

eFileAZ – Quick Reference

Existing Case – Add a Party on the Case Participants tab

When preparing a submission for an existing case and the **documents being filed with the court indicate that a new party is being added** to the case (*e.g., Intervenor, Third-Party Defendant, Additional Plaintiff, Additional Defendant*), the new party's information must be added to the Case Participants tab. If the case type (*e.g., small claims*) does not allow a party to be added, then the capability to add a new party will NOT be provided.

On the Case Participants tab, a new party will be added to the plaintiff's side or the defendant's side, and the new party may be an individual person or a business entity.

1. Select the **appropriate Add New Party link**

The screenshot shows the 'Case Participants' tab in the eFileAZ system. The navigation bar includes 'Filer', 'Case Information', 'Case Participants' (highlighted), 'Documents', 'ServiceList', 'Fees and Payments', and 'Review and Submit'. A red instruction reads: 'Please click the applicable checkbox(s) of the Attorney-Party Team associated with your submission.' Below this, there are two sections: 'Side 1 Plaintiff(s)' and 'Side 2 Defendant(s)'. Each section has a table with columns for 'Party(s) I am filing on behalf of' and 'Represented By'. In the 'Side 1 Plaintiff(s)' section, the 'Add New Party' link is highlighted with a blue box. In the 'Side 2 Defendant(s)' section, the 'Add New Party' link is also highlighted with a blue box. At the bottom right, there are 'Back' and 'Next' buttons.

Side 1 Plaintiff(s)		
	Party(s) I am filing on behalf of	Represented By
<input type="checkbox"/>	Attorney-Party Team	
<input type="checkbox"/>	LITIGANT SELF REPRESENTED	
Add New Party		
Side 2 Defendant(s)		
	Party(s) I am filing on behalf of	Represented By
<input type="checkbox"/>	Attorney-Party Team	
<input type="checkbox"/>	FIRST ALLEGED TORTFEASOR	
<input type="checkbox"/>	Attorney-Party Team	
<input type="checkbox"/>	SECOND ALLEGED TORTFEASOR	Defense Attorney Bar # 977784 AZ
Add New Party		

2. The Add Case Participant pop-up window will open

- a. If the new party is an **individual person**, use the following steps:

- i. From the **Party Role** drop-down menu (*click anywhere within the field to access the drop-down menu*), select **one appropriate Party Role**
 - A. The available roles depend on whether the party is being added to the plaintiff's side of the case or the defendant's side of the case
- ii. The **Type** field will be automatically populated as **Person**
- iii. Enter the new party's **Name**
Note: do NOT enter a special character (e.g., ' - / & + () ")
- iv. Enter the new party's **Address**
- v. Select the **Save** button > *The pop-up window will close, and the new party's name and address will be displayed within the list of case participants for the side that the party was added to*

Side 2 Defendant(s)		
	Party(s) I am filing on behalf of	Represented By
<input type="checkbox"/>	Attorney-Party Team	
<input type="checkbox"/>	FIRST ALLEGED TORTFEASOR	
<input type="checkbox"/>	Attorney-Party Team	
<input type="checkbox"/>	SECOND ALLEGED TORTFEASOR	Defense Attorney Bar # 977784 AZ
<input type="checkbox"/>	Attorney-Party Team	
<input type="checkbox"/>	Third Alleged Tortfeasor 1501 Additional Party Road Phoenix AZ 85007 US	
Add New Party		

- b. If the new party is a **business entity**, use the following steps:

- i. From the **Party Role** drop-down menu (*click anywhere within the field to access the drop-down menu*), select **one appropriate Party Role**
 - A. The available roles depend on whether the party is being added to the plaintiff's side of the case or the defendant's side of the case
- ii. The **Type** field will be automatically populated as **Person** > Select **Organization**
- iii. In the **Organization Name** field, enter the **business entity's legal name**
Note: do NOT enter a special character (e.g., ' - / & + () " ")
 - A. **If the business entity regularly operates under another name**, from the **Alias Type** drop-down menu, select the **appropriate option** > In the **Alias free-text field**, enter the **alternate business name**
- iv. From the **Type** drop-down menu, select the **appropriate type of legal business organization**
- v. Enter the **business's Address**
- vi. Select the **Save button** > *The pop-up window will close, and the new party's name and address will be displayed within the list of case participants for the side that the party was added to*

Side 2 Defendant(s)		
	Party(s) I am filing on behalf of	Represented By
<input type="checkbox"/>	Attorney-Party Team	
<input type="checkbox"/>	FIRST ALLEGED TORTFEASOR	
<input type="checkbox"/>	Attorney-Party Team	
<input type="checkbox"/>	SECOND ALLEGED TORTFEASOR	Defense Attorney Bar # 977784 AZ
<input type="checkbox"/>	Attorney-Party Team	
<input type="checkbox"/>	Alleged Tortfeasor Business 1501 Additional Party Road Phoenix AZ 85007 US	

Add New Party