

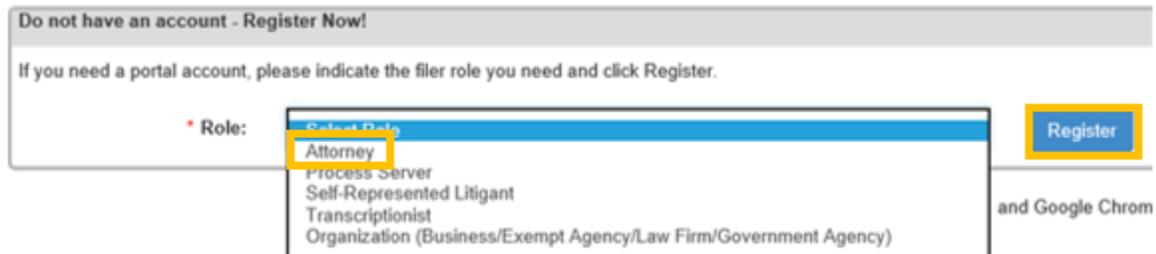
## How to Register an Unaffiliated Attorney in eFileAZ

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



The screenshot shows the eFileAZ Arizona Judicial Branch website. At the top, there is a blue banner with the eFileAZ logo and the text "Arizona Judicial Branch". Below the banner, there is a navigation bar with "Welcome to the Arizona Judicial Branch Statewide eFiling System - TEST" and "Help" icons. The main content area is divided into two sections: "Login" and "Do not have an account - Register Now!". The "Login" section has fields for "User Name" and "Password", with "Sign In" and "Forgot Password?" buttons. The "Do not have an account - Register Now!" section has a "Role" dropdown menu and a "Register" button. A note at the bottom states: "This website is best viewed in Internet Explorer 11 and above, Mozilla Firefox, and Google Chrome."

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



This is a close-up of the "Do not have an account - Register Now!" section. It shows the "Role" dropdown menu with "Attorney" selected. Other options in the dropdown include "Process Server", "Self-Represented Litigant", "Transcriptionist", and "Organization (Business/Exempt Agency/Law Firm/Government Agency)". A "Register" button is visible to the right of the dropdown menu. A note at the bottom right says "and Google Chrom".

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



The screenshot shows the "Account Registration" screen. At the top, there is a blue banner with the eFileAZ logo and the text "Arizona Judicial Branch". Below the banner, there is a navigation bar with "Account Registration". The main content area has a "Registration Type" dropdown menu with "Setup Person" selected. Other options in the dropdown include "Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)".

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: Attorney

ID State/Number: Arizona

You must provide Arizona Bar Number

\* User Name:

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

\* Password:

\* Re-type Password:

\* Security Question: Select Security Question

\* Security Answer:

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

Name:  First Name  Middle Name  Last Name

\* Primary Email:

Alternate Email1/Email2:  Alternate Email1  Alternate Email2

\* Address 1/2:  Address 1  Address 2

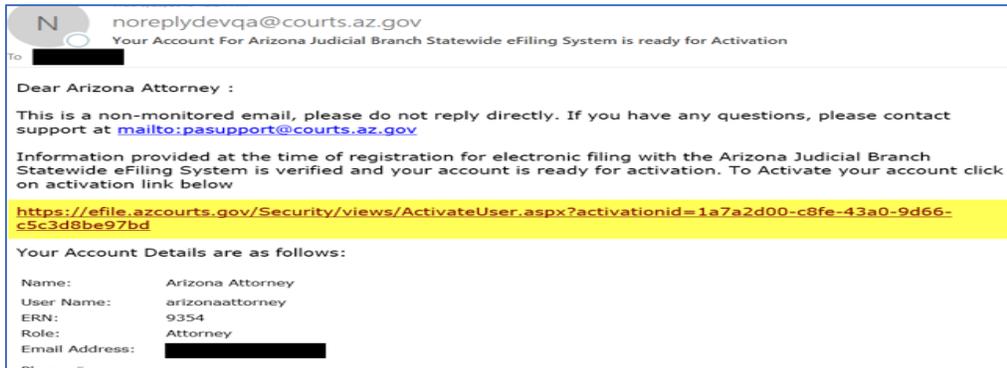
\* Country/City: UNITED STATES  City

\* State/ Zip Code: Select State  Zip Code

Phone # (Format ###-###-####):  Phone Number 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 firm administrator'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 is the "eFile AZ" logo and "Arizona Judicial Branch" text. Below is a "Security Question:" dropdown menu with "Favorite Pet" selected. Below that is a "Security Answer:" text input field. At the bottom is a blue "Activate" button.

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

The screenshot shows the "Login" page. It has a "Required Field" section with two input fields: "User Name:" and "Password:". Below the "User Name:" field is a blue "Sign In" button. To the right of the "Sign In" button is a blue "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).