

How to Submit Proposed Documents in AZTurboCourt

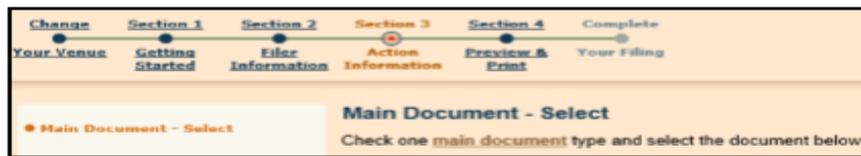
Maricopa County Superior Court

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*

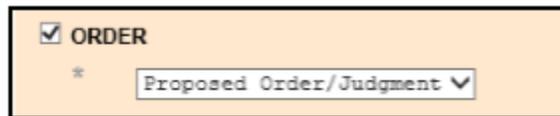


Change Your Venue Section 1 Getting Started Section 2 Filer Information Section 3 Action Information Section 4 Preview & Print Complete Your Filing

● Main Document - Select

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

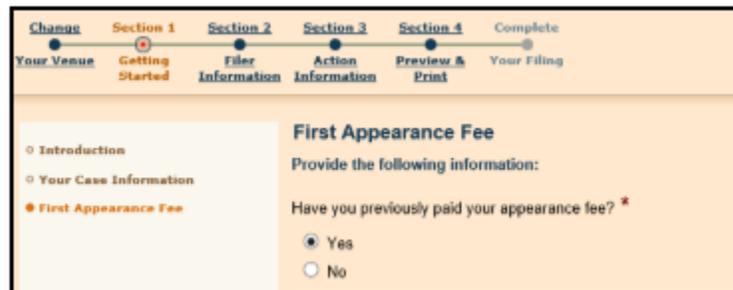
2. Select *Proposed Order / Judgment* from the drop-down menu



ORDER

*

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.



Change Your Venue Section 1 Getting Started Section 2 Filer Information Section 3 Action Information Section 4 Preview & Print Complete 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 Order](#) under the [Attach Your Documents](#) section

The screenshot shows the 'e-File & e-Serve' interface. At the top, there are navigation links: 'View/Change Email Notifications', 'Add Keyword/Matter #', 'Messages', 'Request My Forms', 'Copy for New Form Set', 'Delete Filings', and 'List My Forms'. Below this, a sidebar on the left contains 'e-File & e-Serve' and 'e-File' buttons, along with 'Pima Filing Fees' information stating 'No Court/Agency Fees required.' The main area displays case information: Form Set # 2396511, Case # C20170087, Keyword/Matter #, Status Completed, Filing Type General Civil, Location # Pima - Superior Court, Customer Name Danielle M Gross, Customer Email AOCTester1@hotmail.com, Created on 11/02/2017 3:48 PM MST, and Modified on 11/16/2017 9:40 AM MST. Below the case info is the 'Review and Prepare Your Documents' section with a 'Review / Edit Your Answers' button and a 'Next' button.

This screenshot shows the 'Attach Your Documents' section. It contains instructions: 'Attach your main document here. Attach supporting documents (i.e., exhibits) with your main document. Proposed orders must be attached separately. If the only document to be attached is a proposed order, it should be attached as the main document. The proposed order and supporting documents will not be file stamped.' It lists accepted file types: Adobe Acrobat Portable Document Format (.PDF), Microsoft Word 2007 and later versions (.DOCX), and OpenDocument word processing documents (.ODT). It also provides a link to 'Create Adobe PDF Online' and an important note: 'Pima County restricts the Document Title/Description to 100 characters.' At the bottom, there is a 'Proposed Order*' entry with a description and an 'Attach' button highlighted by a blue arrow. Other buttons for 'View' and 'Remove' are also visible.

This screenshot shows the 'Attach Main Document' form. It includes instructions: '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.' Below the instructions, it lists 'Allowed attachment extensions: docx, odt'. The form has three main fields: 'Document Type' with the value 'Proposed Order', 'Title/Description *' with a text input field labeled 'A', and 'Attach Main Document' with a 'Browse...' button labeled 'B'. At the bottom left, there is a 'Save' button labeled 'C'.

- 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

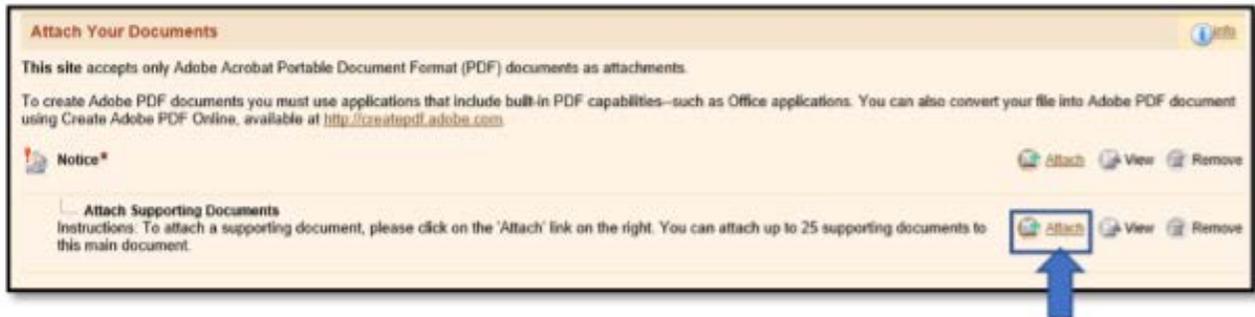
The screenshot shows a progress bar at the top with six stages: Change Your Venue, Section 1 Getting Started, Section 2 Filer Information, Section 3 Action Information (highlighted in orange), Section 4 Preview & Print, and Complete Your Filing. Below the progress bar, there is a section titled 'Main Document - Select' with a sub-heading 'Main Document - Select' and the instruction 'Check one main document type and select the document below.'

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.

The screenshot shows the 'Review and Prepare Your Documents' screen. It includes a navigation bar with links like 'View/Change Email Notifications', 'Add Keyword/Matter #', 'Messages', 'Request My Forms', 'Copy for New Form Set', 'Delete Filings', and 'List My Forms'. The main content area displays case information: Form Set # 2395308, Case # CV2017-054577, Keyword/Matter #, Status Completed, Filing Type General Civil, Location # Maricopa - Superior Court, Customer Name Danielle M Gross, Customer Email AOCTester1@hotmail.com, Created on 11/02/2017 3:54 PM MST, and Modified on 11/16/2017 10:30 AM MST. A 'NEXT' button is visible at the bottom right.

The screenshot shows the 'Attach Your Documents' screen. It includes a notice: 'This site accepts only Adobe Acrobat Portable Document Format (PDF) documents as attachments. To create Adobe PDF documents you must use applications that include built-in PDF capabilities—such as Office applications. You can also convert your file into Adobe PDF document using Create Adobe PDF Online, available at <http://creatopdf.adobe.com>.' Below the notice, there is a section titled 'Attach Supporting Documents' with instructions: 'Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 25 supporting documents to this main document.' An 'Attach' button is highlighted with a blue arrow, and there are also 'View' and 'Remove' buttons next to it.

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

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

Attach Supporting Document

Browse... **C**

Save **D**

- A. 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.
- 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 10MB. The chosen document must be uploaded in an editable format such as .doc or .docx.
- 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.

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.