

## How to Submit Proposed Documents in All Counties EXCEPT Maricopa and Pima

A proposed document must have a file type of **.docx** or **.odt** and it must be uploaded as a **connected document**.

If only a proposed document is being filed, then a notice must be uploaded as the lead document (*with a document type of (1) **Notice of Filing: Proposed Judgment**, (2) **Notice of Filing: Proposed Notice of Hearing**, or (3) **Notice of Filing: Proposed Order***), and the proposed document must be uploaded as a connected document.

1. On the Documents tab, after the lead document has been uploaded, select the **Add Connected Document link** > A pop-up window will open

#	Document	Document Type	File	Size (MB)
	Insert Lead Document			
1	<b>LEAD</b> Remove	Motion to Continue	C:\fakepath\Motion.pdf	0.1752
	Add Connected Document			
	Insert Lead Document			

2. Select the box to **add a checkmark** for the appropriate proposed document type (*Proposed Hearing, Proposed Judgment, or Proposed Order*) > Type in a **Document Title** > Select **Choose File** to select/upload the proposed document > Select **Save**
  - a. For a **Dissolution/Separation** case, to upload a proposed consent decree that has a file type of **.pdf**, select **Proposed Consent Decree**

3. The proposed document is added to the documents tab and is connected to the lead document

#	Document	Document Type	File	Size (MB)
	Insert Lead Document			
1	<b>LEAD</b> Remove	Motion to Continue	C:\fakepath\Motion.pdf	0.1752
	<b>Connected</b> Remove	Proposed Order Granting Motion to Continue	C:\fakepath\Proposed Order.docx	0.0112

4. After all documents have been uploaded, to continue preparing the submission, select **Next** at the bottom of the screen