

Submitting Proposed Documents in eFileAZ for all Counties other than Maricopa and Pima Courts

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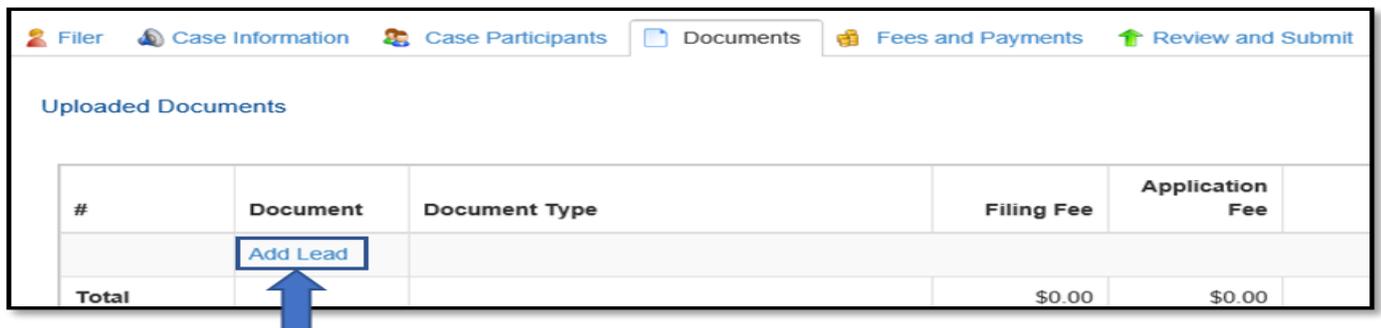
In all other counties, proposed documents can be submitted as a connected (supporting) document to any main / lead documents. If no other main documents are needed, a proposed document can be submitted as an attachment to one of the following main / lead documents:

- Notice of Filing: Proposed Order
- Notice of Filing: Proposed Judgment
- Notice of Filing: Proposed Notice of Hearing

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



2. Add your main / lead document. If no other main documents are needed, a proposed document can be submitted as an attachment to one of the following main / lead documents:
 - Notice of Filing: Proposed Order
 - Notice of Filing: Proposed Judgment
 - Notice of Filing: Proposed Notice of Hearing

 - a. Select the Document Category and Document Type that best describes your lead document

The screenshot shows the 'Lead Document at the end' form. At the top, there is a blue header with the text 'Lead Document at the end'. Below the header, there are several fields: 'Document #' with the value 'New Document', 'Filing Fee' with the value '\$0.00', and a 'Clear' button. There is also a 'Search' field with the placeholder text 'Enter Search criteria and tab or hit enter to fill'. Below the search field, there 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 a form titled "Notice" with a checked checkbox for "NOTICE OF FILING: PROPOSED HEARING". Below this, there is a "Document Title" field containing "NOTICE OF FILING PROPOSED HEARING". There is also a "# Pages" field which is empty. At the bottom, there is an "Upload" field with a file path "C:\Users\bkillion\OneDrive - AZCourts\leCourt s" and a "Browse..." button. "Save" and "Cancel" buttons are located at the bottom right.

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)
	Insert Lead						
1	Remove	NOTICE OF FILING PROPOSED HEARING	\$0.00	\$0.00	0	C:\fakepath\DOCX-ProposedOrder.docx	0.0129

Below the table, there is a blue button labeled "Add Connected" with a blue arrow pointing to it.

b. Select the appropriate document type from the following:

- Proposed Hearing
- Proposed Judgment
- Proposed Order

The screenshot shows a form titled "Add Connected Document to Lead Document Notice NOTICE OF FILING: PROPOSED HEARING". It includes fields for "Document #:" (New Document), "Filing Fee:" (\$0.00), "Search:", "Document Category:", and "Document Type:". Below these fields is a list of document types with checkboxes:

- Miscellaneous
- Exhibit/attachments
- Proposed Hearing
- Proposed Judgment
- Proposed Order

A yellow bracket highlights the "Proposed Hearing", "Proposed Judgment", and "Proposed Order" options. At the bottom right, there is a "Clear" button and a pagination indicator "1 - 4 of 4 Items".

- 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.
- c. 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	<div style="background-color: blue; width: 100px; height: 15px;"></div>

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