

## How to Register a Self-Represented Litigant in eFileAZ

1. Access the website <https://efile.azcourts.gov>.

2. In the 'Register Now' section, select the role *Self-Represented Litigant* from the drop-down menu and click *Register*.

3. Select *Setup Person* from the top of the 'Account Registration' screen.

4. Enter the information in the 'Account Registration' fields. Fields marked with an asterisk are required.

\*Be sure to remember the security question and answer as this will be used to activate your account along with your user name and password to access your account.

**Account Registration**

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

\* **Role:**

\* **User Name:**

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

\* **Password:**

\* **Re-type Password:**

\* **Security Question:**

\* **Security Answer:**

5. Enter the user's information and click [Register](#).

**Name:**

\* **Primary Email:**

**Alternate Email1/Email2:**

\* **Address 1/2:**

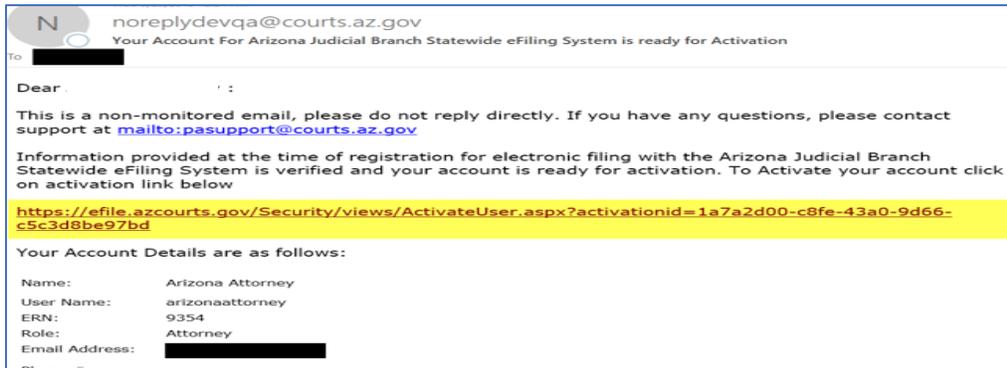
\* **Country/City:**

\* **State/ Zip Code:**

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

**CONSENT TO EMAIL SERVICE: By electronically filing through Arizona Judicial Branch Statewide 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.**

6. After clicking *Register*, an email from [noreplydevqa@courts.az.gov](mailto:noreplydevqa@courts.az.gov) will be sent to the user's email address. Select the hyperlink in the body of the email to activate the account.



7. Under 'Account Activation', enter the answer to the security question selected during registration and click *Activate*.

The screenshot shows the "Account Activation" page. At the top, there is a blue header with the "eFile AZ" logo and the text "Arizona Judicial Branch". Below the header, the page title "Account Activation" is displayed. The main content area contains the following fields:

- \* Security Question: A dropdown menu with "Favorite Pet" selected.
- \* Security Answer: An empty text input field.
- An "Activate" button, which is highlighted with a yellow box.

8. Enter the username and password created for the account to log in.

The screenshot shows the "Login" page. The page has a grey header with the word "Login". Below the header, there is a "Required Field" label. The main content area contains the following fields:

- \* User Name: A text input field.
- \* Password: A text input field.
- A "Sign In" button.
- A "Forgot Password?" button.

For additional training information, please visit <https://www.azcourts.gov/efilinginformation/Training>

For further assistance, please contact AOC Support at 602-452-3900 or [pasupport@courts.az.gov](mailto:pasupport@courts.az.gov).