

Keyword/Matter # in AZTurboCourt

1. Create a submission in TurboCourt. From the 'Review and Submit Documents' screen, select the 'Add Keyword/Matter #' tab along the top.

Appellate Courts Filings Form Assistance

e-File | [View/Change Email Notifications](#) | **Add Keyword/Matter #** | [Request My Forms](#) | [Copy for New Form Set](#) | [Delete Filing](#) | [List My](#)

e-File

Form Set # ⓘ	52132	Case # ⓘ	
Keyword/Matter # ⓘ		Status ⓘ	Completed
Filing Type	Appellate Courts Filings	Location # ⓘ	Court of Appeals Di
Customer Name	Nicole LaConte	Customer Email	
Created on	09/08/2017 4:51 PM MST	Modified on	09/08/2017 4:53 PM

Review and Submit Your Documents.

[◀ REVIEW / EDIT YOUR ANSWERS](#)

Please attach all required documents

IMPORTANT! American Express credit cards are accepted now.

WE WILL ELECTRONICALLY DELIVER YOUR DOCUMENTS TO THE COURT.

Preview your Summary Sheet to make sure all your information is correct.

Use the Final Review page to change any of your answers.

With this service you will be able to submit your documents electronically to the court. An electronic confirmation will you go into AZTurboCourt often to check the status of your filing. You will be notified again when your documents have your file stamped documents and supporting documentation.

A courtesy notification of any actions taken by the Clerk's Office on your submitted documents may be sent to any e-mail attached to your filing.

If you cannot view your forms press the "Request My Forms" tool.

Your Completed Forms

- Summary Sheet

- The system will redirect the filer to a new window. Enter the Keyword/Matter #. Once the number has been entered, click save.

TurboCourt Family, divorce, custody
Guardianships/Probate
Domestic violence
Housing Evictions
Small Claims

Home | Help | Quit

your current form set # 52132 Timeout in 30 min

User: [nlacontelawfirm](#) [Logout](#)

Form Set Keyword / Matter # [Filing Details](#)

Form Set #	52132	Case #	
Created on	09/08/2017 4:51 PM MST	Status	Completed
Filing Type	Appellate Courts Filings	Location	Court of Appeals Division 1 - Court of Appeals Division 1
Customer Name	Nicole LaConte	Customer Email	
Delivery Date & Time		Filing Date & Time	

Add keywords or a matter number to your Form Set to associate the filing with a client or specific case for purposes of tracking or billing costs. The Keyword/Matter # is an optional number that you can create using letters, numbers or symbols or combinations of each. You can edit the Keyword/Matter # for a Form Set at any time and you can perform a search and sort of your Form Set filings by the Keyword/Matter #.

Keyword / Matter #

User Menu

- Start new filing
- Messages (7)
- Recent e-filings
- My forms
- My profile
- My cart
- My cart orders
- My organization
- Financial
- Saved payment methods
- Check e-service status
- Address book

Jurisdictions

- The system will redirect the filer to the formset already in progress. The filer can continue preparing the formset and submit the filing.
- The Keyword/Matter # will appear on the financial receipt sent via email to the filer.

Name: Arizona Court of Appeals Division 1
Address 1: 1501 W. Washington
Address 2:
City: Phoenix
State: Arizona
Zip: 85007

Payment On Behalf Of
Name(s): Nicole LaConte

Description	Case Number	Application Fee	Filing Fee	Total
Appellant's Filing Fee		\$0.00	\$280.00	\$280.00
e-File Documents		\$6.50	\$0.00	\$6.50

Vendor: TurboCourt **Service Fee:** \$8.60
Submission ID: 52121 **Receipt Number:** 82921403311718449 **Total Amount Paid:** \$295.10
Receipt Date: 9/8/2017 11:27:59 AM **Keyword / Matter Number:** Test- 9-07-17

- The filer can access financial reports in AZTurboCourt that will contain the Keyword/Matter # if entered.

Step 1: Access the Financials tab from the home page

TurboCourt Home | Help | Quit
 your current form set # 52132 Timeout in 30 min User: [nlacontelawfirm](#) [Logout](#)

Your Last 5 Cases [List All](#)

Click on a Form Set # to view your paperwork:

Form Set #	Submission Name	Filing Type	Status
View #52132	Nicole LaConte vs. John Tester...	Appellate Court...	Completed
View #52121	Nicole LaConte vs. Mary Mary	Appellate Court...	Delivered
View #47064	Irene Johnson vs. David James	General Civil	Deficient
View #47061	Irene Johnson vs. David James	General Civil	Deficient
View #47059	Irene Johnson vs. David James	General Civil	Deficient

You have **7** new message(s)

Select a Filing Type

- Family Law [start now >](#)
Divorce and other family law matters

User Menu

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Need help?

For faster answers to your questions click [Submit Help Request](#) to contact our Customer Support team.

Step 2: Enter the desired date range and select 'Search Payment Transactions'. The report that generates includes the Keyword/Matter # and payment method information. This report can be exported to excel by selecting 'Generate Printable Report (Excel)'

Payment Transactions [Payment Reports \(via email\)](#)

[Click here](#) to read about the search criteria

Created By:

Keyword / Matter #:

Submission Name:

Form Set #: Case #:

Transaction Date From: Transaction Date To:

Filing Type: Jurisdiction:

Status: Payment Account Nickname:

Search Payment Transactions

Generate Printable Report (Excel)

Jurisdictions

Select Jurisdiction

Results 1 - 1 of 1

Transaction #	Transaction Date	Form Set #	Case #	Submission Name	Status	Filing Type	Jurisdiction	Keyword/Matter #	Created By	Payment Account Ni
82921403311718449	09/08/2017 11:28 AM MST	52121		Nicole LaConte vs. Mary Mary	Delivered	Appellate Courts Filings	Court of Appeals Division 1 - Court of Appeals Division 1	Test-9-07-17	Nicole LaConte	Firm Checking