

eFileAZ

Pending Submissions – Complete, Retransmit, or Delete

When a submission is created, eFileAZ automatically saves the submission as a pending submission. A submission remains as a pending submission until the submission is transmitted to the court or until the submission is deleted by the user. A pending submission may be [completed](#), [retransmitted](#) (when a submission error occurred), or [deleted](#).

1. Log in to eFileAZ: <https://efile.azcourts.gov>
2. **When the user has at least one pending submission, the Pending Submission page will be automatically displayed, and the number of pending submissions will be displayed in red text to the right of the Pending Submission link**

Court Location	General Case Category	Case Number	Case Detail	EFSP Filing ID	Delete/Copy/Update	Payment Authorized	Date Last Updated
Cochise County Superior Court	Civil			172483	✕ 📄 💰	N/A	03/04/2022 09:07:20 AM
Mohave County Superior Court	Domestic Relations/Family	S8015DO202100307	In Re the Marriage of: PARENT PETITIONER PETITIONER and PARENT RESPONDENT RESPONDENT	171311	✕ 📄 💰	N/A	01/21/2022 04:49:10 PM
Coconino County Superior Court	Civil			171010	✕ 📄 💰	N/A	12/30/2021 03:29:06 PM

- a. **To complete a pending submission, select the appropriate EFSP Filing ID number**

Court Location	General Case Category	Case Number	Case Detail	EFSP Filing ID	Delete/Copy/Update
Mohave County Superior Court	Domestic Relations/Family	S8015DO202100307	In Re the Marriage of: PARENT PETITIONER PETITIONER and PARENT RESPONDENT RESPONDENT	171311	✕ 📄 💰
Coconino County Superior Court	Civil			171010	✕ 📄 💰

- i. *The pending submission will open, the Filer tab will be selected by default, and the submission should contain previously entered information > **Review** the accuracy of previously entered information, and complete the submission as usual*

- b. To retransmit a pending submission, select the appropriate **EFSP Filing ID number**

Pending Submission					
Court Location	General Case Category	Case Number	Case Detail	EFSP Filing ID	Delete/Copy/Update
Mohave County Superior Court	Domestic Relations/Family	S8015DO202100307	In Re the Marriage of: PARENT PETITIONER PETITIONER and PARENT RESPONDENT RESPONDENT	171311	✖ 📄 💰
Coconino County Superior Court	Civil			174010	✖ 📄 💰

- i. The pending submission will open, the Filer tab will be selected by default, and the submission should contain previously entered information > **Navigate to the Review and Submit tab** by reviewing the accuracy of previously entered information and selecting the **Next button** at the bottom of each tab

EFSP Filing ID: 171010

Filer Case Information Case Participants Documents Fees and Payments **Review and Submit**

* Submitting on Behalf of: Self Represented, Elisabeth

Phone # (Format ###-###-####): 6024523519

Next

- A. **When a payment had been successfully processed, but the submission failed to successfully transmit to the court, additional payment will NOT be required** > Select the **Confirm and Submit all Now button**

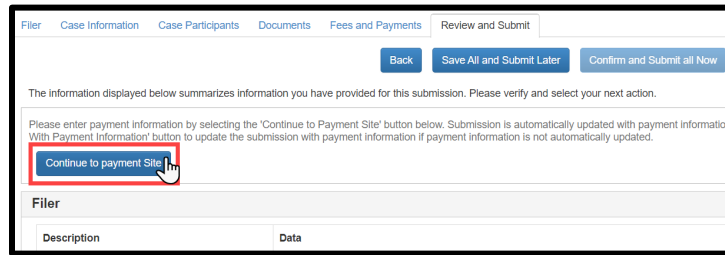
EFSP Filing ID: 171010 Total

Filer Case Information Case Participants Documents Fees and Payments **Review and Submit**

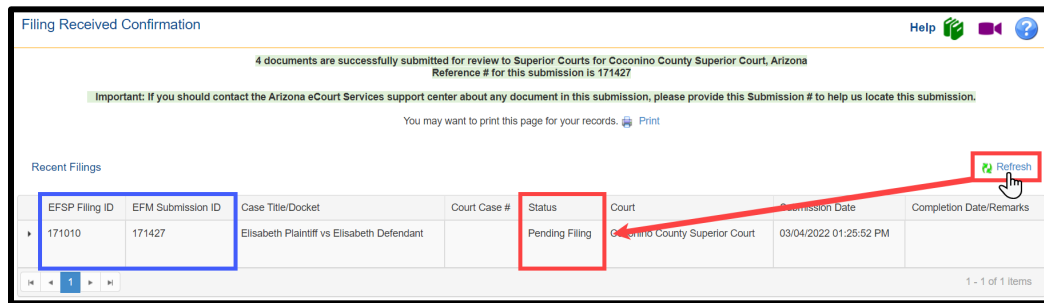
Back Save All and Submit Later **Confirm and Submit all Now**

1. To determine if the retransmission was **successful** [see step 2\(b\)\(ii\)](#)
2. To determine if the retransmission **failed** [see step 2\(b\)\(iii\)](#)
3. **If the Confirm and Submit all Now button is not activated and an error message is displayed, the submission CANNOT be retransmitted** to the court
 - a. The [pending submission must be deleted](#), and a new submission must be created
 - b. For assistance with determining how to prevent the error from reoccurring when preparing the new submission, **contact AOC Support Services** at 602-452-3519 or pasupport@courts.az.gov

- B. When a payment processing error had occurred and payment is required, select the **Continue to Payment Site button** > Enter the **payment information**



1. To determine if the retransmission was **successful** [see step 2\(b\)\(ii\)](#)
 2. To determine if the retransmission **failed** [see step 2\(b\)\(iii\)](#)
- ii. If the retransmission was **successful**, the Filing Received Confirmation page will open > **Refresh** the page until the **Status** is updated to **Pending Filing**



- A. After a few minutes, if the Status remains as **Received** or **Validating Filing**, document the **EFSP Filing ID** number and the **EFM Submission ID** number, and **contact AOC Support Services** at 602-452-3519 or pasupport@courts.az.gov
- iii. If the retransmission **failed**, the Pending Submission folder will open > **The pending submission must be deleted**, and a new submission must be created
- c. To delete a pending submission, select the appropriate **red X icon**
- i. To request a refund due to a transmission failure, **BEFORE deleting** the pending submission, document the **EFSP Filing ID** number, and **contact AOC Support Services** at 602-452-3519 or pasupport@courts.az.gov



- A. A pop-up confirmation window will open > Select **OK** > A pop-up notification window will open > Select **OK**