with all jurisdictions available for submitting a filing through TurboCourt <ul style="list-style-type: none"> ○ Filer selects Arizona > Filer is directed to Start New Filing and must select a case type
Messages	<ul style="list-style-type: none"> • Filer is presented with a list of emails sent to Filer, regarding submission updates and eService <ul style="list-style-type: none"> ○ Filer can search by (1) Form Set #, (2) Case #, or (3) Received From/To date range
Recent eFilings	<ul style="list-style-type: none"> • Filer is presented with the most recent Form Set # that Filer prepared <ul style="list-style-type: none"> ○ Filer can search for a specific Form Set by (1) Form Set # or (2) Case #
My Forms	<ul style="list-style-type: none"> • Filer is presented with a list of the most recently prepared Form Sets <ul style="list-style-type: none"> ○ Filer can search by (1) Form Set #, (2) Case #, or (3) Delivered/Created date range
My Profile	<ul style="list-style-type: none"> • Filer is presented with the personal information that was entered during registration <ul style="list-style-type: none"> ○ Filer can update the personal information or manage email/text notification preferences
My Organization	<ul style="list-style-type: none"> • Filer that is a member of a firm may view details about the firm, including all current members <ul style="list-style-type: none"> ○ Firm Administrators can (1) edit the organization's information, (2) add members, (3) manage admin access levels of members, and (4) assign payment tokens to members <ul style="list-style-type: none"> ▪ Company Admin – edit organization's information, add/deactivate users, edit user information, and change passwords ▪ Financial Admin – assign/edit payment methods, and view financial reports ▪ Filing Admin – access equal to member's access (view details) UNLESS also company admin and/or financial admin
Financial	<ul style="list-style-type: none"> • Filer can search for payment transactions by (1) Form Set #, (2) Case #, or (3) Transaction From/To date range <ul style="list-style-type: none"> ○ The report can be exported to excel
Payment Method	<ul style="list-style-type: none"> • Filer is presented with information regarding the payment tokens that are available for use <ul style="list-style-type: none"> ○ <u>If Filer is a member of a Firm, assistance of a Financial Admin may be required</u> • Filer or Financial Admin can add or remove a payment method available to an individual user • Filer or Financial Admin can update the status of a payment method to Inactive or Expired
Check eService Status	<ul style="list-style-type: none"> • Filer can search for Form Sets that have been eServed by (1) Form Set #, (2) Case #, or (3) Delivered From/To date range

Address Book	<ul style="list-style-type: none">• Filer can add eService recipients, for quick access when preparing a submission<ul style="list-style-type: none">○ Filer can search for an existing recipient by (1) Name, or (2) Email Address
My Help Requests	<ul style="list-style-type: none">• Filer can create a help request, which AZTurboCourt forwards to the eCourts Unit<ul style="list-style-type: none">○ THIS IS <u>NOT</u> RECOMMENDED FOR USE BY FILERS

User Menu

- Start new filing
- Select jurisdiction
- Messages (156)
- Recent eFilings
- My forms
- My profile
- My organization
- Financial
- Payment methods
- Check eService status
- Address book
- My help requests