

How to eFile into an Existing Case

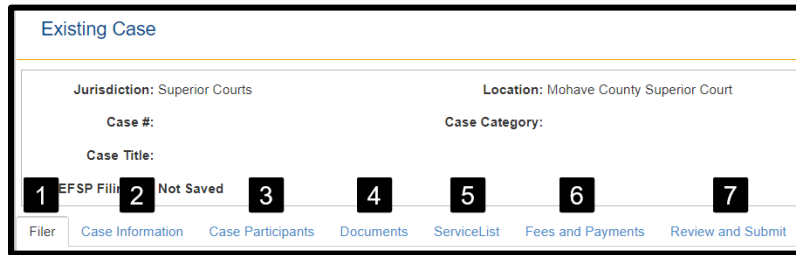
1. Log in to eFileAZ: <https://efile.azcourts.gov>
2. The E-Filing Map will be displayed by default, UNLESS the user has any pending submissions
 - a. **If the user has a pending submission, the Pending Submission folder will be displayed by default**
 - i. To access the eFiling Map, select the **E-Filing Map hyperlink** in the upper right corner of the page **or** select **E-Filing Map** from the **Filing Options** drop-down menu



3. Select the **level of court** and **the court location** from the drop-down menus > Select **I have a case number in the court I selected and would like to file into this case** > Select the **File Now** button

The screenshot shows the 'E-Filing Map' interface. On the left, there are two dropdown menus: 'Select the Level of court' with 'Superior Court' selected, and 'Select the court' with 'Mohave County Superior Court' selected. Below these are two radio buttons: 'I would like to file a new case in my selected court' (unselected) and 'I have a case number in the court I selected and would like to file into this case' (selected, highlighted with a red box). At the bottom left, there is a blue 'File Now' button (highlighted with a red box and a hand cursor). On the right, there is a map of Arizona with counties labeled: Mohave, Kingman, Coconino, Flagstaff, Yavapai, Prescott, and Parker.

4. A user will typically navigate through **seven tabs**: (1) [Filer](#); (2) [Case Information](#); (3) [Case Participants](#); (4) [Documents](#); (5) [Service List](#); (6) [Fees and Payments](#); and (7) [Review and Submit](#)



- The title of the **currently selected tab** will appear in **black text**
Note: in the screenshot above, the selected tab is **Filer**
- All fields marked with a red asterisk (*) are **required**
- To **navigate between tabs**, always use the **Next button** at the bottom of the screen
 - Do **NOT** navigate between tabs by (1) selecting a **tab header**, (2) selecting the **Back button** at the bottom of the screen, **or** (3) using the **web browser's back/forward buttons**
 - These actions may cause data problems within the submission, which can ultimately result in the submission failing to be delivered to the court
 - If **any update on a previous tab** is needed, **continue moving forward** with the submission until the **opportunity to revise** is provided on the **Review and Submit** tab

5. Filer Tab

- The **Submitting on Behalf of** field is automatically populated with the name of the user that is logged in and creating/filing the submission
 - When filing on someone else's behalf, **select a name** from the drop-down menu
Note: additional names will appear in the drop-down menu only when **other users have updated their account profiles to add the user creating/filing the submission as a proxy**

- b. The **Submitted by** fields are automatically populated with the information that exists in the User Details of the account profile for the user that is logged in and creating/filing the submission
- To update any information, hover over **My Account** > Select **My Profile** > the **User Details** tab will display by default > **Apply changes** > Select the **Update button**
- c. Select the **Next button** > **Case Information** tab will open

6. Case Information Tab

The screenshot shows the 'Case Information' tab with the following fields and options:

- A** Court Level/Jurisdiction: Superior Courts (dropdown)
- A** Court Location: Mohave County Superior Court (dropdown)
- B** Case #: S8015DO202100307 (text input)
- B** Search: (button)
- B** Case # Format: S8015[CT][YEAR][SEQUENCE]. Example S8015CV200200106
- B** General Case Category: Domestic Relations/Family (dropdown)
- B** Case Category: Dissolution with Children (dropdown)
- B** Case Sub-Category: Dissolution with Children (dropdown)
- B** Case Title: In Re the Marriage of: PARENT PETITIONER PETITIONER and PARENT RESPONDENT RESPONDENT (text input)
- C** Is this the first time you have filed anything in this case? (radio buttons: Yes, No, N/A)
- D** Is this filing a Motion, Request, or Petition asking the court to enforce or modify a final order in your case or to reopen a case which has already been adjudicated? (radio buttons: Yes, No, N/A)
- E** Please indicate if you are appearing in this case as one of the following types. (checkboxes: Child's Best Interest Attorney, Court Appointed Mediator, Medical Professional, Court Advisor, Court Appointed Other, Special Master, Court Appointed Investigator, Guardian Ad Litem)
- F** Are you appearing as Pro Hac Vice attorney in this case? (radio buttons: Yes, No)
- G** Emergency Filing: (radio buttons: Yes, No)
- H** Your Reference Number (Optional): (text input)

Buttons: A red 'Back' button and a blue 'Next' button are located at the bottom of the form.

- a. The **Court Level/Jurisdiction** field and the **Court Location** field are **automatically populated** with the information that was previously selected on the E-Filing Map
- The **Court Level/Jurisdiction** **CANNOT be modified/corrected**, and the user must return to the E-Filing Map to select the correct level/jurisdiction, which will create a new submission
 - The **Court Location** **may be modified/corrected** by selecting a different location from the drop-down menu

This close-up shows the following fields:

- A** Court Level/Jurisdiction: Superior Courts (dropdown)
- A** Court Location: Mohave County Superior Court (dropdown)

- b. In the **Case #** field, enter the **full case number** > Select **Search**

Note: if two or more cases were consolidated under one case number, ensure the correct/active case number is being entered (this will be the PARENT case number)

- i. If the case number is **valid**, the fields for **General Case Category**, **Case Category**, **Case Sub-Category**, and **Case Title** are **automatically populated** with information from the court's record and **CANNOT** be modified

- ii. If the case number **CANNOT** be validated, an error message will appear in a pop-up window > Contact **AOC Support** for assistance (602-452-3519 or pasupport@courts.az.gov)

- c. "Is this the first time you have filed anything in this case?" field

- i. **No** is selected by default
- ii. Select **Yes** to be prompted to pay the required **subsequent case filing fee** (see [ARS 12-284](#)), which will also include any additional fees required by statute or county resolution
Note: filing fees may vary between counties and case types; contact the local clerk's office for additional information about the fee schedule within a particular county
- iii. **TIP:** If a party hires an **attorney** after the party paid the initial/subsequent case filing fee, when the attorney files a **Notice of Appearance**, the attorney should select **NO**
- iv. **TIP:** If this question is improperly answered, the court MAY reject the filing

- d. “Is this filing a Motion, Request, or Petition asking the court to enforce or modify a final order in your case or to reopen a case which has already been adjudicated?” field

<p>* Is this filing a Motion, Request, or Petition asking the court to enforce or modify a final order in your case or to reopen a case which has already been adjudicated?</p>	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A
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- i. This question appears *only for the Domestic Relations/Family and Probate case categories*
 - ii. **No** is selected by default
 - iii. Select **Yes** to be prompted to pay the required subsequent case filing fee (such as a post-adjudication petition in domestic relations cases or post-judgment activities in probate cases, see [ARS 12-284](#)), which will also include any additional fees required by statute or county resolution
Note: filing fees may vary between counties; contact the local clerk’s office for additional information about the fee schedule within a particular county
- e. “Please indicate if you are appearing in this case as one of the following types” field

Please indicate if you are appearing in this case as one of the following types.	<input type="checkbox"/> Child’s Best Interest Attorney	<input type="checkbox"/> Court Advisor	<input type="checkbox"/> Court Appointed Investigator
	<input type="checkbox"/> Court Appointed Mediator	<input type="checkbox"/> Court Appointed Other	<input type="checkbox"/> Guardian Ad Litem
	<input type="checkbox"/> Medical Professional	<input type="checkbox"/> Special Master	

- i. This is **NOT** a required field
 - ii. Select an option **only when a role applies to the filer**
 - iii. The available **options will vary** depending on the particular case category
 - iv. These special role types are NOT associated with a specific party and do NOT pay any fees
 - A. When an option is selected, the *Case Participants tab* and the *Fees and Payments tab* will disappear
- f. “Are you appearing as Pro Hac Vice attorney in this case?” field

<p>* Are you appearing as Pro Hac Vice attorney in this case?</p>	<input type="radio"/> Yes <input checked="" type="radio"/> No
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- i. **No** is selected by default
- ii. Select **Yes** only when the filing attorney has been authorized to practice Pro Hac Vice (See [Sup. Ct. Rule 39 \(a\)](#))

g. **Emergency Filing** field

* **Emergency Filing:** Yes No

- i. *No is selected by default*
- ii. Select **Yes** to indicate that the submission includes an **emergency motion**

h. **Your Reference Number** field

Your Reference Number (Optional):

- i. *This is NOT a required field*
 - ii. *This field is intended for attorneys to track client matter numbers*
 - iii. *Any information entered in this field will be maintained only within eFileAZ, and it will NOT appear on any documents*
- i. Select the **Next button** > *Case Participants tab will open*

7. **Case Participants Tab**

File Case Information **Case Participants** Documents ServiceList Fees and Payments Review and Submit

Please click the applicable checkbox(s) of the Attorney-Party Team associated with your submission.

Side 1 Petitioner(s)

	Party(s) I am filing on behalf of	Represented By
<input type="checkbox"/>	Attorney-Party Team	
<input checked="" type="checkbox"/>	PARENT PETITIONER	Elisabeth Attorney Bar # 977799 AZ

[Add New Party](#)

Side 2 Respondent(s)

	Party(s) I am filing on behalf of	Represented By
<input type="checkbox"/>	Attorney-Party Team	
<input checked="" type="checkbox"/>	PARENT RESPONDENT	Elisabeth Firmattorney 1501 W. Washington St. Phoenix AZ 85007 US Bar # 977786 AZ

[Add New Party](#)

- a. If filing into **Maricopa County**, or if filing as a **Special Role in ANY County** (as previously indicated on the [Case Information tab](#)), **this tab is NOT used**, [skip to the Documents tab](#)
- b. The **Attorney-Party Team** fields are **automatically populated** with information from the court's record and **CANNOT** be modified

- i. If any of the **automatically populated information is incorrect**, view the information that appears above the tabs to **verify that the correct case number was entered** > Contact **AOC Support** for assistance (602-452-3519 or pasupport@courts.az.gov)
- ii. If a **new party needs to be added** to the case, select the **Add New Party link for the appropriate Side** > A *pop-up window will open* > Select the **Party Role** from the drop-down menu > Select the party's **Type** > Enter the Party's **Name** > Enter any other known information > Select **Save**

	Party(s) I am filing on behalf of
<input type="checkbox"/> Attorney-Party Team	
<input type="checkbox"/>	PARENT RESPONDENT
Add New Party	

- c. Select the **box(es) next to the party name(s)**, to identify the party that is submitting the filing


	Party(s) I am filing on behalf of	Represented By
<input type="checkbox"/> Attorney-Party Team		
<input checked="" type="checkbox"/>	PARENT RESPONDENT	Elisabeth Firmattorney 1501 W. Washington St. Phoenix AZ 85007 US Bar # 977786 AZ

- i. **When the filer is an attorney** (i.e., on the [Filer tab](#), the submitting on behalf of field has been populated with a user account for an attorney), the **attorney's name and contact information will appear in the Represented By column**
 - A. **When a user is filing on behalf of an attorney** (as a proxy), **ensure that the attorney's information is being populated in the Represented By column** because it will be added to the court's official record (if the information is not already in the court's record)
- ii. Names of any **Juvenile/Minor Parties will NOT be listed** on the Case Participants tab
 - A. When there is an **Attorney of Record for a Juvenile/Minor Party**, the **Attorney's Name** will display in the **Party(s) I am filing on behalf of column**
 1. If the **attorney's name is NOT appearing**, contact **AOC Support** for assistance (602-452-3519 or pasupport@courts.az.gov)
 2. The **FIRST time an attorney submits a filing** on behalf of a Juvenile/Minor Party, the submission will NOT be eligible for e-filing, and the attorney **must submit the filing at the clerk's office**
 - a. **Exception:** When the **court appointed an attorney** to represent a Juvenile/Minor party, then the submission should be **eligible for e-filing**
- d. Select the **Next button** > *Documents tab will open*

8. Documents Tab

Uploaded Documents

#	Document	Document Type	Target Case Participant	Filing Fee	Application Fee	Pages	File	Size (MB)
	Add Lead Document							
Total				\$0.00	\$0.00	0		0.0000




- a. At least one [Lead Document](#) **MUST be added**, and any [Connected Documents](#) should be attached to the Lead Document
 - i. **Lead documents** are documents that will **require a file stamp**
 - ii. **Connected documents** are documents that will NOT require a file stamp
 - iii. **Examples:** (1) an Answer or Response would be a lead document, and any Exhibits/Attachments would be connected documents; (2) a Motion to Continue would be a lead document, and any Proposed Order would be a connected document
- b. **Limitations to document/file formats and sizes**
 - i. **Accepted File Formats**
 - A. **Lead** Documents MUST be: **.pdf, .docx, or .odt**
 - B. **Connected** Documents MUST be: **.docx or .odt**
 - C. **Tip:** when a **File Name** includes a **comma, apostrophe, or other special characters**, *the submission MAY FAIL to successfully transmit to the court*
 - ii. **File Size Limitations**
 - A. **Each individual document** must NOT be larger than **9.5 MB**
 - B. **Entire submission** (total file size of all documents) should NOT be larger than **100 MB**
Note: when the entire submission **exceeds 80 MB, the submission MAY FAIL to successfully transmit to the court**
 - C. **Tip:** To **reduce the file size of scanned documents**, update **scanner settings**, so the maximum resolution is **300 dpi** and/or use a [pdf compressor tool](#)

- c. Select the **Add Lead Document** link > A pop-up window will open

#	Document	Document Type
	Add Lead Document	
Total		

Lead Document Document at the end- Case Number
X

Document #: New Document Clear

Search: Document Category:

1 Response

Response

◀ 1 ▶

1 - 1 of 1 items

2 * Document Title:

3 # Pages:

4 * Upload: No file chosen

- i. Select a **Document Type** by selecting the **box** next to the appropriate document type
Note: the available options will depend on the particular case type

Response

Response

◀ 1 ▶

A. Search/filter the available document categories/types

The screenshot shows a web form titled "Lead Document Document at the end- Case Number". At the top, there are fields for "Document #:" (New Document) and "Filing Fee:" (\$0.00) with a "Clear" button. Below this is a search section with a "Search:" field containing the placeholder text "Enter Search criteria and tab or hit enter" (marked with a red box and the number 1), a "Document Category:" dropdown menu (marked with a red box and the number 2), and a "Document Type:" dropdown menu. The main body of the form is a list of document categories, including "Acceptance" and "Affidavit", each with a checkbox. Below the list is a pagination bar (marked with a red box and the number 3) showing "1 - 8 of 24 items" and navigation arrows. At the bottom, there is a "Document Title:" field, a "# Pages:" field, and an "Upload:" section with a "Choose File" button and the text "No file chosen". "Save" and "Cancel" buttons are located at the bottom right.

1. **Search** free text field (*most efficient*)

- Enter a full/partial **word** for the category/type of document being submitted (e.g., Response, Motion, Notice, etc.) > Press the **enter key** on the keyboard > *document categories/types will appear when available options match the entered text*

2. **Document Category** drop-down menu

- Select a Document Category from the drop-down menu > *All Document Types available within the category will appear*

3. **Page** navigation with numbers/arrows

- Select a **page number** or **an arrow** to navigate through the pages of available Document Categories/Types

ii. **Document Title field: TYPE in a title**, which should match the document's caption/title

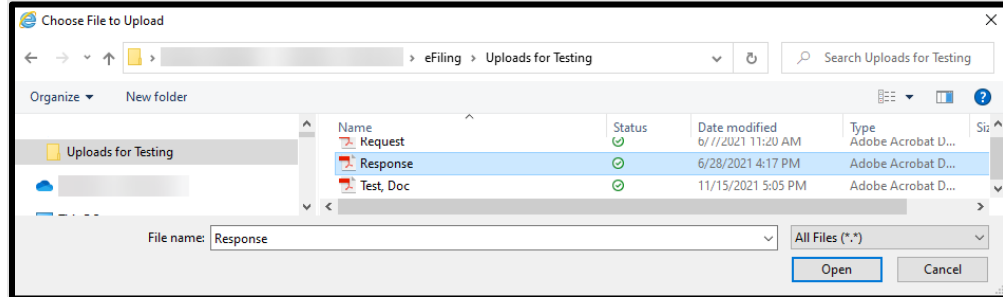
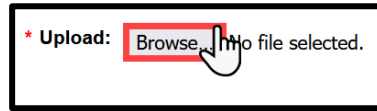
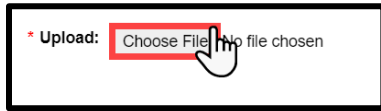
The screenshot shows a close-up of the "Document Title:" field. The text "Response" is entered into the input box. The field is enclosed in a black rectangular border.

- Do NOT copy and paste text** into this field because **it may cause the submission to FAIL** to be successfully transmitted to the court
- Do NOT use any special characters** (e.g., ', & # \$! % *) in this field because **it may cause the submission to FAIL** to be successfully transmitted to the court

iii. **# Pages field: LEAVE BLANK**

The screenshot shows a close-up of the "# Pages:" field. A red prohibition sign (a circle with a diagonal slash) is overlaid on the input box, indicating that the field should be left blank. The field is enclosed in a black rectangular border.

- iv. **Upload field:** Select the **Choose File** button (depending on the web browser, it may be a **Browse** button) > File explorer will open in a pop-up window > Select a **file** (.pdf, .docx, or .odt) > Select **Open** > File explorer pop-up window will close



- v. **Additional fields to be completed based on the document category or county**

A. **Service Document Category**

- 1. **Select All parties identified in the document who were served field:** select the **Party** that was served, **and/or** if the person's name is not listed, select **Party Not Listed**

Note: this step is excluded for some service document types

2. **Local Time Zone Service Information field:** select **Enter Date** > Select the **Calendar icon** to select the date that service occurred > *The **Time Zone** will default to Arizona and, if needed, may be updated* > Select the **Clock icon** to select the time that service occurred

Note: this step is excluded for some service document types, and some service document types exclude only the Time of Service field

- B. **PIMA COUNTY ONLY:** This screen includes a **Judge Action Indicator** field > Select **Yes** or **No** **Note:** select Yes to indicate that judicial review/action is needed after the filing is accepted

- vi. Select **Save** > Pop-up window will close, and document will be added to documents tab

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
1	Remove	Response	\$0.00	\$6.50	0	C:\fakepath\Response.pdf	0.1763

- vii. **Add additional Lead Documents** by selecting the **Add Lead Document link**

#	Document	Document Type	Target	File	Size (MB)
	Insert Lead Document				
1	Remove	Response		C:\fakepath\Response.pdf	0.1763
	Add Connected Document				
	Insert Lead Document				
	Add Lead Document				
Total					0.1763

- A. **MARICOPA COUNTY ONLY:** This function will NOT be available, and **ONLY ONE LEAD** Document will be allowed per a submission
- d. To **add Connected Document(s)** to a Lead Document, select the **Add Connected Document link** > A pop-up window will open

#	Document	Document Type	Target	File	Size (MB)
	Insert Lead Document				
1	Remove	Response		C:\fakepath\Response.pdf	0.1763
	Add Connected Document				
	Insert Lead Document				
	Add Lead Document				
Total					0.1763

- i. Select a **Document Type** by selecting the **box** next to the appropriate document type
Note: the available options may vary between case types and counties
- ii. **Document Title field:** **TYPE in a title**, which should match the document's caption/title
Note: **do NOT copy and paste text** into this field **and do NOT use special characters** because these actions may cause the submission to **FAIL** to be successfully transmitted to the court
- iii. **# Pages field:** **LEAVE BLANK**
- iv. **Upload field:** Select the **Choose File button** (depending on the web browser, it may be a **Browse button**) > File explorer will open in a pop-up window > Select a **file (.docx or .odt)** > Select **Open** > File explorer pop-up window will close
- v. Select **Save** > Pop-up window will close, and document will be added to documents tab
- vi. **To add additional Connected Document(s)**, select the **Add Connected Document link**

#	Document	Document Type	Size (MB)
	Insert Lead Document		
1	LEAD Remove	Response	0.1763
	Connected Remove	Exhibits 1-10	0.1766
	Connected Remove	Exhibits 11-20	0.1766
	Add Connected Document		
	Insert Lead Document		

- e. Documents may be **previewed**, **updated**, or **removed** before the filing is submitted to the court
 - i. **To preview** a document, select the **hyperlink in the File column** > *New tab/window will open*

#	Document	Document Type	Pages	File	Size (MB)
	Insert Lead Document				
1	Remove	Response	0	C:\...eFiling\Uploads for Testing\Response.pdf	0.1763
	Remove	Exhibits 1-10	0	C:\...eFiling\Uploads for Testing\Exhibit.pdf	0.1766
	Remove	Exhibits 11-20	0	C:\...eFiling\Uploads for Testing\Exhibit.pdf	0.1766

- ii. **To edit** a document, select the **hyperlink in the Document Type column** > *A pop-up window will open > The document category/type, document title, and uploaded file may be modified*

#	Document	Document Type	Pages	File	Size (MB)
	Insert Lead Document				
1	Remove	Response	0	C:\...eFiling\Uploads for Testing\Response.pdf	0.1763
	Remove	Exhibits 1-10	0	C:\...eFiling\Uploads for Testing\Exhibit.pdf	0.1766
	Remove	Exhibits 11-20	0	C:\...eFiling\Uploads for Testing\Exhibit.pdf	0.1766

- A. **Tip:** To **update the selected category/document type**, select the **clear button** in the upper right corner of the pop-up window

- iii. **To remove** a document, select the **remove hyperlink** > *A pop-up message will appear > Select **OK** to confirm removal of the document > The document is removed from the list*
Note: removing a lead document will also remove any connected documents

#	Document	Document Type	Pages	File	Size (MB)
	Insert Lead Document				
1	LEAD Remove	Response	0	C:\...eFiling\Uploads for Testing\Response.pdf	0.1763
	Connected Remove	Exhibits 1-10	0	C:\...eFiling\Uploads for Testing\Exhibit.pdf	0.1766
	Connected Remove	Exhibits 11-20	0	C:\...eFiling\Uploads for Testing\Exhibit.pdf	0.1766

- f. **When the Document Type for a Lead Document requires payment of a Filing Fee**, within the row for the lead document, the cost of the filing fee will appear, as well as the standard cost of the application fee

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead Document						
1	Remove	Motion to Intervene	\$303.00	\$6.50	0	C:\...eFiling\Uploads for Testing\Motion.pdf	0.1752

- i. **Exception:** The **first appearance filing fee** does NOT appear on this tab, but it will appear as its own row on the [Fees and Payments tab](#); only the Application Fee will appear on this tab

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead Document						
1	Remove	Response	\$0.00	\$6.50	0	C:\Testing	0.1763
	Remove	Exhibits 1-10	\$0.00	\$0.00	0	C:\Testing	0.1766

g. **System Generated Documents**

- i. **MARICOPA COUNTY ONLY:** this section will NOT appear
- ii. Filed/Issued stamps will NOT be available on these documents until the clerk has accepted/FILED the submission
- iii. Only **two types of documents** may be available: Subpoena and Summons

A. **Subpoena**

#	Document Type	Filing Fee	Application Fee	File
	Add Subpoena			
Total		\$0.00	\$0.00	

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- Select **Add Subpoena** > A pop-up window will open
 - Enter the **Name of the Person/Business** being subpoenaed
 - Select the box(es) to add a checkmark for the **purpose of Subpoena** (multiple purposes may be selected) > The corresponding fields will open for editing > Complete **all fields**

<input type="checkbox"/>	For Attendance of Witnesses at Hearing or Trial	<input type="checkbox"/> Hearing	<input type="checkbox"/> Trial
<input type="checkbox"/>	For Taking Depositions		
<input type="checkbox"/>	For Production of Documentary Evidence or Inspection of Premises		

- Select **Save** > The pop-up window will close

2. To preview the Subpoena, select the **hyperlink in the File column** >
A new tab/window will open

System Generated Documents

#		Document Type	Filing Fee	Application Fee	File
1	Remove	Subpoena First Witness System Generated	\$30.00	\$6.50	Subpoena First Witness System Generated.pdf
2	Remove	Subpoena Second Witness System Generated	\$30.00	\$6.50	Subpoena Second Witness System Generated.pdf
Add Subpoena					
Total			\$60.00	\$13.00	

[Back](#) [Next](#)

3. To edit the information, select the **hyperlink in the Document Type column** >
A pop-up window will open

System Generated Documents

#		Document Type	Filing Fee	Application Fee	File
1	Remove	Subpoena First Witness System Generated	\$30.00	\$6.50	Subpoena First Witness System Generated.pdf
2	Remove	Subpoena Second Witness System Generated	\$30.00	\$6.50	Subpoena Second Witness System Generated.pdf
Add Subpoena					
Total			\$60.00	\$13.00	

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4. To add additional Subpoenas, **repeat this process**

B. Summons

1. When a **new Defendant/Respondent** was added on **Case Participants tab**, the system will automatically generate a summons
2. To preview the Summons, select the **hyperlink in the File column**

System Generated Documents

#		Document Type	Filing Fee	Application Fee	File
1	Remove	Summons New Defendant System Generated	\$0.00	\$0.00	Summons New Defendant System Generated.pdf
Add Subpoena					
Total			\$0.00	\$0.00	

[Back](#) [Next](#)

- a. If the new party's information is incorrect and needs to be updated, the update must be made on the **Case Participants tab**
Note: keep moving forward until the **opportunity to revise is provided on the Review and Submit tab** (do NOT use the back button at the bottom of the screen and do NOT select the Case Participants tab)

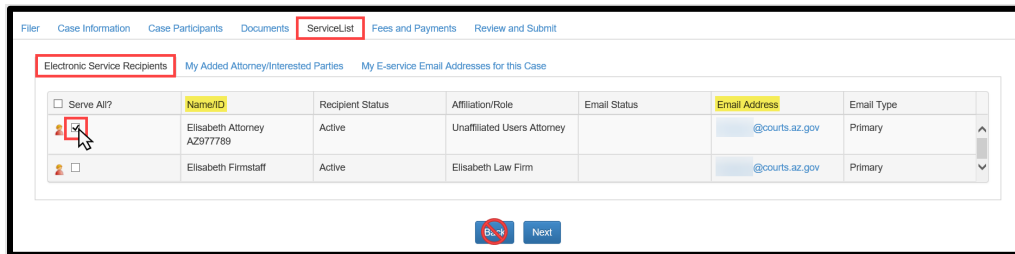
- h. Select the **Next button** > **Service List tab** will open

9. Service List Tab



a. The Service List tab provides the *option* to electronically serve documents upon other case participants, via email

b. Electronic Service Recipients Tab



i. Select the box to **add a checkmark** for the row of each person to be electronically served

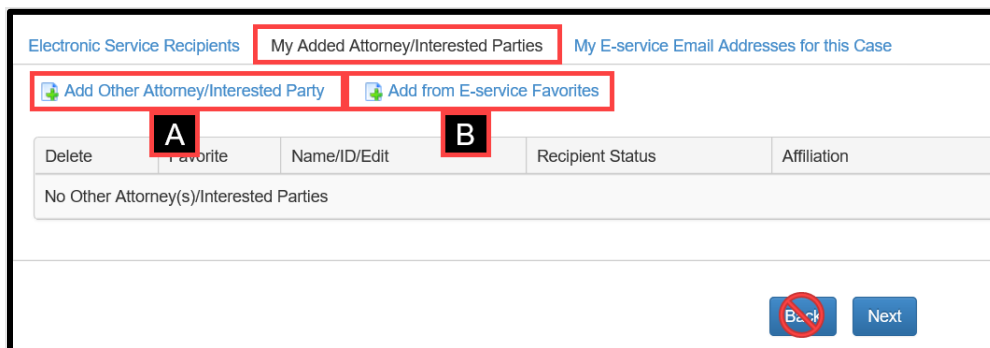
A. For any **case participant that previously, successfully efiled** documents into the case, the participant's name and email address **will appear**

B. For any person that the **user previously added from the My Added Attorney/Interested Parties tab** (within the particular case), the person's name and email address **will appear**

C. If a **person needs to be added**, [use the My Added Attorney/Interested Parties tab](#)

ii. **TIP: Do NOT ONLY** select yourself **or** the person you are filing on behalf of, or the non-refundable electronic service fee will be paid to electronically serve yourselves

c. My Added Attorney/Interested Parties tab



i. Select **Add Other Attorney/Interested Party** **or** **Add from E-service Favorites** > A pop-up window will open

A. Add Other Attorney/Interested Party

1. Enter a **Name** > Enter the **Primary Email Address** > Select a **Case Role** from the drop-down menu > *Optional:* Select **Add to E-service Favorites** > Select **Save**
2. **TIP:** select **Add to E-service Favorites** to save the person's information, to quickly add the person as an electronic service recipient for any future filings in any case
 - a. **TIP:** when an E-Service Favorite is added, the next time the user prepares a submission for the case, the E-Service Favorite will appear on the [Electronic Service Recipients Tab](#)

B. Add from E-service Favorites

<input type="checkbox"/> Favorite	Name/ID	Affiliation	Case Role	Primary Email Address
<input checked="" type="checkbox"/>	Guardian Ad Litem	Unaffiliated Users	Guardian Ad Litem	@courts.az.gov
<input checked="" type="checkbox"/>	Interested Party	Unaffiliated Users	Interested Party	@courts.az.gov
<input checked="" type="checkbox"/>	Intervenor	Unaffiliated Users	Intervenor	@courts.az.gov

1. If the user **previously used the My Added Attorney/Interested Parties tab (within any case)** to add a person as an electronic service recipient **and** had selected **Add to E-service Favorites**, the person's name, case role, and email address **will appear**
2. Select the box to **add a checkmark** for each person to be electronically served > Select **Add Selected**

10. Fees and Payments Tab

#	Description	Filing Fee	Application Fee
1	First Appearance - S8015DO202100307 In Re the Marriage of: PARENT PETITIONER PETITIONER and PARENT RESPONDENT RESPONDENT	\$309.00	\$0.00
2	Response	\$0.00	\$6.50
3	eService Fee	\$0.00	\$3.80
	Total	\$309.00	\$10.30

There will be a 3% payment processing fee added to this total at the time of payment.

Payment Options
You must select ONE option. Total Amount Owed: \$319.30

A) Electronic payment at payment site

B) Fee-exempt agency
If you are employed by a fee-exempt agency and this box was not automatically checked, please notify the AOC Support Center.

C) I represent only fee-exempt parties in this case (e.g. state, county, city, town, or political subdivision).

D) I or the party(s) I represent for this submission have an active order waiving filing fees for this case or a specific document.

E) I or the party(s) I represent for this submission have an active order deferring filing fees for this case or a specific document.

[Back](#) [Next](#)

- The Fees and Payments tab provides a list of all attached documents and any system generated documents, as well as the associated cost for [filing/application fees](#) and [payment options](#)
- Application/Service Fees are NOT refundable:** this includes any Application Fee, eService Fee, and the 3% Service Fee (nCourt payment processing fee) related to an Application/eService Fee
- Filing Fees**, plus the 3% Service Fee (nCourt payment processing fee) related to the Filing Fee **are refunded by the court when** (1) *Clerk rejects a submission* or (2) *First Appearance Fee was paid but had been previously paid*
- Categories of eFiling Fees**

#	Description	Filing Fee	Application Fee
1	i First Appearance - S8015DO202100307 In Re the Marriage of: P	\$309.00	\$0.00
2	ii Response	\$0.00	\$6.50
3	iii eService Fee	\$0.00	\$3.80
	Total	\$309.00	\$10.30

There will be a 3% payment processing fee added to this total at the time of payment.

i. Filing Fees

A. **First Appearance Fee** (See ARS § [12-311](#))

- The First Appearance Fee is NOT related to any particular document type that was selected on the Documents tab (see screenshot above)
- The First Appearance Fee is related to the [Case Information tab](#), specifically the question “**Is this the first time you have filed anything in this case?**”
Note: if the question is improperly answered, the court MAY reject the filing

- a. **Yes** = Filer is prompted to pay the required subsequent case filing fee
- b. **No** = Filer is NOT prompted to pay a subsequent case filing fee

3. **Examples:** Answer, Response, or Initial Appearance (with/before Answer/Response)

B. **Filing Fee** (required for the specific type of filing)

Filing Fees			
#	Description	Filing Fee	Application Fee
1	Motion to Intervene	\$303.00	\$6.50
2	eService Fee	\$0.00	\$3.80
	Total	\$303.00	\$10.30

There will be a 3% payment processing fee added to this total at the time of payment.

1. Filing Fees are related to certain document types that were selected on the [Documents tab](#)
2. The document type will appear in the description column, the specific cost of the filing fee will appear in the Filing Fee column, and the standard application fee for the lead document will appear in the Application Fee column
3. **Examples:** Subpoena, Motion to Intervene, or Notice of Appeal

ii. **Application and Payment Processing Fees** (see [ACJA § 1-901](#))

A. **Lead Document Application Fee**

1. The cost of **\$6.50** will appear in the Application Fee column, for **each LEAD document** that was uploaded on the [Documents tab](#)
Note: the fee is associated to lead documents, NOT connected documents

B. **eService Application Fee**

1. The cost of electronic service (\$3.80) will appear in the Application Fee column, **when an electronic service recipient was selected on the Service List tab**
Note: the cost is \$3.80, regardless of the total number of electronic service recipients

C. **3% Payment Processing Fee**

1. The actual cost of the 3% payment processing fee **does NOT appear on this screen**, but it will appear upon navigation to the **nCourt payment page**

e. Payment Options

i. Select **Electronic payment at payment site (option A)**, UNLESS an exemption applies

A. **If an exemption applies, select the appropriate option (B, C, D, or E)**

Note: *if an exemption option is inappropriately selected, then the clerk may reject the submission, and the document(s) would need to be refiled with appropriate payment*

f. Select the **Next button** > *Review and Submit tab will open*

11. Review and Submit Tab

a. *The Review and Submit tab displays the information that was entered on each tab, so the user may review the contents of the submission before continuing to the payment site or completing the submission*

i. Each tab has its own section, and the **name of each tab** will appear as a **section header**

ii. **To update any section**, select the **appropriate Revise button**, which will redirect the user to the particular tab

A. **When edits within a tab are completed**, select the **next button at the bottom of the page** for each tab to return to the **Review and Submit tab**

- b. Select the **Continue to Payment Site** button > Page redirects to the nCourt Payment Page

The information displayed below summarizes information you have provided for this submission. Please verify and select your next action.

Please enter payment information by selecting the 'Continue to Payment Site' button below. Submission is automatically updated with payment information after you click the 'Continue to Payment Site' button. Submission is automatically updated with payment information if payment information is not automatically updated.

Continue to payment Site

Filer

Description	Data
Name	Elisabeth Firmattorney
Address	1501 W. Washington St. Phoenix , AZ 85007

- i. When the filing party is **EXEMPT** from paying fees, select the **Confirm and Submit all Now** button > The page will redirect to the Filing Received Confirmation Page ([skip to #13](#))

The information displayed below summarizes information you have provided for this submission. Please verify and select your next action.

Confirm and Submit all Now

Filer

Description	Data
Name	Elisabeth FirmAttorney

12. nCourt Payment Site

Payment

You have elected to pay for the following item(s).

Mohave Superior Court
415 E. Spring Street Kingman, Arizona 86401

Description	Case Number	Application Fee	Filing Fee	Total
First Appearance - S8015DO202100307 In Re the Marriage of: PARENT PETITIONER PETITIONER and PARENT	S8015DO202100307	\$0.00	\$309.00	\$309.00
Response	S8015DO202100307	\$6.50	\$0.00	\$6.50
eService Fee	S8015DO202100307	\$3.80	\$0.00	\$3.80
		\$10.30	\$309.00	\$319.30

Submission ID: 171064

Note: The application fee is nonrefundable

A Online Service Fee: \$9.58
Total Amount Due: \$328.88

Payment Information

Credit Card | Checking/Savings Account | Saved Payment

Card Type

B Paid On Behalf of
PARENT RESPONDENT

Billing Information

Confirm Email
Enter Email Address

Return to e-Filing Application | **Submit Payment**

- a. The top portion of this page lists the name and address of the court, the document descriptions, the case number, the filing/application fees, the online service fee (nCourt 3% payment processing fee), the submission ID number, and the **total amount due**

- b. Enter the **Payment Information** > Enter the **Billing Information** > Enter an **Email Address** with the billing information > Select **Submit Payment**
- c. Page redirects to eFileAZ

13. The Filing Received Confirmation Page will open

- a. To verify that the submission was successfully transmitted to the court, select **Refresh** until the **Status updates to Pending Filing**



- b. Noteworthy Statuses
 - i. **Received** – eFileAZ received the submission and is preparing to check for errors
 - ii. **Validating Filing** – eFileAZ is checking the submission for errors
 - A. If a submission is stuck in the Validating Filing status for longer than a few minutes, contact **AOC Support** for assistance (602-452-3519 or pasupport@courts.az.gov)
 - iii. **Pending Filing** – The submission was successfully transmitted to the court, and the clerk’s review and acceptance/rejection of the submission is pending

14. Email Notifications

- a. **AZ eFiling Receipt** from customerservice@nCourt.com
 - i. **Payment receipt** from nCourt
- b. **Submission Delivered** from noreply@courts.az.gov
 - i. Confirmation that the submission was **transmitted** to the court
 - ii. The submission is **still pending review** and acceptance/rejection by the clerk
- c. **Processing Completed** from noreply@courts.az.gov
 - i. Confirmation that the clerk accepted or rejected the submission
 - A. **If the clerk accepted the submission**, conformed copies are usually available to the user within 30 minutes
 - B. **If the clerk FULLY REJECTED the submission**, deficiencies noted by the clerk will appear in red text
 - C. **If the clerk PARTIALLY REJECTED the submission**, the rejected document(s) will be identified, but the deficiencies noted by the clerk will NOT appear, and the user must contact the clerk for additional information