

Submitting Proposed Documents in eFileAZ Maricopa County Superior Court

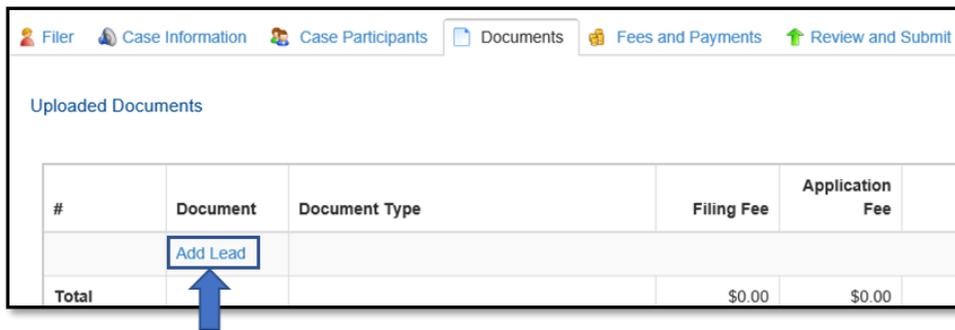
Maricopa County Superior Court

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 connected (supporting) document

Allowed formats: docx, odt

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



2. Add your main / lead document.
 - a. Select the Document Category and Document Type that best describes your lead document

The screenshot shows the 'Lead Document at the end' form. It has a blue header bar. Below the header, there are fields for 'Document #:' (New Document), 'Filing Fee:' (\$0.00), and a 'Clear' button. There is also a 'Search:' field with the placeholder 'Enter Search criteria and tab or hit enter to fill'. Below these 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

The screenshot shows the 'Motion' form. It has a header bar with a checkbox labeled 'Motion To Continue'. Below the header, there is a navigation bar with a '1' in a blue box and '1 - 1 of 1 Items'. The main form area has a 'Document Title:' field containing 'Motion To Continue', marked with a blue circle 'A'. Below this is a '# Pages:' field and a 'Judge Action Indicator:' with radio buttons for 'Yes' and 'No'. At the bottom, there is an 'Upload:' field containing a file path 'C:\Users\bkillion\OneDrive - AZCourts\ieCourt...', marked with a blue circle 'B'. To the right of the 'Upload:' field are 'Save' and 'Cancel' buttons, with the 'Save' button marked with a blue circle 'C'.

- 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.
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)
1	Remove	Motion To Continue	\$0.00	\$6.50	0	C:\Users\bkillion\OneDrive - AZCourts\leCourt Services\Testing\Standard Testing Templates\TESTING AND TRAINING DOCUMENTS\DOCX-Motion.docx	0.0150



- b. Select *Order* as the Document Category and *Proposed Order / Judgment* as the Document Type



Search: Document Category: Order Document Type:

Proposed Order/Judgment
 Proposed Order/Judgment - Condemnation

1 - 1 of 1 items



Unless you are filing into an Eminent Domain case, do **NOT** select *Proposed Order/Judgment – Condemnation (Supporting)*

Note: Proposed Orders/Judgments 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 include legal descriptions of property in their orders.

The screenshot shows a web form titled "Order". At the top, there are two checkboxes: "Proposed Order/Judgment" (checked) and "Proposed Order/Judgment - Condemnation" (unchecked). Below this is a pagination bar showing "1" of "1" items. The main form area contains three fields: "Document Title" (with a blue circle 'A' next to it), "# Pages" (empty), and "Upload:" (with a "Browse..." button and a blue circle 'B' next to it). At the bottom right, there are "Save" and "Cancel" buttons, with a blue circle 'C' next to the "Save" button.

- 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.

- b. 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)
	Insert Lead						
1	Remove	NOTICE OF FILING PROPOSED HEARING	\$0.00	\$0.00	0	C:\fakepath\DOCX-ProposedOrder.docx	0.0129
	Remove	Proposed Hearing	\$0.00	\$0.00	0	C:\fakepath\Complaint-1500Pages.docx	

- c. 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)
	Insert Lead						
1	Remove	NOTICE OF FILING PROPOSED HEARING	\$0.00	\$0.00	0	C:\fakepath\DOCX-ProposedOrder.docx	0.0129
	Remove	Proposed Hearing	\$0.00	\$0.00	0	C:\fakepath\Complaint-1500Pages.docx	1.6021

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

Allowed formats: doc, docx

1. On the **Documents** tab, click the *Add Lead* link

The screenshot shows the 'Documents' tab in a case management system. The navigation bar includes 'Filer', 'Case Information', 'Case Participants', 'Documents', 'Fees and Payments', and 'Review and Submit'. Below the navigation bar, there is a section titled 'Uploaded Documents' which contains a table with the following columns: '#', 'Document', 'Document Type', 'Filing Fee', and 'Application Fee'. The table is currently empty, and the 'Add Lead' link is highlighted with a blue box and a blue arrow pointing to it.

2. Add your main / lead document.

- a. Select *Order* as the Document Category and *Proposed Order / Judgment* as the Document Type

The screenshot shows the 'Add Lead' form. The 'Document Category' dropdown is set to 'Order'. The 'Document Type' dropdown is set to 'Proposed Order/Judgment'. A yellow arrow points to the 'Proposed Order/Judgment' option in the list.

The screenshot shows the 'Add Lead' form. The 'Document Title' field is highlighted with a blue circle 'A'. The 'Upload' field with a 'Browse...' button is highlighted with a blue circle 'B'. The 'Save' button is highlighted with a blue circle 'C'.

- 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 Lead Document window will automatically close.

- b. 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)
	Insert Lead						
1	 Remove	NOTICE OF FILING PROPOSED HEARING	\$0.00	\$0.00	0	C:\fakepath\DOCX-ProposedOrder.docx	0.0129
	 Remove	Proposed Hearing	\$0.00	\$0.00	0	C:\fakepath\Complaint-1500Pages.docx	<div style="background-color: blue; width: 100px; height: 10px;"></div>

- c. 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)
	Insert Lead						
1	 Remove	NOTICE OF FILING PROPOSED HEARING	\$0.00	\$0.00	0	C:\fakepath\DOCX-ProposedOrder.docx	0.0129
	 Remove	Proposed Hearing	\$0.00	\$0.00	0	C:\fakepath\Complaint-1500Pages.docx	1.6021