

## How to Submit Proposed Documents in Pima 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](#). Either way, to ensure that the division receives notice that the proposed document was filed, when the **lead document** is uploaded, **Yes** must be selected for the **Judge Action Indicator**.

### 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)
	<a href="#">Insert Lead Document</a>			
1	<b>LEAD</b> <a href="#">Remove</a>	Motion to Continue	C:\fakepath\Motion.pdf	0.1752
	<a href="#">Add Connected Document</a>			
	<a href="#">Insert Lead Document</a>			

- b. Select the box to **add a checkmark** for the appropriate proposed document type (*Proposed Form of Judgment, Proposed Notice of Hearing, or Proposed Order*) > Type in a **Document Title** > Select **Choose File** to select/upload the proposed document > Select **Save**

Judgment

Proposed Form of Judgment

Notice

Proposed Notice of Hearing

Order

Proposed Order

1 - 3 of 3 Items

\* Document Title:

# Pages:

\* Upload: [Choose File](#) Proposed Order.docx

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

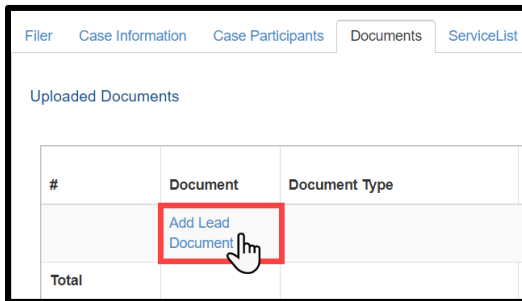
- c. The proposed document is added to the documents tab and is connected to the lead document

#	Document	Document Type	File	Size (MB)
	<a href="#">Insert Lead Document</a>			
1	<b>LEAD</b> <a href="#">Remove</a>	Motion to Continue	C:\fakepath\Motion.pdf	0.1752
	<b>Connected</b> <a href="#">Remove</a>	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 **Yes** for the Judge Action Indicator > 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	<b>LEAD</b> 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