

How to Submit Proposed Documents in AZTurboCourt

Pima County Superior Court

In Pima County, a proposed document may be submitted as a lead (main) document.

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

Allowed formats: docx, odt

1. In Section 3: Action Information, on the Main Document – Select screen, select the box next to *Order*

Change Section 1 Section 2 Section 3 Section 4 Complete
Your Venue Getting Started Filer Information Action Information Preview & Print Your Filing

● Main Document - Select

Main Document - Select

Check one main document type and select the document below.

2. Select *Proposed Order* from the drop-down menu

ORDER

* Proposed Order

Note: You will only see Proposed Order as an option if you selected “Yes” to the First Appearance Question in Section 1: Getting Started.

Change Section 1 Section 2 Section 3 Section 4 Complete
Your Venue Getting Started Filer Information Action Information Preview & Print Your Filing

○ Introduction
○ Your Case Information
● First Appearance Fee

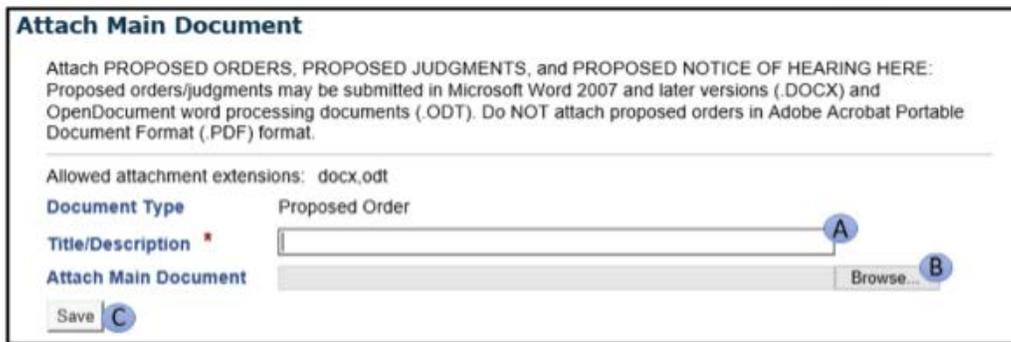
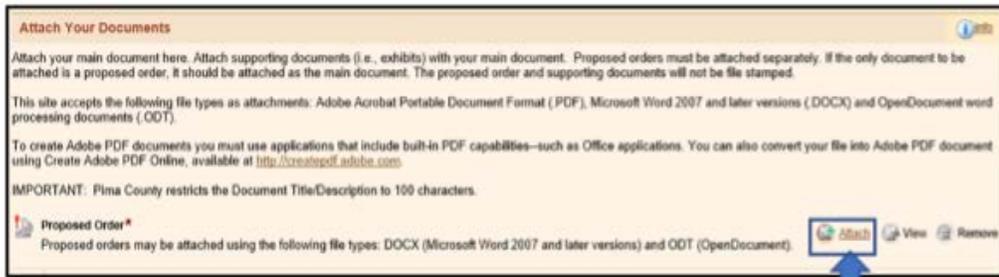
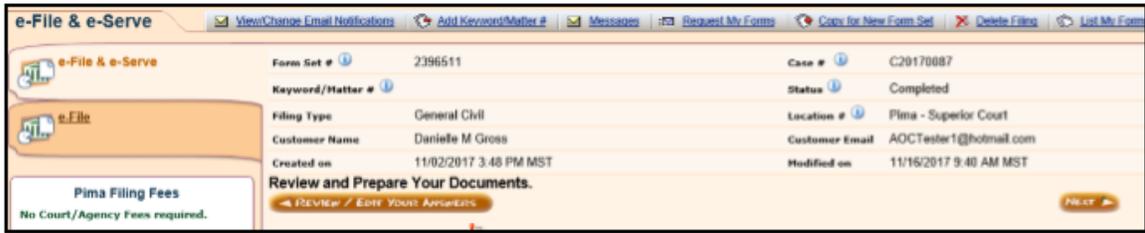
First Appearance Fee

Provide the following information:

Have you previously paid your appearance fee? *

Yes
 No

3. Attach your document on the [Review and Prepare Your Documents](#) screen. Click on the [Attach](#) link next to *Proposed Order* under the [Attach Your Documents](#) section



- A. Enter the document title without special characters. Not that the Document Title/Description is restricted to 100 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 10MB. Proposed orders/judgments may be submitted in Microsoft Word 2007 and later versions (.DOCX) and OpenDocument word processing documents (.ODT).
- C. 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.

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

Allowed formats: docx, odt

1. In Section 3: Action Information, on the Main Document – Select screen, select the box next to *Judgment*

Change Section 1 Section 2 Section 3 Section 4 Complete
Your Venue Getting Started Filer Information Action Information Preview & Print Your Filing

● Main Document - Select

Main Document - Select

Check one **main document** type and select the document below.

2. Select *Proposed Judgment* from the drop-down menu

JUDGMENT

* Proposed Judgment

Note: You will only see Proposed Judgment as an option if you selected “Yes” to the First Appearance Question in Section 1: Getting Started.

Change Section 1 Section 2 Section 3 Section 4 Complete
Your Venue Getting Started Filer Information Action Information Preview & Print Your Filing

○ Introduction
○ Your Case Information
● First Appearance Fee

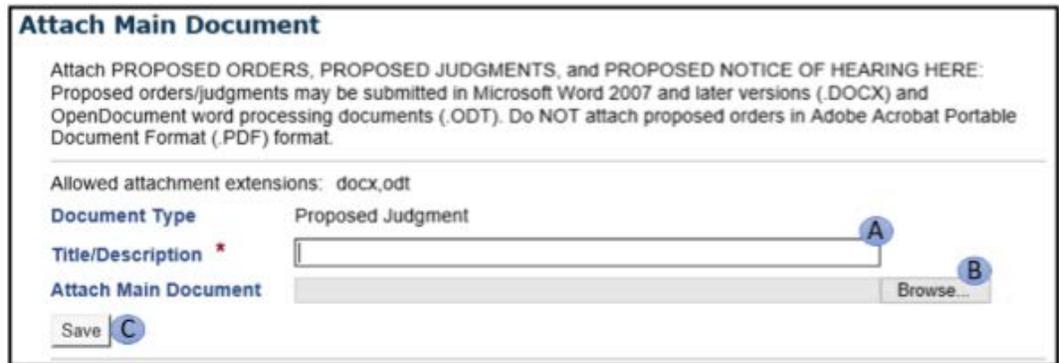
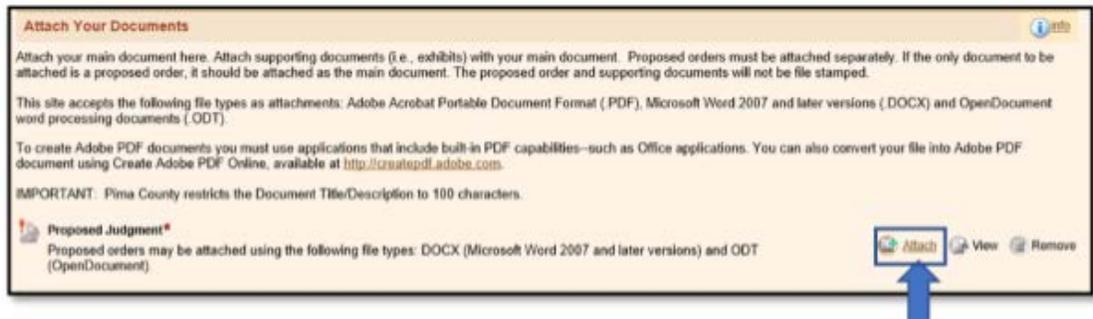
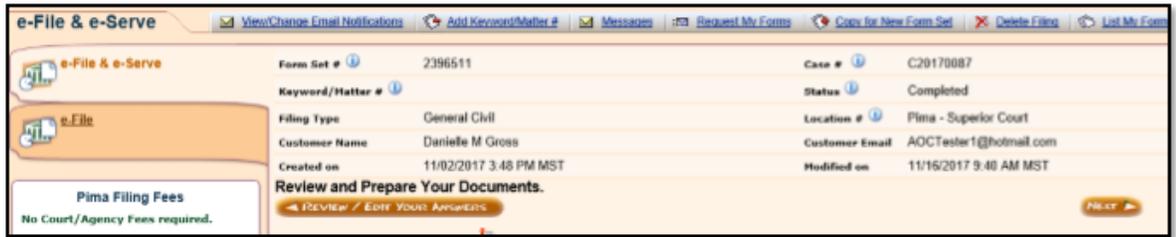
First Appearance Fee

Provide the following information:

Have you previously paid your appearance fee? *

Yes
 No

3. Attach your document on the [Review and Prepare Your Documents](#) screen. Click on the Attach link next to *Proposed Judgment* under the [Attach Your Documents](#) section



- A. Enter the document title without special characters. Not that the Document Title/Description is restricted to 100 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 10MB. Proposed orders/judgments may be submitted in Microsoft Word 2007 and later versions (.DOCX) and OpenDocument word processing documents (.ODT).
- C. 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.

Submitting a *Proposed Notice of Hearing* as a main/lead document

Allowed formats: docx, odt

1. In Section 3: Action Information, on the Main Document – Select screen, select the box next to Notice

Change Section 1 Section 2 Section 3 Section 4 Complete
Your Venue Getting Started Filer Information Action Information Preview & Print Your Filing

● Main Document - Select

Main Document - Select
Check one main document type and select the document below.

2. Select *Proposed Notice of Hearing* from the drop-down menu

NOTICE

*

Note: You will only see Proposed Notice of Hearing as an option if you selected “Yes” to the First Appearance Question in Section 1: Getting Started.

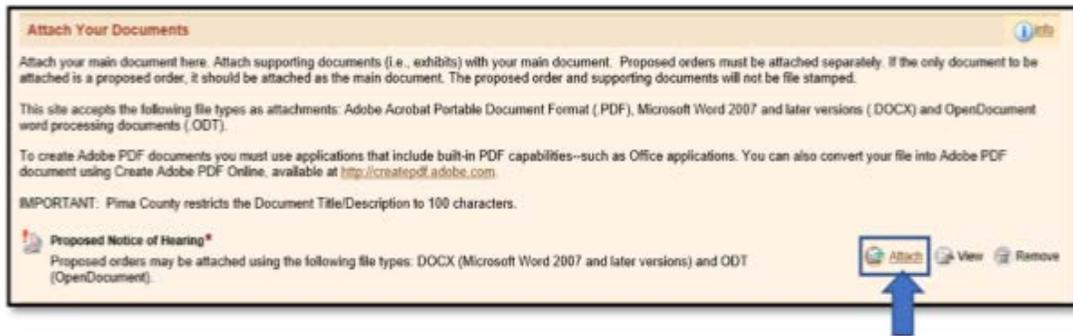
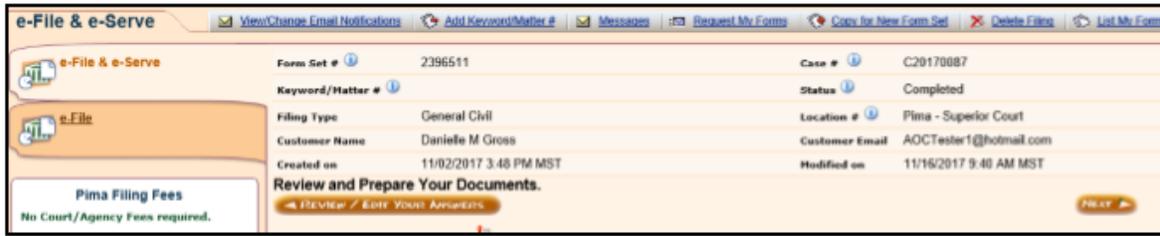
Change Section 1 Section 2 Section 3 Section 4 Complete
Your Venue Getting Started Filer Information Action Information Preview & Print Your Filing

○ Introduction
○ Your Case Information
● First Appearance Fee

First Appearance Fee
Provide the following information:
Have you previously paid your appearance fee? *

Yes
 No

- Attach your document on the [Review and Prepare Your Documents](#) screen. Click on the [Attach](#) link next to *Proposed Notice of Hearing* under the [Attach Your Documents](#) section



Attach Main Document

Attach PROPOSED ORDERS, PROPOSED JUDGMENTS, and PROPOSED NOTICE OF HEARING HERE:
Proposed orders/judgments may be submitted in Microsoft Word 2007 and later versions (.DOCX) and OpenDocument word processing documents (.ODT). Do NOT attach proposed orders in Adobe Acrobat Portable Document Format (.PDF) format.

Allowed attachment extensions: docx,odt

Document Type Proposed Notice of Hearing

Title/Description *

Attach Main Document

- Enter the document title without special characters. Not that the Document Title/Description is restricted to 100 characters.
- 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 10MB. Proposed orders/judgments may be submitted in Microsoft Word 2007 and later versions (.DOCX) and OpenDocument word processing documents (.ODT).
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