

E-FILING IN PIMA COUNTY SUPERIOR COURT

Starting a Civil Case



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 and web-based courses.

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

REGISTRATION

Tips for Registration

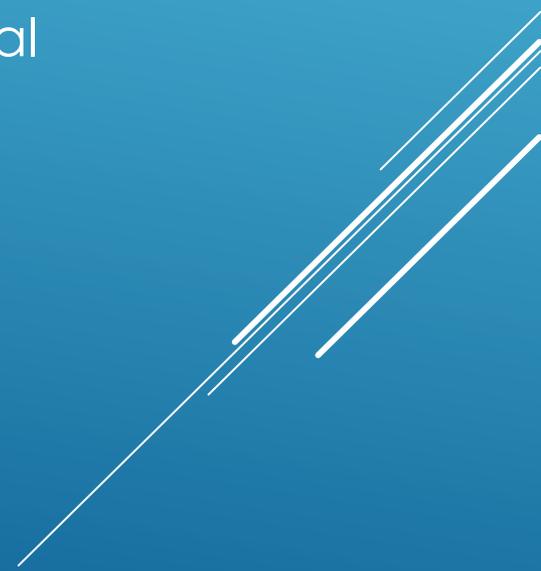
- ▶ Do not register yourself without first deciding on your organization's registration plan.
- ▶ **One** person in your organization completes initial registration.

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

E-FILING IN SUPERIOR COURT

- ▶ When you initiate a case electronically with Pima County Superior Court, AZTurboCourt generates your Civil Cover Sheet, Certificate of Compulsory Arbitration and a Summons for each Defendant.
 - ▶ If your case initiation also includes an emergency provisional remedy order, AZTurboCourt will generate and issue a Notice of Provisional Remedy.
- 

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 - 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](#)



Click the button next to
I AM STARTING A NEW CASE IN THIS COURT

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 ▶

The welcome screen provides information on how the software works. Click Next

A series of white diagonal lines of varying lengths and thicknesses, located in the bottom right corner of the slide.

Enter the Attorney's information. This information is used for system generated documents so please ensure that it is correct and matches what is on file with the Arizona State Bar.

If the Attorney is appearing Pro Hac Vice please indicate by checking the box.

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

Attorney's address is: *

in the USA

outside of the USA

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

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

Click **NEXT**

Attorney's Address

Tell us the address for Danielle M Gross:

Law Firm Name *

Address 1 *

Address 2

City *

State *

Zip Code *

[PREVIOUS](#)

[NEXT](#)

Enter the law firm name and address. Click **NEXT**

Number of Plaintiffs

How many plaintiffs are in this case? *

- select number - ▾

- select number -

1

2

3

4

5

6

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

◀ PREVIOUS

NEXT ▶

Choose the number of Plaintiffs for the case from the dropdown. If you have 7 or more Plaintiffs, you will not be able to start the case using AZTurboCourt. Please hand-deliver your documents to the Clerk's office.

Plaintiff #1 - Type

The plaintiff is: *

- Business / Organization / Agency
- Individual (**Note:** If you are an individual doing business as (dba) then select individual.) (answer question below)

If 'Individual', check one that applies: *

- This plaintiff is a minor
- This plaintiff is an incompetent person
- None of the above

◀ PREVIOUS

NEXT ▶

Choose the type of Plaintiff for Plaintiff #1. Click **NEXT**.

Plaintiff #1 - Information

Tell us this plaintiff's:

Name *

John Smith

John Smith

Assumed Name Type

- select Assumed Name type -

Assumed Name *

use a comma (,) to separate multiple assumed names

Email Address:

Telephone Number

([000]) [000] - [0000] x [0000]

The plaintiff's address is:

- in the USA
- outside of the USA
- skip entry of plaintiff's address

PREVIOUS

NEXT

- Enter Plaintiff information
- If you choose IN THE USA, you will be taken to this screen to enter the address.
- Click **NEXT**

- If you choose SKIP ENTRY OF THE PLAINTIFF'S ADDRESS you will be taken to the Defendant information screens.
- If you have additional Plaintiffs you will repeat these steps for each Plaintiff

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 *

Zip Code *

PREVIOUS

NEXT

Number of Defendants?

How many defendants are in your case? *

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

PREVIOUS NEXT

- select number -
- select number -
0
1
2
3
4
5
6

Choose the number of Defendants for the case from the dropdown. If you have 7 or more Defendants, you will not be able to start the case using AZTurboCourt. Please hand-deliver your documents to the Clerk's office.

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

Choose the type of Defendant for Defendant #1. 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. *

PREVIOUS

NEXT

If you are requesting an Emergency Order, click the appropriate box(es). If no emergency order is sought, 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

PREVIOUS

NEXT

Select whether or not the case is to be designated as Complex and click **NEXT**.

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 ▶

Choose the case's category you are filing into.
Click **NEXT**.

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 ▶

Select the case subcategory from the list.

For cases that are NOT included in AZTurboCourt click here

Click **NEXT**

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 ▶

Indicate if the case is or is not subject to Compulsory Arbitration. Click **NEXT**

The Certificate of Compulsory Arbitration is a system generated document. You will not need to attach this document prior to submission.

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 ▶

Ensure that the ATTORNEY's name or person signing the certificate is showing here. This name will appear on the signature line of the Certificate of Compulsory Arbitration.

If the incorrect name appears, you will need to go back and change the information in the Attorney information screen

Main Document - Select

Select the document: *

- Application
- Claim
- Complaint
- Declaration
- Notice
- Petition
- Request

PREVIOUS

NEXT

Select your main document from the list.
Click **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 errors were found with your answers, then you will see this screen. Click **NEXT**.

If errors were found you will be guided back to the screen to make the necessary changes.

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 #
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 01/09/2015 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

Your Fees

Filing Fee Amount \$ 244.00

Application Fee \$ 11.00

Total \$ 255.00

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.

Civil Lawsuits - Superior Court Form Assistance

E-File Service [Add Keyword/Matter #](#) [Request My Forms](#)

E-File

Form Set #	26529
Keyword/Matter #	

Pima Filing Fees	
New Case Filing Fee	\$ 244.00
Your Fees	
Filing Fee Amount	\$ 244.00
Application Fee	\$ 11.00
<hr/>	
Total	\$ 255.00
Important: Payments are processed via a 3rd party payment provider.	

This screen will also show you the Filing and Application fee due.

- The Filing Fee is tied to the case type that you chose at the beginning of AZTurboCourt.
- If this fee is incorrect, click on **REVIEW/EDIT YOUR ANSWERS** and select the correct case type.
- The Application Fee for a Case Initiation submission in **PIMA COUNTY SUPERIOR COURT** is 4.5% of the Filing Fee.
- E-Service is not available in case initiation. You must serve your documents upon the opposing parties in paper according to Court Rules.

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

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

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

ATTACHING YOUR DOCUMENTS

Your Documents Info

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.

 **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 ▶](#)

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. PDF (Adobe Acrobat PDF) files Or DOCX (Word2007 and later), and ODT (OpenDocument) and instructions for attaching your document.

Allowed attachment extensions: pdf,docx,odt

Document Type Complaint

Title/Description *

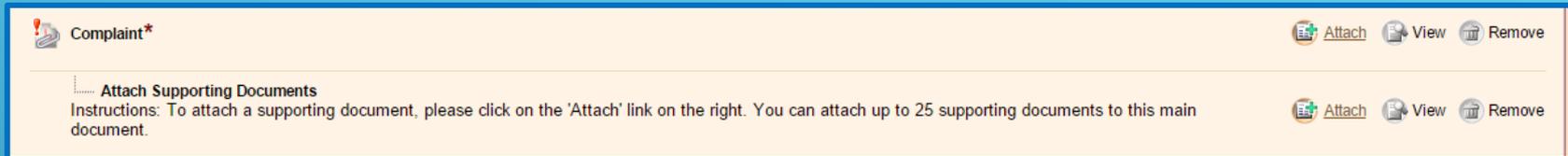
Attach Main Document

No file chosen

- Enter the Title/Description of the document.
- Click **CHOOSE FILE** and upload your 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.
- Click **SAVE**.

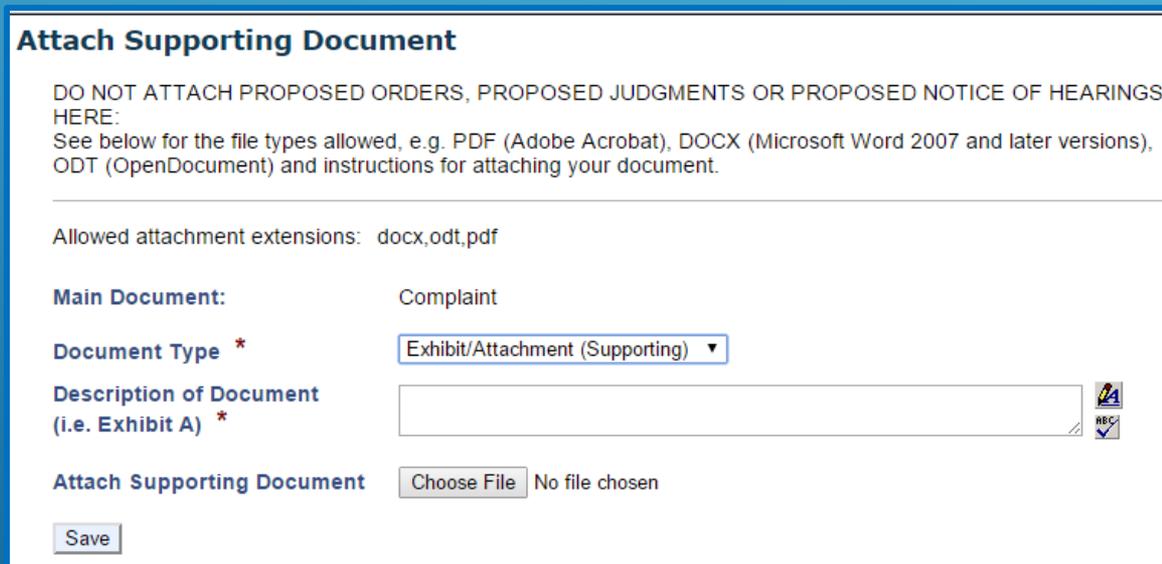
The Court prefers to have any supporting documents (e.g. exhibits, attachments) attached as part of the main document. For example, you are filing a Complaint and have two exhibits; the Complaint and both exhibits are uploaded as one document

If the main document with exhibits is over 10MB then you will need to attach them in the Attach Supporting Documents section.



The screenshot shows a document header for 'Complaint*'. On the right side, there are three icons: 'Attach', 'View', and 'Remove'. Below this, there is a section titled 'Attach Supporting Documents' with the following 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.' To the right of these instructions, there are again three icons: 'Attach', 'View', and 'Remove'.

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



The screenshot shows the 'Attach Supporting Document' form. It contains the following fields and options:

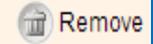
- DO NOT ATTACH PROPOSED ORDERS, PROPOSED JUDGMENTS OR PROPOSED NOTICE OF HEARINGS HERE:** See below for the file types allowed, e.g. PDF (Adobe Acrobat), DOCX (Microsoft Word 2007 and later versions), ODT (OpenDocument) and instructions for attaching your document.
- Allowed attachment extensions:** docx,odt,pdf
- Main Document:** Complaint
- Document Type ***: Exhibit/Attachment (Supporting) (dropdown menu)
- Description of Document (i.e. Exhibit A) ***: (text input field)
- Attach Supporting Document**: Choose File (button) No file chosen (text)
- Save** (button)

- Enter the Description/Title of Document
- Click **CHOOSE FILE** and upload your document
- Click **SAVE**



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 Main Document

Attach PROPOSED ORDERS, PROPOSED JUDGMENTS, and PROPOSED NOTICE OF HEARING HERE:
Proposed orders/judgments may be submitted in Microsoft Word 2007 and later versions (.DOCX) and OpenDocument word processing documents (.ODT). Do NOT attach proposed orders in Adobe Acrobat Portable Document Format (.PDF) format.

Allowed attachment extensions: docx,odt

Document Type *

Proposed Order

Title/Description *

Proposed Judgment
Proposed Notice of Hearing
Proposed Order

Attach Main Document

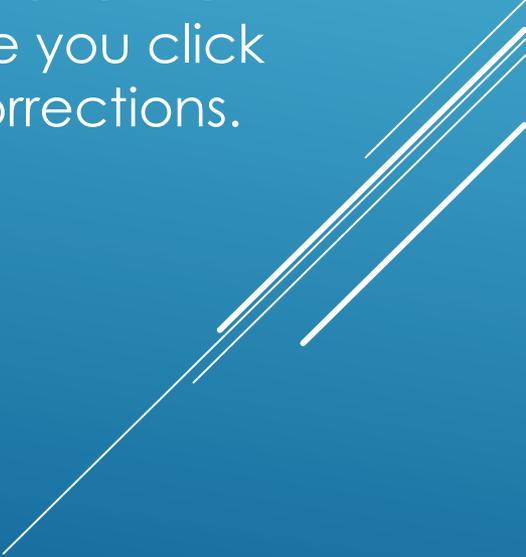
Choose File | No file chosen

Save

To attach a Proposed Order, Proposed Judgment or Proposed Notice of Hearing:

- Click on **ATTACH** to the right of Attach ADDITIONAL Documents
- Choose your document from the dropdown menu
- Enter the document Title/Description
- Click on **CHOOSE FILE** and upload your document
- Slick **SAVE**

COMPLETING YOUR SUBMISSION

- After you have attached all of your documents, click NEXT to complete your submission.
 - Make sure all of your documents are correct and the correct filing fees have been charged. Once you click on EFILE you will not be able to make any corrections.
- 

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: 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.)

Customer Message ?

◀ PREVIOUS

NEXT ▶

Your Email Preferences are those that you 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 to others in your law firm or other plaintiffs. 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 ⓘ

Pay with a PayPal account ⓘ

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 to this screen.

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

Filing Details **Messages** **Your Payments**

Form Set #	30100	Case #	
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 3:13 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 [View](#)

Attached Documents [info](#)

APPENDIX - Other: APPENDIX - Other [View](#)

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

You will also be able to see messages and payments

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 service.

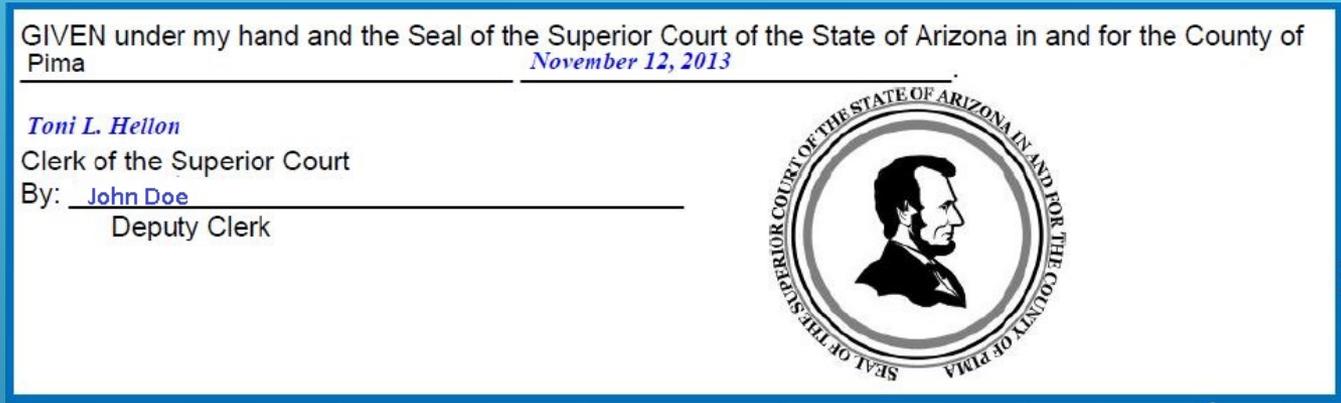
The screenshot displays a user interface for managing court forms and documents. It is divided into two main sections: 'Your Forms' and 'Attached Documents'. Each section has a header with an 'info' icon and a 'View' link. The 'Your Forms' section lists five items, each with a checkbox, a 'View' link, and a 'Court Copy' link. The 'Attached Documents' section lists three items, each with a checkbox, a 'View' link, a 'Court Copy' link, and an 'Endorsed' link. The interface uses a light blue and white color scheme with icons for document viewing and copying.

Section	Document Name	View	Court Copy	Endorsed
Your Forms	Civil Cover Sheet	<input type="checkbox"/> View		
	Certificate of Compulsory Arbitration	<input type="checkbox"/> View	Court Copy	
	Summons - Defendant # 1	<input type="checkbox"/> View	Court Copy	
	Summons - Defendant # 2	<input type="checkbox"/> View	Court Copy	
	Summons - Defendant # 3	<input type="checkbox"/> View	Court Copy	
Summons - Defendant # 4	<input type="checkbox"/> View	Court Copy		
Attached Documents	Application: FS #22296	<input type="checkbox"/> View	Court Copy	Endorsed
	Exhibit/Attachment (Supporting): Ehx 1	<input type="checkbox"/> View		
	Motion for Order to Show Cause: Mot for OSC	<input type="checkbox"/> View	Court Copy	Endorsed
	Proposed Order to Show Cause: Prop OSC	<input type="checkbox"/> View		
	Notice of Receipt of Complete Application (Pro Hac Vice): Not Receipt	<input type="checkbox"/> View	Court Copy	Endorsed
	Verified Application to the State Bar of Arizona (Pro Hac Vice): Verified App to State Bar	<input type="checkbox"/> View		

To view the issued or file stamped document, click on the **COURT COPY** link

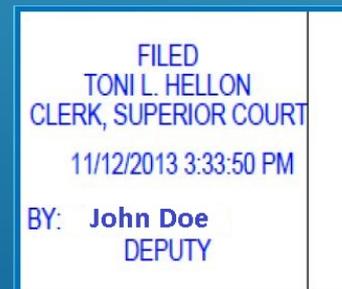
The originally submitted document is viewable by clicking on the **VIEW** link

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.



The date and time file stamp will appear on the top right hand corner of the page and will include the judge assignment and case number

Example of an initiating file stamp



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