

eFileAZ

Retrieve Copies of Documents – Individual Users

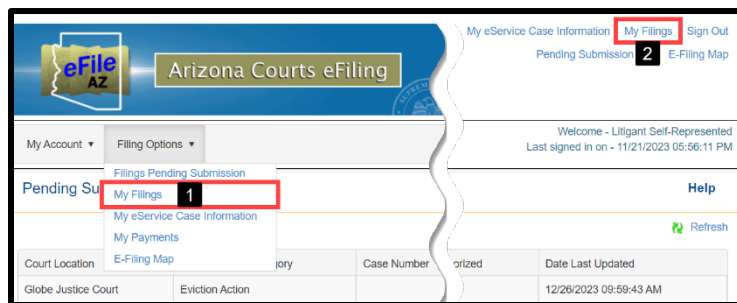
All unsealed and unrestricted documents within a case record may be retrieved through eFileAZ. Approximately **15 to 30 minutes after a clerk accepts** an eFiled submission, copies of documents that were accepted and added to the court record will be available to be retrieved from eFileAZ. However, if 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. Select **My Filings** from the (1) Filing Options drop-down menu *(to access the drop-down menu, hover over Filing Options)* **or** (2) select the link in the upper right corner of the page



- a. By default, the Search Results table will display submissions from the **past 7 days** > To locate additional 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
183127	178668	REPRESENTED PLAINTIFF vs LITIGANT SELF-REPRESENTED	J0403CV2024000005	Pending Filing	Globe Justice Court	01/10/2024 09:25:51 AM	
183126	178667	Litigant Self-Represented vs Alleged Tortfeasor		Pending Filing	Globe Justice Court	01/10/2024 09:17:52 AM	
183114	178661	Litigant Self-Represented vs Alleged Tortfeasor		Rejected	Globe Justice Court	01/09/2024 05:13:58 PM	01/10/2024 09:04:08 AM
183113	178660	Litigant Self-Represented vs Alleged Debtor	J0403CV2024000004	Filed	Globe Justice Court	01/09/2024 04:42:12 PM	01/09/2024 04:44:10 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

- 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
183129	178959	LITIGANT SELF-REPRESENTED vs ALLEGED DEBTOR	J0403CV2024000004	Pending Filing	Globe Justice Court	01/10/2024 10:29:25 AM	
183127	178958	REPRESENTED PLAINTIFF vs LITIGANT SELF-REPRESENTED	J0403CV2024000005	Pending Filing	Globe Justice Court	01/10/2024 09:25:51 AM	
183126	178957	Litigant Self-Represented vs Alleged Tortfeasor		Pending Filing	Globe Justice Court	01/10/2024 09:17:52 AM	
183114	178951	Litigant Self-Represented vs Alleged Tortfeasor		Rejected	Globe Justice Court	01/09/2024 05:13:58 PM	01/10/2024 09:04:08 AM
183113	178950	Litigant Self-Represented vs Alleged Debtor	J0403CV2024000004	Filed	Globe Justice Court	01/09/2024 04:42:12 PM	01/09/2024 04:44:10 PM

- 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 #*),
- 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
 - 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*

Description	Data
Court Level/Jurisdiction	Limited Jurisdiction Courts
Court Location	Globe Justice Court
Case #	J0403CV2024000004

#	Filing Date	Document Title
1	1/9/2024 4:43:02 PM	EXHIBITS TO COMPLAINT
2	1/9/2024 4:43:02 PM	SUMMONS ALLEGED DEBTOR SYSTEM GENERATED
3	1/9/2024 4:43:01 PM	COMPLAINT