

## eFileAZ

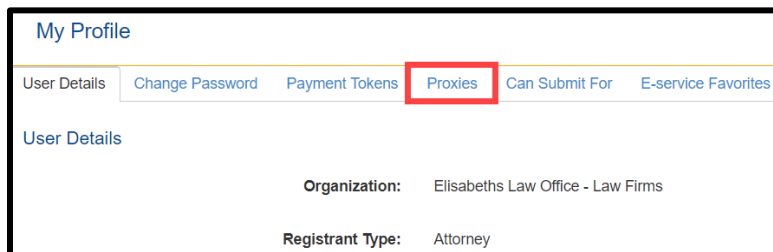
### Remove a Proxy Designation

A proxy designation may only be removed by **the user on whose behalf** the proxy may submit documents. (e.g., An attorney must access their personal account to remove a former paralegal's proxy designation.) An **organization administrator CANNOT** remove a proxy designation.

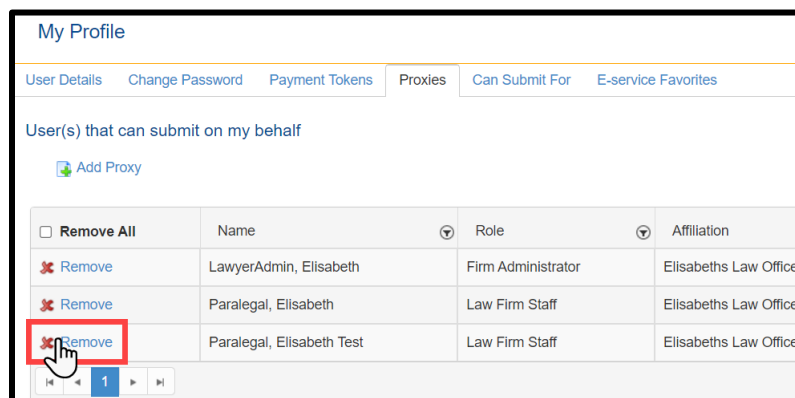
1. Log in to eFileAZ: <https://efile.azcourts.gov>
2. **Hover over My Account** to access the drop-down menu > Select **My Profile**



- a. The My Profile page will open, and the User Details tab will be selected by default
- b. Select the **Proxies** tab > A list of the users that have been designated as a Proxy will be displayed



- i. In the **Remove All** column, select the appropriate **X Remove** icon



- ii. A pop-up notification will open > Select **OK** > The user will be removed from the list of proxies > To save the changes, select the **Update button**

My Profile

User Details   Change Password   Payment Tokens   Proxies   Can Submit For   E-service Favorites

User(s) that can submit on my behalf

Add Proxy

<input type="checkbox"/> Remove All	Name	Role	Affiliation
Remove	LawyerAdmin, Elisabeth	Firm Administrator	Elisabeths Law Office
Remove	Paralegal, Elisabeth	Law Firm Staff	Elisabeths Law Office

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Update