



January 9, 2012

Re: **Mandatory E-Filing in Supreme Court and Court of Appeals, Division One**

Dear Arizona Bar member:

Last month you received a letter from Chief Justice Berch and Vice Chief Justice Hurwitz announcing the commencement of mandatory e-filing for the Arizona Supreme Court and Court of Appeals Division One. This letter provides additional information for mandatory e-filing in the Appellate courts.

Effective February 1, 2012, lawyers employed by and representing state and local governmental entities will be required to use AZTurboCourt when filing documents with these two appellate courts.

All lawyers will be required to file documents electronically through AZTurboCourt effective April 2, 2012.

Anyone may file documents using AZTubocourt prior to these deadlines.

The basics (login, attaching documents, etc) of the Appellate component of AZTurboCourt are the same as the Superior Court component currently used in Maricopa County for civil subsequent filings. However, there are several differences between the Maricopa and Appellate components, including:

- You may initiate a case in the Appellate system;
- Documents may be filed in most all case types, including criminal, civil, and special actions in the Appellate component;
- You may file up to four main documents and their supporting documents in each submission in the Appellate system.

Administrative Order 2012-2, which gives more detailed information regarding Appellate e-filing procedures and requirements, is attached to this letter and can also be found at <http://www.azcourts.gov/Portals/22/admorder/orders12/2012-2.pdf>.

Additionally, the website, <http://azcourts.gov/azturbocourtinformation/AppellateEfiling.aspx> allows lawyers and support staff to register for training, access training podcasts, review written training materials, and sign up to receive ongoing electronic updates about e-filing.

Payment of application fees and filing fees is currently available through a PayPal account or by credit card. Please be advised that PayPal account set up can take 2-5 business days to complete. An alternative credit card payment option is expected to be available by April 2, 2012. The website and training materials will be updated as this new payment option becomes available.

If you have any questions about this schedule, please contact the Arizona Supreme Court Clerk's Office at (602) 452-3396 or the Arizona Court of Appeals, Division One Clerk's Office at (602) 542-4821.

We appreciate your support of AZTurboCourt and look forward to continuing the success of this exciting project.

Sincerely,

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