

Submitting Proposed Documents in eFileAZ For Pima and Maricopa County Superior Court

In Pima and Maricopa County, a proposed document may be submitted as a lead (main) or a connected (supporting) document.

Submitting a *Proposed Order* or *Proposed Judgment* as a connected (supporting) document

Allowed formats: docx, odt

1. On the [Documents](#) tab, click the [Add Lead](#) link

The screenshot shows the 'Documents' tab in the eFileAZ interface. At the top, there are navigation tabs: Filer, Case Information, Case Participants, Documents (selected), Fees and Payments, and Review and Submit. Below the tabs is a section titled 'Uploaded Documents'. It contains a table with columns: #, Document, Document Type, Filing Fee, and Application Fee. The 'Document' column has an 'Add Lead' link highlighted with a blue box. A blue arrow points to this link. The 'Total' row shows a Filing Fee of \$0.00 and an Application Fee of \$0.00.

2. Add your main / lead document.
 - a. Select the Document Category and Document Type that best describes your lead document

The screenshot shows the 'Lead Document at the end' form. It has a blue header. Below the header, there are fields for 'Document #:' (New Document), 'Filing Fee:' (\$0.00), and a 'Clear' button. There is a 'Search:' field with the placeholder 'Enter Search criteria and tab or hit enter to fill'. Below the search field are two dropdown menus: 'Document Category:' and 'Document Type:'. Two yellow arrows point to these dropdown menus. At the bottom, there is an 'Addendum' section with a checkbox labeled 'Addendum'.

- b. Attach your lead document

The screenshot shows the 'Motion' form. It has a header with a checkbox labeled 'Motion To Continue'. Below the header is a navigation bar with a page indicator '1' and '1 - 1 of 1 items'. The main form area has several fields: 'Document Title:' with the value 'Motion To Continue' and a blue circle 'A' next to it; '# Pages:' with an empty input field; 'Judge Action Indicator:' with radio buttons for 'Yes' and 'No', where 'No' is selected; and 'Upload:' with a file path 'C:\Users\bkillion\OneDrive - AZCourts\eCourt\...' and a 'Browse...' button, with a blue circle 'B' next to it. At the bottom right, there are 'Save' and 'Cancel' buttons, with a blue circle 'C' next to the 'Save' button.

- A. Enter the document title **without special characters**.
 - B. Press the Browse button. A pop-up window will open. Select your saved file from the Choose File to Upload dialog box and press the Open button. You can upload any single file up to 9.5MB.
 - C. Press the Save button. The Add Connected Document window will automatically close.
3. Add your proposed document as a Connected document
 - a. Click the Add Connected link under the lead document

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
1	<input type="checkbox"/> Remove	Motion To Continue	\$0.00	\$6.50	0	C:\Users\bkillion\OneDrive - AZCourts\leCourt Services\Testing\Standard Testing Templates\TESTING AND TRAINING DOCUMENTS\DOCX-Motion.docx	0.0150
<input type="button" value="Add Connected"/>							

- b. Select *Order* as the Document Category and *Proposed Order / Judgment* as the Document Type

Search:

Document Category:

Document Type:

Order

Proposed Order/Judgment Proposed Order/Judgment - Condemnation

1 - 1 of 1 Items

Unless you are filing into an Eminent Domain case, do **NOT** select *Proposed Order/Judgment – Condemnation (Supporting)*

Note: Proposed Orders/Judgments of Condemnation & Proposed Orders of Immediate Possession in Eminent Domain cases

The *Proposed Order/Judgment – Condemnation (Supporting)* option should only be used when filing into Eminent Domain cases. This option allows the specific types of proposed orders normally filed in Eminent Domain cases to be filed as a PDF rather than in an editable format as required for all other types of Proposed Orders. This allows filers to include legal descriptions of property in their orders.

- A. Enter the document title **without special characters**.
- B. Press the Browse button. A pop-up window will open. Select your saved file from the Choose File to Upload dialog box and press the Open button. You can upload any single file up to 9.5MB.
- C. Press the Save button. The Add Connected Document window will automatically close.

- b. Depending on the size of the document, a progress bar may appear under the size column next to the name of the document. Wait for this bar to disappear before continuing.

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	Remove	NOTICE OF FILING PROPOSED HEARING	\$0.00	\$0.00	0	C:\fakepath\DOCX-ProposedOrder.docx	0.0129
	Remove	Proposed Hearing	\$0.00	\$0.00	0	C:\fakepath\Complaint-1500Pages.docx	

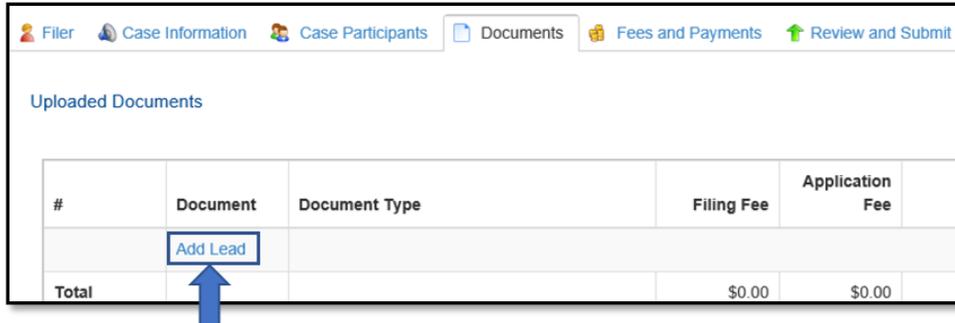
- c. Once the document is successfully uploaded, the bar will disappear, and the document size will be displayed:

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	Remove	NOTICE OF FILING PROPOSED HEARING	\$0.00	\$0.00	0	C:\fakepath\DOCX-ProposedOrder.docx	0.0129
	Remove	Proposed Hearing	\$0.00	\$0.00	0	C:\fakepath\Complaint-1500Pages.docx	1.6021

Submitting a *Proposed Order* or *Proposed Judgment* as a main / lead document

Allowed formats: doc, docx

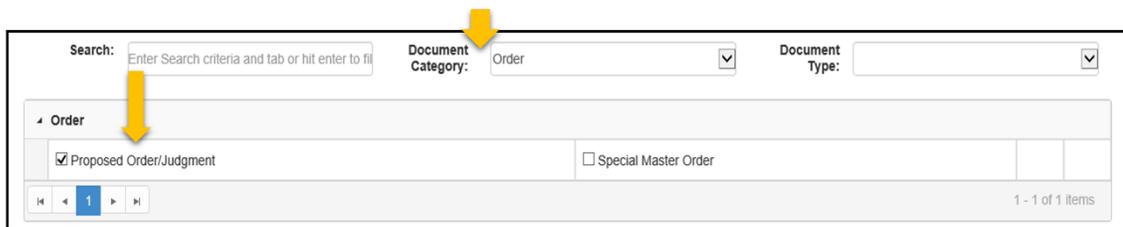
1. On the **Documents** tab, click the *Add Lead* link



#	Document	Document Type	Filing Fee	Application Fee
	Add Lead			
Total			\$0.00	\$0.00

2. Add your main / lead document.

- a. Select *Order* as the Document Category and *Proposed Order / Judgment* as the Document Type



Search: Enter Search criteria and tab or hit enter to fill

Document Category: Document Type:

Proposed Order/Judgment Special Master Order

1 - 1 of 1 items



Proposed Order/Judgment

1 - 1 of 1 items

* Document Title:

Pages: * Judge Action Indicator: Yes No

* Upload:

- A. Enter the document title without special characters.
- B. Press the Browse button. A pop-up window will open. Select your saved file from the Choose File to Upload dialog box and press the Open button. You can upload any single file up to 9.5MB.
- C. Press the Save button. The Add Lead Document window will automatically close.

- b. Depending on the size of the document, a progress bar may appear under the size column next to the name of the document. Wait for this bar to disappear before continuing.

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	Remove	NOTICE OF FILING PROPOSED HEARING	\$0.00	\$0.00	0	C:\fakepath\DOCX-ProposedOrder.docx	0.0129
	Remove	Proposed Hearing	\$0.00	\$0.00	0	C:\fakepath\Complaint-1500Pages.docx	

- c. Once the document is successfully uploaded, the bar will disappear, and the document size will be displayed:

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	Insert Lead						
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	Remove	Proposed Hearing	\$0.00	\$0.00	0	C:\fakepath\Complaint-1500Pages.docx	1.6021