

E-FILING IN PIMA COUNTY SUPERIOR COURT

Filing a First Appearance in a Case



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.

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

Registration training materials can be found at:
www.azcourts.gov/azturbocourtinformation

WELCOME TO E-FILING IN PIMA SUPERIOR COURT!

- ▶ This video training uses the **ATTORNEY** registrant type. If you are using another registrant type the screens may appear differently
- ▶ More detailed training materials are available in print and video at our website.
- ▶ We also offer, on a limited basis, in-person or web-based courses.

Please visit our website for more information
www.azcourts.gov/azturbocourtinformation



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 Division One.

To start a submission, click **START NOW** next to GENERAL CIVIL-SUPERIOR COURT

Then choose **PIMA** from the dropdown and 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

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](#)

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

- 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
- After reading the error message check your case number for accuracy
- If the number is correct and still will not validate call the AOC Support Center for assistance

Click the button next to
I AM FILING INTO AN EXISTING CASE...

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.

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](#)

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

Arizona Civil Lawsuits - Superior Court Filings Assistance

Info Save/Retrieve Tutorial

Change Section 1 Section 2 Section 3 **Section 4** Complete

Your Venue Getting Started Filer Information Action Information **Preview & Print** Your Filing

• Introduction

○ Your Case Information

○ First Appearance Fee

Welcome to the Superior Court Civil Case e-Filing website.

This site will help you electronically file your documents with the Superior Court in Pima County.

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

Question ?

- How do I use this program?
- What information is subject to disclosure in the documents I file?
- Can I save this information and come back to it later?
- How does Save/Retrieve work?

TUTORIAL

If your case validates you will be taken to the Welcome screen.
Click **NEXT**

- Verify the Case Information is correct and click **NEXT**.
- If the Case Information is incorrect click **CHANGE CASE NUMBER** and enter the correct case number

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	Plaintiff		
BOB'S BARGAINS	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

- If you or your client have previously paid an appearance fee in this case click **YES**
- If this is your or your client's first time appearing in this case click **NO**
- If you are unsure if you should be charged a filing fee, see Arizona Revised Statutes §12-311

First Appearance Fee

Provide the following information:

Have you previously paid your appearance fee? *

- Yes
 No

Note: If you have not previously filed a document in this case, you may have to pay an appearance fee. (See [Arizona Revised Statute § 12-311](#)).

◀ PREVIOUS

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 ▶

- Because this is your first appearance on the case, your name should not appear. Select **I AM NOT ON THIS LIST**

- After clicking **NEXT** you will be taken to two additional screens where you will enter your information. The information entered for an attorney **MUST** match what is registered with the Arizona State Bar and contain the Attorney's Bar Number

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 ▶

- If you have an ACTIVE Order waiving or deferring fees click this box. **DO NOT** click this box unless you have a signed Order from the Court for this case
- Indicate if you have been appointed a Special Master or Arbitrator. For a list of other court appointed positions, click **OTHER**

- The email address listed is what is entered in during your account registration. If it is not correct, click on YOUR PROFILE and enter the correct email address
- Enter the attorney's information and indicate if your mailing address is in or outside of the USA
- Ensure the State Bar number is correct.

Your Mailing Address

Law Firm Name *

Address 1 *

Address 2

City *

State *

Zip Code *

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

- Enter the law firm's name and address
- Click **NEXT**

Represented Party(s)

Select Parties by Role: or [Clear Selection](#)

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

BOB'S BARGAINS, Defendant

Not on this list

PREVIOUS

NEXT

- Choose the party you represent
- Click **NEXT**

OR

- If not listed, choose **NOT ON THIS LIST**
- You will be prompted to enter the non-listed party later in the application
- Click **NEXT**

Main Document - Select

Check one main document type and select the document below.

Note: If your specific document type is not available in the drop down box, select the general description of your document (for example, Motion).

AFFIDAVIT

*

ANSWER

*

APPLICATION

*

- Choose your Main Document by clicking on the box next to the document.
- Click on the dropdown box next to the selected Main Document and choose your document description

Main Document - Select

Check one main document type and select the document below.

Note: If your specific document type is not available in the drop down box, se

AFFIDAVIT

*

ANSWER

*

APPLICATION

Certificate of Compulsory Arbitration Filed?

Note: Rule 5(i) states a complaint and answer in a civil case shall be accompanied by a certificate of compulsory arbitration. Rule 72 requires that "if the defendant disagrees with the plaintiff's assertion as to arbitrability, the defendant shall file a controverting certificate that specifies the particular reason for the disagreement with plaintiff's certificate. The defendant's certificate shall be filed with the answer and a copy or copies shall be served upon the plaintiff."

This rule requires that the defendant certify by their signature that the case is or is not subject to arbitration.

Has a Certificate of Compulsory Arbitration been filed in this case? *

- Yes
 No (*answer question below*)

If 'No', do you want one? *

- Yes
 No

◀ PREVIOUS

NEXT ▶

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

Choose your answer and then 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.]

◀ PREVIOUS

NEXT ▶

If you chose **YES**, this screen will appear

Click the button that applies to your situation and click
NEXT

Certificate of Compulsory Arbitration

You have indicated that:

- a Certificate of Compulsory Arbitration has not been filed in this case and
- you would like to create a Certificate of Compulsory Arbitration

Is this case subject to compulsory arbitration, as provided by Rules 72 through 77 of the Arizona Rules of Civil Procedure? *

Yes

No

Note: Rule 72 requires that "if the defendant disagrees with the plaintiff's assertion as to arbitrability, the defendant shall file a controverting certificate that specifies the particular reason for the disagreement with plaintiff's certificate. The defendant's certificate shall be filed with the answer and a copy or copies shall be served upon the plaintiff."

◀ PREVIOUS

NEXT ▶

- If you chose **NO** a Certificate of Compulsory Arbitration has not been filed and **YES** you want one, this screen appears.
- Answer the question and click **NEXT**

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, **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 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.

◀ PREVIOUS

NEXT ▶

- AZTurboCourt will generate the Certificate of Compulsory Arbitration for you if required
- Ensure that the Attorney's name is listed here. If there is not an attorney, the name of the person who is signing the documents should appear here
- Check the box and then 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? *

- select number - ▼

◀ PREVIOUS

NEXT ▶

- If you indicated previously that your party was not listed or you chose a document that requires the addition of new parties, you are now prompted to add those parties
 - Select the number of parties your are adding and 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

◀ PREVIOUS

NEXT ▶

- Enter the type of person/entity and click NEXT

- Enter the party's information
- Indicate if the address is in or outside of the USA OR skip address entry

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

◀ PREVIOUS

NEXT ▶

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.

◀ PREVIOUS NEXT ▶

- If no technical problems were found with your answers you will see this screen.
- If there were technical problems with your answers you will be directed to the screen with the problem and prompted to correctly enter the information

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

Form Set #	28836	Case #	C20150014
Keyword/Matter #		Status	Completed
Filing Type	Civil Lawsuits - Superior Court	Location #	Pima - Superior Court
Customer Name	Attorney Tester	Customer Email	attorneytester@outlook.com
Created on	01/20/2015 11:05 AM MST	Modified on	01/20/2015 3:32 PM MST

Step 1 of 3. Review and Prepare Documents.

◀ REVIEW / EDIT YOUR ANSWERS NEXT ▶

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.

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.

A courtesy notification of any actions taken by the Clerk's Office on your submitted documents may be sent to any e-mail addresses provided. This notification will not include a copy of the documents attached to your filing.

Please note: the User Agreement has changed as of 8/21/13. To review the new User Agreement, click on the link in User Agreement acceptance area in Step 2.

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=726>

Pima Filing Fees

First Appearance Fee \$ 162.00

Your Fees

Filing Fee Amount \$ 162.00

Application Fee \$ 6.00

Total \$ 168.00

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

This screen provides:

- Filing and Application fees
- Formset Number
- Status
- Tracking

If you wish to add a keyword/Matter # (also known as a client number) click here

A screen will pop up where you can enter information for your internal tracking.

Change Keyword/Matter # Request My Forms Copy for New Form Set Delete Filing List My Forms Start New Filing

Form Set #	28836	Case #	C20150014
Keyword/Matter #	Training 1st Appearance	Status	Completed
Filing Type	Civil Lawsuits - Superior Court	Location #	Pima - Superior Court
Customer Name	Attorney Tester	Customer Email	attorneytester@outlook.com
Created on	01/20/2015 11:05 AM MST	Modified on	01/20/2015 3:32 PM MST

Step 1 of 3. Review and Prepare Documents.

◀ REVIEW / EDIT YOUR ANSWERS NEXT ▶

e-File 

 **e-File**

Pima Filing Fees

First Appearance Fee	\$ 162.00
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Your Fees

Filing Fee Amount	\$ 162.00
Application Fee	\$ 6.00

Total **\$ 168.00**

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

- This field lists any Filing or Application fees that are due
- The Application Fee for a subsequent document submission in **PIMA COUNTY SUPERIOR COURT** is \$6.00 per document

Your Completed Forms

(based on your answers to the questionnaire)



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](#)

This section shows any system generated documents. To see the generated document click **VIEW**.

Your Documents



Attach your main document here. Attach supporting documents (i.e., exhibits) with your main document. Proposed orders must be attached separately. 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.

Answer*

[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](#)

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

To attach your documents and finalize your submission:

Your Documents



Attach your main document here. Attach supporting documents (i.e., exhibits) with your main document. Proposed orders must be attached separately. 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.



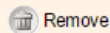
Answer*



Attach



View



Remove

Attach Supporting Documents

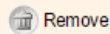
Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 25 supporting documents to this main document.



Attach



View



Remove



Attach Additional Documents

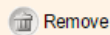
Instructions: To attach a main document, please click on the 'Attach' link on the right. You can attach up to 5 documents.



Attach



View



Remove

Click on **ATTACH** to the right of the document title you wish to attach.

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 Type Affidavit

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

- Enter the Title/Description of the document.
- Click **CHOOSE FILE** and upload your document
- 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
- Only use DOCX, ODT, or PDF formats. Documents may not be larger than 10MB.
- If your PDF document is larger than 10MB, re-save it as DOCX and then upload your document.

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 Type Affidavit

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

- 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
- **DO NOT** check the box for every submission, only for submissions that require judicial action within 2 business days or that need immediate attention by the judge

If the main document with exhibits is still over 10MB after saving as DOCX or ODT then you will need to attach them in the Attach Supporting Documents section.

Answer* 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

- Click on **ATTACH** to the right of Attach Supporting Documents.

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: Answer

Document Type * Exhibit/Attachment (Supporting) ▼

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

Attach Supporting Document No file chosen

- 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

- Click **CHOOSE FILE** and upload your document
- Click **SAVE**

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

You may attach up to 5 additional documents. Additional documents can be Motions, Affidavits, or a number of other documents that are filed into a case.

Additional Documents are NOT exhibits or attachments. Those documents are attached in the SUPPORTING DOCUMENTS section

- To attach an additional document click on **ATTACH** to the right of ATTACH ADDITIONAL DOCUMENTS
- Only use DOCX, ODT, or PDF formats. Documents may not be larger than 10MB
- If your PDF document is larger than 10MB, re-save it as DOCX and then upload your document

The screenshot displays a user interface for managing documents in a legal case. It features three main sections, each with a title, instructions, and a set of action buttons (Attach, View, Remove).

- Answer***: Located at the top left, accompanied by a document icon. To its right are the **Attach**, **View**, and **Remove** buttons.
- Attach Supporting Documents**: A section with a dashed line icon. The instructions state: "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." The **Attach**, **View**, and **Remove** buttons are positioned to the right.
- Attach Additional Documents**: A section with a star icon. The instructions state: "To attach a main document, please click on the 'Attach' link on the right. You can attach up to 5 documents." The **Attach**, **View**, and **Remove** buttons are positioned to the right.

At the bottom of the interface, there are two navigation buttons: **REVIEW / EDIT YOUR ANSWERS** (with a left-pointing arrow) and **NEXT** (with a right-pointing arrow).

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

Document Type *

Title/Description *

Attach Main Document No file chosen

- To attach an additional document, click on the **DOCUMENT CATEGORY** drop-down list arrow and choose your document from the list
- Click on the **DOCUMENT TYPE** drop-down list arrow and choose the document type from the list
- Enter the Title/Description of the document
- Click **CHOOSE FILE** and upload your document

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

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





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 it appears on screen.





Some document categories do not allow for this special request.





You are allowed to attach up to 5 additional documents. Each additional document will incur a \$6.00 fee unless it is a proposed order, proposed judgment or Notice of Hearing

AZTurboCourt will alert you when you have reached your limit of 5 documents

When you have attached all of your documents, click **NEXT**

 **Affidavit: TEST Affidavit**
You are requesting: Judge Action  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. This is the last main document that you can attach.  Attach  View  Remove

◀ REVIEW / EDIT YOUR ANSWERS NEXT ▶

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

Main plus 1 additional document

The FILING FEE box will add the application fee after each additional document is attached.

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

Main plus 2 additional documents

COMPLETING YOUR SUBMISSION

The screenshot displays the 'e-File & e-Serve' web interface. At the top, there is a navigation bar with several icons and links: 'Add Keyword/Matter #', 'Request My Forms', 'Copy for New Form Set', 'Delete Filing', 'List My Forms', and 'Start New Filing'. Below this, the main content area is divided into several sections. On the left, there are two tabs: 'e-File & e-Serve' (selected) and 'E-File'. Below the 'E-File' tab, there is a section titled 'Pima Filing Fees' with a table showing 'First Appearance Fee' for '\$ 162.00'. The main content area contains a table of submission details:

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

Below the table, it indicates 'Step 1 of 4. Review and Prepare Documents.' and provides two buttons: 'REVIEW / EDIT YOUR ANSWERS' and 'NEXT'.

- This page automatically defaults to the ESERVICE function
- If you do not wish to utilize the ESERVICE function click on the **EFILE** tab and you will be taken to the NOTIFICATION OPTIONS screen

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

- To use the E-Service function fill in the information when prompted
- For additional information on how to use E-Service please go to www.azcourts.gov/azturbocourtinformation
- This service is **NOT** to be used if you are wanting to send documents to others in your office or a copy to yourself. Use **COURTESY NOTIFICATIONS** for this.
- Click **NEXT**

Step 2 of 3. 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: tcgammassupport@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.)

Customer Message ?

◀ PREVIOUS

NEXT ▶

Your Email Preferences are those that you or your account administrator set during registration. If you wish to change the preference for this submission only, click the button to the left of your selection

Courtesy Notifications are to be used to send notifications that a filing has been completed. **COURTESY NOTIFICATIONS ARE NOT ESERVICE!** You will not be able to use this as service on other parties. You **MUST** effect service in the usual manner according to court Rules.

Step 3 of 3. Submit Your Forms.

◀ PREVIOUS

EFILE

E-filing Terms & Conditions

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

* I 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

To complete your submission:

- Agree to the Terms and Conditions in the User Agreement. For a copy of the User Agreement click **HERE**.
- Enter your **FIRST NAME** and **LAST NAME** in the boxes
- Click **EFILE**

PAYING FOR YOUR SUBMISSION

- 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
- 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 [i](#)

Pay with a PayPal account [i](#)

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

For more information on the payment process go to www.azcourts.gov/azturbocourtinformation

POST-SUBMISSION

Once you have clicked EFILE and paid for your submission, you will be taken a screen similar to this

Filing Details

Change Keyword/Matter # | Change My Notification Status | Request My Forms | Copy for New Form Set | List My Forms

Form Set #	28836	Case #	C20150014
Keyword/Matter #	Training 1st Appearance	Status	Delivered
Filing Type	Civil Lawsuits - Superior Court	Location #	Pima - Superior Court
Customer Name	Attorney Tester	Customer Email	attorneytester@outlook.com
Delivery Date & Time	01/20/2015 3:45 PM MST	Filing Date & Time	
Notification Status	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](#)

- 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](#)

Attached Documents [info](#)

- Answer: test Answer**
You requested: Judge Action [View](#)

The status of your submission now shows **DELIVERED**. This means the submission is being routed to the court for filing

If you indicated YES this submission requires judicial action you will see the request here

Once the Court has notified you that your document have been processed and are now a part of the court record, you will be able to download and print them for your records or service.

Filing Details

[Add Keyword/Matter #](#) [Change My Notification Status](#) [Request My Forms](#) [Copy for New Form Set](#) [List My Forms](#) [View Court Case Documents](#)

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](#)

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

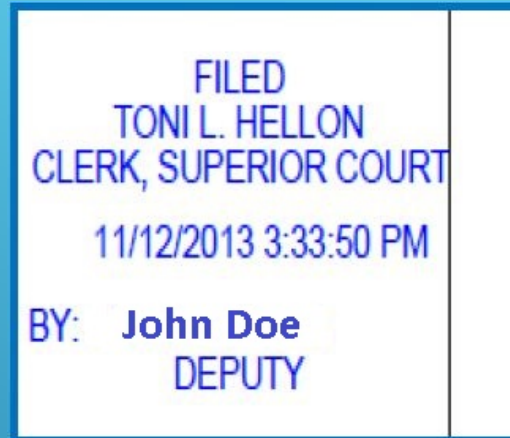
Attached Documents [info](#)

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

- To view the issued or file stamped document, click on the **COURT COPY** link
- The originally submitted document is viewable by clicking on the **VIEW** link
- You will also be able to see messages and payments

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

Example of a Subsequent filing file stamp



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

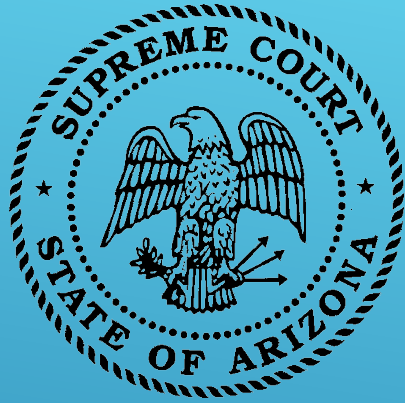
By: John Doe

Deputy Clerk



RELATED WEBSITES

- ▶ www.azturbocourt.gov
 - ▶ www.azcourts.gov
 - ▶ www.paypal.com/101
 - ▶ 1-877-672-9725 – Customer Service
- 



CUSTOMER SUPPORT

Available:

Mon-Fri 7:00am-6:00pm

1-800-720-7743

support@courts.az.gov

Thank you!

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Arizona Supreme Court
Administrative Office of the Courts
Court Services Division

AZTurboCourt Statewide E-filing User Manual/Video
© 2014 Arizona Supreme Court
Court Services Division, Caseflow Management Unit
1501 W Washington, Suite 111
Phoenix, AZ 85007
(602) 452-3630

