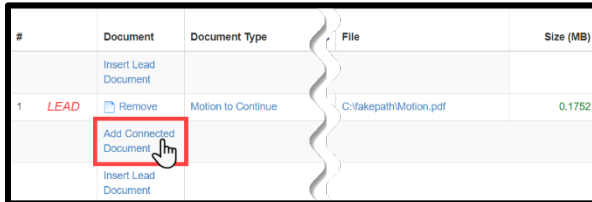


How to Submit Proposed Documents in Maricopa County

A proposed document typically must have a file type of **.docx** or **.odt** and will be [uploaded as a connected document](#). However, if only a proposed document is being filed, the proposed document may be [uploaded as a lead document](#).

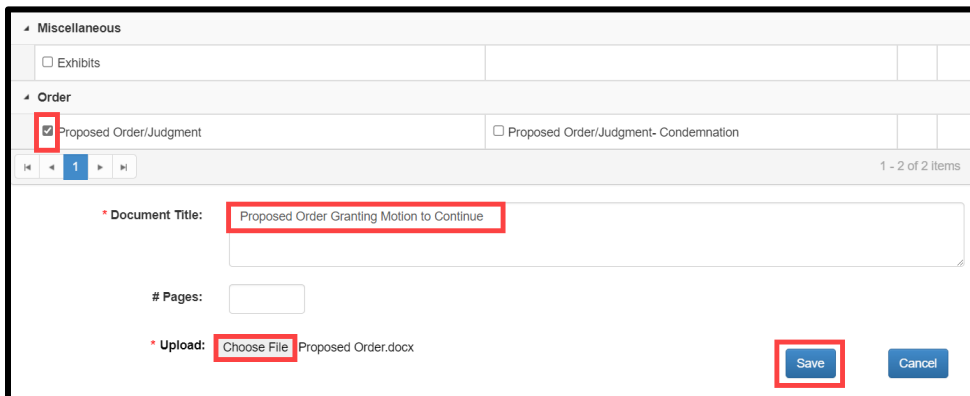
1. Upload a Proposed Document as a Connected Document

- a. 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	LEAD Remove	Motion to Continue	C:\fakepath\Motion.pdf	0.1752
	Add Connected Document			
	Insert Lead Document			

- b. Select the box to **add a checkmark** for **Proposed Order/Judgment** > Type in a **Document Title** > Select **Choose File** to select/upload the proposed document > Select **Save**
 - i. For an **Eminent Domain** case, to upload a connected document that has a file type of **.pdf**, select **Proposed Order/Judgment-Condemnation**
 - ii. For an existing **Dissolution/Separation** case, to upload a proposed consent decree that has a file type of **.pdf**, select **Proposed Consent Decree**



Miscellaneous

Exhibits

Order

Proposed Order/Judgment Proposed Order/Judgment- Condemnation

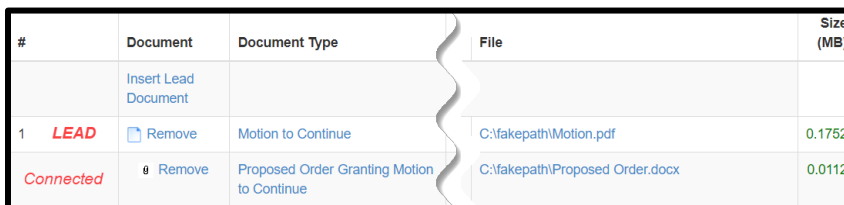
1 - 2 of 2 items

* Document Title:

Pages:

* Upload: Proposed Order.docx

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

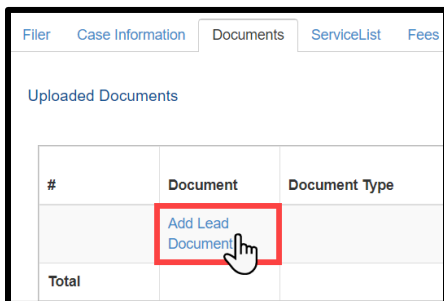


#	Document	Document Type	File	Size (MB)
	Insert Lead Document			
1	LEAD Remove	Motion to Continue	C:\fakepath\Motion.pdf	0.1752
	Connected Remove	Proposed Order Granting Motion to Continue	C:\fakepath\Proposed Order.docx	0.0112

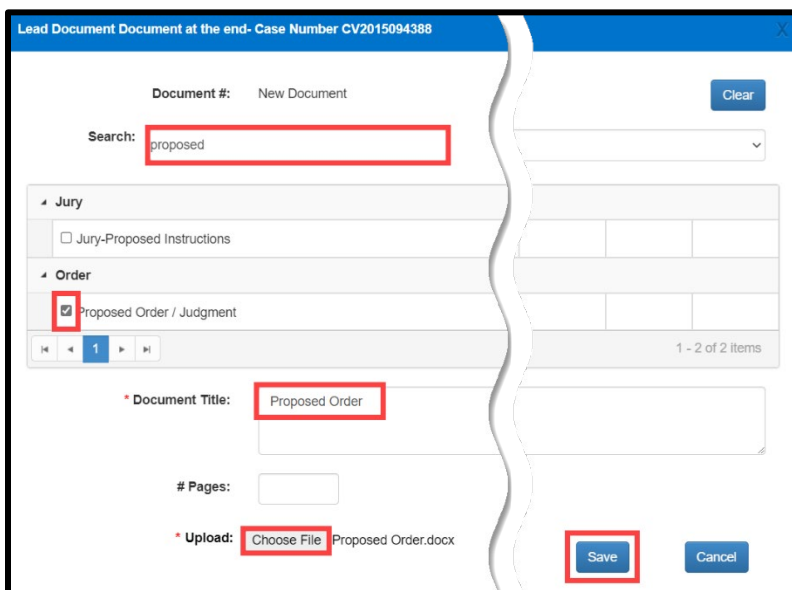
- d. After all documents have been uploaded, to continue preparing the submission, select **Next** at the bottom of the screen

2. Upload a Proposed Document as a Lead Document

- a. On the Documents tab, select the **Add Lead Document link** > A pop-up window will open



- b. Type **proposed** in the Search textbox and press **Enter** > Select the box to **add a checkmark** for the appropriate proposed document type > Type in a **Document Title** > Select **Choose File** to select/upload the proposed document > Select **Save**



- c. The lead document is added to the documents tab

#	Document	Document Type	File	Size (MB)
1	LEAD Remove Add Connected Document	Proposed Order	C:\fakepath\Proposed Order.docx	0.0112

- d. To continue preparing the submission, select **Next** at the bottom of the screen