

AZTC General Civil e-Filing Quick-Guide to 3 Approaches (Maricopa, Pima, All Other Counties)

DESCRIPTION: When filing documents in Arizona to initiate a general civil action or to file additional documents in an existing case, there are three unique sets of requirements (approaches) based on which Superior Court you are filing into. Each of these approaches (the Maricopa approach, the Pima approach, and the All Other Counties approach) affects many things, e.g. what you can file, how to file, what information you need to provide, what documents are required, etc. AZTurboCourt (AZTC) models each jurisdiction’s approach for you, guiding you so you meet their requirements for case initiation and subsequent filings. This **AZTC 3 Approaches Quick-Guide** shows the differences between the counties.

GENERAL FILING INFORMATION			
	Maricopa	Pima	All Other Counties
Filing Options	Initiating & Subsequent Filings	Initiating & Subsequent Filings	Initiating & Subsequent Filings
Services Available	e-File (Initiating & Subsequent) e-File & e-Serve (Subsequent only)	e-File (Initiating & Subsequent) e-File & e-Serve (Subsequent only)	e-File (Initiating & Subsequent) e-File & e-Serve (Subsequent only)
# of Main Documents per Submission	Up to 6 for Case Initiation 1 for Subsequent filings (plus Main Documents required by court)	Up to 6 (plus additional Main Documents as required by the court)	Up to 6 (plus additional Main Documents as required by the court)
# of Supporting Documents per Main Document	25	25	25
Attachment File Formats Allowed	PDF (DOC, DOCX, ODT) (proposed orders must be DOC, DOCX, or ODT depending on the situation)	PDF (DOCX, ODT) (proposed orders must be DOCX or ODT)	PDF (DOCX, ODT) (proposed orders must be DOCX or ODT)
Maximum Document Size	10 MB	10 MB	9.5 MB
Maximum # of Characters per Document Title/Description	100	100	100
Stamped Document Availability	Less than an hour after Acceptance	Within an hour after Acceptance	Available next day after Acceptance
Stamped Document Retrieval (within the AZTC Form Set from the Filing Details screen)	<ul style="list-style-type: none"> • Click on the document name under the Stamped Documents section. • Also available via the View Court Case Documents button. 	<ul style="list-style-type: none"> • Click on the Court Copy link or Endorsed link aside document name. • Also available via the View Court Case Documents button. 	<ul style="list-style-type: none"> • Click on the View Court Case Documents button.
Accessing the Court Docket (from within an AZTC Form Set with Status = e-Filed)	<ul style="list-style-type: none"> • Click on the View Court Case Documents button. 	<ul style="list-style-type: none"> • Click on the View Court Case Documents button. 	<ul style="list-style-type: none"> • Click on the View Court Case Documents button.

CASE INITIATION			
	Maricopa	Pima	All Other Counties
Case Initiation – Documents Always Generated for You by AZTC	<ul style="list-style-type: none"> • Civil Cover Sheet • Certificate of Compulsory Arbitration • Summons (1 per defendant) 	<ul style="list-style-type: none"> • Civil Cover Sheet • FASTAR Certificate • Summons (1 per defendant) 	<ul style="list-style-type: none"> • Civil Cover Sheet • Certificate of Compulsory Arbitration • Summons (1 per defendant)
Case Initiation – Optional Documents Generated for You by AZTC	<ul style="list-style-type: none"> • Notice of Provisional Remedy With Notice • Notice of Provisional Remedy Without Notice 	<ul style="list-style-type: none"> • Notice of Provisional Remedy With Notice • Notice of Provisional Remedy Without Notice 	<ul style="list-style-type: none"> • Notice of Provisional Remedy With Notice • Notice of Provisional Remedy Without Notice
Case Initiation – File Pro Hac Vice?	N/A	N/A	N/A
Case Initiation – Request a Court Interpreter?	Yes	Yes	Yes
Civil Case Category Selection (Each Category has an affiliated list of Sub-Categories. In Pima, to initiate a Real Property case, select Other Civil Case Categories.)	<ul style="list-style-type: none"> • Contracts • Medical Malpractice • Tort Non-Motor Vehicle • Tort Motor Vehicle • Other Civil Case Categories 	<ul style="list-style-type: none"> • Contracts • Medical Malpractice • Tort Non-Motor Vehicle • Tort Motor Vehicle • Other Civil Case Categories 	<ul style="list-style-type: none"> • Contracts • Medical Malpractice • Real Property • Tort Non-Motor Vehicle • Tort Motor Vehicle • Other Civil Case Categories
Main Document Selection (to initiate your case) (In Pima and All Other Counties you may file up to 6 Main Documents. Here are the choices of Main Document you can select as your “#1 primary” document to initiate a case in that jurisdiction.)	<ul style="list-style-type: none"> • Application: Application/Petition (Case Initiating Document Only) • Application for Provisional Remedy • Application for Temporary Restraining Order • Complaint • Petition: Application/Petition (Case Initiating Document Only) • Petition for Order to Show Cause • Petition to Seal Records - Pursuant to ARS 13-911 	<ul style="list-style-type: none"> • Application • Claim • Complaint • Declaration • Notice • Petition • Request 	<ul style="list-style-type: none"> • Affidavit • Application • Complaint • Demand • Notice • Notice - Hearing • Petition • Request for Hearing

<p>Supporting Documents (these documents can be attached in support of/connected to your main document)</p>	<ul style="list-style-type: none"> • Exhibit/Attachment (Supporting) • Proposed Order • Proposed Judgment 	<ul style="list-style-type: none"> • Exhibit/Attachment (Supporting) • Proposed Order (only when requested by the court) 	<ul style="list-style-type: none"> • Exhibit/Attachment (Supporting) • Proposed Hearing • Proposed Judgment • Proposed Order
<p>Additional Main Documents (up to 5)</p>	<ul style="list-style-type: none"> • Application • Complaint • Granted Waiver and Deferrals • Notice • Petition • Proposed Order <p>(Several of these categories have different documents subtypes you can select from.)</p>	<ul style="list-style-type: none"> • Proposed Hearing • Proposed Judgment • Proposed Order • FASTAR Choice Certificate 	<ul style="list-style-type: none"> • Affidavit • Application • Complaint • Demand • Notice • Petition • Request <p>(Several of these categories have different documents subtypes you can select from.)</p>

SUBSEQUENT FILINGS (filing into an existing case)			
	Maricopa	Pima	All Other Counties
Subsequent Filing – Filing a Proposed Order, Proposed Judgment, or Proposed Notice of Hearing	Can only be attached as a Supporting document.	Can only be attached as a Main document under the Attach Additional Documents section.	<p>Can only be attached as a Supporting document.</p> <p>If filing only a Proposed Order, a Proposed Judgment, or a Proposed Notice of Hearing, then it must be attached as a Supporting document to a corresponding Notice of Filing, e.g. Notice of Filing: Proposed Order.</p> <p>Otherwise, you can attach it as a Supporting document to a Motion, for example.</p>
Subsequent Filing – Requesting Issuance of a Summons	Not available at this time	<p>Can be requested in the AZTC questionnaire from the "Main Document - Select" screen by clicking the checkbox option, Praecipe (System Generated Document), and selecting Summons.</p> <p>Can also be requested based on certain other Main Documents chosen, e.g. with a Motion or an Answer & Cross Claim. Respond 'Yes' to the "Adding New Party?" question.</p> <p>AZTC will generate up to 50 Summonses for you after answering the questionnaire. (You cannot attach your own Summons.)</p> <p>NOTE: e-Service is not allowed for issuance of a Summons.</p>	<p>Can be requested in the AZTC questionnaire on the "Main Document - Select" screen by clicking the "Add a new case participant" checkbox. For each new case participant that is a Defendant, a Summons will be generated.</p> <p>AZTC will generate up to 50 Summonses for you after answering the questionnaire. (You cannot attach your own Summons.)</p> <p>NOTE: e-Service is not allowed for issuance of a Summons.</p>

Subsequent Filing – Requesting Issuance of a Subpoena	Not available at this time	<p>Must be selected in the AZTC questionnaire from the "Main Document - Select" screen by clicking the checkbox, Praeipce (System Generated Document), and selecting Subpoena.</p> <p>AZTC will generate the subpoena for you after answering the questionnaire. (You cannot attach your own subpoena.)</p> <p>NOTE: e-Service is not allowed for issuance of a Subpoena.</p>	<p>Can be selected in the AZTC questionnaire from the "Main Document - Select" screen by choosing it as the Document Category & Document.</p> <p>Call also be requested from the "Main Document - Select" screen by clicking the “Need to file a subpoena” checkbox.</p> <p>AZTC will generate the subpoena for you after answering the questionnaire. (You cannot attach your own subpoena.)</p> <p>NOTE: e-Service is not allowed for issuance of a Subpoena.</p>
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Subsequent Filings – Optional Documents Generated for You by AZTurboCourt

In some instances, a document will be generated for you when you request it. In other instances, based on the way you respond to the questions, AZTC will automatically generate the additional required documents needed by the jurisdiction you are filing into.

	Maricopa	Pima	All Other Counties
First Appearance (auto-generated when appropriate)	(none)	(none)	First Appearance Notice
Certificate (auto-generated when appropriate)	(not applicable)	FASTAR Controverting Certificate	Certificate of Compulsory Arbitration Controverting Certificate of Compulsory Arbitration
Request issuance of a Subpoena (by request)	Not available at this time	Subpoena in a Civil Case	Subpoena in a Civil Case
Request issuance of a Summons (by request OR auto-generated when appropriate)	Not available at this time	If Main Document selected is Praeipce > Summons, then: 1 Praeipce and up to 50 Summonses If Adding a New Party, then: Up to 50 Summonses (all new parties added are assumed to be Defendants)	If Adding a New Case Participant identified as a Defendant, then: Up to 50 Summonses