

How to File a New 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 would like to file a new case in my selected court** > Select the **File Now** button

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

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

The screenshot shows the 'New Case' form with the following fields and tabs:

- Jurisdiction:** Superior Courts
- Location:** Mohave County Superior Court
- Case #:** (empty)
- Case Category:** (empty)
- Case Title:** (empty)
- EFSP Filing ID:** Not Saved

The navigation tabs at the bottom are: Filer, Case Information, Case Participants, Documents, Fees and Payments, and Review and Submit. The 'Filer' tab is currently selected and highlighted in black text.

- 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 screenshot shows the 'Filer Tab' form with the following fields and annotations:

- Submitting on Behalf of:** FirmAttorney, Elisabeth (Annotation A)
- Submitted by:** (Annotation B)
- ID Number:** (empty)
- ID State:** (dropdown menu)
- Name:**
 - * First:** Elisabeth
 - Middle:** Middle Name
 - * Last:** FirmStaff
 - Suffix:** (dropdown menu)
- * Primary Email:** elrapacz@courts.az.gov
- Alternate Email1/Email2:** Alternate Email1, Alternate Email2
- * Address 1/2:** 1501 W. Washington St., Address 2
- * Country/City:** UNITED STATES, Phoenix
- * State/ Zip Code:** Arizona, 85007
- Phone # (Format ###-###-####):** 6024523630
- Extension:** (empty)

Annotation C points to the **Next** button at the bottom of the form.

- a. The **Submitting on Behalf of** field is automatically populated with the name of the user that is logged in and creating/filing the submission
 - i. 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
 - i. 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

- 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

- i. The **Court Level/Jurisdiction** **CANNOT be modified**, and the user must return to the E-Filing Map to select the correct level/jurisdiction, which will create a new submission
 - ii. The **Court Location** **may be modified** by selecting a different location from the drop-down menu
- b. Select the appropriate **General Case Category** > Select the **Case Category** > Select the **Case Sub-Category** (If there is **ONLY ONE** sub-category, the field may be automatically populated; and if there is **NOT** a sub-category, the field will be blank with **NO** options available in the drop-down)
 - i. The available categories may vary between courts; for a current list of supported general case categories, please visit: <https://www.azcourts.gov/efilinginformation/eFileAZ>

ii. Nuances for Civil General Case Category

- A. When the selected General Case Category is Civil, a section to input **Civil Cover Sheet Information** will appear after the Your Reference Number field

1. Interpreter Needed fields

- No is selected by default*
- Select **Yes** to indicate that an interpreter will be needed during court proceedings > Select a **Language** from the drop-down menu
 - For languages that are not included in the drop-down menu, select **Other** > Enter the **Language** in the Other Language field

2. Emergency Order fields

- This is NOT a required field*
- When an emergency order is being requested, **select the box to add a checkmark** for the type of emergency order that is being requested
 - For a type of order that is not listed, select **Other** > Enter the **Type of Emergency Order** being requested

- c. When **Provisional Remedy** is selected, a section to input **Provisional Remedy Information** will appear after the Civil Cover Sheet Information section

Monetary Relief Requested: Monetary Relief Requi

Provisional Remedy Information

1 * Is Notice Provided: Yes No

2 * Description of property: Description of property

3 * Amount of Debt: Debt Amount * Amount of Late Charges: Late Charges

* Amount of Interest: Interest * Amount of Attorney Fees: Amount of Attorney F

4 * Reason for taking Property:

Defendant(s) was about to remove permanently from the state and refused to secure the debt

Defendant(s) had secreted property for the purpose of defrauding creditors

Defendant(s) had disposed of property, wholly or in part, with intent to defraud creditors, or were about to dispose of property with intent to defraud creditors

The Plaintiff(s) claims the right of possession to Defendant's property under a purchase money security interest.

Next

i. **Notice**

- A. An option is **NOT** selected by default > Select **Yes or No**, to indicate whether notice has been provided to the party against whom the provisional remedy is being requested

ii. **Description of Property**

- A. Enter a **description for ALL property** to be preserved

iii. **Amounts**

- A. Enter the **alleged monetary amount** of

1. **Debt**
2. **Late Charges**
3. **Interest**
4. **Attorney Fees**

iv. **Reason for Taking Property**

- A. Select the **reason** that the provisional remedy is being requested

- v. The **notice** of provisional remedy will be a [system generated document](#), but the **application** will need to be [uploaded as a lead document](#)

3. **Discovery Tier Level**

- a. Select the **appropriate tier**, based on the monetary damages being alleged

4. **Monetary Relief Requested**

- a. *This is NOT a required field*
- b. Enter the total monetary value alleged in the complaint

5. **MARICOPA COUNTY ONLY:** This screen will include an additional field for commercial court > Select the box to add a **checkmark**, to indicate that the **case is eligible** for commercial court and to **request** that the case be assigned to the **commercial court**

Monetary Relief Requested: Monetary Relief Requ

* Commercial Court (Maricopa County Only): This case is eligible for the commercial court under Rule 8.1, and plaintiff requests assignment of this case to the commercial court. More information on the commercial court, including the most recent forms, are available on the court's website at <https://www.superiorcourt.maricopa.gov/commercial-court/>

Next

iii. Nuances for Domestic Relations / Family / Dissolution / Paternity General Case Categories

- A. When the selected General Case Category is for any Family case type, a link to the [Arizona Child Support Calculator](#) will appear to the right of the General Case Category field

Filer Case Information Case Participants Documents Fees and Pay

* Court Level/Jurisdiction: Superior Courts Mohave County Superior Court

* General Case Category: Domestic Relations/Family [Arizona Child Support Calculator](#)

c. **Emergency Filing** field

* Emergency Filing: Yes No

- No* is selected by default
- Select **Yes** to indicate that the submission includes an **emergency petition** and/or a **request for an emergency order**

d. **Your Reference Number** field

Your Reference Number (Optional): Your Reference Number (Optional)

- This is NOT a required field*
 - Any information entered in this field will NOT appear on any documents*
 - This field is intended for attorneys to track client matter numbers*
- e. Select the **Next** button > Case Participants tab will open

7. Case Participants Tab

- a. **All parties named in the complaint/petition must be added to this screen** > *The party roles will depend on the specific case type, for example, Civil cases must include a Plaintiff and a Defendant, and Domestic Relations / Family cases must include a Petitioner and a Respondent*
 - i. **Attorney-Party Teams** allow the user to identify Plaintiff(s)/Petitioner(s) that are being represented by the same attorney(s), *for example: one Plaintiff represented by two Attorneys; two Plaintiffs represented by one Attorney; or two Plaintiffs represented by two Attorneys*
- b. **Side 1 – Plaintiff(s) / Petitioner(s)**

Note: Self-Represented Plaintiffs/Petitioners, [skip to section ii](#)

 - i. *If filing as or on behalf of an attorney, the attorney's information will automatically appear on the Case Participants tab*

- A. If the **attorney's information is missing or is incorrect**, when the opportunity is provided to revise on the Review and Submit tab, return to the **Filer tab**, to verify that the attorney's name was correctly selected from the **Submitting on Behalf of** drop-down menu

- B. To **update** an attorney's information, select the **attorney's name/information hyperlink** > A *pop-up window will open* > **Update the Information** > Select **Save** > The *pop-up window will close*, and the attorney's information on the Case Participants tab will reflect the changes

Side 1 Plaintiff(s)

Party Name and Contact Information	Attorney Name and Contact Information
Attorney-Party Team Add Party to Attorney-Party Team	Elisabeth FirmAttorney 1501 W. Washington St. Phoenix AZ 85007 US Bar # 977786 AZ Add Attorney to Attorney-Party Team
Add New Attorney-Party Team to Side 1 Plaintiff(s)	

1. For the attorney's information to be correctly populated for future filings, the attorney must **update the attorney's user profile**
- C. If there are **multiple attorneys** representing the Plaintiff(s)/Petitioner(s), select **Add Attorney to Attorney-Party Team** > a *pop-up window will open* > Enter the **attorney's information** (Type, Bar State, Bar #, Name, Primary Email, Address, and Phone Number) > Select **Save** > The *pop-up window will close*, and the attorney's information will appear on the Case Participants tab

Side 1 Plaintiff(s)

Party Name and Contact Information	Attorney Name and Contact Information
Attorney-Party Team Add Party to Attorney-Party Team	Elisabeth FirmAttorney 1501 W. Washington St. Phoenix AZ 85007 US Bar # 977786 AZ Add Attorney to Attorney-Party Team
Add New Attorney-Party Team to Side 1 Plaintiff(s)	

- D. To **remove** an attorney, select the **red X**, which appears to the left of the attorney's name > A *pop-up message will appear for the user to confirm the removal of the attorney* > Select **OK** > The *pop-up window will close*, and the attorney's information will be removed from the Case Participants tab

Side 1 Plaintiff(s)

Party Name and Contact Information	Attorney Name and Contact Information
Attorney-Party Team Add Party to Attorney-Party Team	Elisabeth FirmAttorney 1501 W. Washington St. Phoenix AZ 85007 US Bar # 977786 AZ Add Attorney to Attorney-Party Team
Add New Attorney-Party Team to Side 1 Plaintiff(s)	

ii. Select **Add Party to Attorney-Party Team**

A. A pop-up window will open > The required fields are **Party Role**, **Type(s)**, **Name**, and **Address**

1. The Party Role will be automatically populated as Plaintiff or Petitioner
2. Select a type: **Person** or **Organization**
 - a. **For a Person**, if the user creating/filing the submission is also the Plaintiff/Petitioner, select **Copy from Filer** > The fields will be automatically populated with the user's information, and the checkbox for Representing Self will be automatically selected

- b. **For an Organization**, enter the Organization's **Name** > Select the **Type** from the drop-down menu

* Party Role: Plaintiff

* Type: Person Organization

* Organization Name: Organization Name

* Type: Select

3. Enter the Plaintiff's / Petitioner's **mailing address**
Note: when a filing is being created/submitted by or on behalf of an **attorney**, then the Address field is NOT required to be entered for the Plaintiff/Petitioner

- a. **FOR DOMESTIC RELATIONS / FAMILY CASE TYPES:** the address fields are not required, but when the **petitioner is self-represented**, the address fields **should be completed UNLESS** the Petitioner is including a motion requesting that the Petitioner's address be restricted

- B. **FOR DOMESTIC RELATIONS / FAMILY CASE TYPES:** this screen will also include fields to input the **party's demographics**

* First: Middle: * Last: Suffix

Full Legal Name: First Name Middle Name Last Name Suffix

Gender: Male Female Other/Unknown

Height (Feet): Height (Inches):

Weight (Pounds): Weight (Pounds) Drivers License Last 4: DL Last 4

Date of Birth: Date of Birth (mm/dd/yyyy) Dependency Type: None

Also Known As: Also Known As Representing Self

1. When filing a petition for **dissolution or annulment or legal separation or legal decision making**, when these fields are completed, the information will be included on the last page of the system-generated Preliminary Injunction

- C. *The remaining fields are optional (Dependency, AKA, Email, and Phone#)*

1. **FOR DEPENDENT PARTIES (Minor / Incapacitated):** When the Dependency Type of Minor or Incapacitated is selected, the fields for email, address, and phone number are removed and fields for **Related Person** and **Relationship** are provided

* Party Role: Plaintiff

* Type: Person Organization

Copy From File

* First: Middle: * Last: Suffix

Full Legal Name: First Name Middle Name Last Name Suffix

Dependency Type: Minor

Related Person: Relationship to Minor/Incapacitated Person:

Also Known As: Also Known As Representing Self

Save Cancel

- a. **The Parent/Guardian must be added as a party BEFORE the Dependent Party is added**, or there will NOT be any options available in the Related Person drop-down menu

- iii. Select **Save** > *The pop-up window will close, and the party will appear on the Case Participants tab*

Side 1 Plaintiff(s)	
Party Name and Contact Information	Attorney Name and Contact Information
Attorney-Party Team	
Elisabeth Plaintiff 1501 W Washington St Suite 410 Phoenix AZ 85007 US	
Add Party to Attorney-Party Team	
Add Attorney to Attorney-Party Team	
Add New Attorney-Party Team to Side 1 Plaintiff(s)	

- A. To add additional **Plaintiffs/Petitioners**, add a new Attorney-Party Team by selecting **Add New Attorney-Party Team** > *The [Add Case Participant pop-up window](#) will open, and a new team will be created*

Note: If an **attorney** is representing more than one party, [skip to section B](#)

Side 1 Plaintiff(s)	
Party Name and Contact Information	Attorney Name and Contact Information
Attorney-Party Team	
First Plaintiff 1501 W. Washington St. Phoenix AZ 85007 US	
Add Party to Attorney-Party Team	
Add Attorney to Attorney-Party Team	
Add New Attorney-Party Team to Side 1 Plaintiff(s)	

Side 1 Plaintiff(s)	
Party Name and Contact Information	Attorney Name and Contact Information
Attorney-Party Team	
First Plaintiff 1501 W. Washington St. Phoenix AZ 85007 US	
Add Party to Attorney-Party Team	
Add Attorney to Attorney-Party Team	
Attorney-Party Team	
Second Plaintiff 1501 W. Washington St. Phoenix AZ 85007 US	
Add Party to Attorney-Party Team	
Add Attorney to Attorney-Party Team	
Add New Attorney-Party Team to Side 1 Plaintiff(s)	

- B. If **multiple Plaintiffs/Petitioners** are being represented by the **same attorney(s)**, add the parties to the Attorney-Party Team by selecting **Add Party to Attorney-Party Team >** The [Add Case Participant pop-up window](#) will open

Side 1 Plaintiff(s)

Party Name and Contact Information	Attorney Name and Contact Information
<p> Attorney-Party Team</p> <p> First Plaintiff US</p> <p>Add Party to Attorney-Party Team</p>	<p> Elisabeth FirmAttorney 1501 W. Washington St. Phoenix AZ 85007 US Bar # 977786 AZ</p> <p>Add Attorney to Attorney-Party Team</p>
<p>Add New Attorney-Party Team to Side 1 Plaintiff(s)</p>	

Side 1 Plaintiff(s)

Party Name and Contact Information	Attorney Name and Contact Information
<p> Attorney-Party Team</p> <p> First Plaintiff US</p> <p> Second Plaintiff US</p> <p> Third Plaintiff US</p> <p>Add Party to Attorney-Party Team</p>	<p> Elisabeth FirmAttorney 1501 W. Washington St. Phoenix AZ 85007 US Bar # 977786 AZ</p> <p>Add Attorney to Attorney-Party Team</p>
<p>Add New Attorney-Party Team to Side 1 Plaintiff(s)</p>	

- C. **Example of view when both options A and B have been used –**
A (add new attorney-party team) and B (add party to attorney-party team)

Side 1 Plaintiff(s)

Party Name and Contact Information	Attorney Name and Contact Information
<p> Attorney-Party Team</p> <p> Elisabeth Plaintiff US B</p> <p> Same Team Plaintiff US</p> <p>Add Party to Attorney-Party Team</p>	<p> Elisabeth FirmAttorney 1501 W. Washington St. Phoenix AZ 85007 US Bar # 977786 AZ</p> <p> Same Team Attorney 1501 W Washington St Phoenix AZ 85007 US Bar # 977789 AZ</p> <p>Add Attorney to Attorney-Party Team</p>
<p> Attorney-Party Team</p> <p> Other Team Plaintiff US A</p> <p>Add Party to Attorney-Party Team</p>	<p> Other Team Attorney 1501 W Washington St Phoenix AZ 85007 US Bar # 9999999 AZ</p> <p>Add Attorney to Attorney-Party Team</p>
<p>Add New Attorney-Party Team to Side 1 Plaintiff(s)</p>	

c. **Side 2 – Defendant(s) / Respondent(s)**

- i. Select **Add Opposing Case Participants** > The select Side Party Role pop-up window will open, and only one option will be available in the drop-down menu, which is dependent on the case type > Select the **Role** > Select **Save** > The Add Case Participant pop-up window will open

Side 1 Plaintiff(s)

Party Name and Contact Information	Attorney Name and Contact Information
<ul style="list-style-type: none"> Attorney-Party Team Elisabeth Plaintiff US Add Party to Attorney-Party Team 	<ul style="list-style-type: none"> Elisabeth Firm Attorney 1501 W. Washington St. Phoenix AZ 85007 US Bar # 977786 AZ Add Attorney to Attorney-Party Team

Add New Attorney-Party Team to Side 1 Plaintiff(s)

Add Opposing Case Participants

Select Side Party Role

* Side Party Role:

Save Cancel

Add Case Participant

A Party Role: Defendant

B Type: Person Organization

Copy From Filer

* First: Middle: * Last Suffix

Full Legal Name: First Name Middle Name Last Name Suffix

C Dependency Type: None

Optional Fields

Also Known As: Also Known As Representing Self

Primary Email: Primary Email

Address 1/2: Address 1 Address 2

Country/City: UNITED STATES City

State/ Zip Code: Select State Zip Code

Phone # (Format ###-###-####): Phone Number Format ###-###-#### Extension:

Save Cancel

- A. The Party Role will be automatically populated as Defendant or Respondent

B. Select a type: **Person** or **Organization**

1. For a **Person**, Enter the **First Name** and **Last Name**

* Party Role: Defendant

* Type: Person Organization

Copy From Filer

* First: Middle: * Last Suffix

Full Legal Name: First Name Middle Name Last Name

Dependency Type: None

Also Known As: Also Known As Representing Self

2. For an **Organization**, enter the Organization's **Name** > Select the **Type** from the drop-down menu

* Party Role: Defendant

* Type: Person Organization

* Organization Name: Organization Name * Type: Select

C. The remaining fields are optional (Dependency, AKA, Email, Address, and Phone#)

1. Enter **ALL KNOWN** information

2. **FOR DEPENDENT PARTIES (Minor / Incapacitated)**: When the Dependency Type of Minor or Incapacitated is selected, the fields for email, address, and phone number are removed and fields for **Related Person** and **Relationship** are provided

Add Case Participant

* Party Role: Defendant

* Type: Person Organization

Copy From Filer

* First: Middle: * Last Suffix

Full Legal Name: First Name Middle Name Last Name

Dependency Type: Minor

Related Person: Relationship to Minor/Incapacitated Person:

Also Known As: Also Known As Representing Self

Save Cancel

a. **The Parent/Guardian must be added as a party BEFORE the Dependent Party is added**, or there will NOT be any options available in the Related Person drop-down menu

- D. **FOR DOMESTIC RELATIONS / FAMILY CASE TYPES:** this screen will also include fields to input the **party's demographics**

Full Legal Name: First Name Middle Name Last Name Suffix

Gender: Male Female Other/Unknown Height (Feet): Height (Inches):

Weight (Pounds): Drivers License Last 4: DL Last 4

Date of Birth: Date of Birth mm/dd/yy Dependency Type: None

Also Known As: Also Known As Representing Self

1. When filing a petition for **dissolution or annulment or legal separation or legal decision making**, when these fields are completed, the information will be included on the last page of the system-generated Preliminary Injunction
- ii. Select **Save** > *The pop-up window will close, and the party will appear on the Case Participants tab*

Side 1 Plaintiff(s)

Party Name and Contact Information	Attorney Name and Contact Information
<ul style="list-style-type: none"> Attorney-Party Team Elisabeth Plaintiff US Add Party to Attorney-Party Team 	<ul style="list-style-type: none"> Elisabeth Firm Attorney 1501 W. Washington St. Phoenix AZ 85007 US Bar # 977786 AZ Add Attorney to Attorney-Party Team

Add New Attorney-Party Team to Side 1 Plaintiff(s)

Side 2 Defendant(s)

Party Name and Contact Information	Attorney Name and Contact Information
<ul style="list-style-type: none"> Attorney-Party Team Elisabeth Defendant Add Party to Attorney-Party Team 	<ul style="list-style-type: none"> Add Attorney to Attorney-Party Team

Add New Attorney-Party Team to Side 2 Defendant(s)

Back Next

- A. To add additional defendants, select **Add New Attorney-Party Team to Side 2** > *The Add Case Participant pop-up window will open*

Side 2 Defendant(s)

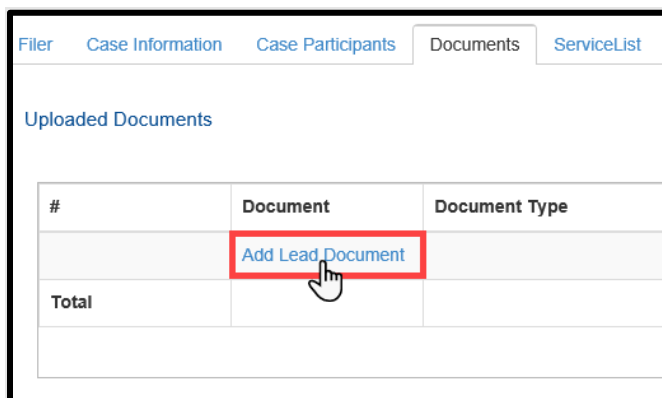
Party Name and Contact Information	Attorney Name and Contact Information
<ul style="list-style-type: none"> Attorney-Party Team Elisabeth Defendant Add Party to Attorney-Party Team 	<ul style="list-style-type: none"> Add Attorney to Attorney-Party Team

Add New Attorney-Party Team to Side 2 Defendant(s)

- d. Select the **Next** button > *Documents tab will open*

8. Documents Tab

- a. At least one **Lead Document** **MUST be attached**, 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. **Example:** a Complaint or Petition would be a lead document, and any Exhibits/Attachments or Proposed Orders would be connected documents
- 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
Note: The **case initiating document** (e.g., complaint or petition) **should always be the FIRST LEAD document, or the clerk may reject the submission**



Lead Document Document at the end

Document #: New Document Clear

1 Search: Complaint Document Category: ▼

Complaint

Complaint

1 - 1 of 1 items

2 * Document Title: Document Title

3 # Pages: ⊘

5 * Upload: Choose File No file chosen Save Cancel

- 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

Complaint

Complaint

1

- A. Search/filter the available document categories/types

Lead Document Document at the end

Document #: New Document Filing Fee: \$0.00 Clear

Search: ▼ Enter search criteria 1 Filter to show the list Document Category: ▼ 2 Document Type: ▼

Acceptance

Acceptance

Affidavit

Affidavit Default Judgment Without Hearing Financial Affidavit

1 - 8 of 21 items

3 * Document Title: Document Title

Pages:

* Upload: Browse... Save Cancel

1. **Search** free text field (*most efficient*)
 - a. Enter a full/partial **word** for the category/type of document being submitted (e.g., Complaint, Petition, Motion, 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
 - a. Select a Document Category from the drop-down menu > *All Document Types available within the category will appear*
3. **Page** navigation with numbers/arrows
 - a. Select a **page number** or **an arrow** to navigate through the pages of available Document Categories/Types

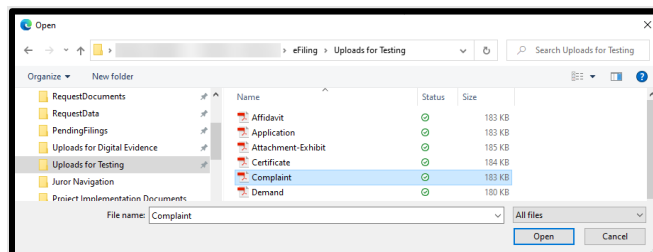
ii. **Document Title field: TYPE in a title**, which should match the document's caption/title

- A. **Do NOT copy and paste** text into this field because it may cause the submission to FAIL to be successfully transmitted to the court
- B. **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**

iv. **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

v. **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



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

Complaint

Complaint

1 - 1 of 1 Items

* Document Title: Complaint

Pages:

* Upload: Choose File Complaint.pdf

Save Cancel

Uploaded Documents

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead Document						
1	Remove	Complaint	\$0.00	\$0.00	0	C:\fakepath\Complaint.pdf	0.1781
	Add Connected Document						
	Insert Lead Document						
	Add Lead Document						

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

Uploaded Documents

#	Document	Document Type	Size (MB)
	Insert Lead Document		
1	Remove	Complaint	0.1781
	Add Connected Document		
	Insert Lead Document		
	Add Lead Document		
Total			0.1781

- A. **MARICOPA COUNTY ONLY:** This function will NOT be available, and **ONLY ONE LEAD** Document will be allowed per a submission

- d. **Add Connected Document(s)** to a Lead Document by selecting the **Add Connected Document link** > A pop-up window will open

#	Document	Document Type	Size (MB)
	Insert Lead Document		
1	Remove Add Connected Document Insert Lead Document	Complaint	h/Complaint.pdf 0.1781
	Add Lead Document		
Total			0.1781

Document #: New Document Filing Fee: \$0.00 [Clear](#)

Search: Enter Search criteria and tab or hit enter to filter the Document Category: Document Type:

- 1 Miscellaneous
 - Exhibit Attachments
- Proposed Hearing
- Proposed Judgment
- Proposed Order

1 - 4 of 4 Items

2 * Document Title: Document Title

3 # Pages:

4 * Upload: No file chosen

5 [Save](#) [Cancel](#)

- Select a **Document Type** by selecting the **box** next to the appropriate document type
- 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
- # Pages field: LEAVE BLANK**
- 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
- Select **Save** > Pop-up window will close, and document will be added to documents tab

- vi. Add additional Connected Document(s) by selecting the **Add Connected Document link**

#	Document	Document Type	File	Size (MB)
	Insert Lead Document			
1	LEAD	Complaint	Complaint.pdf	0.1781
	Connected	Attachment 1	C:\fakepath\Attachment-Exhibit.pdf	0.1805
	Connected	Attachment 2	C:\fakepath\Attachment-Exhibit.pdf	0.1805
	Add Connected Document			
	Insert Lead Document			
	Add 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	File	Size (MB)
	Insert Lead Document			
1	LEAD	Complaint	Complaint.pdf	0.1781
	Connected	Attachment 1	C:\fakepath\Attachment-Exhibit.pdf	0.1805
	Connected	Attachment 2	C:\fakepath\Attachment-Exhibit.pdf	0.1805

- 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	File	Size (MB)
	Insert Lead Document			
1	LEAD	Complaint	Complaint.pdf	0.1781
	Connected	Attachment 1	C:\fakepath\Attachment-Exhibit.pdf	0.1805
	Connected	Attachment 2	C:\fakepath\Attachment-Exhibit.pdf	0.1805

- 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	File	Size (MB)
	Insert Lead Document			
1	LEAD	Complaint	Complaint.pdf	0.1781
	Connected	Attachment 1	C:\fakepath\Attachment-Exhibit.pdf	0.1805
	Connected	Attachment 2	C:\fakepath\Attachment-Exhibit.pdf	0.1805

- f. **For case initiating documents, the costs of the filing fee and application fee do NOT appear, but they will appear on the [Fees and Payments tab](#)**

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead Document						
1	Remove	Complaint	\$0.00	\$0.00	0	Complaint.pdf	0.1781
	Remove	Attachment 1	\$0.00	\$0.00	0	C:\fakepath\Attachment-Exhibit.pdf	0.1805

g. **System Generated Documents**

- i. Filed/Issued stamps will NOT be available on these documents until the clerk has accepted/filed the submission
- ii. The system generated documents **depend on the selected general case category** and the **selected case category**, as well as **other selections on the Case Information tab** (such as selecting Provisional Remedy for a civil case)

A. **Civil**

1. **Civil Cover Sheet** (generates for all civil case categories)
2. **Summons** (generates for all civil case categories)
3. Provisional Remedy

B. **Domestic Relations / Family**

1. **Summons** (generates for all domestic/family categories)
2. Preliminary Injunction
3. Notice Regarding Creditors
4. Notice of Your Rights About Health Insurance Coverage
5. Order/Notice to Attend Parent Education/Information Program Class

- iii. To VIEW a system generated document, select the **hyperlink in the File column**

System Generated Documents			
#	Document Type	File	Size (MB)
1	Civil Cover Sheet	Civil Cover Sheet System Generated.pdf	0.0682
2	Summons	Summons Elisabeth Defendant System Generated.pdf	0.0688
Total			0.1371

- iv. System generated documents **CANNOT be edited**

- A. **If a party's information is incorrect**, the update must be made on the **Case Participants tab**

- h. Select the **Next button** > *Fees and Payments tab will open*

9. Fees and Payments Tab

- a. *The Fees and Payments tab provides a list of the system generated documents and all attached LEAD documents, as well as the associated cost for [filing/application fees](#) and [payment options](#)*

#	Description	Filing Fee	Application Fee
1	New Case Contract - Account (Open/Stated)	\$318.00	\$6.50
2	Civil Cover Sheet System Generated	\$0.00	\$0.00
3	Summons Elisabeth Defendant System Generated	\$0.00	\$0.00
4	Complaint	\$0.00	\$0.00
	Total	\$318.00	\$6.50

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: **\$324.50**

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.

b. Filing Fees

- i. *The **filing fee** (see ARS § [12-311](#)) and the **application fee** (see ACJA § [1-901](#)) are attached to the **New Case Description**, which reflects the case type selected on the Case Information tab*

#	Description	Filing Fee	Application Fee
1	New Case Contract - Account (Open/Stated)	\$318.00	\$6.50
2	Civil Cover Sheet System Generated	\$0.00	\$0.00
3	Summons Elisabeth Defendant System Generated	\$0.00	\$0.00
4	Complaint	\$0.00	\$0.00
	Total	\$318.00	\$6.50

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

- A. **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
- B. **Application Fees are NOT refundable**: this includes the Application Fee and the 3% Service Fee (nCOURT payment processing fee) related to the Application Fee
- C. **Filing Fees**, plus the 3% Service Fee (nCOURT payment processing fee) related to a Filing Fee are refunded by the court if *the Clerk rejects the submission*

- D. The actual cost of the **3% payment processing fee** (see [ACJA § 1-901](#)) **does NOT appear on this screen**, but it will appear upon navigation to the **nCourt payment page**

c. **Payment Options**

Payment Options

You must select ONE option. Total Amount Owed: \$324.50

A) Electronic payment at payment site

B) Fee-exempt agency **Exemptions**
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.

- 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

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

10. **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

Review and Submit

Back Save All and Submit Later Confirm and Submit all Now

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 completion of payment entry. You can select the 'Update Submission With Payment Information' button to update the submission with payment information if payment information is not automatically updated.

Continue to payment Site

Filer

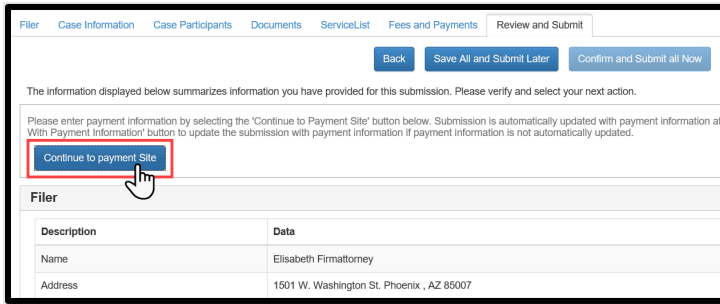
Description	Data
Name	Elisabeth Firmattorney
Address	1501 W. Washington St. Phoenix, AZ 85007
Primary Email Address	@courts.az.gov
Primary Phone #	
Bar Number	977786 AZ
Affiliation	Elisabeth Law Firm

Revise

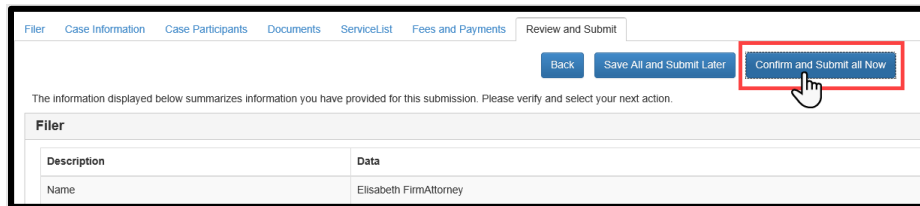
Back Save All and Submit Later Confirm and Submit all Now

- 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



- 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 #12](#))



11. 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
New Case Contract - Account (Open/Stated)	New Case	\$6.50	\$318.00	\$324.50
Civil Cover Sheet System Generated	New Case	\$0.00	\$0.00	\$0.00
Summons Elisabeth Defendant System Generated	New Case	\$0.00	\$0.00	\$0.00
Complaint	New Case	\$0.00	\$0.00	\$0.00
		\$6.50	\$318.00	\$324.50

Submission ID: 173240 A **Online Service Fee: \$9.74**
Total Amount Due: \$334.24

Note: The application fee is nonrefundable

Payment Information

Credit Card

Checking/Savings Account

Saved Payment

Card Type

B Paid On Behalf of

Elisabeth Plaintiff

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 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

12. 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

13. 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
 1. **Exception: PINAL** and **YAVAPI** – conformed copies are available the next day
 - B. **If the clerk rejected the submission**, deficiencies noted by the clerk will appear in red