

## Submitting Proposed Documents in eFileAZ for all Counties other than Maricopa and Pima Courts

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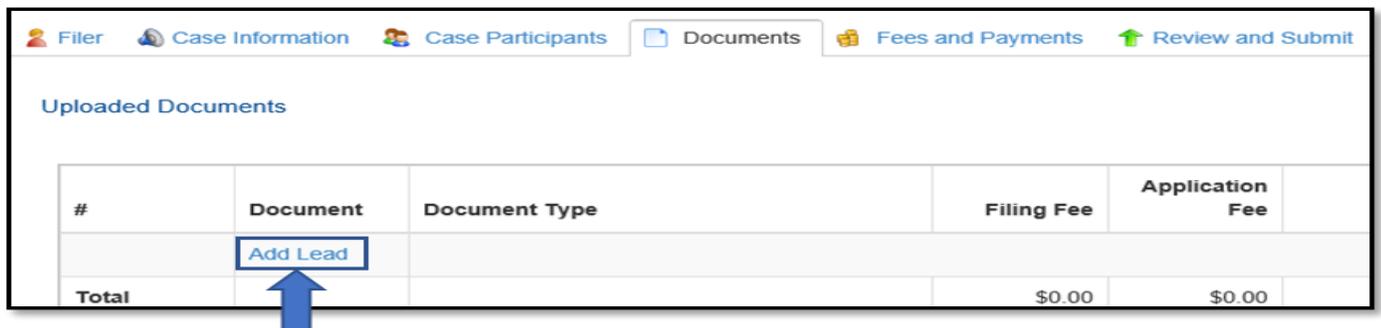
In all other counties, proposed documents can be submitted as a connected (supporting) document to any main / lead documents. If no other main documents are needed, a proposed document can be submitted as an attachment to one of the following main / lead documents:

- Notice of Filing: Proposed Order
- Notice of Filing: Proposed Judgment
- Notice of Filing: Proposed Notice of Hearing

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

Allowed formats: docx, odt

1. On the [Documents](#) tab, click the [Add Lead](#) link



2. Add your main / lead document. If no other main documents are needed, a proposed document can be submitted as an attachment to one of the following main / lead documents:
  - Notice of Filing: Proposed Order
  - Notice of Filing: Proposed Judgment
  - Notice of Filing: Proposed Notice of Hearing

- a. Select the Document Category and Document Type that best describes your lead document

The screenshot shows the 'Lead Document at the end' form. At the top, there is a blue header with the text 'Lead Document at the end'. Below the header, there are several fields: 'Document #' with the value 'New Document', 'Filing Fee' with the value '\$0.00', and a 'Clear' button. There is also a 'Search' field with the placeholder text 'Enter Search criteria and tab or hit enter to fill'. Below these fields are two dropdown menus: 'Document Category' and 'Document Type'. Two yellow arrows point to these dropdown menus. At the bottom, there is an 'Addendum' section with a checkbox labeled 'Addendum'.

b. Attach your lead document

A screenshot of a web form titled "Notice" for a document named "NOTICE OF FILING: PROPOSED HEARING". The form includes a document title field with the text "NOTICE OF FILING PROPOSED HEARING", a "# Pages:" field, and an "Upload:" field with a file path "C:\Users\bkillion\OneDrive - AZCourts\leCourt s" and a "Browse..." button. There are "Save" and "Cancel" buttons at the bottom right.

3. Add your proposed document as a Connected document

a. Click the Add Connected link under the lead document

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	<a href="#">Insert Lead</a>						
1	<a href="#">Remove</a>	NOTICE OF FILING PROPOSED HEARING	\$0.00	\$0.00	0	C:\fakepath\DOCX-ProposedOrder.docx	0.0129

A blue box highlights the "Add Connected" link below the first document entry, with a blue arrow pointing to it.

b. Select the appropriate document type from the following:

- Proposed Hearing
- Proposed Judgment
- Proposed Order

A screenshot of a form titled "Add Connected Document to Lead Document Notice NOTICE OF FILING: PROPOSED HEARING". The form shows "Document #:" as "New Document" and "Filing Fee:" as "\$0.00". There are search, document category, and document type dropdown menus. A list of document types is shown with checkboxes: "Miscellaneous" (Exhibit/attachments), "Proposed Hearing" (Proposed Hearing), "Proposed Judgment" (Proposed Judgment), and "Proposed Order" (Proposed Order). A yellow bracket highlights the "Proposed Hearing", "Proposed Judgment", and "Proposed Order" options. There are "Clear" and "Save" buttons.

Proposed Hearing

Proposed Hearing

1 - 1 of 1 items

Document Title:  **A**

# Pages:

Upload:  **B** Browse...

**C** Save Cancel

- A. Enter the document title without special 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 9.5MB.
  - C. Press the Save button. The Add Connected Document window will automatically close.
- c. Depending on the size of the document, a progress bar may appear under the size column next to the name of the document. Wait for this bar to disappear before continuing.

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	<a href="#">Insert Lead</a>						
1	<a href="#">Remove</a>	NOTICE OF FILING PROPOSED HEARING	\$0.00	\$0.00	0	C:\fakepath\DOCX-ProposedOrder.docx	0.0129
	<a href="#">Remove</a>	Proposed Hearing	\$0.00	\$0.00	0	C:\fakepath\Complaint-1500Pages.docx	<div style="background-color: blue; width: 100px; height: 15px;"></div>

Once the document is successfully uploaded, the bar will disappear and the document size will be displayed:

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	<a href="#">Insert Lead</a>						
1	<a href="#">Remove</a>	NOTICE OF FILING PROPOSED HEARING	\$0.00	\$0.00	0	C:\fakepath\DOCX-ProposedOrder.docx	0.0129
	<a href="#">Remove</a>	Proposed Hearing	\$0.00	\$0.00	0	C:\fakepath\Complaint-1500Pages.docx	1.6021