

## eFileAZ

### Existing Cases – Electronic Service

Electronic Service (eService) is an **option** that is only available when preparing a submission for an existing case. When the eService option is used, an **eService application fee** will be assessed, and the selected case participants will receive an email notification that provides access to copies of the documents that were included in the submission. **For procedural information about the requirements for the service of documents after a complaint/petition has been filed with a court, see [ACJA § 1-901](#) and the [Arizona Court Rules](#).**

The eService option is provided on the **Service List tab**, which also contains multiple tabs: (1) [Electronic Service Recipients](#), (2) [My Added Attorney/Interested Parties](#), and (3) [My E-service Email Addresses for this Case](#).



#### 1. Electronic Service Recipients Tab

- a. This tab is selected by default and will display the name and email address of any user that (for the particular case) (1) eFiled a submission that was accepted by the clerk and/or (2) was added as an eService recipient on the My Added Attorney/Interested Parties tab
  - i. Select the **checkbox** for each person to receive a copy of the documents included in the submission

Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type
<input checked="" type="checkbox"/>	Defense Attorney AZ977784	Active	Unaffiliated Users Attorney		@courts.az.gov	Primary
<input type="checkbox"/>	Elisabeth Lawyer AZ977786	Active	Elisabeths Law Office Attorney		@courts.az.gov	Primary
<input type="checkbox"/>	Elisabeth Paralegal	Active	Elisabeths Law Office Law Firm Staff		@courts.az.gov	Primary

- A. **Do NOT only select yourself or the attorney that the submission is being prepared on behalf of**, or the non-refundable eService Application Fee will be paid to send copies to yourselves
- ii. **To add a name and email address to the list of Electronic Service Recipients, [use the My Added Attorney/Interested Parties tab](#)**

## 2. My Added Attorney / Interested Parties Tab

- a. When a name/email address to receive copies of documents is not displayed on the Electronic Service Recipients tab, the My Added Attorney/Interested parties tab may be used to **add a name/role/email address to the Electronic Service Recipients tab**



- i. To add a name/role/email that was previously saved as an E-service Favorite, select **Add from E-Service Favorites**
- A. The Add from E-service Favorites pop-up window will open and display a list of names/roles/email addresses > Verify that the **existing Case Role is appropriate for the current case** (if the role is not appropriate for the current case, then the name/email should be added with the appropriate role, [see step 2\(a\)\(iii\)](#)) > Select the **appropriate checkbox** for the name/email to receive a copy of the documents included in the submission > Select the **Add Selected button**



- ii. To add a new name/role/email, select **Add Other Attorney/Interested Party**

- A. The Other Attorneys/Interested Party pop-up window will open > Enter a **Name** (include both the First and Last Name) > Enter the **Primary Email Address** > Select a **Case Role** from the drop-down menu > **Optional:** Select the checkbox for Add to E-service Favorites > Select the **Save button**



