



azturbocourt.gov

E-filing Online with AZTurboCourt

Supreme Court and Court of Appeals Division 1

E-filing User Manual for Court Reporters
November 18th, 2011

Register for System Notifications

An automated notification program is available to provide the latest AZTurboCourt information regarding *System Notifications, Enhancements, Training Information* and *Policy Updates*.



Why Register for System Notifications?

Receive advanced notification of:

- News and updates regarding AZTurboCourt
- New applications available to your county
- New training modules added to our webpage
- New policy decisions regarding AZTurboCourt

To sign up for System Notifications just go to

<http://azcourts.gov/azturbocourtinformation>

and click on *Register for System Notifications*

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AZTurboCourt Registration

- **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.
- **Do not register yourself without verifying your organization’s registration plan.**

Considerations for organizational structure and registration plan:

Should the entire organization register together, or should each department register separately?

How many administrators will you have? What positions may need administrative capabilities?

Do you have public email folders that everyone can view? (This may be a good choice for the default email address in initial registration.)

Pre-registration considerations

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

Remember:

- The first person that registers is automatically an administrator.
- Users will receive an email after registration and can then change their password and login (username). The email will not contain the password, so you must notify them with the information separately.
- The email address provided in initial registration will receive all messages related to each filing by every registered user.
- Many organizations use a public folder email address as their initial registration email. Click [here](#) (or see pg. 8) for instructions on changing the organization's default email address.
- Login (username) and email addresses are unique.

Registering:

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

1. Click this link and click on the e-filing icon.
2. Select Arizona as the jurisdiction from the map on the left side of the screen.
3. Click **Register**.



4. Enter contact information. A red asterisk indicates required information (*).
5. Choose an email notification preference.
6. Click **next** and proceed to step 2: **account details**.
7. Fill in all fields, even those not required (this will save you time at the e-filing stage).

8. Designate an organization type (see next section for organization type definitions).
9. Agree to the terms and conditions of the user agreement and click **register**.

Organization Type Definitions

Please read the descriptions below to help select the appropriate user type for your registration.

Individual: Pro-se (self-represented)

A person representing himself or herself in a lawsuit.

Business:

A person filing or responding to a lawsuit on behalf of a company, sole proprietorship, partnership, association and/or corporation.

A person should file as an attorney, not a business, if they are an active member of the State Bar.

Attorney/ Law Firm:

An attorney, professional law association, corporation or partnership authorized to practice law. Also, a person employed by an attorney or law firm who is authorized to file on behalf of the licensed attorney (i.e. paralegal, legal secretary).

Non-Exempt Government Organization:

A person or attorney authorized to represent a governmental body charged with administering and implementing legislation that is required to pay application fees or filing fees under state law. If you are not sure whether you are non-exempt, contact the court where you plan to file.

Exempt Government Organization:

A person or attorney authorized to represent a federal court, or a state, county or city governmental body, charged with administering and implementing legislation, that is NOT required to pay application fees or filing fees under state law. If you are not sure whether you are exempt, contact the court where you plan to file.

Adding a user account

1. Log in as administrator (only administrators can add additional users).
2. Click on **My organization** (in the User Menu).



3. Click **Add Account**.



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

Note: Each added user will receive an email notification of account set-up. The user can log in and change the password after receiving this notification.

Editing Organization Information

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



1. Update or replace designated information.
2. Click **Save**.

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

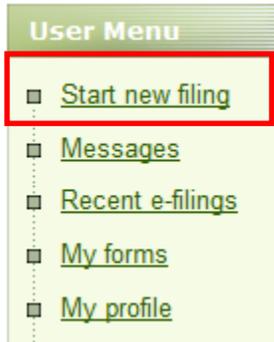
A screenshot of the 'Info' section of a web application. The section is titled 'Info' in red. Below the title, there are four input fields with labels and asterisks: 'Law Firm Name *' containing 'Law Offices of Bill Johnson', 'Email Address *' containing 'billjohnson@hotmail3.com', 'Contact Person' containing 'Bill Johnson', and 'Contact Phone' containing '(480) 215-1111'. There is an information icon (i) next to the phone number field and an 'ext.' label with an empty input field. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

Inactivating a user account

1. Click **My organization**.
2. Select the user to inactivate. Click on the username.
3. From the status menu, select **Inactivate**. Click **Update**.

User Menu

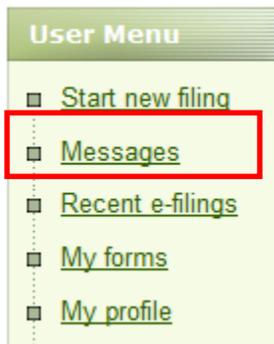
Start a new filing



This link places you on the home page.

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

Messages



The **Messages** link provides a list of system-generated messages.

Messages will contain your filing status.

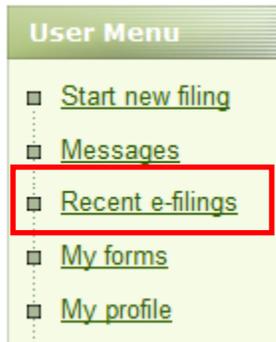
The message may also contain communication from the clerk's office with important information related to your filing.

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

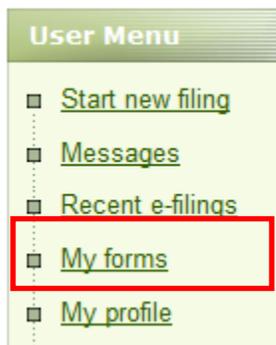


The **Recent e-filing** link allows for quick access to your most recent submission.

Advanced search allows access to other filings.

Check **recent messages** takes you back to the messages screen.

My Forms



The **My forms** link lists form set #'s created by user.

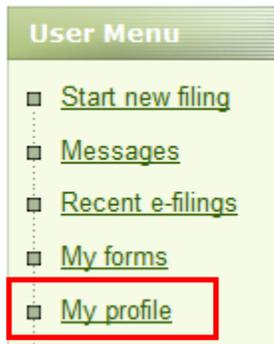
An administrator can see all form sets created for entire firm.

A user will only see submissions done under their log in and password.

System defaults to organize by form set number, most recent to less recent.

You can Sort by eight categories listed across the top of the table i.e. submission name puts filing in alphabetical order. System will default sort by form set #, organized by recently completed form set # to less recent.

My Profile



The profile page link allows updates to contact information, username, password, and email notifications.

To change contact information, just delete the field and enter new information.

Click **update**

To change username, delete current username and enter new one.

Answer security question.

Click **update**

Remember: Usernames are unique, if someone else using TurboCourt is already using your username, you must choose a different name.

Please note: If other people are using your username and login to e-file make sure to communicate any changes to the account.

Submit an E-filing

In order to access appellate e-filing through AZTurboCourt visit:

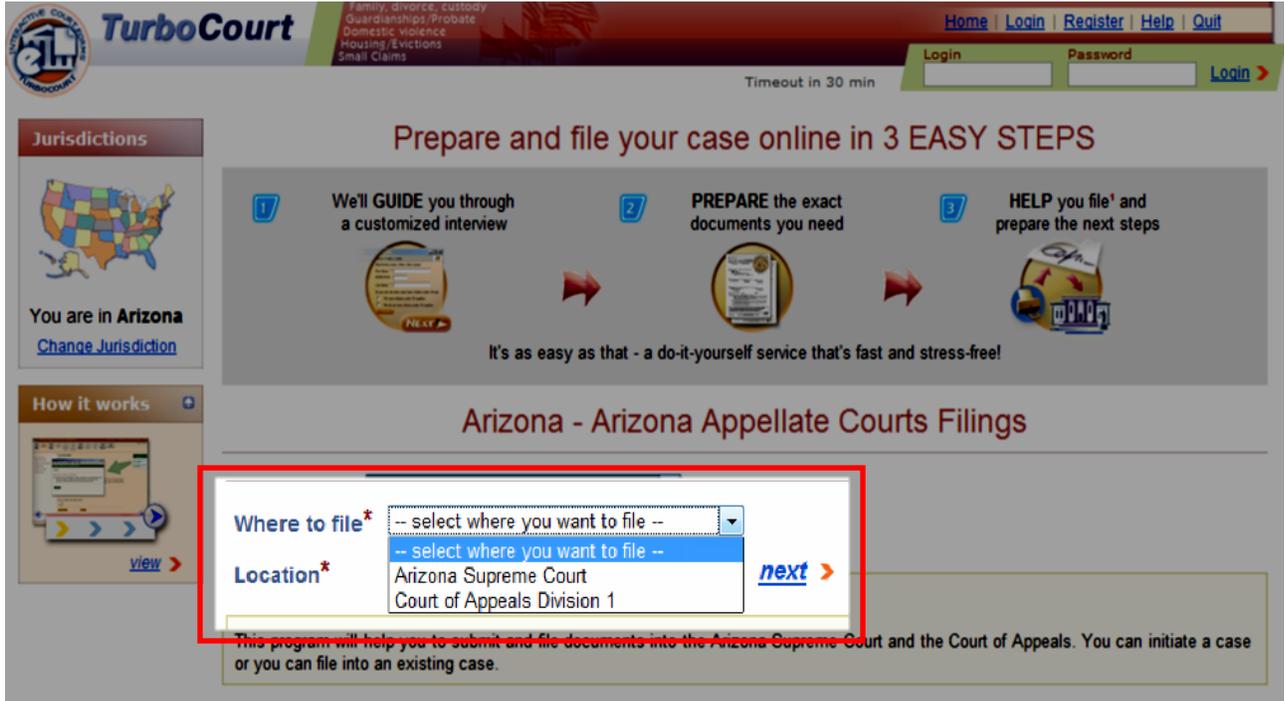
www.azturbocourt.gov

The screenshot shows the AZTurboCourt website interface. At the top, there is a navigation bar with the TurboCourt logo and a list of case categories: Family Divorce, Custody, Guardianships/Probate, Domestic Violence, Housing Evictions, and Small Claims. A red box highlights the login area, which includes fields for 'Login' and 'Password', and a 'Login >' button. Below the navigation bar, the main content area features a central heading: 'Prepare and file your case online in 3 EASY STEPS'. This is followed by 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'. Below these steps is a diagram showing a flow from a document icon to a document icon to a document icon, with arrows indicating the sequence. A caption reads: 'It's as easy as that - a do-it-yourself service that's fast and stress-free!'. To the left of the main content, there is a 'Jurisdictions' section with a map of the United States and a note 'You are in Arizona' with a 'Change Jurisdiction' link. Below that is a 'How it works' section with a 'view >' link. To the right of the main content, there is a 'Testimonials' section with a quote from Gloria, a self-represented litigant, and a 'more >' link. Below the testimonials is a 'Resources' section with links to BBB Accredited Business, Facebook, and Twitter. At the bottom of the main content area, there is a section titled 'Start your Case in Arizona' with a 'change' link. This section lists five case types with 'start now >' links: Eviction Action, Small Claims, Civil Lawsuits, General Civil - Superior Court, and Appellate Courts Filings. The 'Appellate Courts Filings' link is highlighted with a red box.

1. Login

2. Select Appellate Courts Filings **Start Now**

3. Choose the appropriate court



4. Choose, **I am filing into an existing case** and provide case #. Enter case # in the following format, CV-06-1234. Any additional letters or numbers should be removed.



5. Click **Next**

6. Click Next

[Information](#) [Print](#)

Welcome to Arizona Appellate Courts Filings Assistance e-Filing website.

This site will help you [electronically file](#) your documents with **Court of Appeals Division 1**.

WARNING: Save your work often. If you stay on the same page longer than 30 minutes, your information will be lost.

To retain the information you have just entered, you must move from field to field using the TAB key and click on the NEXT button before moving to a different screen.

If you want to stop and come back later, click the [Save/Retrieve](#) link in the upper right corner.

Click [here](#) to learn how to use this program.

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

7. Answer No, **you are not the attorney representing the agency on the case.**

8. Click Next

[Change](#) [Section 1](#) [Section 2](#) [Section 3](#) [Section 4](#) [Section 5](#) [Complete](#)

[r Venue](#) [Getting Started](#) [Action Information](#) [Preview & Print](#) [Your Filing](#)

[Introduction](#)

Represented By Attorney?

Provide the following information:

Are you the attorney representing the agency in this case? *

Yes

No

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

[our Case Information](#)

[Additional Information](#)

[What Side Are You Filing For?](#)

[Case Name](#)

[First Filing in Case?](#)

9. Verify case information.

10. Click **Next**

The screenshot shows a progress bar at the top with six stages: Section 1 (Getting Started), Section 2, Section 3, Section 4 (Action Information), Section 5 (Preview & Print), and Complete. Below the progress bar, the current section is titled "Your Case Information". The main content area displays the following text: "According to the information you have provided:" followed by two bullet points: "you are filing a document in an existing case" and "the case number is CR-05-4569". At the bottom of this section are two buttons: "PREVIOUS" and "NEXT". A sidebar on the left contains a list of sections: Introduction, Represented By Attorney?, Your Case Information (highlighted), Additional Information, What Side Are You Filing For?, and Case Name. A footer note at the bottom of the page reads: "This program is not intended as a substitute for a lawyer. We recommend that you seek legal advice by consulting with a lawyer."

11. Verify your name and select address **in the USA**.

12. Click **Next**

The screenshot shows a form titled "Your Information". A note at the top states: "Note: Your Email address is: johndoe@noemail.com" and "To update your email address click on 'Your Profile' in top right hand corner." Below this, the form asks "Tell us your:" and includes the following fields: "Salutation, if any" (dropdown menu), "First Name *" (text input with "Attorney"), "Middle Name or Initial" (text input), "Last Name *" (text input with "Generals Office"), "Suffix, if any" (dropdown menu), "Assumed Name Type" (dropdown menu), "Assumed Name *" (text input), and "Telephone Number *" (text input with "(602) 590 - 1414 x"). At the bottom, there are radio buttons for "Your address is: *": "in the USA" (selected) and "outside of the USA". At the very bottom are "PREVIOUS" and "NEXT" buttons. A sidebar on the left contains a list of sections: Introduction, Represented By Attorney?, Your Case Information, Your Information (highlighted), Additional Information, What Side Are You Filing For?, and Case Name.

13. Type in your work address, or the address you want the court to have on file for you.

14. Click **Next**

The screenshot shows a web form titled "Your Address" with a navigation bar at the top containing "Started", "Information", and "Print". On the left is a vertical sidebar with menu items: "Introduction", "Represented By Attorney?", "Your Case Information", "Your Information", "Your Address" (highlighted in orange), "Additional Information", "What Side Are You Filing For?", and "Case Name". The main content area is titled "Your Address" and contains the instruction "Provide the following information:". Below this are several input fields: "Firm/Agency Name *" with the value "Maricopa County Court Reporters", "Address 1 *" with "101 W Jefferson", "Address 2" (empty), "City *" with "Phoenix", "State *" with a dropdown menu showing "Arizona", and "Zip Code *" with "85003". At the bottom of the form are two buttons: "PREVIOUS" and "NEXT".

15. Select **I am a court reporter** and enter your court reporter certification number

16. Click **Next**

The screenshot shows a web form titled "Additional Information" with the same navigation bar and sidebar as the previous form. The sidebar highlights "Additional Information" in orange. The main content area is titled "Additional Information" and contains the instruction "Check the box next to the statement that applies to your situation and provide the requested information:". Below this are five radio button options: "I am filing as an *amicus curiae* in this case", "I am a court reporter for this case Provide your Court Reporter Certification Number:" (highlighted with a red box and has a checked checkbox), "I am a transcriptionist for this case", "I have been appointed by the Court to act as Advisory Counsel in this case", and "I have been appointed by the Court to act as Counsel in this case". At the bottom are "PREVIOUS" and "NEXT" buttons.

17. Select the document you plan to file. If you are filing a transcript you must also enter the hearing date.

18. Click **Next**

Lead Document #1 - Select Document

According to the information you've just provided:

- you want to file subsequent document(s) in the Court of Appeals Division 1

Note: You may attach up to 4 [lead documents](#) per submission.

Document #1 *

Reporter's Transcripts

Motion for Extension of Time to File Transcripts

Affidavit

Notice of Errata

If 'Reporter's Transcripts', what is the hearing date? * (mm/dd/yyyy) AM PM Other

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

19. Select yes if you have additional documents to file.

20. Select no if you have no additional documents to file.

21. Click **Next**

Lead Document #2 - Select Document

You have just selected the following [lead document\(s\)](#):

#1: Reporter's Transcripts

Do you want to file another [lead document](#)? *

Yes (answer question below)

No

If 'Yes', select **Document #2 ***

Reporter's Transcripts

Motion for Extension of Time to File Transcripts

Affidavit

Notice of Errata

If 'Reporter's Transcripts', what is the hearing date? * (mm/dd/yyyy) AM PM Other

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

22. Select **Next**

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.



23. Scroll to the bottom of your screen.

24. Click **Attach**

YOUR DOCUMENTS INFO

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>.

Reporter's Transcripts * 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 3 supporting documents to this main document.

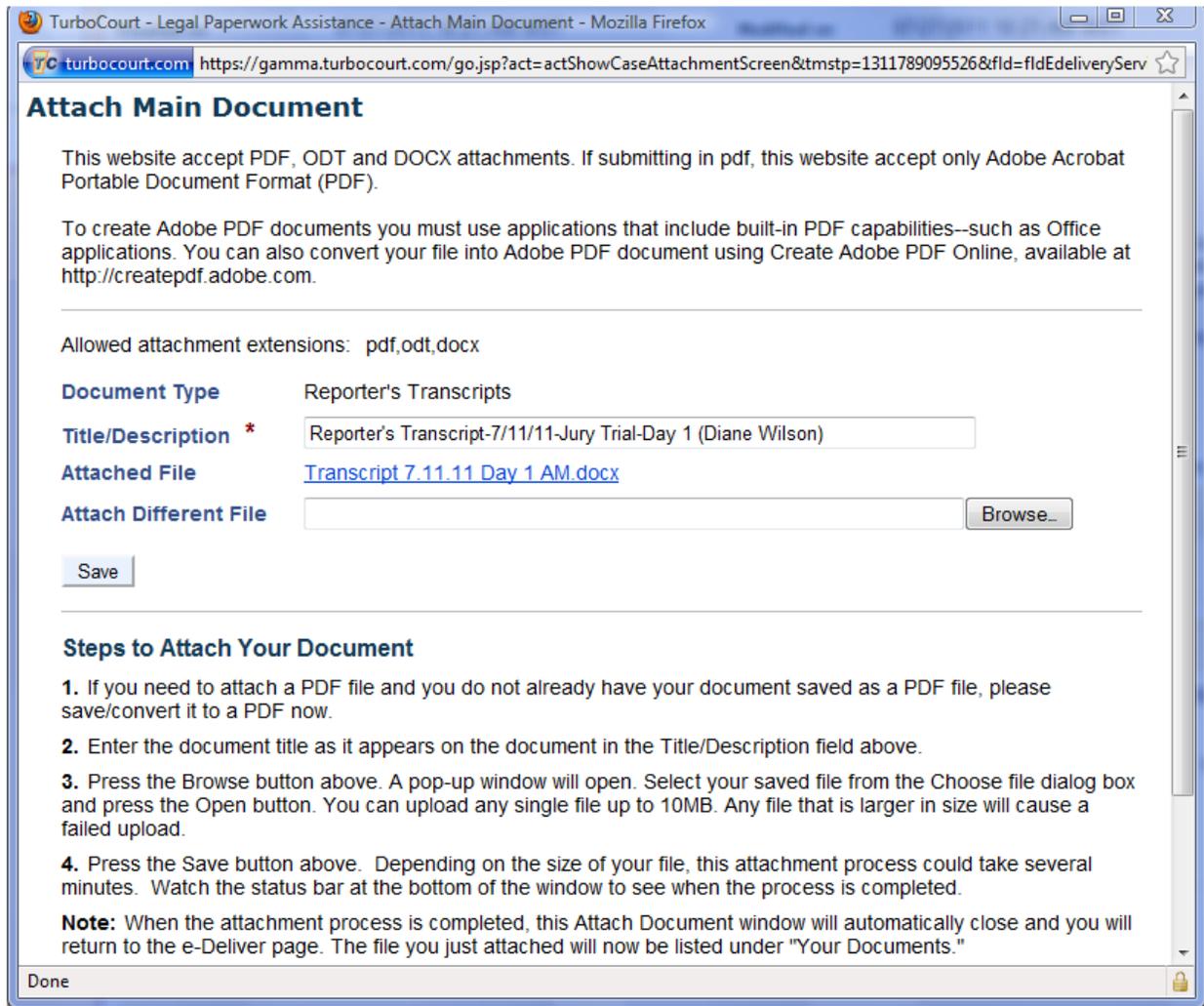
Attach View Remove

REVIEW / EDIT YOUR ANSWERS NEXT

25. Title your document (title your document in the same format as the example in the illustration).

26. Click **Browse**, find your document on your computer and click **open**.

27. Click **Save**



a. Document must be saved as DOCX, PDF, or ODT to proceed

28. Click **Next**

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>.



Reporter's Transcripts: transcripts*



Attach Supporting Documents

Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 3 supporting documents to this main document.



◀ REVIEW / EDIT YOUR ANSWERS

▶ NEXT

29. Scroll to the bottom of the page.
30. Enter any party you want to receive a courtesy notification of your transcription filing (if applicable).
31. Agree to user terms and conditions.
32. Enter your first and last name.
33. Click **Edeliver**

Courtesy Notifications

To send a courtesy e-mail of TurboCourt e-filing notifications to other recipients, provide the email addresses below. Use a comma (,) to separate multiple notification to the judge, judicial assistant or clerk of court.

Send To: johndoe@noemail.com

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

Customer Message 



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

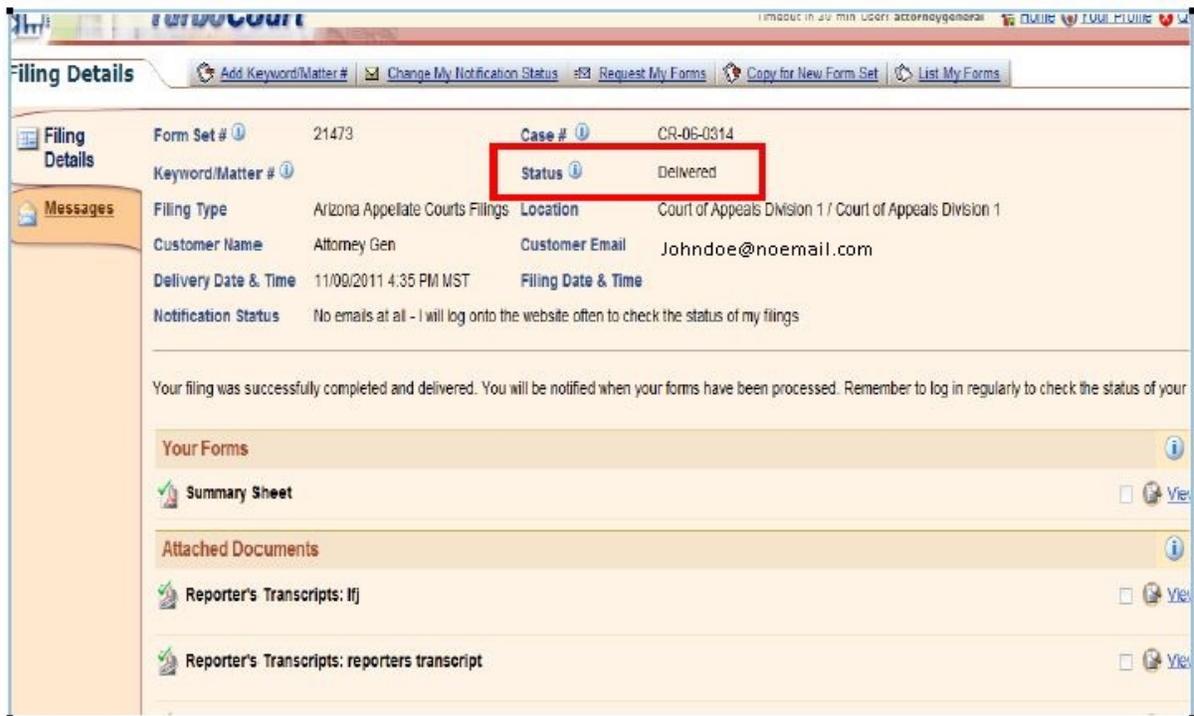
* I agree to the terms and conditions in the User Agreement

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

First Name * Last Name *



34. Check filing details and ensure filing status changed from completed to either filing pending or delivered



Filing Details

Form Set # 21473 Case # CR-06-0314

Keyword/Matter # **Status Delivered**

Filing Type Arizona Appellate Courts Filings Location Court of Appeals Division 1 / Court of Appeals Division 1

Customer Name Attorney Gen Customer Email Johndoe@noemail.com

Delivery Date & Time 11/09/2011 4:35 PM MST Filing Date & Time

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

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

Your Forms

- Summary Sheet

Attached Documents

- Reporter's Transcripts: Ifj
- Reporter's Transcripts: reporters transcript

Filing multiple transcripts:

Choose **reporters transcript** and enter hearing date and time

Lead Document #1 - Select Document

According to the information you've just provided:

- you want to file subsequent document(s) in the Court of Appeals Division 1

Note: You may attach up to 4 lead documents per submission.

Document #1 *

Reporter's Transcripts

Motion for Extension of Time to File Transcripts

Affidavit

Notice of Errata

If 'Reporter's Transcripts', what is the hearing date? * (mm/dd/yyyy) AM PM Other

Continue to next pg.

1. Answer **yes, you want to file another lead document** and
2. Choose **reporters transcript** again.
3. Enter 2nd hearing date and time.

Repeat this process until you have selected the # of transcripts you wish to attach for that case (up to 4 per submission)

Lead Document #2 - Select Document
You have just selected the following **lead document(s)**:
#1: Reporter's Transcripts

1. Do you want to file another **lead document?** *

Yes (answer question below)
 No

If 'Yes', select **Document #2** *

2. Reporter's Transcripts
 Motion for Extension of Time to File Transcripts
 Affidavit
 Notice of Errata

3. If 'Reporter's Transcripts', what is the hearing date? * (mm/dd/yyyy) AM PM Other

PREVIOUS NEXT

See next pg.

This is an example of what your attachment page will look like once you have selected to attach more than one transcript.

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) info

Summary Sheet View

Your Documents info

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>.

Reporter's Transcripts * 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 3 supporting documents to this main document. Attach View Remove

Reporter's Transcripts * 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 3 supporting documents to this main document. Attach View Remove

Reporter's Transcripts * 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 3 supporting documents to this main document. Attach View Remove

REVIEW / EDIT YOUR ANSWERS NEXT

Attach all transcripts and continue filing instructions found on pg. 18.