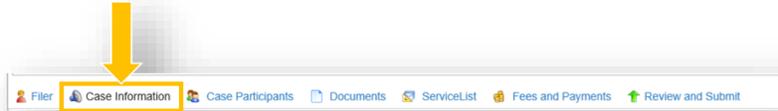
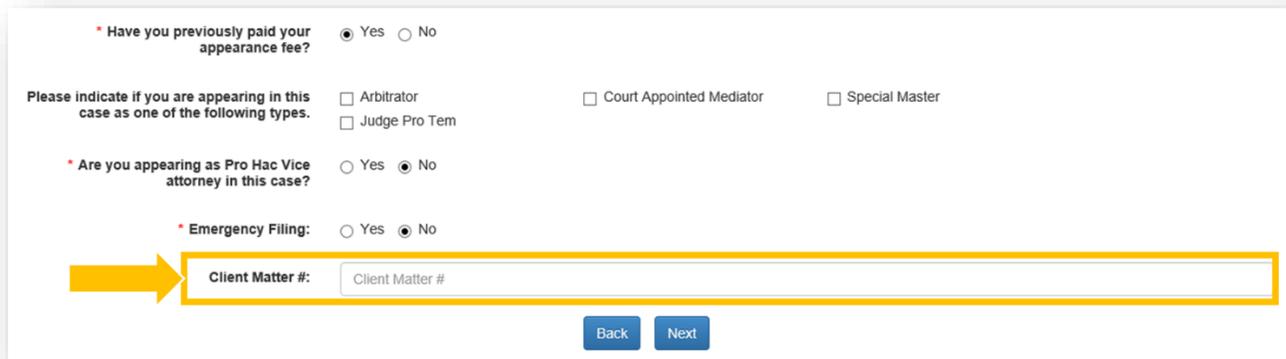


How to Add a Keyword/ Client Matter # in eFileAZ

1. Create a submission in eFileAZ
2. Click on the *Case Information* tab



3. Enter the Keyword or Client Matter # in the appropriate field



* Have you previously paid your appearance fee? Yes No

Please indicate if you are appearing in this case as one of the following types. Arbitrator Court Appointed Mediator Special Master
 Judge Pro Tem

* Are you appearing as Pro Hac Vice attorney in this case? Yes No

* Emergency Filing: Yes No

Client Matter #:

Back Next

4. Click the *Next* button when complete

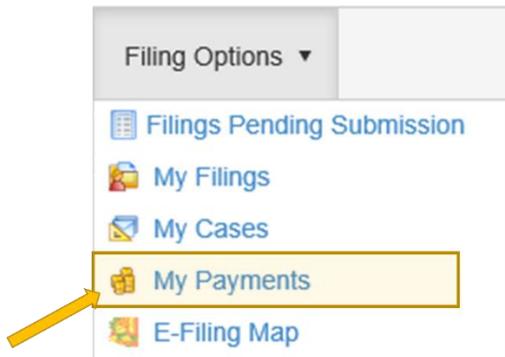


5. The Keyword/Matter # will appear on the financial receipt sent via email to the filer.

Description	Case Number	Application Fee	Filing Fee	Total
Affidavit	S1200CV201700093	\$6.50	\$0.00	\$6.50
eService Fee	S1200CV201700093	\$3.80	\$0.00	\$3.80
Vendor: eUniversa		Service Fee:		\$0.31
Submission ID: 153533		Receipt Number: 82921630666342579		Total Amount Paid: \$10.61
Receipt Date: 10/10/2017 2:23:52 PM		Keyword / Matter Number: Test		

6. The filer can access financial reports in eFileAZ that will contain the Client Matter # if entered.

Step 1: Click on My Payments from the Filing Options tab



Step 2: Enter the Client Matter # and desired date range then click 'Search'.

A screenshot of the 'Search Options' form. The form contains several input fields: 'Submission Date From', 'Submission Date To', 'Completion Date From', 'Completion Date To', 'Court Location', 'General Case Category', 'Submission #', 'Submission Status', 'Case #', 'Case Title', 'Payment Receipt #', 'Client Matter #', and 'Payment Instrument'. The 'Client Matter #' field is highlighted with a yellow rectangular box, and a yellow arrow points to it from the bottom right. At the bottom of the form are 'Search' and 'Clear' buttons.

Step Three: The report that generates includes the Client Matter # and payment method information. This report can be exported to excel by clicking on 'Save'

A screenshot of a report table with a 'Print' and 'Save' button at the top left. The 'Save' button is highlighted with a yellow rectangular box and a yellow arrow points to it from the left. The table has the following columns: Submission Date, Capture Date, Submission #, Matter #, Case #, Case Title, Payment Receipt #, Filing Fee, Application Fee, 3% Payment Processing Fee, Total Submission Amount, Submission Status, and Court Name. The table contains two rows of data and a Totals row.

Submission Date	Capture Date	Submission #	Matter #	Case #	Case Title	Payment Receipt #	Filing Fee	Application Fee	3% Payment Processing Fee	Total Submission Amount	Submission Status	Court Name
08/30/2017 08:46:33 AM		153451	test			82921338814793483	\$207.00	\$6.50	\$6.41	\$219.91	Pending Filing	Yavapai County - Prescott
10/10/2017 02:23:59 PM		153828	Test	S1200CV201700093	FounderB et al. PLAINTIFF vs Ivan Glover DEFENDANT	82921630666342579	\$0.00	\$6.50	\$0.31	\$10.61	Pending Filing	Santa Cruz County Superior Court
Totals							\$207.00	\$13.00	\$6.72	\$230.52		

1 - 2 of 2 items