

Interactive Intelligent Electronic Filing™
All Courts, All Litigants, All Cases



Prepared by:

**Electronic Service
User Manual**

INTRESYS Corporation

March 7, 2014

Proprietary and Confidential Statement—The enclosed materials are proprietary to INTRESYS, Inc. and INTRESYS reserves all right, title, and interest in and to such materials. The terms, conditions, and information set forth herein are confidential to INTRESYS and may not be disclosed in any manner to any person other than the addressee, together with its officers, employees, and agents who are directly responsible for evaluating the contents of these materials for the limited purpose intended. These materials may not be used in any manner other than for such limited purpose. Any unauthorized disclosure, use, reproduction, or transmission is expressly prohibited without the prior written consent of INTRESYS. These materials summarize a proposed software and/or services solution. They are intended for informational purposes only to assist you in your evaluation of INTRESYS as a potential business partner. These materials do not represent an offer or a binding agreement.

© 2014 INTRESYS, Corporation. All rights reserved.

Table of Contents

AZTurboCourt E-Service Overview	3
Introduction	3
Product Overview	3
How to E-Serve	4
Overview	4
E-Service During Delivery of Documents to the Court.....	4
Adding Recipients After Delivery of Documents to the Court	7
Checking to See Whether E-Service has been Accepted and Re-Serving Recipients	8
Receiving E-Service and Viewing Documents Served on You	14
Overview	14
Receiving Notification and Accepting Service Through Your E-Mail.....	15
Receiving Notification, Accepting Service, and Viewing Documents Through AZTurboCourt	17
Viewing Form Sets That You Have Previously Accepted.....	21
Organization’s Address Book.....	22
Organization’s Notifications.....	23
Overview	23
Set up Inbox(s) - New AZTurboCourt Users Registration.....	24
Set up Inbox(s) - Existing AZTurboCourt Users	25

AZTurboCourt E-Service Overview

Introduction

Until now, parties who e-filed documents needed to use a separate process to serve the opposing parties, causing inefficiencies and increasing costs. With TurboCourt's new e-service functionality, filers can complete e-service during submission of documents to the court or any time thereafter¹. Additionally, filers may use TurboCourt's portal to quickly and easily track whether recipients have accepted e-service and to see whether they have been served.

Product Overview

The e-service component is an optional feature. It allows filers to e-serve all documents in a form set on those who have been specified on the e-service recipient list for a one-time fee of \$6.00 per form set. For this one-time fee, filers may:

- Serve as many recipients as they like;
- Serve new recipients after the initial e-service; and
- Re-serve the documents until they have been accepted for e-service by the recipient.

Similar to the AZTurboCourt e-filing system, recipients of e-service will receive an email notifying them of the service and they can monitor their AZTurboCourt account for new messages. Once the recipient has logged onto their AZTurboCourt account, they can view the documents. This process follows the Justice Management Institute's recommended practice. It also eliminates many of the pitfalls of emailing the documents directly to recipients (e.g., document size, proof of delivery, phishing, etc.).

The e-service system is customer-friendly. Several fields auto-populate. If a recipient's name does not appear, they can be added by using the AZTurboCourt address book, the AZTurboCourt's synchronization feature, or by typing the information manually. Recipients of e-service receive an email with instructions and a link to AZTurboCourt to view the documents. Filers and recipients can easily access information about e-served documents from several locations in AZTurboCourt.

The e-service system benefits the filers and recipients. Filers have the ability to monitor the status of filings and promptly gain access to court documents they e-served through the AZTurboCourt portal. Recipients will have confidence that they will receive service without interference from the limitations of their email system or spam filters.

To see a training video for e-service on YouTube, click [here](#).

¹ Documents from form sets rejected by the court cannot be e-served.

How to E-Serve

Overview

A party may e-serve documents in a form set when the form set is delivered to the court, while the form set is waiting to be accepted by the court and after the documents in the form set have been filed by the court. Form sets the court has rejected for filing cannot be e-served.

All of the documents in the form set will be e-served. At this time, you cannot choose to serve only a portion of the documents in the form set.

You may only e-serve documents filed into existing cases (“subsequent filings”). You cannot e-serve documents that initiate a case.

Recipients of e-Service will receive notification through email and their AZTurboCourt account.

E-Service During Delivery of Documents to the Court

E-serving at the same time a form set is delivered to the court adds one step to the e-filing process. When you are ready to file your documents, two tabs appear in the upper-left corner of the screen: “e-File” and “e-File and e-Serve”. AZTurboCourt is automatically set to the “e-File and e-Serve” tab.

The \$6.00 e-Service application fee is added to the Application fee line. (\$6.00 for e-filing + \$6.00 for e-service = \$12.00)

The screenshot shows the AZTurboCourt web application interface. At the top, the logo and navigation links are visible. The main content area is titled "Arizona Appellate Courts Filings Form Assistance" and "e-File & e-Serve Service". A navigation bar includes links for "Add Keyword/Matter #", "Request My Forms", "Copy for New Form Set", "Delete Filing", "List My Forms", and "Start New Filing".

On the left side, there are two tabs: "e-File & e-Serve" (selected, indicated by a red arrow) and "E-File". Below the tabs is a section titled "Arizona Supreme Court Filing Fees" with the text "No filing fees required." and a "Your Fees" table:

Your Fees	
Application Fee	\$ 12.00
Total	\$ 12.00

Below the table, an important note states: "Important: Payments are processed via a 3rd party payment provider." A second red arrow points to this section.

The main content area displays case information:

Form Set #	26230	Case #	CV-13-0006
Keyword/Matter #		Status	Completed
Filing Type	Arizona Appellate Courts Filings	Location	Arizona Supreme Court / Arizona Supreme Court
Customer Name	Marie Meier	Customer Email	mariemeier@bogus.com
Created on	08/06/2013 6:38 AM MST	Modified on	08/06/2013 6:38 AM MST

Below the case information, it says "Step 1 of 3. Your Forms." with buttons for "REVIEW / EDIT YOUR ANSWERS" and "NEXT".

The main text area contains the following information:

WE WILL ELECTRONICALLY DELIVER YOUR DOCUMENTS TO THE COURT AND ELECTRONICALLY SERVE THEM.

Preview your Summary Sheet to make sure all your information is correct.

Use the Final Review page to change any of your answers.

With this service you will be able to submit your documents electronically to the court and upon delivery to the court, the documents will be e-served to the people you list in Step 2 to receive e-service.

An electronic confirmation will be sent to you when the documents are delivered to the court. We recommend that you go into AZTurboCourt often to check the status of your filing and e-service. You will be notified again when your documents have been processed by the court. You must log into AZTurboCourt to view and/or print your file stamped documents and supporting documentation.

A courtesy notification of the court's acceptance or rejection of your filing may be sent to any e-mail addresses you provide. This notification will not include a copy of the documents attached to your filing.

There are three steps to complete filing and serving the form set.

- 1) Step 1 has not changed with e-Service. Complete Step 1 by attaching the documents you want to file with the court.
 - a) Click “Next” to go to Step 2.
- 2) Step 2 has been added to complete e-Service.
 - a) If your firm has served other documents in this case through AZTurboCourt, the recipients’ information will automatically appear.
 - b) To remove a recipient, click on the “Remove” link to the right of the person you do not want to serve.

e-File & e-Serve | Request My Forms | List My Forms | Start New Filing

e-File & e-Serve | **E-File**

Arizona Supreme Court Filing Fees
No filing fees required.
Your Fees
Application Fee \$ 12.00
Total \$ 12.00
Important: Payments are processed via a 3rd party payment provider.

Form Set # 26285 | **Case #** CV-13-0006
Keyword/Matter # | **Status** Completed
Filing Type Arizona Appellate Courts Filings | **Location** Arizona Supreme Court - Arizona Supreme Court
Customer Name Marie Meier | **Customer Email** mariemeier@bogus.com
Created on 08/11/2013 8:43 PM MST | **Modified on** 08/11/2013 8:43 PM MST

Step 2 of 4. E-Service List.

PREVIOUS | NEXT

Review the Recipients listed for e-service. Click on the "Remove" link to the right of any Recipient you do not want to e-serve.

There are three ways to add a Recipient: 1) Click on the "Add New Recipient" link and complete any missing information; 2) Click on the "Lookup Recipient from e-Service Address Book" and add any missing information; or 3) Click on "View/Synchronize With Case e-Service List", which should contain the information of people who were previously served in this case. The names and email addresses are required. Roles/Comments may be left blank.

Please verify the names and email addresses of the Recipients.

E-Service Recipient(s):

Recipient Name	Email	Role/Comments	
Bill Smith	attysmith@bogus.com		Remove
Jane Johnson	attyjohnson2013@gmail.com		Remove
			Remove

Add New Recipient Manually
 Lookup Recipient From e-Service Address Book
 View/Synchronize With Case e-Service List

⚠ For the time being, this System uses only a party's email address to perfect electronic Service. This means that if you enter or use any e-mail address that has a valid e-mail format (text@something.com/net/biz/org...) the System will perfect electronic service onto that e-mail address. Please make sure the e-mail is correct.

PREVIOUS | NEXT

There are three ways to add a recipient (see screen shot, above).

- Click on the “Add New Recipient Manually” link. A blank line will appear. Type Recipient Name (required), Email address (required), Role/Comments (optional). ;
- Click on the “Lookup Recipient from e-Service Address Book” link to find the names of recipients that your firm maintains on AZTurboCourt². Narrow the list by using the search fields. Click on the boxes for the recipients you would like to add. Click “Add Selected”;

To learn more about adding recipients to the Address Book, see “Organization’s Address Book” chapter

TurboCourt - Legal Paperwork Assistance - Add Recipient From Address Book - Windows Internet Explorer
 https://gamma.turbocourt.com/go.jsp?act=actSearchGlobalEsRecipient&tmstp=1375796938277

Add Recipient From Address Book

Name Email

	Name	Email
<input type="checkbox"/>	Bill Smith	attysmith@bogus.com
<input type="checkbox"/>	Jane Johnson	attyjohnson2013@gmail.com
<input type="checkbox"/>	Tom Hanks	th@bogus.com

- Click on "View/Synchronize With Case e-Service List", which contains the names of people previously served in this case. Click "Add to My Form Set".

TurboCourt - Legal Paperwork Assistance - - Windows Internet Explorer
 https://gamma.turbocourt.com/go.jsp?act=actShowCaseESlistPopupScreen&tn

Current E-Service List for Case # CV-13-0006

Recipient Name	Email
Bill Smith	attysmith@bogus.com
Jane Johnson	attyjohnson2013@gmail.com

[Close Window](#)

c) Click "Next" to go to Step 3.

- Step 3 has not changed. However, new language regarding e-service has been added to the Terms & Conditions. To view the User Agreement, this contains the Terms & Conditions, click on the link above the User Agreement box.

Your Fees

Application Fee \$ 12.00

Total \$ 12.00

Important: Payments are processed via a 3rd party payment provider.

How do you want to be notified about your filing status?

Email notification with only a link to the website where I will login to check the status of my filing

Email notification with filing/case details shown in the body of the email, plus a link to the website

No emails at all - I will log onto the website often to check the status of my filings

Important: Because EMAIL DELIVERY CANNOT BE GUARANTEED, you must regularly login to check your filing status.

⚠ If you want to receive email notifications and you use spam management software, add the following email address to your approved email list: CustomerService@TurboCourt.com

Courtesy Notifications

To send a courtesy e-mail of TurboCourt e-filing notifications to other recipients, provide the email addresses below. Use a comma (,) to separate multiple addresses. Do NOT send notification to the judge, judicial assistant or clerk of court.

Send To:

Note: **Courtesy email messages will not include filed documents and this does not constitute service.** Only filing details will be provided (case #, filing date, location, etc.)

Customer Message

To read **User Agreement** with filing terms and conditions please click [here](#).

* I agree to the terms and conditions in the User Agreement

I, a person representing myself or
 I, the attorney or
 I, a person who has authorization to sign on behalf of the attorney,
 declare under penalty of perjury that the information I have provided herein is true and correct.

First Name * Last Name *

Adding Recipients After Delivery of Documents to the Court

You can add recipients at any time after delivery of the documents to the court unless the court has rejected your form set.

- 1) To add recipients:
 - a. Go to the form set that you want to e-serve.
 - b. Click the “e-Service” tab on the left column.

The screenshot shows the TurboCourt e-Service interface. The top navigation bar includes the TurboCourt logo, a user profile for 'attymeier', and links for Home, Your Profile, Quit, and Support. Below the navigation bar, there are several utility links: Add Keyword/Matter #, Change My Notification Status, Request My Forms, Copy for New Form Set, and List My Forms. The main content area is titled 'Filing Details' and contains a table with the following information:

Form Set #	26230	Case #	CV-13-0006
Keyword/Matter #		Status	Delivered
Filing Type	Arizona Appellate Courts Filings	Location	Arizona Supreme Court / Arizona Supreme Court
Customer Name	Marie Meier	Customer Email	mariemeier@bogus.com
Delivery Date & Time	08/06/2013 7:03 AM MST	Filing Date & Time	
Notification Status	No emails at all - I will log onto the website often to check the status of my filings		

Below the table, a message states: "Your filing was successfully completed and delivered. You will be notified when your forms have been processed. Remember to log in regularly to check the status of your filing." There are two sections below the message: "Your Forms" and "Attached Documents". The "Your Forms" section includes a "Summary Sheet" with a "View" link. The "Attached Documents" section includes a "RESPONSE - Amended: Amended Response" and a "Certificate of Service: Certificate of Service", both with "View" links. A red arrow points to the "E-Service" tab in the left-hand navigation menu.

- c. Go to the “Add/Update E-Service Recipients” section of the page.
- d. Add recipients’ information by either typing into the fields, or by using “Lookup Recipient from e-Service Address Book” or “View/Synchronize With Case e-Service List” links below the box.
- e. Click “Send e-Service Notifications”.

E-Service [List My Forms](#) [Forms Served By Me](#)

Filing Details
Messages
Your Payments

E-Service

Form Set # 26230 Case # CV-13-0006
 Keyword/Matter # Status e-Filed
 Filing Type Arizona Appellate Courts Filings Location Arizona Supreme Court - Arizona Supreme Court
 Customer Name Marie Meier Customer Email mariemeier@bogus.com
 Delivery Date & Time 08/06/2013 7:03 AM MST Filing Date & Time 08/06/2013 7:03 AM MST

E-Served Recipient(s):

Recipient Name	Email	Role/Comments	Request Sent Date	Last Re-Sent Date	Status	
<input type="checkbox"/> Bill Smith	attysmith@bogus.com		08/06/2013 7:04 AM MST	08/07/2013 8:24 AM MST	Pending	History
<input type="checkbox"/> Jane Johnson	attyjohnson2013@gmail.com		08/14/2013 8:54 PM MST	08/14/2013 8:54 PM MST	Pending	History

Re-Send E-Service Email

Add/Update E-Service Recipient(s):

Recipient Name	Email	Role/Comments	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Remove

Add New Recipient Manually Lookup Recipient From Address Book View/Synchronize With Case e-Service List

⚠ For the time being, this System uses only a party's email address to perfect electronic Service. This means that if you enter or use any e-mail address that has a valid e-mail format (text@something.com/net/biz/org ...) the System will perfect electronic service onto that e-mail address. Please make sure the e-mail is correct.

Checking to See Whether E-Service has been Accepted and Re-Serving Recipients

Checking E-Service Status

There are two ways to view the status of form sets that you have served: 1) By going directly to the form set; and 2) By clicking on the “Check e-service status” link in the left column of the Home page.

Use the “Check e-service status” link to see an overview of all form sets that you have e-served or to see a list of all form sets that have e-recipients who have not yet accepted e-service.

- 1) Click on the “Check e-service status” link in the left column of the Home page.

The screenshot shows the TurboCourt Home page. In the top left, there is a 'User Menu' with several options. A red arrow points to the 'Check e-service status' link. The main content area displays 'Your Last 5 Cases' with a table of case details. On the right, there are sections for 'What's New' and 'Testimonials'.

User Menu

- Start new filing
- Messages (2)
- Recent e-filings
- My forms
- My profile
- My organization
- Financial
- Check e-service status**
- Address book

Your Last 5 Cases [List All](#)

Form Set #	Submission Name	Filing Type	Status
View #26242	Susan Doe vs. Joe Smith	Arizona Appella...	Completed
View #26241	Sally Roe vs. John Hand	Arizona Appella...	Completed
View #26230	Susan Doe vs. Joe Smith	Arizona Appella...	Delivered
View #26229	Susan Doe vs. Joe Smith	Arizona Appella...	Delivered

You have 2 new message(s)

Select a Filing Type

- 2) You may narrow your search by using the filtering fields.

- 3) If you only want to review form sets with pending e-service requests, click the box next to “Show only filings with pending e-service request(s)”.
- 4) Click “List” to show the form sets that fit the criteria.

Forms That Have Been Served By Me

User Menu

- Start new filing
- Messages (3)
- Recent e-filings
- My forms
- My profile
- My organization
- Financial
- Check e-service status
- Address book

Keyword / Matter # Submission Name

Form Set # Case #

Delivered From Delivered To

Filing Type Jurisdiction

Recipient Name Recipient Email

Show only filings with pending e-service request(s) ⓘ

[List](#)

Forms That Have Been Served By Me

User Menu

- Start new filing
- Messages (3)
- Recent e-filings
- My forms
- My profile
- My organization
- Financial
- Check e-service status
- Address book

Keyword / Matter # Submission Name

Form Set # Case #

Delivered From Delivered To

Filing Type Jurisdiction

Recipient Name Recipient Email

Show only filings with pending e-service request(s) ⓘ

[List](#)

Results 1 - 2 of 2

Form Set #	Submission Name	Case #	Filing Type	Status	Jurisdiction	Keyword/Matter #
26230	Susan Doe vs. Joe Smith	CV-13-0006	Arizona Appellate Courts Filings	Delivered	Arizona Supreme Court / Arizona Supreme Court	
26229	Susan Doe vs. Joe Smith	CV-13-0006	Arizona Appellate Courts Filings	Delivered	Arizona Supreme Court / Arizona Supreme Court	

Pages: 1

List of Form Sets With Pending e-Service Requests Only

Forms That Have Been Served By Me

User Menu

- Start new filing
- Messages (3)
- Recent e-filings
- My forms
- My profile
- My organization
- Financial
- Check e-service status
- Address book

Keyword / Matter # Submission Name

Form Set # Case #

Delivered From Delivered To

Filing Type Jurisdiction

Recipient Name Recipient Email

Show only filings with pending e-service request(s) ⓘ

[List](#)

Results 1 - 3 of 3

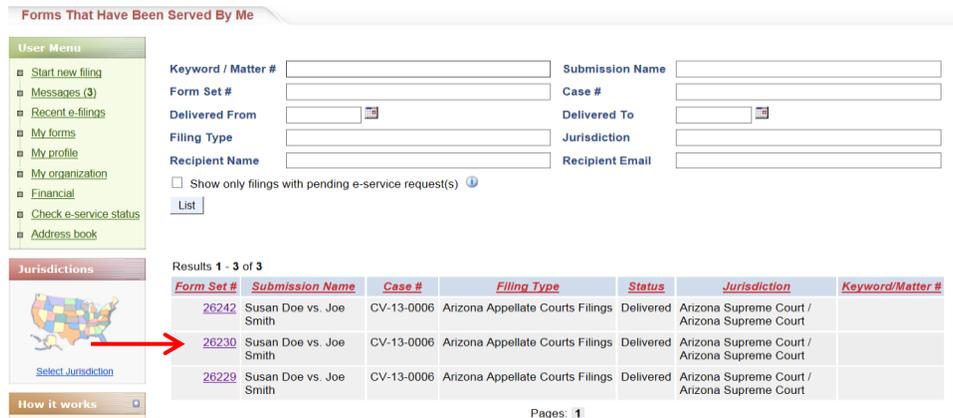
Form Set #	Submission Name	Case #	Filing Type	Status	Jurisdiction	Keyword/Matter #
26242	Susan Doe vs. Joe Smith	CV-13-0006	Arizona Appellate Courts Filings	Delivered	Arizona Supreme Court / Arizona Supreme Court	
26230	Susan Doe vs. Joe Smith	CV-13-0006	Arizona Appellate Courts Filings	Delivered	Arizona Supreme Court / Arizona Supreme Court	
26229	Susan Doe vs. Joe Smith	CV-13-0006	Arizona Appellate Courts Filings	Delivered	Arizona Supreme Court / Arizona Supreme Court	

Pages: 1

List of All Form Sets e-Served

To see whether e-service has been accepted by a recipient in a particular form set:

- 1) Open the form set. There are three ways to access your form set:
 - a. Click on the form set number in the “Your Last 5 Cases” box on the Home page, if applicable.
 - b. Use the “My Forms” link on the Home page.
 - c. Use the “Check e-service status” link on the Home page and click on the link for the form set.



- 2) Click on the E-Service Tab in the left column.
- 3) The “E-Served Recipients” box will indicate who was e-served, when the documents were first and last delivered to the recipient, and whether the recipient has accepted service.

E-Service | [List My Forms](#) | [Forms Served By Me](#)

Filing Details
Form Set # 26230 | **Case #** CV-13-0006
Keyword/Matter # | **Status** Delivered
Filing Type Arizona Appellate Courts Filings | **Location** Arizona Supreme Court / Arizona Supreme Court
Customer Name Marie Meier | **Customer Email** mariemeier@bogus.com
Delivery Date & Time 08/06/2013 7:03 AM MST | **Filing Date & Time**

Messages

Your Payments

E-Service

E-Served Recipient(s)

Recipient Name	Email	Role/Comments	Request Sent Date	Last Re-Sent Date	Status	
<input type="checkbox"/> Bill Smith	attysmith@bogus.com		08/06/2013 7:04 AM MST	08/06/2013 7:04 AM MST	Pending	History
Jane Johnson	attyjohnson2013@gmail.com		08/06/2013 7:03 AM MST	08/06/2013 7:03 AM MST	Accepted	History

[Re-Send E-Service Email](#)

- a. The “status” column will change from “pending” to “accepted” either:
 - When the recipient clicks on the acceptance of service link in the notification email and logs into their AZTurboCourt; or
 - When the recipient views the documents from the “Served on me” or “New e-service request(s)” links in their AZTurboCourt account. (See “Receiving E-Service” section of this User Manual)
- b. The “History” link will take you to another screen where you can see:
 - The messages delivered to the recipient;
 - The date the recipient either clicked on the acceptance link in their email or first viewed the documents through their AZTurboCourt account.

E-Served Filing Notifications History | [View Filing E-Service List](#)

User Menu

- Start new filing
- Messages (3)
- Recent e-filings
- My forms
- My profile
- My organization
- Financial
- Check e-service status
- Address book

Jurisdictions

Form Set # 26230 | **Case #** CV-13-0006
Keyword/Matter # | **Status** Delivered
Filing Type Arizona Appellate Courts Filings | **Location** Arizona Supreme Court / Arizona Supreme Court
Form Set Created by Marie Meier | **Email** mariemeier@bogus.com
Recipient Name Jane Johnson | **Recipient Email** attyjohnson2013@gmail.com
Role/Comments
E-Service Status Accepted

E-Served Filing Notifications History:

Sent on	Viewed on	Message
08/06/2013 7:03 AM MST	08/07/2013 7:43 AM MST	A participant in this case #CV-13-0006 request...

Message Text

A participant in this case #CV-13-0006 requested that you receive e-Service Notification for their filing, Form Set #26230.

[Close Window](#)

- c. To return to the list of recipients in this form set, click the “View Filing E-Service List” tab at the top of the page.

E-Served Filing Notifications History [View Filing E-Service List](#)

User Menu

- Start new filing
- Messages (3)
- Recent e-filings
- My forms
- My profile
- My organization
- Financial
- Check e-service status
- Address book

Jurisdictions

Form Set # 26230 **Case #** CV-13-0006
Keyword/Matter # **Status** Delivered
Filing Type Arizona Appellate Courts Filings **Location** Arizona Supreme Court / Arizona Supreme Court
Form Set Created by Marie Meier **Email** mariemeier@bogus.com
Recipient Name Jane Johnson **Recipient Email** attyjohnson2013@gmail.com
Role/Comments
E-Service Status Accepted

E-Served Filing Notifications History:

Sent on	Viewed on	Message
08/06/2013 7:03 AM MST	08/07/2013 7:43 AM MST	A participant in this case #CV-13-0006 request...

To view e-service status of a different form set while you are in a form set:

- 1) If you are in a part of a form set not related to e-service:
 - a. Click on the “E-Service” tab in the left column.

E-Service [List My Forms](#) [Forms Served By Me](#)

Filing Details

Form Set # 26230 **Case #** CV-13-0006
Keyword/Matter # **Status** Delivered
Filing Type Arizona Appellate Courts Filings **Location** Arizona Supreme Court / Arizona Supreme Court
Customer Name Marie Meier **Customer Email** mariemeier@bogus.com
Delivery Date & Time 08/06/2013 7:03 AM MST **Filing Date & Time**

E-Service

E-Served Recipient(s):

Recipient Name	Email	Role/Comments	Request Sent Date	Last Re-Sent Date	Status	
<input type="checkbox"/> Bill Smith	attysmith@bogus.com		08/06/2013 7:04 AM MST	08/06/2013 7:04 AM MST	Pending	History
Jane Johnson	attyjohnson2013@gmail.com		08/06/2013 7:03 AM MST	08/06/2013 7:03 AM MST	Accepted	History

[Re-Send E-Service Email](#)

- b. Click on the “Forms Served By Me” tab on the top of the page.
- c. Use the filters to narrow your search, if desired.
- d. Click “List”.

e. Click on the link to the form set.

2) If you are in the e-Service tab of a form set, do b-e, above.

3) If you are in the History page of the form set, click on the “Check e-service status” link in the left column. Then do c-e, above.

Re-Serving Recipients

You may re-serve recipients at any time after delivery of the documents to the court unless the court has rejected your form set.

- 1) To re-serve a recipient:
 - a. Click on the box next to their name.
 - b. Click “Re-Send E-Service Email”.

c. The “Last Re-Sent Date” will change to reflect the new service date.

E-Service [List My Forms](#) [Forms Served By Me](#)

Filing Details
Messages
Your Payments
E-Service

Form Set # 26230 Case # CV-13-0006
 Keyword/Matter # Status Delivered
 Filing Type Arizona Appellate Courts Filings Location Arizona Supreme Court / Arizona Supreme Court
 Customer Name Marie Meier Customer Email mariemeier@bogus.com
 Delivery Date & Time 08/06/2013 7:03 AM MST Filing Date & Time

E-Service Email Notification(s) were sent to specified recipients.

E-Served Recipient(s):

Recipient Name	Email	Role/Comments	Request Sent Date	Last Re-Sent Date	Status	
<input type="checkbox"/> Bill Smith	attysmith@bogus.com		08/06/2013 7:04 AM MST	08/07/2013 8:24 AM MST	Pending	History
<input type="checkbox"/> Jane Johnson	attyjohnson2013@gmail.com		08/06/2013 7:03 AM MST	08/06/2013 7:03 AM MST	Accepted	History

Re-Send E-Service Email



d. You cannot re-serve a recipient who has accepted service of the form set. (No box appears next to recipient’s name.)

E-Service [List My Forms](#) [Forms Served By Me](#)

Filing Details
Messages
Your Payments
E-Service

Form Set # 26230 Case # CV-13-0006
 Keyword/Matter # Status Delivered
 Filing Type Arizona Appellate Courts Filings Location Arizona Supreme Court / Arizona Supreme Court
 Customer Name Marie Meier Customer Email mariemeier@bogus.com
 Delivery Date & Time 08/06/2013 7:03 AM MST Filing Date & Time

E-Served Recipient(s):

Recipient Name	Email	Role/Comments	Request Sent Date	Last Re-Sent Date	Status	
<input type="checkbox"/> Bill Smith	attysmith@bogus.com		08/06/2013 7:04 AM MST	08/06/2013 7:04 AM MST	Pending	History
<input type="checkbox"/> Jane Johnson	attyjohnson2013@gmail.com		08/06/2013 7:03 AM MST	08/06/2013 7:03 AM MST	Accepted	History

Re-Send E-Service Email



Receiving E-Service and Viewing Documents Served on You

Overview

You will receive notice of e-service in the following ways when you are e-served documents through AZTurboCourt:

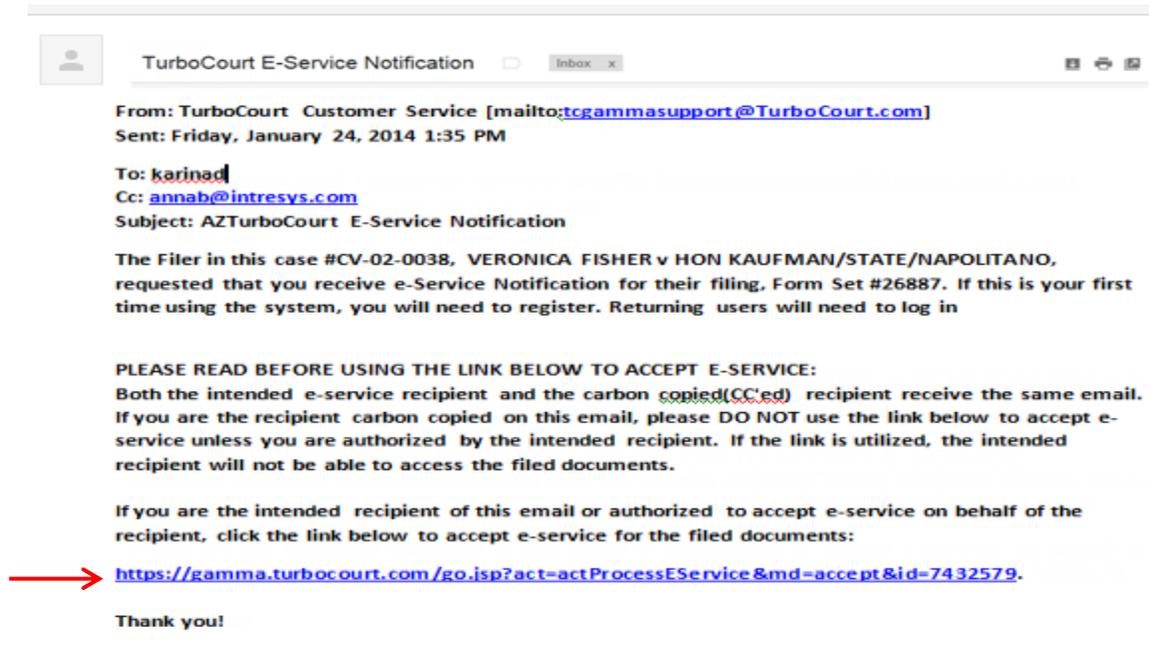
- 1) An email will be sent to you at the address the filer puts into AZTurboCourt.
- 2) A message regarding the service will appear in your AZTurboCourt account.

You will be able to accept service and view the documents served on you by logging onto your AZTurboCourt account.

Receiving Notification and Accepting Service Through Your E-Mail

If you are a non-Individual filer, please refer to “Organization’s Notifications” chapter to review the Notification Inbox and Received E-Service Inbox options for receiving notifications.

- 1) You will receive an email from AZTurboCourt indicating that someone wants to serve documents in a form set.



- 2) If you want to accept e-service of these documents, click on the link provided in the email.
- 3) The link will take you to AZTurboCourt.
 - a. If you are not currently logged into AZTurboCourt, you will be taken to a log-in page. After you log in, you will be taken to a screen where you can view the documents.

TurboCourt Guardianships/Probate
Domestic Violence
Housing/Evictions
Small Claims Home | Login | Register | Help | Quit

Timeout in 30 min Login Password Login >

User Login

Jurisdictions

[Select Jurisdiction](#)

Enter your username and password, then press the **Login** button.

Username *

Password

Forgot your password? Click [here](#)

If you have not registered, press the **Register** button.

How it works +

- b. If you are a first-time user of AZTurboCourt, you will need to register in AZTurboCourt before you can accept service. You will then be taken to a screen where you can view the documents.
- c. If you are already logged into AZTurboCourt and the email went to an address other than the one you use for AZTurboCourt, the screen will ask for the email address where you received the e-service notification. You will only need to complete this step once for each email you use. You will then be taken to a screen where you can view the documents.

E-Service Confirmation Required

User Menu

- ▣ [Start new filing](#)
- ▣ [Messages](#)
- ▣ [Recent e-filings](#)
- ▣ [My forms](#)
- ▣ [My profile](#)
- ▣ [My organization](#)
- ▣ [Financial](#)
- ▣ [Check e-service status](#)
- ▣ [Address book](#)

For security reason please provide the email address where you received e-service request notification:

Email Address *

- d. If you are already logged into AZTurboCourt and the email went to the address you use in AZTurboCourt, you will be taken to a screen where you can view the documents.

E-Served Filing [List e-Served Filings](#)

E-Served Filing

Messages

Form Set # ⓘ	26230	Case # ⓘ	CV-13-0006
Filing Type	Arizona Appellate Courts Filings	Location	Arizona Supreme Court / Arizona Supreme Court
Delivery Date & Time	08/06/2013 7:03 AM MST	Filing Date & Time	08/06/2013 7:03 AM MST
Filer Name	Marie Meier	Filer Email	mariemeier@bogus.com
Status ⓘ	e-Filed	E-Service Received on	08/07/2013 7:45 AM MST

Documents [info](#)

RESPONSE - Amended: Amended Response	View	Court Copy	Endorsed
↳ Certificate of Service: Certificate of Service	View	Court Copy	Endorsed
↳ Certificate of Compliance: Certificate of Compliance	View	Court Copy	Endorsed

- 4) To view the documents, click on the “View” link next to the document. If the form set has been accepted by the court for filing, you may also view the court document by clicking on that link.
- 5) You can also review messages sent to you in this form set by clicking on the “Messages” tab, then the link in the “Message” column.

Filing Details [List e-Served Filings](#)

E-Served Filing	Form Set #	26230	Case #	CV-13-0006
	Filing Type	Arizona Appellate Courts Filings	Location	Arizona Supreme Court / Arizona Supreme Court
	Delivery Date & Time	08/06/2013 7:03 AM MST	Filing Date & Time	08/06/2013 7:03 AM MST
	Filer Name	Marie Meier	Filer Email	mariemeier@bogus.com
	Status	e-Filed	E-Service Received on	08/07/2013 7:45 AM MST
	Messages			

[]	Sent	Viewed	Message
	08/06/2013 7:03 AM PDT	08/07/2013 7:43 AM PDT	A participant in this case #CV-13-0006 request...

e-Served Filing Message [View E-Served Documents](#) [List e-Served Filings](#)

User Menu	Form Set #	26230	Case #	CV-13-0006
	Filing Type	Arizona Appellate Courts Filings	Location	Arizona Supreme Court / Arizona Supreme Court
	Delivery Date & Time	08/06/2013 7:03 AM MST	Filing Date & Time	08/06/2013 7:03 AM MST
	Filer Name	Marie Meier	Filer Email	mariemeier@bogus.com
	Status	e-Filed	Viewed on	08/07/2013 7:43 AM MST
	Created on 08/06/2013 7:03 AM MST			
	A participant in this case #CV-13-0006 requested that you receive e-Service Notification for their filing, Form Set #26230.			

Receiving Notification, Accepting Service, and Viewing Documents Through AZTurboCourt

- 1) Two areas on your Home page will indicate whether you have been e-served:
 - a. The “Served on me” link in the left column; and
 - b. The “new E-Service request(s)” area immediately below the “Your Last 5 Cases” grid.

- 2) Click on either the “Served on me” or the link in the “new E-Service request(s)” area.
- 3) You will be taken to a screen displaying all of the form sets with requests for you to accept e-service.
- 4) To accept e-service and gain access to the documents, click on the “View Documents” link next to the form set.

- 5) To view the documents, click on the “View” link next to the document. If the form set has been accepted by the court for filing, you may also view the court document by clicking on that link.

E-Served Filing

[List e-Served Filings](#)

E-Served Filing

Messages

Form Set #	26230	Case #	CV-13-0006
Filing Type	Arizona Appellate Courts Filings	Location	Arizona Supreme Court / Arizona Supreme Court
Delivery Date & Time	08/06/2013 7:03 AM MST	Filing Date & Time	08/06/2013 7:03 AM MST
Filer Name	Marie Meier	Filer Email	mariemeier@bogus.com
Status	e-Filed	E-Service Received on	08/07/2013 7:45 AM MST

Documents [info](#)

RESPONSE - Amended: Amended Response	View	Court Copy	Endorsed
Certificate of Service: Certificate of Service	View	Court Copy	Endorsed
Certificate of Compliance: Certificate of Compliance	View	Court Copy	Endorsed

6) You can review messages sent regarding this form set by clicking on the "Messages" tab, then the link in the "Message" column.

Filing Details

[List e-Served Filings](#)

E-Served Filing

Messages

Form Set #	26230	Case #	CV-13-0006
Filing Type	Arizona Appellate Courts Filings	Location	Arizona Supreme Court / Arizona Supreme Court
Delivery Date & Time	08/06/2013 7:03 AM MST	Filing Date & Time	08/06/2013 7:03 AM MST
Filer Name	Marie Meier	Filer Email	mariemeier@bogus.com
Status	e-Filed	E-Service Received on	08/07/2013 7:45 AM MST

Messages

[]	Sent	Viewed	Message
	08/06/2013 7:03 AM PDT	08/07/2013 7:43 AM PDT	A participant in this case #CV-13-0006 request...

e-Served Filing Message

[View E-Served Documents](#)

[List e-Served Filings](#)

User Menu

- [Start new filing](#)
- [Messages \(3\)](#)
- [Recent e-filings](#)
- [My forms](#)
- [My profile](#)
- [My organization](#)
- [Financial](#)
- [Served on me \(1\)](#)
- [Check e-service status](#)
- [Address book](#)

Form Set #	26230	Case #	CV-13-0006
Filing Type	Arizona Appellate Courts Filings	Location	Arizona Supreme Court / Arizona Supreme Court
Delivery Date & Time	08/06/2013 7:03 AM MST	Filing Date & Time	08/06/2013 7:03 AM MST
Filer Name	Marie Meier	Filer Email	mariemeier@bogus.com
Status	e-Filed	Viewed on	08/07/2013 7:43 AM MST

Created on 08/06/2013 7:03 AM MST

A participant in this case #CV-13-0006 requested that you receive e-Service Notification for their filing, Form Set #26230.

The number in the “Served on me” and “new E-Service request(s)” links will decrease each time you accept e-service of a form set.

User Menu

- Start new filing
- Messages (3)
- Recent e-filings
- My forms
- My profile
- My organization
- Financial
- Served on me (1) ←
- Check e-service status
- Address book

Your Last 5 Cases [List All](#)

Click on a Form Set # to view your paperwork

Form Set #	Submission Name	Filing Type	Status
View #26200	Susan Doe vs. Joe Smith	Arizona Appella...	e-Filed

You have **3** new message(s)
You have **1** new E-Service request(s)

Select a Filing Type

- ▶ **Family Law** [start now >](#)
Divorce and other family law matters
- ▶ **Marriage License** [start now >](#)

Number of Requests Before Accepting e-Service Request

User Menu

- Start new filing
- Messages (3)
- Recent e-filings
- My forms
- My profile
- My organization
- Financial
- Served on me ←
- Check e-service status
- Address book

Your Last 5 Cases [List All](#)

Click on a Form Set # to view your paperwork

Form Set #	Submission Name	Filing Type	Status
View #26200	Susan Doe vs. Joe Smith	Arizona Appella...	e-Filed

→ You have **3** new message(s)

Select a Filing Type

- ▶ **Family Law** [start now >](#)
Divorce and other family law matters
- ▶ **Marriage License** [start now >](#)

Number of Requests After Accepting e-Service Request

(Note: There is no link under the “Your Last 5 Cases area if there are no new requests.)

Viewing Form Sets That You Have Previously Accepted

- 1) To view form sets that you have previously accepted for e-service, go to the E-Service Requests page.
 - a. To get to the E-Service Requests page from the Home page, click either the “Served on me” link or the “new E-Service request(s)” link. (See above)
- 2) Click on the “List of Served on Me Filings” Tab.

E-Service Requests List of Served On Me Filings ←

User Menu

- Start new filing
- Messages (3)
- Recent e-filings
- My forms
- My profile
- My organization
- Financial
- Served on me (1)
- Check e-service status
- Address book

You have 1 new e-service request(s).

You are being electronically served via email and your response is required. To access your e-served document(s) please click the “View Documents” link below.

Below is a list of pending notifications for each electronic service. You must respond to each service separately.

Case #	Form Set #	Case Name	Jurisdiction	Request Sent Date	
AZ - Arizona Appellate Courts Filings					
CV-13-0006	26229	Susan Doe vs. Joe Smith	Arizona Supreme Court / Arizona Supreme Court	08/06/2013 6:30 AM MST	View Documents

E-Service Request Page

- 3) To view the documents, click on either the “View Documents” or form set number link.
- 4) To see the new e-service requests, click the “new E-Service request(s)” link.

Served On Me Filings

User Menu

- Start new filing
- Messages (3)
- Recent e-filings
- My forms
- My profile
- My organization
- Financial
- Served on me (1)
- Check e-service status
- Address book

Jurisdictions

You have **1** new E-Service request(s) ←

Form Set # Case #

Received From

Results 1 - 3 of 3

Case #	Form Set #	Status	Submission Name	Jurisdiction	
CV-13-0006 →	26229	Delivered	Susan Doe vs. Joe Smith	Arizona Supreme Court / Arizona Supreme Court	View Documents ←
CV-13-0006	26242	Delivered	Susan Doe vs. Joe Smith	Arizona Supreme Court / Arizona Supreme Court	View Documents
CV-13-0006	26230	e-Filed	Susan Doe vs. Joe Smith	Arizona Supreme Court / Arizona Supreme Court	View Documents

Pages: **1**

Organization's Address Book

Adding and Viewing Recipients to the Organization's Address Book

Go to the Home Page and click on the "Address Book" link in the left column.

User Menu

- Start new filing
- Messages (6)
- Recent e-filings
- My forms
- My profile
- My organization
- Financial
- Check e-service status
- Address book**

Your Last 5 Cases [List All](#)

Click on a Form Set # to view your paperwork

Form Set #	Submission Name	Filing Type	Status
View #26244	Susan Doe vs. Joe Smith	Arizona Appella...	Delivered
View #26242	Susan Doe vs. Joe Smith	Arizona Appella...	Delivered
View #26241	Sally Roe vs. John Hand	Arizona Appella...	Completed
View #26230	Susan Doe vs. Joe Smith	Arizona Appella...	e-Filed
View #26229	Susan Doe vs. Joe Smith	Arizona Appella...	Delivered

You have **6** new message(s)

To view recipients, click the "List" button.

To add recipients:

- 1) Click the "Add E-Service Recipient" tab.

E-Service Address Book [Add E-Service Recipient](#)

User Menu

- Start new filing
- Messages (6)
- Recent e-filings
- My forms
- My profile
- My organization
- Financial
- Check e-service status
- Address book

Recipient Name Recipient Email [List](#)

- 2) Enter the information into the fields. Click "Save". (See below)

Add E-Service Recipient [Return to Address Book](#)

User Menu

- Start new filing
- Messages (6)
- Recent e-filings
- My forms
- My profile
- My organization

Recipient Name *

Email *

[Save](#) [Cancel](#)

Organization's Notifications

Registration and Profile Options for E-Service for Non-Individual Registrants

Overview

There are two options available for AZTurboCourt users registered or registering as Business, Attorney/Law Firm, Non-Exempt Government Organization, or Exempt Government Organization: Notifications Inbox and Received E-Service Inbox.

Notification Inbox is used when you want one email address in your firm to receive a copy of emails received by your firm's TurboCourt users when they e-file and/or e-serve form sets. This may be helpful if your firm has a central docketing function; by putting the email address of the docketing clerk in this field, the docketing clerk will receive a copy of every email notification generated by your TurboCourt users. The user submitting the e-filing will still receive notifications of form sets he/she files at the email address in their profile. The Notification Inbox does not receive notice of form sets that are e-served on an employee in your firm.

Received e-Service Inbox is used to centralize notifications of form sets e-served on all TurboCourt users in your firm. This may be helpful if your firm has a central docketing function; by putting the email address of the docketing clerk in this field, the docketing clerk will receive a copy of every e-served notification sent to a TurboCourt user in your firm. The user who is e-served will still receive notice at the email address used by the firm serving the form set.

Set up Inbox(s) - New AZTurboCourt Users Registration

1. Click on Register link in the top right-hand corner.

2. Enter all the required fields identified with a red asterisk (*) or any other applicable fields. Please note to set up Notification or Received E-Service inboxes you must select Business, Attorney/Law Firm, Non-Exempt Government Organization, or Exempt Government Organization for the “As the user of the system you are” options.
3. Click Next to proceed to Step 2.

4. Enter all the required fields identified with a red asterisk (*) or any other applicable fields.
5. Type email address in the Notifications Inbox where a copy of emails received by your firm’s users is sent when they e-file and/or e-serve form sets

- Type email address in the Received E-Service Inbox where a copy of notifications of form sets e-served on all TurboCourt users in your firm is sent.

NOTE: If the email address specified in the Notification Inbox or Received E-Service Inbox is the same as the email address used by the filer, only one email will be sent to that address.

Set up Inbox(s) - Existing AZTurboCourt Users

- Login to AZTurboCourt using your user id and password

TurboCourt Family, divorce, custody
Guardianships/Probate
Domestic violence
Housing/Evictions
Small Claims

Home | Help | Quit

Timeout in 29 min User: attorneydonna Logout

My Organization Add User Account Edit Organization Info

User Menu

- Start new filing
- Messages (456)
- Recent e-filings
- My forms
- My profile
- My organization
- Financial
- Credit cards

Law Firm Name Donna Law Firm
User Type Attorney/Law firm
Law Firm Phone
Contact Person Donna Koran
Email attorneydonna@intresys.com

Accounts
Results 1 - 10 of 10

Name	Email	Status	Access Level	Assigned Credit Card(s)	
Asa Afu	asaafuppp@gmail.com	Active	User	6 card(s)	Manage Assigned Cards
Branton Intresys	brantonna@int.com	Active	User	0 card(s)	Manage Assigned Cards

- Click on the My Organization link from the User Menu located on the left of the screen.
- Click on the Edit Organization Info tab on the top of My Organization screen.

TurboCourt Family, divorce, custody
Guardianships/Probate
Domestic violence
Housing/Evictions
Small Claims

Home | Help | Quit

Timeout in 28 min User: attorneydonna Logout

Edit Organization Info

* - required field

Contact Information

Law Firm Name * Koran Law Firm

Email Address * attorneydonna@intresys.com

Contact Person Donna Koran

Law Firm Phone [] [] ext. []

Courtesy Notifications

Notifications Inbox johndoe@gmail.com (for everything except receiving e-service)

Received E-Service Inbox inboxkoran@gmail.com

Save Cancel

4. Type email address in the Notifications Inbox where a copy of emails received by your firm's users is sent when they e-file and/or e-serve form sets.
5. Type email address in the Received E-Service Inbox where a copy of notifications of form sets e-served on all TurboCourt users in your firm is sent.

NOTE: If the email address specified in the Notification Inbox or Received E-Service Inbox is the same as the email address used by the filer, only one email will be sent to that address.