

## How to Select Case Participants when Filing a Counter Claim, Cross Claim, or Third-Party Complaint in Pima County

### COUNTER CLAIM/ANSWER TO COUNTER CLAIM

1. If a Counter Claim or Answer to Counter Claim is selected from the Main Document - Select screen, after answering questions regarding the FASTAR program, the filer will be prompted to indicate which party is filing the Counter Claim. Select Next

### Main Document - Select

Check one **main document** type and select the document below.

**Note:** If your specific document type is not available in the drop down box, select the general description of your document (for example, Motion).

**AFFIDAVIT**

\*

**ANSWER**

\*

**COMPLAINT**

\*

### Select Counterclaim Plaintiff(s)

You have indicated you are filing a Counterclaim.

Please select which party(s) are filing this Counterclaim: \*

**GREEN, NANCY, S, Defendant**

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

**Previous**

**Save**

**Next**

2. Indicate the party against whom the counter claim is being filed. Select Next. *The filer can only select existing case parties.*

## Select Counterclaim Defendant(s)

You have indicated you are filing a Counterclaim.

Please select which party(s) you are filing this Counterclaim AGAINST: \*

TOST, LAILANI, Plaintiff

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

Previous

Save

Next

3. Continue preparing the formset to submit to the court.

## 3<sup>RD</sup> PARTY COMPLAINT/ANSWER AND 3<sup>RD</sup> PARTY COMPLAINT

1. If a 3<sup>rd</sup> Party Complaint or Answer and 3<sup>rd</sup> Party Complaint is selected from the Main Document - Select screen, after answering questions regarding the FASTAR program, the filer will be prompted to indicate the number of new parties to be added to the case. Select the number from the drop-down. Select Next

### Main Document - Select

Check one **main document** type and select the document below.

**Note:** If your specific document type is not available in the drop down box, select the general description of your document (for example, Motion).

AFFIDAVIT

\*

ANSWER

\*

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**COMPLAINT**

\*  ▾

### Number of New Parties

Provide the following information:

Based on the document you selected how many new parties would you like to add to the case? \*  ▾

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

**Previous**

**Save**

**Next**

2. Indicate the type of new party added. If the new party is an individual, indicate the type of individual. Select Next

### Person/Entity #1 - Type

What kind of person/entity is this? \*

- Business / Organization / Agency
- Individual (dba) (**Note:** If this is an individual doing business as (dba) then select individual.) (*answer question below*)

If '**Individual**', check one that applies: \*

- This is a minor
- This is an incompetent person
- None of the above

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

**Previous**

**Save**

**Next**

3. Enter the new party's information. Select Next

## Person/Entity #1 - Information

Tell us this person/entity's:

First Name *	<input type="text"/>
Middle Name or Initial	<input type="text"/>
Last Name *	<input type="text"/> Suffix, if any <input type="text" value="- select -"/>
Assumed Name Type	<input type="text" value="- select Assumed Name type -"/>
<b>Assumed Name</b> *	<input type="text"/>
Email Address:	<input type="text"/>
Telephone Number	( <input type="text"/> ) <input type="text"/> - <input type="text"/> x <input type="text"/>
Mailing address is:	
<input type="radio"/> in the USA	
<input type="radio"/> outside of the USA	
<input type="radio"/> skip address entry	

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

**Previous**

**Save**

**Next**

4. Indicate which party is the 3<sup>rd</sup> Party Complainant. Select Next

## Select Third Party Complainant(s)

You have indicated you are filing a Third Party Complaint.

Please select which party(s) are filing this Third Party Complaint: \*

- TOST, LAILANI, Plaintiff
- GREEN, NANCY, S, Defendant

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

Previous

Save

Next

5. Continue preparing the formset and submit to the court.

## CROSS CLAIM/ANSWER AND CROSS CLAIM

1. If a Cross Claim or Answer and Cross Claim is selected from the Main Document - Select screen, after answering questions regarding the FASTAR program, the filer will be prompted to indicate the number of new parties to be added to the case. Select the number from the drop-down. Select Next

### Main Document - Select

Check one **main document** type and select the document below.

**Note:** If your specific document type is not available in the drop down box, select the general description of your document (for example, Motion).

AFFIDAVIT

\*  ▾

ANSWER

\*  ▾

## COMPLAINT

\*

2. Indicate if a new party needs to be added. Select Next

### Adding New Party?

Provide the following information:

Based on the document you selected would you like to add new parties to the case? \*

Yes

No

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

**Previous**

**Save**

**Next**

3. If adding a new party, indicate the number of new parties. Select Next

### Number of New Parties

Provide the following information:

Based on the document you selected how many new parties would you like to add to the case? \*

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

**Previous**

**Save**

**Next**

4. Indicate the type of new party added. If the new party is an individual, indicate the type of individual. Select Next

## Person/Entity #1 - Type

What kind of person/entity is this? \*

- Business / Organization / Agency
- Individual (dba) (**Note:** If this is an individual doing business as (dba) then select individual.) (*answer question below*)

If '**Individual**', check one that applies: \*

- This is a **minor**
- This is an **incompetent person**
- None of the above

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

**Previous**

**Save**

**Next**

5. Enter the new party's information. Select Next

## Person/Entity #1 - Information

Tell us this person/entity's:

First Name \*

Middle Name or Initial

Last Name \*  Suffix, if any

Assumed Name Type

**Assumed Name** \*

Email Address:

Telephone Number (  )  -  x

Mailing address is:

in the USA

outside of the USA

skip address entry

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

**Previous**

**Save**

**Next**

6. Indicate the Cross-Claim Defendant(s). Select Next

### Select Cross-Claim Defendant(s)

You have indicated you are filing a Cross-Claim.

Please select which party(s) you are filing this Cross-Claim against: \*

- TOST, LAILANI, Plaintiff
- GREEN, NANCY, S, Defendant
- Not Listed

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

**Previous**

**Save**

**Next**

7. Indicate the Cross-Claim Plaintiff(s). Select Next

## Select Cross-Claim Plaintiff(s)

You have indicated you are filing a Cross-Claim.

Please select which party(s) are filing this Cross-Claim: \*

- TOST, LAILANI, Plaintiff
- GREEN, NANCY, S, Defendant
- 

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

**Previous**

**Save**

**Next**

8. Continue preparing the formset and submit to the court.