

## eFileAZ – Limited Jurisdiction eFiling New Case – Self-Represented Plaintiff – Small Claims Submission will Include a Fee Waiver or Deferral Application

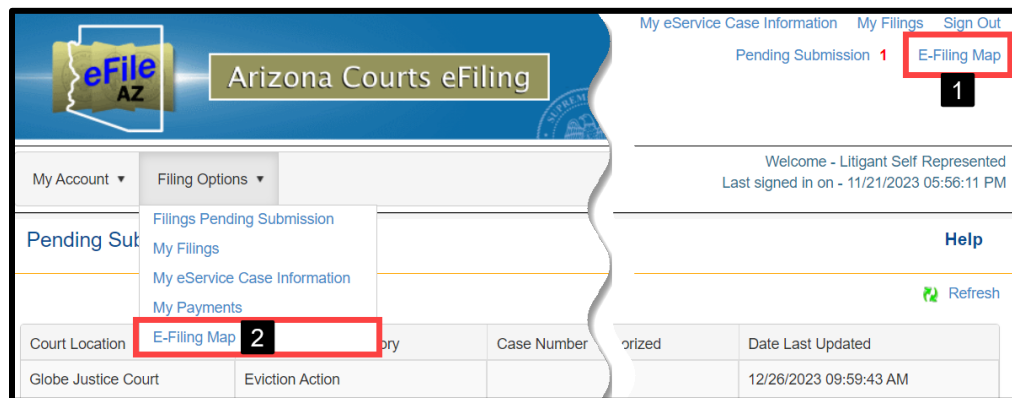
eFileAZ is an eFiling application that is used to submit documents to a court. **eFileAZ does NOT assist with document preparation.** The only system-generated document is the summons, which will include the required notice to plaintiff and defendant. All other documents must be prepared outside of eFileAZ 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>.

Fee waiver and deferral forms are available at <https://www.azcourts.gov/courtfilingsfees/Fee-Waivers-and-Deferrals/Fee-Waiver-and-Deferral-Forms>. Two fee waiver/deferral documents will be required to be included in the submission: the **Application** and the **eFiling version of the Order**.

### 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 **five tabs**: (1) **Filer**; (2) **Case Information**; (3) **Case Participants**; (4) **Documents**; and (5) **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

- 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' highlighted. The background displays the 'User Details' tab with the following information:

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

At the bottom, there is a 'Filer' section with 'Submitting on Behalf of (Person responsible)' and 'Self Represented, Litigant'.

- 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 labels:

- A**: Court Level/Jurisdiction: Limited Jurisdiction Courts; Court Location: Gila County Justice Courts
- B**: Precinct: Globe Justice Court
- B**: General Case Category: Small Claims
- Case Category: Small Claims
- Case Sub-Category: Small Claims
- C**: 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))
- D**: Your Reference Number (Optional): Your Reference Number (Optional)
- E**: Claim Amount: ClaimAmount
- F**: Is an Interpreter Needed:  Yes  No
- If Yes Specify Language: Other Language
- G**: Next 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

- 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 **Small Claims** > From the **Case Category** drop-down menu, select **Small Claims** > The **Case Sub-Category** field will be **automatically populated** with **Small Claims**

\* General Case Category: Small Claims

\* Case Category: Small Claims

\* Case Sub-Category: Small Claims

- 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 > Select **Yes**
- i. **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 \(azcourts.gov\)](https://www.azcourts.gov)

Application for Deferral or Waiver of Court Fees or Costs and Consent to Entry of Judgment

Supporting Documentation:

Verification of Party's Receipt of Non-Profit Legal Services:

Proposed Order Regarding Deferral or Waiver of Court Fees and Costs and Notice Regarding Consent Judgment

Affidavit in Support of Application for Deferral or Waiver of Service of Process Fees

Upload  no file chosen  
Application-AOCDFGF1F-011223.pdf 0.4046 MB

Upload  no file chosen

Upload  no file chosen

Upload  no file chosen  
Order-EF-AOCDFGF2F-090622.docx 0.0728 MB

Upload  no file chosen

- A. Two documents are required: the **application** and the **proposed order**
- B. **After a fee waiver/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

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

- i. This information should reflect the amount of monetary relief being requested in the complaint
- f. For the **Is an Interpreter Needed** field, **No** is selected by default
- i. **If a plaintiff 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***
- g. 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. Select the **Add Party to Attorney-Party Team link**

1. *The Add Case Participant pop-up window will open*

- a. **If the plaintiff is an individual person**, use the following steps:  
**Note:** *if the plaintiff is a business entity and an authorized business representative is filing the documents, [see step 7\(a\)\(i\)\(A\)\(1\)\(b\)](#)*

- i. *The **Party Role** field will be automatically populated as **Plaintiff***
- ii. *The **Type** field will be automatically populated as **Person***
- iii. **To automatically populate the remaining fields** with the information that exists within the User Details of the account profile, select the **Copy From Filer link** > *The **checkbox for Representing Self** will be automatically selected*
- A. **Name fields must NOT contain a special character** (e.g., ' - / & + ( ) " )
- B. Any information may be modified, but for the information to be correctly, automatically populated for future submissions, update the User Details of the account profile ([see step 5\(b\)\(i\)](#))
- iv. Select the **Save button** > *The pop-up window will close*

- A. The plaintiff's name and address will be displayed on the Case Participants tab
- B. **To add additional Plaintiffs**, select the **Add New Attorney-Party Team to Side 1 Plaintiff(s)** link > The Add Case Participant pop-up window will open  
*Note: if additional plaintiffs do not need to be added, [skip to step 7\(a\)\(ii\)](#)*

1. The **Party Role** field will be automatically populated as **Plaintiff**
2. The **Type** field will be automatically populated as **Person**
3. Enter the additional plaintiff's **Name** and **Address**  
*Note: do **NOT** enter a special character (e.g., ' - / & + ( ) " )*
4. Select the **Save** button > The pop-up window will close, and the additional plaintiff will be displayed on the Case Participants tab

- b. If the plaintiff is a business entity and an authorized business representative is filing the documents, 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. Enter the **Business's Address**
- vi. Select the **Save button** > The pop-up window will close, and the plaintiff's name and address will be displayed on the Case Participants tab

ii. **Side 2 – Defendant(s)**

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

Side 1 Plaintiff(s)

Party Name and Contact Information	Attorney Name and Contact Information
<ul style="list-style-type: none"> <li>Attorney-Party Team</li> <li>Litigant Self Represented 1501 West Washington Street Suite 410 Phoenix AZ 85007 US</li> </ul> <p>Add Party to Attorney-Party Team</p>	<p>Add Attorney to Attorney-Party Team</p>
<p>Add New Attorney-Party Team to Side 1 Plaintiff(s)</p>	
<p><b>Add Opposing Case Participants</b></p>	

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

Select Side Party Role

\* Side Party Role: Defendant

**Save** **Cancel**

- a. The *Add Case Participant* pop-up window will open

- i. **If the defendant is an individual person**, use the following steps:

**Note:** if the defendant is a business entity, [see step 7\(a\)\(ii\)\(A\)\(1\)\(a\)\(ii\)](#)

Add Case Participant

**A** \* Party Role: Defendant

**B** \* Type:  Person  Organization  Representing Self

\* First: Middle: \* Last: Suffix:

**C** Full Legal Name:

Alias Type/Alias Name:

Primary Email:

**D** Address 1/2:

Country/City:

State/ Zip Code:

Phone # (Format ###-###-####):   Extension:

**E** **Save** **Cancel**

- A. The **Party Role** field will be automatically populated as **Defendant**
- B. The **Type** field will be automatically populated as **Person**
- C. Enter the defendant's **Name**  
**Note:** do **NOT** enter a special character (e.g., ' - / & + ( ) " )
- D. If known, enter the defendant's **Address**

E. Select the **Save button** > *The pop-up window will close*

1. The defendant's name and address will be displayed on the Case Participants tab
2. 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 (return to step 7(a)(ii)(A)(1)(a)(i)(A))*

ii. If the defendant is a business entity, use the following steps:

- A. The **Party Role** field will be automatically populated as **Defendant**
- B. The **Type** field will be automatically populated as **Person** > Select **Organization**

- C. In the **Organization Name** field, enter the **business entity's legal name**  
**Note: do NOT enter a special character** (e.g., ' - / & + ( ) " ")
1. **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**
- D. From the **Type** drop-down menu, select the **appropriate type of legal business organization**
- E. If known, enter the **business's Address**
- F. Enter the **name** of the **business's statutory agent** or **business representative** that will receive service of documents  
**Note: do NOT enter a special character** (e.g., ' - / & + ( ) " ")
1. In the **drop-down menu** to the right of the Name, Title free-text field, select an **appropriate role**
- G. Enter the **address** for the **business's statutory agent** or **business representative** that will receive service of documents
- H. Select the **Save button** > *The pop-up window will close, and the defendant's name and address will be displayed on the Case Participants tab*

Side 1 Plaintiff(s)	
Party Name and Contact Information	Attorney Name and Contact Information
<b>Attorney-Party Team</b> Litigant Self Represented 1501 West Washington Street Suite 410 Phoenix AZ 85007 US Add Party to Attorney-Party Team	Add Attorney to Attorney-Party Team
Add New Attorney-Party Team to Side 1 Plaintiff(s)	
Side 2 Defendant(s)	
Party Name and Contact Information	Attorney Name and Contact Information
<b>Attorney-Party Team</b> Alleged Business Debtor 1501 West Defense Drive Phoenix AZ 85007 US Add Party to Attorney-Party Team	Add Attorney to Attorney-Party Team
Add New Attorney-Party Team to Side 2 Defendant(s)	

- 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**
- 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 Small Claims Summons	Summons First Alleged Debtor System Generated.pdf	0.1270
2	Limited Jurisdiction Small Claims Summons	Summons Second Alleged Debtor System Generated.pdf	0.1267

- 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

File   Case Information   Case Participants   Documents   Review and Submit					
Uploaded Documents					
#	1	Document	Document Type	Filing Fee	Application Fee
1		Remove	Application for Deferral or Waiver of Court Fees or Costs and Consent to Entry of Judgment	\$0.00	\$0.00
		Remove	Supporting Documentation	\$0.00	\$0.00
		Remove	Verification of Party's Receipt of Non-Profit Legal Services	\$0.00	\$0.00
2		Remove	Proposed Order Regarding Deferral or Waiver of Court Fees and Costs and Notice Regarding Consent Judgment	\$0.00	\$0.00
3		Remove	Affidavit in Support of Application for Deferral or Waiver of Service of Process Fees	\$0.00	\$0.00
		Insert Lead Document			
	2	Add Lead Document			

- i. **The Fee Waiver/Deferral documents that were uploaded on the Case Participants tab will be displayed and include at least two lead documents**

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

- A. **Document Type:** select the **checkbox** next to the Complaint document type
- B. **Document Title:** **TYPE in a title**, which should match the complaint'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 complaint will be displayed below the fee waiver/deferral documents that were uploaded on the Case Information tab

3		Affidavit in Support of Application for Deferral or Waiver of Service of Process Fees	\$0.00
4		Small Claims Complaint	\$0.00

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



Document #: New Document Filing Fee: \$0.00

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:  Attachment.pdf

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

4	<b>LEAD</b>	<input type="checkbox"/> Remove	Small Claims Complaint	\$0.00
1	<b>Connected</b>	<input type="checkbox"/> Remove	Exhibits to Complaint	\$0.00
		<input type="checkbox"/> Add Connected Document		
		<input type="checkbox"/> Insert Lead Document		

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\(b\)\(iii\)\(A\)](#)
- c. Documents may be **previewed**, **updated**, or **removed** before the submission is transmitted to the court
- Note:** system-generated documents and fee waiver/deferral documents may only be previewed

#	Document <sup>4</sup>	Document Type	Filing Fee	Application Fee	Pages	File <sup>1</sup>	Size (MB)
1	<input type="checkbox"/> Remove	Application for Deferral or Waiver of Court Fees, Costs and Consent to Entry of Judgment	\$0.00	\$0.00	0	Application-AOCDFGF1F-011223.pdf	0.4046
	<input type="checkbox"/> Remove	Supporting Documentation	\$0.00	\$0.00	0	Supporting Documentation.pdf	0.1262
	<input type="checkbox"/> Remove	Verification of Party's Receipt of Non-Profit Legal Services	\$0.00	\$0.00	0	Verification-AOCDFGF14F-090622.pdf	0.1602
2	<input type="checkbox"/> Remove	Proposed Order Regarding Deferral or Waiver of Court Fees and Costs and Notice Regarding Consent Judgment	\$0.00	\$0.00	0	Order-EF-AOCDFGF2F-090622.docx	0.0728
3	<input type="checkbox"/> Remove	Affidavit in Support of Application for Deferral or Waiver of Service of Process Fees	\$0.00	\$0.00	0	Affidavit-AOCDFGF3F-090622.pdf	0.1897
	<input type="checkbox"/> Remove	Small Claims Complaint	\$0.00	\$0.00	0	C:\fakepath\Complaint.pdf	0.1352
	<input type="checkbox"/> Remove	Exhibits to Complaint	\$0.00	\$0.00	0	C:\fakepath\Attachment.pdf	0.1262

- i. To preview any uploaded document or system-generated document, select the **link** in the **File column** > A new tab/window will open and display the document
- ii. **ONLY for Documents that were Directly Uploaded on the Documents Tab:** 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
  - A. 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
  - B. 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. **ONLY for Documents that were Directly Uploaded on the Documents Tab:** 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
- iv. Fee waiver/deferral documents **MUST be removed or replaced on the Case Information tab** ([see step 6\(c\)\(i\)\(B\)\(1\)](#))

- d. After all case initiating documents have been uploaded, select the **Next button** > *The Review and Submit tab will open*

## 9. 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 transmitting the submission to the court

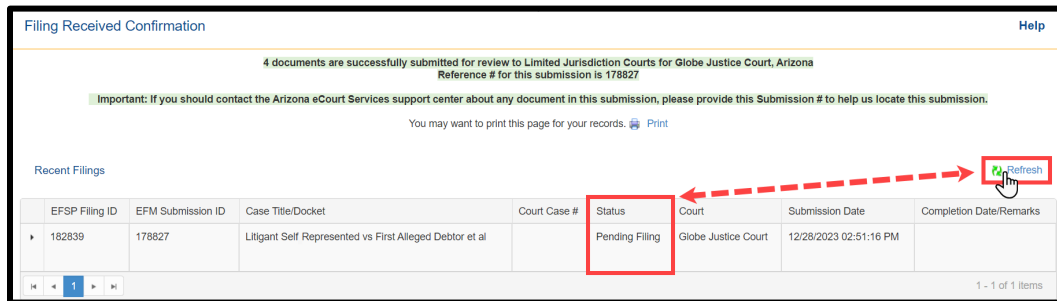
- i. Each **section header** corresponds to either a **particular tab** or a **particular section within a tab**, and the entered information will be displayed under the section header
- ii. After reviewing a section and confirming the accuracy of its information, **to hide the information displayed 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. Although the **fee waiver/deferral documents** are displayed within the Documents section, if an uploaded document needs to be replaced, it **must be replaced on the Case Information tab** (NOT the Documents tab)

#	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
1	Application	\$0.00	\$0.00	0	Application-AOCDGFG1F-011223.pdf	0.4046
	Exhibit/Attachment	\$0.00	\$0.00	0	Supporting Documentation.pdf	0.1262
	Exhibit/Attachment	\$0.00	\$0.00	0	Verification-AOCDGFG14F-090622.pdf	0.1602
2	Order	\$0.00	\$0.00	0	Order-EF-AOCDGFG2F-090622.docx	0.0728
3	Affidavit	\$0.00	\$0.00	0	Affidavit-AOCDGFG3F-090622.pdf	0.1897

- B. **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 **Confirm and Submit all Now button** > *The page will redirect to the eFileAZ Filing Received Confirmation page*

## 10. eFileAZ Filing Received Confirmation Page

- 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

## 11. Email Notifications

- a. **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 the clerk's review**
- b. **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 **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