

## eFileAZ – Limited Jurisdiction eFiling Self-Represented Litigant – Existing Small Claims Case

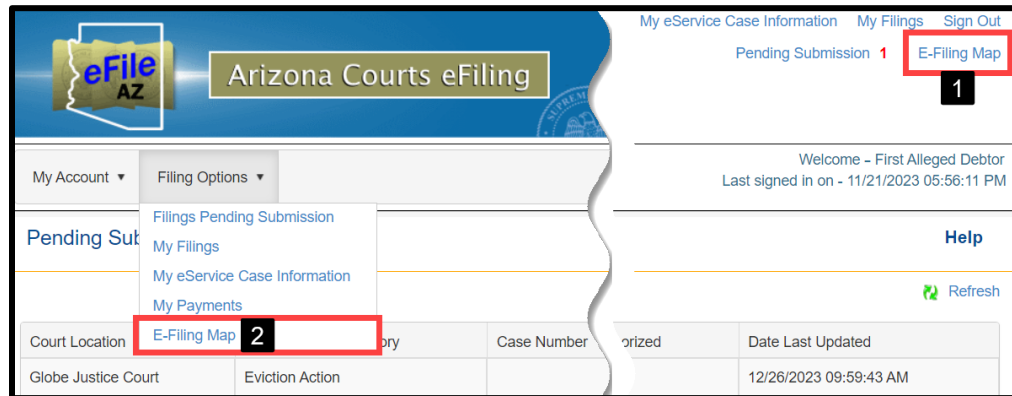
eFileAZ is an eFiling application that is used to submit documents to a court. **eFileAZ does NOT assist with document preparation.** The system will not generate any documents when submitting documents for an existing Small Claims case. All documents must be prepared outside of eFileAZ and uploaded into eFileAZ. Small Claims forms are available at [https://www.azcourts.gov/selfservicecenter/Small\\_Claims/Forms](https://www.azcourts.gov/selfservicecenter/Small_Claims/Forms). Additional informational resources are available at <https://www.azcourts.gov/selfservicecenter/Topics>.

If the submission will include a **Fee Waiver/Deferral Application**, see the **File into an Existing Case with an Application for a Fee Waiver or Deferral** reference guide for self-represented litigants, available at <https://www.azcourts.gov/efilinginformation/Training/eFileAZ-Training/LJ>.

### System Limitations for Uploaded Documents

1. Accepted document file formats
  - a. **Lead documents** are documents that will receive an electronic filed stamp (e.g., a small claims *answer* and *proof of service* are lead documents)
    - i. All lead documents MUST be: **.pdf, .docx, or .odt**
  - b. **Connected documents** are documents that will NOT receive an electronic filed stamp because they are related to another document that will receive a filed stamp (e.g., *exhibits/attachments* to the small claims answer and a *return receipt* to be attached to proof of service by registered or certified mail are connected documents)
    - i. **Exhibits/attachments** MUST be: **.pdf, .docx, or .odt**
    - ii. **All proposed documents** MUST be: **.docx or .odt**
2. Document file names should NOT include a comma, apostrophe, or other special characters
  - a. Punctuation and special characters may prevent the submission from being successfully transmitted to the court
3. Each document file size should NOT be larger than **9.5 MB**
  - a. **To reduce the file size of scanned documents**, (1) update the scanner settings so the maximum resolution is **300 dpi** and/or (2) [use a pdf compressor tool](#)
4. The total file size of all documents (uploaded and system-generated) included in a submission should NOT be larger than **100 MB**
  - a. **If the file size of the entire submission exceeds 100 MB**, the submission may fail to be successfully transmitted to the court

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



3. From the **Select the Level of court** drop-down menu, select **Limited Jurisdiction Court** > From the **Select the court** drop-down menu, select a **county** > From the **Select the precinct** drop-down menu, select a **Justice Court** > Select **I have a case number in the court I selected and would like to file into this case** > Select the **File Now** button

4. The Existing Case screen will open, and the Filer tab will be selected by default > The user will navigate through **eight tabs**: (1) **Filer**; (2) **Case Information**; (3) **Case Participants**; (4) **Documents**; (5) **Document Information tab**, (6) **Service List**; (7) **Fees and Payments**; and (8) **Review and Submit**

The screenshot shows the 'Existing Case' screen with the following details:

- Jurisdiction: Limited Jurisdiction Courts
- Location: Gila County Justice Courts
- General Case Category: Small Claims
- Case Category: Small Claims
- Case #: J0403CV2023000398
- Case Title: LITIGANT SELF REPRESENTED vs FIRST ALLEGED DEBTOR e
- EFSP Filing ID: 182971

The interface features a horizontal tabbed menu with the following tabs: Filer, Case Information, Case Participants, Documents, Document Information, ServiceList, Fees and Payments, and Review and Submit. The 'Case Information' tab is currently selected and highlighted in black text. Below the tabs, there are dropdown menus for 'Court Level/Jurisdiction' (set to Limited Jurisdiction Courts) and 'Court Location' (set to Gila).

- The title of the **currently selected tab** will appear in **black text**  
**Note:** in the screenshot above, the selected tab is Case Information
- 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 successfully transmitted 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**
- The **Document Information tab** will be displayed between the Documents and Service List tabs after a case number has been entered and searched on the Case Information tab

## 5. Filer Tab

The screenshot shows the 'Filer' tab form with the following fields and options:

- Submitting on Behalf of (Person responsible for signing document(s)). For Regular Civil and Small Claims see JCRP Rule 109: Alleged Debtor, First A
- Submitted by B
- ID Number: [Field]
- ID State: Select State [Dropdown]
- \* First: [Field] Middle: [Field] \* Last: [Field] Suffix: [Field]
- Name: First [Field] Middle Name [Field] Alleged Debtor [Field] [Dropdown]
- \* Primary Email: [Field] @courts.az.gov
- Alternate Email1/Email2: Alternate Email1 [Field] Alternate Email2 [Field]
- \* Address 1/2: 1501 West Washington Street Suite 410 [Field] Address 2 [Field]
- \* Country/City: UNITED STATES [Dropdown] Phoenix [Field]
- \* State/ Zip Code: Arizona [Dropdown] 85007 [Field]
- Phone # (Format ###-###-####): 6024523519 [Field] Extension: [Field]

At the bottom of the form, there is a 'Next' button labeled 'C'.

- a. The **Submitting on Behalf of** field is **automatically populated** with the name that exists in the User Details of the account profile
- b. The **Submitted by** fields are **automatically populated** with the information that exists in the User Details of the account profile
  - i. To update any information, **hover over My Account** and a drop-down menu will open > Select **My Profile** > If a pop-up window opens and advises that changes will not be saved, select the **Leave** button (a new submission will need to be created after the User Details are updated) > The My Profile page will open and display the **User Details tab** by default > **Update** information, as needed > Select the **Update** button > [Return to step 2\(a\)\(i\)](#) to create a new submission

The screenshot shows the 'My Account' dropdown menu with 'My Profile' selected. The background displays the 'User Details' tab with the following information:

- Jurisdiction: Limited Jurisdiction Courts
- Location: Gila County Justice
- Case Category:
- Case #:
- Case Title:
- EFSP Filing ID: Not Saved

At the bottom, there is a 'Filer' section with a dropdown menu set to 'Submitting on Behalf of (Person responsible)' and a text field containing 'Alleged Debtor, First'.

- c. Select the **Next** button > The 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: Limited Jurisdiction Courts
- Court Location: Gila County Justice Courts
- Precinct: Globe Justice Court
- B** Case #: Case # [Search]
- General Case Category:
- Case Category:
- Case Sub-Category:
- Case Title: Case Title
- C** Is this the first time you have filed anything in this case?  Yes  No  N/A
- D** I or the party(s) I represent for this submission are requesting a fee waiver or deferral:  Yes  No
- E** Is an Interpreter Needed:  Yes  No
- If Yes Specify Language: [Dropdown]
- Other Language: Other Language
- F** Your Reference Number (Optional): Your Reference Number (Optional)

At the bottom, there is a 'Next' button and a 'G' button.

- a. The **Court Level/Jurisdiction**, **Court Location**, and **Precinct** fields are **automatically populated** with the information that was previously selected from the E-Filing Map

\* Court Level/Jurisdiction: Limited Jurisdiction Courts  
 \* Court Location: Gila County Justice Courts  
 \* Precinct: Globe Justice Court

- The **Court Level/Jurisdiction** **CANNOT** be modified
  - The **Court Location** **may be modified** by selecting a different county from the drop-down menu
  - The **Precinct** **may be modified** by selecting a different court from the drop-down menu
- b. In the **Case #** field, enter the **full case number** > Select the **Search** button

\* Case #: J0403CV2023000398 Search

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

\* Case #: J0403CV2023000398 Search

General Case Category: Small Claims  
 Case Category: Small Claims  
 Case Sub-Category: Small Claims  
 Case Title: LITIGANT SELF REPRESENTED vs FIRST ALLEGED DEBTOR et al.

- 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](mailto:pasupport@courts.az.gov))

Message from webpage

! -11 Invalid case number. Please check your case number and try again. If you believe this to be an error, please contact the AOC Support Center.

OK

- c. For the **Is this the first time you have filed anything in this case?** field, **No** is selected by default  
**Note:** if this question is improperly answered, the clerk MAY NOT accept the submission

- i. To pay the required Small Claims Answer fee, select **Yes**

\* Is this the first time you have filed anything in this case?  Yes  No  N/A

- A. Justice Court Filing Fees are governed by [A.R.S. § 22-281](#)
- B. Additional **local fees vary between counties**; contact the appropriate clerk's office for additional information about a county's fee schedule
- d. For the **I or the party(s) I represent for this submission are requesting a fee waiver or deferral** field, **No** is selected by default
- i. **If the submission will include an Application for a Fee Waiver or Deferral**, see the **File into an Existing Case with an Application for a Fee Waiver or Deferral** reference guide for self-represented litigants, available at <https://www.azcourts.gov/efilinginformation/Training/eFileAZ-Training/L>

- e. For the **Is an Interpreter Needed** field, **No** is selected by default

- i. **If a filing-party will require the assistance of an interpreter during court proceedings**, select **Yes** > *The **If Yes Specify Language** drop-down menu will be activated* > Select the **Language**

\* Is an Interpreter Needed:  Yes  No

If Yes Specify Language:

- A. **If the needed language is not available in the drop-down menu**, select **Other Language** > *The Other Language free-text field will be activated* > Enter the **language**
- f. The **Your Reference Number** free-text field is NOT a required field and is intended for attorneys to track client matter numbers; information entered in this field is only retained within eFileAZ and will not be displayed on documents

Your Reference Number (Optional):

- g. Select the **Next button** > *The Case Participants tab will open*

## 7. Case Participants Tab

- a. 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](mailto:pasupport@courts.az.gov))
- b. Select the **box next to the party name(s)**, to identify the parties that are submitting documents to the court

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

**Side 1 Plaintiff(s)**

	Party(s) I am filing on behalf of	Represented By
<input type="checkbox"/>	Attorney-Party Team	
<input type="checkbox"/>	LITIGANT SELF REPRESENTED	

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**Side 2 Defendant(s)**

	Party(s) I am filing on behalf of	Represented By
<input type="checkbox"/>	Attorney-Party Team	
<input checked="" type="checkbox"/>	FIRST ALLEGED DEBTOR	
<input type="checkbox"/>	Attorney-Party Team	
<input checked="" type="checkbox"/>	SECOND ALLEGED DEBTOR	

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

## 8. Documents Tab

### a. Uploaded Documents

- i. To upload a lead document, select the **Add Lead Document link** > *A Lead Document pop-up window will open*

Uploaded Documents

#	Document	Document Type	Filing Fee
	<a href="#">Add Lead Document</a>		
Total			\$0.00

Lead Document Document at the end- Case Number J0403CV2023000398

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

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

**A** Answer  Answer  Small Claims Answer and Counterclaim

**B** Document Title: Small Claims Answer

**C** # Pages:

**D** Upload: Choose File Answer.pdf

**E** Save Cancel

- A. **Document Type:** select the **checkbox** next to the appropriate document type
1. To view additional document types, use the page navigation tool
  2. When a **service document type** is selected, the screen may display additional fields to be completed, and the additional steps include:

Service

Service by Mail  Service By Mail Return Receipt Requested

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**B** Document Title: Small Claims Answer

# Pages:

**A** Select ALL parties identified in the document who were served

LITIGANT SELF REPRESENTED, Plaintiff

FIRST ALLEGED DEBTOR, Defendant

SECOND ALLEGED DEBTOR, Defendant

Party Not Listed

If you do not see the party listed, please confirm that you are filing into the correct case. If the case number is correct, select "Party Not Listed".

**B** Local Time Zone Service Information:

Enter Date  Not Available or Illegible

Date of Service: 01/02/2024

Time Zone: (UTC-07:00) Arizona

Upload: Choose File Proof of Service.pdf

Save Cancel

- a. Select the **checkbox for each party** that the document identifies as having been served
- b. **Enter Date** will be selected by default > Enter the **date of service**, which the document identifies as the date that service was completed (*the calendar icon will provide a pop-up calendar*) > *Arizona is the selected Time Zone by default, and if needed, the time zone may be updated*  
**Note:** some service document types exclude the time fields or include an additional time field

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

1. **Do NOT copy and paste** text into this field because **it may cause the submission to FAIL** to be successfully transmitted to the court
2. **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

C. **# Pages: LEAVE BLANK**

1. **Do NOT enter numerals** in this field because **it may cause the submission to FAIL** to be successfully transmitted to the court

D. **Upload:** select the **Choose File button** (depending on the web browser, it may be a **Browse button**) > A file explorer pop-up window will open > Select a **file** > Select **Open** > The file explorer pop-up window will close, and the selected file name will be displayed to the right of the Choose File button

E. Select the **Save button**

1. The Lead Document pop-up window will close, and the uploaded lead document will be displayed on the documents tab

#	Document	Document Type	Target Case Participant	Filing Fee	Application Fee	Pages	File	Size (MB)
1	<a href="#">Insert Lead Document</a>	Small Claims Answer		\$35.00	\$6.50	0	Answer.pdf	0.1359

ii. **To attach a connected document to a lead document**, select the **Add Connected Document link** > An Add Connected Document to Lead Document pop-up window will open

#	Document	Document Type	Target Case Participant	Filing Fee	Application Fee	Pages	File	Size (MB)
1	<a href="#">Insert Lead Document</a>	Small Claims Answer		\$35.00	\$6.50	0	Answer.pdf	0.1359

**Add Connected Document to Lead Document Answer Eviction Answer- Case Number**

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

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

**A**  Miscellaneous

Exhibits/Attachments

Proposed Hearing

Proposed Hearing

Proposed Judgment

Proposed Judgment

Proposed Order

Proposed Order

1 - 4 of 4 items

**B** Document Title:

**C** # Pages:

**D** Upload: [Choose File](#) attachment.pdf

**E** [Save](#) [Cancel](#)

- A. **Document Type:** select the **checkbox** next to the appropriate document type
- B. **Document Title: TYPE in a title**, which should match the document's caption/title/contents
1. **Do NOT copy and paste** text into this field because **it may cause the submission to FAIL** to be successfully transmitted to the court
  2. **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
- C. **# Pages: LEAVE BLANK**
1. **Do NOT enter numerals** in this field because **it may cause the submission to FAIL** to be successfully transmitted to the court
- D. **Upload:** select the **Choose File button** (depending on the web browser, it may be a **Browse button**) > A file explorer pop-up window will open > Select a **file** > Select **Open** > The file explorer pop-up window will close, and the selected file name will be displayed to the right of the Choose File button
- E. Select the **Save button** > The Add Connected Document pop-up window will close

#	Document	Document Type	Target Case Participant	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead Document							
1	<b>LEAD</b> <input type="checkbox"/> Remove	Small Claims Answer		\$35.00	\$6.50	0	C:\fakepath\Answer.pdf	0.1359
1	<b>Connected</b> <input type="checkbox"/> Remove	Exhibits to Answer		\$0.00	\$0.00	0	C:\fakepath\Attachment.pdf	0.1262
	<b>2</b> Add Connected Document							
	Insert Lead Document							
	<b>3</b> Add Lead Document							
Total				\$35.00	\$6.50	0		0.2621

1. The uploaded connected document will be displayed on the documents tab
  2. To add additional connected documents, select the **Add Connected Document link** > [Return to step 8\(a\)\(ii\)\(A\)](#)
  3. To add additional lead documents, select the **Add Lead Document link** > [Return to step 8\(a\)\(i\)\(A\)](#)
- b. Uploaded documents may be **previewed**, **updated**, or **removed** before the submission is transmitted to the court

#	Document	Document Type	Target Case Participant	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead Document							
1	<b>LEAD</b> <input type="checkbox"/> Remove	Small Claims Answer		\$35.00	\$6.50	0	C:\fakepath\Answer.pdf	0.1359
	<b>3</b> <input type="checkbox"/> Remove	Exhibits to Answer		\$0.00	\$0.00	0	C:\fakepath\Attachment.pdf	0.1262

- i. **To preview a document**, select the **link** in the **File column** > *A new tab/window will open and display the document*
  - ii. **To edit the selected document type, the uploaded document, or the entered document title**, select the **link** in the **Document Type column** > *The Edit Document pop-up window will open*
    - A. **To update the selected document type**, select the **clear button** in the upper right corner of the pop-up window > *All available document type options will be displayed*
    - B. **To replace the uploaded document**, select the **Choose File button** (*depending on the web browser, it may be a **Browse button***) > *A file explorer pop-up window will open > Select a **file** > Select **Open** > The file explorer pop-up window will close, and the previous document will be replaced with the newly selected document*
    - C. **To update the document title, TYPE in a title**, which should match the document's caption/title/contents, and **do NOT enter any special characters**
  - iii. **To remove an uploaded document**, select the appropriate **remove link** > *A pop-up message will open > Select the **OK button** > The document will be removed from the submission*  
**Note:** *removing a lead document will also automatically remove its connected documents*
- c. **System Generated Documents**
- i. When filing into an existing small claims case, this section should never display a system-generated document
  - d. After all documents have been uploaded, as needed, select the **Next button** > *The Document Information tab will open*
9. **Document Information Tab**
- a. Read the information displayed on the screen > Select the **checkbox** to acknowledge the information > Select the **Next button** > *The Service List tab will open*
10. **Service List Tab (optional)**
- a. When using this optional feature, an **eService Application Fee will be assessed**
  - b. **For procedural information** about the requirements for the service of documents after a complaint has been filed, see [ACJA § 1-901](#) and the **Rules of Small Claims Procedure**, [Rule 7](#) and [Rule 6](#)
  - c. The service list tab displays three tabs: (1) Electronic Service Recipients, (2) My Added Attorney/Interested Parties, and (3) My E-service Email Addresses for this Case

- i. **The Electronic Service Recipients Tab** will be displayed by default, and the name and email address of any **eFileAZ user that previously eFiled documents into the case** will be displayed > Select the **checkbox** for each person to receive a copy of the documents included in the submission

Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type
<input checked="" type="checkbox"/>	Litigant Self Represented	Active	Unaffiliated Users Self-Represented Litigant		@courts.az.gov	Primary

- A. **Do NOT only select yourself**, or the non-refundable eService Application Fee will be paid to send copies to yourself
- ii. For information about the **My Added Attorney/Interested Parties tab** and the **My E-Service Email Addresses for this Case Tab**, see the **electronic service reference guide for existing cases**, available at <https://www.azcourts.gov/efilinginformation/Training/eFileAZ-Training/LJ>
- d. Select the **Next button** > *The Fees and Payments tab will open*

## 11. Fees and Payments Tab

- a. The Fees and Payments tab (1) displays the costs for filing fees and application fees and (2) provides payment options

#	Description	Filing Fee	Application Fee
1	Small Claims Answer	\$35.00	\$6.50
<b>Total</b>		<b>\$35.00</b>	<b>\$6.50</b>

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: \$41.50

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.

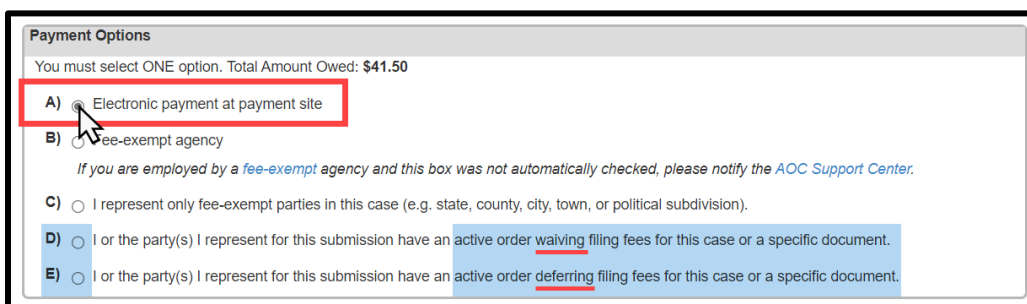
E)  I or the party(s) I represent for this submission have an active order deferring filing fees for this case or a specific document.

- i. **Costs for Filing and Application Fees**

#	Description	Filing Fee	Application Fee
1	Small Claims Answer	\$35.00	\$6.50
<b>Total</b>		<b>\$35.00</b>	<b>\$6.50</b>

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

- A. The Document Title that was entered for **each Lead document** (*NOT the selected document type*) will be displayed in the Description column
1. **If the document type ONLY requires payment of the application fee**, the cost will be displayed in the Application Fee column
  2. **If the document type requires payment of a filing fee and an application fee**, the costs will be displayed in the Filing Fee column and the Application Fee column
    - a. After system enhancements are received, a **First Appearance description** may also be displayed in the Description column, and the cost of the **subsequent case filing fee** will be displayed in the Filing Fee column
      - i. The cost of the **application fee** will be displayed in the Application Fee column within the row for each Lead document description
    - b. Justice Court Filing Fees are governed by [A.R.S. § 22-281](#)
    - c. Additional **local fees vary between counties**; contact the appropriate clerk's office for additional information about a county's fee schedule
- B. **If the eService option was used**, an eService Fee description will be displayed in the Description column, and the cost will be displayed in the Application Fee column
- C. The actual cost of the **3% payment processing fee** is NOT displayed on the Fees and Payments tab; however, it will be displayed on the **nCourt payment page** ([see step 13](#))
- D. **The application fee is NOT refundable**: this includes the application fee and its associated 3% payment processing fee
1. **If the clerk does NOT accept the submission or a document due to a deficiency**, any filing fee and its associated 3% payment processing fee are refunded (but NOT the application fee and its associated 3% payment processing fee)
- b. **Payment Options**



Payment Options

You must select ONE option. Total Amount Owed: \$41.50

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.

- i. Select option **A) Electronic payment at payment site**, unless an exemption applies
  - A. **If an Order for a Fee Waiver or Deferral has been issued**, select the **appropriate option (D or E)**

1. If an exemption option is inappropriately selected, then clerk may NOT accept the submission, which means that the documents will NOT be added to the official court record

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

## 12. Review and Submit Tab

- a. *The Review and Submit tab will display the information that was entered on each tab* > **Review** the contents of the submission before continuing to the payment site

- i. Each **section header** corresponds to either a **particular tab** or a **particular section within a tab**, and the entered information will be displayed under the section header
- ii. After reviewing a section and confirming the accuracy of its information, **to hide the information displayed under the section header**, select the section header to minimize the section
  - A. **To re-expand a section**, select the section header
- iii. **To update information**, select the **appropriate Revise button** > The associated **tab will open**
  - A. **When edits within a tab are completed**, to return to the Review and Submit tab, continue selecting the **Next button** that is displayed at the bottom of each tab
- iv. Select the **Continue to Payment Site button** > *The page will redirect to the nCourt Payment page*
  - A. **When an EXEMPTION option was selected on the Fees and Payment tab**, the Continue to Payment Site button is NOT displayed > Select the **Confirm and Submit all Now button** > *The page will redirect to the Filing Received Confirmation Page (skip to step 14)*

## 13. nCourt Payment Site

**Payment**

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

**Gila County - Globe**  
1400 E. Ash Street, Globe, Arizona 85501

Description	Case Number	Application Fee	Filing Fee	Total
Small Claims Answer	J0403CV2023000398	\$6.50	\$35.00	\$41.50
		\$6.50	\$35.00	\$41.50

Submission ID: 182971

**Online Service Fee: \$1.25**  
**Total Amount Due: \$42.75**

Note: The application fee is nonrefundable

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**Payment Information**

Credit Card | Checking/Savings Account | Saved Payment

Card Type  
Select Card Type

Card Number  
Enter Card Number

CVV Code  
Enter CVV Code

Expiration  
2022

**Paid On Behalf of**  
FIRST ALLEGED DEBTOR, SECOND ALLEGED DEBTOR

**Billing Information**

Billing address is an international address

Same As Filer's Information

Organization Name  
Enter First Name

OR

First Name  
First

Last Name  
Alleged Debtor

Return to e-Filing Application

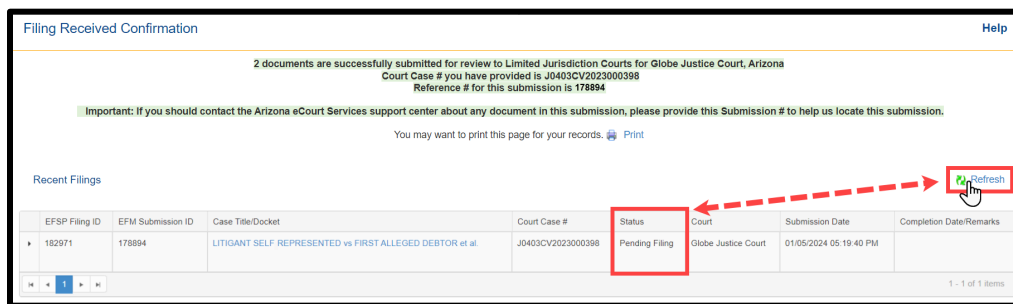
Submit Payment

- The top portion of this page lists: the name and address of the court that will receive the submission; the document titles for the uploaded lead documents and the system-generated documents; the filing and application fees; the online service fee (nCourt 3% payment processing fee); the submission ID number; and the **total amount due**
- Enter the **Payment Information**
  - The **Credit Card** tab will be **selected by default**
  - To pay by an **electronic funds transfer**, select the Checking/Savings Account tab
  - To pay with a **saved payment method**, select the Saved Payment tab
    - This tab is only displayed when a **payment method has been saved within the user's account details**; for information about creating or deleting a saved payment method, see the **payment method reference guides**, available at <https://www.azcourts.gov/eFilingInformation/Training/eFileAZ-Training/LJ>

- c. Enter the **Billing Information**
  - i. **To automatically populate** the billing information with the name, address, phone number, and email that exist in the User Details of the eFileAZ account profile, select the **checkbox for Same As Filer's Information**
  - ii. **When a saved payment method is used**, the billing information will be **automatically populated**
- d. Select the **Submit Payment button**
  - i. If the **Return to eFiling Application button** is selected, the page will redirect to eFileAZ and the Pending Submission page will open > To access and update the submission, in the **EFSP Filing ID column**, select the **link**

14. The page will redirect to eFileAZ, and 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**



- i. Noteworthy Statuses
  - A. **Received:** eFileAZ received the submission and is preparing to check for errors
  - B. **Validating Filing:** eFileAZ is checking the submission for errors
    1. 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](mailto:pasupport@courts.az.gov))
  - C. **Pending Filing:** the submission was successfully transmitted to the court, and the submission is pending the clerk's review

15. Email Notifications

- a. **AZ eFiling Receipt** from [customerservice@nCourt.com](mailto:customerservice@nCourt.com)
  - i. A receipt will be sent to the **email address that was entered on the nCourt payment page**
- b. **Submission Delivered** from [noreply@courts.az.gov](mailto:noreply@courts.az.gov)
  - i. A delivery confirmation email will be sent to the email address that exists in the User Details of the account profile that was used to submit the documents to the court

- ii. This notification provides a summary of the eFiled submission
  - A. Although the submission was **transmitted** to the court, the submission is **still pending review** and acceptance/rejection by the clerk
- c. **Processing Completed** from [noreply@courts.az.gov](mailto:noreply@courts.az.gov)
  - i. This notification indicates that the clerk has processed the submission and advises whether the submission was **fully accepted, partially accepted, or deficient**
    - A. **If submission was FULLY accepted**, copies of documents may be retrieved from eFileAZ 15 to 30 minutes after the submission's completion date/time
      - 1. For information about retrieving copies of filed documents, see the **Retrieve Copies of Documents** reference guide, available at <https://www.azcourts.gov/efilinginformation/Training/eFileAZ-Training/LJ>
    - B. **If the submission was PARTIALLY accepted**, the deficient documents will be identified, but the reason that the documents were not accepted will NOT be displayed, and the clerk must be contacted for additional information
      - 1. **Copies of the accepted documents** may be retrieved from eFileAZ 15 to 30 minutes after the submission's completion date/time; for additional about retrieving copies of filed documents, see the **Retrieve Copies of Documents** reference guide, available at <https://www.azcourts.gov/efilinginformation/Training/eFileAZ-Training/LJ>
    - C. **If the submission was deficient**, the reasons that the submission was not accepted will be displayed in red text