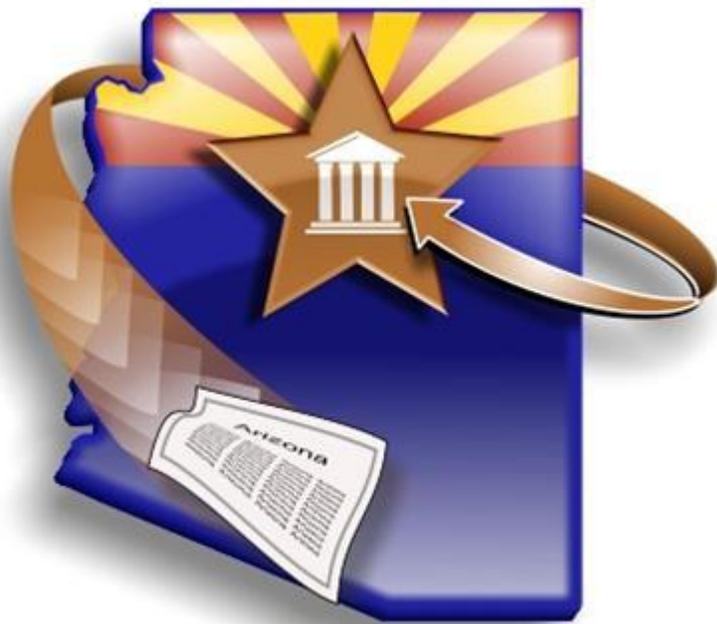


# AZTurboCourt User Manual



Arizona Supreme Court

Version 4

Pima Superior Court

# Register for System Notifications

System Notifications is an automated notification program that provides the latest AZTurboCourt information regarding System Outages, Enhancements, Training Information and Policy Updates.

## Why Register for System Notifications?

Receive advanced notifications of:

- News and updates regarding AZTurboCourt
- New applications available in your County
- New training modules added to the AOC webpage
- New policy decisions regarding AZTurboCourt

To sign up for System Notifications

- go to <http://azcourts.gov/azturbocourtinformation>
- click on **Register for System Notifications**
- Fill out the registration form and submit

## Administrative Orders Link

The Supreme Court Administrative Orders governing e-Filing can be found at this site:

- <http://www.azturbocourt.gov/E-filingAdministrativeOrders.aspx>



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# Section One: AZTurboCourt Registration

## Tips for Registration

- Do not register yourself without first deciding on your organization’s registration plan.
- **One** person in your organization completes initial registration.
  - This person becomes an administrator by default.
  - See next section for definitions of administrators and basic users.
- **Administrators only:** Pages five and six will assist you in learning how to create your organization’s registration plan.

## Considerations for Organizational Registration Plan

- Should the entire firm/organization register together, or should each department register separately?
- How many administrators will you have? What positions may need administrative capabilities?
- Are there departments within your organization that only process certain filing types?
- Do you have public email folders that everyone can view? (This may be a good choice for the default email address in initial registration.)
- Will legal secretaries and paralegals file using an attorney’s login (username) and password or their own?

## Definitions for Administrator and User

Administrator(s)	User
View all form sets created by all users associated with organization	View only form sets created by this user account
Create new users	N/A
Inactivate user access levels	N/A
Change user access levels	N/A
Change user passwords	Change password for this user account
Edit organization account information	N/A
Change profile information for any user	Change profile information related to this user account
Change email preferences for this administrator account	Change email preferences for this user account

## Reminders

- The first person that completes registration in a firm or business is automatically an administrator.
- Users will receive an email after registration and can then change their password and login (username).
- The email address provided at initial registration for the Administrator will receive all messages related to each submission by every registered user.
- Many firms/organizations use a public folder email address as their initial registration email. See [page 11](#) for instructions on changing the organization's default email address.
- If the username or email address is already in use in AZTurboCourt it cannot be used again.

# Registering Administrators and Basic Users

## Administrative User Account

URL: <http://www.azturbocourt.gov>

1. Type in [www.azturbocourt.gov](http://www.azturbocourt.gov) (or click the link above) and then click on the e-filing icon.



2. You will be taken to the AZTurboCourt Home Page

A screenshot of the AZTurboCourt website's home page. The page has a red and white header with the "TurboCourt" logo and navigation links for Home, Login, Register, Help, and Out. Below the header, there's a central section titled "Prepare and file your case online in 3 EASY STEPS" with three numbered steps: 1. We'll GUIDE you through a customized interview, 2. PREPARE the exact documents you need, and 3. HELP you file and prepare the next steps. To the left, there's a "Jurisdictions" section with a map of the US and a "How it works" section with a video player. To the right, there's a "What's New" section with a date and a "Testimonials" section with a quote. At the bottom, there's a "Resources" section with a BBB Accredited Business logo and a Facebook link. The main content area lists various case types with "start now" links: Eviction Action, Small Claims, Civil Lawsuits, General Civil - Superior Court, TAX Filings - Superior Court, Family Law - Superior Court, and Appellate Courts Filings.

**NOTE:** Currently the first three listed applications are print forms only for Justice Courts and cannot be used to electronically file court documents at this time. The Family Law – Superior Court application is also a print form application and cannot be used to electronically file court documents at this time.

3. Click **Register**.



4. Enter contact information. A red asterisk indicates required information (\*).

A screenshot of a registration form titled 'Step 1. Contact Information'. The form has two tabs: 'Step 1. Contact Information' (selected) and 'Step 2. Account Details'. Below the tabs is a link 'Why should I register?' and a video link 'Watch a video with step-by-step registration process for: Business/Agency/Law Firm or Individual'. The 'Contact Information' section includes a red asterisk warning: '\* - Please enter all required fields designated by \* asterisk. All the fields on the screen cannot start or end with an apostrophe ('), cannot contain more than one apostrophe within a word, cannot contain less than (<) or greater than (>) symbols.' The form fields are: 'First Name \*' (text input), 'Middle Initial' (text input), 'Last Name \*' (text input), 'Email Address \*' (text input with a 'Don't have email?' link), and 'Contact Phone' (text input with an 'i' icon and an 'ext.' field).

5. Choose an email notification preference and your user type.

A screenshot of a form titled 'How do you want to be notified about your filings, payments, etc?'. It contains three radio button options for 'I want to receive: \*': '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', and 'No emails at all - I will log onto the website often to check the status of my filings'. Below this is an 'Important:' notice: 'Because EMAIL DELIVERY CANNOT BE GUARANTEED, you must regularly login to check your filing status.' and a warning icon with text: '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'. The 'As the user of the system you are \*' section has six radio button options: 'Individual' (selected), 'Business', 'Attorney/Law firm', 'Non-Exempt Government Organization', 'Exempt Government Organization', and 'Process Server'. A link 'Which user type should I select?' is below. At the bottom are 'Next' and 'Cancel' buttons.

6. Click **Next** to proceed to step 2: **Account Details**.  
Note: the screenshot below is for an Attorney/Law Firm user. Screens for other user types will be different

**User Registration**

**Jurisdictions**

You are in **Arizona**  
[Change Jurisdiction](#)

**How it works**   
[view](#) 

**Step 1. Contact Information** | **Step 2. Account Details**

\* - Please enter all required fields designated by \* asterisk. All the fields on the screen cannot start or end with an apostrophe ('), cannot contain more than one apostrophe within a word, cannot contain less than (<) or greater than (>) symbols.

**Law Firm Name \***

**Attorney State Bar #**  **State \***

**Username \***  (5-30 characters)

**Password \***  (8-32 characters, at least one alpha and one numeric character)

**Re-type Password \***

**Security Question**

**Your Answer \***  (5-30 characters)

**Organization Courtesy Notifications**

**Notifications Inbox**   (for everything except receiving e-service)

**Received E-Service Inbox** 

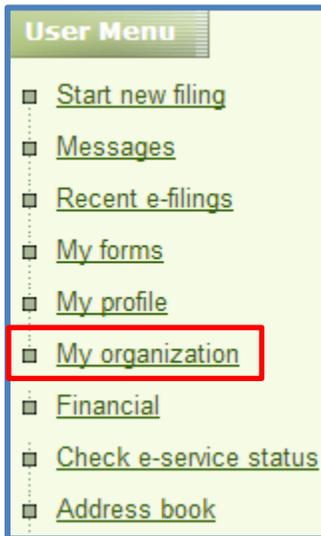
To read **User Agreement** with filing terms and conditions please click [here](#).

I agree to the terms and conditions in the User Agreement

7. Fill in all fields. To save time at the e-filing stage, fill in those fields that aren't required also. Do not include a bar number or state if you are registering a non-attorney (i.e. paralegal or legal secretary under Attorney/Law Firm registrant type).
8. Agree to the terms and conditions of the user agreement and click **Register**. To view the User agreement click on the "click here" link on the screen.
9. Follow the instructions in the **Adding User Accounts** section to add remaining users.

## Adding Basic User Accounts

1. Click on **My organization** (in the User Menu).



2. Click **Add User Account**.



3. Enter all required information. If entering information for an attorney, make sure to enter a bar # and phone #.

**NOTE:** The system will automatically send an email to the new user. This email will not include their password information. The Administrator must use an alternate method to notify the user about his/her password.

## Editing Organization Information

Any administrator can edit organization information, including law firm name, default email address, contact person and contact phone number.



1. Click on **Edit Organization Info**
2. Update or replace designated information.
3. Click **Save**.

**NOTE:** This is the only area where you can update the organization email address.

### Add/Edit Contact Information

A screenshot of a form titled 'Add/Edit Contact Information'. It contains four input fields: 'Law Firm Name' with the value 'Law Offices of Bill Johnson', 'Email Address' with 'billjohnson@hotmail3.com', 'Contact Person' with 'Bill Johnson', and 'Contact Phone' with '(480) 215-1111' and an empty 'ext.' field. There are 'Save' and 'Cancel' buttons at the bottom. An information icon is next to the phone number field.

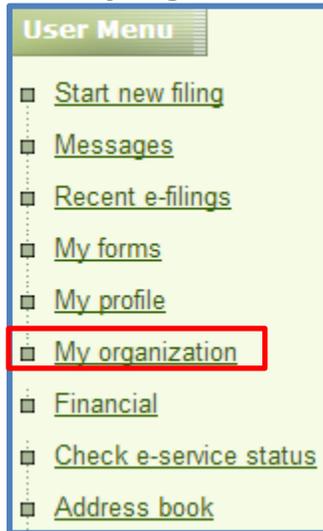
### Add/Edit Courtesy Notifications

Email address entered here will receive all courtesy notifications regarding a submission or e-Service.

A screenshot of a form titled 'Courtesy Notifications'. It has two input fields: 'Notifications Inbox' with the value 'Johndoe@noemail.com' and a note '(for everything except receiving e-service)', and 'Received E-Service Inbox' with the value 'Johndoe@noemail.com'. Information icons are next to the labels.

## Inactivating a User Account

1. Click **My organization**.



2. Select the user by clicking on their name.
3. From the status menu, select **Inactivate**. Click **Update**.

\* - required field

Change any profile information you want and press **Update**.

---

**Account Information**

First Name \*

Middle Initial

Last Name \*

Email Address \*

Contact Phone \*   ext.

State Bar No

Issuing State \*

Access Level

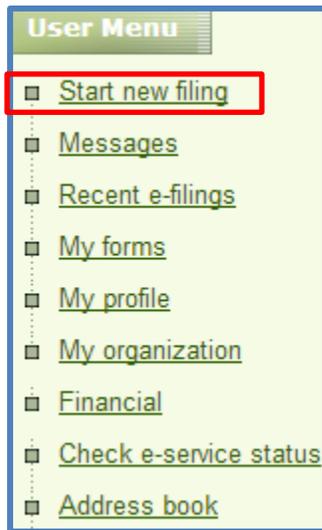
Status

Username \*  (5-30 characters)

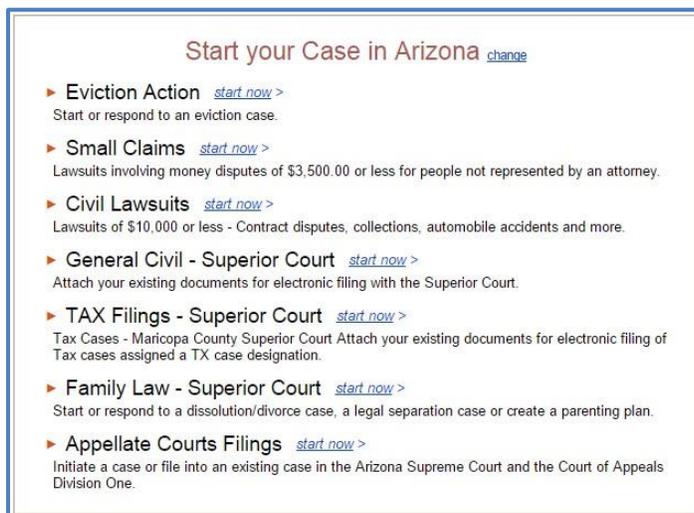
Change password

# Section Two: User Menu

## Start a New Filing

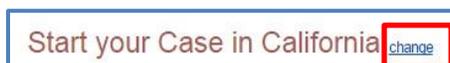


The **Start new filing** link places you on the home page.



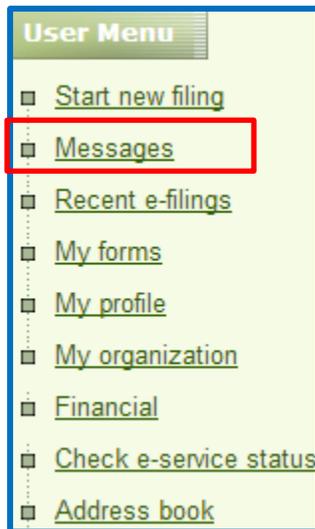
You can now select your case type from the list under **Start your case in Arizona**.

If you do not see “Start your case in Arizona”, click on “change”



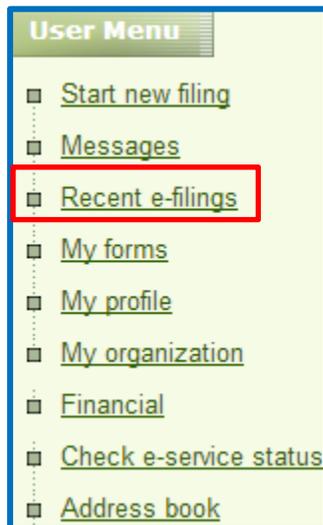
Choose “USA” and then “Arizona”.

## Messages



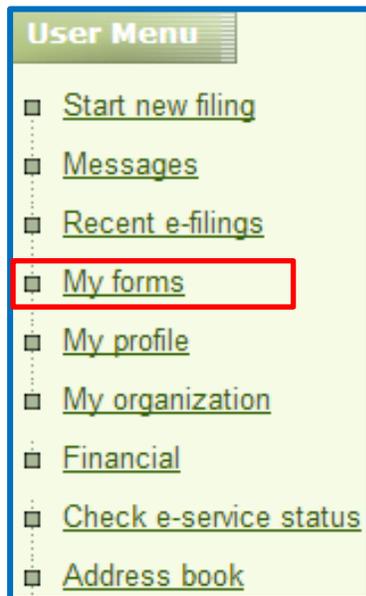
- The **Messages** link provides a list of system-generated messages.
- Messages will contain your filing status.
- The message may also contain communication from the clerk's office with important information related to your filing.
- Administrators can view messages sent to all registered users.
- Users can view messages related to submissions done with their login (username).
- You may also receive messages via email. To change your email preferences, go to **My profile** from the User Menu.

## Recent e-Filing



- The **Recent e-filings** link quickly allows access to your most recent submissions and has the ability to check the status of other electronic filings.
- On this page you can also perform an advanced search. This allows access to all other filings. You can also check your recent messages. This option takes you to the messages screen.

## My Forms



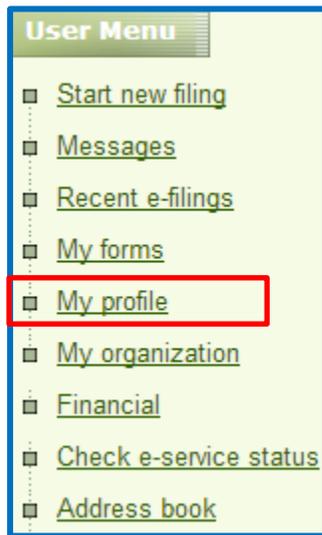
- The **My forms** link shows all form sets created by the user.
- An administrator can see all form sets created by all registered users.
- A user will only see form sets done under their login (username).
- System organizes by form set number, most recent to least recent.
- See the fees paid for your filings. (Administrator can see all filing fees for all users.)
- A user can see their own filing fees.

Export filing fee detail to an Excel spreadsheet by clicking **Print to MS Excel**.

The following categories may be sorted:

- Click **Submission Name** to sort alphabetically by case name.
- Click **Case #** to sort alpha numerically by case type (CV, CR etc.), and then case number.
- Click on **Filing type** to sort alphabetically (Civil Lawsuits Superior Court, Arizona Appellate Courts, etc.)
- Click on **Status** to sort alphabetically by status.
- Click on **Jurisdiction** to sort alphabetically by filing court (Pima County Superior Court, Arizona Supreme Court, etc.)
- Click **Created by** to sort alphabetically by user.
- Click **Filing fees**, **Application fees**, or **Total** to put fees in numerical order.

## My Profile



- The **My profile** link provides access to update contact information, username, password, and email preferences.
- Usernames and email addresses cannot be used in AZTurboCourt more than once.
- If other people are using your username to e-file, make sure to communicate any profile changes to them.

To change contact information:

1. Delete the text in the field and enter new information.
2. Click **Update**.

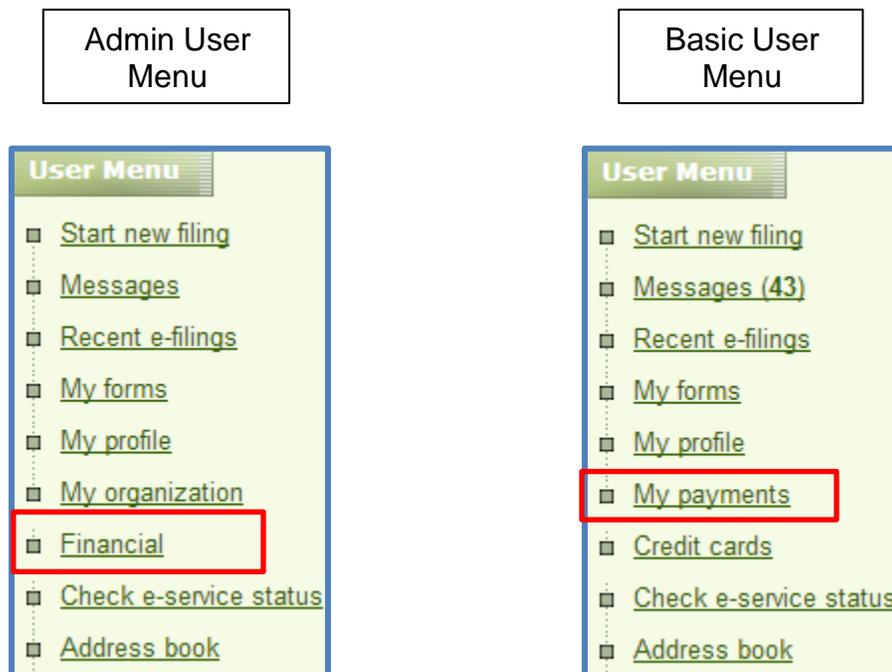
To change username (Login):

1. Delete current username and enter a new one.
2. Answer security question.
3. Click **Update**.

To change Email Preferences:

1. Click the radio button to the left of your email preference.
2. Click **Update**.

## My Payments/Financial



- This section allows you to run filters and generate financial reports. These reports can be used to assist you with reconciliation.
- Administrative users have the ability to run reports for all users within the organization. Basic users can run reports for their submissions only.

## Section Three: E-filing in Superior Court

You can use AZTurboCourt to electronically file a new case or documents into an existing case in **Pima County Superior Court**.

When you initiate a case electronically with Pima County Superior Court, AZTurboCourt generates your civil cover sheet, certificate of compulsory arbitration and necessary summonses. If your case initiation also includes an emergency provisional remedy order, AZTurboCourt will generate and issue a Notice of Provisional Remedy.

### System Generated Forms

#### Civil Cover Sheet

Arizona Rule of Civil Procedure 8(h) states that the plaintiff shall complete and submit a Civil Cover Sheet in a form approved by the Supreme Court in the civil case category except:

- Amicus brief
- Change of name
- Change of venue to other county
- Civil traffic appeal
- Corporate power of attorney
- Delayed birth certificate
- Eviction actions
- Foreign judgment
- Forfeiture
- Habeas Corpus
- Injunction against harassment
- Injunction against workplace harassment
- In-state deposition for foreign jurisdiction
- Minor abortion
- Out of state deposition
- Restoration of civil rights
- Secure attendance of prisoner
- Sexually violent person
- Tax appeal
- Transcript of judgment

The Civil Cover Sheet provides information on the parties, identifies any emergency orders sought and whether this is complex litigation. AZTurboCourt collects all necessary information for the civil cover sheet, generates the form, and submits it to the court at the time of filing.

## **Summons**

Based on data entry into AZTurboCourt, a different summons will generate for every defendant listed on the complaint. You can retrieve the issued summons once the complaint is electronically delivered and accepted by the court.

## **Certificate of Compulsory Arbitration**

Depending on your case type, AZTurboCourt will ask if your case is, or is not, subject to compulsory arbitration. The form will generate with an electronic signature and will be delivered to the court upon submission of your e-filing. The plaintiff must certify by their signature that the case is or is not subject to arbitration.

## **Notice of Provisional Remedy**

This form generates when you select this option as an emergency order in AZTurboCourt. You choose between provisional remedy with notice and without notice.

AZTurboCourt will populate this form based on entry information and send notice back to the filer for service on opposing party.

## Initiate a Case with Pima County Superior Court

- 1) Click General Civil-Superior Court **Start Now**.

**Start your Case in Arizona** [change](#)

- ▶ **Eviction Action** [start now >](#)  
Start or respond to an eviction case.
- ▶ **Small Claims** [start now >](#)  
Lawsuits involving money disputes of \$3,500.00 or less for people not represented by an attorney.
- ▶ **Civil Lawsuits** [start now >](#)  
Lawsuits of \$10,000 or less - Contract disputes, collections, automobile accidents and more.
- ▶ **General Civil - Superior Court** [start now >](#)  
Attach your existing documents for electronic filing with the Superior Court.
- ▶ **TAX Filings - Superior Court** [start now >](#)  
Tax Cases - Maricopa County Superior Court Attach your existing documents for electronic filing of Tax cases assigned a TX case designation.
- ▶ **Family Law - Superior Court** [start now >](#)  
Start or respond to a dissolution/divorce case, a legal separation case or create a parenting plan.
- ▶ **Appellate Courts Filings** [start now >](#)  
Initiate a case or file into an existing case in the Arizona Supreme Court and the Court of Appeals Division One.

- 2) Choose Pima from the **Where to file** drop-down.
  - a. **Location** fills in automatically. Click **Next**.

**Arizona - Civil Lawsuits - Superior Court**

**Where to file\***   [Check Your Fees](#)

**Location\***  [next >](#)

**Filing Information**

With this application, you will be able to submit documents in an existing case or file a new case in the Pima County Superior Court.

After submitting your documents, you will receive electronic confirmation that your filing was received. You also should log in to the system frequently and check the status of your filing. The administrative order for electronic filing is located at <http://azcourts.gov/Portals/96/Administrative%20Orders/2011AO.pdf>

**HOW CAN THIS PROGRAM HELP ME?**

TurboCourt will help you to submit and file documents with the court.

**You MUST have the following to complete this filing:**

- Credit /Debit card to pay for any filing fees and/or application fees OR an active Order for Waiver or Deferral of Fees applicable to this case and this court
- All documents that you will need to electronically attach to your filing (i.e. Complaint, Motion, Response) on CD, Flash Drive or other portable data storage device, or saved on your computer
- E-mail address

- b. Click **I am starting a new case in this court** and click **Next**.

**Arizona - Civil Lawsuits - Superior Court**

---

**You Are Filing In Pima - Superior Court**

We are accepting filings in new and existing cases. You must file a document in a sealed case by hand delivering or mailing your document to the clerk's office.

If you are requesting that fees be deferred or waived, please hand deliver or mail your documents to the clerk's office. You cannot electronically file.

**I am starting a new case in this court**

I am filing into an existing case. I will provide case # below

**Case # \***

The case number should start with a C or CP, no hyphens included.  
Examples of case number formats are: C20111234, C201112345, CP20111234, CP201112345.  
Case number formats prior to 2000 should look like this: C112233.

[To determine Case Number click here for the Pima County website](#)

## Entering Case Information

- 1) Explore the FAQ on the welcome screen or click **Next**.
- 2) Verify attorney information and indicate **Attorney's address is: in the USA or Attorney's address is: outside of the USA**. If you are appearing Pro Hac Vice indicate so by clicking the box. Click **Next**.

**Attorney's Information**

According to the information you have given:

- you are registered as an Attorney/Law firm

---

**Note:** Your Email address is: johndoe@noemail.com

To [update your registration information](#) click on "Your Profile" in top right hand corner.

---

Provide the following information about the attorney:

First Name \*

Middle Name or Initial

Last Name \*  Suffix, if any

Bar Number \*  Issuing State:

Telephone Number \* (  )  -  x

Attorney's address is: \*

in the USA

outside of the USA

---

I am appearing in this case [Pro Hac Vice](#)

- 3) Enter attorney's Law Firm Name and mailing address. Click **Next**.
- 4) Designate the number of plaintiffs. Click **Next**.  
NOTE: You may only enter 6 Plaintiffs. For 7 or more Plaintiffs, you will need to file your case in paper at the clerk's office.

- 5) Enter plaintiff type. Click **Next**.

- 6) Enter plaintiff information:
  - a. If plaintiff is represented by an attorney, you can choose **skip entry of plaintiff's address** and skip the address screen.

- 7) Enter plaintiff address by choosing **SPECIFIED BELOW** and manually entering the address or using the attorney's address shown in the drop-down. **Click Next.**

**Plaintiff #1 - Address**

The plaintiff's address is: \* specified below (expand for more options)

Address 1 \* specified below  
123 Lane Phoenix, Arizona 85607

Address 2

City \*

State \* Arizona

Zip Code \*

**PREVIOUS** **NEXT**

- 8) Choose number of defendants. Click **Next.**  
NOTE: You may only enter 6 Defendants at case initiation. For 7 or more Defendants, you will need to file your case in paper at the clerk's office.

**Number of Defendants?**

How many defendants are in your case? \*

- select number -

**Note:** If your case has 7 or more defendants, please hand-deliver to the clerk's office. You cannot file electronically.

**PREVIOUS** **NEXT**

- 9) Choose defendant type. Click **Next.**

**Defendant #1 - Type**

The defendant is: \*

Business / Organization / Agency

Individual (**Note:** If this is an individual doing business as (dba) then select individual.) (answer question below)

If "Individual", check one that applies: \*

This defendant is a minor

This defendant is an incompetent person

None of the above

**PREVIOUS** **NEXT**

10) Enter defendant information. Click **Next**.

**Defendant #1 - Information**

Tell us this defendant's:

Name \*

Assumed Name Type

Assumed Name \*  use a comma (,) to separate multiple assumed names

11) Choose emergency order requested. If no emergency orders are requested or none apply do not make a selection. Click **Next**.

**Emergency Order - Information**

**Note:** If you do not need to request an emergency order, click on Next and continue on to the next screen.

Check all that apply:

EMERGENCY ORDER SOUGHT:

Temporary Restraining Order

Provisional Remedy

Order to Show Cause (OSC)

Election Challenge

Employer Sanction

Other (specify below)

If 'Other', specify. \*

12) Choose whether or not a complex case designation applies. Click **Next**.

**Complex Case Designation**

**Note:** When filing a new case, a plaintiff may designate the case as complex. Rule 8(i) Arizona Rules of Civil Procedure (A.R.C.P.) defines a "Complex case" as civil actions that require continuous judicial management. A typical case involves a large number of witnesses, a substantial amount of documentary evidence, and a large number of separately represented parties.

Click on the button that applies to your case: \*

Complex case designation applies

Complex case designation does NOT apply

**Note:** If you choose **Complex case designation applies** you will be taken to a screen where you will indicate why the case should be designated a complex case.

- 13) Choose civil case category. Click **Next**.
- The selection you make on this screen will determine what appears as the civil case subcategory.
  - See [page 90](#) for a list of all civil case subtypes.

### Civil Case Category

According to the information you've given:

- you want to file a civil case

Select the category that most accurately describes your primary case: \*

Contracts

Medical Malpractice

Tort Non-Motor Vehicle

Tort Motor Vehicle

Other Civil Case Categories

[PREVIOUS](#) [NEXT](#)

- 14) Choose your civil case subcategory. Click **Next**.
- Based on your selection here, compulsory arbitration may or may not apply.
  - Not all civil case subcategories are available to file in AZTurboCourt. Click on the link to see categories not included in the application.

### Civil Case Subcategory

According to the information you've given the case category is:

- Contracts

Select the case subcategory that most accurately describes your case: \*

Account (Open or Stated)

Buyer-Plaintiff

Construction Defects (Residential/Commercial)

Construction Defects (Residential/Commercial) - Six to Nineteen Structures

Construction Defects (Residential/Commercial) - Twenty or More Structures

Excess Proceeds - Sale

Foreclosure

Fraud

Promissory Note

Other Contract (Breach of Contract)

**Note:** Click [here](#) for a list of civil case categories **NOT** included in the AZTurboCourt application.

[PREVIOUS](#) [NEXT](#)

- 15) Indicate if the case is, or is not, subject to compulsory arbitration.

**Certificate of Compulsory Arbitration**

**Note:** Rule 5(i) A.R.C.P. states a complaint and an answer shall be accompanied by such certificate as may be required by Rule 72(e) of these rules.

This rule requires that the plaintiff certify by his/her signature that the case is or is not subject to arbitration.

Is this case subject to compulsory arbitration? \*

Yes  
 No

◀ PREVIOUS      NEXT ▶

- 16) Check the box certifying that the case is or is not subject to compulsory arbitration. Click **Next**.  
NOTE: The name of the person certifying is the person logged into the application and whose electronic signature that will appear on the system generated Certificate.

**Certificate of Compulsory Arbitration - Summary**

**Important:** A Certificate of Compulsory Arbitration will be generated by the AZTurboCourt application and the checking of the box below will attach your electronic signature to the document as required by Rule 5(i) A.R.C.P.

**I, Attorney Tester**, certify that I am aware of the dollar limits and any other limitations set forth by the Local Rules of Practice for Pima Superior Court, and I further certify that this case *IS subject to compulsory arbitration*, as provided by Rules 72 through 77 of the Arizona Rules of Civil Procedure. I understand my electronic signature will appear on the Certificate.

◀ PREVIOUS      NEXT ▶

- 17) Choose the main document type. Click **Next**.

**Main Document - Select**

Select the document: \*

Application  
 Claim  
 Complaint  
 Declaration  
 Notice  
 Petition  
 Request

◀ PREVIOUS      NEXT ▶

- 18) If final review detects no errors, click **Next**.  
 If errors are detected, the application will not let you proceed until they have been corrected. Red error messages will instruct you on how to correct the errors.

## Attaching Documents

- 1) Optional: Enter client matter phrase or number by clicking **Add Keyword/Matter #** and entering the information in the field provided, if applicable.

Civil Lawsuits - Superior Court Form Assistance

E-File Service **Add Keyword/Matter #** Request My Forms

E-File Form Set # 26529  
 Keyword/Matter #

- 2) Notice the **Form Set #** and **Completed Status**. Completed status does not mean you are finished, but only that you have a form set # assigned and your progress is saved (see [page 66](#) for all status definitions).

Civil Lawsuits - Superior Court Form Assistance

e-File Add Keyword/Matter # Request My Forms Copy for New Form Set Delete Filing List My Forms Start New Filing

e-File Form Set # 33208 Case # Status Completed

Keyword/Matter # Filing Type Civil Lawsuits - Superior Court Location # Pima - Superior Court

Customer Name Attorney Tester Customer Email attorneytester@outlook.com

Created on 01/09/2015 1:24 PM MST Modified on 01/09/2015 1:24 PM MST

**Step 1 of 3. Review and Prepare Documents.**

REVIEW / EDIT YOUR ANSWERS NEXT

Please attach all required documents

IMPORTANT! American Express credit cards are accepted now.

WE WILL ELECTRONICALLY DELIVER YOUR DOCUMENTS TO THE COURT.

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

Pima Filing Fees	
New Case Filing Fee	\$ 244.00
<b>Your Fees</b>	
Filing Fee Amount	\$ 244.00
Application Fee	\$ 11.00
<b>Total</b>	<b>\$ 255.00</b>

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

Note: the application fee for submitting a case initiation formset is 4.5% of the filing fee or \$11.00

- 3) Scroll to the bottom of the page. Click **Attach**.

If you cannot view your forms press the "Request My Forms" toolbar button to receive the forms by email.

**Your Completed Forms**  
(based on your answers to the questionnaire)

- Civil Cover Sheet [View](#)
- Certificate of Compulsory Arbitration [View](#)
- Summons - Defendant # 1 [View](#)

**Your Documents**

Attach your main document here. Any proposed orders or other supporting documents must be attached separately; do not include them in the main document. If the only document to be attached is a proposed order, it should be attached as the main document. The proposed order and supporting documents will not be file stamped.

This site accepts the following file types as attachments: Adobe Acrobat Portable Document Format (.PDF), Microsoft Word 2007 and later versions (.DOCX) and OpenDocument word processing documents (.ODT).

To create Adobe PDF documents you must use applications that include built-in PDF capabilities--such as Office applications. You can also convert your file into Adobe PDF document using Create Adobe PDF Online, available at <http://createpdf.adobe.com>.

IMPORTANT: Pima County restricts the Document Title/Description to 100 characters.

**Complaint\*** [Attach](#) [View](#) [Remove](#)

**Attach Supporting Documents**  
Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 25 supporting documents to this main document. [Attach](#) [View](#) [Remove](#)

**Attach Additional Documents**  
Instructions: To attach a main document, please click on the 'Attach' link on the right. You can attach up to 5 documents. [Attach](#) [View](#) [Remove](#)

[REVIEW / EDIT YOUR ANSWERS](#) [NEXT](#)

- 4) Enter the document title as it appears on your document. Do not include any special characters in the title. There is only room for 250 characters in this field. If your title is longer than 250 characters, either shorten your title or enter as much as will fit; the clerk's office will edit as needed during the acceptance process.

**Attach Main Document**

See below for the file types allowed, eg. PDF (Adobe Acrobat PDF) files Or DOCX (Word2007 and later), and ODT (OpenDocument) and instructions for attaching your document and instructions for attaching your document.

Allowed attachment extensions: pdf,docx,odt

**Document Type** Complaint

**Title/Description \***

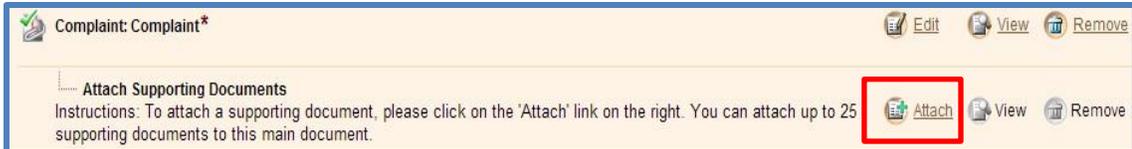
**Attach Main Document** [Choose File](#) No file chosen

[Save](#)

- 5) Click **Choose File**, choose your document, and either double-click or click **Open** to attach the document. AZTurboCourt will only accept Main Documents in the PDF, DOCX and ODT formats.
- 6) Click **Save** (see Helpful Hints on [page 64](#) for more information about attaching documents).

- 7) The Court prefers to have any supporting documents (e.g. exhibits, attachments) attached as part of the main document. For example, you are filing a Complaint and have two exhibits; the Complaint and both exhibits are uploaded as one document. However, if the main document with exhibits is over the 10MB limit then you will need to attach them in the **Attach Supporting Documents** section as outlined below.

If you are attaching a document using a PDF format and it is over the 10MB limit, try saving the document in DOCX or ODT and re-attaching.



**Attach Supporting Documents should only be used if the Main document with attachments is larger than 10MB.** If you need to attach documents here please follow these instructions:

Enter the Description/Title of Document. If this is a continuation of exhibits, type in the name of the main document and which exhibits are attached. For example:

Answer – Exhibits 5-7

This will allow the court to easily identify which exhibits go with which main document

- 8) Enter the document title in the **Description of Document** field.

**Attach Supporting Document**

DO NOT ATTACH PROPOSED ORDERS, PROPOSED JUDGMENTS OR PROPOSED NOTICE OF HEARINGS HERE. See below for the file types allowed, e.g. PDF (Adobe Acrobat), DOCX (Microsoft Word 2007 and later versions), ODT (OpenDocument) and instructions for attaching your document.

---

Allowed attachment extensions: docx,odt,pdf

Main Document: Complaint: Complaint

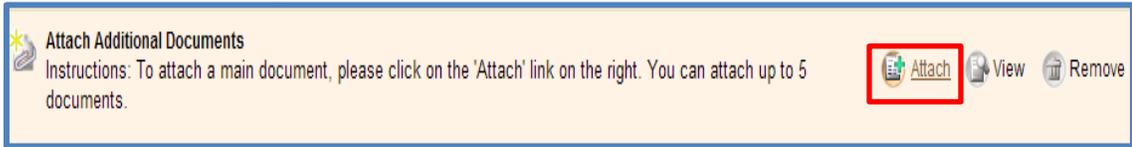
Document Type \* Exhibit/Attachment (Supporting) ▼

Description of Document (i.e. Exhibit A) \*

Attach Supporting Document  No file chosen

- 9) Click **Choose File**, choose your document, and either double-click on your document or click **Open** to attach the document. Click **Save**. AZTurboCourt will only accept Supporting Documents in the PDF, DOCX and ODT formats for Pima County Superior Court.

- 10) Optional: Click **Attach Additional Documents** for proposed orders, judgments, or notices of hearing.



- 11) Choose your **Document Type** from the drop-down menu; enter the **Title/Description** of your document; and Click **Choose File**. AZTurboCourt will only accept Proposed Orders in the DOCX and ODT formats.

- 12) Choose your document, and either double-click on your document or click **Open** to attach the document. Click **Save**.

- 13) Click **Next**.

- 14) AZTurboCourt will show the notification status you chose at registration or you may choose an email notification option.

- 15) Optional: In **Courtesy Notifications**, include any additional emails that you want to receive status message notification.

Courtesy Notifications

Organization Courtesy Notifications Inbox: johndoe@noemail.com

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.)

- a. Courtesy notification emails will not include messages sent by the clerk.  
b. **DO NOT USE TO NOTIFY OTHER PARTIES.**

- 16) Click **Next**.

- 17) Agree to user terms.

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

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

- 18) Enter your (person submitting the documents for filing) name in First and Last Name text boxes.

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 \*

- 19) Click **EFILE**.

- 20) If you **HAVE NOT** used AZTurboCourt previously and set up a payment account, you will be taken to the **Choose a way to pay** screen. See Payment Process on [page 82](#) for instructions.

- 21) If you **HAVE** used AZTurboCourt previously and set up a payment account, you will see the screen below. Choose your method of payment and click **NEXT**.

Select Payment Option

Form Set	26529	Case #	
Keyword/Matter #		Status	Completed
Service	E-File	Payment Amount	\$ 250.00
Filing Type	Civil Lawsuits - Superior Court	Location	Pima - Superior Court

Pay with a previously stored credit card (select the credit card below)

- credit card one
- TEST CC OCT 2013

Pay with a different credit card

Pay with a PayPal account

22) If choosing **PAY WITH A DIFFERENT CREDIT CARD**, see Payment Process on [page 82](#) for instructions.

23) Ensure status changes from “Completed” to “Filing pending” or “Delivered”.

**Filing Details** | [Add Keyword/Matter #](#) | [Change My Notification Status](#) | [Request My Forms](#) | [Copy for New Form Set](#) | [List My Forms](#)

**Filing Details**

<b>Form Set #</b>	30114	<b>Case #</b>	30114
<b>Keyword/Matter #</b>		<b>Status</b>	Delivered
<b>Filing Type</b>	Civil Lawsuits - Superior Court	<b>Location #</b>	1 - Superior Court
<b>Customer Name</b>	John Doe	<b>Customer Email</b>	Johndoe@noemail.com
<b>Delivery Date &amp; Time</b>	10/29/2015 11:23 AM MST	<b>Filing Date &amp; Time</b>	
<b>Notification Status</b>	Email notification with filing/case details shown in the body of the email, plus a link to the website		

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.

**Your Forms** [Info](#)

- Civil Cover Sheet** [View](#)
- Certificate of Compulsory Arbitration** [View](#)
- Summons - Defendant # 1** [View](#)

**Attached Documents** [Info](#)

- Complaint: Complaint** [View](#)

## Filing a First Appearance in Pima County Superior Court

1. Follow steps 1 and 2 on [pages 20 and 21](#) of this document.
2. Choose **I am filing into an existing case** and provide the case number.

**Arizona - General Civil - Superior Court**

**IMPORTANT! American Express credit cards are accepted now.**

**You Are Filing In Pima - Superior Court**

We are accepting filings in new and existing cases. You must file a document in a sealed case by hand delivering or mailing your document to the clerk's office.

If you are requesting that fees be deferred or waived, please hand deliver or mail your documents to the clerk's office. You cannot electronically file.

I am starting a new case in this court

I am filing into an existing case. I will provide case # below

Case # \*

The case number should start with a C or CP, no hyphens included.  
Examples of case number formats are: C20111234, C201112345, CP20111234, CP201112345.  
Case number formats prior to 2000 should look like this: C112233.

[To determine Case Number click here for the Pima County website](#)

3. If the Case does not validate, you will not be able to move further into the program and will see the red error message below. Please call the Court or the AOC Support Center with any questions.

**Arizona - Civil Lawsuits - Superior Court**

**⊗ Warning! We're sorry but the CASE NUMBER that you provided CANNOT BE VALIDATED at this time. Please check to ensure you have correctly entered the case number in the proper format and have selected the proper court location. If your case is sealed, restricted, transferred or has been consolidated into another case you cannot use this system.**

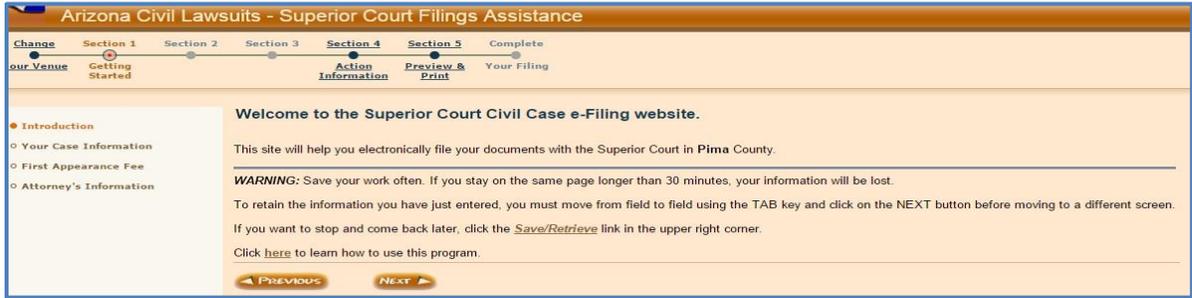
**If your case is sealed or restricted please hand-deliver or mail your documents to the clerk's office. If your case has been consolidated into another case please use the "active" case number to file. If you do not know the "active" case number, contact the clerk's office.**

**If you have confirmed that the court location and case number are correct and the system still cannot validate the case you cannot use this program to file your document. Please hand-deliver or mail your documents to the clerk's office.**

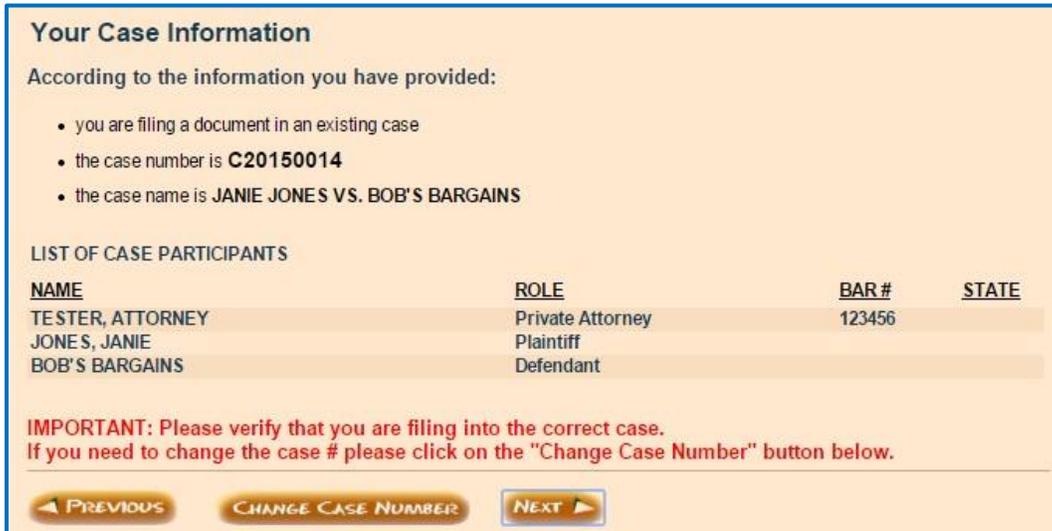
**You Are Filing In Pima - Superior Court**

We are accepting filings in new and existing cases. You must file a document in a sealed case by hand delivering or mailing your document to the clerk's office.

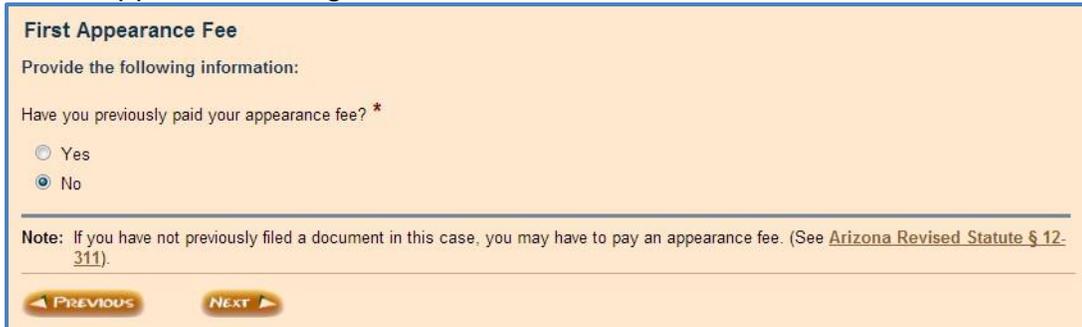
4. If the case validates, the next screen will be the welcome screen. Click **Next** on that screen.



5. Pima County Superior Court has Party Matching functionality. The next screen is a Case Information Screen with a list of Case Participants. Verify the case information is correct and click **Next**.



6. Answer **No** to the question, **Have you previously paid your appearance fee?** Click **Next**.
- Note: This screen determines your first appearance filings fees; please ensure you correctly answer this question. A “yes” answer will not charge you a first appearance filing fee, a “no” answer will charge you a first appearance filing fee.



7. The next screen is “Determine the Filer”. Select the appropriate answer from the list provided. Click **Next**.

**Determine the Filer**

According to the information you have given:

Please select the filing participant from the list provided: \*

TESTER, ATTORNEY, Private Attorney

I am not on this list

[PREVIOUS](#) [NEXT](#)

8. Attorney’s Information screen.

Note: if you are using a different user type the screen will change slightly. For this example we are using an Attorney/Law Firm user type.

**Attorney's Information**

According to the information you have given:

- you are registered as an Attorney/Law firm

**Note:** Your Email address is: attorneytester@outlook.com

To [update your registration information](#) click on "Your Profile" in top right hand corner.

Provide the following information about the attorney:

First Name \*

Middle Name or Initial

Last Name \*  Suffix, if any

Bar Number \*  Issuing State:

Telephone Number \* (  )  -  x

Mailing address is: \*

in the USA

outside of the USA

I currently have an [active](#) Order from this Court waiving or deferring my filing fees for **this case** or a **specific document**.

If you have been appointed by the Court to participate in this case select one of the following.

**Note:** Click on next if you are not a court appointed representative.

Special Master

Arbitrator

Other (specify)

[PREVIOUS](#) [NEXT](#)

- a. Determine if the pre-populated phone number is correct or enter the correct phone number.

- b. **Optional:** If you are filing as a Special Master, Arbitrator, or other (Judge Pro Tem, Conservator, Guardian, Fiduciary, Court Appointed Attorney, or Receiver,) check the box to suppress filing fees and user fees.

I am appearing in this case [Pro Hac Vice](#)

The party(s) I represent for this submission have an [active](#) Order from this Court waiving or deferring their filing fees for **this case** or a **specific document**.  
If you have been appointed by the Court to participate in this case select one of the following.  
**Note:** Click on next if you are not a court appointed representative.

Special Master

Arbitrator

Other (specify)

[PREVIOUS](#) [NEXT](#)

- c. Click **Next**.

9. Enter the Attorney Mailing address. Click **Next**.

**Your Mailing Address**

Law Firm Name \*

Address 1 \*

Address 2

City \*

State \*

Zip Code \*

[PREVIOUS](#) [NEXT](#)

10. Select the Represented Party on the following screen. Click **Next**.

**Represented Party(s)**

[Select All Party\(s\)](#) or [Clear Selection](#)

Please select the represented party(s) from the list provided: \*

JONES, JANIE, Plaintiff

Not on this list

[PREVIOUS](#) [NEXT](#)

11. Choose main document. Click **Next**.
  - a. If you choose any of the following main document types you will also be asked if a Certificate of Compulsory Arbitration was previously filed.
    - Answer
    - Answer and Counterclaim
    - Answer and Cross Claim
    - Answer and Third Party Complaint
    - Answer to Cross Claim
    - Answer to Third Party Complaint
  - b. If you are not filing an answer skip to **step 22**.
  
12. Answer the question, **Has a Certificate of Compulsory Arbitration been filed on this case?**
  - a. The answer to this question will determine the following screens. Some screens may look different than in this example based on your specific situation. This example demonstrates a **Yes** answer to the question.
  
13. Click on the button that applies to your situation. This example chooses, **I agree that this case is subject to compulsory arbitration**. Click **Next**.

**Certificate of Compulsory Arbitration**

Click on the button that applies to your situation: \*

- I agree that this case *is subject to compulsory arbitration*
- I agree that this case *is not subject to compulsory arbitration*
- I do not agree that this case *is subject to compulsory arbitration* (provide reason(s) below)
- I do not agree that this case *is not subject to compulsory arbitration* (provide reason(s) below)

If 'Do not agree', provide the reason(s) you dispute the Certificate of Compulsory Arbitration (check all that apply):

- Plaintiff's damages exceed compulsory arbitration limits.
- Plaintiff seeks equitable or other relief.
- Defendant's counterclaim exceeds compulsory arbitration limits.
- Other: (explain):  
[3 lines max - Do not type all CAPITAL letters.]

14. Check the box certifying your statement of agreement to compulsory arbitration. Click **Next**. If you are not adding new parties, skip to **step 22**.

**Certificate of Agreement Regarding Compulsory Arbitration - Summary**

---

**Important:** A Certificate of Agreement Regarding Compulsory Arbitration will be generated by the AZTurboCourt application and the checking of the box below will attach your electronic signature to the document as required by Rule 5(i) of the Arizona Rules of Civil Procedure.

---

I, **TESTER, ATTORNEY**, certify that I am aware of the dollar limits and any other limitations set forth by the Local Rules of Practice for Pima Superior Court, and I further certify that I *do not controvert or dispute* plaintiff's Certificate of Compulsory Arbitration in which plaintiff states that this case *IS subject to compulsory arbitration*, as provided by Rules 72 through 77 of the Arizona Rules of Civil Procedure. I understand my electronic signature will appear on the Certificate.

15. Choose the number of new parties. Click **Next**.

**Add Represented Party(s)**

Previously you indicated that you are representing a party that was not listed. Provide the following information:

How many additional parties you are representing with this filing? \*

16. Choose Person/Entity Type. Click **Next**.

**Represented Party #1 - Type**

What kind of person/entity is this? \*

Business / Organization / Agency

Individual (dba) (Note: If this is an individual doing business as (dba) then select individual.) (answer question below)

If 'Individual', check one that applies: \*

This is a minor

This is an incompetent person

None of the above

17. Enter Person/Entity Information. Click **Next**.

**Represented Party #1 - Information**

Tell us this party's:

First Name \*

Middle Name or Initial

Last Name \*  Suffix, if any

Assumed Name Type

Assumed Name \*  use a comma (,) to separate multiple assumed names

Email Address:

Telephone Number (  )  -  x

Mailing address is:

in the USA

outside of the USA

skip address entry

18. Automated review detects no errors, click **Next**.

- a. If errors are detected, the application will not let you proceed until they have been corrected. Red error messages will instruct you on how to correct the errors. See [Page 67](#) for information on troubleshooting error messages.

19. **Review and Prepare Documents** Screen will allow you to review and edit your answers and attach your documents.

- a. This screen automatically defaults to the e-File & e-Serve screen. If you will be submitting your documents without using e-Serve, click the **E-File** tab.

## 20. Your Completed Forms

This section lists all forms that have been generated by the AZTurboCourt application based on your answers to questions posed during the submission process. By clicking on **View** you will be able to view the prepared document. If the document contains incorrect information you will need to go back to the application and update the application with the correct information.

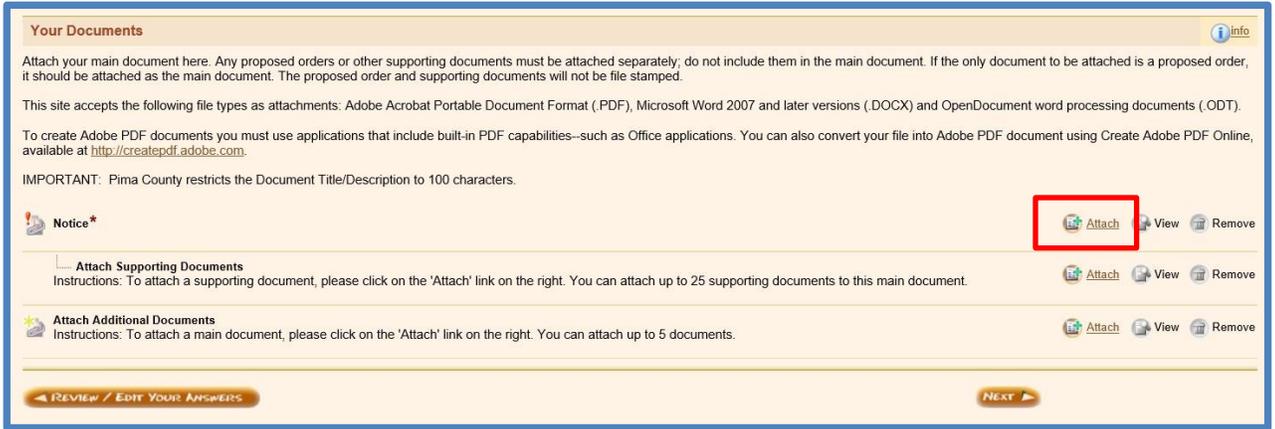
## 21. Your Documents

This section is where you will attach your documents for filing.

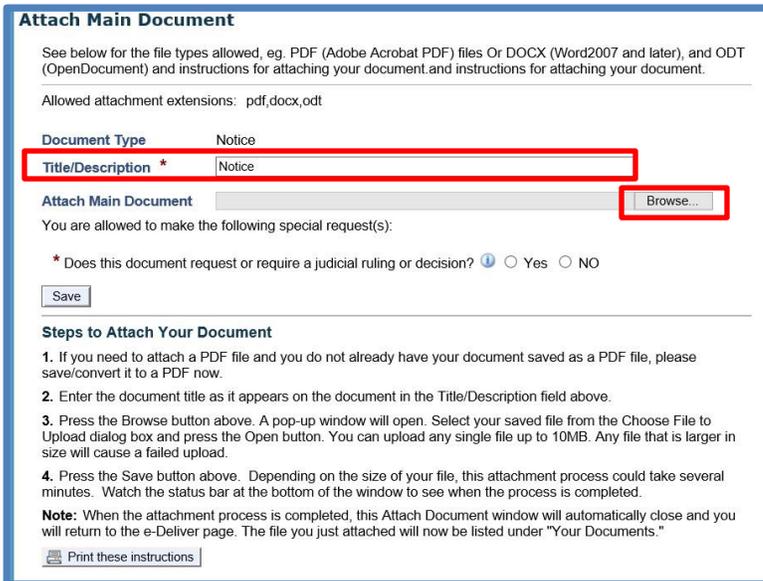
# Attaching Documents

In Pima County Superior Court, you may attach up to FIVE additional documents. For each additional document, the filer is allowed to attach up to 25 supporting documents. “Additional Documents” are documents requiring a file stamp, or are a Proposed Order, Proposed Judgment or Proposed Notice of Hearing. Supporting Documents are Exhibits or Attachments and do not receive a file stamp.

1. Choose the **Attach** hyperlink across from your named document type.



2. The **ATTACH MAIN DOCUMENT** screen will pop up allowing you to enter the **Title/Description** of your document. This **Title/Description** field has a character limit of 256. The **Attach Main Document** field has a character limit of 75. If your attached document title exceeds the 75 character limit, you will need to save your document with a shorter title and reattach. Do not add any special characters or abbreviate.



- a. The Court prefers to have any supporting documents (e.g. exhibits, attachments) attached as part of the main document. For example, you are filing a Complaint and have two exhibits; the Complaint and both exhibits are uploaded as one document. However, if the main document with exhibits is over the 10MB limit then you will need to attach them in the **Attach Supporting Documents** section as outlined below.

If you are attaching a document using a PDF format and it is over the 10MB limit, try saving the document in DOCX or ODT and re-attaching.

- b. After attaching the document, you must answer **Yes** or **No** to the question **Does this document request or require a judicial ruling or decision?** If a Proposed Order, Proposed Judgment, or Proposed Notice of Hearing is attached there will not be an option to indicate if the document requires judicial ruling; Click **Choose File**, choose your document, and either double-click or click **Open** to attach the document. AZTurboCourt will only accept Main Documents in the PDF, DOCX and ODT formats. The document will automatically be sent to the Judge for review.
- c. If you normally would supply an additional copy to the court per Pima Local Rule 3.1, you should check this box. **Do not check the box for every submission, only for submissions that require judicial action such as a motion to continue or documents that need immediate attention by the judge.**

3. Click **Save** (see Helpful Hints [page 65](#) for more information about attaching documents).

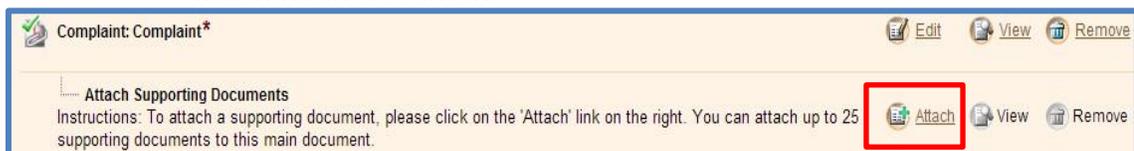
4. Optional: Click **Attach** supporting documents for exhibit/attachments. **DO NOT USE THIS FOR ATTACHING A PROPOSED ORDER, PROPOSED JUDGMENT, OR PROPOSED NOTICE OF HEARING!**

- a. **This should only be used if the Main document with attachments is larger than 10MB.** If you need to attach documents here please follow these instructions:

- i. Enter the Description/Title of Document. If this is a continuation of exhibits type in the name of the main document and which exhibits are attached. For example:

Answer – Exhibits 5-7

This will allow the court to easily identify which exhibits go with which main document



5. Enter the document title in the **Description of Document** field.

### Attach Supporting Document

DO NOT ATTACH PROPOSED ORDERS, PROPOSED JUDGMENTS OR PROPOSED NOTICE OF HEARINGS HERE. See below for the file types allowed, e.g. PDF (Adobe Acrobat), DOCX (Microsoft Word 2007 and later versions), ODT (OpenDocument) and instructions for attaching your document.

---

Allowed attachment extensions: docx,odt,pdf

Main Document: Complaint: Complaint

Document Type \* Exhibit/Attachment (Supporting) ▼

Description of Document (i.e. Exhibit A) \*

Attach Supporting Document  No file chosen

6. Click **Choose File**, choose your document, and either double-click on your document or click **Open** to attach the document. Click **Save**. AZTurboCourt will only accept Supporting Documents in the PDF, DOCX and ODT formats.
7. Optional: Click **Attach additional documents** for proposed orders, judgments, or notices of hearing.
- You may attach up to 5 additional documents
  - Attach Proposed Orders, Proposed Judgments, or Proposed Notices of Hearing here

### Attach Additional Documents

Instructions: To attach a main document, please click on the 'Attach' link on the right. You can attach up to 5 documents.

8. Choose your **Document Type** from the drop-down menu; enter the **Title/Description** of your document; and Click **Choose File**. AZTurboCourt will only accept Proposed Orders, etc. in the DOCX and ODT formats.

### Attach Main Document

See below for the file types allowed, eg. Adobe Acrobat Portable Document Format (.PDF), Microsoft Word 2007 and later versions (.DOCX) and OpenDocument word processing documents (.ODT).

---

Allowed attachment extensions: pdf,docx,odt

Document Category - select Document Category to narrow down Document Type selection - ▼

Document Type \*

Title/Description \*

Attach Main Document  No file chosen

9. Choose your document, and either double-click on your document or click **Open** to attach the document. Click **Save**.

10. After clicking **Save** you will be taken back to the **YOUR DOCUMENTS** screen. To attach additional documents, follow the steps previously outlined in steps 7-9.

11. AZTurboCourt will inform you of how many more documents may be added and will also update the **PIMA FILING FEES** box with the additional amount due.

- If you choose the e-Service function, an additional fee of \$6.00 will be charged and added to the **Application Fee** line.

**Attach Additional Documents**  
 Instructions: To attach a main document, please click on the 'Attach' link on the right. You can attach up to 2 documents. [Attach](#) [View](#) [Remove](#)

Pima Filing Fees	
First Appearance Fee	\$ 162.00
Your Fees	
<b>Filing Fee Amount</b>	<b>\$ 162.00</b>
<b>Application Fee</b>	<b>\$ 12.00</b>
<b>Total</b>	<b>\$ 174.00</b>
<b>Important:</b> Payments are processed via a 3rd party payment provider.	

Main plus e-Service Fee

Pima Filing Fees	
First Appearance Fee	\$ 162.00
Your Fees	
<b>Filing Fee Amount</b>	<b>\$ 162.00</b>
<b>Application Fee</b>	<b>\$ 12.00</b>
<b>Total</b>	<b>\$ 174.00</b>
<b>Important:</b> Payments are processed via a 3rd party payment provider.	

Main and 1 additional

Pima Filing Fees	
First Appearance Fee	\$ 162.00
Your Fees	
<b>Filing Fee Amount</b>	<b>\$ 162.00</b>
<b>Application Fee</b>	<b>\$ 18.00</b>
<b>Total</b>	<b>\$ 180.00</b>
<b>Important:</b> Payments are processed via a 3rd party payment provider.	

Main and 2 additional

12. After you have completed attaching all documents, they will display in the order that they were attached as shown below. Click **Next** to complete your submission.

Application / Motion for Default\* [Attach](#) [View](#) [Remove](#)

**Attach Supporting Documents**  
 Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 25 supporting documents to this main document. [Attach](#) [View](#) [Remove](#)

Statement: TEST Statement [Edit](#) [View](#) [Remove](#)

**Attach Supporting Documents**  
 Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 25 supporting documents to this main document. [Attach](#) [View](#) [Remove](#)

Motion: TEST Motion [Edit](#) [View](#) [Remove](#)

Exhibit/Attachment (Supporting): TEST Exhibit [Edit](#) [View](#) [Remove](#)

**Attach Supporting Documents**  
 Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 24 supporting documents to this main document. [Attach](#) [View](#) [Remove](#)

Proposed Order: TEST Proposed Order\* [Edit](#) [View](#) [Remove](#)

**Attach Supporting Documents**  
 Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 25 supporting documents to this main document. [Attach](#) [View](#) [Remove](#)

Proposed Notice of Hearing: TEST Proposed Notice of Hearing\* [Edit](#) [View](#) [Remove](#)

**Attach Supporting Documents**  
 Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 25 supporting documents to this main document. [Attach](#) [View](#) [Remove](#)

Miscellaneous: TEST Miscellaneous [Edit](#) [View](#) [Remove](#)

**Attach Supporting Documents**  
 Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 25 supporting documents to this main document. [Attach](#) [View](#) [Remove](#)

[REVIEW / EDIT YOUR ANSWERS](#) [NEXT](#)

13. E-serve option: Enter Recipient Name information for E-Service. Click **Next**. For more information on E-Service go to [www.azcourts.gov/azturbocourtinformation](http://www.azcourts.gov/azturbocourtinformation) or Section Five, [page 72](#) of this manual.

**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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	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

14. Enter your Email Preferences, along with Courtesy Notifications. Click **NEXT**.

**Step 3 of 4. Notification Options.**

PREVIOUS NEXT

**Email Preferences**

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: tcgamasupport@TurboCourt.com

**Courtesy Notifications**

**Organization Courtesy Notifications Inbox:** johndoe@noemail.com

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.)

PREVIOUS NEXT

15. E-Filing Terms and Conditions. Place a check in front of the User Agreement box. A copy of the User agreement may be found by clicking on **please click here**. Fill in the name information at the bottom of the page and click **E-File**

**Step 4 of 4. Submit Your Forms.**

PREVIOUS eFile

**E-filing Terms & Conditions**  
 To read the **User Agreement** with filing terms and conditions please click [here](#).

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

**The Terms & Conditions in the User Agreement have changed as of 8/21/13. To review the new Terms & Conditions, click on the link above.**

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 \*

PREVIOUS eFile

16. Choose your method of payment and click **NEXT**. If this is your first time submitting a filing using AZTurboCourt, you will see a screen labeled Choose a way to pay. For instructions on how to set up your payment account, see Payment Process on [page 82](#).

**Select Payment Option**

Form Set	26529	Case #	
Keyword/Matter #		Status	Completed
Service	E-File	Payment Amount	\$ 250.00
Filing Type	Civil Lawsuits - Superior Court	Location	Pima - Superior Court

Pay with a previously stored credit card (select the credit card below)

- credit card one
- TEST CC OCT 2013

Pay with a different credit card ⓘ

Pay with a PayPal account ⓘ

PREVIOUS NEXT

17. If choosing **PAY WITH A DIFFERENT CREDIT CARD**, see Payment Process on [page 82](#) for instructions.
18. Ensure status changes from “Completed” to “Filing pending” or “Delivered”. If it does not, contact the AOC Support Center.

## Subsequent Filings into Superior Court

### System Generated Forms

#### Summons and Subpoena

AZTurboCourt generates subpoenas and summonses. You electronically file a request for summons or subpoena by filing a Praecipe as a main document and may access the issued document once you receive an e-filed status message. Attorneys can also request subpoenas from the State Bar Association. See [page 60](#) for instructions on requesting a subpoena or summons.

#### Certificate of Compulsory Arbitration

If you file an:

- Answer and Counterclaim
- Answer and Cross Claim
- Answer
- Answer and Third Party Complaint
- Answer to Cross Claim, or
- Answer to Third Party Complaint,

AZTurboCourt will ask if a Certificate of Compulsory Arbitration was previously filed. You will then have the option to file a Certificate of Agreement Regarding Compulsory Arbitration, a Controverting Certificate of Compulsory Arbitration, or a Certificate of Compulsory Arbitration. Based on your answer and selection the system will generate the appropriate form. **Do not include your own version of this document as part of your attachment.**

## Entering Case Information

**Start your Case in Arizona** [change](#)

- ▶ **Eviction Action** [start now >](#)  
Start or respond to an eviction case.
- ▶ **Small Claims** [start now >](#)  
Lawsuits involving money disputes of \$3,500.00 or less for people not represented by an attorney.
- ▶ **Civil Lawsuits** [start now >](#)  
Lawsuits of \$10,000 or less - Contract disputes, collections, automobile accidents and more.
- ▶ **General Civil - Superior Court** [start now >](#)  
Attach your existing documents for electronic filing with the Superior Court.
- ▶ **TAX Filings - Superior Court** [start now >](#)  
Tax Cases - Maricopa County Superior Court Attach your existing documents for electronic filing of Tax cases assigned a TX case designation.
- ▶ **Family Law - Superior Court** [start now >](#)  
Start or respond to a dissolution/divorce case, a legal separation case or create a parenting plan.
- ▶ **Appellate Courts Filings** [start now >](#)  
Initiate a case or file into an existing case in the Arizona Supreme Court and the Court of Appeals Division One.

Currently the first three listed applications are print forms only for Justice Courts and cannot be used to electronically file court documents at this time. The Family Law-Superior Court is also print forms only and cannot be used to electronically file.

1. Click General Civil - Superior Court **Start Now**.
2. Choose County from where to file.
  - a. Location fills in automatically. Click **Next**.
3. Click **I am filing into an existing case**.

4. Enter case number in the appropriate format. Click **Next**
  - a. For a civil case in Pima County Superior Court the format should be C20111234 or C201112345.
  - b. For a civil penalty case in Pima County Superior Court the format should be CP20111234.
  - c. If the Case Number does not validate, you will not be able to move further into the program and will see a red error message

⚠ Warning! We're sorry but the CASE NUMBER that you provided CANNOT BE VALIDATED at this time. Please check to ensure you have correctly entered the case number in the proper format and have selected the proper court location. If your case is sealed, restricted, transferred or has been consolidated into another case you cannot use this system.

If your case is sealed or restricted please hand-deliver or mail your documents to the clerk's office. If your case has been consolidated into another case please use the "active" case number to file. If you do not know the "active" case number, contact the clerk's office.

If you have confirmed that the court location and case number are correct and the system still cannot validate the case you cannot use this program to file your document. Please hand-deliver or mail your documents to the clerk's office.

- i. After reading the error message check your case number for accuracy
  - ii. If the number is correct and still will not validate call the AOC Support Center for assistance
5. If your case validates you will be taken to the Welcome screen. Click **NEXT**
  - a. Optional: Explore FAQ links.
  - b. Optional: Save your progress, click **Save/Retrieve**.
6. Verify case number and case name. Click **Next**.
  - a. If verification shows your case information to be wrong click **Change Case Number** and enter the correct Case #.

**Your Case Information**

According to the information you have provided:

- you are filing a document in an existing case
- the case number is **C20150014**
- the case name is **JANIE JONES VS. BOB'S BARGAINS**

LIST OF CASE PARTICIPANTS

NAME	ROLE	BAR #	STATE
TESTER, ATTORNEY	Private Attorney	123456	
JONES, JANIE	Private Attorney	123456	
BOB BARN INC	Plaintiff		
BOB'S BARGAINS	Defendant		
SHANE'S	Defendant		

**IMPORTANT:** Please verify that you are filing into the correct case. If you need to change the case # please click on the "Change Case Number" button below.

◀ PREVIOUS
CHANGE CASE NUMBER
NEXT ▶

7. Answer question, **Have you previously paid your appearance fee?** Click **Next**.  
Note: This screen determines your first appearance filings fees; please ensure you correctly answer this question. A **Yes** answer will not charge you a first appearance filing fee, a **No** answer will charge you a first appearance filing fee.

8. Select filing participant from the list. Click **Next**.  
 a. If your name is not on the list, click **I am not on this list**. Click **Next**.

9. Update current contact information as applicable. Click **Next**.  
 a. Verify and enter needed attorney information. Optional: If you are filing as a Special Master, Arbitrator, or other (Judge Pro Tem, Conservator, Guardian, Fiduciary, Court Appointed Attorney, or Receiver,) check the box to the left of the correct role to suppress filing fees and user fees.

10. If you are a first time user with AZTurboCourt or this is your first time filing into Pima Superior Court you will see one or all of the screens on the next slide. You will also see the screens if the data has not yet been updated by the court. Follow the prompts on the screens and fill in all required information.

**Your Mailing Address**

Law Firm Name \*

Address 1 \*

Address 2

City \*

State \*

Zip Code \*

**Attorney Bar #**

Please enter your attorney bar # information:

Bar Number \*

Issuing State: \*

**Current Contact Information**

---

Note: Your Email address is: [attorneytester@outlook.com](mailto:attorneytester@outlook.com)

To [update your registration information](#) click on "Your Profile" in top right hand corner.

---

Tell us your contact information:

Telephone Number \* (  )  -  x

Mailing address is: \*

**Attorney's Information**

According to the information you have given:

- you are registered as an Attorney/Law firm

---

Note: Your Email address is: [attorneytester@outlook.com](mailto:attorneytester@outlook.com)

To [update your registration information](#) click on "Your Profile" in top right hand corner.

---

Provide the following information about the attorney:

First Name \*

Middle Name or Initial

Last Name \*  Suffix, if any

**If you are an exempt agency such as the Pima County Attorney or representing an exempt agency, you MUST make sure you are logged in using an exempt organization registration type.**

11. Choose your **Main Document** and then sub-document from the dropdown box. You will only be able to select ONE main document at this time.

12. AZTurboCourt is configured to ask additional questions depending on what document is selected.
- a. For example, if you choose **Answer** as your main document you will be asked the following questions:
    - i. If a Certificate of Compulsory Arbitration has been filed
    - ii. If no Certificate has been filed, do you want AZTurboCourt to generate one for you
    - iii. If you agree or do not agree that the case is subject to compulsory arbitration
13. If you choose a document that requires the addition of new parties (for example: Motion to Intervene) you will see this screen:
- a. Indicate how many parties you need to add. Click **Next**.

- b. Choose the type of person/entity. Click **Next**.

c. Enter the person/entity's information. Click **Next**.

**Represented Party #1 - Information**  
Tell us this party's:

First Name \*

Middle Name or Initial

Last Name \*  Suffix, if any

Assumed Name Type

Assumed Name \*  *use a comma (,) to separate multiple assumed names*

Email Address:

Telephone Number (  )  -  x

Mailing address is:

in the USA

outside of the USA

skip address entry

14. Final review detects no errors, click **Next**.

- a. If errors are detected, the application will not let you proceed until they have been corrected. Red error messages will instruct you on how to correct the errors. See [page 66](#) for information on troubleshooting error messages.

**Final Review**

● Final Review

○ Preview and Payment Info

Our automated review process has found no technical problems with your answers.

Click "Next" to proceed to the final steps. Based on your answers, a Form Set Number will be generated. The Form Set includes all forms produced by this program and any documents you attach, if permitted, within this program.

You will select from the available services and pay the appropriate fees where applicable.

# Submitting Your Documents for Filing

**e-File & e-Serve** Add Keyword/Matter # Request My Forms Copy for New Form Set Delete Filing List My Forms Start New Filing

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

**Pima Filing Fees**  
No filing fees required.  
**Your Fees**

Application Fee	\$ 12.00
<b>Total</b>	<b>\$ 12.00</b>

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

**Step 1 of 4. Review and Prepare Documents.**  
REVIEW / EDIT YOUR ANSWERS NEXT

Please attach all required documents  
WE WILL ELECTRONICALLY DELIVER AND SERVE YOUR DOCUMENTS TO THE COURT.

PLEASE NOTE: Administrative Order 2014-23 has been issued addressing the e-service changes. The order states that the Court DOES NOT REQUIRE consent by electronic service of pleadings and other documents through AZTurboCourt. Complete details can be found at <http://www.azcourts.gov/Portals/22/admorder/Orders14/2>

Preview your Summary Sheet to make sure all your information is correct. Use the Final Review page to change any of your answers.

You will be notified when your documents have been delivered and processed by the Court. You must log into AZTurboCourt to view and/or print your file stamped doc

1. This page automatically defaults to the ESERVICE function
  - a. If you do not wish to utilize the ESERVICE function click on the **EFILE** tab
2. Optional: Enter client matter phrase or number by clicking **Add Keyword/Matter #** and entering the information in the field provided, if applicable.
3. Check filing and application fees. Scroll to the bottom of the page.
4. Choose the **Attach** hyperlink across from your named document type.

**Your Documents** info

Attach your main document here. Any proposed orders or other supporting documents must be attached separately, do not include them in the main document. If the only document to be attached is a proposed order, it should be attached as the main document. The proposed order and supporting documents will not be file stamped.

This site accepts the following file types as attachments: Adobe Acrobat Portable Document Format (.PDF), Microsoft Word 2007 and later versions (.DOCX) and OpenDocument word processing documents (.ODT).

To create Adobe PDF documents you must use applications that include built-in PDF capabilities—such as Office applications. You can also convert your file into Adobe PDF document using Create Adobe PDF Online, available at <http://createpdf.adobe.com>.

IMPORTANT: Pima County restricts the Document Title/Description to 100 characters.

Notice\*

**Attach Supporting Documents**  
Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 25 supporting documents to this main document. Attach View Remove

**Attach Additional Documents**  
Instructions: To attach a main document, please click on the 'Attach' link on the right. You can attach up to 5 documents. Attach View Remove

REVIEW / EDIT YOUR ANSWERS NEXT

5. The **ATTACH MAIN DOCUMENT** screen will pop up allowing you to enter the **Title/Description** of your document. This **Title/Description** field has a character limit of 256. The **Attach Main Document** field has a character limit of 75. If your attached document title exceeds the 75 character limit, you will need to save your document with a shorter title and reattach. Do not add any special characters or abbreviate.
- a. DO NOT ATTACH PROPOSED ORDERS, JUDGMENTS OR NOTICE OF HEARING here. They are attached in the **Attach Additional Documents** section ONLY
  - b. The Court prefers to have any supporting documents (e.g. exhibits, attachments) attached as part of the main document. For example, you are filing an Answer and have two exhibits; the Answer and both exhibits are uploaded as one document.
    - i. If the combined document is over 10MB you will need to attach the remaining exhibits in the **Attach Supporting Document** section OR
    - ii. If you are trying to upload the document in PDF format, resave in DOCX or ODT and try again
    - iii. If you are attaching exhibits in the Attach Supporting Documents section please follow the procedure below:
      1. Enter the Description/Title of Document. If this is a continuation of exhibits, type in the name of the main document and which exhibits are attached. For example:  
 Answer – Exhibits 5-7  
 This will allow the court to easily identify which exhibits go with which main document

**Attach Main Document**

See below for the file types allowed, eg. PDF (Adobe Acrobat PDF) files Or DOCX (Word2007 and later), and ODT (OpenDocument) and instructions for attaching your document and instructions for attaching your document.

Allowed attachment extensions: pdf,docx,odt

Document Type

**Title/Description \***

Attach Main Document

You are allowed to make the following special request(s):

\* Does this document request or require a judicial ruling or decision?  Yes  NO

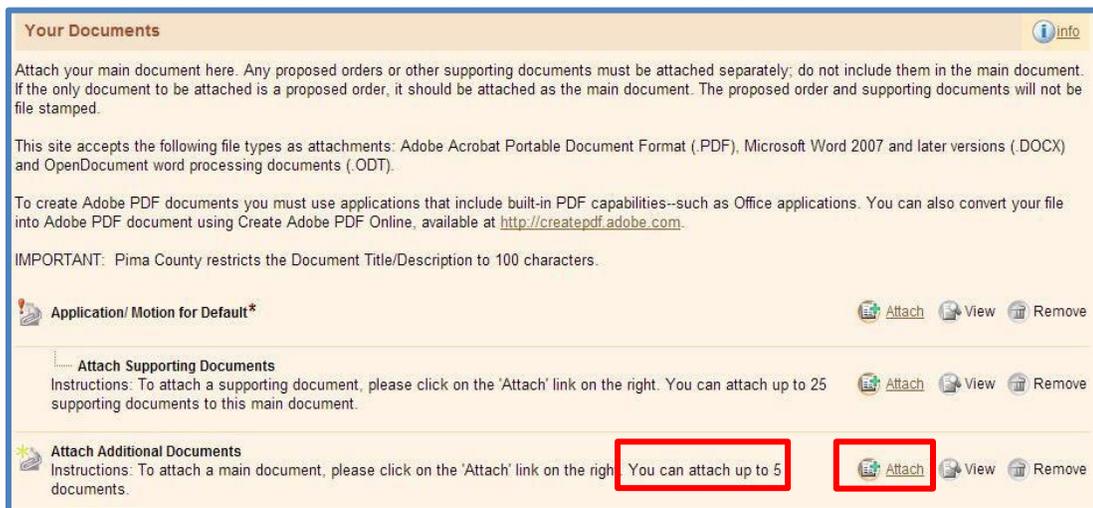
---

**Steps to Attach Your Document**

1. If you need to attach a PDF file and you do not already have your document saved as a PDF file, please save/convert it to a PDF now.
2. Enter the document title as it appears on the document in the Title/Description field above.
3. Press the Browse button above. A pop-up window will open. Select your saved file from the Choose File to Upload dialog box and press the Open button. You can upload any single file up to 10MB. Any file that is larger in size will cause a failed upload.
4. Press the Save button above. Depending on the size of your file, this attachment process could take several minutes. Watch the status bar at the bottom of the window to see when the process is completed.

**Note:** When the attachment process is completed, this Attach Document window will automatically close and you will return to the e-Deliver page. The file you just attached will now be listed under "Your Documents."

- c. After attaching the document, you must answer **Yes** or **No** to the question **Does this document request or require a judicial ruling or decision?** If a Proposed Order, Proposed Judgment, or Proposed Notice of Hearing is attached there will not be an option to indicate if the document requires judicial ruling; Click **Choose File**, choose your document, and either double-click or click **Open** to attach the document. AZTurboCourt will only accept Main Documents in the PDF, DOCX and ODT formats. The document will automatically be sent to the Judge for review.
  - d. If you normally would supply an additional copy to the court per Pima Local Rule 3.1, you should check this box. **Do not check the box for every submission, only for submissions that require judicial action such as a motion for summary judgment, or motion to continue, etc or that need immediate attention by the judge.**
6. Click **Save** (see Helpful Hints [page 64](#) for more information about attaching documents).
  7. You may attach up to FIVE additional documents. For each additional document, the filer is allowed to attach up to 25 supporting documents. “Additional Documents” are documents requiring a file stamp, or a Proposed Order, Proposed Judgment or Proposed Notice of Hearing.
  8. To attach additional documents, click on the “Attach” link next to “Attach Additional Documents” in the **YOUR DOCUMENTS** screen.



9. The **ATTACH MAIN DOCUMENT** screen will pop up allowing you to select the Document Category, Document Type, and attach the document.

**Attach Main Document**

See below for the file types allowed, eg. PDF (Adobe Acrobat PDF) files Or DOCX (Word2007 and later), a (OpenDocument) and instructions for attaching your document and instructions for attaching your document

Allowed attachment extensions: pdf.docx.odt

Document Category

Document Type \*

Title/Description \*

Attach Main Document  No file chosen

- a. Choose from the drop-down menu the document category and document type.

**Attach Main Document**

See below for the file types allowed, eg. PDF (Adobe Acrobat PDF) files Or DOCX (Word2007 and later), a (OpenDocument) and instructions for attaching your document and instructions for attaching your document

Allowed attachment extensions: pdf.docx.odt

Document Category

Document Type \*

Title/Description \*

Attach Main Document  No file chosen

**Steps to Attach Your Document**

1. If you need to attach a PDF file, save/convert it to a PDF now.
2. Enter the document title as it appears in the document.
3. Press the Browse button above and press the Open button. You will be prompted to select the file to upload.
4. Press the Save button above. Depending on the size of your file, this attachment process could take a few minutes.

- b. Enter the title of your document. This field will only accept 200 characters.
- c. If prompted after attaching the document, you must answer **Yes** or **No** to the question, **Does this document request or require a judicial ruling or decision?** If a Proposed Order, Proposed Judgment, or Proposed Notice of Hearing is attached an option to indicate if the document requires judicial ruling will not appear; the document will automatically be sent to the Judge for review. Click **Save**.

**Attach Main Document**

See below for the file types allowed, eg. PDF (Adobe Acrobat PDF) files Or DOCX (Word2007 and later), a (OpenDocument) and instructions for attaching your document and instructions for attaching your document

Allowed attachment extensions: pdf.docx.odt

Document Category

Document Type \*

Title/Description \*

Attach Main Document  No file chosen

You are allowed to make the following special request(s):

\* Does this document request or require a judicial ruling or decision?  Yes  NO

10. You will be taken back to the **YOUR DOCUMENTS** screen. To attach additional documents, follow the steps previously outlined in steps 6-8 above.

**Your Documents** info

Attach your main document here. Any proposed orders or other supporting documents must be attached separately; do not include them in the main document. If the only document to be attached is a proposed order, it should be attached as the main document. The proposed order and supporting documents will not be file stamped.

This site accepts the following file types as attachments: Adobe Acrobat Portable Document Format (.PDF), Microsoft Word 2007 and later versions (.DOCX) and OpenDocument word processing documents (.ODT).

To create Adobe PDF documents you must use applications that include built-in PDF capabilities--such as Office applications. You can also convert your file into Adobe PDF document using Create Adobe PDF Online, available at <http://createpdf.adobe.com>.

IMPORTANT: Pima County restricts the Document Title/Description to 100 characters.

- Application/ Motion for Default: TEST Motion for Default\* Edit View Remove
- Exhibit/Attachment (Supporting): test exhibit Edit View Remove
- Attach Supporting Documents  
Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 24 supporting documents to this main document. Attach View Remove
- Proposed Judgment: TEST Proposed Judgment\* Edit View Remove
- Attach Supporting Documents  
Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 25 supporting documents to this main document. Attach View Remove
- Attach Additional Documents  
Instructions: To attach a main document, please click on the 'Attach' link on the right. **You can attach up to 4** documents. Attach View Remove

REVIEW / EDIT YOUR ANSWERS NEXT

11. AZTurboCourt will inform you how many more documents may be added and will also update the **PIMA FILING FEES** box with the additional amounts due. If you chose the e-Service function an additional \$6.00 will be added to the application fee.

Attach Additional Documents  
Instructions: To attach a main document, please click on the 'Attach' link on the right. **You can attach up to 2** documents. Attach View Remove

Attach Additional Documents  
Instructions: To attach a main document, please click on the 'Attach' link on the right. **This is the last main** document that you can attach. Attach View Remove

**E-File Service**

E-File

**Pima Filing Fees**  
No filing fees required.

**Your Fees**

Application Fee	\$ 6.00
<b>Total</b>	<b>\$ 6.00</b>

processed via a 3rd party payment provider.

Main document

**E-File Service**

E-File

**Pima Filing Fees**  
No filing fees required.

**Your Fees**

Application Fee	\$ 12.00
<b>Total</b>	<b>\$ 12.00</b>

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

Main and 1 additional

**E-File Service**

E-File

**Pima Filing Fees**  
No filing fees required.

**Your Fees**

Application Fee	\$ 18.00
<b>Total</b>	<b>\$ 18.00</b>

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

Main and 2 additional

12. After you have completed attaching all documents, they will display in the order that they were attached as shown below. Click **Next**.

The screenshot shows a document management interface with a list of documents. Each document entry includes a title, a description, and a set of action buttons (Attach, View, Remove). The documents listed are:

- Application/ Motion for Default\*
- Statement: TEST Statement
- Motion: TEST Motion
- Proposed Order: TEST Proposed Order\*
- Proposed Notice of Hearing: TEST Proposed Notice of Hearing\*
- Miscellaneous: TEST Miscellaneous

At the bottom of the interface, there are two buttons: "PREVIOUS / EDIT YOUR ANSWERS" and "NEXT".

13. E-serve option: Enter Recipient Name information for E-Service. Click **Next**. For more information on e-Service see [page 72](#).

The screenshot shows the "Step 2 of 4. E-Service List" interface. It includes instructions for reviewing and adding recipients. A table is provided for entering recipient information, with columns for Recipient Name, Email, and Role/Comments. Below the table are three checkboxes: "Add New Recipient Manually", "Lookup Recipient From e-Service Address Book", and "View/Synchronize With Case e-Service List".

**Step 2 of 4. E-Service List.**

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.

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

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.

14. Enter Email preferences and Courtesy Notification Options. Click **Next**.
15. Agree to user terms and conditions and enter your first and last name. Click **E-File**.

To read the **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 \***

---

[PREVIOUS](#)      [EFILE](#)

16. Choose your method of payment and click **NEXT**. For more information on payment processes see [page 82](#).

**Select Payment Option**

<b>Form Set</b>	26529	<b>Case #</b>	
<b>Keyword/Matter #</b>		<b>Status</b>	Completed
<b>Service</b>	E-File	<b>Payment Amount</b>	\$ 250.00
<b>Filing Type</b>	Civil Lawsuits - Superior Court	<b>Location</b>	Pima - Superior Court

Pay with a previously stored credit card (select the credit card below)

- credit card one
- TEST CC OCT 2013

Pay with a different credit card [?](#)

Pay with a PayPal account [?](#)

[PREVIOUS](#)      [NEXT](#)

17. If choosing **PAY WITH A DIFFERENT CREDIT CARD**, see Payment Process on [page 82](#) for instructions.
18. Ensure status changes from “Completed” to “Filing pending” or “Delivered”. If the status does not change from Completed, contact the AOC Support Center.

## Filer View after Submitting the Form set

Once you have submitted your Form set for e-filing and it has been accepted by the court, you will see your documents displayed as shown below.

Filing Details			
Form Set #	28078	Case #	C20143731
Keyword/Matter #		Status	e-Filed
Filing Type	Civil Lawsuits - Superior Court	Location #	Pima - Superior Court
Customer Name	Attorney Tester	Customer Email	attorneytester@outlook.com
Delivery Date & Time	07/24/2014 1:30 PM MST	Filing Date & Time	07/24/2014 1:30 PM MST
Notification Status	Email notification with filing/case details shown in the body of the email, plus a link to the website		

**Your Forms** [info](#)

Summary Sheet (This summary sheet will not be filed with the court. This sheet is for your personal records only.) [View](#)

**Attached Documents** [info](#)

Answer and Counterclaim: Test Ans 724 [View](#) [Court Copy](#) [Endorsed](#)

To retrieve your documents click on **Court Copy**.

## Requesting a Subpoena

1. Choose Praeipce as your main document.

PETITION  
\* - select document -

PRAEIPCE (SYSTEM-GENERATED DOCUMENT)  
\* Subpoena

REPLY  
\* - select document -

REPORT  
\* - select document -

2. Choose Subpoena from drop down menu. Click **Next**.
3. Choose whether you want a subpoena issued **For Attendance of Witnesses at a Trial or Hearing, For Taking Dispositions, or For Production of Documentary Evidence or Inspection of Premises**. Once you select the appropriate situation, fill in all necessary information related to that selection.
  - a. You cannot issue blank subpoenas through this application.

4. Answer the question, **Do you want the subpoena to include the following language regarding the provisions of Rule 64.1 (b)(2) of the Arizona Rules of Civil Procedure?** Click **Next**.

### Subpoena - Additional Language

You have requested that a Subpoena be issued.

Do you want the subpoena to include the following language regarding the provisions of Rule 64.1(b)(2) of the Arizona Rules of Civil Procedure? \*

Yes (read note below)  
 No

---

**Note:** If 'Yes', the language on the subpoena would read as follows: Pursuant to Rule 64.1(b)(2) of the Arizona Rules of Civil Procedure the court may, on motion of a party or on its own motion, issue a civil arrest warrant if it finds that the person for whom the warrant is sought has failed to appear after having been served personally with a subpoena to appear in person, at a specific time and location and that the subpoena contained a warning that failure to appear may result in the issuance of a civil arrest warrant.

[PREVIOUS](#) [NEXT](#)

5. Enter attorney contact information that will appear on the subpoena.

### Attorney's Contact Information

Person filing request: Danielle M Gross

Please provide contact information for the person filing this request:

Address 1 \*

Address 2

City \*

State \*

Zip Code \*

Telephone Number \* (  )  -  x

[PREVIOUS](#) [NEXT](#)

6. Choose what type of person or entity will receive the subpoena. Click **Next**.
7. Enter the person/identity's information. Click **Next**.

## Retrieving Issued Documents

AZTurboCourt generates and issues Notice of Provisional Remedy, Summons, and Subpoenas along with generating and file stamping the Certificate of Compulsory Arbitration. Main documents you attach will also receive a date and time file stamp. All of these documents are ready for service and/or available with a file stamp once the status changes from delivered to e-filed. If you initiated a case you will also have your judge assignment and case number available at this time.

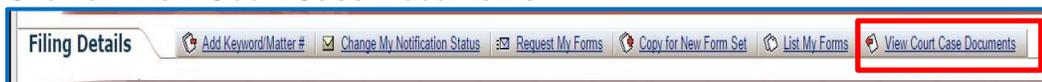
To access your documents (except signed Orders):

1. Search for the form set number in **My Forms**.
2. Click on the form set number.
3. Click on **Court Copy**.



To access an Order signed by the Court:

1. Click on View Court Case Documents



2. Click on the Order from the list to retrieve and print

When a document is issued you will see the issuance stamp along with the issuing clerk's electronic signature at the bottom of your document.

GIVEN under my hand and the Seal of the Superior Court of the State of Arizona in and for the County of Pima  
November 12, 2013

*Toni L. Hellon*  
Clerk of the Superior Court  
By: \_\_\_\_\_  
Deputy Clerk



## Viewing File Stamped Documents

The date and time file stamp will appear on the top right hand corner of the page.

Example of a subsequent filing file stamp

FILED  
TONI L. HELLON  
CLERK, SUPERIOR COURT  
11/12/2013 3:33:50 PM  
BY: AL \_\_\_\_\_  
DEPUTY

Example of an initiating file stamp with judge assignment and case number.

FILED  
TONI L. HELLON  
CLERK, SUPERIOR COURT  
11/12/2013 12:21:33 PM  
BY: \_\_\_\_\_  
DEPUTY  
Case No. C20136244  
HON. CHRISTOPHER P STARING

# Section Four: Supplemental Information

## Attach Supporting Documents

You have 25 attachment options for exhibits and each attachment can be up to 10 MB. The Court prefers to have any supporting documents (e.g. exhibits, attachments) attached as part of the main document. For example, you are filing a Complaint and have two exhibits; the Complaint and both exhibits are uploaded as one document. However, if the main document with exhibits is over the 10MB limit then you will need to attach them in the **Attach Supporting Documents** section. If you are attaching a document using a PDF format and it is over the 10MB limit, try saving the document in DOCX or ODT and re-attaching.

If you need to attach exhibits as supporting documents, please follow these instructions when entering the description and title of the document:

- Type in the name of the main document and which exhibits are attached. For example:

Answer – Exhibits 5-7

This will allow the court to easily identify which exhibits go with which main document

**Do not attach any other documents in the supporting documents field except exhibits/attachments.**

The screenshot shows a web interface titled "Your Documents" with an "Info" link. It contains instructions for attaching documents, supported file types (PDF, DOCX, ODT), and a note about document title restrictions. Below the text are three document entries:

- Answer\*** with "Attach", "View", and "Remove" icons.
- Attach Supporting Documents** (highlighted with a red box) with instructions: "Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 25 supporting documents to this main document." and "Attach", "View", and "Remove" icons.
- Attach Additional Documents** with instructions: "Instructions: To attach a main document, please click on the 'Attach' link on the right. You can attach up to 5 documents." and "Attach", "View", and "Remove" icons.

At the bottom, there are "REVIEW / EDIT YOUR ANSWERS" and "NEXT" buttons.

## Attach Additional Documents

You may attach up to FIVE additional documents. For each additional document, the filer is allowed to attach up to 25 supporting documents. Additional documents are documents requiring a file stamp, or a Proposed Order, Proposed Judgment or Proposed Notice of Hearing.

Follow the same procedures for attaching Main and Supporting Documents to attach your documents.

The screenshot shows a web interface titled "Your Documents" with an "info" icon in the top right. The main text area contains instructions: "Attach your main document here. Any proposed orders or other supporting documents must be attached separately; do not include them in the main document. If the only document to be attached is a proposed order, it should be attached as the main document. The proposed order and supporting documents will not be file stamped." Below this, it lists accepted file types: "Adobe Acrobat Portable Document Format (.PDF), Microsoft Word 2007 and later versions (.DOCX) and OpenDocument word processing documents (.ODT)." It also provides a link to "Create Adobe PDF Online" and an "IMPORTANT" note: "Pima County restricts the Document Title/Description to 100 characters." The interface features three document entries, each with an "Attach" link, a "View" icon, and a "Remove" icon. The first entry is "Answer\*" with a red exclamation mark icon. The second is "Attach Supporting Documents" with a document icon. The third is "Attach Additional Documents" with a star icon and a red rectangular highlight around its text. At the bottom, there are "REVIEW / EDIT YOUR ANSWERS" and "NEXT" buttons.

### Helpful Tips

- The **Title/Description** field has a character limit of 250.
- **Attach Main Document** field has a character limit of 100. If you exceed this limit, you need to save your document with a shorter title and re-attach.
- The document can be in DOCX, PDF, or ODT except **proposed orders which must be in DOCX or ODT.**
- Attachments cannot be larger than 10 MB.

### Courtesy Notifications

- The organization's default email address will appear in this field.
- This field can also include any additional email addresses.
- Please note this is not intended to replace service or notification to other parties.
- The party who receives the notification will not receive the attached document.
- The party will not receive the Clerk's messages.

## Filing Details and Status Messages

- Status will change from “Completed” to “Filing pending” once you select **Pay now**.
- It may stay in “Filing pending” until the payment has processed.
- Status will change to “Delivered”, to “E-filed”, “Rejected”, or “Under review”.
- Set your email preferences in the **My Profile** section of the user menu if you prefer to also get email notification about your filing status.

**Please note:** Once e-filed the date and time file stamp will be the delivery time not the time the submission is processed by the court.

Status	Explanation
Completed	You completed the preparation of your submission, but your submission has not been electronically delivered to the court/agency. You also have a form set # assigned and your progress is saved.
Delivered	The court has received your documents and will notify you when the documents have been processed.
E-filed	Your documents have been accepted by the court. The date/time file stamp is now available and will be based on delivery time/date not processing date/time.
Filing Pending	Your submission is being electronically submitted to the court. If the submittal is successful, your filing status will change to "Delivered." If the submittal is not successful and your documents are not delivered to the court, your filing status will change to 'Filing Error' and you will receive a message about what to do next.
Under Review	Your order/judgment was electronically delivered. A judge's signature is required to complete the filing process. Your document will not receive a file stamp or be part of the official court record until the clerk receives the judge's signature. You will be notified by the court when your document has been filed.
Deficient	Your submission was electronically delivered. The clerk has found something wrong that needs to be corrected. Your form set will not be filed. You will receive a message from the clerk with more information. Review the clerk's notes, make the appropriate changes, and submit a new filing, if applicable.

# Trouble Shooting Error Messages

## Case Validation Error

This message may appear if a filer enters an incorrect case number or a case number for a sealed case. Sealed cases must be filed in paper with the clerk's office. You may also receive this message if you designate the wrong county or court to file into. If you have confirmed that the case number is correct and still receive this message, contact the court or the AOC Support Center for assistance. You will not be allowed to proceed with your formset if your case number does not validate.

**Arizona - Civil Lawsuits - Superior Court**

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**⊗ Warning! We're sorry but the CASE NUMBER that you provided CANNOT BE VALIDATED at this time. Please check to ensure you have correctly entered the case number in the proper format and have selected the proper court location. If your case is sealed, restricted, transferred or has been consolidated into another case you cannot use this system.**

**If your case is sealed or restricted please hand-deliver or mail your documents to the clerk's office. If your case has been consolidated into another case please use the "active" case number to file. If you do not know the "active" case number, contact the clerk's office.**

**If you have confirmed that the court location and case number are correct and the system still cannot validate the case you cannot use this program to file your document. Please hand-deliver or mail your documents to the clerk's office.**

**You Are Filing In Pima - Superior Court**

We are accepting filings in new and existing cases. You must file a document in a sealed case by hand delivering or mailing your document to the clerk's office.

If you are requesting that fees be deferred or waived, please hand deliver or mail your documents to the clerk's office. You cannot electronically file.

I am starting a new case in this court

I am filing into an existing case. I will provide case # below

**Case # \***

The case number should start with a C or CP, no hyphens included.  
Examples of case number formats are: C20111234, C201112345, CP20111234, CP201112345.  
Case number formats prior to 2000 should look like this: C112233.

[To determine Case Number click here for the Pima County website](#)

## Missing Information

If all of the required information designated by the red asterisk \* is not complete, the system will not allow the user to advance to the next step in the process.

**✖ There are problems with your information. Please verify data and resubmit the form.**

**You Are Filing In Pima / Superior Court**  
We are accepting filings in new and existing cases. You must file a document in a sealed case your document to the clerk's office.

If you are requesting that fees be deferred or waived, please hand deliver or mail your document cannot electronically file.

**Field is required**  
 I am starting a new case in this court

**Field is required**  
 I am filing into an existing case (provide Case # below)

**Case # \***

Pima County should start with alpha character of C  
Other counties should start with alpha characters of CV  
No hyphens included

Example of case number format for Pima County is: C20111234 or C201112345.  
Example of case number format for all other counties is CV201101234

[PREVIOUS](#) [NEXT](#)

**Attorney's Address**

**✖ Please fill out all required fields and/or correct any highlighted errors before pressing the NEXT button**

Tell us the address for Danielle M Gross:

**Law Firm Name \***

**Address 1 \***

Address 2

City \*

State \*

Zip Code \*

[PREVIOUS](#) [NEXT](#)

An error message as pictured below would show if the filer did not attach the required documents (i.e. Main Document, Supporting Document, and Proposed Order)

**E-File Service** [Add Keyword/Matter #](#) [Request My Forms](#) [Copy for New Form Set](#) [Delete F](#)

**E-File**

**Pima Filing Fees**  
No filing fees required.  
**Your Fees**

Application Fee	\$ 6.00
<b>Total</b>	<b>\$ 6.00</b>

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

**Form Set #** 22560  
**Keyword / Matter #**  
**Filing Type** Civil Lawsuits - Superior Court  
**customer Name** John Doe  
**Created on** 11/29/2011 2:48 PM MST

**Step 1 of 2. Your Forms.**

Please attach all required documents

WE WILL ELECTRONICALLY DELIVER YOUR DOCUMENTS TO THE COURT.

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

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

# Attachment Page Header Details

## Keyword Matter #

Select **Add Keyword/Matter#** and fill in client matter identifier, click **Save**.

This field is not mandatory, if your organization uses this field you must input the number each time you submit a filing on a case. You may enter this information at any time. It does not make a difference if it is before the filing of the document or after.

Note: If you enter it after, it will not appear on payment details.

Form Set #	30106	Case #	
Keyword/Matter #		Status	Completed
Filing Type	Civil Lawsuits - Superior Court	Location #	Pima - Superior Court
Customer Name	John Doe	Customer Email	Johndoe@noemail.com
Created on	10/28/2015 10:09 AM MST	Modified on	10/28/2015 10:09 AM MST

Step 1 of 3. Review and Prepare Documents.

REVIEW / EDIT YOUR ANSWERS      NEXT

## Request My Forms

1. Enter email address where you want the forms delivered.
2. Input any password (you will need this to access forms upon delivery).
3. System generated forms are emailed to address provided.

In order to access the summary sheet upon delivery, the user will be prompted for the password entered during **Step 2**.

Form Set #	30106	Case #	
Keyword/Matter #		Status	Completed
Filing Type	Civil Lawsuits - Superior Court	Location #	Pima - Superior Court
Customer Name	John Doe	Customer Email	Johndoe@noemail.com
Created on	10/28/2015 10:09 AM MST	Modified on	10/28/2015 10:09 AM MST

Step 1 of 3. Review and Prepare Documents.

REVIEW / EDIT YOUR ANSWERS      NEXT

## Copy for New Form Set

The “Copy for New Form Set” button will copy the information you entered from your previous form set into a new form set. This allows you to do any of the following without having to re-enter all of your information:

- Copy your rejected submission to change your answers and/or attachments to create a new form set.
- Make changes to your questionnaire responses and/or add documents
- Create a similar new case submission for a different case

**If you are filing into a different case you MUST change the case number!**

Note: If there is an application fee associated with e-filing your form set you will need to pay this fee again. If any of the questions or forms have changed since you last completed your questionnaire, or if you need to change your responses to the questions, you may have to edit some of your answers.



The screenshot shows the 'awsuits - Superior Court Form Assistance' interface. At the top, there is a navigation bar with buttons: 'Add Keyword/Matter #', 'Request My Forms', 'Copy for New Form Set' (highlighted with a red box), 'Delete Filing', 'List My Forms', and 'Start New Filing'. Below the navigation bar, there is a form set summary table with the following data:

Form Set #	30106	Case #	
Keyword/Matter #		Status	Completed
Filing Type	Civil Lawsuits - Superior Court	Location #	Pima - Superior Court
Customer Name	John Doe	Customer Email	Johndoe@noemail.com
Created on	10/28/2015 10:09 AM MST	Modified on	10/28/2015 10:09 AM MST

Below the table, it says 'Step 1 of 3. Review and Prepare Documents.' and has two buttons: 'REVIEW / EDIT YOUR ANSWERS' and 'NEXT'. On the left side, there is a 'Fees' section showing '\$ 244.00'.

## Delete Submission

This feature permanently removes the entire form set, information entered into the form set and all attachments for a specific form set from AZTurboCourt. Selecting this option will also remove the submission from **My Forms**.



The screenshot shows the 'awsuits - Superior Court Form Assistance' interface. At the top, there is a navigation bar with buttons: 'Add Keyword/Matter #', 'Request My Forms', 'Copy for New Form Set', 'Delete Filing' (highlighted with a red box), 'List My Forms', and 'Start New Filing'. Below the navigation bar, there is a form set summary table with the following data:

Form Set #	30106	Case #	
Keyword/Matter #		Status	Completed
Filing Type	Civil Lawsuits - Superior Court	Location #	Pima - Superior Court
Customer Name	John Doe	Customer Email	Johndoe@noemail.com
Created on	10/28/2015 10:09 AM MST	Modified on	10/28/2015 10:09 AM MST

Below the table, it says 'Step 1 of 3. Review and Prepare Documents.' and has two buttons: 'REVIEW / EDIT YOUR ANSWERS' and 'NEXT'. On the left side, there is a 'Fees' section showing '\$ 244.00'.

## List My Forms

Selecting this feature will direct you to a list of all form set numbers.

The screenshot shows the 'List My Forms' feature selected in the navigation bar. The main content area displays case details for Form Set # 30106, including filing type, customer name, and status. The 'List My Forms' button is highlighted with a red box.

Form Set #	30106	Case #	
Keyword/Matter #		Status	Completed
Filing Type	Civil Lawsuits - Superior Court	Location #	Pima - Superior Court
Customer Name	John Doe	Customer Email	Johndoe@noemail.com
Created on	10/28/2015 10:09 AM MST	Modified on	10/28/2015 10:09 AM MST

**Step 1 of 3. Review and Prepare Documents.**

REVIEW / EDIT YOUR ANSWERS      NEXT

## Start New Filing

Selecting this feature will take you back to the home page.

The screenshot shows the 'Start New Filing' button highlighted with a red box in the navigation bar. The main content area displays the same case details as the previous screenshot.

Form Set #	30106	Case #	
Keyword/Matter #		Status	Completed
Filing Type	Civil Lawsuits - Superior Court	Location #	Pima - Superior Court
Customer Name	John Doe	Customer Email	Johndoe@noemail.com
Created on	10/28/2015 10:09 AM MST	Modified on	10/28/2015 10:09 AM MST

**Step 1 of 3. Review and Prepare Documents.**

REVIEW / EDIT YOUR ANSWERS      NEXT

## Summary Sheet

This sheet provides basic information about the case you are filing on and the document type selected. This document can be printed or saved to your computer. This is not an official document; it will not have the date/time file stamp.

The screenshot shows the 'Your Completed Forms' section. A red box highlights the 'Summary Sheet' document, which is described as being for personal records only. A 'View' button is visible next to it.

Document Name	Action
Summary Sheet (This summary sheet will not be filed with the court. This sheet is for your personal records only.)	View
Certificate of Agreement Regarding Compulsory Arbitration	View

# Section Five: e-Service

The e-Service component is an optional feature which allows filers to e-serve all documents in a Form set on specified e-service recipient list. Filers may serve as many recipients as they like, serve additional recipients after the initial e-service and may also re-serve the documents until they have been accepted for e-service by the recipient. When you are ready to file your documents, two tabs appear in the upper left corner of the screen; E-File and e-File & e-Serve. **AZTurboCourt automatically defaults to the e-File & e-Serve tab. If you choose not to use e-service you will need to click on the E-File tab.**

**e-File & e-Serve**

Form Set # 30113      Case # C20111234  
 Keyword/Matter #      Status Completed  
 Filing Type Civil Lawsuits - Superior Court      Location # Pima - Superior Court  
 Customer Name John Doe      Customer Email Johndoe@noemail.com  
 Created on 10/29/2015 11:05 AM MST      Modified on 10/29/2015 11:18 AM MST

**Step 1 of 4. Review and Prepare Documents.**

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

**PLEASE NOTE:** Administrative Order 2015-11 has been issued addressing the e-service changes. The order states that **the Court DOES NOT REQUIRE consent** by attorneys for receipt of electronic service of pleadings and other documents through AZTurboCourt. Complete details can be found at <http://www.azcourts.gov/Portals/22/admorder/Orders15/2015-11.pdf/>

Preview your Summary Sheet to make sure all your information is correct. Use the Final Review page to change any of your answers.

You will be notified when your documents have been delivered and processed by the Court. You must log into AZTurboCourt to view and/or print your file stamped documents and supporting documentation.

If you are disabled as defined by the American for Disability Act and need an accommodation contact 520-740-4365 or further information is located at: <http://www.sc.pima.gov/?tabid=226>

**Pima Filing Fees**  
 First Appearance Fee \$ 162.00

**Your Fees**  
 Filing Fee Amount \$ 162.00  
 Application Fee \$ 12.00  
**Total \$ 174.00**  
**Important:** Your payment will be securely processed via a 3rd party payment provider.

**E-File**

Form Set # 30113      Case # C20111234  
 Keyword/Matter #      Status Completed  
 Filing Type Civil Lawsuits - Superior Court      Location # Pima - Superior Court  
 Customer Name John Doe      Customer Email Johndoe@noemail.com  
 Created on 10/29/2015 11:05 AM MST      Modified on 10/29/2015 11:18 AM MST

**Step 1 of 3. Review and Prepare Documents.**

WE WILL ELECTRONICALLY DELIVER YOUR DOCUMENTS TO THE COURT.

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. 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. 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.

**Pima Filing Fees**  
 First Appearance Fee \$ 162.00

**Your Fees**  
 Filing Fee Amount \$ 162.00  
 Application Fee \$ 6.00  
**Total \$ 168.00**  
**Important:** Your payment will be securely processed via a 3rd party payment provider.

## E-Service during delivery of documents

There are three steps to complete a submission and serving the Form set:

1. Attach documents (see [page 27](#)). Click **Next** to move to **Step 2**.

**Your Documents** info

This site accepts only Adobe Acrobat Portable Document Format (PDF) documents as attachments.

To create Adobe PDF documents you must use applications that include built-in PDF capabilities--such as Office applications. You can also convert your file into Adobe PDF document using Create Adobe PDF Online, available at <http://createpdf.adobe.com>.

Affidavit: test\* Edit View Remove

**Attach Supporting Documents**  
Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 25 supporting documents to this main document. Attach View Remove

REVIEW / EDIT YOUR ANSWERS NEXT

2. Once you choose your tab and complete the tasks on the Your Documents screen, you will be taken to **Step 2 of 3; E-Services List**.

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

**e-File & e-Serve** Form Set # 30113 Case # C20111234

**E-File** Keyword/Matter # Status Completed

**Pima Filing Fees**  
First Appearance Fee \$ 162.00

**Your Fees**  
Filing Fee Amount \$ 162.00  
Application Fee \$ 12.00  
Total \$ 174.00

**Important:** Your payment will be securely processed via a 3rd party payment provider.

**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	
			<a>Remove</a>

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

## Adding a Recipient Manually

- Type in the recipient's name, email address and comments and/or role in the blank fields.
- Only enter one recipient per line.
- To add additional recipients, click the **Add New Recipient Manually** link which will add blank fields.

Recipient Name	
FIRST BANK	FIRS
<a href="#">Add New Recipient Manually</a>	<a href="#">Lookup Recipient From e-Service</a>

## Adding a Recipient from the e-Service Address Book

- Only recipients that have been used in the past will appear in the Address Book.
- Click on **Lookup Recipient From e-Service Address Book** link.
- Type in the name or email of person you wish to search for and click **Search**
- If the person you are looking for does not appear, you must enter the recipient manually.

Recipient Name	Email	Role/Comments	
FIRST BANK	FIRSTBANK@NOEMAIL.COM		<a href="#">Remove</a>
<a href="#">Add New Recipient Manually</a>	<a href="#">Lookup Recipient From e-Service Address Book</a>	<a href="#">View/Synchronize With Case e-Service List</a>	

⚠ 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](#)

### Add Recipient From Address Book

Name  Email

	Name	Email
<input type="checkbox"/>	FIRST BANK	FIRSTBANK@NOEMAIL.COM

## Viewing or synchronizing with the Case e-Service list

- Click on **View/Synchronize With Case e-Service List**.
- If there is a case list, the window will appear listing prior recipients for the case.
- If a filing has not been submitted for the case using e-Service, the list will not yet exist.

Recipient Name	Email	Role/Comments	
FIRST BANK	FIRSTBANK@NOEMAIL.COM		<a href="#">Remove</a>
SECOND BANK	SECONDBANK@NOEMAIL.COM		<a href="#">Remove</a>

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

### Current E-Service List for Case # CV2009-022669

The E-Service list for this case does not exist yet. It will be created when at least one filing has been submitted to the court.

[Close Window](#)

## Submitting the Form set with e-Service

- Double-check that all recipient addresses are correct.
- If you have consent in writing to e-service, check box next to **All Recipients listed above have consent in writing to e-service.**

 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.

All Recipients listed above have consented in writing to e-service.

[PREVIOUS](#) [NEXT](#)

- If you do not have consent from all recipients, **DO NOT CHECK THE BOX**. Per Arizona Civil Rule 5d, you must have written consent to e-serve a document:
  - “delivering the paper by any other means, including electronic means, if the recipient consents in writing to that method of service if the court orders service in that manner...in which event service is complete upon transmission.”

Once you have submitted and paid for your Form set, you will be able to check the E-service status on the **Filing Details** screen. You will also be able to re-send to recipients and add/update recipients.

The screenshot shows the 'E-Service' section of a web application. On the left, there is a navigation menu with options: Filing Details, Messages, Your Payments, and E-Service (which is highlighted with a red box). The main area displays filing details for Form Set # 30102, Case # CV-02-1234, Status Delivered, and Customer Name John Doe. Below this, there is a table titled 'E-Served Recipient(s):' with columns: Recipient Name, Email, Role/Comments, Request Sent Date, Last Re-Sent Date, and Status. One recipient, John Roe, is listed with a status of 'Pending'. A 'Re-Send E-Service Email' button is visible below the table. At the bottom, there are options to 'Add New Recipient Manually', 'Lookup Recipient From Address Book', and 'View/Synchronize With Case e-Service List'.

## E-Served Recipient Status

- **“Pending”** – documents have not been retrieved/read by recipient.

E-Served Recipient(s):

Recipient Name	Email	Role/Comments	Request Sent Date	Last Re-Sent Date	Status
<input type="checkbox"/> John Poe	JohnPoe@noemail.com		11/02/2015 1:09 PM MST	11/02/2015 1:09 PM MST	Pending <a href="#">History</a>
<input type="checkbox"/> John Roe	JohnRoe@noemail.com		10/27/2015 3:28 PM MST	10/27/2015 3:28 PM MST	Pending <a href="#">History</a>

Re-Send E-Service Email

- **“Accepted”** – documents have been retrieved by the recipient.

E-Served Recipient(s):

Recipient Name	Email	Role/Comments	Request Sent Date	Last Re-Sent Date	Status
<input type="checkbox"/> John Doe	johndoe@nomail.com		11/02/2015 3:25 PM MST	11/02/2015 3:25 PM MST	Accepted <a href="#">History</a>
<input type="checkbox"/> John Roe	johndoe@nomail.com		11/02/2015 3:25 PM MST	11/02/2015 3:25 PM MST	Pending <a href="#">History</a>

Re-Send E-Service Email

## Re-Sending to Recipient

- Check the box in front of the recipient you would like to re-send document to.
- Click the **Re-Send E-Service Email** button.

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

**Filing Details**  
Form Set # 30102 Case # CV-02-1234  
Keyword/Matter # Arizona Appellate Courts Filings Status Delivered  
Filing Type Filing Location Court of Appeals Division 1 - Court of Appeals Division 1  
Customer Name John Doe Customer Email Johndoe@noemail.com  
Delivery Date & Time 10/27/2015 3:28 PM 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"/> John Poe	JohnPoe@noemail.com		11/02/2015 1:09 PM MST	11/02/2015 1:09 PM MST	Pending	<a href="#">History</a>
<input type="checkbox"/> John Roe	JohnRoe@noemail.com		10/27/2015 3:28 PM MST	11/02/2015 1:12 PM MST	Pending	<a href="#">History</a>

**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"/>	<a href="#">Remove</a>

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

## History Link

The History link shows you when the document was sent, when it was viewed by the recipient, and the message the recipient received.

**E-Served Recipient(s):**

	Recipient Name	Email	Role/Comments	Request Sent Date	Last Re-Sent Date	Status	
<input type="checkbox"/>	John Poe	JohnPoe@noemail.com		11/02/2015 1:09 PM MST	11/02/2015 1:09 PM MST	Pending	<a href="#">History</a>
<input type="checkbox"/>	John Roe	JohnRoe@noemail.com		10/27/2015 3:28 PM MST	10/27/2015 3:28 PM MST	Pending	<a href="#">History</a>

Re-Send E-Service Email

- If the **Viewed on** field is blank, the recipient has not viewed the document.

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

**User Menu**

- Start new filing
- Messages (11)
- Recent e-filings
- My forms
- My profile
- My organization
- Financial
- Check e-service status
- Address book

<b>Form Set #</b>	30102	<b>Case #</b>	CV-02-1234
<b>Keyword/Matter #</b>		<b>Status</b>	Delivered
<b>Filing Type</b>	Arizona Appellate Courts Filings	<b>Location</b>	Court of Appeals Division 1 - Court of Appeals Division 1
<b>Form Set Created by</b>	John Doe	<b>Email</b>	Johndoe@noemail.com
<b>Recipient Name</b>	John Roe	<b>Recipient Email</b>	JohnRoe@noemail.com
<b>Role/Comments</b>			
<b>E-Service Status</b>	Pending		

**E-Served Filing Notifications History:**

Sent on	Viewed on	Message
11/02/2015 1:12 PM MST		The Filer in this case #CV-02-1234_test_requ...

## Recipient History

- To see a Recipient's History in the E-Service Address Book, click on **History**.

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

**User Menu**

- Start new filing
- Messages (11)
- Recent e-filings
- My forms

Recipient Name  Recipient Email  [List](#)

Results 1 - 1 of 1

Recipient Name	Email	Added by	
<a href="#">John Roe</a>	JohnRoe@noemail.com	John Doe	<a href="#">History</a> X

- The screen will show the date the Recipient was entered, the action, the user that created the Recipient and Recipient details.

**History of Changes** [Return to Address Book](#)

**User Menu**

- Start new filing
- Messages (11)
- Recent e-filings
- My forms
- My profile

**Recipient Name** John Roe  
**Email** JohnRoe@noemail.com

Results 1 - 1 of 1

Date	Action	User	Details
10/27/2015 3:26 PM PDT	Created	John Doe	Recipient John Roe <JohnRoe@noemail.com> added for Form Set #30102

## Forms Served

There are two ways to search for documents that have been served.

1. **Forms Served By Me**, located in the Form set's e-Service section.

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

**Filing Details**

Form Set # 30102 Case # CV-02-1234  
 Keyword/Matter # Status Delivered  
 Filing Type Arizona Appellate Courts Filings Location Court of Appeals Division 1 - Court of Appeals Division 1  
 Customer Name John Doe Customer Email Johndoe@noemail.com  
 Delivery Date & Time 10/27/2015 3:28 PM MST Filing Date & Time

**Messages**

**Your Payments**

**E-Service**

E-Served Recipient(s):

2. **Check e-Service status**, located in the User Menu.

**User Menu**

- Start new filing
- Messages (1575)
- Recent e-filings
- My forms
- My profile
- My organization
- Financial
- Credit cards
- Check e-service status**
- Address book

- These screens allow you to search for served forms by Keyword/Matter#, Formset#, Date, Recipient Name and/or Email, Submission Name and/or Case Number and Court Jurisdiction.
- You may also check the box to view only submissions with pending e-service requests.

Forms That Have Been Served By Me

User Menu

- Start new filing
- Messages (1575)
- Recent e-filings
- My forms
- My profile
- My organization
- Financial
- Credit cards
- Check e-service status

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

## Address Book

User Menu

- Start new filing
- Messages (1575)
- Recent e-filings
- My forms
- My profile
- My organization
- Financial
- Credit cards
- Check e-service status
- Address book

To search for a Recipient in the **Address Book**, enter their name or email and click List.

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

User Menu

- Start new filing
- Messages (11)
- Recent e-filings
- My forms

Recipient Name  Recipient Email

List

Results 1 - 1 of 1

Recipient Name	Email	Added by	
<a href="#">John Roe</a>	JohnRoe@noemail.com	John Doe	History X

To add a Recipient to the Address Book, click on Add e-Service Recipient. Enter the Recipient's name and email. Click Save.

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

**User Menu**

- Start new filing
- Messages (11)
- Recent e-filings

**Recipient Name \*** John Roe

**Email \*** JohnRoe@noemail.com

Save Cancel

# Section Six: Credit Card Payment

## Processing

In this section you will learn how to pay for your submission using a credit or debit card if you do not have a PayPal account. Payment for a submission can be made after clicking **E-File** to submit your filing. You will be taken to the Payment Options screen which will allow you the option to pay with a credit or debit card or by using a PayPal account.

## First Time Use

If you choose to pay with a credit or debit card, you will need to enter the information under the section that says **Pay with credit or debit card**. After the credit or debit card information is entered, click **Pay Now**.

**Choose a way to pay**

Pay with PayPal

The faster, safer way to pay.  
**PAY WITH PayPal**

**Pay with credit or debit card**

Credit Card Number

Expiration Date mm / yy  /

CSC   
[What is this ?](#)

**Billing Address**

First name

Last name

Country

Billing address

City

State (optional)

ZIP

**Pay Now**

Once you have successfully paid for your submission with a credit or debit card, you can view the payment details and **View Payment Receipt**.

**Your Payment was Successful**

Form Set	38586	Case #	
Keyword/Matter #		Status	Completed
Service	e-File	Payment Amount	\$ 255.00
Filing Type	Civil Lawsuits - Superior Court	Location	Pima - Superior Court

Payment Transaction # 6C15137503473462M  
 Paid By Credit Card Visa Last 4 digits: 7499, Expiration: 02/17

[VIEW PAYMENT RECEIPT](#)

To use this credit card again for future payments please provide:  
 Credit Card Nickname \*

[SAVE AND VIEW FORM SET](#)   [SAVE AND ASSIGN USERS](#)   [DON'T SAVE, VIEW FORM SET](#)

Filers have the opportunity to store the credit card used for the submission of future payments. In order to be able to store the credit card for future use, you will need to create a **Credit Card Nickname**, which will securely store the card in the system. This method allows other users the ability to pay using the same credit card (or choose from a list of saved cards) for AZTurboCourt submission payments without having to enter the credit card information into the payment screen.

When you click on **View Payment Receipt**, the **Payment Details** screen will show the details of the submission transaction information. The example below on the left shows the credit card's last 4 digits and expiration date. When a credit card is given a nickname, that name will be shown in this field for future submissions as shown in the example on the right.

**Payment Details**

Filing Type	Civil Lawsuits - Superior Court
Form Set #	24493
Case #	C20113456
Keyword/Matter #	
Submission Name	GMAC INC VS. JEFFREY A WEYGAND ET AL.
Transaction Date	12/21/2011 3:24 PM MST
Transaction #	E25P1D986FE3
Payment Status	Paid
Paid By Credit Card	Last 4 digits: 2346, Expiration: 12/13
Service	e-File

Application Fee	\$ 6.00
Total	\$ 6.00

[Print Payment Details](#)   [Close Window](#)

**Payment Details**

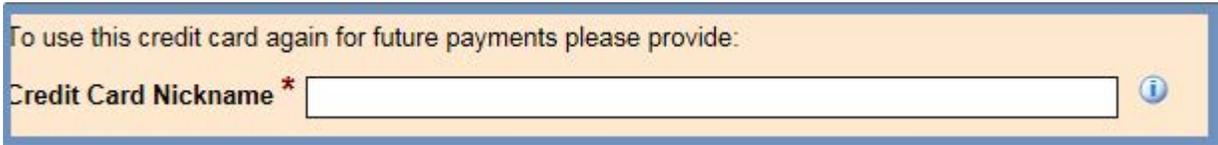
Filing Type	Civil Lawsuits - Superior Court
Jurisdiction	Pima - Superior Court
Form Set #	38586
Case #	
Keyword/Matter #	
Submission Name	p1 vs. NONE
Transaction Date	11/17/2015 4:30 PM MST
Transaction #	6C15137503473462M
Payment Status	Paid
Paid By Credit Card	Visa Nickname: Nickname ABC1117/15
Service	e-File

<b>Filing Fees</b>	
New Case Filing Fee	\$ 244.00
Filing Fee Amount	\$ 244.00
Application Fee	\$ 11.00
Total	\$ 255.00

[Print Payment Details](#)   [Close Window](#)

ver: 10.13.1-665 Copyright

The examples below show the field used to input the **Credit Card Nickname**. The red asterisk signifies that this is a required field.



To use this credit card again for future payments please provide:

Credit Card Nickname \*  i



To use this credit card again for future payments please provide:

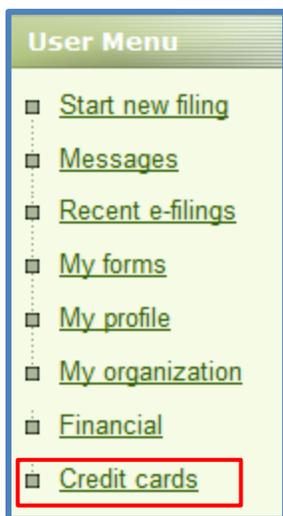
Credit Card Nickname \*  i

[SAVE AND VIEW FORM SET](#) [SAVE AND ASSIGN USERS](#) [DON'T SAVE, VIEW FORM SET](#)

**NOTE:**

- Both Administrative and Basic Users can add credit or debit card information, but *only* Administrative Users can assign users to the credit or debit cards.
- You cannot delete a credit card once it is saved in the system, you can only make it inactive.
- If a Basic User adds a personal credit card, an Administrative User would have access to that card for AZTurboCourt payments only.

After the credit card information is stored, the selection titled **Credit Cards** will appear in the **User Menu** on the AZTurboCourt homepage.



## Adding/Editing Users

When the selection **Credit Cards** is chosen by an Administrative User, the screen will show the following credit card details:

- Credit card nickname
- Status of the credit card
- Who entered the credit card information
- How many authorized users are assigned to use the card

**Only Administrative Users can edit Users' ability to use the credit cards.**

<u>Credit Card Nickname</u>	<u>Status</u>	<u>Last 4 digits</u>	<u>Expiration</u>	<u>Created By</u>	<u>Authorized User(s)</u>	
062714	Expired	5454	10/2015	Ala Meda	1 user(s)	<a href="#">Add/Remove User(s)</a>

When **Add/Remove Users** is chosen, a screen titled **Assign Credit Card Authorized Users** will appear. This is where Users can be assigned to a particular card or cards.

**Assign Credit Card Authorized Users**

**User Menu**

- Start new filing
- Messages (3411)
- Recent e-filings
- My forms
- My profile
- My organization
- Financial
- Credit cards
- Served on me (4)
- Check e-service status
- Address book

**Credit Card Nickname** Master Card GP/050515

**Created By** Ala Meda

**Last Name**  [List](#)

	<u>User Name</u>	<u>Access Level</u>
<input type="checkbox"/>	apple apple	Customer compnay User
<input type="checkbox"/>	apple1 apple2	Customer compnay User

[Check All](#) [Clear All](#)

[Assign Selected](#) [Cancel](#)

As an Administrative User, you can select **Check All** or individually check the box to the left of each name to assign them to the credit card. After making your selections, click **Assign Selected**.

After clicking **Assign Selected**, the next screen will show who is assigned to the credit card, who authorized the assignment and when the assignment became effective.

Click on **Go to Credit Card List** to see the updated details.

<u>Credit Card Nickname</u>	<u>Status</u>	<u>Last 4 digits</u>	<u>Expiration</u>	<u>Created By</u>	<u>Authorized User(s)</u>	
<a href="#">062714</a>	Expired	5454	10/2015	Ala Meda	1 user(s)	<a href="#">Add/Remove User(s)</a>

You can now see that five Users are assigned to this credit card and are authorized to use the card for payment of AZTurboCourt submissions.

## Adding Additional Cards

After a credit or debit card has been added and another submission has been E-delivered in AZTurboCourt, the payment option screen allows the filer to pay with the stored credit card, pay with a PayPal account, or add another credit card.

The process to add another credit card is the same as adding the first. Below is what the screen looks like on the Administrative User homepage after a second credit card has been added. The example below shows that two credit cards have been stored with assigned nicknames and that five Users are authorized to use each card.

<u>Credit Card Nickname</u>	<u>Status</u>	<u>Last 4 digits</u>	<u>Expiration</u>	<u>Created By</u>	<u>Authorized User(s)</u>	
<a href="#">062714</a>	Expired	5454	10/2015	Ala Meda	1 user(s)	<a href="#">Add/Remove User(s)</a>
<a href="#">Master Card GP/050515</a>	Active	5454	5/2017	Ala Meda	1 user(s)	<a href="#">Add/Remove User(s)</a>

This example shows what the **Payment Option** looks like after adding a second credit card. There are now four options to pay for your submission at this point. The payment selection screen will default to the first nickname listed. Be sure to choose the correct card before clicking **Next**.

### Select Payment Option

**Form Set**                    24496

---

**Keyword/Matter #**

---

**Service**                    e-File

---

**Filing Type**                Civil Lawsuits - Superior Court

---

Pay with a previously stored credit card (select the credit card below)

- Lawful Mastercard 1
- Lawful Visa card 1

Pay with a different credit card ?

Pay with a PayPal account ?

◀ PREVIOUS
NEXT ▶

After storing credit card information, the Administrative User can select **My Organization** from the User Menu on the AZTurboCourt homepage and be able to see which User is assigned to the credit card. They also have the ability to add or remove a User's association with the card by selecting **Manage Assigned Cards**.

**My Organization** [Add User Account](#) [Edit Organization Info](#)

**User Menu**

- Start new filing
- Messages
- Recent e-filings
- My forms
- My profile
- My organization**
- Financial
- Credit cards

**Jurisdictions**

**Law Firm Name** Lawful Law Firm  
**User Type** Attorney/Law firm  
**Law Firm Phone**  
**Contact Person** Frank Stein  
**Email** fstein@lawful.com

**Accounts**  
 Results 1 - 5 of 5

Name	Email	Status	Access Level	Assigned Credit Card(s)	
<a href="#">Bill Oriaw</a>	boriaw@lawful.com	Active	User	2 card(s)	<a href="#">Manage Assigned Cards</a>
<a href="#">David Sun</a>	dsun@lawful.com	Active	User	2 card(s)	<a href="#">Manage Assigned Cards</a>
<a href="#">Frank Stein</a>	fstein@lawful.com	Active	Admin	2 card(s)	<a href="#">Manage Assigned Cards</a>
<a href="#">Kelly Night</a>	knight@lawful.com	Active	User	2 card(s)	<a href="#">Manage Assigned Cards</a>
<a href="#">Sharon News</a>	snews@lawful.com	Active	User	2 card(s)	<a href="#">Manage Assigned Cards</a>

By checking the box to the left of the **Card Nickname**, the Administrative User can assign or not assign the user to the credit card.

**Credit Card Assignment**

**User Menu**

- Start new filing
- Messages (3411)
- Recent e-filings
- My forms
- My profile
- My organization
- Financial
- Credit cards
- Served on me (4)
- Check e-service status
- Address book

**Full Name** Ala Meda  
**Email** tancias@intresys.com

**Assigned Credit Cards**

	Card Nickname	Card Status
<input checked="" type="checkbox"/>	062714	Expired
<input checked="" type="checkbox"/>	2.5564366446228852 MC	Expired
<input checked="" type="checkbox"/>	2.5564366446228852 second	Expired
<input checked="" type="checkbox"/>	5454 MC: 3-41 TX	Inactive
<input checked="" type="checkbox"/>	alam02	Expired
<input checked="" type="checkbox"/>	master card 5454 090814	Inactive
<input checked="" type="checkbox"/>	Master Card GP/050515	Active

## Basic User Credit Cards View

When a Basic User selects **Credit Cards** from the User Menu on the AZTurboCourt homepage, they will only be able to see the credit or debit card that is assigned to them.

A Basic User may enter the information for a new card when submitting payment for a filing but they will not be able to assign others to a credit or debit card. Access to the stored credit card can only be assigned by an Administrative User.

**Credit Cards**

**User Menu**

- Start new filing
- Messages (3411)
- Recent e-filings
- My forms
- My profile
- My organization
- Financial
- Credit cards
- Served on me (4)
- Check e-service status
- Address book

Nickname  Status Active ▾ List

<u>Credit Card Nickname</u>	<u>Status</u>	<u>Last 4 digits</u>	<u>Expiration</u>	<u>Created By</u>	<u>Authorized User(s)</u>	
<a href="#">062714</a>	Expired	5454	10/2015	Ala Meda	1 user(s)	<a href="#">Add/Remove User(s)</a>
<a href="#">Master Card GP/050515</a>	Active	5454	5/2017	Ala Meda	1 user(s)	<a href="#">Add/Remove User(s)</a>
<a href="#">MASTER on TX STAGE 11/17/2014</a>	Active	5454	12/2017	Ala Meda	1 user(s)	<a href="#">Add/Remove User(s)</a>
<a href="#">MC 5/18 turbokids</a>	Active	2210	05/18	Ala Meda	1 user(s)	<a href="#">Add/Remove User(s)</a>
<a href="#">MC 54 TEXAS 02-05-15</a>	Active	5454	5/2017	Ala Meda	1 user(s)	<a href="#">Add/Remove User(s)</a>

# Section Seven: Case & Document Types

## Case Initiation Title List

Application
Claim
Complaint
Declaration
Notice
Petition
Request

## Initiating Civil Case Categories

Below is the list of document titles that will appear if you are initiating your civil case in Pima County.

CONTRACTS	OTHER CIVIL CATEGORIES (continued)
Account (Open or State)	Clearance of Records (A.R.S. 13-4051)
Buyer-Plaintiff	Declaratory Judgment
Construction Defects (Residential/Commercial)	Declaration of Factual Innocence (A.R.S. 12-771)
Construction Defects (Residential/Commercial) Six to Nineteen Structures	Declaration of Factual Improper Party Status (A.R.S. 12-772)
Construction Defects (Residential/Commercial)	Election Challenge (A.R.S. 16-675)
Excess Proceeds – Sale	Eminent Domain/Condemnation (A.R.S. 12-1116)
Foreclosure	Eminent Domain – Light Rail Only
Fraud	Employee Discrimination
Promissory Note	Employment Dispute – Other
Other Contract (Breach of Contract)	Immigration Enforcement Challenge
MEDICAL MALPRACTICE	Interpleader – Automobile Only
Physician M.D.	Landlord/Tenant Dispute – Other
Physician D.O.	NCC – Employer Sanction Action (A.R.S. 23-212)
Hospital	Quiet Title (A.R.S. 12-1101)
Other	Real Property
TORT NON-MOTOR VEHICLE	Special Action against Lower Courts
Intentional Tort	Structured Settlement (A.R.S. 12-2901)
Legal Malpractice	Tribal Judgment
Malpractice – Other professional	Unauthorized Practice of Law (State Bar)
Negligence	Vulnerable Adult (A.R.S. 46-451)

Premises Liability	Water Rights (Not General Stream Adjudication)
Product Liability – Asbestos	Other
Product Liability – Tobacco	
Product Liability – Toxic/Other	<b>OTHER CIVIL CASE CATEGORIES</b>
Property Damage	Administrative Review (A.R.S. 12-901)
Slander/Libel/Defamation	Attorney Conservatorships (State Bar)
Other	Assurance of Discontinuance (A.R.S. 44-1530)
<b>TORT MOTOR VEHICLE</b>	
Non-Death/Personal Injury	
Property Damage	
Wrongful Death	

## First Appearance Document Title List

Below is the list of document titles that will appear if this is the first filing in your case. If the specific title of your document does not appear choose the generic title.

<b>AFFIDAVIT</b>	<b>MOTION (continued)</b>
Affidavit	Motion to Dismiss for Lack of Jurisdiction
Affidavit in Support of Attorney Fees	Motion to Intervene
Affidavit of Renewal of Judgment	Motion
	<b>NOTICE</b>
<b>ANSWER</b>	Notice of Appearance
Answer and Counterclaim	Notice of Bankruptcy
Answer and Cross Claim	Notice of Removal to Federal Court
Answer	Notice
Answer and 3rd Party Complaint	<b>OBJECTION/OPPOSITION</b>
Answer to Cross Claim	Objection/Opposition to
Answer to 3rd Party Complaint	Objection/Response to subpoena by party
Answer of Garnishee	Objection/Response to subpoena by non-party
<b>APPLICATION</b>	<b>ORDER</b>
Application	Special Master Order
<b>ARBITRATION</b>	<b>PETITION</b>
Arbitration Award	Petition
Arbitration Notice of Decision	<b>REPLY</b>
<b>CERTIFICATE</b>	Reply
Certificate	Reply to Counterclaim
<b>CLAIM</b>	<b>REQUEST</b>
Claim for Payment/Answer on Forfeiture	Request for Hearing on Garnishment
<b>COMPLAINT</b>	Request
Complaint	<b>RESPONSE</b>
Counter Claim	Response

Cross Claim	Response to Petition for OSC
Third Party Complaint	Response to Petition for Injunction Against Harassment
DECLARATION	SERVICE
Declaration	Acceptance of Service
JUDGMENT	Waiver of Service
Stipulation for Judgment and Order	STATEMENT
MEMORANDUM	Statement
Memorandum	STIPULATION
MISCELLANEOUS/OTHER	Stipulation
Miscellaneous	Stipulation for Dismissal
MOTION	WAIVER
Change of Venue	Waiver
Motion to Dismiss	

## Subsequent Document Title List

Below is the list of document titles that will appear if this is **NOT** the first filing in your case. If the specific title of your document does not appear choose the generic title.

AFFIDAVIT	Application/Motion for Attorney Fees
Affidavit	ARBITRATION
Affidavit in Support of Attorney Fees	Appeal from Arbitration and Motion to Set Trial
Affidavit on Default and Entry of Default	Arbitration Award
Affidavit of Renewal of Judgment	Certificate of Compulsory Arbitration
ANSWER	Controverting Certificate of Compulsory Arbitration
Answer	Arbitration - Notice of Decision
Amended Answer	CERTIFICATE
Answer and Counterclaim	Certificate
Answer and Cross Claim	CLAIM
Answer and 3rd Party Complaint	Claim for Payment/Answer on Forfeiture
Answer to Cross Claim	COMPLAINT
Answer to 3rd Party Complaint	Complaint
Answer of Garnishee	COMPLAINT (continued)
APPEAL	Amended Complaint
Notice of Appeal (Civil)	Counter Claim
Appeal Docketing Statement	Cross Claim
APPLICATION	Third Party Complaint
Application	DECLARATION
Application/Motion for Default	
Application for Pro Hac Vice	

Declaration
<b>INJUNCTION</b>
Preliminary Injunction
<b>JUDGMENT</b>
Satisfaction of Judgment
Stipulation for Judgment and Order
<b>JURY</b>
Demand for Jury Trial
Jury-Proposed Instructions
<b>MISCELLANEOUS/OTHER</b>
Miscellaneous
List of Witnesses, Exhibits and Evidence
<b>MEMORANDUM</b>
Memorandum
Memorandum of Points and Authorities
<b>MOTION</b>
Motion to Amend
Motion to Appoint Court Interpreter
Motion for Change of Counsel
Motion for Change of Venue
Motion to Compel
Motion to Consolidate/Join
Motion to Continue
Motion to Continue on the Inactive Calendar
Motion to Dismiss
Motion to Dismiss for Lack of Jurisdiction
Motion to Extend Time for Service
Motion In Limine
Motion to Intervene
<b>MOTION (continued)</b>
Motion for Judgment Debtor to Appear
Motion
Motion for Reconsideration
Motion to Set/Certificate of Readiness
Motion to Set Aside/Vacate
Motion for Substitution of Counsel
Motion for Summary Judgment
Motion to Withdraw Counsel
<b>NOTICE</b>
Notice of Appearance

Notice of Bankruptcy
Notice of Removal to Federal Court
Notice of Dismissal
Notice of Lodging (Filing)
Notice of Non-Party at Fault
Notice
Notice of Settlement
Notice of Withdrawal with Consent
<b>OBJECTION/OPPOSITION</b>
Objection/Opposition to
Objection/Response to subpoena by party
Objection/Response to subpoena by non-party
<b>ORDER</b>
Proposed Order/Judgment
Special Master Order
<b>PETITION</b>
Petition
Petition for Supplemental Proceeding
<b>PRAECIPE (SYSTEM-GENERATED DOCUMENT)</b>
Summons
Subpoena
<b>REPLY</b>
Reply
Reply to Counterclaim
<b>REPORT</b>
Report
<b>REQUEST</b>
Request for Hearing on Garnishment
Request for Interpreter
<b>REQUEST (continued)</b>
Request
<b>RESPONSE</b>
Response
Response to Petition for Injunction Against Harassment
Response to Petition for OSC
<b>SERVICE</b>
Acceptance of Service
Affidavit/Certificate of Service
Affidavit of Service by Publication
Affidavit of Attempted Service

Waiver of Service
STATEMENT
Joint Pretrial Statement
Statement of Costs
Statement of Facts
Statement
STIPULATION

Stipulation
Stipulation for Dismissal
WAIVER
Waiver
WRIT
Application/Request for Writ

## Section Eight: Common Terms

**Administrative Order:** The Arizona Constitution states, "The supreme court shall have administrative supervision over all the courts of the state." The Supreme Court adopts policies and procedures to guide municipal, justice of the peace, superior court, and appellate courts throughout Arizona in conducting their administrative functions in a fair, efficient and fiscally responsible way.

**AZTurboCourt:** A portal used to e-file civil filings in Maricopa and Pima County Superior Courts. Eventually, AZTurboCourt will be a statewide application and you will use the same login to file into every Arizona state court. (Federal Courts are not included)

**Completed Status:** You have completed the steps necessary to attach and submit your document but it has **NOT** been delivered to the court.

**Deficient** The clerk requires that your submission must be corrected. All or part of your form set will not be filed. You will receive a message from the clerk with more information. You will review the clerk's notes, make appropriate changes, and submit a new filing if applicable.

**Delivered Status:** The court has received your document and is processing it. The status will change to "e-filed" or "rejected".

**DOCX:** File type for Microsoft Word 2007 or 2010.

**E-filed:** Your document was accepted by the court. You can now retrieve your document through **View Case Documents** and view the date/time stamp.

**E-Service:** The e-Service component is an optional feature which allows filers to e-serve all documents in a Form set on specified e-service recipient list. Filers may serve as many recipients as they like, serve additional recipients after the initial e-service and may also re-serve the documents until they have been accepted for e-service by the recipient.

**Filing pending:** Your submission is being electronically submitted to the court. Your submission will stay in this status for several minutes and should then change to "delivered".

**Form Set #:** System-generated number that allows tracking for each submission completed in AZTurboCourt. The number appears when you receive notification that the submission has been delivered, e-filed, or rejected. You can use this number to search for a specific submission. You can also use the form set # if you need technical support.

**Lead Document:** Document that will receive a file stamp or issuance from the clerk, (also called a main document), i.e. stipulation, answer, notice, etc. Main or lead documents will vary based on your filing court and case type.

**Megabyte:** Unit of computer data storage space. One megabyte equals 1,024 kilobytes (KB). The current attachment size in AZTurboCourt is 10 megabytes (MB).

**PDF:** Format for a computer document that allows it to be processed and printed on any computer using a free PDF reading software.

**ODT:** Open Document format. File type found in most word processing applications.

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Court Services Division



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