

eFileAZ – Limited Jurisdiction eFiling Attorney or Legal Paraprofessional Representing Plaintiff New Case

eFileAZ is an eFiling application that is used to submit documents to a court. **eFileAZ does NOT assist with document preparation.** The only system-generated document is the summons, which will include the required notice to defendant (for a civil case), the required residential eviction information sheet (for an eviction action case), or the required notice to plaintiff and defendant (for a small claims case). All other documents must be prepared outside of eFileAZ and uploaded into eFileAZ.

System Limitations for Uploaded Documents

1. Accepted document file formats
 - a. **Lead documents** are documents that will receive an electronic filed stamp (*e.g., the **complaint** is a lead document*)
 - 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 complaint, proposed orders, and proposed hearing notices 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)*



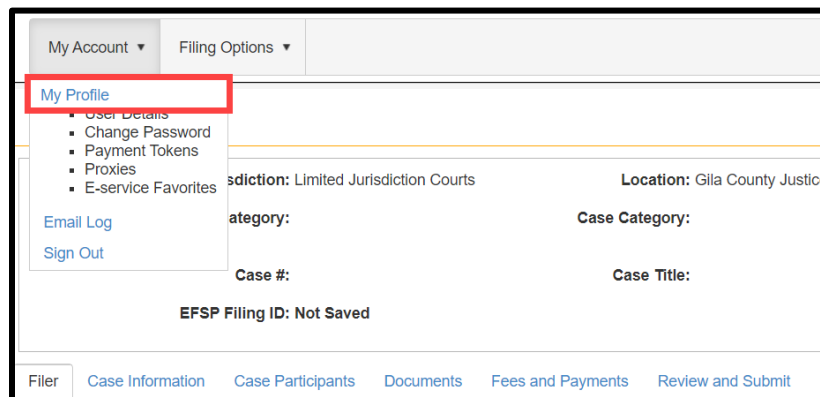
3. From the **Select the Level of court** drop-down menu, select **Limited Jurisdiction Court** > From the **Select the court** drop-down menu, select a **county** > From the **Select the precinct** drop-down menu, select a **Justice Court** > Select **I would like to file a new case in my selected court**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

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

- 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

- a. The **Submitting on Behalf of** field is **automatically populated** with the name that exists in the User Details of the account profile that is logged in and creating the submission
- i. When a law office staff person, such as a paralegal, is preparing a submission on behalf of an attorney, **select the appropriate name** from the drop-down menu
 - A. Additional names will appear in the drop-down menu ONLY IF another user has updated their account profile to add the user as a proxy; for additional information about adding or removing proxy authorization, see **the user account management proxy reference guides** available at <https://www.azcourts.gov/efilinginformation/Training/eFileAZ-Training/LJ>
- b. The **Submitted by** fields are **automatically populated** with the information that exists in the User Details of the account profile that is logged in and creating the submission
- 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



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

6. Case Information Tab

- 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*

- i. The **Court Level/Jurisdiction** **CANNOT** be modified
 - ii. The **Court Location** **may be modified** by selecting a different county from the drop-down menu
 - iii. The **Precinct** **may be modified** by selecting a different court from the drop-down menu
- b. From the **General Case Category** drop-down menu, select the **appropriate option** > From the **Case Category** drop-down menu, select the **appropriate option** > *The **Case Sub-Category** field will be **automatically populated** with the selected Case Category*

- c. 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. To include an Application for a Fee Waiver or Deferral, select **Yes** > *Additional fields will be displayed* > Select the appropriate **Choose File button (or Browse button)** to upload the required or optional document (*only one document may be uploaded into each upload field*)

* I or the party(s) I represent for this submission are requesting a fee waiver or deferral.: Yes No To obtain copies of the fee waiver and deferral application forms, please visit: [E-Filing Forms \(azcourts.gov\)](http://E-Filing Forms (azcourts.gov))

Application for Deferral or Waiver of Court Fees or Costs and Consent to Entry of Judgment	* Upload	<input type="button" value="Choose File"/> no file chosen
		Application-AOCDFGF1F-011223.pdf 0.4046 MB
Supporting Documentation:	Upload	<input type="button" value="Choose File"/> no file chosen
Verification of Party's Receipt of Non-Profit Legal Services:	Upload	<input type="button" value="Choose File"/> no file chosen
Proposed Order Regarding Deferral or Waiver of Court Fees and Costs and Notice Regarding Consent Judgment	* Upload	<input type="button" value="Choose File"/> no file chosen
		Order-EF-AOCDFGF2F-090622.docx 0.0728 MB
Affidavit in Support of Application for Deferral or Waiver of Service of Process Fees	Upload	<input type="button" value="Choose File"/> no file chosen

- A. After a Fee Waiver or Deferral document has been uploaded, the file name of the uploaded document **will be displayed below the field that was used** to upload the document, and all uploaded documents **will also be displayed on the Documents tab**
1. If an uploaded document needs to be replaced, the document **must be replaced on the Case Information tab** (NOT the Documents tab) by selecting the appropriate Choose File button (*or Browse button*)
- d. 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):

- e. In the **Claim Amount** field, only enter **numerals** and **decimals** (*the dollar sign and commas will be automatically populated*)

* Claim Amount:

- i. This information should reflect the amount of monetary relief being requested in the complaint
- f. **ONLY for the Eviction Action Case Category:** Is your request to have the tenant evicted from the rental property due to an irreparable breach field is displayed, and **No** is selected by default
- i. If the complaint includes a claim that the defendant committed a material and irreparable breach, select **Yes**

* Is your request to have the tenant evicted from the rental property due to an irreparable breach? Yes No

- g. For the **Is an Interpreter Needed** field, **No** is selected by default
- i. **If a party being represented by the attorney 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**

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

7. Case Participants Tab

- a. **The information for each plaintiff and each defendant named in the complaint must be entered**

- i. **Side 1 – Plaintiff(s)**

- A. The attorney's name, address, and Arizona State Bar License Number will be displayed in the Attorney Name and Contact Information column
- When a law office staff person is preparing a submission on behalf of an attorney**, the staff person should **ensure that the attorney's information is being displayed**

1. If additional plaintiffs do not need to be added, [skip to step 7\(a\)\(ii\)](#)
- B. **To add additional plaintiffs being represented by the attorney, select the [Add Party to Attorney-Party Team link](#) > The Add Case Participant pop-up window will open**
 1. If the plaintiff is an **individual person**, **repeat** [step 7\(a\)\(i\)\(B\)\(1\)\(a\)](#)
 2. If the plaintiff is a **business entity**, continue to **next step**
- b. **If the plaintiff is a business entity, use the following steps:**

- i. *The **Party Role** field will be automatically populated as **Plaintiff***
- ii. *The **Type** field will be automatically populated as **Person** > Select **Organization***
- iii. In the **Organization Name** field, enter the **business entity's legal name**
Note: do NOT enter a special character (e.g., ' - / & + () ")
 - A. **If the business entity regularly operates under another name**, from the **Alias Type** drop-down menu, select the **appropriate option** > In the **Alias free-text field**, enter the **alternate business name**
- iv. From the **Type** drop-down menu, select the **appropriate type of legal business organization**
- v. It is **optional** to enter information in the email, address, and phone number fields
- vi. Select the **Save button** > *The pop-up window will close*

- A. The plaintiff's name and (*if entered*) address will be displayed on the Case Participants tab
- B. **To add additional plaintiffs being represented by the attorney**, select the **Add Party to Attorney-Party Team link** > *The Add Case Participant pop-up window will open*
 1. If the plaintiff is an **individual person**, **repeat** [step 7\(a\)\(i\)\(B\)\(1\)\(a\)](#)
 2. If the plaintiff is a **business entity**, **repeat** [step 7\(a\)\(i\)\(B\)\(1\)\(b\)](#)

ii. **Side 2 – Defendant(s)**

- A. Select the **Add Opposing Case Participants link**

- B. *The Select Side Party Role pop-up window will open, and Defendant will be selected by default* > Select the **Save button**

1. *The Add Case Participant pop-up window will open*
 - a. **If the defendant is an individual person**, use the following steps:
Note: *if the defendant is a business entity, see [step 7\(a\)\(ii\)\(B\)\(1\)\(b\)](#)*

- i. The **Party Role** field will be automatically populated as **Defendant**
- ii. The **Type** field will be automatically populated as **Person**
- iii. Enter the defendant's **Name**
Note: do NOT enter a special character (e.g., ' - / & + () ")
- iv. It is **optional** to enter information in the alias, email, address, and phone number fields
- v. Select the **Save button** > The pop-up window will close

- A. The defendant's name and (if entered) address will be displayed on the Case Participants tab
- B. To add additional defendants, select the **Add New Attorney-Party Team to Side 2 Defendant(s)** link > The Add Case Participant pop-up window will open
 1. If the defendant is an individual person, repeat [step 7\(a\)\(ii\)\(B\)\(1\)\(a\)](#)

2. If the defendant is a **business entity**, continue to **next step**
- b. **If the defendant is a business entity**, use the following steps:

The screenshot shows the 'Add Case Participant' form with the following fields and values:

- 1 * Party Role:** Defendant
- 2 * Type:** Organization (selected)
- 3 * Organization Name:** Alleged Business Tortfeasor
- 4 * Type:** Limited Liability Company
- Alias Type/Alias Name:** Select (dropdown menu)
- 5 Primary Email:** Primary Email
- Address 1/2:** 1501 West Defense Drive
- Country/City:** UNITED STATES, Phoenix
- State/Zip Code:** Arizona, 85007
- Phone # (Format ###-###-####):** Phone Number Format ###-###-####, Extension:

Buttons: Save, Cancel

- i. The **Party Role** field will be automatically populated as **Defendant**
- ii. The **Type** field will be automatically populated as **Person** > Select **Organization**
- iii. In the **Organization Name** field, enter the **business entity's legal name**
Note: do NOT enter a special character (e.g., ' - / & + () " ")
 - A. **If the business entity regularly operates under another name**, from the **Alias Type** drop-down menu, select the **appropriate option** > In the **Alias free-text field**, enter the **alternate business name**
- iv. From the **Type** drop-down menu, select the **appropriate type of legal business organization**
- v. It is **optional** to enter information in the email, address, and phone number fields
- vi. Select the **Save button** > *The pop-up window will close*

Side 1 Plaintiff(s)

Party Name and Contact Information	Attorney Name and Contact Information
<p>Attorney-Party Team</p> <ul style="list-style-type: none"> First Plaintiff 1501 Seeking Justice Way Phoenix AZ 85007 US Second Plaintiff 1501 Seeking Justice Way Phoenix AZ 85007 US <p>Add Party to Attorney-Party Team</p>	<p>Elisabeth Attorney 1501 West Washington</p> <p>Add Attorney to Attorney-Party Team</p>
Add New Attorney-Party Team to Side 1 Plaintiff(s)	

Side 2 Defendant(s)

Party Name and Contact Information	Attorney Name and Contact Information
<p>Attorney-Party Team</p> <ul style="list-style-type: none"> Alleged Business Tortfeasor 1501 West Defense Drive Phoenix AZ 85007 US A <p>Add Party to Attorney-Party Team</p>	<p>Add Attorney to Attorney-Party Team</p>
Add New Attorney-Party Team to Side 2 Defendant(s) B	

- A. The defendant's name and (*if entered*) address will be displayed on the Case Participants tab
- B. **To add additional defendants**, select the **Add New Attorney-Party Team to Side 2 Defendant(s)** link > The Add Case Participant pop-up window will open
 1. If the defendant is an **individual person**, repeat [step \(a\)\(ii\)\(B\)\(1\)\(a\)](#)
 2. If the defendant is a **business entity**, repeat [step 7\(a\)\(ii\)\(B\)\(1\)\(b\)](#)
- b. **To update a party's information**, in the **Party Name and Contact Information** column, select the appropriate **party name/address link** > The Edit Case Participant pop-up window will open > **Update** the information, as needed > Select the **Save button**
- c. After each plaintiff and each defendant named in the complaint have been correctly added, select the **Next button** > The Documents tab will open

8. Documents Tab

a. System Generated Documents

Uploaded Documents			
System Generated Documents			
#	Document Type	File	Size (MB)
1	Limited Jurisdiction Regular Civil Summons	Summons First Alleged Tortfeasor System Generated.pdf	0.1500
2	Limited Jurisdiction Regular Civil Summons	Summons Second Alleged Tortfeasor System Generated.pdf	0.1500

- i. A summons will be system-generated for each defendant
- ii. The system-generated summons **CANNOT be edited or deleted**
 - A. **If a defendant's information is incorrect**, the information entered on the **Case Participants tab** must be updated ([see step 7\(b\)](#))

iii. The system-generated summons is NOT issued (*i.e., signed and sealed*) UNTIL the clerk has accepted/filed the submission

A. **15 to 30 minutes AFTER the submission is ACCEPTED/FILED**, a copy of each issued **summons will be available for retrieval from eFileAZ**

b. **Uploaded Documents**

i. **If Fee Waiver/Deferral documents were uploaded on the Case Participants tab**, the previously uploaded documents will be displayed on this tab, and any additional documents will be uploaded below the fee waiver/deferral documents

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

#	Document	Document Type	Filing Fee
	Add Lead Document		
Total			\$0.00

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

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

- Affidavit
- Civil Complaint
- Miscellaneous
- Motion
- Notice

1 - 5 of 5 items

* Document Title: Civil Complaint

Pages:

* Upload: Choose File Complaint.pdf

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

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	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead Document						
1	Remove	Civil Complaint	\$0.00	\$0.00	0	C:\takepath\Complaint.pdf	0.1352
	Add Connected Document						

- iii. 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	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead Document						
1	LEAD Remove	Civil Complaint	\$0.00	\$0.00	0	C:\takepath\Complaint.pdf	0.1352
	Add Connected Document						
	Insert Lead Document						

Add Connected Document to Lead Document Civil Complaint Complaint

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

Exhibit/Attachments

Proposed Hearing

Proposed Order

B Document Title: Exhibits to Complaint

C # Pages:

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

[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

- ii. For uploaded documents, **to replace the uploaded document or update the entered document title**, select the **link** in the **Document Type column** > *The Edit Document pop-up window will open*
- 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*
 - 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*
 - 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
- d. The filing fees and application fees are NOT displayed on the documents tab (*\$0.00 will be displayed*); however, the costs will be displayed on the Fees and Payments tab ([see step 9](#))

Uploaded Documents							
#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead Document						
1	Remove	Civil Complaint	\$0.00	\$0.00	0	C:\fakepath\CivilComplaint.pdf	0.1352
	Remove	Exhibits to Complaint	\$0.00	\$0.00	0	C:\fakepath\Attachment.pdf	0.1262

- e. After all case initiating documents have been uploaded, select the **Next button** > *The Fees and Payments tab will open*

9. Fees and Payments Tab

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

#	Description	Filing Fee	Application Fee
1	New Case Torts - Torts	\$93.00	\$6.50
2	Summons First Alleged Tortfeasor System Generated	\$0.00	\$0.00
3	Summons Second Alleged Tortfeasor System Generated	\$0.00	\$0.00
4	Civil Complaint	\$0.00	\$0.00
Total		\$93.00	\$6.50

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

Payment Options 2
 You must select ONE option. Total Amount Owed: \$99.50

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).

[Back](#) [Next](#)

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

Filing Fees			
#	Description	Filing Fee	Application Fee
1	New Case Torts - Torts	\$93.00	\$6.50
2	Summons First Alleged Tortfeasor System Generated	\$0.00	\$0.00
3	Summons Second Alleged Tortfeasor System Generated	\$0.00	\$0.00
4	Civil Complaint	\$0.00	\$0.00
Total		\$93.00	\$6.50

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

- A. The filing fee and the application fee are attached to the **New Case Description**
- Justice Court Filing Fees are governed by [A.R.S. § 22-281](#)
 - Additional **local fees vary between counties**; contact the appropriate clerk's office for additional information about a county's fee schedule
- B. 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 11](#))
- C. **The application fee is NOT refundable**: this includes the application fee and its associated 3% payment processing fee
- If the clerk does NOT accept the submission due to a deficiency**, the 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**

Note: if an *Application for a Fee Waiver/Deferral* was uploaded on the *Case Information* tab, the *Payment Options* tab is NOT displayed ([skip to step 10](#))

Payment Options

You must select ONE option. Total Amount Owed: \$99.50

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).

- i. Select option **A) Electronic payment at payment site**, UNLESS an exemption applies
- A. **If the attorney belongs to a fee-exempt agency or is representing a fee-exempt party**, select the **appropriate option (B or C)**
- If an exemption option is inappropriately selected, then the clerk may NOT accept the submission, which means that a case will NOT be created and the documents will NOT be added to an official court record
- c. Select the **Next button** > *The Review and Submit tab will open*

10. Review and Submit Tab

- a. *The Review and Submit tab will display 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
 - B. **When the submission includes and Application for a Fee Waiver/Deferral**, the documents will appear within the Documents section, but if an uploaded fee waiver or deferral document needs to be replaced, the document must be replaced on the Case Information tab (NOT the Documents tab)

#	Document Type	Target Case Participant	Filing Fee	Application Fee	Pages	File	Size (MB)
1	Application		\$0.00	\$6.50	0	Application-AOCDGFG1F-011223.pdf	0.4046
2	Order		\$0.00	\$6.50	0	Order-EF-AOCDGFG2F-090622.docx	0.0728
3	Civil Answer		\$60.00	\$6.50	0	Answer.pdf	0.1359
	Exhibit/attachments		\$0.00	\$0.00	0	Attachment.pdf	0.1262

- 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** or **Fee WAIVER/DEFERRAL** documents were uploaded on the **Case Participants 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 12](#))*

File Case Information Case Participants Documents Document Information ServiceList Fees and Payments Review and Submit

Back Save All and Submit Later **Confirm and Submit all Now** 3

The information displayed below summarizes information you have provided for this submission. Please verify and select your next action.

Filer

Description	Data
Name	Elisabeth Attorney
Address	1501 West Washington Street Phoenix , AZ 85007

11. nCourt Payment Page

Payment

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

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

Description	Case Number	Application Fee	Filing Fee	Total
New Case Torts - Torts	New Case	\$6.50	\$93.00	\$99.50
Civil Complaint	New Case	\$0.00	\$0.00	\$0.00
Summons First Alleged Tortfeasor System Generated	New Case	\$0.00	\$0.00	\$0.00
Summons Second Alleged Tortfeasor System Generated	New Case	\$0.00	\$0.00	\$0.00
		\$6.50	\$93.00	\$99.50

Submission ID: 183112

Online Service Fee: \$2.99
Total Amount Due: \$102.49

Note: The application fee is nonrefundable

Payment Information **B**

Credit Card Checking/Savings Account **Saved Payment**

To pay with credit card or bank account, select below:

Saved Card / Account

Card - Business Visa - 1111

Paid On Behalf of
First Plaintiff, Second Plaintiff

Billing Information **C**

Billing address is an international address

Same As Filer's Information

Organization Name
Elisabeth Law Office

Return to e-Filing Application **Submit Payment** **D**

- a. 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**

- b. 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** or an **organization administrator authorized the user to pay with an organization payment method**; 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**
- When a saved payment method is used**, the billing information will be **automatically populated**
 - 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**
- d. Select the **Submit Payment button**
- 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**
12. The page will redirect to eFileAZ, and the Filing Received Confirmation page will open
- To verify that the submission was successfully transmitted to the court, select **Refresh** until the **status** updates to **Pending Filing**

EFSP Filing ID	EFM Submission ID	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
183112	178949	First Plaintiff et al vs First Alleged Tortfeasor et al		Pending Filing	Globe Justice Court	01/09/2024 03:33:06 PM	

- Noteworthy Statuses
 - Received:** eFileAZ received the submission and is preparing to check for errors
 - Validating Filing:** eFileAZ is checking the submission for errors
 - 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)

- C. **Pending Filing:** the submission was successfully transmitted to the court, and the submission is pending the clerk's review

13. Email Notifications

- a. **AZ eFiling Receipt** from 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
 - 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 the clerk's review**
- c. **Processing Completed** from noreply@courts.az.gov
 - i. This notification indicates that the clerk has processed the submission and advises whether the submission was **accepted** **or** **deficient**
 - A. **If submission was accepted**, copies of filed documents may be retrieved from eFileAZ 15 to 30 minutes after the submission's completion date/time
 - 1. For additional 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 deficient**, the reasons that the submission was not accepted will be displayed in red text