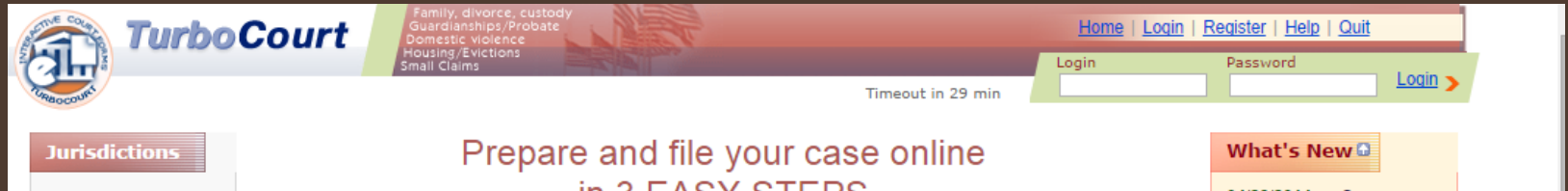


AZ TurboCourt Training

Arizona TAX Cases



If you have not previously registered in AZTurboCourt visit **www.turbocourt.com** and click on the “Register” link at the top of the page



For instructions on how to register please visit:

www.azcourts.gov/azturbocourtinformation

And click on “Training Manuals” or “Tutorial Videos”

Preparing a TAX case for Submission

After you have logged in

The screenshot shows the TurboCourt website's login interface. At the top left is the TurboCourt logo and a list of services: Family, divorce, custody; Guardianships/Probate; domestic violence; Housing/Evictions; Small Claims. Navigation links include Home, Login, Register, Help, and Quit. A login form with fields for 'Login' and 'Password' and a 'Login >' button is present. A 'Timeout in 30 min' message is displayed. Below the login form, there is a 'Jurisdictions' section with a map of Arizona and the text 'Prepare and file your case online in 3 EASY STEPS'. To the right, a 'What's New' box contains a date '04/28/2014' and text about e-Serve availability.

click “Start Now” next to “TAX Filings-Superior Court”

The screenshot shows the user dashboard after logging in. The user is identified as 'dgross' with a 'Logout' link. A 'User Menu' on the left lists options like 'Start new filing', 'Messages (1801)', 'Recent e-filings', 'My forms', 'My profile', 'My organization', 'Financial', 'Credit cards', 'Served on me', 'Check e-service status', and 'Address book'. The 'Jurisdictions' section shows 'You are in Arizona' with a 'Change Jurisdiction' link. The 'How it works' section is partially visible. The main content area is titled 'Your Last 5 Cases' with a 'List All' link. It contains a table of recent filings:

Form Set #	Submission Name	Filing Type	Status
28294	TEST 4 v Maricopa	TAX Filings - S...	e-Filed
28293	TEST 3 vs Maricopa	TAX Filings - S...	e-Filed
28292	Test V Maricopa	TAX Filings - S...	e-Filed
28291	Brown & Brown Nissan Inc Vs. M...	TAX Filings - S...	e-Filed
28290	Test 1 VS Test 2	TAX Filings - S...	Completed

Below the table, it says 'You have 1801 new message(s)'. A large section titled 'Start your Case in Arizona' includes links for 'Eviction Action', 'Small Claims', 'Civil Lawsuits', 'Civil Lawsuits - Superior Court', and 'TAX Filings - Superior Court'. Each link has a brief description of the case type. On the right side, there are 'What's New' and 'Testimonials' sections. The 'What's New' section has a date '04/28/2014' and text about e-Serve. The 'Testimonials' section features a quote from Janeene de Martinez. At the bottom right, there are 'Resources' including 'ACCREDITED BUSINESS' (BBB), 'Find us on Facebook', and 'FOLLOW US ON twitter'.

Choose "Maricopa" from the drop-down menu

The screenshot shows the TurboCourt website interface. At the top left is the TurboCourt logo. To its right, a list of case types includes Family, divorce, custody, Guardianships/Probate, Domestic violence, Housing/Evictions, and Small Claims. Further right are links for Home, Help, and Quit. Below these is a user menu showing 'User: dgross' and a Logout link. A 'Timeout in 30 min' indicator is also present. The main heading is 'Arizona - TAX Filings - Superior Court'. Below this, there are two dropdown menus: 'Where to file*' with 'Maricopa' selected, and 'Location*' with 'Superior Court' selected. A 'Check Your Fees' link with a dollar sign icon and a 'next >' link are also visible. A 'Filing Information' section contains text about submitting documents and receiving electronic confirmation. It also provides a link to the Administrative Order and e-Filing Guidelines for Maricopa County Superior Court: <http://www.azcourts.gov/Portals/22/admorder/Orders10/2010-117.pdf>. Below this, instructions for viewing E-filing guidelines are listed: 1) Highlight the website address "URL" above, then Right Click on highlighted "URL" and select Copy. 2) Open a NEW internet browser window. 3) Right Click inside the address field in the new internet browser window and select Paste.

This link will take you to the Administrative Order governing Tax Cases

Enter your Case Number

The screenshot shows the TurboCourt website interface. At the top left is the TurboCourt logo with the text "INTERACTIVE COURTS OF ARIZONA" and "TurboCourt". To the right of the logo, a list of services is provided: Family, divorce, custody; Guardianships/Probate; Domestic violence; Housing/Evictions; and Small Claims. Further right are links for Home, Help, and Quit. Below these links, the user's name "User: dgross" and a Logout button are visible. A "Timeout in 30 min" message is also present. On the left side, there is a "User Menu" with a list of options: Start new filing, Messages (1801), Recent e-filings, My forms, My profile, My organization, Financial, Credit cards, and Served on me. The main content area is titled "Arizona - TAX Filings - Superior Court". Under the heading "Filing Location", it specifies "Maricopa - Superior Court". A "NOTE" states: "We are accepting filings only for existing cases at this time. If you want to start a new case or file a document in a sealed case, please hand-deliver or mail your documents to the clerk's office. Enter case number and click on the NEXT button to move to the next screen." Below the note is a "Court Case Number" field with an asterisk and an empty text input box. An example of an acceptable case number format is given as "TX2009-123456". At the bottom of the form are two buttons: "PREVIOUS" and "NEXT".

TurboCourt Family, divorce, custody
Guardianships/Probate
Domestic violence
Housing/Evictions
Small Claims

Home | Help | Quit

User: **dgross** Logout

Timeout in 30 min

User Menu

- Start new filing
- Messages (1801)
- Recent e-filings
- My forms
- My profile
- My organization
- Financial
- Credit cards
- Served on me

Arizona - TAX Filings - Superior Court

Filing Location Maricopa - Superior Court

NOTE: We are accepting filings only for **existing cases** at this time. If you want to start a new case or file a document in a **sealed** case, please hand-deliver or mail your documents to the clerk's office.
Enter case number and click on the NEXT button to move to the next screen.

Court Case Number *

Example of acceptable case number formats: TX2009-123456

PREVIOUS NEXT

- If your case number validates you will automatically be taken to the next screen.
- If your case number does not validate (the court's case management system is not able to verify the case number is correct) you will see the screen below.
- Check your case number and if it is **incorrect**, make the changes necessary and click "next".
- If it is **correct**, click "next" and you will be taken to the next screen.

The screenshot shows the TurboCourt website interface. At the top, there is a navigation bar with the TurboCourt logo, a list of case types (Family, divorce, custody, Guardianships/Probate, Domestic violence, Housing/Evictions, Small Claims), and links for Home, Help, and Quit. The user is identified as 'dgross' with a Logout button. A timeout notice indicates 'Timeout in 28 min'.

The main content area is titled 'Arizona - TAX Filings - Superior Court'. A red error message states: 'We are sorry; we are not able to retrieve this case. This case number may be incorrect or we may not be able to retrieve it. Please check to ensure you have correctly entered the case number in the proper format.' Below this, a note explains that if the case number is confirmed correct but cannot be validated, the user must hand-deliver or mail documents to the Clerk's Office.

The 'Filing Location' is set to 'Maricopa - Superior Court'. A 'NOTE' specifies that filings are only accepted for existing cases and must be sealed. The 'Court Case Number' field contains 'tx2009-123456'. Below the field, an example of an acceptable format is given: 'TX2009-123456'. Navigation buttons for 'PREVIOUS' and 'NEXT' are visible at the bottom of the form area.

On the left side, there is a 'User Menu' with links for: Start new filing, Messages (1801), Recent e-filings, My forms, My profile, My organization, Financial, Credit cards, Served on me, Check e-service status, and Address book. A 'Jurisdictions' section is partially visible at the bottom left.

Welcome!

azturbocourt.gov Timeout in 30 min | User: dgross [Home](#) [Your Profile](#) [Quit](#) [Support](#)

TAX Filings - Superior Court [Info](#) [Save/Retrieve](#) [Tutorial](#)

Change **Section 1** **Section 2** **Section 3** **Section 4** **Section 5** **Complete**

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

Introduction

- Your Case Information
- Case Name
- First Appearance Fee
- Attorney's Information

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

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

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

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

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

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

PREVIOUS **NEXT**

Question ?

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

TUTORIAL

Click "Next"

- If your case was able to be validated on the previous screen, you will see the case title here.
- Check your case number and case title again. If it is not correct click “Change Case Number”.
- If it is correct, click “Next”

The screenshot shows the website **azturbocourt.gov** with a user logged in as **dgross**. The page title is **TAX Filings - Superior Court**. A progress bar at the top indicates the current step is **Section 4: Action Information**, with other steps including **Change Your Venue**, **Section 1: Getting Started**, **Section 2**, **Section 3**, **Section 5: Preview & Print**, and **Complete Your Filing**. On the right, there are links for **Info**, **Save/Retrieve**, and **Tutorial**.

On the left, a navigation menu lists:

- Introduction
- **Your Case Information**
- Case Name
- First Appearance Fee
- Attorney's Information

The main content area is titled **Your Case Information** and contains the following text:

According to the information you have provided:

- you are filing a document in an existing case
- the case number is **TX2009-123456**

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.

At the bottom of the main content area, there are three buttons: **PREVIOUS**, **CHANGE CASE NUMBER**, and **NEXT**.

On the right side, there is a **Question ?** box with the following questions:

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

This screen will only appear if your case number did not validate.

The screenshot shows the 'azturbocourt.gov' website interface. At the top, there is a navigation bar with 'Home', 'Your Profile', 'Quit', and 'Support' links. Below this is a header for 'TAX Filings - Superior Court'. A progress bar indicates the current step is 'Section 4: Action Information'. The left sidebar contains a menu with 'Case Name' selected. The main content area is titled 'Case Name' and contains the text 'According to the information you have provided:' followed by a bullet point: 'the case number is TX2009-123456'. Below this is a form field labeled 'What is the case name? *' and two buttons: 'PREVIOUS' and 'NEXT'.

Indicate whether or not you have paid an appearance fee. If you are unsure what this means, click here.

The screenshot shows the 'azturbocourt.gov' website interface. At the top, there is a navigation bar with 'Home', 'Your Profile', 'Quit', and 'Support' links. Below this is a header for 'TAX Filings - Superior Court'. A progress bar indicates the current step is 'Section 4: Action Information'. The left sidebar contains a menu with 'First Appearance Fee' selected. The main content area is titled 'First Appearance Fee' and contains the text 'Provide the following information:' followed by the question 'Have you previously paid your appearance fee? *'. Below this are two radio button options: 'Yes' and 'No'. A note at the bottom states: '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)'. There are also 'PREVIOUS' and 'NEXT' buttons. A 'Question ?' sidebar is visible on the right with two questions: 'Can I save this information and come back to it later?' and 'How does Save/Retrieve work?'.

Enter the required information and click “next”

azturbocourt.gov you are working with form set # 30132
Timeout in 30 min | User: johndoe2015 Home Your Profile Quit Support

TAX Filings - Superior Court Info Save/Retrieve Tutorial

Change Section 1 Section 2 Section 3 Complete
Your Venue Getting Started Action Information Preview & Print Your Filing

- Introduction
- Your Case Information
- Case Name
- First Appearance Fee
- Attorney's Information**

Attorney's Information

Note: Your Email address is: **Johndoe@noemail.com**

To update your email address click on "Your Profile" in top right hand corner.

Tell us the attorney's information who will be signing the document:

First Name *

Middle Name or Initial

Last Name * Suffix, if any - select - ▼

Bar Number * Issuing State: ▼

Telephone Number * () - x

Law Firm/Agency Address

City *

State * ▼

Zip Code *

Check if it applies to your situation:

I have been appointed by the Court to act as a Special Master or Arbitrator in this case.

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**.

◀ PREVIOUS NEXT ▶

Question ?

- What is a Bar Number?
- Can I save this information and come back to it later?
- How does Save/Retrieve work?
- What is an Active Waiver or Deferral?

If you are a special master or arbitrator OR your party has an active order waiving or deferring fees **FOR THIS CASE ONLY** indicate so by checking the box.

Choose the Main Document you are attaching from the list then click "Next"

azturbocourt.gov Timeout in 30 min | User: dgross [Home](#) [Your Profile](#) [Quit](#) [Support](#)

TAX Filings - Superior Court [Info](#) [Save/Retrieve](#) [Tutorial](#)

Change **Section 1** **Section 2** **Section 3** **Section 4** **Section 5** **Complete**
Your Venue Getting Started Action Information Preview & Print Your Filing

● **Main Document - Type**

Main Document - Type

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
*

APPEAL
*

APPLICATION

Question ?

- What does 'main' document mean?
- Can I save this information and come back to it later?
- How does Save/Retrieve work?

After clicking “Next” you will be taken to a screen where you can attach your document.

To complete your submission you will need an electronic copy of your document in the appropriate Word or PDF format and a credit card or PayPal account to pay for the submission.

The screenshot shows the website **azturbocourt.gov** with a navigation bar containing links for Home, Your Profile, Quit, and Support. The page title is "TAX Filings - Superior Court" and there are utility links for Info, Save/Retrieve, and Tutorial. A progress bar at the top indicates the current step: **Section 4: Action Information**, with other steps including Change, Section 1, Section 2, Section 3, Section 5, and Complete. The main content area is titled "Final Review" and contains a message: "Our automated review process has found no technical problems with your answers." It also provides instructions to click "Next" to proceed and mentions that a Form Set Number will be generated. At the bottom, there are "PREVIOUS" and "NEXT" buttons.

On this screen you will be able to do the following:

- View your filing and/or application fees
- View your case information
- View information regarding Administrative Orders, ADA accommodations, and interpreter contact information
- Attach your documents

TurboCourt | you are working with form set # 28214 | Timeout in 28 min | User: alameda | Home | Your Profile | Quit | Support

TAX Filings - 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

Form Set #	28214	Case #	TX2009-000054
Keyword/Matter #		Status	Completed
Filing Type	TAX Filings - Superior Court	Location #	Maricopa - Superior Court
Customer Name	John Doe	Customer Email	john doe1@noemail.com
Created on	08/25/2014 11:59 AM MST	Modified on	09/11/2014 12:04 PM 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 need an interpreter, contact 602-506-3494 for information.

If you are disabled as defined by the Americans with Disabilities Act and need an accommodation, contact 602-506-3912.

Once you are registered in AZTurboCourt, you can log in to review your documents and filing information at any time.

If you cannot view your forms press the "Request My Forms" toolbar button to receive the forms by email.

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

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

Your Documents | info

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. Only one proposed order can be submitted per filing.

Microsoft Word - Only proposed orders may be submitted in Word format. If submitting a Word version, do NOT attach a PDF version of the same document.

Summons(Served)* | Attach | View | Remove

e-File & e-Serve Tabs

TAX Filings - Superior Court Form Assistance

e-File & e-Serve | Add Keyword/Matter # | Request My Forms | Copy for Ne

e-File & e-Serve

E-File

Maricopa Filing Fees
No filing fees required.

Form Set #	28214
Keyword/Matter #	
Filing Type	TAX Filings - Superior Court
Customer Name	John Doe
Created on	08/25/2014 11:59 AM MST

Step 1 of 4. Review and Prepare Documents.

◀ REVIEW / EDIT YOUR ANSWERS

- By choosing the e-File & e-Serve tab you will be able to serve your document electronically upon the other party. This is not personal service.
- By choosing the e-file tab you will be submitting your documents without electronic service and will need to serve them in paper format to the other party(s).

For the purposes of this training we will not be using the e-serve function.

For instructions on how to use this function visit www.azcourts.gov/azturbocourtinformation

Review & Prepare Documents

The screenshot shows the TurboCourt website interface. At the top, there is a navigation bar with the TurboCourt logo and a status bar indicating the user is working with form set # 28214. Below this is a sub-header for 'TAX Filings - Superior Court Form Assistance'. The main content area is titled 'E-File' and contains a sidebar with 'e-File & e-Serve' and 'E-File' options. The main content area displays a table of filing information, including Form Set # 28214, Case # TX2009-000054, Status Completed, Filing Type TAX Filings - Superior Court, Location # Maricopa - Superior Court, Customer Name John Doe, Customer Email johndoe1@noemail.com, Created on 08/25/2014 11:59 AM MST, and Modified on 09/11/2014 12:04 PM MST. Below the table, there is a section titled 'Step 1 of 3. Review and Prepare Documents.' with a 'NEXT' button. The section contains instructions for attaching documents, previewing the Summary Sheet, and using the Final Review page. It also includes a note about the User Agreement and contact information for interpreters and accommodations.

Form Set #	28214	Case #	TX2009-000054
Keyword/Matter #		Status	Completed
Filing Type	TAX Filings - Superior Court	Location #	Maricopa - Superior Court
Customer Name	John Doe	Customer Email	johndoe1@noemail.com
Created on	08/25/2014 11:59 AM MST	Modified on	09/11/2014 12:04 PM MST

Step 1 of 3. Review and Prepare Documents.

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

Please attach all required documents

WE ELECTRONICALLY DELIVER YOUR FORMS TO THE COURT.

Preview your Summary Sheet to make sure all your information is correct.

Use the Final Review page to change any of your answers.

With this service you will be able to submit your documents electronically to the court. Based on user preference, an electronic confirmation will be sent when the documents are delivered to the court. We recommend that you go into AZTurboCourt often to check the status of your filing. You will be notified again when your document has been accepted or rejected by the court. You must log into AZTurboCourt to view and/or print your file stamped document and supporting documentation.

A courtesy notification of the court's acceptance or rejection of your filing may be sent to any e-mail addresses you provide. This notification will not include a copy of the documents attached to your filing.

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

If you need an interpreter, contact 602-506-3494 for information.

If you are disabled as defined by the Americans with Disabilities Act and need an accommodation, contact 602-506-3912.

Once you are registered in AZTurboCourt, you can log in to review your documents and filing information at any time.

If you cannot view your forms press the **"Request My Forms"** toolbar button to receive the forms by email.

This screen shows the:

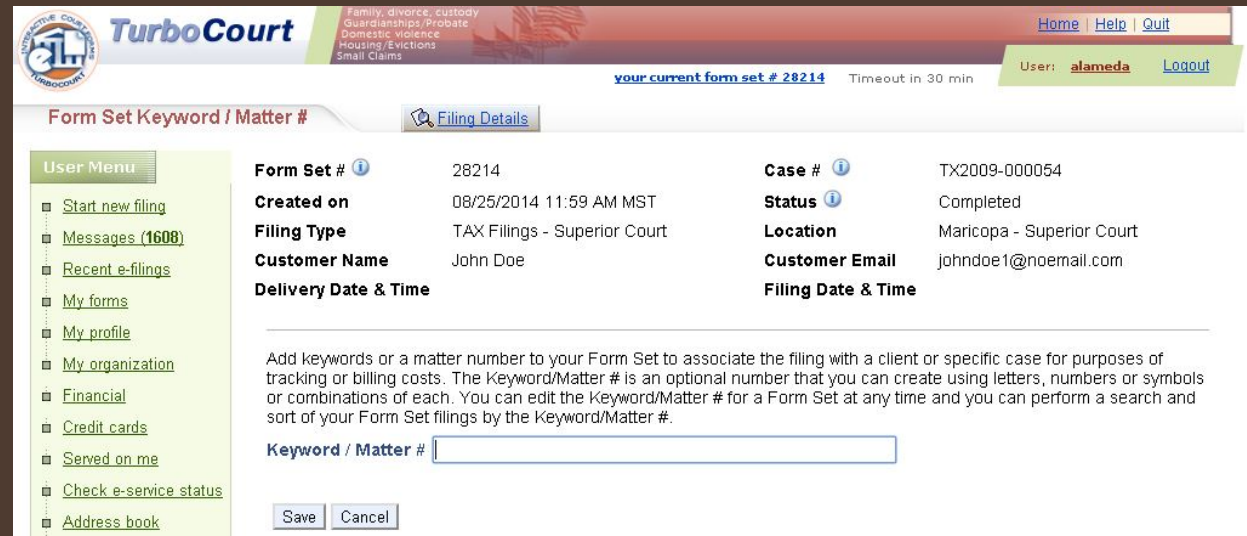
- Formset Number
- Date the submission was created
- Case Number
- Status of the submission (will remain in “completed” status until you have paid for the submission)
- Court Location
- Keyword/Matter #

Keyword/Matter

This function is provided for the filer to put in a client number or any other identifying information for purposes of tracking or billing.




- Click “Add Keyword/Matter #
- Add the information
- click “save”



“Your Completed Forms” will show any system generated documents.


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

Your Documents info

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. Only one proposed order can be submitted per filing.

Microsoft Word - Only proposed orders may be submitted in Word format. If submitting a Word version, do NOT attach a PDF version of the same document.

 **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

REVIEW / EDIT YOUR ANSWERS NEXT


“Your Documents” is where you will the attach document that you have prepared for filing with the Court.

Attaching Your Documents

Your Documents info

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. Only one proposed order can be submitted per filing.

Microsoft Word - Only proposed orders may be submitted in Word format. If submitting a Word version, do NOT attach a PDF version of the same document.

 **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

◀ REVIEW / EDIT YOUR ANSWERS ▶ NEXT

Your documents must be in PDF format and cannot be more than 10mb in size.

Click on “Attach”

Type in the title of your document. The title cannot be longer than 250 characters and cannot contain special characters or punctuation

Attach Main Document

This website accepts only Adobe Acrobat Portable Document Format (PDF) documents as attachments.

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>.

Allowed attachment extensions: pdf

Document Type Affidavit


Title/Description *

Attach Main Document

Click “browse” to search on your computer for your document.





Click “Save”




Your document is now listed in the “Your Documents” section.

Your Documents  info

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. Only one proposed order can be submitted per filing.

Microsoft Word - Only proposed orders may be submitted in Word format. If submitting a Word version, do NOT attach a PDF version of the same document.

 **Affidavit: My Test Affidavit***  [Edit](#)  [View](#)  [Remove](#)

Attach Supporting Documents
Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 25 supporting documents to this main document.  [Attach](#)  [View](#)  [Remove](#)

◀ REVIEW / EDIT YOUR ANSWERS NEXT ▶

You may also attach up to 25 supporting documents. These documents can either be exhibits/attachments or proposed orders/judgments.

To attach an additional document, click “attach” in the “attach Supporting Document”

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. Only one proposed order can be submitted per filing.

Microsoft Word - Only proposed orders may be submitted in Word format. If submitting a Word version, do NOT attach a PDF version of the same document.



Affidavit: My Test Affidavit*



[Edit](#)



[View](#)



[Remove](#)

Attach Supporting Documents

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



[Attach](#)



[View](#)



[Remove](#)

[← REVIEW / EDIT YOUR ANSWERS](#)

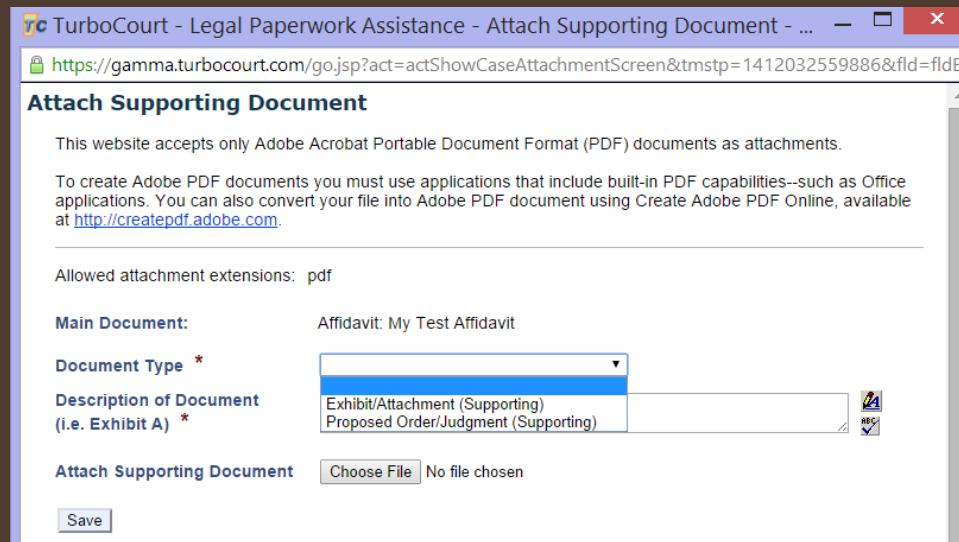
[NEXT →](#)

Choose from the dropdown the appropriate document type –

Exhibit/Attachment (supporting)

OR

Proposed Order/Judgment (Supporting)



The screenshot shows a web browser window titled "TurboCourt - Legal Paperwork Assistance - Attach Supporting Document". The URL is "https://gamma.turbo-court.com/go.jsp?act=actShowCaseAttachmentScreen&tmstp=1412032559886&fld=fldEc". The page content includes:

- Attach Supporting Document** (Section Header)
- Text: "This website accepts only Adobe Acrobat Portable Document Format (PDF) documents as attachments."
- Text: "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>."
- Text: "Allowed attachment extensions: pdf"
- Main Document:** Affidavit: My Test Affidavit
- Document Type ***: A dropdown menu with "Exhibit/Attachment (Supporting)" selected.
- Description of Document (i.e. Exhibit A) ***: An empty text input field.
- Attach Supporting Document**: A "Choose File" button and the text "No file chosen".
- Save**: A "Save" button at the bottom left.

Then, type in the description of your document, attach your document and click “save”.

On this screen you will be able to:

- Change your email preferences if necessary
- Enter e-mail addresses of those persons to whom you would like a courtesy notification to be sent. This message will not include filed documents and DOES NOT CONSTITUTE SERVICE.

Maricopa Filing Fees
First Appearance \$ 222.00
Filing Fee

Your Fees

Filing Fee Amount	\$ 222.00
Application Fee	\$ 6.00
Total	\$ 228.00

Important: Your payment will be securely processed via a 3rd party payment provider.

Step 2 of 3. Notification Options.

PREVIOUS NEXT

Email Preferences

How do you want to be notified about your filing status?

- Email notification with only a link to the website where I will login to check the status of my filing
- Email notification with filing/case details shown in the body of the email, plus a link to the website
- No emails at all - I will log onto the website often to check the status of my filings

Important: Because EMAIL DELIVERY CANNOT BE GUARANTEED, you must regularly login to check your filing status.

⚠ If you want to receive email notifications and you use spam management software, add the following email address to your approved email list: tcgammassupport@TurboCourt.com

Courtesy Notifications ?

Organization Courtesy Notifications Inbox: Johndoe@noemail.com

To send a courtesy e-mail of TurboCourt e-filing notifications to other recipients, provide the email addresses below. Use a comma (,) to separate multiple addresses. Do NOT send notification to the judge, judicial assistant or clerk of court.

Send To:

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

Customer Message ?

PREVIOUS NEXT

Click "Next"

This is the final screen before payment.

To proceed, agree to the terms and conditions in the User Agreement

Type in your First and Last name

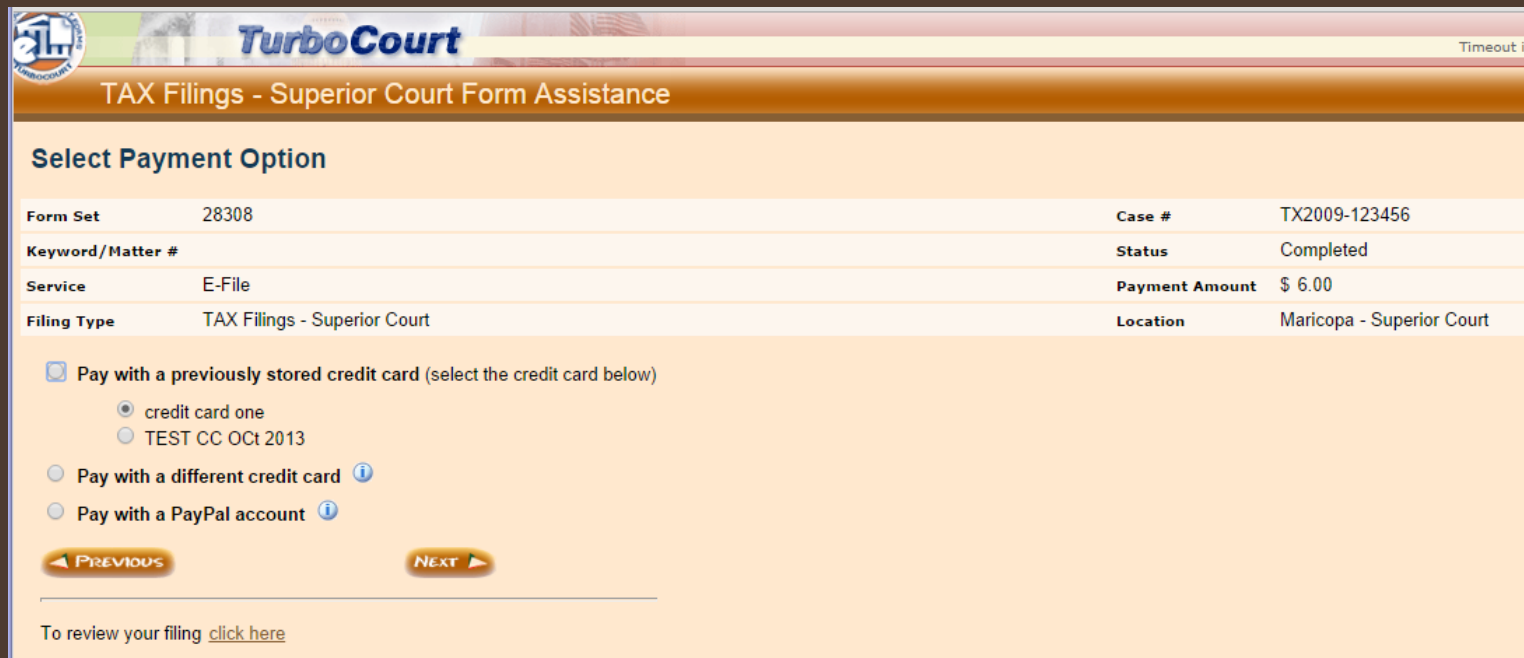
click “eFile”

The screenshot shows the TurboCourt E-File interface. At the top, there is a navigation bar with "Request My Forms", "List My Forms", and "Start New Filing" buttons. The main content area is divided into several sections:

- e-File & e-Serve** and **E-File** tabs are visible on the left.
- Maricopa Filing Fees** section shows:
 - First Appearance Filing Fee: \$ 222.00
 - Your Fees**
 - Filing Fee Amount: \$ 222.00
 - Application Fee: \$ 6.00
 - Total: \$ 228.00**
 - Important:** Your payment will be securely processed via a 3rd party payment provider.
- Case Information** table:

Form Set #	30132	Case #	TX2009-123456
Keyword/Matter #		Status	Completed
Filing Type	TAX Filings - Superior Court	Location #	Maricopa - Superior Court
Customer Name	John Doe	Customer Email	Johndoe@noemail.com
Created on	11/03/2015 1:45 PM MST	Modified on	11/03/2015 1:45 PM MST
- Step 3 of 3. Submit Your Forms.** with "PREVIOUS" and "EFILE" buttons.
- E-filing Terms & Conditions** section with a link to the User Agreement and a checkbox for agreement.
- A declaration statement: "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."
- Input fields for **First Name *** and **Last Name ***.
- Bottom navigation with "PREVIOUS" and "EFILE" buttons.

If you have previously submitted and paid for a filing using AZTurboCourt, you will see the following screen. If you have not, then you will need to set up your payment method. Instructions for this can be found at www.azcourts.gov/azturbocourtinformation



The screenshot shows the TurboCourt website interface. At the top, there is a logo for the Arizona Superior Court and the text "TurboCourt". Below this is a navigation bar with "TAX Filings - Superior Court Form Assistance". The main content area is titled "Select Payment Option". It displays a table with filing details:

Form Set	28308	Case #	TX2009-123456
Keyword/Matter #		Status	Completed
Service	E-File	Payment Amount	\$ 6.00
Filing Type	TAX Filings - Superior Court	Location	Maricopa - Superior Court

Below the table, there are three payment options:

- 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 ⓘ

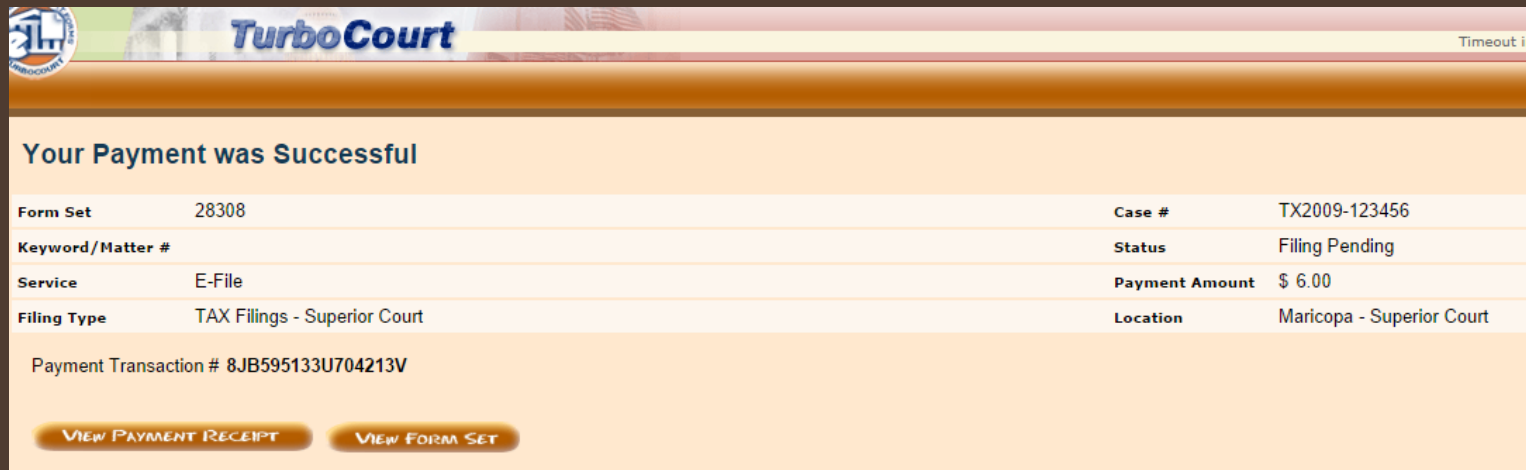
At the bottom of the form, there are two buttons: "PREVIOUS" and "NEXT". Below the buttons, there is a link: "To review your filing [click here](#)".

Choose your payment method and click "next"

If your payment is successful you will see the screen below.

This screen includes:

- Formset number
- Case Number
- Payment Amount
- Payment transaction number



The screenshot shows the TurboCourt website interface. At the top left is the TurboCourt logo. The main heading reads "Your Payment was Successful". Below this is a table with payment details. At the bottom, there are two buttons: "VIEW PAYMENT RECEIPT" and "VIEW FORM SET".

Form Set	28308	Case #	TX2009-123456
Keyword/Matter #		Status	Filing Pending
Service	E-File	Payment Amount	\$ 6.00
Filing Type	TAX Filings - Superior Court	Location	Maricopa - Superior Court

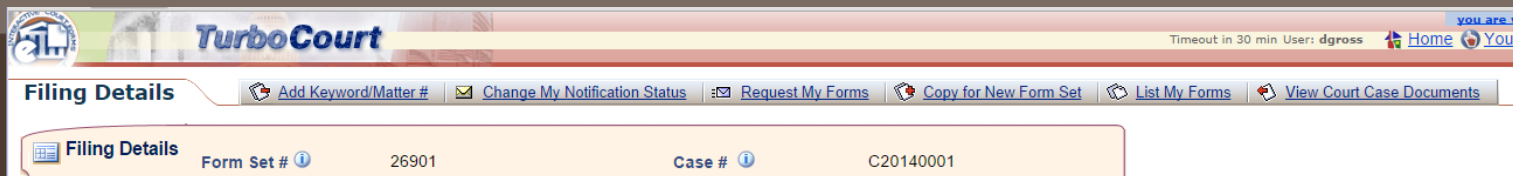
Payment Transaction # 8JB595133U704213V

[VIEW PAYMENT RECEIPT](#) [VIEW FORM SET](#)

You may print your receipt by clicking “View Payment Receipt”

“View Formset” will take you to the Filing Details screen where you can view your document.

Once the court has completed processing your document you will be able to retrieve the file stamped copy using the “View Court Case Documents” tab.



This tab will provide a list of previously filed documents from all parties in the case. By clicking on the hyperlinked document title, you will be able to view and print out the chosen document.

Note: The documents filed in your case are listed below. These documents are not in the exact order of filing, but those documents that were most recently filed are at the top of the page.

Case Filed Documents

Document Name
Arbitration Award
Arbitration Award
Minute Entry/Other
Notice Of Decision Of Arbitrator
Notice Of Hearing
Minute Entry/Other
Notice Of Hearing
Notice Of Hearing
Notice Of Service Re: 26.1 Disclosure
Minute Entry/Other
Minute Entry/Other
Reply
Response
Motion To Dismiss
Answer
Affidavit Of Service
Coversheet
Certificate of Arbitration - Subject to
Complaint

This completes your training for TAX cases. If you would like additional training regarding AZTurboCourt please see the training manuals and videos offered at:

www.azcourts.gov/azturbocourtinformation.

For questions, please contact the AOC Support Center at:

602-452-3519
1-800-720-7743

THANK YOU!