E-FILING IN PIMA COUNTY SUPERIOR COURT

Requesting a Subpoena or Additional Summons



Start your Case in Arizona change

Eviction Action <u>start now</u> >

Start or respond to an eviction case.

Small Claims <u>start now</u> >

Lawsuits involving money disputes of \$3,500.00 or less for people not represented by an attorney.

- Civil Lawsuits <u>start now</u> > Lawsuits of \$10,000 or less - Contract disputes, collections, automobile accidents and more.
- General Civil Superior Court <u>start now</u> > Attach your existing documents for electronic filing with the Superior Court.
- TAX Filings Superior Court <u>start now</u> >

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 <u>start now</u> >

Start or respond to a dissolution/divorce case, a legal separation case or create a parenting plan.

 Appellate Courts Filings <u>start now</u> > Initiate a case or file into an existing case in the Arizo Division One.

Then choose **PIMA** from the dropdown and click Next

<				
Arizo	Arizona - Civil Lawsuits - Superior Court			
	Where to file* Pima S Check Your Fees			
	Location* Superior Court V <u>next</u> >			
	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			

- portable data storage device, or saved on your computer
- E-mail address

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

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	Click the button next to I AM FILING INTO AN EXISTING CASE And enter the case number
Arizona - Civil L	awsuits - Superior Court

validate, you will not be able to move further into the program and will see a red

 After reading the error message check your case number for accuracy

error message

 If the number is correct and still will not validate call the AOC Support Center for assistance 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 have confirmed that the court location and case number are correct and the system still cannot validate the case you

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 # * C201101456

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

A PREVIOUS NEXT 🕨

Arizona Civil Laws	uits - Superior Court Filings Assistance	🏦 Info 🚆 Save/Retrieve 💡 Tutorial
Change Section 1 Section 2 Your Venue Getting Filer Started Information	Section 3 Section 4 Complete Action Preview & Your Filing Information Print	
• Introduction	Welcome to the Superior Court Civil Case e-Filing website.	Question ?
• Your Case Information	This site will help you electronically file your documents with the Superior Court in Plma County.	How do I use this program?
	WARNING: Save your work often. If you stay on the same page longer than 30 minutes, your information will be lost.	 What information is subject to disclosure
	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.	in the documents I file?
	If you want to stop and come back later, click the Save/Retrieve link in the upper right corner.	 Can I save this information and come
	Click here to learn how to use this program.	back to it later?
	A PREVIOUS NEXT >	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

CHANGE CASE NUMBER

LIST OF CASE PARTICIPANTS

NAME	ROLE	BAR# STATE
	Private Attorney	123456
TESTER, ATTORNEY	Private Attorney	123456
JONES, JANIE	Plaintiff	
BOB BARN INC	Defendant	
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.

A PREVIOUS

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 <u>Arizona Revised Statute § 12-311</u>).	



- Select the Attorney's name from the list
- If you are a selfrepresented litigant, choose your name from the list
- Click NEXT
- If your name or the attorney's name is not listed, select I AM NOT ON THIS LIST
- After clicking NEXT you will be taken to 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

If you are a first time user with AZTurboCourt or this is your first time filing into Pima Superior Court you will see one or all of the screens on the next slide.

You will also see the screens if the data has not yet been updated by the court.

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

If you are not a first time user/filer then your name will appear in the **DETERMINE THE FILER** screen.

If you have questions, please contact the AOC Support Center.

Attorney's Information				
According to the information you have given:				
you are registered as an Attorney/Law firm	Current Contact Inform	natior	n	
Note: Your Email address is: attornevtester@outlook.com	Note: Your Email address is: attorneytester@outlook.com			
To update your registration information dick on "Your Profile" in top right hand corner.	To <u>update your registra</u>	To update your registration information dick on "Your Profile" in top right hand corner.		
Provide the following information about the attorney:	Tell us your contact informat	Tell us your contact information:		
First Name * Attorney	Telephone Number * (123)	123 - 1	1234 x	
Middle Name or Initial	Mailing address is: *			
Last Name * Tester Suffix, if any - select - 🔻	 in the USA 			
Bar Number * 123456 Issuing State: Arizona	 outside of the USA 			
Telephone Number * () - x	The party(s) I represent for	this sub	mission have an <u>active</u> Order from this Court waiving or deferring their filing fees for this case or a specific document .	
Mailing address is: *	If you have been appointed by t Note: Click on next if you are r	the Cou not a cou	rt to participate in this case select one of the following. urt appointed representative.	
in the USA	Special Master			
outside of the USA	Arbitrator			
	<u>Other</u> (specify)		Your Mailing Address	
I currently have an <u>active</u> Order from this Court waiving or deferring my filing fees for this case or				
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.	A PREVIOUS NEXT	D	Law Firm Name *	
Special Master			Address 1 *	
Arbitrator Attorney Bar #			Address 2	
Please enter your attorney bar # information:			Address 2	
A PREVIOUS NEXT D			City *	
			State * Arizona V	
Issuing State: * Arizona	<u></u>		Zin Code *	
PREVIOUS NEXT >	_		PREVIOUS NEXT >	

- Follow the prompts on the screens and fill in all required fields.
- The attorney information must match what is on file with the Arizona State Bar including any punctuation

Current Contact Information		
Note: Your Email address is: attorneytester@outlook.com		
To update your registration information click on "Your Profile" in top right hand corner.		
Mailing Address: 9		
Telephone Number:		
Is this your current contact information? *		
○ Yes		
No		
The party(s) I represent for this submission have an active Order from this Court waiving or deferring their filing fees for this case or a specific document.		
If you have been appointed by the Court to participate in this case select one of the following. Note: Click on next if you are not a court appointed representative.		
Special Master		
C Arbitrator		
Other (specify)		
PREVIOUS NEXT		

- If your information is available from the Court or you are an established user/filer, you will see this screen
- Check that all information is correct and click **YES** or **NO**
- If you click NO, you will be taken to a screen to enter your phone number and another screen to enter your address
- Click **NEXT**

PETITION			
* - s	select document - 🔹 🔻		
✓ PRAECIPE (SYSTEM-GENERATED DOCUMENT)			
* - s	select document - 🔻		
REPLY			
* - 3	select document - 🔻		
REPORT			

- Choose **PRAECIPE** by clicking on the box next to the document
- Click on the dropdown box next to the selected Main Document and choose either SUMMONS or SUBPOENA

*	- select document - 🔻		
PRAECIPE (SYSTEM-GENERATED DOCUMENT)			
*	- select document - 🔻		
	- select document -		
*	Summons Subpoena		
REPORT			
*	- select document - 🔻		

How Many Summons?			
You have requested that a Summons be issued.			
How many summons do you need issued? st	- select number - 🔻		
PREVIOUS NEXT			

If you chose SUMMONS, select the number of summonses you need to have generated and issued.

AZTurboCourt will generate your summons or subpoena based on the information you enter in the following screens. If you chose SUBPOENA, you will see this screen. Choose what the subpoend should be issued for:

- FOR ATTENDANCE OF WITNESSES AT HEARING OR TRIAL
- FOR TAKING OF
 DEPOSITIONS
- FOR PRODUCTION OF DOCUMENTARY EVIDENCE OR INSPECTION OF PREMISES

Subpoena - Details	
You have requested that a <u>Subpoena</u> be issue	ed.
Select from one or more of the following choi	ices:
For Attendance of Witnesses at Hearing or	r Trial
Note: You are commanding a person to atte	end a court proceeding and testify.
Provide the following information about the p	proceeding:
County: *	
Judicial Officer: *	
Courtroom: *	
Address: *	
When: *	Date: (mm/dd/vvvv) at : a.m. p.m.
When: * The party will testify at: \bigcirc a hearing \bigcirc tria	Date: (<i>mm/dd/yyyy</i>) at:
When: * The party will testify at: a hearing tria	Date: (<i>mm/dd/yyyy</i>) at:
When: * The party will testify at: O a hearing O tria For Taking of Depositions	Date: (<i>mm/dd/yyyy</i>) at:
When: * The party will testify at: a hearing trianol trianol For Taking of Depositions Note: You are commanding a person to attempt	Date: (mm/dd/yyyy) at a.m. O p.m.
When: * The party will testify at: a hearing trian For Taking of Depositions Note: You are commanding a person to attemprovide the following information about the person test of tes	Date: (mm/dd/yyyy) at : O a.m. O p.m. ial end a court proceeding and testify at the taking of a deposition in the above cause. proceeding:
When: * The party will testify at: a hearing tria For Taking of Depositions Note: You are commanding a person to attended Provide the following information about the person of the pe	Date: (mm/dd/yyyy) at : © a.m. O p.m. ial end a court proceeding and testify at the taking of a deposition in the above cause. proceeding:
When: * The party will testify at: a hearing trianology trianolo	Date: (mm/dd/yyyy) at : © a.m. O p.m. ial end a court proceeding and testify at the taking of a deposition in the above cause. proceeding:
When: * The party will testify at: a hearing trian For Taking of Depositions Note: You are commanding a person to attend Provide the following information about the person to determine the defense of Deposition: * Address: * When: *	Date: (mm/dd/yyyy) at: a.m p.m. ial end a court proceeding and testify at the taking of a deposition in the above cause. proceeding: Date: (mm/dd/yyyy) at: a.m p.m.
When: * The party will testify at: a hearing trian For Taking of Depositions Note: You are commanding a person to attem Provide the following information about the p Place of Deposition: * Address: * When: * Method of Recording: *	Date: (mm/dd/yyyy) at: a.m p.m. ial end a court proceeding and testify at the taking of a deposition in the above cause. proceeding: Date: (mm/dd/yyyy) at: a.m p.m.
When: * The party will testify at: a hearing trianology trianolo	Date: (mm/dd/yyyy) at: a.m p.m. ial end a court proceeding and testify at the taking of a deposition in the above cause. proceeding: Date: (mm/dd/yyyy) at: a.m p.m.
When: * The party will testify at: a hearing triat For Taking of Depositions Note: You are commanding a person to atter Provide the following information about the p Place of Deposition: * Address: * When: * Method of Recording: * For Production of Documentary Evidence	Date: (mm/dd/yyyy) at: a.m p.m. ial end a court proceeding and testify at the taking of a deposition in the above cause. proceeding: Date: (mm/dd/yyyy) at: a.m p.m or Inspection of Premises
When: * The party will testify at: • a hearing • tria For Taking of Depositions Note: You are commanding a person to atter Provide the following information about the p Place of Deposition: * Address: * When: * Method of Recording: * For Production of Documentary Evidence Note: The free form text included below will	Date: (mm/dd/yyyy) at: a.m p.m. ial end a court proceeding and testify at the taking of a deposition in the above cause. proceeding: Date: (mm/dd/yyyy) at: O a.m p.m Date: (mm/dd/yyyy) at: O a.m p.m or Inspection of Premises I be included as Attachment A at the end of the Subpoena in a Civil Case.
When: * The party will testify at: a hearing trian For Taking of Depositions Note: You are commanding a person to atter Provide the following information about the p Place of Deposition: * Address: * When: * Method of Recording: * For Production of Documentary Evidence Note: The free form text included below will Place of Production or Inspectior: *	Date: (mm/dd/yyyy) at: a.m p.m. ial end a court proceeding and testify at the taking of a deposition in the above cause. proceeding: Date: (mm/dd/yyyy) at: a.m p.m Date: (mm/dd/yyyy) at: a.m p.m or Inspection of Premises I be included as Attachment A at the end of the Subpoena in a Civil Case.
When: * The party will testify at: a hearing triat For Taking of Depositions Note: You are commanding a person to atter Provide the following information about the p Place of Deposition: * Address: * When: * Method of Recording: * For Production of Documentary Evidence Note: The free form text included below will Place of Production or Inspection: * Address: *	Date: (mm/dd/yyyy) at: a.m p.m. ial end a court proceeding and testify at the taking of a deposition in the above cause. proceeding: Date: (mm/dd/yyyy) at: a.m p.m Date: (mm/dd/yyyy) at: a.m p.m or Inspection of Premises I be included as Attachment A at the end of the Subpoena in a Civil Case.

Once you select the appropriate situation, fill in all necessary information related to that selection. The information you enter will appear on the system generated Subpoena.

Blank Subpoenas cannot be issued through this application.

The screens here will show for SUBPOENAS only

Subpoena - Additional Language

You have requested that a Subpoena be issued.

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

Yes (read note below)

O No

Note: If 'Yes', the language on the subpoena would read as follows: Pursuant to Rule 64.1(c)(2) of the Arizona Rules of Civil Procedure the court may, on motion of a party or on its own motion, issue a civil arrest warrant if it finds that the person for whom the warrant is sought has failed to appear after having been served personally with a subpoena to appear in person, at a specific time and location and that the subpoena contained a warning that failure to appear may result in the issuance of a civil arrest warrant. Indicate if you want the Subpoena to contain Rule 64 1(c)(2) language

Attorney's Contact Information

Person filing request: JAGANNATH, LAKSHMI

Please provide contact information for the person filing this request:

Address 1 *	
Address 2	
City *	
State *	Arizona 🔻
Zip Code *	
Telephone Number *	()x
PREVIOUS	NEXT D

Enter the information for the requesting attorney

The screens below will appear for both SUMMONSES and SUBPOENAS

Person/Entity 1 - Type		
What kind of person/entity is this? *		
 Business / Organization / Agency Individual (dba) (Note: If this is an individual doing business If 'Individual', check one that applies: * 	as (dba) then select indi	vidual.) (answer question below)
This is a <u>minor</u>	Person/Entity 1 -	Information
This is an <u>incompetent person</u>	Tell us this person/ent	ity's:
None of the above	First Name *	John
A PREVIOUS NEXT	Middle Name or Initial	
	Last Name *	Smith
	Assumed Name Type	- select Assumed Name t
	Assumed Name *	
Fill in the information	Email Address:	
for both screens and	Telephone Number	(888)888 - 8888 x
click NFXT	Mailing address is:	

erson/Entity 1 - I	nformation		
ell us this person/entit	ty's:		
rst Name *	John		
iddle Name or Initial			
ast Name *	Smith	Suffix, if any - select	; - ▼
ssumed Name Type	- select Assumed Name typ	e - T	
Assumed Name *			
mail Address:			
elephone Number	(888)888 - 8888 ×		
ailing address is:			
in the USA			2
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 containing the problem and prompted to correctly enter the information
- Click NEXT

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 - Super	rior Court Form Assistance
E-File Service 🛛 🕞 🗠	<u>I Keyword/Matter #</u> <u>∎⊠ Request My Form</u>
E-File	Form Set # 🕕 26529
	Keyword/Matter # 🛈

- 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
- eService is not available for Summonses or Subpoenas.
 You will need to serve in the usual manner according to Court Rules
- There will be a filing fee for issuance of Subpoena

Pima Filing Fee	es
No filing fees required.	
Your Fees	
Application Fee	\$ 6.00
Total	\$ 6.00
Important: Payments are process party payment provider.	ed via a 3rd

Your Completed Forms (based on your answers to the questionnaire)	(i) info
Summary Sheet (This summary sheet will not be filed with the court. This sheet is for your personal records only.)	🚱 <u>View</u>
Ya Praecipe	🚱 View 📝 Request
Summons - Defendant # 1	🚱 <u>View</u>

This lists the Praecipe and the generated summonses or subpoenas. To see the generated documents click **VIEW**.

Your Documents	<u>) info</u>
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 attached is a proposed order, it should be attached as the main document. The proposed order and supporting documents will not be file stamped.	t to be
This site accepts the following file types as attachments: Adobe Acrobat Portable Document Format (.PDF), Microsoft Word 2007 and later versions (.DOCX) and OpenDocu word processing documents (.ODT).	iment
To create Adobe PDF documents you must use applications that include built-in PDF capabilitiessuch 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.	
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.	Remove
REVIEW / EDIT YOUR ANSWERS	
This section is where you will attach your documents for filing.	

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. Each additional document will incur a \$6.00 fee unless it is a proposed order, proposed judgment or Notice of Hearing.

Additional Documents are NOT exhibits or attachments.

- 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



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 extension	s: pdf,docx,odt
Document Category	- select Document Category to narrow down Document Type selection -
Document Type *	•
Title/Description *	
Attach Main Document	Choose File No file chosen
Save	

- 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	Affidavit	
Document Type *	Affidavit in Support of Attorney Fees	
Title/Description *		
Attach Main Document	Choose File No file chosen	
You are allowed to make the following special request(s):		
* Does this document request or require a judicial ruling or decision? 🕕 $ \odot $ Yes $ \odot $ NO		
Save		

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

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

When you have attached all of your documents, click NEXT

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 document. Memorandum of Points and Authorities: Memorandum

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 document.

Attach Additional Documents

Declaration: Declaration

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.

Pima Filing First Appearance Fee	Fees \$ 162.00
Your Fee	s
Filing Fee Amount	\$ 162.00
Application Fee	\$ 12.00
Total	\$ 174.00
Important: Payments are proc party payment provider.	cessed via a 3rd

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

\$ 162.00
\$ 18.00
\$ 180.00

Main plus 2 additional documents

Main plus 1 additional document

Completing your submission

Step 2 of 3. Notification Options.
A 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.
A If you want to receive email notifications and you use spam management software, add the following email address to your approved email list: tcgammasupport@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.)

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.
A PREVIOUS EFILE
E-ming 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
declare under penalty of perjury that the information I have provided herein is true and correct.
First Name *
·
PREVIOUS

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 Paym	ent 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 p credit TEST Pay with a d Pay with a P 	reviously stored credit card (select the credit card below) t card one TCC OCt 2013 ifferent credit card ① PayPal account ①		

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	Add Keyword/M	Matter # 🛛 🗹 Change My Notification S	itatus ∣ :⊠ <u>Request My Fo</u>	rms 🛛 🔇 Copy for New Form Set 🗍 🔇 List My Forms	
Filing Details	Form Set # 🛈	28908	Case # 🕕	C20150014	
A Messages	Keyword/Matter # 🛈		Status 🛈	Delivered	
	Filing Type	Civil Lawsuits - Superior Court	Location # 🛈	Pima - Superior Court	
Discrete termination of the second se	Customer Name	Attorney Tester	Customer Email	attorneytester@outlook.com	
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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: <u>John Doe</u>

Deputy Clerk



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