

eFileAZ

Retrieve Copies of Documents – Organization Administrators

An **organization administrator** may retrieve copies of documents from the submissions of any member of the organization. All unsealed and unrestricted documents within a case record may be retrieved through eFileAZ.

Approximately **15 to 30 minutes after a clerk accepts** an eFiled submission, copies of documents that were accepted and added to the court record will be available to be retrieved from eFileAZ. However, if a document was restricted or sealed by the clerk, a copy will not be available through eFileAZ, and a copy may be obtained by contacting the appropriate clerk's office.

For a new case submission, the available documents will include the summons issued by the clerk/court and copies of all documents that were uploaded and included in the new case submission.

For an existing case submission, if (1) some documents within the submission were accepted and (2) other documents were deficient and not accepted by the clerk, then only copies of the accepted documents will be available to be retrieved from eFileAZ.

For a submission that has a status of rejected, copies of the documents will NOT be available through eFileAZ.

1. Log in to eFileAZ: <https://efile.azcourts.gov>
2. **Hover over Filing Options** to access the drop-down menu > Select **Organization Filings**



- a. By default, the Search Results table will display the submissions of **all organization members** from the **past 7 days** > To locate additional or specific submissions, populate information in a **search field(s)** > Select the **Search button**

EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
183123	178956	Represented Plaintiff vs Ligitant Self-Represented	J0403CV2024000005	Filed	Globe Justice Court	01/10/2024 09:08:11 AM	01/10/2024 09:09:49 AM
183112	178949	First Plaintiff et al vs First Alleged Tortfeasor et al		Rejected	Globe Justice Court	01/09/2024 03:33:06 PM	01/10/2024 08:58:55 AM
183069	178925	LITIGANT SELF-REPRESENTED vs FIRST ALLEGED TORTFEASOR et al.	J0403CV2023000399	Pending Filing	Globe Justice Court	01/08/2024 05:51:28 PM	

- i. **EFM Submission ID:** this number is documented in the eFileAZ **Submission Delivered** and **Submission Processed** email notifications; this number is documented as the Filing # in the **eService Notification** email; and this number is NOT documented in the nCourt AZ e-Filing Receipt email
- ii. **EFSP Filing ID:** this number is documented in the eFileAZ **Submission Delivered** and **Submission Processed** email notifications and the nCourt **AZ e-Filing Receipt** email
- iii. **Court Case #:** this field will not search for partial case numbers, and the full case number must be entered (*e.g., J0403CV2024000004*)
 - A. This field CANNOT be used to search for a **NEW CASE submission** that has a status of Received, Validating Filing, Pending Filing, or Rejected because a case number is only assigned after a clerk accepts the submission and its status is updated to Filed
- iv. **Status:** this field provides a drop-down menu, and only **five statuses** are utilized
 - A. **Received:** eFileAZ received the submission and is preparing to check for errors
 - B. **Validating Filing:** eFileAZ is checking the submission for errors
 - C. **Pending Filing:** the submission was successfully transmitted to the court, and the submission is pending a clerk's review
 - D. **Rejected:** a clerk identified a deficiency within the submission
 - E. **Filed:** a clerk fully or partially accepted the submission; when a submission is partially accepted the clerk identified a deficiency within one or more documents
- v. **Court Level/Jurisdiction / Court Location / Precinct / General Case Category:** each field provides a drop-down menu to search for submissions sent to a particular court location; these fields **must be used in conjunction** with each other, starting with the Court Level/Jurisdiction field
- vi. **Submission Date From / Submission Date To:** these fields will search for submissions based on the date that a **submission was sent** to a court; by default, the date range is populated as the past 7 days
 - A. **To search for all submissions, delete the date** from both fields
 - B. **To search for a particular date range, enter any date range up to 90 days**
- vii. **Completion Date From / Completion Date To:** these fields will search for submissions based on the date that a **submission's status was updated to accepted or rejected**
- viii. **Case Title:** a partial case title may be searched by entering the name of the **first plaintiff listed in the case title**; it is recommended to search by the [Court Case #](#)
- ix. **Matter #:** when preparing a submission, if information was entered in the Your Reference Number field provided on the Case Information tab, this field may be used to search for a submission by the information that was entered in the Your Reference Number field

- x. **Filer:** this field is used to search for submissions prepared by or on behalf of a **particular organization member**
- A. **For submissions by a proxy,** the submission will be included when searching for the proxy or the user on whose behalf the submission was prepared
- b. Access to copies of documents, filed into a particular case, is only provided after **at least one submission** for the case has a **status of Filed** and the Case Title is displayed as a link (*the text color is blue*) > To access copies of documents, select the **Case Title**

EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
183123	178956	1 Represented Plaintiff vs Litigant Self-Represented	J0403CV2024000005	Filed	Globe Justice Court	01/10/2024 09:08:11 AM	01/10/2024 09:09:49 AM
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- i. **For a new case submission (submissions without a Court Case #),** access to documents is provided only after a clerk has accepted all documents included in the submission and a case number has been assigned
- ii. **For an existing case (submissions with a Court Case #),**
- A. The **first submission** will NOT provide access to any documents UNTIL a clerk has accepted some or all of the documents included in the submission, and the submission's status has been updated to Filed
- B. Any **additional submission** will always provide access to all existing unsealed and unrestricted case documents, but copies of the documents included in the submission will NOT be available UNTIL a clerk has accepted documents and the submission's status has been updated to Filed
- c. *The Case Information page will open* > Scroll down to the **Documents** section (*bottom of page*) > Select a **Document Title** > *The selected document will open a new tab/window*

Case Information - J0403CV2024000005		
Case Information		
Description	Data	
Court Level/Jurisdiction	Limited Jurisdiction Courts	
Court Location	Globe Justice Court	
Case #	J0403CV2024000005	
Documents		
#	Filing Date	Document Title
1	1/10/2024 9:08:51 AM	COMPLAINT
2	1/10/2024 9:08:51 AM	SUMMONS LITIGANT SELF-REPRESENTED SYSTEM GENERATED