

eFile AZ

Registration for Organizations

Law Office / Business / Government Agency / Exempt Agency

When an organization account is created, an organization administrator account is simultaneously created. An organization account should only be created by a user that is appropriate to be designated as an **organization administrator**. An organization administrator will be responsible for: (1) managing the organization's information, (2) creating and managing user accounts for members of the organization and additional organization administrators, and (3) adding and managing saved payment methods.

1. Access the website <https://efile.azcourts.gov>
2. In the **Register Now** section, from the **Role drop-down menu**, select **Organization** > Select the **Register button**



Welcome to the Arizona Judicial Branch Statewide eFiling System

News & Information

Do not have an account - Register Now!

If you don't have an eFileAZ account, please choose your role, then click Register.

* Role: Organization (Business/Exempt Agency/Law Firm/Government Agency)

3. *The Account Registration page will open* > **Required fields**, are identified by a red asterisk (*)

Account Registration Help

A Registration Type: Setup Person Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

B Organization Information

* Organization Name: * Type:

* Primary Email:

Alternate Email1/Email2: Alternate Email2:

* Address 1/2: Address 2:

* Country/City: City:

* State/ Zip Code: Zip Code:

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

C Administrator

* Role:

Arizona ID: ID Type:

* User Name:

Password must be between 6 and 16 characters, with at least 1 number

* Password:

* Re-type Password:

* Security Question:

* Security Answer:

* First: Middle: * Last: Suffix:

Name:

* Primary Email:

Alternate Email1/Email2: Alternate Email2:

* Address 1/2: Address 2:

* Country/City: City:

* State/ Zip Code: Zip Code:

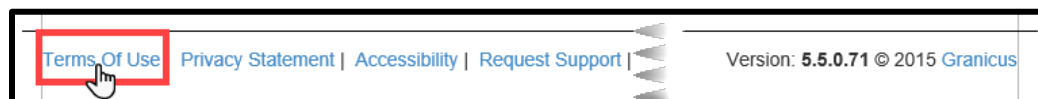
Phone # (Format ###-###-####): Extension:

D

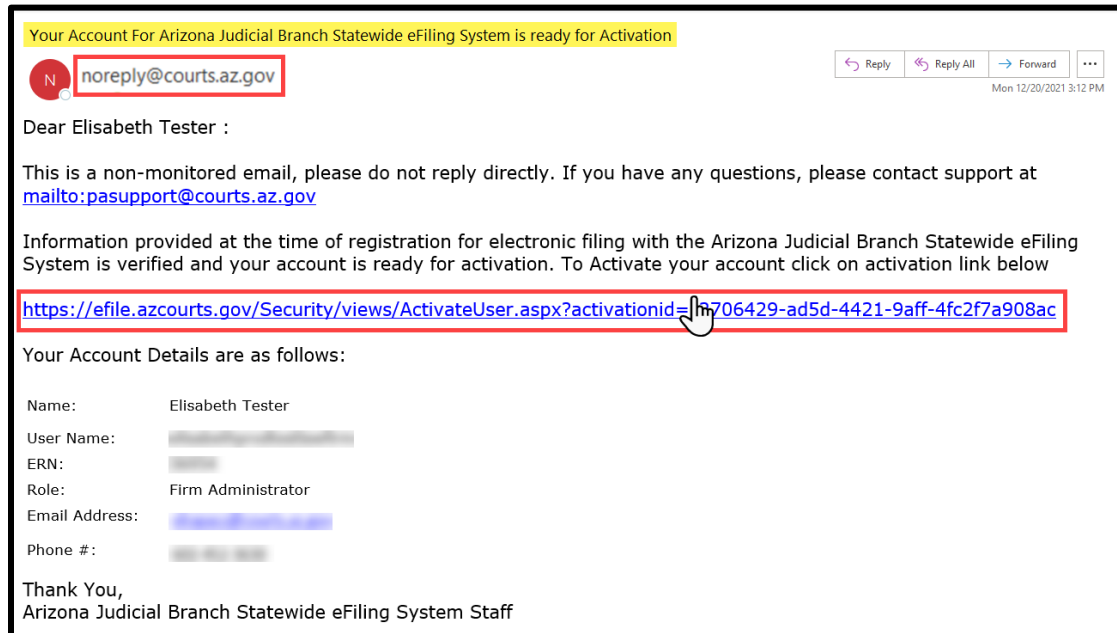
CONSENT: By clicking the "Register" button, I understand and agree to the Terms & Conditions governing the use of the Arizona Courts eFiling System. Additionally, by electronically filing through the Arizona Courts eFiling System, I understand and agree to electronic service of court documents submitted on my cases via email at the address(es) I have provided.

- a. Registration Type: **Setup Organization** is selected by default
- b. Organization Information: Enter the **organization's name**, and **do NOT include an apostrophe or other special character** (e.g., ' - / & + () ") > Select the **appropriate type** of organization from the drop-down menu (*Business, Exempt Agency, Government Agency, or Law Firms*) > Enter the organization's **Primary Email Address** > Enter the organization's **Address**
 - i. If the entered organization name includes an apostrophe or other special character, the court's case management system will NOT be able to process any submission from members of the organization

- c. **Administrator:**
- i. **If the administrator's contact information is the same as the organization's contact information**, the contact information fields for the Administrator may be quickly populated by selecting the **Copy Contact Information to Administrator link**
 - ii. **Role:** From the drop-down menu, select the **appropriate role** (*Attorney, Process Server, or Firm Administrator*)
 - A. The **Firm Administrator** role should be used when the administrator account is being created for a **non-attorney staff person** who is not a legal paraprofessional
 - B. When the selected Role is **Attorney** or **Process Server**, the attorney's or legal paraprofessional's Arizona State Bar License Number or the process server's Arizona Certification Number must be entered in the **Arizona ID field**
 - iii. **User Name:** The user name **will be used to log in** to eFileAZ (NOT the email address)
 - iv. **Password:** Must contain **6 to 16 characters**, and include at least **one number**
 - v. **Security Question/Answer:** This information **will be used to activate** the organization's account, and the **Security Answer** is **case sensitive**
 - vi. **Name:** Do **NOT enter any special characters** (*e.g., an apostrophe (') or hyphen (-)*)
 - vii. **Alternate Email:** These fields may be used to identify up to two additional email addresses that will receive a **courtesy copy of eFileAZ email notifications** that are sent to the administrator
- d. **To consent to the Terms and Conditions and complete the registration process**, select the **Register button**
- i. View the Terms of Use at: <https://efile.azcourts.gov/Arizona/Misc/TermsOfUse.aspx>
 - ii. A link is always available in the **bottom left corner** of the eFileAZ webpages, *and the page will open in a new tab or window*



4. The administrator's primary and (if entered) alternate email addresses will receive an activation link from noreply@courts.az.gov > To activate the account, select the **link** in the body of an email



- a. The account activation page will open, and the security question selected during registration will be pre-selected > Enter the **Security Answer** > Select the **Activate button**

Account Activation

* Security Question: Favorite Pet

* Security Answer: Security Answer

Activate

- i. The organization administrator's account is activated and ready for use