

## How to Submit Proposed Documents in AZTurboCourt

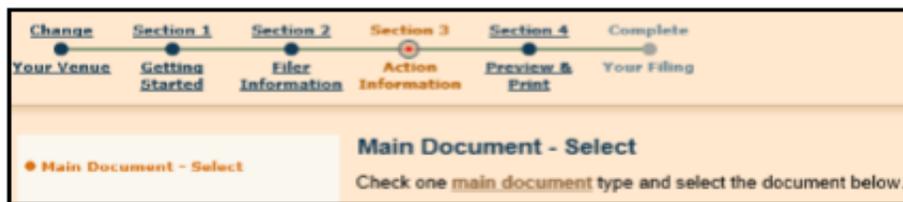
### Pima County Superior Court

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

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

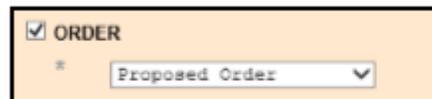
Allowed formats: docx, odt

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



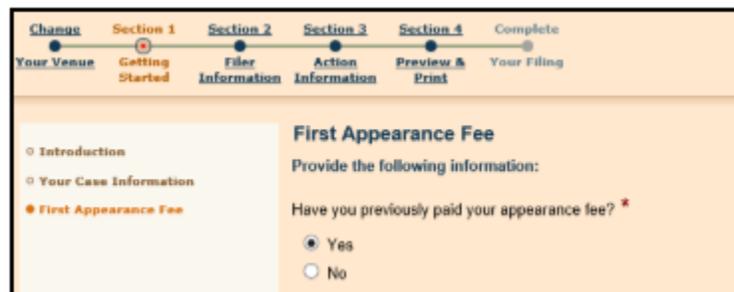
The screenshot shows a progress bar at the top with six steps: Change Your Venue, Section 1 Getting Started, Section 2 Filer Information, Section 3 Action Information (highlighted with a red dot), Section 4 Preview & Print, and Complete Your Filing. Below the progress bar, the main content area is titled "Main Document - Select" and contains the instruction "Check one main document type and select the document below." A radio button next to "Main Document - Select" is selected.

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



The screenshot shows a drop-down menu with a checked box next to "ORDER". Below the checked box, there is a red asterisk and a drop-down menu with "Proposed Order" selected.

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



The screenshot shows a progress bar at the top with six steps: Change Your Venue, Section 1 Getting Started (highlighted with a red dot), Section 2 Filer Information, Section 3 Action Information, Section 4 Preview & Print, and Complete Your Filing. Below the progress bar, the main content area is titled "First Appearance Fee" and contains the instruction "Provide the following information:". The question "Have you previously paid your appearance fee?" is followed by two radio buttons: "Yes" (selected) and "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 Filings'. Below this, there are two tabs: 'e-File & e-Serve' and 'e-File'. 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 11/15/2017 9:40 AM MST. A section titled 'Review and Prepare Your Documents' contains a button labeled 'REVIEW / EDIT YOUR APPEARANCES' and a 'FILE' button.

The 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. This site accepts the following file types as attachments: Adobe Acrobat Portable Document Format (.PDF), Microsoft Word 2007 and later versions (.DOCX) and OpenDocument word processing documents (.ODT). 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://createpdf.adobe.com>. IMPORTANT: Pima County restricts the Document Title/Description to 100 characters.' Below the text, there is a table with one row: 'Proposed Order\*'. To the right of this row is an 'Attach' button, which is highlighted with a blue arrow. Other buttons 'View' and 'Remove' are also visible.

The screenshot shows the 'Attach Main Document' form. It contains 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 text, it says 'Allowed attachment extensions: docx,odt'. There are three 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. 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).
- 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*

The screenshot shows a progress bar at the top with six steps: Change Your Venue, Section 1 Getting Started, Section 2 Filer Information, Section 3 Action Information (highlighted with a red circle), Section 4 Preview & Print, and Complete Your Filing. Below the progress bar, the 'Main Document - Select' section is active, indicated by a red dot. The text reads: 'Main Document - Select' and 'Check one main document type and select the document below.'

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

The screenshot shows a checkbox labeled 'JUDGMENT' which is checked. Below it is a drop-down menu with the text 'Proposed Judgment' and a downward arrow.

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

The screenshot shows a progress bar at the top with six steps: Change Your Venue, Section 1 Getting Started (highlighted with a red circle), Section 2 Filer Information, Section 3 Action Information, Section 4 Preview & Print, and Complete Your Filing. Below the progress bar, the 'First Appearance Fee' section is active, indicated by a red dot. The text reads: 'First Appearance Fee' and 'Provide the following information:'. Below this is the question 'Have you previously paid your appearance fee?' with a red asterisk. There are two radio button options: 'Yes' (selected) and 'No'.

- 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

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, the 'e-File & e-Serve' section 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 AOCTestar1@hotmail.com, Created on 11/02/2017 3:48 PM MST, and Modified on 11/16/2017 9:40 AM MST. A 'Pima Filing Fees' section indicates 'No Court/Agency Fees required.' The main section is titled 'Review and Prepare Your Documents.' with a 'PREVIEW / EDIT YOUR ANSWERS' button and a 'NEXT' button.

The 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. This site accepts the following file types as attachments: Adobe Acrobat Portable Document Format (.PDF), Microsoft Word 2007 and later versions (.DOCX) and OpenDocument word processing documents (.ODT). 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://createpdf.adobe.com>. IMPORTANT: Pima County restricts the Document Title/Description to 100 characters.' Below this, there is a table with one entry: 'Proposed Judgment\*'. To the right of this entry are three buttons: 'Attach', 'View', and 'Remove'. A blue arrow points to the 'Attach' button.

The screenshot shows the 'Attach Main Document' form. It contains 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 this, it says 'Allowed attachment extensions: docx,odt'. There are three fields: 'Document Type' with the value 'Proposed Judgment', 'Title/Description \*' with a text input field, and 'Attach Main Document' with a 'Browse...' button. At the bottom left is a 'Save' button. Labels A, B, and C are placed near the 'Title/Description' field, the 'Browse...' button, and the 'Save' button, respectively.

- 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).
- 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.

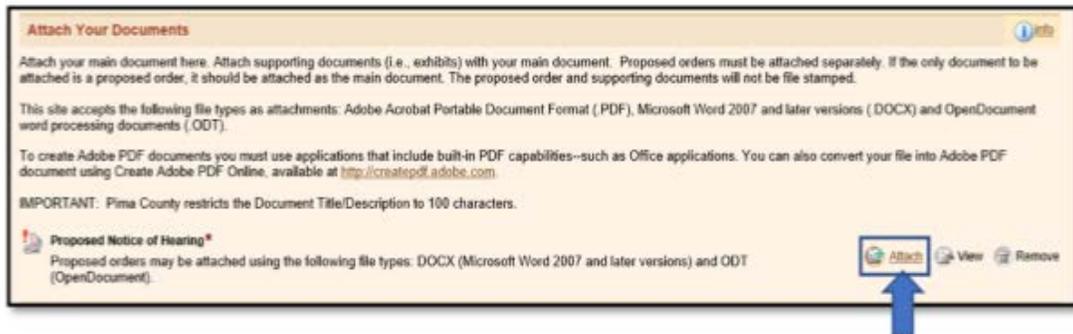
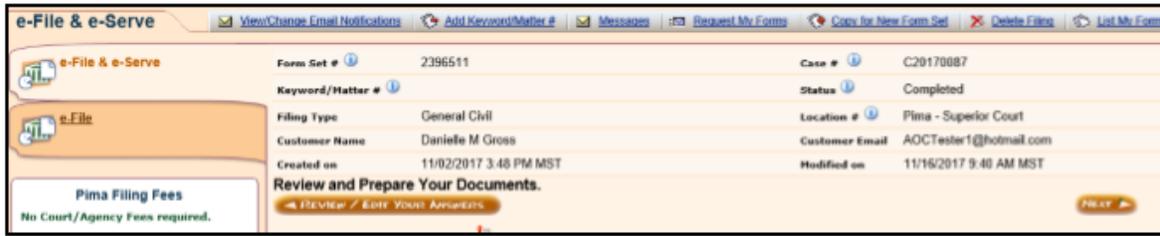
Change Section 1 Section 2 Section 3 Section 4 Complete  
Your Venue Getting Started Filer Information Action Information Preview & Print Your Filing

○ 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).
- 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.