

How to eServe Documents in AZTurboCourt

Electronic Service (eService) is an **option** that is only available when preparing a submission for an **existing case** (filer has a case number). Pursuant to [ACJA § 1-901](#), a flat fee of **\$3.80** will be charged when the eService option is used to electronically serve other case participants by email.

The eService option is available on the **eFile and eServe page**, which contains two screens: (1) Review and Prepare Your Documents, and (2) **Review and Prepare eService**. After uploading document(s) on the Review and Prepare Your Documents screen and selecting Next, the Review and Prepare eService page will appear.

There are four ways that an eService Recipient may be added: (1) [manually](#), (2) [by using the eService Address Book](#), or (3) [by using the Case eService List](#). No matter how an eService Recipient was added, if needed, an eService Recipient [may be removed](#).

The screenshot displays the 'Review and Prepare eService' interface. At the top, it shows case information: Form Set # 98098, Keyword/Matter #, Filing Type (General Civil), Customer Name (Elisabeth Attorney), and Case # S8015CV202200071. A 'Review and Prepare eService.' button is highlighted in green. Below this, a table for adding recipients is shown with columns for Recipient Name, Email, and Role/Comments. Three methods are highlighted with numbered boxes: 1. 'Add New Recipient Manually', 2. 'Look Up Recipient From eService Address Book', and 3. 'View/Synchronize With Case eService List'. A 'Remove' button is also highlighted with a box and the number 4. Below the table, there are fields for 'First Name' (Elisabeth) and 'Last Name' (Attorney). A 'Submit' button is at the bottom.

1. Manually Add an eService Recipient

- a. Enter recipient's **name** > Enter recipient's **email address** > *Optional: enter comments*

This close-up shows the table with three columns: Recipient Name, Email, and Role/Comments. The first row contains placeholder text: 'Enter Recipient's Name', 'Enter Recipient's Email Address', and 'Optional: Enter Comments'. Below the table, the 'Add New Recipient Manually' button is highlighted with a red box.

- b. *By default, only one eService Recipient row is provided for information to be manually entered*

- i. To add a new row, select **Add New Recipient Manually** > A new row will appear

This close-up shows the 'Add New Recipient Manually' button highlighted with a red box. A mouse cursor is shown clicking on the button.

2. Use the eService Address Book

Note: the name and email address must have been previously added to the user's address book by selecting **Address book** from the User Menu and selecting **Add eService Recipient**

- a. Select **Look Up Recipient From eService Address Book**

The screenshot shows the 'eService Recipient(s)' interface. It has a table with columns for 'Recipient Name' and 'Email'. Below the table are three buttons: 'Add New Recipient Manually', 'Look Up Recipient From eService Address Book' (highlighted with a red box and a mouse cursor), and 'View/Synchronize With Case eService List'.

- i. A pop-up window will appear, to search the user's address book > Enter a **Name** and/or **Email Address** > Select **Search**

The screenshot shows the 'Add Recipient From Address Book' pop-up window. It has two input fields: 'Name' and 'Email'. Below the fields are two buttons: 'Search' and 'Clear'.

- ii. Search results will appear below the search fields > Select the box to **add a checkmark** for the person to be served > Select **Add Selected**

The screenshot shows the 'Add Recipient From Address Book' pop-up window with search results. The 'Name' field contains 'attorney' and the 'Email' field is empty. Below the search fields are 'Search' and 'Clear' buttons. Below that are 'Add Selected' and 'Close' buttons. The search results table has columns for 'Name' and 'Email':

Name	Email
<input checked="" type="checkbox"/> Defendant Attorney	@gmail.com
<input type="checkbox"/> Test Attorney	@gmail.com

Below the table are 'Add Selected' and 'Close' buttons.

- iii. The pop-up window will close, and the name and email address are added as an eService Recipient

The screenshot shows the 'eService Recipient(s)' interface after the pop-up window has closed. The table now has three columns: 'Recipient Name', 'Email', and 'Role/Comments'. The 'Defendant Attorney' entry is added to the table, with its email address '@gmail.com' highlighted by a red box. Below the table are three buttons: 'Add New Recipient Manually', 'Look Up Recipient From eService Address Book', and 'View/Synchronize With Case eService List'.

3. Use the Case eService List

- a. When the user previously eFiled into the case and used eService, to select the email addresses that were added as eService Recipients for the user's most recent filing for the case, select **View/Synchronize With Case eService List** > A pop-up window will display a list of names/email addresses > Select **Add to My Form Set**

Current eService List for Case # S8015CV202200071

Add to My Form Set

Recipient Name	Email
Defendant Attorney	@gmail.com

Add to My Form Set

[Close Window](#)

- i. The pop-up window will close, and the names and email addresses are added as eService Recipients

eService Recipient(s)

Recipient Name	Email	Role/Comments
Defendant Attorney	@gmail.com	

Add New Recipient Manually
 Look Up Recipient From eService Address Book
 View/Synchronize With Case eService List

- b. If the user did NOT previously use eService for the case, a pop-up window will advise the user that an eService list does not exist

Current eService List for Case # S8015CV202200071

The eService list for this case does not exist yet. It will be created when at least one filing has been submitted to the court.

[Close Window](#)

- i. To add an eService Recipient, [manually add](#) the Recipient or use the [eService Address Book](#)

4. To remove an eService Recipient, select **Remove**

Note: any blank rows should be removed before continuing to prepare the submission

eService Recipient(s)

Recipient Name	Email	Role/Comments
Defendant Attorney	@gmail.com	

Add New Recipient Manually
 Look Up Recipient From eService Address Book
 View/Synchronize With Case eService List

5. To continue preparing the submission, select **Submit**

eService Recipient(s)

Recipient Name	Email	Role/Comments
Defendant Attorney	@gmail.com	

Add New Recipient Manually
 Look Up Recipient From eService Address Book
 View/Synchronize With Case eService List

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](#).