User's Guide

efile.azcourts.gov
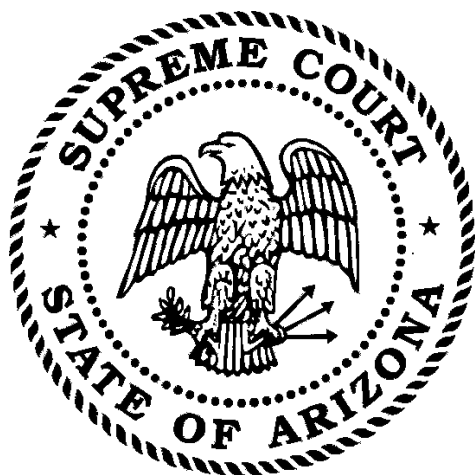
For Attorneys and
Self-Represented Litigants

Powered by:

eUniversa™
electronic filing solution

Version 2.0
January 2017

Contents

1 Getting Started

Electronic submissions provide an opportunity for attorneys and self-represented litigants (submitters) to efficiently upload and file court documents through the Internet using a standard web browser.

Who May File Electronically?

Attorneys

To register as an attorney, a valid Arizona Bar Number evidencing admission to the state or local bar is required.   This number will be requested as part of the registration process.

Out-of-state attorneys, who have been admitted *pro hac vice* in an existing case by the Court, are also required to register as users in the system using their state's bar number.

Self-Represented Litigants

Self-represented litigants – or non-attorneys who choose to represent themselves in court proceedings – may (but are not required to) e-file within the system.   If they choose to file electronically, self-represented litigants must register and obtain a user name and password.

Associated Attorneys and Legal Assistants

An attorney who is a registered user may permit an associated attorney or legal assistant to file documents under the registered attorney's user name and password. However, the registered attorney remains accountable and responsible for all such submissions.

Electronic Submission Basics

Hardware and Software Requirements

The application is a web-based electronic filing (e-Filing) system. To use it, you must be able to connect to the Internet, have an email account through which you can receive notification email messages, and the ability to produce Microsoft Word (DOCX), ODT, or PDF files. Access to a scanner will allow you to turn paper documents into electronic files you can submit through the efiling system.

Internet Access: You must have a personal computer or workstation that can connect via an Internet provider or network to the Internet. You should have a cable modem or DSL internet access. The website is best viewed in Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome.

Email Account: At least one email address is required for registration and notification

Document Formats and Size

Format requirements for documents to be electronically submitted are presented below. If your documents do not meet these requirements, the application will automatically reject the submission.

- Documents may be in PDF, DOCX or ODT formats. Proposed Orders, Proposed Judgments, and Proposed Notice of Hearing documents must be in DOCX or ODT.
- Document size may be no larger than 9 MB.

- Submission's total size may be no larger than 100MB.
- The application runs a virus checker when the submission of a document is taking place. All documents must be virus-free. The application will automatically reject a submission containing a virus.
- **No password protection or other security devices may be associated with a document.**

Electronic Payment of Fees

To complete the process of submitting a case, the court must receive payment of the fees associated with the submission. Fees and costs may be paid electronically using an approved credit card through the authorized payment provider. For parties who have an active fee waiver or fee deferral order from the court for the case they are submitting in to will have the opportunity to indicate such in the application.

Accessing the Application

To access the application, follow these steps:

1. Open your Internet **browser**.

2. Go to the Electronic Filing website: **https://efile.azcourts.gov**

Welcome to the Arizona Judicial Branch Statewide eFiling System

Help

Login

* Required Field

* User Name: User Name

* Password: Password

Sign In   Forgot Password?

Do not have an account - Register Now!

If you need a portal account, please indicate the filer role you need and click Register.

* Role: Select Role   ▼   Register

This website is best viewed in Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome.

Signing In

If you have already registered for an account you can sign in and use the application by following the steps below. To register for an account, click the "Register" link. Click here for instructions: Registering for an Account.

1. In the User Name box, type your **user name**.

2. In the Password box, type the **password** you have specified for your account.

3. Click the **Sign In** button.

Login

* Required Field

* User Name: ▓▓▓▓▓

* Password: ▓▓▓▓

Sign In   Forgot Password?

4. After sign-in, the application displays the **e-Filing Map** screen.
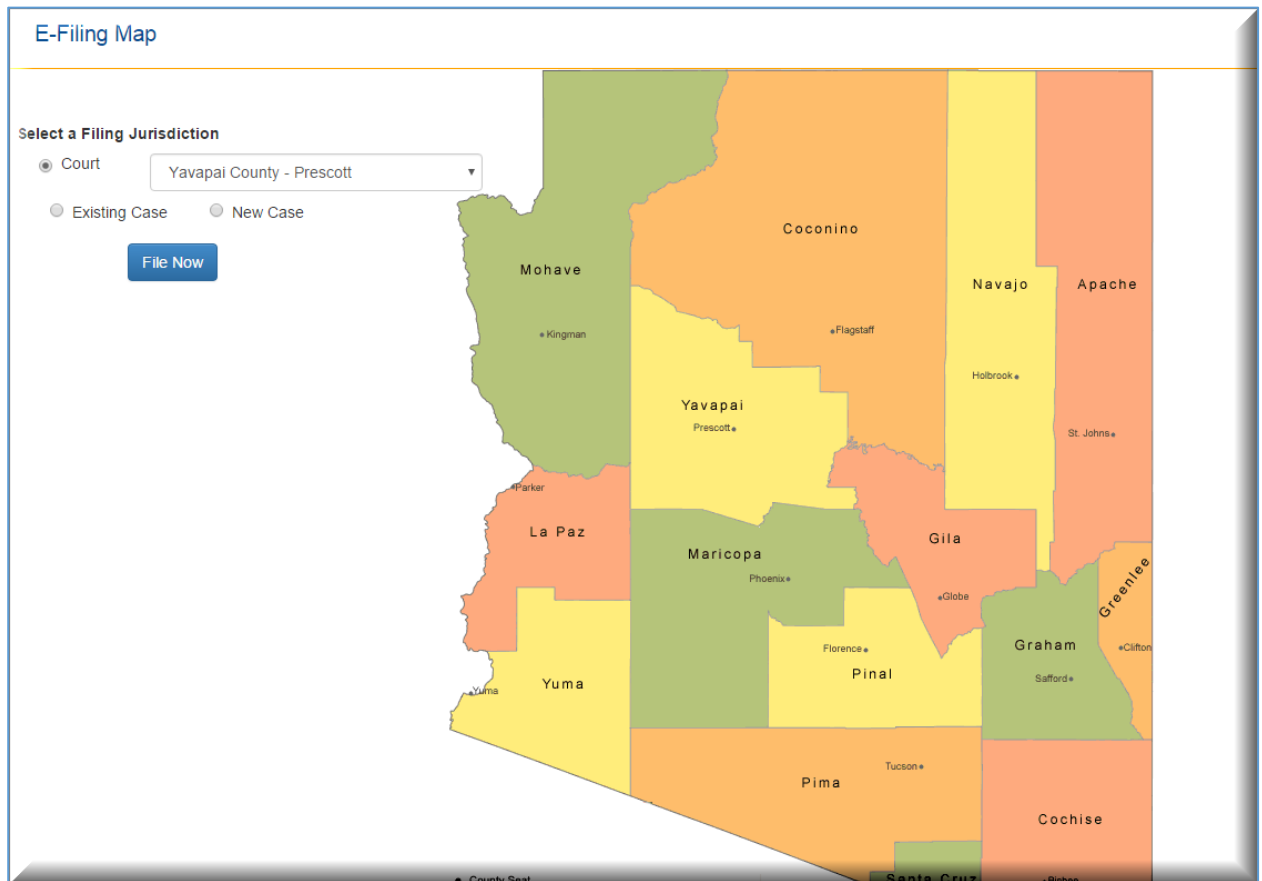
The E-Filing Map Screen

The E-Filing Map Screen allows you to choose court jurisdiction and view your account and submission options.

Banner

This banner appears on every screen, shows who is signed in, and provides access to the account management and submission options through menus and shortcuts.

Welcome Message

The Welcome message displays the name of the submitter who has signed in to the application and the date and time of the submitter's last sign in. If you have signed in under the wrong account, you can sign out and sign in with the correct account information.
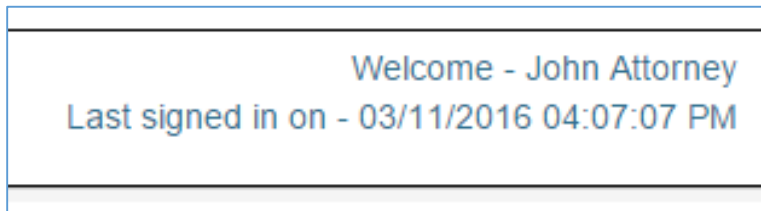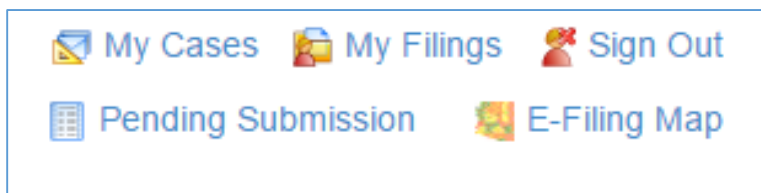
Welcome - John Attorney
Last signed in on - 03/11/2016 04:07:07 PM

Shortcuts

Above the Welcome message is a group of links to functions you will use often. The shortcuts save you time by jumping directly to a function instead of using the menus. For example, you can return to the My Filings screen from anywhere in the system, by clicking the My Filings link.

My Cases   My Filings   Sign Out
Pending Submission   E-Filing Map

Terms of Use/Privacy Statement/Accessibility/Request Support

Terms Of Use | Privacy Statement | Accessibility | Request Support |

These links appear in the bottom left of the page. By clicking the button you will be taken to the appropriate document or page.

The "Request Support" link will open a page allowing you to enter information and request support from the Administrative Office of the Court (AOC) Support Center.

Request E-Filing Support   Help

📢 Wait have you checked our Frequently Asked Questions section for answers to your question?

You may contact us by phone
Our business hours are weekdays 8:00am – 5:00pm MT. When phoning the support center, please leave a message including your name, phone number and your question so that we may return your call.
You may contact us through the form to the left or by phone.
602-452-3519 or 800-720-7743

* Required Field

1. Tell us about your self..

* **Role:**	Attorney ▼
* **Your Name:**	John Attorney
* **Phone #:**	602-452-3630
* **Email:**	mfoltz@courts.az.gov
* **Bar #**	864359
Do you have a submission #?	

2. How can we help you?

* **Question/Comment:**

Question/Comment

My Account Menu

The My Account menu provides access to your user profile, where you can manage the following:

Option	Description
My Profile	- Details about your account, such as contact information, affiliation, and your security question and answer. - The ability to change your account password or email addresses. - Ability to set up Payment Tokens - Ability to assign Proxies
Email Log	Record of emails received from the application
Sign out	End your session
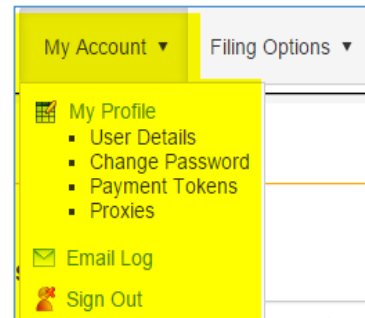
Filing Options Menu

The Filing Options menu include:

Option	Description
Filings Pending Submission	View a list of pending submissions
My Filings	Displays the My Filings screen where you can access all of your submissions
My Cases	Displays all cases you have filed and provides access to case documents
My Payments	Provides a searchable listing of all payments made
E-Filing Map	Returns you to the E-Filing Map page
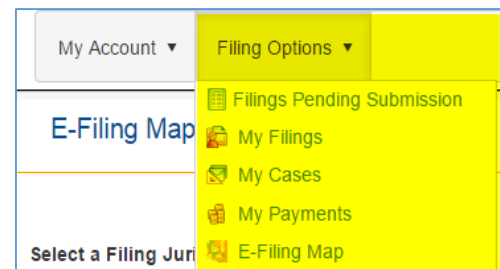
My Cases

All successfully filed submissions appear in this section. The application displays the Case #, Case Title, Court Location, General Case Category, if the service function was used during creation of the submission, and the Status. The "File Now" button allows you to jump to the Existing Case screen to begin a new submission.

By clicking on the Case Title, you will be taken to the Case Information screen where you will have access to case documents.

Documents

#	Filing Date	Document Title
1	9/7/2016 11:12:20 AM	EFILING: ANSWER
2	9/7/2016 11:12:20 AM	EFILING: AFFIDAVIT OF RENEWAL OF JUDGMENT
3	9/7/2016 11:12:20 AM	EFILING: NOTICE OF FILING PROPOSED ORDER
4	9/7/2016 11:12:20 AM	EFILING: PROPOSED ORDER
5	9/7/2016 10:39:12 AM	EFILING: COMPLAINT
6	9/7/2016 10:39:12 AM	EFILING: CERT OF COMP ARB

My Filings

For each submission, the application displays Submission #, the Case Title/Docket, the case number assigned to the case, the status of the submission, the court location into which the submission was made, the submission date, and the date the clerk's office accepted the submission (Completion Date / Remarks). To see the detail of a specific submission, click the ► sign to the left of the Submission #.

Submission #	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▶ 100856	Theodor Geisel PLAINTIFF vs Clive Hamilton DEFENDANT	P1300CV201600136	Pending Filing	Yavapai County - Prescott	03/30/2016 10:59:05 AM	

Pending Submissions

The Pending Submissions section lists all submissions that have been saved by the user but not yet submitted for filing.

To access the submission, click the hyperlinked submission ID number in the **Resume Preparation** column.

2 Searching for Submissions

My Filings

After signing into the application, click on the My Filings link. Here, you may view any submissions you have submitted.

Specifying a Submission Date Range

By default, the My Filings page lists only those submissions made during the last seven days. You can increase or reduce this date range by following the steps below.

1. In the **Submission Date From box**, type the **starting date** for the date range in the format: mm/dd/yyyy

2. In the **Submission Date To box**, type the **last date** to include in the date range in the format: mm/dd/yyyy

3. Click the **Search** link to display the submissions made during the specified date range.

Specifying a Completion Date Range

Submissions can be searched on Completion Date Range as well. By default, submissions will be shown on Submission Date Range. You can increase or reduce the date range.

1. In the **Completion Date From** box, type the starting date for the date range in the format: mm/dd/yyyy

2. In the **Completion Date To** box, type the last date to include in the date range in the format: mm/dd/yyyy

3. Click the **Search** link to display the completed submissions made during the specified date range.

Specifying a Submission

Submissions can be searched on Submission #. Enter a valid Submission # and click Search.

Specifying a Status

Submissions can be searched on Status. The Status dropdown has the options shown below:

Received / Validated Submission / Pending Review / Being Reviewed / Review Complete / Sending to Local System / Pending Submission / Pending Queue / Filed for Judicial Review / Filed / Partially Filed.

Specifying Court and Division

Submissions can be searched by specific court and division. Choose the desired court or division from the dropdown and click Search.

Search Options				▲
Submission #:	Filing #		**Status:**	▼
Court Case #:	Court Case #			
Court:	Yavapai County - Verde Valley ▼		**Division:**	▼

Viewing Submission Information

For each submission, the application displays Submission #, Case title/docket, the case number assigned to the case, the status of the submission, the district and division in which the submission was made, the submission date, and the date the Clerk's Office completed the submission (Completion Date / Remarks). Depending on your monitor size, you may have to scroll horizontally to see all the columns.

Submission #	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
▸ 100830	BILL RIGHT vs JANE LONG	V1300CV201680014	Filed	Yavapai County - Verde Valley	03/28/2016 03:22:25 PM	03/28/2016 03:24:11 PM
▸ 100826	TROY STEVENS vs THEODORE CONLEY	V1300CV201680013	Filed	Yavapai County - Verde Valley	03/28/2016 02:35:23 PM	03/28/2016 02:41:13 PM
▸ 100755 ✉	Meredith Grey MD et al. vs Christina Yang MD et al.	V1300CV201680005	Filed	Yavapai County - Verde	03/24/2016 11:30:00	03/26/2016 10:35:35 AM

This information includes:

Item	Description
Submission #	The number assigned to the submission.
Case #	The case number assigned to the case by the court. New cases do not receive a case number until after the submission has been processed through the case management system and "filed". If no case number has been assigned, the application will leave the field blank.
Status	The status of the submission (Filed /Received/ Being Reviewed/ Pending Review, etc.).
Court	The court in which the case was filed.
Division	The court type; e.g., Civil
Submission Date	The date on which the submission was received by the application.
Completion Date / Remarks	The date which the court accepted the submission, marked it as Accepted, and notified the submitter by email that the submission is complete.

Viewing Submission Details

If you click the ► sign to the left of the submission #, the application expands the submission record to show the details of the submission.

Filing Information tab shows General Case Category, Case Title, Matter Number, and who the submission was Filed By.

	Submission #	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
◢	100830	BILL RIGHT vs JANE LONG	V1300CV201680014	Filed	Yavapai County - Verde Valley	03/28/2016 03:22:25 PM	03/28/2016 03:24:11 PM

Filing Information Documents Service List Fee Payment

General Case Category:	Civil
Case Title:	BILL RIGHT vs JANE LONG
Matter:	
Filed By:	John Attorney

The Documents tab shows the order in which the documents were attached (1, 2, 3, and so on), the status of the document, Document Type, and the File Name. (Note: Documents are not retrievable in this view)

	Submission #	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
◢	100830	BILL RIGHT vs JANE LONG	V1300CV201680014	Filed	Yavapai County - Verde Valley	03/28/2016 03:22:25 PM	03/28/2016 03:24:11 PM

Filing Information **Documents** Service List Fee Payment

#	Status	Document Type	File Name
1	Accepted	Civil Cover Sheet System Generated	Civil Cover Sheet System Generated.pdf
2	Issued	Summons JANE LONG System Generated	Summons JANE LONG System Generated.pdf
3	Filed	ELECTION CHALLENGE	random complaint.docx

The Service List tab will show to whom service was provided.

	Submission #	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
◢	100830	BILL RIGHT vs JANE LONG	V1300CV201680014	Filed	Yavapai County - Verde Valley	03/28/2016 03:22:25 PM	03/28/2016 03:24:11 PM

Filing Information Documents **Service List** Fee Payment

Documents were electronically mailed to:

Name	Email Address	Status
No Matching Entries Found		

Documents were **not** be electronically mailed to:

Name	Email Address	Status
No Matching Entries Found		

The Fee Payment tab shows any fees that were assessed, the Fee Status, Paid By, and the Payment Receipt #.

	Submission #	Case Title/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
◢	100830	BILL RIGHT vs JANE LONG	V1300CV201680014	Filed	Yavapai County - Verde Valley	03/28/2016 03:22:25 PM	03/28/2016 03:24:11 PM

Filing Information Documents Service List **Fee Payment**

New Case Election Challenge -	$204.00
Application Fee	$9.18
Total Fee:	$213.18
Fee Status:	Assessed
Paid By:	Electronic payment at payment site
Payment Receipt #:	82917660258550525

3 Registering a User Account

The application requires attorneys and self-represented litigants to register and obtain a user name and password. To successfully register, you must have access to the Internet and be able to navigate your web browser to the efile.azcourts.gov website.

Prior to registering, you will need to decide if you will register as an individual user such as an Attorney or Self-represented litigant or if you are registering an organization.

An individual account is a sole practicing attorney, self-represented litigant, process server or transcriptionist. An organization includes government organizations, fee exempt agencies, businesses, and law firms.

Registering as an Attorney, Self-Represented Litigant, Process Server or Transcriptionist

User registration typically follows these steps:

1. Go to the **Account Registration** page.

2. Enter the **registration information**; including your Bar license number (if you are an attorney), user name and password, email addresses, and identification information.

3. Receive **email notification** that your registration information has been received and is pending verification.

4. Receive an email verification message with an **activation link**.

5. On the **Account Activation page**, answer the **Security Question** you set up for your account.

6. **Sign in** and begin electronic submission activities.

Display the Account Registration Page

1. Open your **Internet browser**.

2. Go to the website: **https://efile.azcourts.gov/**

Welcome to the Arizona Judicial Branch Statewide eFiling System Dev/qa	Help
Login	

* Required Field

| * User Name: | User Name |
| * Password: | Password |

Sign In   Forgot Password?

Do not have an account - Register Now!

If you need a portal account, please indicate the filer role you need and click Register.

| * Role: | Select Role ▼ | Register |

This website is best viewed in Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome.

3. Select a Role from the dropdown and Click the **Register** Link.

Do not have an account - Register Now!

If you need a portal account, please indicate the filer role you need and click Register.

* Role:	[dropdown ▾]	Register

Select Role
Attorney
Process Server
Self-Represented Litigant
Transcriptionist
Organization (Business/Exempt Agency/Law Firm/Government Agency)

and Google Chrome.

4. The application displays the **Account Registration** page.

Account Registration

* **Registration Type:** ○ Setup Person   ○ Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

* **Role:** Attorney [▾]   Select

ID State/Number: Arizona [▾]   [   ]

You must provide Arizona Bar Number

* **User Name:** User Name

Password must be between 6 and 16 characters, with at least 1 number

Enter Your Registration Information

Fill in the information fields the Account Registration screen. Fields marked with a red asterisk (*) are required.

Identify Your Registration Type and Role

1. Choose **Registration Type.**

2. Click the **Role** dropdown arrow.

3. Choose your **role** from the list by clicking it.

4. Click the **Select** button.

Account Registration   Help

* **Registration Type:** ○ Setup Person   ○ Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

* **Role:** Attorney [▾]   Select

Select Role
Attorney
Self-Represented Litigant

ID State/Number:

5. If you selected an **attorney** role, click the **ID State/Number** box and choose your state. If you are not an attorney, skip this step.

6. Type your **Bar Number** in the text box. If you are not an attorney, skip this step.

Select a User Name, Password, and Security Question

To create secure access to your account, define a user name and password for the account along with a security question and answer that only the owner of the account would know.

1. In the **User Name** box, type a **name** to be used to gain access to your account.

2. In the **Password** box, type a 6- to 16-character password with at least one number.

3. **Retype** the **password**, as requested. If the password does not match the entered password, you will get an error message and must retype the passwords until they match.

4. Click the dropdown next to **Security Question** and click the security question you want to associate with your account.

5. In the **Security Question Answer** box, type the **answer**. Make sure that your security answer is easy to remember. You will use it during the activation portion of the registration process. If you do not provide the correct answer, you may have to restart the registration process.

Enter Your Name and Email Addresses

1. Type your **name** in the boxes: **First**, **Middle**, **Last Name**, and **Suffix**.

2. Type your **Primary Email Address**. If you are an attorney, this is the email address associated with your bar registration and that you want to use as your official e-Filing email address.

3. Add up to **two additional email accounts** to associate with your account (optional). All notifications/correspondence will be sent to all email accounts that are entered.

Enter Your Contact Information

1. Type the **contact information** shown:
   - **Official Mailing Address:** Street Address (2 lines).
   - **City/State/Zip Code:** Type the City, click the State down-arrow and select the state, and type the zip code.
   - Phone #: in the format xxx-xxx-xxxx

	* First:	Middle:	* Last	Suffix
Name:	Training	Middle Name	Attorney	▼
* Primary Email:	tattorney@fake.com			
Alternate Email1/Email2:	Alternate Email1		Alternate Email2	
* Address 1/2:	123 Lane		Address 2	
* Country/City	UNITED STATES ▼		Phoenix	
* State/ Zip Code:	Arizona ▼		85007	
Phone # (Format ###-###-####):	111-111-1111		Extension:	23

Terms & Conditions

Read through the terms and conditions which are found on the link at the bottom of the page.

By using an electronic filing service you consent to email service.

> **CONSENT TO EMAIL SERVICE: By electronically filing though Arizona Judicial Branch Statewide eFiling System I understand and agree to electronic service of court documents submitted on my cases via email at the address(es) I have provided.** [Register]

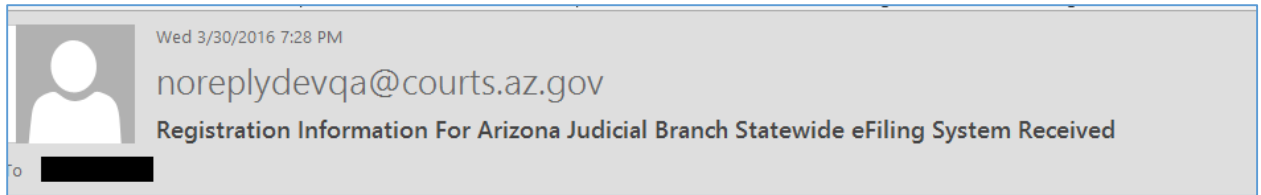## Submit Your Registration

1. Click the **Register** button.

[Register]

2. If the application flags any errors, make the necessary **corrections** and click **Register**.

If no validation is necessary the application displays a Registration Complete message and sends an email message to your primary email address.

Registration Complete   Help 📗 📹 ❓

Your registration information has been received and validated. ePortal will send an email message with instructions for activating your account to the primary email address you provided. Click the activation link in that email and follow the instructions to activate your account.
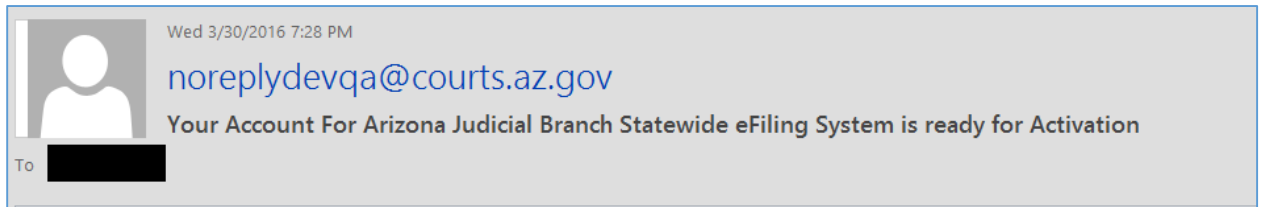
Click here to go back to Home page.

Please note that the email sent is from a non-monitored account. Do not reply to the email message.

> Wed 3/30/2016 7:28 PM
>
> noreplydevqa@courts.az.gov
>
> Registration Information For Arizona Judicial Branch Statewide eFiling System Received
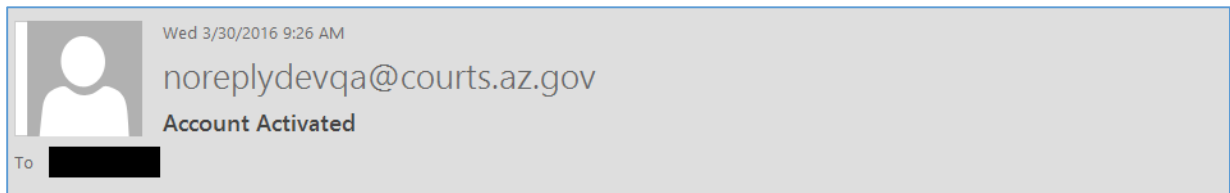>
> To

If your registration requires validation the application will send a corresponding email message to your primary email address.

This message contains a registration reference number. Keep this registration reference number as proof that you have completed the registration process.

The application also sends official notification of your registration to the primary email account you entered.

> Wed 3/30/2016 7:28 PM
>
> noreplydevqa@courts.az.gov
>
> Your Account For Arizona Judicial Branch Statewide eFiling System is ready for Activation
>
> To

Once your registration has been validated and accepted, the application follows up with an email that states your registration has been accepted and activated.

> Wed 3/30/2016 9:26 AM
>
> noreplydevqa@courts.az.gov
>
> Account Activated
>
> To

Activate Your Account

The last part of the registration process is to activate your account. You cannot perform this step until you receive the account activation email message.

1. Go to your **primary email account** and open the **Registration Activation email**.

> Wed 3/30/2016 8:49 AM
>
> noreplydevqa@courts.az.gov
>
> Your Account For Arizona Judicial Branch Statewide eFiling System is ready for Activation
>
> To
>
> Dear Test Attorney :
>
> This is a non-monitored email, please do not reply directly. If you have any questions, please contact support at mailto:support@courts.az.gov
>
> Information provided at the time of registration for electronic filing with the Arizona Judicial Branch Statewide eFiling System is verified and your account is ready for activation. To Activate your account click on activation link below
>
> https://efile.azcourts.gov//Security/views/ActivateUser.aspx?activationid=9cdcee91-76fa-4a54-a225-0b4a7a7d47e4
>
> Your Account Details are as follows:

2. Click the **Activation link**

Information provided at the time of registration for electronic filing with the Arizona Judicial Branch Statewide eFiling System is verified and your account is ready for activation. To Activate your account click on activation link below

https://efile.azcourts.gov//Security/views/ActivateUser.aspx?activationid=9cdcee91-76fa-4a54-a225-0b4a7a7d47e4

3. The application displays the User Account Activation page.

4. Verify your identity by **answering the security question** you set up during registration.

5. Click the **Activate** button. You can now sign into your account by entering your User Name and Password.

Note on Spam Filters: The registration process is fully automated and generates an email message within minutes of your request for a User Name. This email contains the User Name and registration information you provided. Should you not receive an email with your user name and registration information within 30 minutes of your submission request, the culprit is usually a spam filter, most likely installed by your Internet Service Provider or your network administrator, which intercepts this email. The email may be in your "Trash" or similar email folder. Ask your ISP or network administrator to review your spam filters. If you are still unable to retrieve this email contact the AOC Support Center.

Allowing Others to Use Your Registration

Application rules require attorneys and all registered e-submitter to safeguard their passwords and user information to avoid unauthorized use.   Users are responsible or any actions done through his/her account by others to whom he/she provides access.   Please review the Court's rules regarding your responsibility to safeguard your user account information and to guard against improper usage.

Registering as an Organization

Organization registration allows for two types of users: Administrative Users and Basic Users. Before setting up your organization account it is necessary to determine who the organization administrators will be and set them up first.

1. Go to the **Account Registration** page.

2. Enter the **registration information**; including your Bar license number (if you are an attorney), user name and password, email addresses, and identification information.

3. Receive **email notification** that your registration information has been received and is pending verification.

4. Receive an email verification message with an **activation link**.

5. On the **Account Activation page**, answer the **Security Question** you set up for your account.

6. Sign in to your newly created account

7. Set up Users

8. Set up Tokens and Proxies

9. **Sign in** and begin electronic submission activities.

Display the Account Registration Page

1. Open your **Internet browser**.

2. Go to the website: **https://efile.azcourts.gov/**

3. Select Organization from the dropdown and Click the **Register** Link.
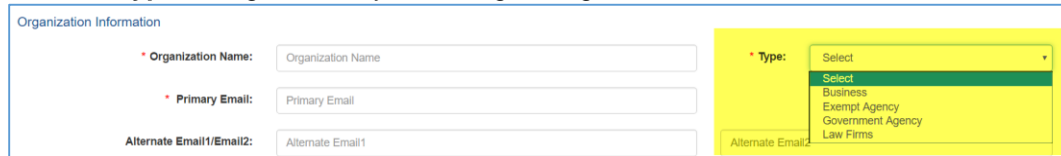
4. The application displays the **Account Registration** page and **Setup Organization** selection is defaulted.

Setting up the Administrator for an Organization

Fill in the information fields the Account Registration screen. Fields marked with a red asterisk (*) are required.

Organization Information
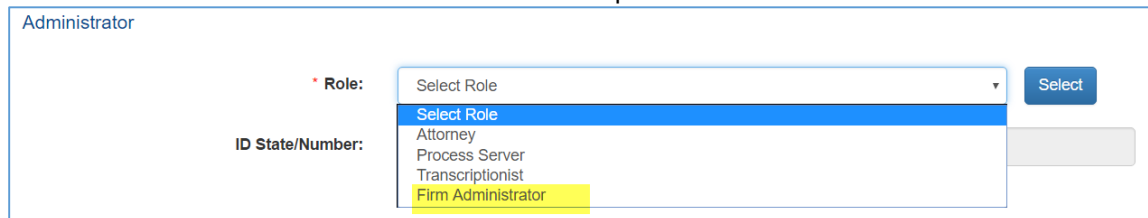
1. **Registration Type** of Organization has been chosen for you.

2. Enter the Organization's name

3. Click the **Type** of Organization you are registering.

4. Enter the organization's email, address, and telephone numbers

5. If the information for the firm administrator is the same as for the organization, click **Copy Contact Information to Administrator**. This will duplicate the email, address, and phone for the administrator.

Administrator Information

1. Select the Role of **Firm Administrator** from the dropdown.
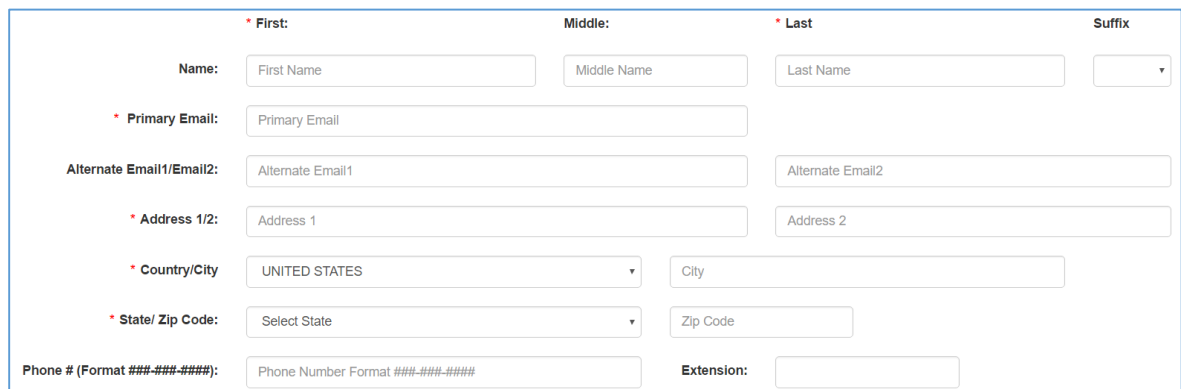
2. Enter a unique user name and password for the account.

3. Select and enter a Security Answer

4. Enter the Firm Administrator's name, email, address and phone number.

   You may add up to **two additional email accounts** to associate with your account (optional). All notifications/correspondence will be sent to all email accounts that are entered.

   NOTE: Email addresses do not have to be unique for each registered user. An email address can be used for multiple user accounts.

Terms & Conditions

Read through the terms and conditions which are found on the link at the bottom of the page.

By using an electronic filing service you consent to email service.

> **CONSENT TO EMAIL SERVICE: By electronically filing though Arizona Judicial Branch Statewide eFiling System I understand and agree to electronic service of court documents submitted on my cases via email at the address(es) I have provided.** [Register]

Submit Your Registration

1. Click the **Register** button.

[Register]

2. If the application flags any errors, make the necessary **corrections** and click **Register**.

If no validation is necessary the application displays a Registration Complete message and sends an email message to your primary email address.

Registration Complete   Help 📗 🎥 ❓

Your registration information has been received and validated. ePortal will send an email message with instructions for activating your account to the primary email address you provided. Click the activation link in that email and follow the instructions to activate your account.

Click here to go back to Home page.

Please note that the email sent is from a non-monitored account. Do not reply to the email message.

Wed 3/30/2016 7:28 PM

noreplydevqa@courts.az.gov

Registration Information For Arizona Judicial Branch Statewide eFiling System Received

To

If your registration requires validation the application will send a corresponding email message to your primary email address.

This message contains a registration reference number. Keep this registration reference number as proof that you have completed the registration process.

The application also sends official notification of your registration to the primary email account you entered.

Wed 3/30/2016 7:28 PM

noreplydevqa@courts.az.gov

Your Account For Arizona Judicial Branch Statewide eFiling System is ready for Activation

To

Activate Your Account

The last part of the registration process is to activate your account. You cannot perform this step until you receive the account activation email message.

1. Go to your **primary email account** and open the **Registration Activation email**.

> Wed 3/30/2016 8:49 AM
> noreplydevqa@courts.az.gov
> Your Account For Arizona Judicial Branch Statewide eFiling System is ready for Activation
> To ▮▮▮▮▮▮▮
>
> Dear Test Attorney :
>
> This is a non-monitored email, please do not reply directly. If you have any questions, please contact support at mailto:support@courts.az.gov
>
> Information provided at the time of registration for electronic filing with the Arizona Judicial Branch Statewide eFiling System is verified and your account is ready for activation. To Activate your account click on activation link below
>
> https://efile.azcourts.gov//Security/views/ActivateUser.aspx?activationid=9cdcee91-76fa-4a54-a225-0b4a7a7d47e4
>
> Your Account Details are as follows:

2. Click the **Activation link**

> Information provided at the time of registration for electronic filing with the Arizona Judicial Branch Statewide eFiling System is verified and your account is ready for activation. To Activate your account click on activation link below
>
> https://efile.azcourts.gov//Security/views/ActivateUser.aspx?activationid=9cdcee91-76fa-4a54-a225-0b4a7a7d47e4

3. The application displays the User Account Activation page.

4. Verify your identity by **answering the security question** you set up during registration.

5. Click the **Activate** button.

6. Once your registration has been validated and accepted, the application follows up with an email that states your registration has been accepted and activated.

> Wed 3/30/2016 9:26 AM
> noreplydevqa@courts.az.gov
> Account Activated
> To ▮▮▮▮▮▮

Note on Spam Filters: The registration process is fully automated and generates an email message within minutes of your request for a User Name. This email contains the User Name and registration information you provided. Should you not receive an email with your user name and registration information within 30 minutes of your submission request, the culprit is usually a spam filter, most likely installed by your Internet Service Provider or your network administrator, which intercepts this email. The email may be in your "Trash" or similar email folder. Ask your ISP or network administrator to review your spam filters. If you are still unable to retrieve this email contact the AOC Support Center.

Setting Up Additional Firm Administrators and Basic Users

Before you begin to add additional accounts to your organization you will need to determine who will be added as a Firm Administrators and who will be added as a Basic User. The chart below explains permissions access for administrators and basic users.

Administrative User		Basic User
Create new users		N/A
Inactivate users in the system		N/A
Change user access level		N/A
Change user passwords		Change own password
Edit firm account information		N/A
View submissions created by firm users		View only submissions created by this user account
Change profile information for all users (individually)		Change profile information related to this user account

You must be logged in to an administrator account to set up additional users and set user permissions for your organization.

1. Click on **My Account** and then **Manage Users**.
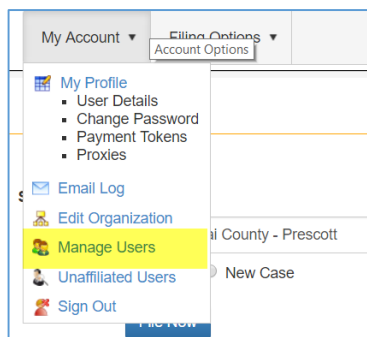
2. Click on **Add User**
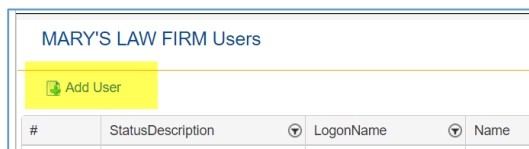
3. Choose your user **Role** from the drop-down and click **Select**. Law Firm Staff are non-attorneys working for your organization that do not have a Bar Number.

Organization:	MARY'S LAW FIRM
* Role:	Select Role ▾ [Select]
	Select Role
	Attorney
ID State/Number:	Law Firm Staff
	Process Server
	Self-Represented Litigant
	Transcriptionist
* User Name:	

The default password is "eportal". User will be required to select a new password upon signing in

4. If setting up an account for an attorney you must enter the attorney's Bar Number.

5. Enter a User Name, person's name and contact information.

* User Name:	
	The default password is "eportal". User will be required to select a new password upon signing in

	* First:	Middle:	* Last:	Suffix
Name:	First Name	Middle Name	Last Name	▾

* Primary Email:	Primary Email

Alternate Email1/Email2:	Alternate Email1	Alternate Email2

* Address 1/2:	Address 1	Address 2

* Country/City	UNITED STATES ▾	City

* State/ Zip Code:	Select State ▾	Zip Code

Phone # (Format ###-###-####):	Phone Number Format ###-###-####	Extension:	

☐ Can act as administrator

[Add] [Cancel]

6. If they will be allowed to act as an administrator, click the button next to "**Can act as administrator**". This will give them the same permissions as the main firm administrator.

Phone # (Format ###-###-####):	555-555-5555

☑ Can act as administrator

[Add] [Cancel]

7. Click **Add**

8. The new account will appear in the **Manage Users** page as "Pending Activation".

MARY'S LAW FIRM Users

➕ Add User

#	StatusDescription ⊙	LogonName ⊙	Name ⊙
		attorney8	ATTORNEY EIGHT
		attorney9	ATTORNEY NINE
✖ 🔑	Active	MFLAWFIRM	FOLTZ, MARY
✖ 🔑	Pending Activation	mfoltz30	FOLTZ, MARY

9. The user will receive an email notifying them that an account has been set up and carry with it instructions for activating the account. **The temporary password will be "eportal"**.

10. Upon clicking the activation link, the user will be directed to the **Account Activation** page where they will enter "**eportal**" as their current password, create a new password and security question, and will be able to change other account information as needed.

11. After completion of user setup by the Firm Administrator, payment tokens can now be set up for the organization. For instructions on setting up organization payment tokens, see **Section 5 – Account Management.**

Allowing Others to Use Your Registration

Application rules require attorneys and all registered e-submitters to safeguard their passwords and user information to avoid unauthorized use.   Users are responsible or any actions done through his/her account by others to whom he/she provides access.   Please review the Court's rules regarding your responsibility to safeguard your user account information and to guard against improper usage.

4 Submissions

The submission process involves these steps:

1. Prepare the documents you want to file
2. Sign into the application
3. Enter the case information
4. Add the primary parties
5. Attach documents
6. Specify payment type
7. Review the submission and make payment
8. Understand the notification emails you receive
9. Perform service if required

Prepare the Documents You Want to File

An important best practice is to prepare the documents for your submission before you sign in and begin the submission procedure. This will save you lots of time later on.

- Perform any scanning of paper documents ahead of time. For example, Exhibits and Attachments.

- **PLEASE ATTEMPT TO ATTACH ALL EXHIBITS AND ATTACHMENTS TO YOUR LEAD DOCUMENT MAKING IT ONE LARGE DOCUMENT**. If your document is larger than the allowed 9.5mb, then you may split them into the Lead (with all attachments/exhibits adding up to 9.5mb) and then the remainder of the attachments/exhibits as connected documents. If you must add attachments/exhibits as connected documents, please title the connected document as "Exhibits 9-20, COMPLAINT".

- Documents are allowed to be attached as .DOCX, .ODT, or .PDF. Proposed Orders, Proposed Notice of Hearings, and Proposed Judgments MUST be attached using .DOCX or .ODT only.

- Although a submission may contain multiple documents, they must all be associated with the same case.

Signing into the application

1. Open your **Internet browser**.

2. Go to the website: https://efile.azcourts.gov/

3. On the **Welcome** page, type your **User Name** and **Password**.

4. Click the **Sign In** button. The application displays the Map page.

5. Choose the Court Jurisdiction and indicate if you are filing an Existing Case or a New Case.

6. Click **File Now**

Submitting a New Case

1. Once you click **File Now** on the **Map** page the application displays the New Case page:

2. Submit a new case by completing the **five tabbed sections**: Case Information, Case Participants, Documents, Fees and Payments, and Review and Submit. Fields marked with a red asterisk (*) are required.

Remember to NOT to navigate using the browser buttons. If you click the Back button, you will lose everything you have entered so far. If you need to change something you entered, wait until the Review and Submit page. From the Review and Submit page you can return to previous pages using the tabs and make necessary corrections.

Filer Tab

This screen shows information on the registered user's account. If any of the information is incorrect, you may change it in the My Account tab.

1. If you are submitting on behalf of another attorney, or person, and they have given you permission to do so by adding you to their **Proxy** list, click the down arrow next to **Submitting on Behalf Of:** and choose the person you are submitting for.

2. Click **Next**

Case Information Tab

1. **Court Leve/Jurisdiction** and **Court Location** are pre-populated depending on what was entered on the **Map** screen. If this is incorrect, you may change it by choosing the correct information from the dropdown menus.

2. For **General Case Category**, click the dropdown box, and click the **type of case** you are submitting. When you choose the General Case Category a section will appear on the bottom of the screen for the civil cover sheet information.

3. Under **Case Category**, click the dropdown box, and click one of the variations of the selected case categories.

4. Under **Case Sub-Category,** click the dropdown box, and click on of the variations of the selected case sub-categories. Some case categories may not include case sub-categories and the system knows to not require an entry.

5. Indicate if the submission contains an **Emergency Filing.**

6. Enter your **client matter #.** This number will not appear on any documents and is for your use to track your clients and cases.

7. **Civil Cover Sheet Information** –

a. Indicate if an interpreter is needed and specify the language (this selection is defaulted to "no").

b. If an emergency order is included in the submission, indicate the type of emergency order. If you choose Provisional Remedy, a section will appear where you can enter the information for a Notice of Provisional Remedy With Notice or a Notice of Provisional Remedy without Notice. This document is system generated and you will not have to prepare and attach the document to the submission.

c. Indicate if the case should be designated as a Complex Litigation case and choose the Complexity of Case (this selection is defaulted to "no").

d. If you chose Provisional Remedy, enter the required information to be entered onto the system generated form.

8. Click the **Next** button. The application displays the **Case Participants** page (the page may take several seconds to load).

Case Participants Tab

On the Case Participants tab, you will add all parties and participants involved in the new case. Depending on the case type, different numbers and types of parties are required. For example, most civil cases have at least one plaintiff and one defendant. The application tailors your choices on the Case Participants page to match the case type selected.

New Case	Help

Jurisdiction: Superior Courts	**Location:** Yavapai County - Prescott	**General Case Category:** Civil
Case #:	**Case Category:** Contract	**Case Sub-Category:** Account (Open/Stated)
Case Title:		
Submission #: 100866		**Total Amount Due:** $213.18

 Filer   Case Information   Case Participants   Documents   Fees and Payments   Review and Submit

At least one Defendant is required. At least one Plaintiff is required.

Side 1 Plaintiff(s)

Party Name and Contact Information	Attorney Name and Contact Information
Attorney-Party Team # 1	John Attorney 1501 W Washington Phoenix AZ 85007 US Bar # 864359 AZ
Add Party to Attorney-Party Team # 1	Add Attorney to Attorney-Party Team # 1
Add New Attorney-Party Team to Side 1 Plaintiff(s)	

 Add Opposing Case Participants

Adding Case Participants/Attorney-Party Teams

An Attorney-Party Team consists of parties that are represented by one attorney or a team of attorneys. For example: Plaintiffs John Smith and Sally Anderson are represented by attorney John Attorney. Plaintiffs George Peters and Susan Miller are represented by attorney Brian Attorney. John Smith, Sally Anderson and John Attorney are one Attorney-Party Team. George Peters, Susan Miller, and Brian Attorney are a second Attorney-Party Team.

1. Click the **Add Party to Attorney-Party Team #1** link**.**

Side 1 Plaintiff(s)

Party Name and Contact Information	Attorney Name and Contact Information
Attorney-Party Team # 1	John Attorney 1501 W Washington Phoenix AZ 85007 US Bar # 864359 AZ
Add Party to Attorney-Party Team # 1	Add Attorney to Attorney-Party Team # 1
Add New Attorney-Party Team to Side 1 Plaintiff(s)	

2. The **Add Case Participant** screen is where you will add the first party's information.

3. Enter all required fields and any other information you may wish to have attached to this party.

NOTE: It is often the practice for an attorney to use the firm's address instead of their client's address when submitting documents. Please be aware that this address will be associated with the party (plaintiff) in the court's case management system. If you know the party's address, please enter that address here.

4. Alternatively, you can click the **Copy from Filer** hyper link, if the registered user is the party. The application will populate the party information with the information stored about the registered user.

   If the party that is being entered is a registered user in the application, click the **Search Registered User** hyperlink, enter the person's last name, and choose their name from the list. The application will populate the party information with the information stored about that registered user.

5. When clicking the radio button next to **Organization**, the following screen appears:

   You will need to select the **Type** of organization and enter the organization's information on this screen.

6. Click the **Save** button. The application displays the party you added in **Attorney-Party Team #1.**

   a. If you are using an Attorney user account, the attorney's information will automatically populate for Attorney-Party Team #1.

   b. If the attorney information is incorrect, click on the red **X** and then **Add Attorney to Attorney-Party Team #1,** fill in the information on the screen, and click save.

   c. For the remaining attorney-party teams, click **Add Attorney to Attorney-Party Team #,** fill in the information on the screen, and click save.

   d. To add more than one attorney to a team, click **Add Attorney to Attorney-Party Team #,** fill in the information on the screen, and click save.

e. Below is a screenshot of the Add Attorney screen.

Repeat steps 1-6 for additional parties.

7. To add a Defendant, click on **Add Opposing Case Participants.**

8. As with the Plaintiffs, a screen will pop up for you to enter the party's information.

9. Repeat steps 1-6 to add defendants. You may add defendants as one Attorney-Party Team or you may separate each defendant out into their own Attorney-Party Team.

If the Defendant's attorney is known to you, click on the **Add Attorney to Attorney-Party Team #X** for the team you wish to add an attorney, fill in the information on the screen, and click save.

If you do not know the Defendant's address, type in "unknown" in the address field and then add city, state, and zip code.

10. Click the **Next** button. The application displays the **Documents** tab.

Documents Tab

Attaching Documents

Documents are attached as either a **Lead** document or a **Connected** document. A simple way to remember this is, lead documents are those that require a file stamp while connected documents do not. For example, a Motion to Continue would be attached as a lead document and the proposed order would be attached as a connected document. Another example is the Complaint would be a lead document and any attachments/exhibits that cannot be included in the Complaint would be attached as a connected document.

11. Click the **Add Lead** link.

12. On the **Lead Document** screen there are two ways to find and select your document. In a case initiation submission, only those documents used to start a case in the court will appear.

   a. **Search** box:

      i. This is the most efficient way to select your document.

      ii. Enter the document category (Affidavit, Motion, etc) or a keyword in the document title in the box and click "enter" on your keyboard.

iii. A list of all documents in that specific category will appear

iv. Check the box on the grid next to the document title that most closely matches the document you are submitting.

b. **Document Category/Document Type** drop-downs:

i. Click on the dropdown next to **Document Category** and choose the document title that most closely matches the document you are submitting.

ii. Once you have selected the Document Category, click on the dropdown next to **Document Type** and choose the document type title that most closely matches the document you are submitting.

iii. Check the box on the grid next to the document title

c. **Search by Grid**

i. With Search, Document Category, and Document Type fields blank, scroll through the document Grid to find the document title that matches the document you are submitting.

ii. Choose the Document title that most closely approximates the document you are submitting.

Document #:	New Document		Filing Fee:	$0.00			Clear

| Search: | Enter Search criteria and tab or hit ente | Document Category: | ▼ | Document Type: | ▼ |

▲ **Affidavit**

| ☐ Affidavit | | ☐ In Support Of Provisional Remedy | |

▲ **Application**

| ☐ Application | | ☐ For Provisional Remedy | | ☐ For Temporary Restraining Order |

▲ **Arbitration**

| ☑ Certificate Of Compulsory Arbitration - Is Not Subject To | | ☐ Certificate Of Compulsory Arbitration - Is Subject To |

▲ **Complaint**

| ☐ Complaint | |

13. Once you have selected your document type, enter the title of your document, click **Choose File** and attach the document by browsing for it on your computer or network.

* Document Title:	TITLE OF YOUR DOCUMENT
# Pages:	* Judge Action Indicator: ○ Yes ● No
* Upload:	Choose File DOCX-Complaint.docx Save Cancel

NOTE: You can enter the number of pages but it must be exact. The Judge Action Indicator is defaulted to **No**.

14. Click **Save**

15. If you wish to attach exhibits or a proposed order, proposed judgment, or proposed notice of hearing, click the **Add Connected** link and follow steps 2-4 outlined above.

Uploaded Documents

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	🗎 Remove	COMPLAINT	$0.00	$0.00	0	C:\fakepath\DOCX-Complaint.docx	0.0131
	Add Connected						

IMPORTANT! PLEASE ATTEMPT TO ATTACH ALL EXHIBITS AND ATTACHMENTS TO YOUR LEAD DOCUMENT MAKING IT ONE LARGE DOCUMENT. If your document is larger than the allowed 9.5mb, then you may split them into the Lead (with all attachments/exhibits adding up to 9.5 mb) and then the remainder of the attachments/exhibits as connected documents. If you must add attachments/exhibits as connected documents, please title the connected document as "Exhibits 9-20, COMPLAINT".

16. Proposed documents MUST be an editable format (.DOCX or .ODT) or they will not upload.

17. Click the **Save** button.

18. **Continue adding** documents following steps 1-7.

19. **Documents may not be larger in size than 9.5mb.**

Document List View

As documents are loaded, they are viewable on the **Uploaded Documents** screen

1. To change the document Title or upload a different document, click on the document title hyperlink in the Document Type Column.

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	🗋 Remove	COMPLAINT	$0.00	$0.00	0	C:\fakepath\DOCX-Complaint.docx	0.0131
	🗑 Remove	Complaint Exhibits 2-5	$0.00	$0.00	0	C:\fakepath\Exhibit1.pdf	1.4639
	Add Connected						
	Insert Lead						

2. You will then be able to replace the incorrect document with a new one or change the title

3. Or, you may click Remove and the document will be removed allowing you to upload a new document

4. You must wait until the document has fully loaded before attempting to upload another document. You will be able to tell when the document has fully loaded by looking at the "Size" column. If there is a blue status bar, the document has not finished loading. If the document size is listed, then the document has finished loading and you can continue uploading another document.

Documents that are generated by the application are shown in the **System Generated Documents** section.

1. To view a system generated document, click on the document title in the File column.

System Generated Documents			
#	Document Type	File	Size (MB)
1	🗋 Civil Cover Sheet	Civil Cover Sheet System Generated.pdf	0.0724
2	🗋 Summons	Summons John Attorney System Generated.pdf	0.0914
Total			0.1639

2. The document has not been accepted by the clerk so no file stamp nor issuance stamp will appear.

3. You will not be able to make changes to the document. If there are errors, you will have to change the information on the appropriate tabs. For example, if the Defendant's name is incorrectly spelled on the Summons, return to the Case Participants tab and edit the name there.

4. Click the **Next** button. The application displays the **Fees and Payments** tab.

Fees and Payments Tab

This tab lists all of the attached and system generated documents along with their corresponding filing and application fees, if any.

Filing and Application Fees

1. The Application fee for case initiation is $6.50 set by the court.

2. Additional lead documents are not charged an application fee in case initiation.

Payment Options

3. If you are required to pay filing fees, click the radio button next to **Electronic payment at payment site**

4. **Only choose B if you are either a fee-exempt agency OR represent parties that are fee exempt.**

5. If you or the party you represent are one of the suppressor types listed in the dropdown list shown below, select the suppressor type. You do not need to attach the required affidavit or order as this functionality is not available in Yavapai County.

6. If you Choose **B, C,** or **G** in error, the clerk will mark your submission as deficient and you will have to re-file. Application fees are non-refundable.

7. Click the **Next** button. The application displays the **Review and Submit** page.

Review and Submit Tab

This tab shows all of the information that was entered on each tab. You can make corrections to the case information, Case Parties, Documents, or Fees and Payment information by clicking **Revise** and re-entering the information.

Once you have verified that all information is correct, click the **Continue to Payment Site** button.

The application will then route you to the nCourt payment page.

Paying for a Submission

The payment provider, **nCourt**, lists name and address of the court you are submitting into, the documents and corresponding fees, and total amount due. The 3% **Online Service Fee** is also added at this time.

Payment

You have elected to pay for the following item(s).

Yavapai County - Prescott (TESTING)
120 S Cortez St Prescott, Arizona 86303

Description	Case Number	Application Fee	Filing Fee	Total
New Case Contract - Account (Open/Stated) Document Storage Fee	New Case	$6.50	$204.00	$210.50
Civil Cover Sheet System Generated	New Case	$0.00	$0.00	$0.00
Notice of Provisional Remedy With Notice System Generated	New Case	$0.00	$0.00	$0.00
Summons KATHY DEFENDANT System Generated	New Case	$0.00	$0.00	$0.00
Summons DEFENDANT'S BUSINESS System Generated	New Case	$0.00	$0.00	$0.00
Summons BLAINE DEFENDANT System Generated	New Case	$0.00	$0.00	$0.00
COMPLAINT FOR PLAINTIFF	New Case	$0.00	$0.00	$0.00
		$6.50	$204.00	$210.50

Submission ID: 151376

Online Service Fee: $6.32
Total Amount Due: $216.82

The site also has a section providing **Important Information** regarding your payment.

Important Information

- Please provide your CURRENT billing address.
- To receive an email receipt of this payment you must include a valid email address.
- Once you have made your payment, you will be redirected to the e-filing system.
- Payments made through this website will be referenced by "NCOURT *[COURTNAME]" on your bank statement. However, the actual text may vary.
- Application Fees are non-refundable.

To recieve an email confirmation of your payment, please include a valid email address.
If you would like a text notification payment confirmation sent to your mobile phone, enter the following:

Select Provider   Mobile Number
[Select mobile provider ▼]   (___) ___-____

[Return to e-Filing Application]   [Submit Payment]

1. Enter the **Billing Information**

   a. If billing information is the same as the user account for this submission, you may click "Same as Previous Information" and the information will automatically fill in.

2. Enter the **Payment Information**

    a. **Credit/Debit Cards** accepted are:

        i. VISA

        ii. MasterCard

        iii. American Express

        iv. Discover
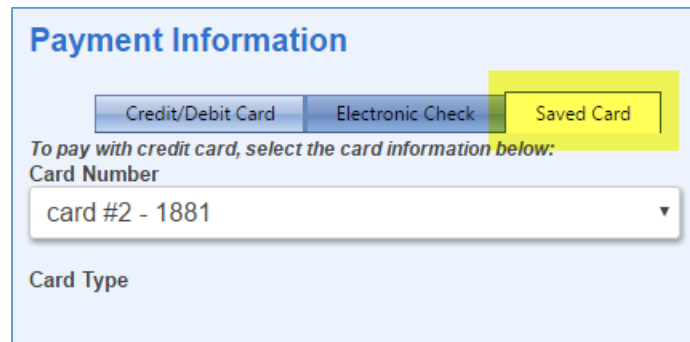
    b. **Elecronic Check**

        i. Fill in the required checking account information

c. Saved Card

    i. A **Saved Card** is a **Payment Token** that can be set up in the **My Account** tab

    ii. If you have not previously set up a saved card, you may click **Return to e-Filing Application**, set up the token and then return to the payment screen. (See page Section 5, Account Management - Payment Tokens for instructions on how to set up a token)
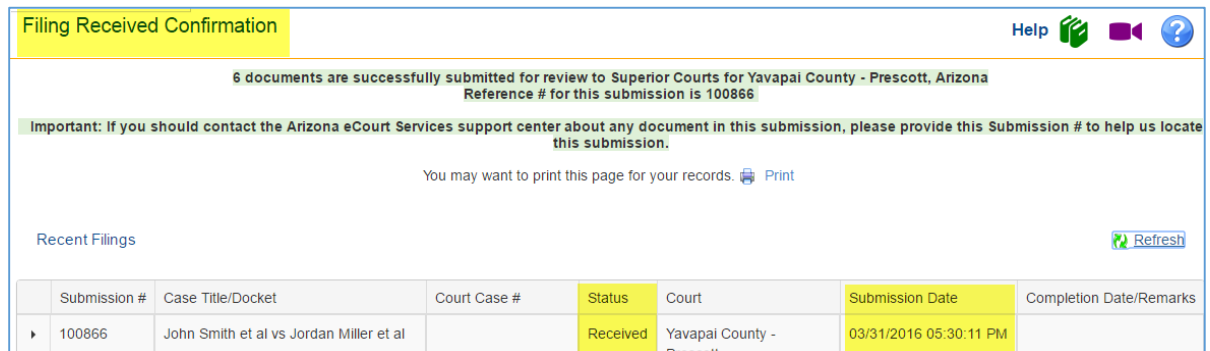
3. Once all of the billing and payment information has been entered, click **Submit Payment**.

4. The payment will process and the receipt will be emailed.

5. You will then be taken to the **Filing Received Confirmation** screen where you will see the Status and Submission Date and Time.

6. The application will check the submission for errors and once complete, the status will change to **Validating Filing**.

7. After the validation process is complete, the submission is sent to the court and the status will change to **Pending Filing**. This means the submission is with the clerk for processing and you have successfully submitted your documents/case to the court.

8. Once the clerk accepts the submission and makes it part of the official court record, the status in **My Filings** will change to **Filed**.

9. To view the status or content of a submission at any time before acceptance, go to **My Filings** located on the **Banner**.
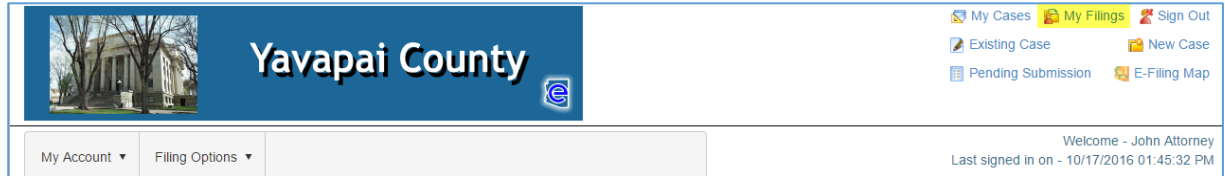
10. To view the status or content of a submission AFTER acceptance, go to **My Cases** located on the **Banner**.
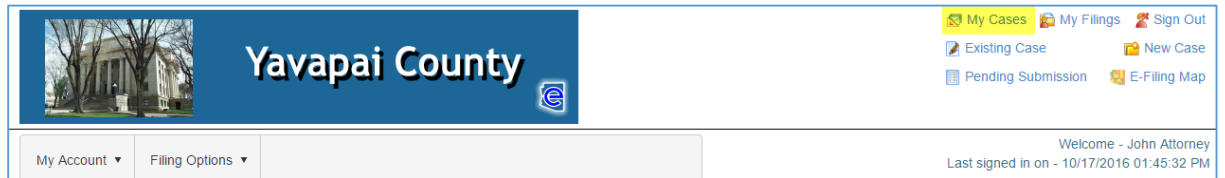
Notification Email Messages

Once the submission successfully reaches the court, the application will send a **Submission Delivered** email message to the user. This email contains:

1. An **e-Portal reference number** for the submission. This is the same number as the Submission ID.

2. Payment information to include payment method, amount, and receipt number

3. Case Information to include Case Title, Documents, and Client Matter #
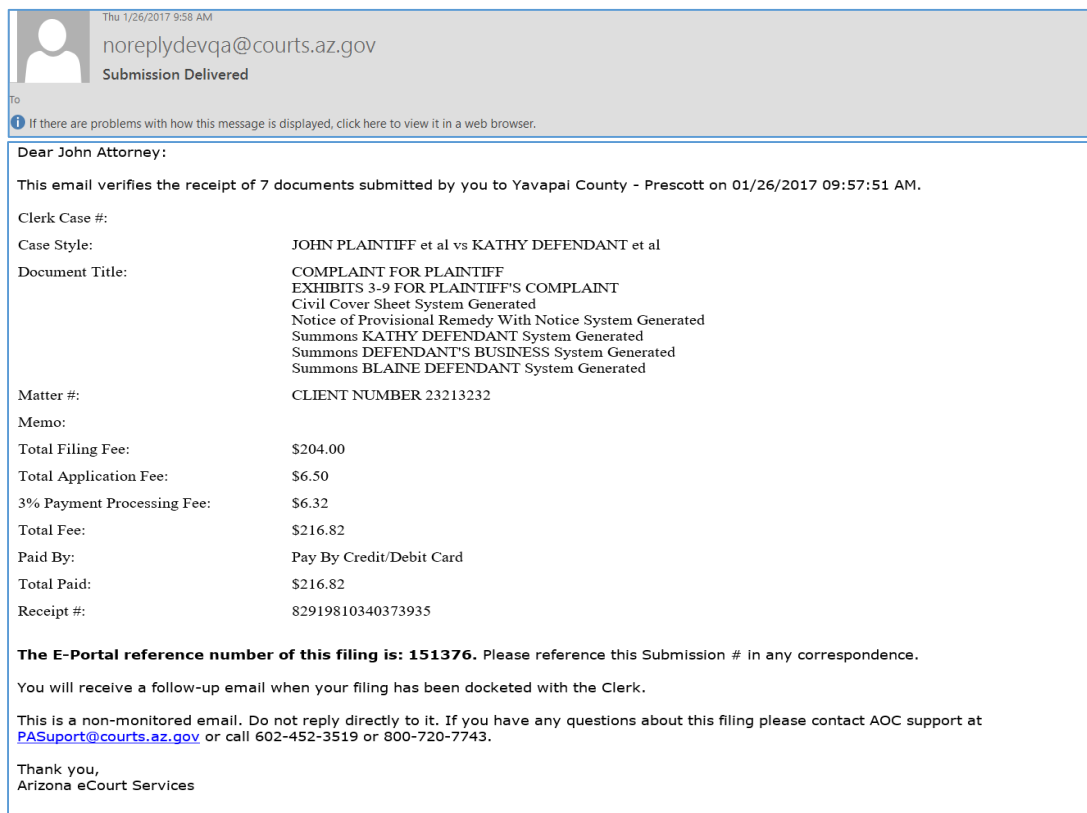
Submitting Documents in an Existing Case

Existing cases are submissions that have already been filed. This is also referred to as subsequent filings or subsequent submissions. To add a document to an existing case, you must know the case number assigned to the case by the court.

1. From the **eFiling Map** page, click **Existing Case** and then **File Now** OR click **Existing Case** on the **Banner**.

Map Page

Banner

2. The application displays the **Existing Case** page. Notice the tabs are the same except for the addition of the **Service List** tab.

You must complete five of the seven tabs: Case Information, Case Participants, Documents, Fees and Payments, and Review and Submit. Service List is optional.

Existing Case Tab

1. On the **Case Information** page, the Court Level/Jurisdiction and Court Location are pre-populated. If this is incorrect you may change the information using the dropdown menus.

2. Type a valid **Case #** in the field and click **Search**. The case # format has been provided next to the Search button.

3. If the case number is valid, the application displays the General Case Category, Case Category, Case Sub-Category (if any) and Case Title of the submission. You cannot change this information.

4. If the case number cannot be validated an error message will appear and you will need to re-enter a valid case number. If you still are unable to have the case number validated, contact the AOC Support Center for assistance.

5. Indicate if you have or have not paid an appearance fee in this case.

6. Indicate if you are appearing in any of the capacities listed

7. Indicate yes or no if the submission includes an emergency filing

8. Add a client matter number if you choose.

9. Click the **Next** button. The application displays the **Case Participants** page. If you indicated you are appearing as one of the following role types, Amicus Curiae, Court Appointed Receiver, Arbitrator, Public fiduciary, Court Appointed Mediator or Special Master, the **Case Participants** tab and the **Fees and Payments** tab will be removed. The special role types listed do not associate with a specific party nor do they pay fees.

Case Participants Tab

The application returns case participants based on information contained in the court's case management system. If you believe any of the information returned to be incorrect, please contact the AOC Support Center.

1. Select the party you are submitting for from the list. You may select multiple parties

	Filer	Case Information	Case Participants	Documents	Fees and Payments	Review and Submit

Side 1 Plaintiff(s)

		Parties I am filing on behalf of and represent	Represented By
☐	Attorney-Party Team		
☐		Jack White 908 Main Phoenix AZ 99088 US	Giuseppe Ferrigno Bar # 1369 AZ
			Add Attorney to Attorney-Party Team

Side 2 Defendant(s)

		Parties I am filing on behalf of and represent	Represented By
☐	Attorney-Party Team		
☐		Jeff West 9032 Main Phoenix AZ 99088 US	Johnny Rider Bar # 785423 AZ
			Add Attorney to Attorney-Party Team

2. Click the Next button. The application displays the **Documents** page.

Documents Tab

Documents are attached in the same manner as case initiation as either a **Lead** document or a **Connected** document. A simple way to remember this is, lead documents are those that require a file stamp while connected documents do not. For example, a Motion to Continue would be attached as a lead document and the proposed order would be attached as a connected document. Another example is the Complaint would be a lead document and any attachments/exhibits would be attached as a connected document.

1. Click the **Add Lead** link.

	Filer	Case Information	Case Participants	Documents	Fees and Payments	Review and Submit

Uploaded Documents

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Add Lead						
Total			$0.00	$0.00	0		0.0000

2. On the **Lead Document** screen there are three ways to find and select your document.

  a. **Search** box: (this is the most efficient way to find your document category)

    i. Enter the document category (Affidavit, Motion, etc) in the box and click "enter" on your keyboard.

    ii. A list of all documents in that specific category will appear

    iii. Check the box on the grid next to the document title that most closely matches the document you are submitting.

  b. **Document Category/Document Type** drop-downs:

    i. With the **Search** box clear, click on the dropdown next to **Document Category** and choose the document title that most closely matches the document you are submitting.

    ii. Once you have selected the Document Category, click on the dropdown next to **Document Type** and choose the document type title that most closely approximates the document you are submitting.

    iii. Check the box on the grid next to the document title that most closely approximates the document you are submitting.

c. Search by Grid

      i. With Search, Document Category, and Document Type fields blank, scroll through the document Grid to find the document title that matches the document you are submitting.

      ii. Choose the Document title that most closely approximates the document you are submitting.

3. Once you have selected your document type, enter the title of your document, click **Choose File** and attach the document by browsing for them on your computer or network.

NOTE: You can enter the number of pages but it must be exact. The Judge Action Indicator is not functional at this time.

4. Click **Save**

5. If you wish to attach exhibits or a proposed order, proposed judgment, or proposed notice of hearing, click the **Add Connected** link and follow steps 2-4 outlined above. **NOTE: PLEASE ATTEMPT TO INCLUDE ALL EXHIBITS/ATTACHMENTS WITH YOUR LEAD DOCUMENT AS ONE DOCUMENT.** If the lead document is over 9.5mb then you may attach them as a connected. However, you MUST title the document with the name of the lead document (you may abbreviate) and then Exhibits X-X. Example: COMPLAINT: EXHIBITS 7-10

6. Click the **Save** button.

7. **Continue adding** documents following steps 1-6.

8. **Documents may not be larger in size than 9.5mb.**

Document List View

As documents are loaded, they are viewable on the **Uploaded Documents** screen

1. To change the document Title or upload a different document click on the document title hyperlink in the Document Type Column.

Uploaded Documents

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	Remove	Motion for Telephonic Hearing	$0.00	$6.50	0	C:\fakepath\DOCX-50Pages.docx	0.0735

Documents that are generated are shown in the **System Generated Documents** section.

2. To view a system generated document, click on the document title in the File column.

3. The document has not been accepted by the clerk so no file stamp nor issuance stamp will appear.

4. You will not be able to make changes to the document. If there are errors, you will have to change the information on the appropriate tabs. For example, if the Defendant's name is incorrectly spelled on the Summons, return to the Case Participants tab and edit the name there.

5. Click the **Next** button. The application displays the **Fees and Payments** tab.

6. When you have added all the documents, click **Next** to display the **Fees and Payments** page.

Service List

This tab allows service delivery of documents to recipients.

The **Electronic Service Recipients** tab lists recipients who have previously been served on this case. If you want to serve all parties listed, click **Serve All**. Or, you can put a check in the box next to each name to select those recipients you wish to serve.

To add recipients click the **My Added Attorney/Interested Parties** tab and then **Add Other Attorney/Interested Party**.

1. If the recipient is already registered in eFileAZ, click Search Active E-Filing Portal Users.

2. If the recipient is not a registered user, fill out the required information in the field.

3. Click Save.

4. The newly added recipient will appear in the **My Added Attorney/Interested Parties** tab. To add additional recipients, follow steps 1-4.

The **My E-service Email Addresses for this Case** tab allows you to choose your profile email to be used as the "sending" email or identify other email addresses to be used.

Fees and Payments Tab

This tab lists all of the attached and system generated documents along with their corresponding filing and application fees, if any.

Payment Options

1. If you are required to pay filing fees, click the radio button next to **Electronic payment at payment site**

2. Only choose **B or C** if you are either a fee-exempt agency OR represent parties that are fee exempt.

3. Choose **D or E** if you have an active Order from the court waiving or deferring your filing fee.

4. Choose **F** if you or the party you represent are one of the suppressor types listed in the dropdown list shown below, select the suppressor type. You do not need to attach the required affidavit or order as this functionality is not available in Yavapai County.

5. If you Choose **B, C, D, E,** or **F** in error, the clerk will mark your submission as deficient and you will have to re-file. Application fees are non-refundable.

6. Click the **Next** button. The application displays the **Review and Submit** page.

Review and Submit Tab

This tab shows all of the information that was entered on each tab. You can make corrections to the case information, Case Parties, Documents, or Fees and Payment information by clicking **Revise** and re-entering the information.

Once you have verified that all information is correct, click the **Continue to Payment Site** button.

The application routes you to the **nCourt payment** page.

Paying for a Submission

The payment provider, **nCourt**, lists name and address of the ocurt you are submitting into, the documents and corresponding fees and total amount due.

Payment	Receipt

Payment

You have elected to pay for the following item(s).

Yavapai County - Prescott (TESTING)
120 S Cortez St Prescott, Arizona 86303

Description	Case Number	Application Fee	Filing Fee	Total
First Appearance - P1300CV201600346 ABBY GAIL et al. PLAINTIFF vs MORRIS SANDOVAL et al. DEFENDANT	P1300CV201600346	$0.00	$122.00	$122.00
answer	P1300CV201600346	$6.50	$0.00	$6.50
nof prop ord	P1300CV201600346	$0.00	$0.00	$0.00
Subpoena first persn System Generated	P1300CV201600346	$6.50	$27.00	$33.50
		$13.00	$149.00	$162.00

Submission ID: 151286

Online Service Fee: $4.87
Total Amount Due: $166.87

Paid On Behalf of

JORDAN GARCIA, MORRIS SANDOVAL, SANDOVAL ROCK QUARIE

Billing Information

☐ Billing address is an international address

☐ Same As Previous Information

First Name
Enter First Name

Last Name
Enter Last Name

Street
Enter Street

City
Enter City

State
Select State

Zip / Postal Code
Enter Zip

Phone Number
(___) ___-____

Email
Enter Email Address

Payment Information

Credit/Debit Card	**Electronic Check**	**Saved Card**

Card Type
Select Card Type

Card Number
Enter Card Number

CVV Code
Enter CVV Code

Expiration
11   2016

The site also has a section providing **Important Information** regarding your payment.

1. Once all of the payment information has been entered, click **Submit Payment.**

2. The application will send a receipt via email to the address attached to the registered user for the submission.

3. Once you click Submit Payment, the application takes you to the Filing Received Confirmation screen where you will see the Status and Submission Date and Time.

4. The application will check the submission for errors and while doing so the status will change to **Validating Filing**.

5. After the validation process is complete, the submission is sent to the court and the status will change to **Pending Filing**. This means the submission is with the clerk for processing and you have successfully submitted your documents/case to the court.

6. Once the clerk accepts the submission and makes it part of the official court record, the status will change to **Filed**.

7. To view the status or content of a submission at any time before acceptance, go to **My Filings** located on the **Banner**.

8. To view the status or content of a submission AFTER acceptance, go to **My Cases** located on the **Banner**.

Notification Email Messages

The application displays **a Submission Confirmation** message and provides a reference number for your submission. The application also sends a **Submission Confirmation email** to the email addresses associated with your account. Do not reply to the notification; it was sent from an unmonitored email account.

Review Your Notification Email Messages and Submissions List

1. Review the **Submission Confirmation** notification you receive and note the Submission number. Use that number to follow the progress of your submission through the clerk review process.

2. You can view the submission prior to acceptance by the clerk on your **My Filings** page.

Submission Complete Email Notification

After the court has performed a review of the document(s) you added, you will receive notification that the submission is complete and the documents are now part of the court record.

Fri 1/20/2017 3:11 PM

noreplydevqa@courts.az.gov

Processing Completed for Filing # 151284

To
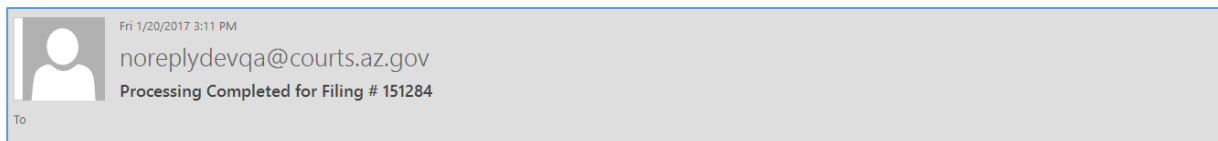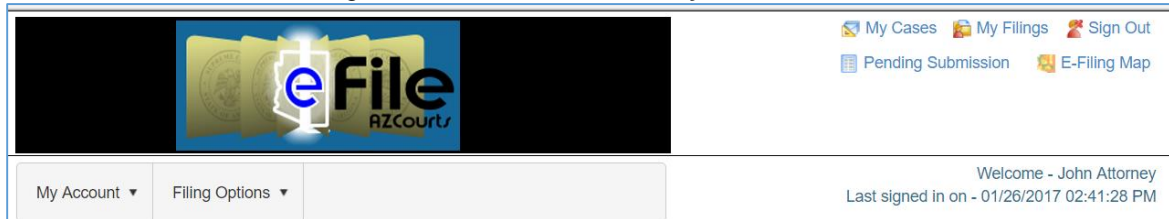
5 Account Management

When you registered for your account, you created a personal profile comprised of your contact information, security options, and various preferences for using the software. You can edit this information and change your password by using the **My Profile** function under the Account menu.
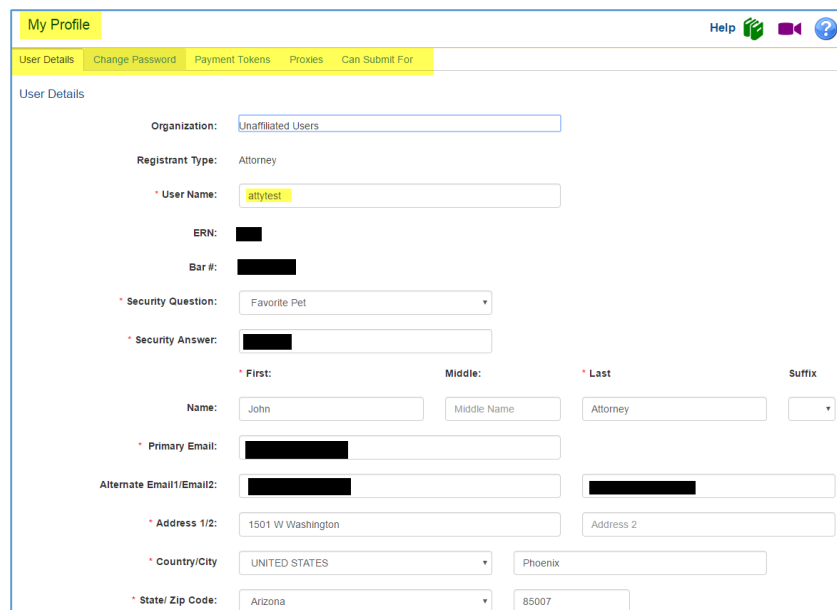
Displaying Your Profile

1. To access the account management functions, click the **My Account** button

2. Click **My Profile**, the first choice. The application displays the **My Profile** page.

Parts of the My Profile Page

The **My Profile** page consists of five pages, accessed from the tabs along the top of the page. To access the various profile functions, click the corresponding tab.

User Details Tab

The User Details tab displays the information you entered when you registered for your account. It includes information such as organizational affiliation, security settings, and contact information.

Change Password Tab

Click the Change Password tab to display the **Change Password** page. Your password will expire every two years, but you can change it at any time by clicking the Change Password link on the Welcome page or selecting this tab in the My Profile function.

Payment Tokens for Individual Accounts

This functionality allows secure and fast payment processing by assigning a nickname to a credit card. Click the Payment Tokens tab to set up financial tokens for individuals. If want to set up tokens for an organization you will need to do so through the **Edit Organization** page.

1. Click **Add Payment Token**

2. Complete the fields in the **Register Card** screen and click **Submit Information**

3. You will receive a brief message letting you know the setup was successful

4. Return to the Payment Tokens tab and your token will appear.

Payment Tokens for Organizations

The Firm Administrator has permissions to set up payment tokens and assign tokens to organization users.

1. Log in to the administrator account and click on **My Account** and then **Edit Organization.**

2. Click the **Payment Tokens** tab and then **Add Payment Token**

3. This will take you to the payment provider site where you will complete the fields in the **Register Card** screen. Once complete, click **Submit Information**

4. You will receive a brief message letting you know the setup was successful

5. Return to the Payment Tokens tab and your token will appear.

6. To add tokens to individual users, click the hyperlink of the card you would like to assign that is located in the **Card/Account** column.

7. Select the users who will be allowed to use this payment method by checking the box next to their name in the **Select All** column.

8. Click **Update**.

9. When the user arrives at the payment screen during a submission, they will only see those cards which were assigned to them by the Firm Administrator.

Proxies

This tab allows you to indicate people from within or outside of your organization, who are registered, to file on your behalf.

1. Click on **Add Proxy**
2. Enter at least the person's last name and click Search
3. If the person has an account, their name will appear, click the Select box next to their name and click **Select**

Can Submit For

This tab shows other registered users who have added you as a proxy to their account.

Changing Your User Details

To change the details of your account, display the My Profile page, select the User Details tab, and change the values as needed and allowed

Change the Security Question

1. To change the Security Question click the **Select Security Question** box and click the **question** you want to use.

2. In the **Security Question Answer** box, type the **answer** to your security question.

Change Your Contact Information

1. Change the **name** on your account by typing the **First, Middle name or initial, Last name, and Suffix**.

2. Change the **email accounts** associated with your account by typing them in the E-mail 1, E-mail 2, and E-Mail 3 boxes.

3. Specify the **primary email address** by clicking its Primary **box**.

4. Change the **Business phone, Home phone, and Business Fax numbers** by typing them in the boxes.

5. Select the **primary contact number** by clicking its corresponding Primary **box**.

6. Click the **Update** button.

The application updates your information.
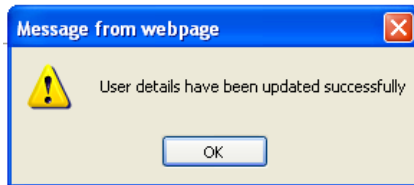
Changing Your Password

1. **Sign in**

2. **C**lick the **Account** menu.

3. Click **My Profile**.

   The application displays the My Profile page.

4. Click the **Change Password tab**.

   The application displays the Change Password window.

5. Type your **current password**.

6. Type the **new password**.

7. Re-type the **new password** for confirmation.

8. Click the **Change** button.

   The application confirms that it has changed the password.
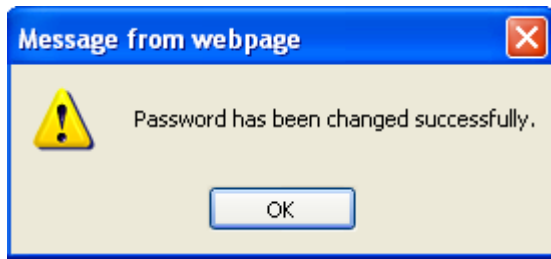
The application also sends a No-Reply email message to your primary email account.

Appendix A: Glossary

Term	Meaning
Automated Clearing House (ACH)	Method of electronically transferring funds from the attorney's or Electronic Submission Service Provider's (EFSP's) bank account to pay the submission fee for accepted documents.
Case Management System (CMS)	An electronic database maintained by the Clerk of the Court to keep track of information used to manage a court's caseload. The information includes such things as case numbers and party names, attorneys for parties and their addresses, titles of all documents filed in each case, and all scheduled events in each case.
Clerk	The Clerk, who is the official custodian of records responsible for maintaining the court's case files, all documents contained therein, the record of hearings and the decisions of the court as recorded in court minutes or judgments.
Clerk Review Interface	The Clerk Review Interface is used by the Clerk of the Court to display submission details and images side-by-side for easy viewing, and for editing, printing, and managing e-Filings. From the Clerk Review Interface, reviewers communicate acceptance or rejection to the submitter; and store the submission data and documents in the case management system.
Case number	A case number is a code that uniquely identifies a case and the court and division is which it has been filed.
Document	- A written or printed paper that bears the original, official, or legal form of something and can be used to furnish decisive evidence or information. - Something, such as a recording or a photograph, which can be used to furnish evidence or information. - A writing that contains information. - A piece of work created with a computer application, as by a word processor. - A computer file that is not an executable file and contains data for use by applications.
Document Management System (DMS)	An electronic database whose contents are documents in electronic form and whose structure allows quick access to documents based on traits associated with the document such as case number, submission date, submission party, type of document, etc.
e-Filing	Electronic submission of documents with the court.
e-service	Subsequent electronic service of documents on parties to a court case.
Electronic Payment Sub-system	An implementation of the payment processing interface operating through the submitter interface to authorize and settle credit card payments, without storing credit card information.

Term	Meaning
HTML document	The term "HTML document" means an electronic text document tagged with HyperText Markup Language tags.
Hypertext links or hyperlinks	Representation of an Internet address in a form that an Internet browser application can recognize as an Internet address. Hyperlinks may also link items within a document allowing readers to jump to related content.
PDF	The Portable Document Format is an electronic document file format created by software available from Adobe Systems, Inc. The PDF format is often specified as the standard format for all documents e-filed.
Transaction code	A unique transaction code, permitting retrieval of documents by transaction code and tying each document to a submission session and authorized submitter.
Submitter	Any member of the Court, Bar, or public who has been authorized by the Court (through a username and password) to use e-Filing.