

How to Submit Proposed Documents in AZTurboCourt

All counties other than Maricopa and Pima

Proposed documents can be submitted as a connected (supporting) document to one of the following main / lead documents:

- Motion (any)
- Notice of Filing: Proposed Order
- Notice of Filing: Proposed Judgment
- Notice of Filing: Proposed Notice of Hearing

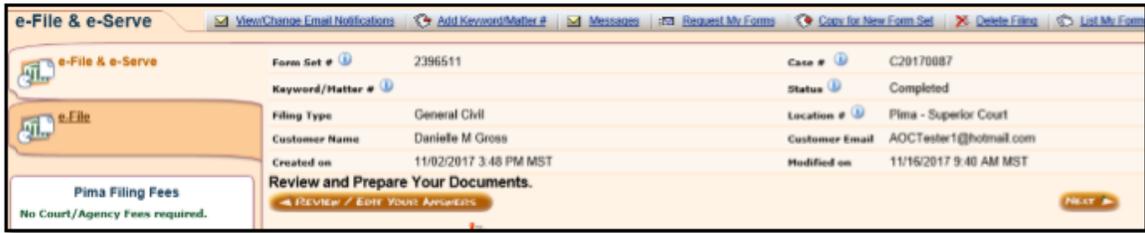
Submitting a *Proposed Document* as a connected (supporting) document

Allowed formats: docx, odt

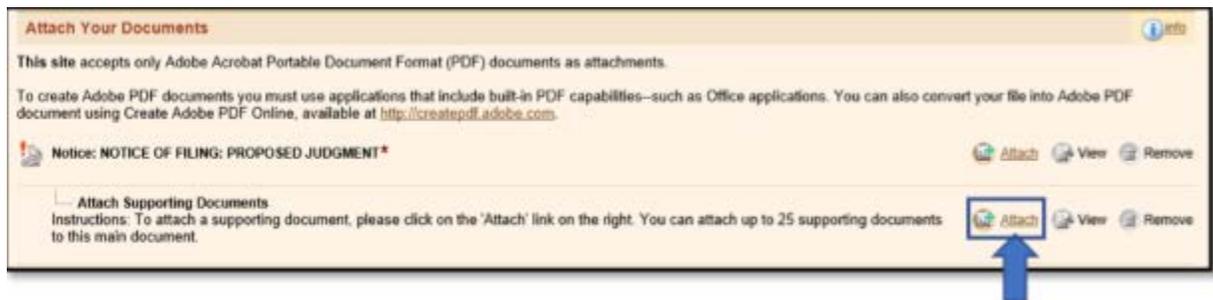
1. In [Section 3: Action Information](#), on the [Main Document – Select](#) screen, select the Document Category that best describes your lead document (Motion or Notice), then select the appropriate document description from the drop-down menu. Note that the document type must be one of the following:
 - Motion (any)
 - Notice of Filing: Proposed Order
 - Notice of Filing: Proposed Judgment
 - Notice of Filing: Proposed Notice of Hearing

The screenshot shows the 'Main Document - Select' screen in AZTurboCourt. The progress bar at the top indicates the user is in Section 3. The main content area includes an important note: 'Summons is automatically generated for any new Defendant case participant. Click to read special instructions for filing a proposed order, proposed judgment, or proposed notice of hearing.' Below this, there are two dropdown menus: 'Document category' is set to 'Notice' and 'Main document' is set to 'NOTICE OF FILING: PROPOSED JUDGMENT'. There are two checkboxes: 'Check here if you need to file a Subpoena with this submission' and 'Check here if you need to add a new case participant'. At the bottom, there is a note: 'Clicking the Next button automatically saves the data to your TurboCourt account.' and two buttons: 'PREVIOUS' and 'NEXT'.

2. Attach your main document on the [Review and Prepare Your Documents](#) screen. Click on the [Attach](#) link next to the document title under the [Attach Your Documents](#) section



3. Attach your proposed document as a supporting document. Click on the [Attach](#) link next to [Attach Supporting Documents](#)



- A. Make the appropriate selection for Document Type from the following options:
 - I. Proposed Hearing
 - II. Proposed Judgment
 - III. Proposed Order

The screenshot shows the 'Attach Supporting Document' form. It includes instructions: 'See below for the file types allowed, eg. PDF (Adobe Acrobat PDF) files Or DOCX (Word2007 and later), and ODT (OpenDocument) and instructions for attaching your document and instructions for attaching your document.' Below this, it lists 'Allowed attachment extensions: pdf,docx,odt'. The 'Main Document:' field contains 'Notice: NOTICE OF FILING: PROPOSED JUDGMENT'. The 'Document Type *' dropdown menu is open, showing options: 'Exhibit/Attachment (Supporting)', 'Proposed Hearing', 'Proposed Judgment', and 'Proposed Order'. The 'Description of Document (i.e. Exhibit A) *' field is empty. There is a 'Browse...' button next to it. At the bottom, there is a 'Save' button.

- B. Enter the document title without special characters.
- C. 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.
- D. Press the Save button. Depending on the size of your file, this attachment process could take several minutes. When the attachment process is completed, this Attach Document window will automatically close.

Attach Supporting Document

See below for the file types allowed, eg. PDF (Adobe Acrobat PDF) files Or DOCX (Word2007 and later), and ODT (OpenDocument) and instructions for attaching your document and instructions for attaching your document.

Allowed attachment extensions: docx,odt

Main Document: Notice: NOTICE OF FILING: PROPOSED JUDGMENT

Document Type *

Description of Document (i.e. Exhibit A) * 

Attach Supporting Document [Browse...](#)
