

E-FILING IN PIMA COUNTY SUPERIOR COURT

Subsequent Case Filings



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

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/2011AQ.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 ▶](#)

Click the button
next to
**I AM FILING INTO AN
EXISTING CASE...**
And enter the case
number

- 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

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

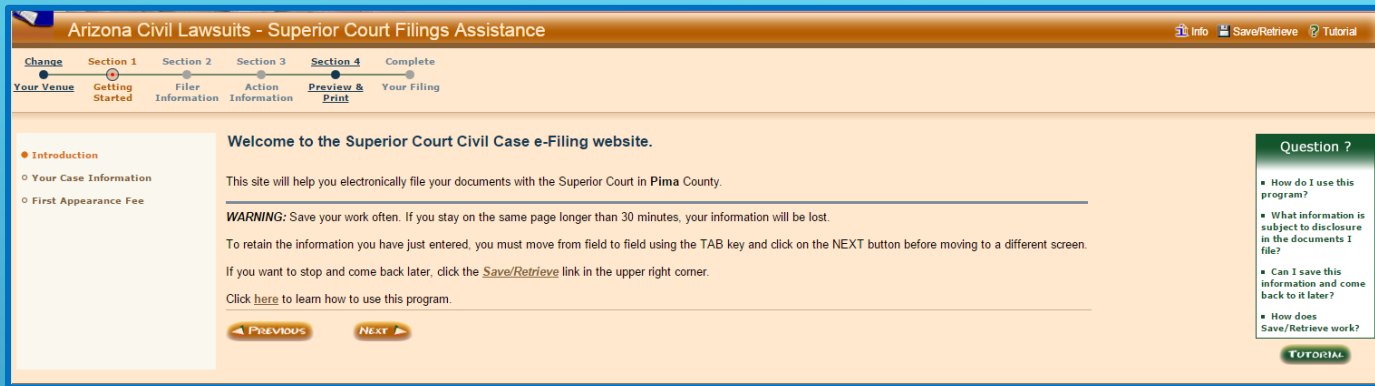
☒ I am filing into an existing case. I will provide case # below

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 ▶](#)



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
[REDACTED]	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.

[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 ▶

- Select the Attorney's name from the list
 - If you are a self-represented 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

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

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](#)

Attorney Bar

Please enter your attorney bar # information:

Bar Number *
Issuing State: *

[PREVIOUS](#)

[NEXT](#)

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.

Tell us your contact information:

Telephone Number * () - x

Mailing address is: *

- ☒ in the USA
☐ outside of the USA

☐ The party(s) I represent for this submission have an [active](#) Order from this Court waiving or deferring their filing fees for this case or a specific document.

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

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

- ☐ Special Master
☐ Arbitrator
☐ Other (specify)

[PREVIOUS](#)

[NEXT](#)

Your Mailing Address

Law Firm Name *
Address 1 *
Address 2
City *
State *
Zip Code *

[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: [REDACTED]

Telephone Number: [REDACTED]

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

☐ Arbitrator

☐ [Other](#) (specify) [REDACTED]

[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**

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

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 case participant role for new party(s) *

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

Question ?

- Participant Role Definitions
- Can I save this information and come back to it later?
- How does Save/Retrieve work?

- If you indicated that your party was not on the list in the REPRESENTED PARTY(S) screen, this screen will appear
- Indicate how many parties you need to add
- Indicate the participant role. If you are unsure what your participant role should be click here

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

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

Enter the participant information on the screens

- Select if the mailing address is **IN THE USA**, **OUTSIDE OF THE USA**, or **SKIP ADDRESS ENTRY**
- If you select **SKIP ADDRESS ENTRY** you will by-pass the address screen
- 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 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**

Civil Lawsuits - Superior Court Form Assistance

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

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

Form Set #	28901	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	01/21/2015 10:53 AM MST	Modified on	01/21/2015 11:11 AM MST

Step 1 of 4. Review and Prepare Documents.

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

Please attach all required documents

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

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

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

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

If you are disabled as defined by the American for Disability Act and need an accommodation contact 520-740-4365 or further information is located at: <http://www.sc.pima.gov/?tabid=326>

Pima Filing Fees
No filing fees required.
Your Fees
Application Fee \$ 12.00
Total \$ 12.00
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 #	

e-File & e-Serve

 **e-File & e-Serve**

 **E-File**

Pima Filing Fees
No filing fees required.
Your Fees

Application Fee	\$ 12.00
-----------------	----------

Total **\$ 12.00**

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

E-File [Add Keyword/M](#)

 **e-File & e-Serve**

 **E-File**

Pima Filing Fees
No filing fees required.
Your Fees

Application Fee	\$ 6.00
-----------------	---------

Total **\$ 6.00**

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
- If you choose e-Service an additional application fee of \$6.00 will be added

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

[Info](#)

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

[View](#)

This section lists the SUMMARY SHEET and any other system generated documents. To see the generated document click **VIEW**.

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.



Affidavit*

[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 is where you will attach your documents for filing.

You are now ready 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

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 such as a motion to continue or that need immediate attention by the judge
- Click **SAVE**

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.

The screenshot shows a web interface for submitting an answer. At the top, there's a header 'Answer*' with a red asterisk. Below it, there are two main sections for attaching documents. The first section is 'Attach Supporting Documents' with 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 this section are three icons: 'Attach', 'View', and 'Remove'. The second section is 'Attach Additional Documents' with instructions: 'To attach a main document, please click on the 'Attach' link on the right. You can attach up to 5 documents.' To the right of this section are also three icons: 'Attach', 'View', and 'Remove'. At the bottom of the interface, there are two buttons: 'REVIEW / EDIT YOUR ANSWERS' on the left and 'NEXT' on the right.

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


The screenshot shows a form titled 'Attach Supporting Document'. At the top, it says '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.' Below this, it lists 'Allowed attachment extensions: docx,odt,pdf'. The form has several fields: 'Main Document:' with a dropdown menu showing 'Answer'; 'Document Type *' with a dropdown menu showing 'Exhibit/Attachment (Supporting)'; 'Description of Document (i.e. Exhibit A) *' with a text input field and a small icon of a document with a checkmark; and 'Attach Supporting Document' with a 'Choose File' button and the text 'No file chosen'. At the bottom left, there is a 'Save' button.




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


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




 **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 ▶](#)

Attach Main Document

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

Allowed attachment extensions: pdf,docx,odt

Document Category

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

Document Type *

▼

Title/Description *

Attach Main Document

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? ⓘ ☐ Yes ☐ 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.


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**

**Declaration: Declaration**

**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**
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 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

TurboCourt Timeout in 30 min | User: johndoe2015 Home Your Profile Quit Support

Civil Lawsuits - Superior Court Form Assistance

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

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

Pima Filing Fees
First Appearance Fee \$ 162.00

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

Step 1 of 4. Review and Prepare Documents.

REVIEW / EDIT YOUR ANSWERS 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: 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 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 4 of 4. Submit Your Forms.

◀ PREVIOUS

EFILE

E-filing Terms & Conditions

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

☐ * 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 ⓘ

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

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

Filing Details

Form Set # 30114 **Case #** **Status** Delivered

Keyword/Matter # **Location #** Pima - Superior Court

Filing Type Civil Lawsuits - Superior Court **Customer Email** Johndoe@noemail.com

Customer Name John Doe **Filing Date & Time**

Delivery Date & Time 10/29/2015 11:23 AM MST

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](#)

☒ **Civil Cover Sheet** [View](#)

☒ **Certificate of Compulsory Arbitration** [View](#)

☒ **Summons - Defendant # 1** [View](#)

Attached Documents [Info](#)

☒ **Complaint: Complaint** [View](#)

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

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.

The screenshot displays a web application interface for filing details. At the top, there is a navigation bar with links: 'Add Keyword/Matter #', 'Change My Notification Status', 'Request My Forms', 'Copy for New Form Set', 'List My Forms', and 'View Court Case Documents'. Below this, a sidebar on the left contains 'Filing Details', 'Messages', and 'Your Payments'. The main content area is titled 'Filing Details' and contains a table of case information. Below the table, there are sections for 'Your Forms' and 'Attached Documents'. The 'Your Forms' section shows a 'Summary Sheet' with a 'View' link. The 'Attached Documents' section shows a document titled 'Answer and Counterclaim: Test Ans 724' with 'View', 'Court Copy', and 'Endorsed' links.

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

Your Forms [info](#)

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

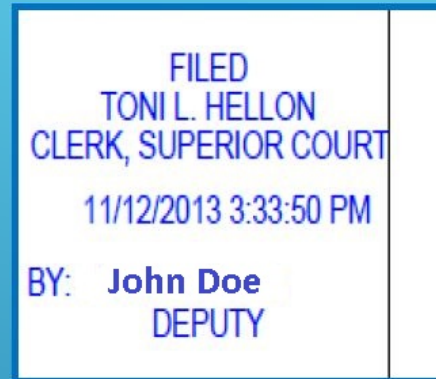
Attached Documents [info](#)

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

- To 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
- 
- A series of white diagonal lines of varying lengths and thicknesses, located in the bottom right corner of the slide, creating a modern, abstract graphic element.



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
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