

How to Select Case Participants when Filing a Counter Claim, Cross Claim, or Third-Party Complaint

1. If a Counter Claim, Cross Claim or Third-Party Complaint is selected on the Document tab, a new section at the bottom of the screen will appear asking you to 'Select Target Case Participants'.

The screenshot shows the 'Lead Document at the end' interface. At the top, there are fields for 'Document #:' (New Document), 'Filing Fee:' (\$0.00), and a 'Clear' button. Below these are search and filter options: 'Search:' (with a placeholder 'Enter Search criteria and tab or hit enter to filter the list'), 'Document Category:' (set to 'Answer'), and 'Document Type:' (with a dropdown arrow). A table of document types is displayed below, with 'And Counterclaim' selected and highlighted by a red box. The table includes options for 'Amended Answer', 'Answer And 3rd Party Complaint', 'And Cross Claim', 'Of Garnishee', 'Answer', and 'To 3rd Party Complaint'. Below the table is a 'Document Title:' field and a '# Pages:' field. At the bottom, a red box highlights the 'Select Target Case Participant(s)' section, which lists 'Owen Equities, LLC, Plaintiff', 'ROBERT [REDACTED], Defendant', and 'GERLINA [REDACTED], Defendant'.

2. Enter the name of the document in the 'Document Title' box.

This screenshot is a zoomed-in view of the 'Document Title' field. The 'And Counterclaim' option is still selected. The 'Document Title:' label is highlighted with a red box, and the text 'ANSWER AND COUNTERCLAIM |' is entered into the adjacent text box.

3. Select the party you are filing the Counter Claim, Cross Claim or Third-Party Complaint** against.

* Document Title:

Pages:

Select Target Case Participant(s) Owen Equities, LLC, Plaintiff

ROBERT [REDACTED] Defendant

GERLINA [REDACTED] Defendant

MARLYN [REDACTED] Defendant

Nicole [REDACTED] Defendant

Michael [REDACTED] Defendant

If the party does not appear on this screen, return to the Case Participant tab and click the "Add New Party(s)" link to add a party.

* Upload:

4. The DOCUMENTS tab will show the chosen "Target Case Participants".

#	Document	Document Type	Target Case Participant
1	Remove	ANSWER AND THIRD PARTY COMPLAINT	Jane Doe

5. Click 'Browse' to upload a document from the user's computer. Click 'Save'.

Answer

Amended Answer And Counterclaim

Answer And 3rd Party Complaint Answer To Cross Claim

* Document Title:

Select Target Case Participant(s) John Doe Third Party, 3rd Party Defendant

If the party does not appear on this screen, return to the Case Participant tab and click the "Add New Party(s)" link to add a party.

* Upload:

6. eFileAZ will generate a summons for each Target Case Participant when choosing either Answer and Third-Party Complaint or Third-Party Complaint.

7. If you are submitting a document other than a Third-Party Complaint and the Party does not appear on this screen, please contact the Clerk of Court to request the party be added to the case record. Please allow 1 hour after contacting the Clerk of Court before re-trying your submission.

**If you are submitting a Third-Party Complaint and the Third-Party Defendant does not appear on this screen, return to the Case Participant tab and click the 'Add New Party' link. Select Third-Party Defendant from the 'Party Role' drop-down and enter the party's information.

Return to the Documents Tab, choose 'Answer and Third-Party Complaint', and the newly added Third-Party Defendant will appear as a Target Case Participant. Follow steps 4-7 listed above to complete the process.

Answer

Answer And 3rd Party Complaint

1

* Document Title:

Pages:

Select Target Case Participant(s)

Owen Equities, LLC, Plaintiff

ROBERT [REDACTED], Defendant

GERLINA [REDACTED], Defendant

MARILYN [REDACTED], Defendant

Nicole [REDACTED], Defendant

Michael [REDACTED], Defendant

Jane Doe, 3rd Party Defendant

If you have questions, please contact the AOC Support Center at 602-452-3519 or 800-720-7743 or visit <https://azcourts.gov/efilinginformation>