

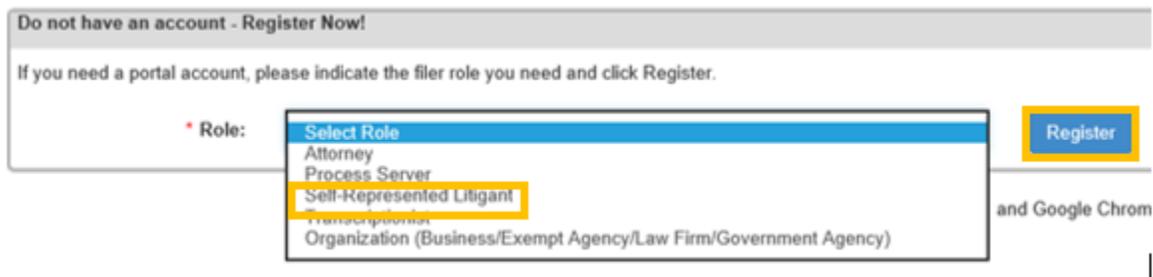
How to Register a Self-Represented Litigant in eFileAZ

1. Access the website <https://efile.azcourts.gov>.



The screenshot shows the eFileAZ Arizona Judicial Branch website. At the top, there is a blue banner with the eFileAZ logo and the text "Arizona Judicial Branch". Below the banner, there is a navigation bar with "Welcome to the Arizona Judicial Branch Statewide eFiling System - TEST" and "Help" icons. The main content area is divided into two sections: "Login" and "Do not have an account - Register Now!". The "Login" section has fields for "User Name" and "Password", with "Sign In" and "Forgot Password?" buttons. The "Register Now" section has a "Role" dropdown menu and a "Register" button. A note at the bottom states: "This website is best viewed in Internet Explorer 11 and above, Mozilla Firefox, and Google Chrome."

2. In the 'Register Now' section, select the role *Self-Represented Litigant* from the drop-down menu and click *Register*.



The screenshot shows the "Do not have an account - Register Now!" section. It includes the text "If you need a portal account, please indicate the filer role you need and click Register." Below this, there is a "Role:" dropdown menu with the following options: "Select Role", "Attorney", "Process Server", "Self-Represented Litigant", "Transcriptionist", and "Organization (Business/Exempt Agency/Law Firm/Government Agency)". The "Self-Represented Litigant" option is highlighted. To the right of the dropdown menu is a "Register" button. A note at the bottom right states: "and Google Chrom".

3. Select *Setup Person* from the top of the 'Account Registration' screen.



The screenshot shows the "Account Registration" screen. At the top, there is a blue banner with the eFileAZ logo and the text "Arizona Judicial Branch". Below the banner, there is a navigation bar with "Account Registration". The main content area has a "Registration Type:" section with two radio buttons: "Setup Person" (selected) and "Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)".

4. Enter the information in the 'Account Registration' fields. Fields marked with an asterisk are required.

*Be sure to remember the security question and answer as this will be used to activate your account along with your user name and password to access your account.

Account Registration

* Registration Type: Setup Person Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

* Role:

* User Name:

Password must be between 6 and 16 characters, with at least 1 number

* Password:

* Re-type Password:

* Security Question:

* Security Answer:

5. Enter the user's information and click [Register](#).

Name:

* Primary Email:

Alternate Email1/Email2:

* Address 1/2:

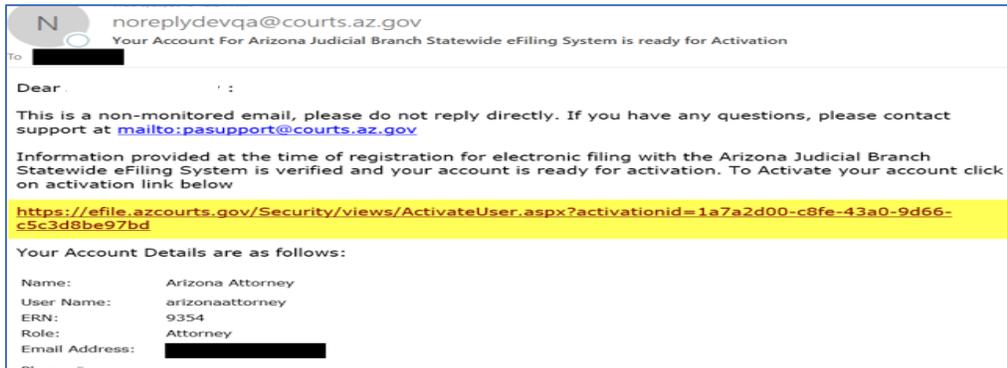
* Country/City:

* State/ Zip Code:

Phone # (Format ###-###-####): Extension:

CONSENT TO EMAIL SERVICE: By electronically filing through Arizona Judicial Branch Statewide eFiling System I understand and agree to electronic service of court documents submitted on my cases via email at the address(es) I have provided.

6. After clicking *Register*, an email from noreplydevqa@courts.az.gov will be sent to the user's email address. Select the hyperlink in the body of the email to activate the account.



7. Under 'Account Activation', enter the answer to the security question selected during registration and click *Activate*.

The screenshot shows the "Account Activation" page. At the top, there is a blue header with the "eFile AZ" logo and the text "Arizona Judicial Branch". Below the header, the page title "Account Activation" is displayed. The main content area contains the following fields:

- * Security Question: A dropdown menu with "Favorite Pet" selected.
- * Security Answer: A text input field with a vertical cursor.
- Activate: A blue button with a yellow border.

8. Enter the username and password created for the account to log in.

The screenshot shows the "Login" page. The page title "Login" is displayed in a grey header. Below the header, the page contains the following fields:

- * Required Field: A label indicating that the following fields are required.
- * User Name: A text input field with a vertical cursor.
- * Password: A text input field with the placeholder text "Password".
- Sign In: A blue button.
- Forgot Password?: A blue button.

For additional training information, please visit <https://www.azcourts.gov/efilinginformation/Training>

For further assistance, please contact AOC Support at 602-452-3900 or pasupport@courts.az.gov.