

eFiling with an Existing Fee Waiver or Deferral in Maricopa County

If you wish to request a fee waiver or deferral for a case in Maricopa County, you must submit an application on the court's website: [Deferral and Waiver of Court Fees | Maricopa County Clerk of Superior Court](#) **before** creating your efile submission.

Once approved, you will need to include the fee waiver/deferral application, signed order and any supporting document, if it exists, in your efiled submissions per the instructions below:

New Case Filings:

1. Create your submission by entering case and party information in the efile program
2. On the Documents page:
 - a. Upload your case initiating document first, e.g. Complaint (civil), Petition (family)
 - b. Upload as separate, additional main documents:
 - i. Application for Fee Waiver/Deferral
 - ii. Order Deferring/Waiving Fees
 - iii. Affidavit in Support (if applicable)
 - iv. Other relevant case documents, e.g. Certificate of Arbitration, Sensitive Data Sheet
3. Indicate you are filing with an existing fee waiver or deferral
 - a. In eFileAZ, this is found on the Fees and Payments tab
 - b. In AZTurboCourt, this is found on the Number of Plaintiffs page
4. Confirm your information is correct and submit to the court