

## eFileAZ

### Payment Reports – Organization Administrators

An **organization administrator** has the capability to search for payments made by all members of the organization.

1. Log in to eFileAZ: <https://efile.azcourts.gov>
2. **Hover over Filing Options** to access the drop-down menu > Select **Organization Payments**

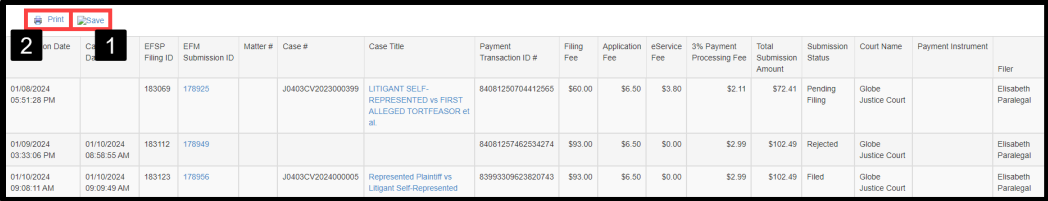


- a. *The Payments page will open* > Enter **search criteria**, as needed > Select the **Search button**

- i. **Submission Date From / Submission Date To:** these fields will search for submissions based on the date that a **submission was sent** to a court; a date range up to **90 days** may be entered
- ii. **Completion Date From / Completion Date To:** these fields will search for submissions based on the date that a **submission's status was updated to accepted or rejected**; a date range up to **90 days** may be entered

- iii. **Court Location / General Case Category:** each field provides a drop-down menu to search for submissions sent to a particular court location; to activate the General Case Category field, **first select a Court Location**
- iv. **Submission Status:** this field provides a drop-down menu, not all statuses provided in the menu are utilized, and a submission may have only one of the following **five statuses:**
  - A. **Received:** eFileAZ received the submission and is preparing to check for errors
  - B. **Validating Filing:** eFileAZ is checking the submission for errors
  - C. **Pending Filing:** the submission was successfully transmitted to the court, and the submission is pending a clerk's review
  - D. **Rejected:** a clerk identified a deficiency within the submission
  - E. **Filed:** a clerk fully or partially accepted the submission; when a submission is partially accepted the clerk identified a deficiency within one or more documents
- v. **EFM Submission ID:** enter an EFM Submission ID number as documented in the eFileAZ **Submission Delivered** or **Submission Processed** email notification
- vi. **EFSP Filing ID:** enter an EFSP Filing ID number as documented in the eFileAZ **Submission Delivered** or **Submission Processed** email notification, or as documented in the nCourt **AZ e-Filing Receipt** email notification
- vii. **Case #:** this field will not search for partial case numbers, and the full case number must be entered (*e.g., J0403CV2024000004*)
  - A. This field CANNOT be used to search for a **NEW CASE submission** that has a status of Received, Validating Filing, Pending Filing, or Rejected because a case number is only assigned after a clerk accepts the submission and its status is updated to Filed; **use the Submission Status field instead**
- viii. **Case Title:** to ensure that search results are returned, the use of this field is not recommended; **use the Case # field instead**
- ix. **Payment Receipt #:** this field may be used to search by the Receipt Number provided in the nCourt **AZ e-Filing Receipt** email notification
- x. **Client Matter #:** when a submission was prepared, if information was entered in the Your Reference Number field provided on the Case Information tab, this field may be used to search by the information that was entered in the Your Reference Number field
- xi. **Payment Instrument:** the system does not document types of payment instruments, so the **drop-down menu does NOT provide any options**
- xii. **Filer:** this field provides a drop-down menu of all users currently associated to the organization, and this field **MUST be used in conjunction with the submission date range or completion date range fields** (*when the **completion date range** is used, the results will only include submissions with a status of Filed or Rejected*)

b. A search results table will be displayed below the search fields



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	In Date	Cs Da	EFSP Filing ID	EFM Submission ID	Matter #	Case #	Case Title	Payment Transaction ID #	Filing Fee	Application Fee	eService Fee	3% Payment Processing Fee	Total Submission Amount	Submission Status	Court Name	Payment Instrument	Filer		
01/06/2024 05:51:28 PM			183069	178925		JD403CV2023000399	LITIGANT SELF- REPRESENTED vs FIRST ALLEGED TORTFEASOR et al	84081250704412565	\$60.00	\$6.50	\$3.80	\$2.11	\$72.41	Pending Filing	Globe Justice Court		Elisabeth Paralegal		
01/09/2024 03:33:06 PM	01/10/2024 08:58:55 AM		183112	178949				84081257462534274	\$93.00	\$6.50	\$0.00	\$2.99	\$102.49	Rejected	Globe Justice Court		Elisabeth Paralegal		
01/10/2024 09:08:11 AM	01/10/2024 09:09:49 AM		183123	178956		JD403CV2024000005	Represented Plaintiff vs Litigant Self-Represented	83993309623820743	\$93.00	\$6.50	\$0.00	\$2.99	\$102.49	Filed	Globe Justice Court		Elisabeth Paralegal		

- i. To export the search results to **Excel**, select the **Save icon** > *The report will be downloaded to the web browser's download folder*
- ii. To save the search results as a **PDF**, select the **Print icon** > *The report will open as a PDF in a new tab or window* > Select the **disk icon** in upper right corner > **Save** the file