

How to Submit Proposed Documents in AZTurboCourt

Maricopa County Superior Court

In 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 main/lead document

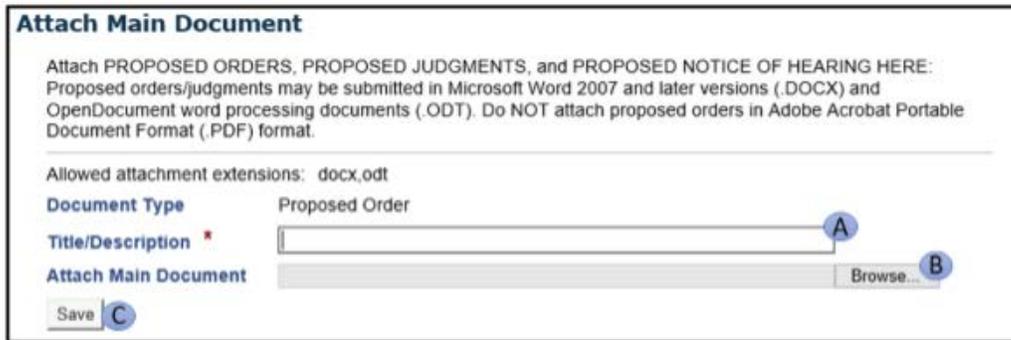
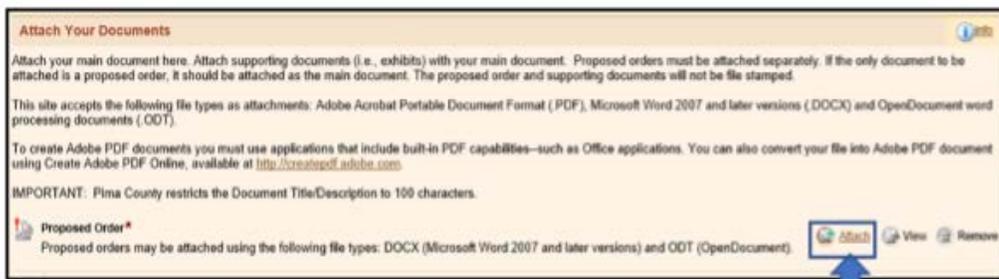
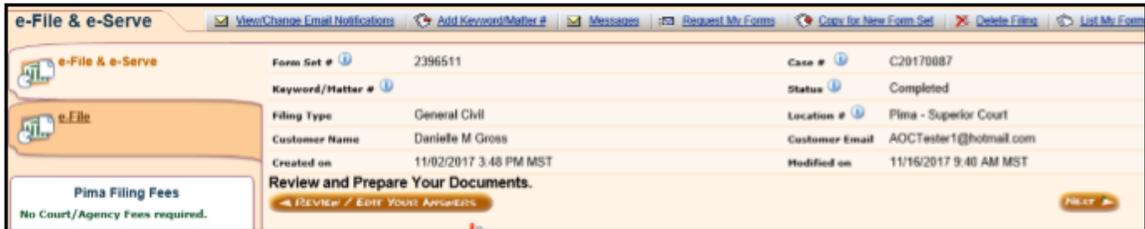
Allowed formats: doc, docx

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

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

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

- 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



- Enter the document title without special 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. The chosen document must be submitted in an editable format such as .doc or .docx.
- 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.

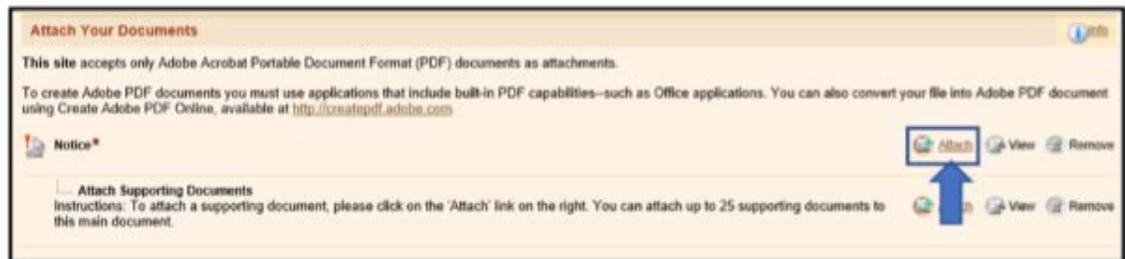
Submitting a *Proposed order or Proposed Judgment* as a connected (supporting) document

Allowed formats: docx, odt

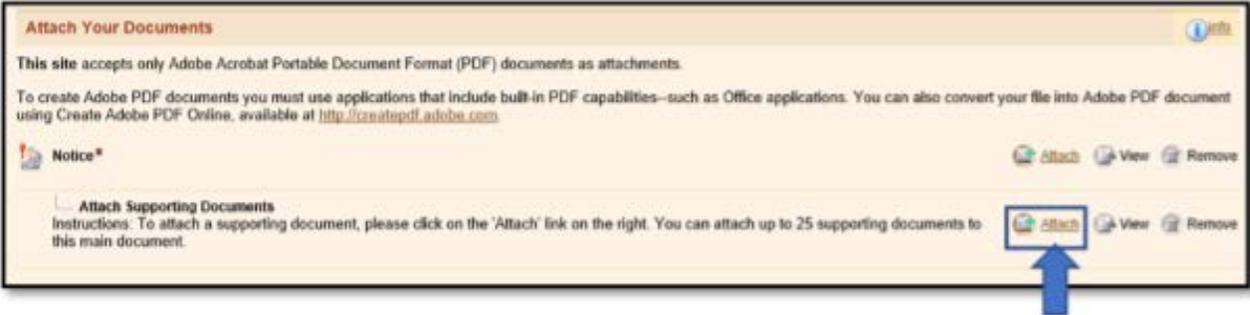
1. In Section 3: Action Information, on the Main Document – Select screen, select the box next to the category that best describes your lead document, then select the appropriate document description from the drop-down menu



2. Attach your main document on the Review and Prepare Your Documents screen. Click on the 'Attach' link next to the lead document you have selected under the Attach Your Documents section. The lead document must be submitted in a PDF format.



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



Attach Supporting Document

Only MS Word documents (.docx or .doc) can be attached for this Document Type.

Allowed attachment extensions: doc,docx

Main Document: Notice of Lodging **A**

Document Type * **B**
 Proposed Order/Judgment (Supporting)

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

Attach Supporting Document **D**
 Browse...

Save

- Select *Proposed Order/Judgment (Supporting)* from the drop-down menu. *Unless you are filing into an Eminent Domain case, do NOT select Proposed Order/Judgment - Condemnation (Supporting). See note below for more details regarding the Proposed Order/Judgment – Condemnation document type.*
- Enter the document title without special 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. The chosen document must be uploaded in an editable format such as .doc or .docx.
- 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.

Note: Proposed Orders/Judgment 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 indulge legal descriptions of property in their orders.