



eFiling On-Line Manual for Criminal and Juvenile Case Types

Maricopa County Clerk of Superior Court

**Criminal and Juvenile eFiling
User's Manual**

To electronically file a document subsequent to an initiating document with the Superior Court in a Criminal and Juvenile case, the Clerk's Office eFiling application may be utilized. The following sections detail how to register, and complete an electronic filing utilizing the Clerk of the Court eFiling website.

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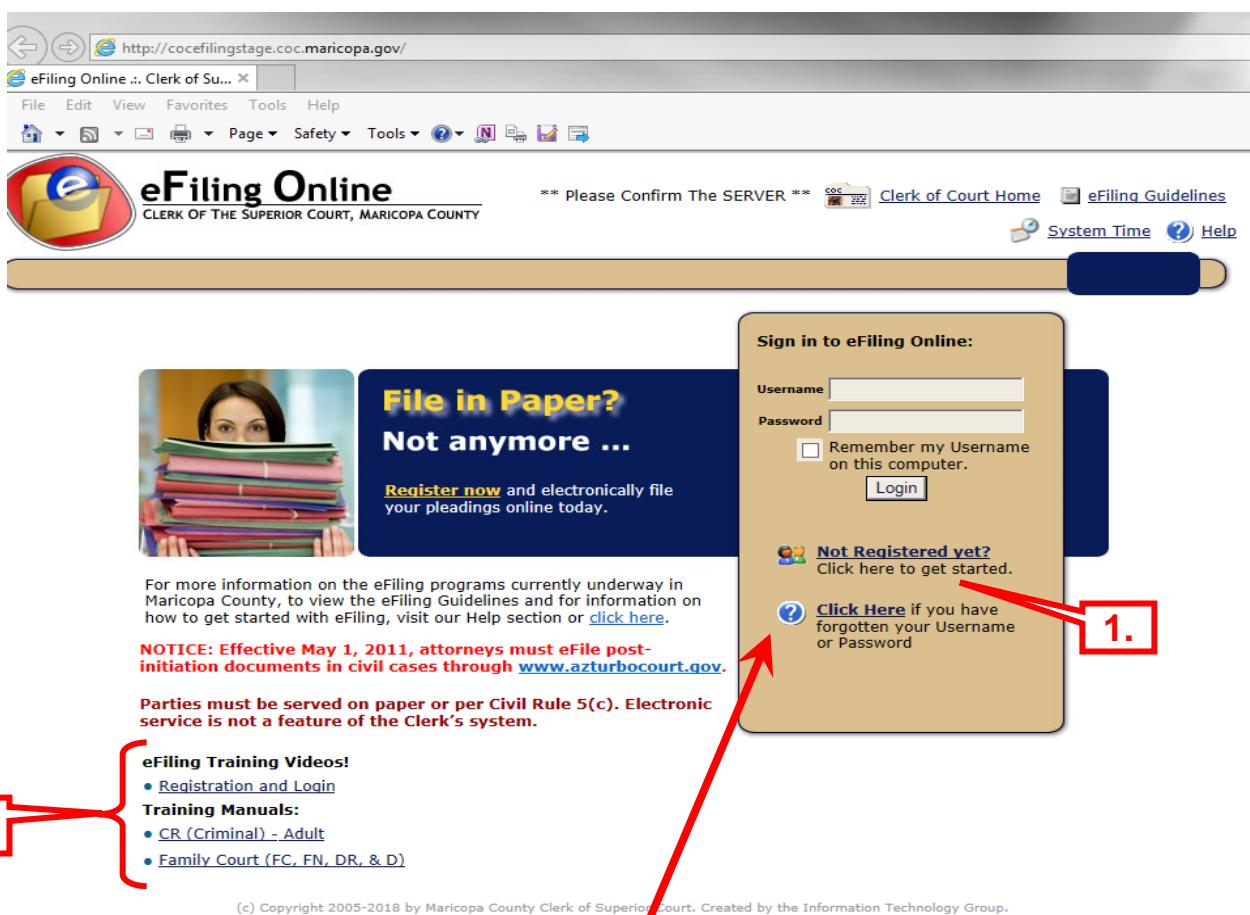
1 Become a Registered User

- In order to E-file, you must first register as a user in the system. To access the website and register as a user, go to the following URL:

<https://efiling.clerkofcourt.maricopa.gov>

- The eFiling home page contains some **useful training information** regarding how to register to use the eFile website and how to complete an electronic filing. The home page also contains the applicable court rules and administrative orders regarding eFiling. Be sure to review this page prior to registering.
- To register for eFiling, follow these steps:

- Click on the **Not Registered yet?** link, and complete the registration page.



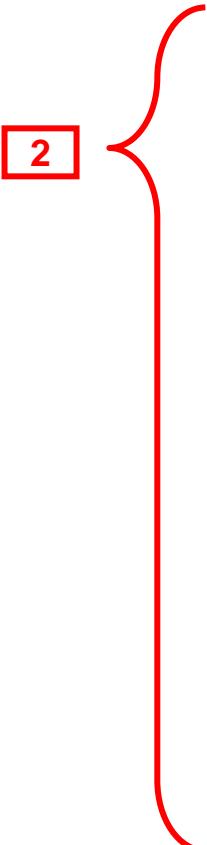
- Note:** At any time, you may click on the icons that appear next to certain fields on the website. By clicking on this icon, you will launch a small window containing helpful hints on how to complete certain fields.

2. Complete the registration form in its entirety. Be sure to choose a username and password you will remember.
3. An Email Address is mandatory, however, the “Receipt Notification Email Address” field is NOT a mandatory field. If you wish to receive filing Receipt notifications in a different mailbox than the Accept and Reject notifications, enter a different email in this field. If left blank, all filing notifications will go to the address in the Email Address field (Receipt, Accept, and Reject).
4. Be sure to select a **Role** that is appropriate. If you are an attorney, select the **Attorney** role; by doing so, you'll be required to enter your **Bar Number** (six digits for Arizona) and **Bar Number State**. For any other role selected, the **Bar Number** and **Bar Number State** fields will not be required.
5. Once the form is completely filled out (all asterisk indicated fields), the **Register Me** button will become highlighted; click on the **Register Me** button to continue with the registration process.

Thanks for taking the time to register for eFiling.

Registration will only take a minute and you will be filing in minutes. * denotes required fields.

Username:	<input type="text" value="mmouse"/>	* (Used to log in; up to 15 chars)
Password:	<input type="password" value="*****"/>	* ?
Confirm Password:	<input type="password" value="*****"/>	*
First Name:	<input type="text" value="Mickey"/>	*
Last Name:	<input type="text" value="Mouse"/>	*
Middle Name:	<input type="text"/>	
Email Address:	<input type="text" value="mmouse@mail.maricopa.gov"/>	*
Confirm Email Address:	<input type="text" value="mmouse@mail.maricopa.gov"/>	*
Receipt Notification Email Address:	<input type="text"/>	
Role:	<input style="border: 1px solid #ccc; padding: 2px 10px; width: 100%;" type="button" value="Attorney"/> * ?	
Bar Number:	<input type="text" value="123456"/>	*
Bar Number State:	<input style="border: 1px solid #ccc; padding: 2px 10px; width: 100%;" type="button" value="Arizona"/> * ?	*
Firm/Agency Name:	<input type="text" value="Juvenile County Attorney"/>	
Address:	3131 W Durango <small>286 chars remaining...</small>	
City:	<input type="text" value="Phoenix"/>	*
State:	<input style="border: 1px solid #ccc; padding: 2px 10px; width: 100%;" type="button" value="Arizona"/> * ?	*
Zipcode:	<input type="text" value="85009"/>	*
Phone Number:	<input type="text" value="602-506-0000"/> *	
You may now submit this form.		
<input style="border: 1px solid #ccc; padding: 2px 10px; width: 100%;" type="button" value="Register Me"/>		
This button will be available when you have completed the form.		

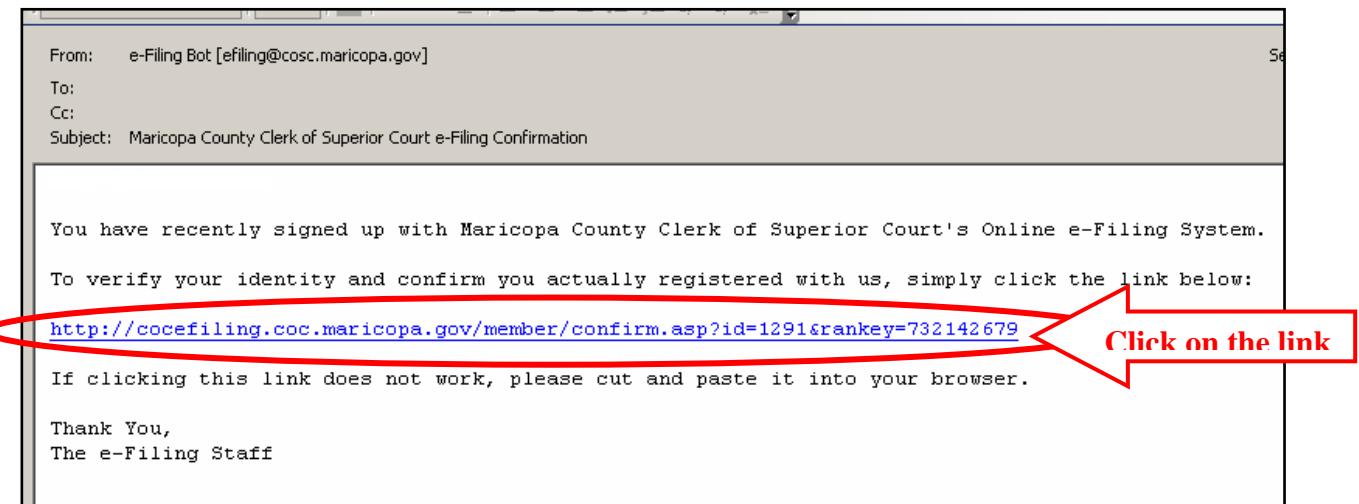




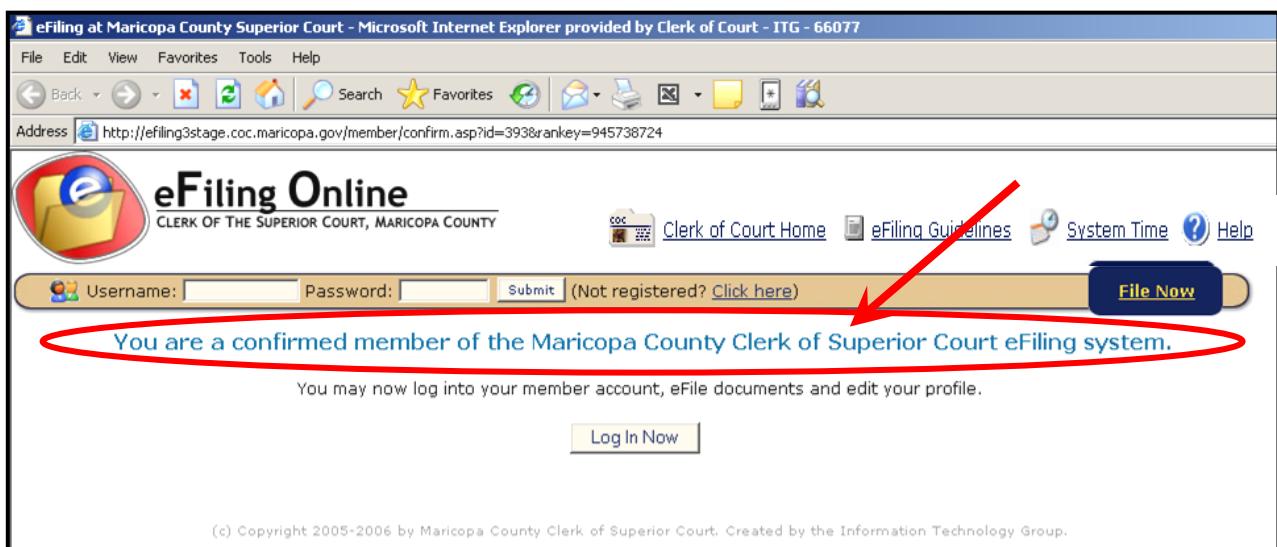

- You will now be directed to a screen indicating there is one step left in the registration process; the message on this page instructs you to check your e-mail inbox to confirm your identity.

The screenshot shows a registration confirmation page. At the top, there are fields for 'Username' and 'Password' with a 'Submit' button and a link '(Not registered? Click here)'. To the right is a blue 'File Now' button. Below these, a message reads: 'Wait! There is one more step to complete.' It explains that a confirmation email has been sent to the provided address and directs the user to click the link in the email to confirm their identity. A 'Back to Home Page' button is at the bottom left, and a note at the bottom right says 'Thank you for registering with the Maricopa County Clerk of Superior Court eFiling system.'

- To finish registration, you must check your Inbox on the email account you entered on the registration form, and click the link contained in that email.**



- Once you click the link contained in your registration confirmation email, you'll be directed back to the eFiling application site and receive a **confirmed user message on the screen**.



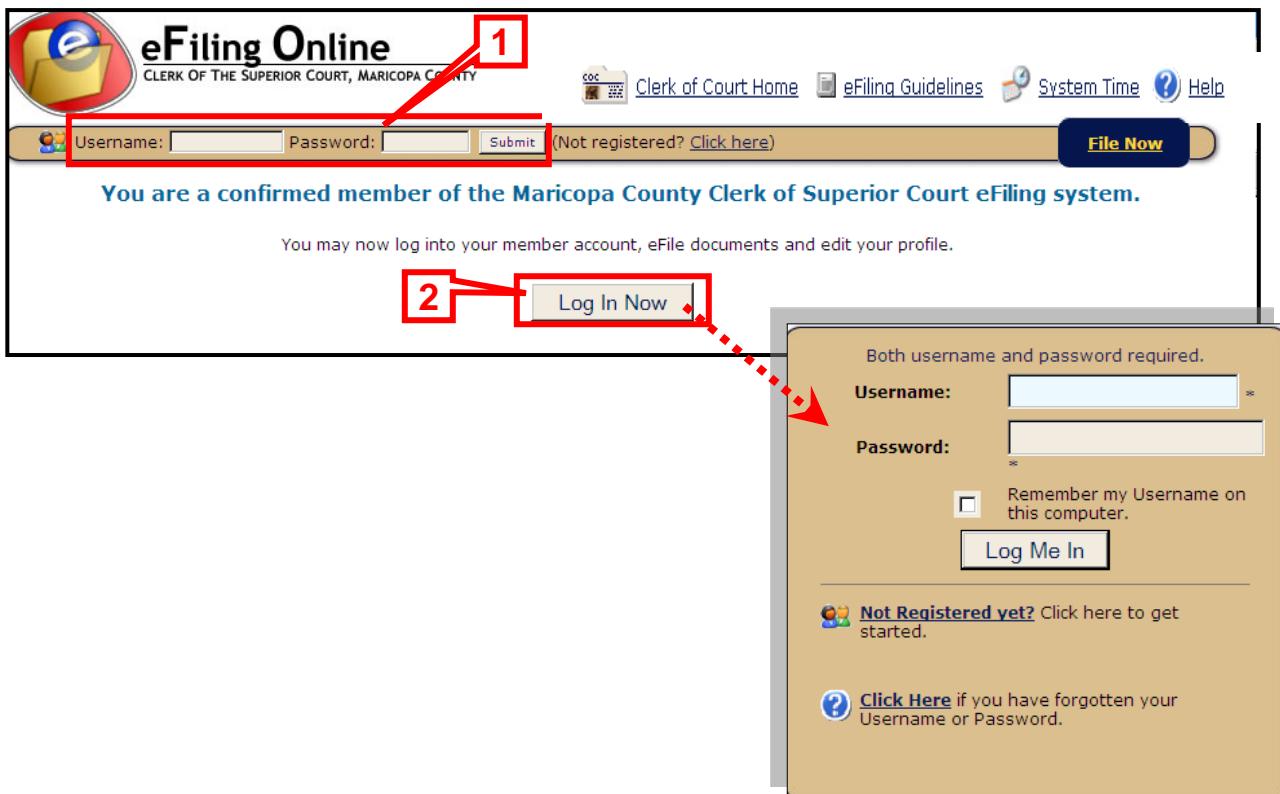
2 Logging In

- To log in immediately after registering, follow these steps:

1. Type your username and password on the screen below,

or

2. Click on the **Log In Now** button and then type in your username and password from that screen – this is the same screen that appears on the **Home Page of the Clerk of Court eFiling website** where you will log in to your eFiling account from now on.



3 My eFiling Page

1. Once logged in, you'll be directed to the **My eFiling Page**. The **My eFiling Page** provides the user a list of filings submitted within the **past seven days**. The intent of the screen is to provide the user with a ready list of recent eFilings for immediate review. Filings on the page are grouped sequentially by the case number and then chronologically by date/time within a case number.
2. By clicking on the **Collapse All** button, the page will collapse the list of filings to only display case number.
3. By clicking on the **Expand All** button, the list of filings will display the filing details (Filing ID, date and time of filing, document(s) filed), for each filing under each case number.
4. By clicking on a **Document Title**, a new window (Adobe Acrobat) will be launched to display the document that was filed.
5. By clicking on a **Case Number** you will be launched into the filing process, described in the section below, and the case number will default to the case number you clicked on. This provides a quick way to file a new document on a case number that already exists on the **My eFiling Page**.
6. You may also access the **My eFiling** page at any time by clicking on the **My eFile Page** link.

eFiling Online
CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY

Welcome back, mmouse! [Logout](#) | [My eFile Page](#) | [Edit My Profile](#)

[File Now](#)

Click case number to file more documents on that number or click document type to view document.

Past 7 Days Subsequent Case Filings

Case Number	Filing ID	Date	Type	Description
CR2000-010049	Filing ID: 7515	08/07/2006 11:05:40 AM	Main document - Motion	Motion to Compel Defendant to Produce Accident Report
	Filing ID: 7587	08/09/2006 2:13:08 PM	Main document - Memorandum	Memorandum and Request to Complete and Process an Electronic Filing
	Filing ID: 7588	08/09/2006 2:14:52 PM	Main document - Application	Application to Restore my Civil Case to E-File
	Filing ID: 7589	08/09/2006 2:16:37 PM	Main document - Notice	Notice by Mail - Easy File to E-File
CR2000-021192	Filing ID: 7590	08/09/2006 2:20:50 PM	Main document - Motion	Motion to have Plaintiffs and Defendants E-file all Pleadings

[Clerk of Court Home](#) | [eFiling Guidelines](#) | [System Time](#) | [Help](#)

4 Edit User Profile

- To edit your user profile and change information your account information (i.e. email address, password, etc.), go to the **My eFiling Page** and click on the **Edit My Profile** link.

eFiling Online
CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY

Welcome back, **mmouse!** [Logout](#) | [My eFile Page](#) | [Edit My Profile](#)

File Now

My eFiling Page

Click case number to file more documents on that number or click document type to view document.

Expand All **Collapse All**

Past 7 Days Subsequent Case Filings

- [+] [CR2000-010049](#)
- [+] [CR2000-021192](#)

- Make necessary changes and click on the **Update Profile** button to save your modifications.
Note: you will not be able to modify your user name.

Username:	kingd	(Can't be updated)
New Password:	(Leave blank to keep old password)	
Confirm Password:		
First Name:	Mickey	*
Last Name:	Mouse	*
Middle Name:		
Email Address:	mmouse@mail.maricopa.gov	
Receipt Notification Email Address:		
Role:	Attorney	*
Bar Number:	123456	*
Bar Number State:	Arizona	*
Firm/Agency Name:	County Attorney	
Address:	3131 W Durango	
286 chars remaining...		
City:	Phoenix	
State:	AZ	
Zipcode:	85003	
Phone Number:	602-506-0000	

You may now submit this form.

Update Profile

This button will be available when you have completed the form.

5 Submit an eFiling

- To begin the process of eFiling a document, login and then follow these instructions:
 - Click on the File Now button on the upper right-hand corner of the screen
 - or**
 - Click on a case number that already exists on your **My eFiling Page** to file a document on that case.

The screenshot shows the 'My eFiling Page' interface. At the top, there's a navigation bar with links for 'Clerk of Court Home', 'eFiling Guidelines', 'System Time', and 'Help'. Below that is a user welcome message 'Welcome back, mmouse!' with links for 'Logout' and 'Edit My Profile'. On the far right of the top bar is a large blue button labeled 'File Now'. The main content area is titled 'My eFiling Page' and contains a message: 'Click case number to file more documents on that number or click document type to view document.' Below this is a section titled 'Past 7 Days Subsequent Case Filings' with two entries:

- CR2000-010049**
 - Filing ID: 7515: 08/07/2006 11:05:40 AM
Main document - Motion: Motion to Compel Defendant to Produce Accident Report
 - Filing ID: 7587: 08/09/2006 2:13:08 PM
Main document - Memorandum: Memorandum and Request to Complete and Process an Electronic Filing
 - Filing ID: 7588: 08/09/2006 2:14:52 PM
Main document - Application: Application to Restore my Civil Rights to E-File
 - Filing ID: 7589: 08/09/2006 2:16:37 PM
Main document - Notice: Notice how easy it is to E-File
- CR2000-021192**
 - Filing ID: 7590: 08/09/2006 2:20:50 PM
Main document - Motion: Motion to have Plaintiffs and Defendants E-file all Pleadings

- There will be **two screens used to complete the eFiling process**; the first screen (pictured below) requests all the information about the filing (see example of Criminal or Juvenile filing). Notice the Filing Instructions on the right-hand side of the screen. Following are detailed instructions on how to E-file documents:
 - Enter the **Case Number** and then **click Confirm Case**.
 - The **case name** will show in the **Case Summary field**. If this is the correct case, continue with the next steps.
 - You may send designated county agencies a “notification” that your filing has been accepted or rejected by placing a check (*single mouse click*) in the box next to the county agency in the **Email Copy To** section. You may also send an email “notification” that your filing has been accepted or rejected to another party or person; just add the recipients’ email addresses to the

blank field entitled **Email Copies To**. If you enter multiple email addresses simply **separate them with a comma** (i.e. jattorney@legalstuff.com, glawyer@lawyering.com).

Important note: even when email notifications are sent to other parties or persons, it is still the filing attorney's responsibility to make sure opposing counsel receives copies of their filing when necessary.

4. Next, you'll need to enter information about the attorney who is authorizing this filing. If you are registered as an attorney, this information will default to the information submitted during the registration process. If you are registered as any other role, you will be required to enter the attorney's **Bar Number**, **Bar State**, and **Email Address** that is authorizing the filing.
5. Click the **Browse** button to the right of the **Select Document** field. By doing so, you may browse your local PC to find and select the electronic file (i.e. Word Document, PDF document) that makes up your filing. **Double click** on that document, once found, to add it to the filing.
6. Select the **Filing Type** of the document from the **drop-down list**.
7. Enter the **Document Title**. This would typically be the title that appears to the right of the case caption on the actual document.
8. **For Juvenile Only:** if the document is a petition for the Detained Calendar, click on the **Detained Calendar** box.
9. Finally, click on the **Upload Document** button. Upon doing so, you'll notice that the document that you uploaded now appears in the **window on the right-hand side of the screen** (pictured on page 10).

Example for a Criminal Filing:

The screenshot shows the eFiling Online interface for the Clerk of the Superior Court, Maricopa County. The main window displays the 'Case Information' section with fields for 'Enter Case Number' (CR2005-133038-001), 'Confirm Case' (leg CV2001-123456), 'Case Summary' (State Of Arizona Vs. David Agee; Trujillo, Richard), 'Email Copy To:' (checkboxes for County Attorney, Legal Advocate, Legal Defender, Public Defender), 'Email Copies To:' (text input field), 'Authorizing (Non-Pro Per)' (dropdown menu with 'Bar Number' set to 123456, 'Arizona' selected, and 'Attorney Email' set to mmouse@mail.maricopa.gov), and an 'Upload Documents' section with 'Select Document' (S:\PD_FORMS\MSOffice), 'Filing Type' (Motion To Dismiss), 'Document Title' (Motion to Dismiss), and 'Filing Fee' (\$ Upload main document to calculate filing fee). A red box labeled '3' highlights the 'Case Summary' section. A red box labeled '4' highlights the 'Authorizing (Non-Pro Per)' section. A red box labeled '5' highlights the 'Upload Documents' section. Red arrows point from these boxes to numbered callouts on the right: '1' points to the 'Enter Case Number' field, '2' points to the 'Case Summary' section, '6' points to the 'Filing Instructions' box, '7' points to the 'Note' about filing fees, and '9' points to the 'Complete Filing' button.

eFiling Online
CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY

Welcome back, mmouse! [Logout](#) | [My eFile Page](#) | [Edit My Profile](#)

[Clerk of Court Home](#) [System Time](#) [Help](#)

[File Now](#)

Filing Info

Case Information

Enter Case Number: CR2005-133038-001 [Confirm Case](#) Leg CV2001-123456

Case Summary : State Of Arizona Vs. David Agee; Trujillo, Richard

Email Copy To: County Attorney Legal Advocate
 Legal Defender Public Defender

Email Copies To: (Multiple recipients allowed; separate each address with a comma)

Authorizing (Non-Pro Per): Bar Number: 123456 * Arizona *
Attorney Email: mmouse@mail.maricopa.gov *

Upload Documents

Select Document: S:\PD_FORMS\MSOffice [Browse...](#) (0 documents uploaded)

Filing Type: Motion To Dismiss

Document Title: Motion to Dismiss

Filing Fee: \$ [Upload main document to calculate filing fee](#)

- You must upload at least one document to file.

[Complete Filing >>](#)

Documents Uploaded to Attach to Filing

Filing Instructions:
(these instructions disappear after your first document upload)

1. Enter Case Number and click **Confirm Case**
2. Fill out the remaining case information
3. Select a file from your computer (where you saved the filing at) to upload
4. Select the filing type
5. Enter the document title
6. Click **Upload Document** ([see estimated upload times](#))
7. Note the fee associated with this filing.
8. Repeat steps 3-6 until all your documents appear in this window
9. When finished, click on the **Complete Filing** button

Note: Those filings requiring a filing fee will be billed to the submitting attorney/party by the Clerk of the Court Billing Unit.

[Complete Filing >>](#)

Example for a Juvenile Filing:

The screenshot shows the eFiling Online interface for Maricopa County. The top navigation bar includes links for Clerk of Court Home, eFiling Guidelines, System, Time, Help, and File Now. The main area is titled "Filing Information".

Case Information:

- Enter Case Number: JV199963 (Step 1)
- Confirm Case: (Step 2)
- Case Summary: (Step 3)
- Email Notification To: (Step 4)
- Legal Defender - Juv
Public Advocate - Juv
Attorney General - Juv
- Attorney Notifications To: (Step 4)
- County Attorney - Juv
Legal Advocate - Juv
Attorney General - Juv
- Authorizing Attorney: (Non-Pro Per)
Bar Number: 443322 (Step 4)
- Attorney Email: dking@cosc.maricopa.gov (Step 4)
- Agency: County Attorney (Step 4)

Upload Documents:

- Select Document: (Step 5)
- Browse... (Step 5)
- (0 documents uploaded) (Step 5)
- Filing Type: Select Filing Type (Step 6)
- Document Title: (Step 6)
- Filing Fee: \$ Upload main document to calculate filing fee (Step 6)
- Upload Document (Step 6)
- Detailed Calendar (Step 6)
- You must upload at least one document to file. (Step 8)
- Complete Filing >> (Step 9)

Filing Instructions:
(these instructions disappear after your first document upload)

1. Enter Case Number and click **Confirm Case**
2. Fill out the remaining case information
3. Select a file from your computer (where you saved the filing at) to upload
4. Select the filing type
5. Enter the document title
6. Click **Upload Document** (see estimated upload times)
7. Note the fee associated with this filing.
8. Repeat steps 3-6 until all your documents appear in this window
9. When finished, click on the **Complete Filing** button

Note: Those filings requiring a filing fee will be billed to the submitting attorney/party by the Clerk of the Court Billing Unit.

- The documents that you upload for filing will appear on the right-hand side of the screen where the instructions previously appeared. Some filings may require that you upload more than one document, for example, a Motion that contains Exhibits. If this is the case, simply repeat steps 5 through 9. You may repeat these steps as many times as necessary to make sure all documents needed are submitted with the filing.
- 10. You'll notice a **Remove** link to the right of each document. If you accidentally uploaded a document you shouldn't have, you can click the **Remove** link to delete that document. Note that if you remove the **Main Document**, all of the attached documents will be deleted also.
- 11. Also available in the table that lists each of the documents attached to the filing is a **Make Main** link. The first document uploaded is always defaulted to the Main document, or the document containing the first page of the filing that will receive a file stamp once accepted by the Clerk of the Court. If the first document you uploaded is not the Main document, you may click the **Make Main** link on the document that is in order to make it the Main document. The original main document will simply switch to a supporting document.
- 12. After you have completed uploading the documents to be filed, click on the **Complete Filing** button.

The screenshot shows the eFiling Online interface for filing a motion to dismiss. The top navigation bar includes links for Clerk of Court Home, System Time, Help, Logout, and My eFile Page. A red box labeled '10' points to the 'File Now' button.

Filing Information

Case Information

- Enter Case Number: cr2005-133038-001
- Confirm Case (eg CV2001-123456)
- Case Summary: State Of Arizona Vs. David Agee; Trujillo, Richard
- Email Copy To:
 - County Attorney
 - Legal Advocate
 - Legal Defender
 - Public Defender
- Email Copies To: (Multiple recipients allowed; separate each address with a comma)
- Authorizing Attorney: (Non-Pro Per Only)
 - Bar Number: 123456 *
 - Arizona *
 - Attorney Email: mmouse@mail.maricopa.gov *

Upload Documents

- Select Document: (2 documents uploaded)
- Filing Type: Select Filing Type
- Document Title:
- Filing Fee: \$0

You may submit this filing.

Documents Uploaded to Attach to Filing

CONTINUANCE.doc	Main Document Remove
Document Title: Motion to Dismiss	
Filing Type: Motion To Dismiss	
NOD.doc	Make Main Remove
Document Title: Exhibit A	
Filing Type: Exhibit	

A red box labeled '11' points to the 'NOD.doc' entry in the list, and another red box labeled '12' points to the 'Complete Filing >>' button.

- You will now be on the **Confirm Your Filing** screen.
1. If anything on this screen is incorrect, click on the **Cancel Filing** button and start the filing process from the beginning.
 2. If everything is correct, click on the **Submit Filing** button.

The screenshot shows the 'Confirm Your Filing' screen. The left sidebar contains a message about verifying filing information and buttons for 'Submit Filing' and 'Cancel Filing'. A red box labeled '1' points to the 'Submit Filing' button. A red box labeled '2' points to the 'Cancel Filing' button.

Confirm Your Filing

Please verify the filing information on the right. If you are sure you wish to file, click **Submit Filing** below. To discard and cancel this filing, click **Cancel Filing**.

Filing Details

Filer's Information	Mickey Mouse Email: mmouse@mail.maricopa.gov
Firm Information	Public Defender's Office 11 West Jefferson, Suite 5 Phoenix, AZ 85003 Phone: 602-372-0000
Case Number	cr2005-133038-001
Case Summary	State Of Arizona Vs. David Agee / Trujillo, Richard
Attorney Information	Bar No.: 123456 - State: AZ -
Filing Fee	\$0

Documents Attached to Filing

Document Title (click to view document)	Document Type
Motion to Dismiss	Motion To Dismiss
Exhibit A	Exhibit

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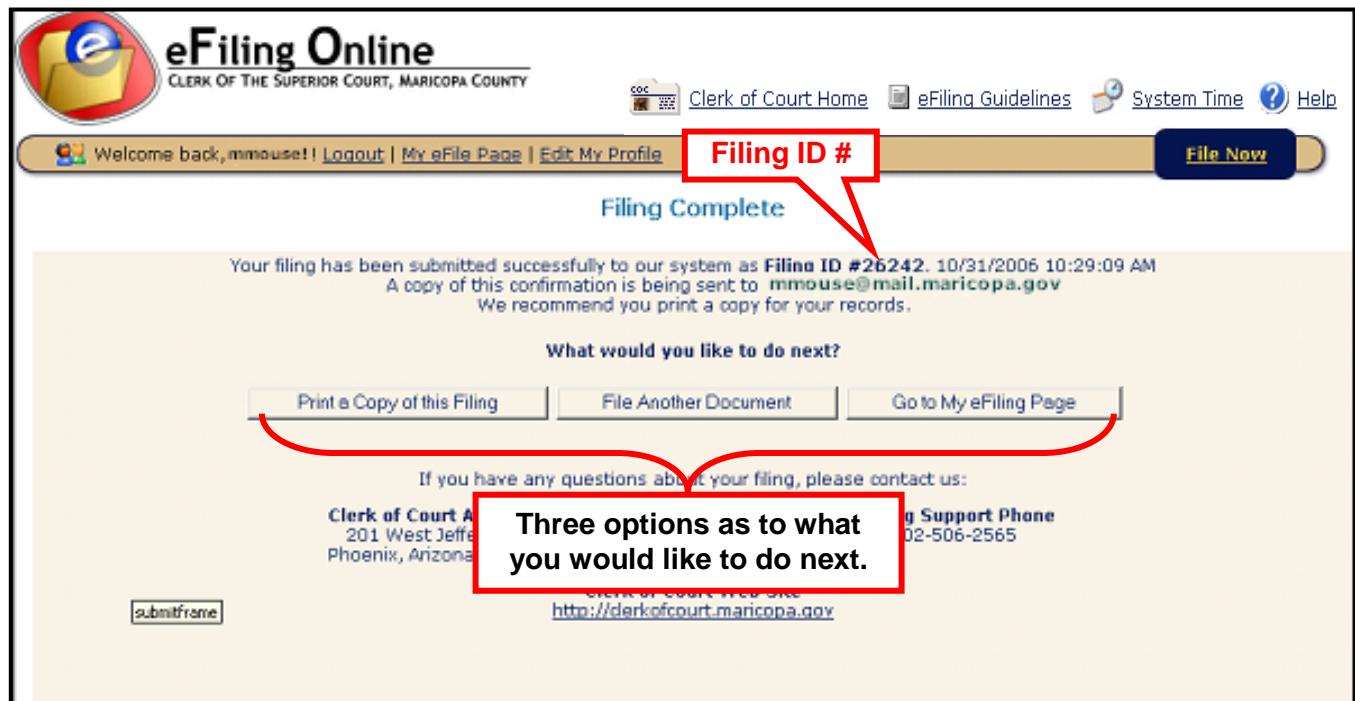
After you click the **Submit Filing** button you will see a page indicating **Filing Complete**. You will receive a **RECEIVED** notification; this means the filing has been received. It has not been reviewed by the clerk, and it has not been accepted / rejected. In other words, it is pending clerk review.

Notice that the **Filing ID #** appears on this page. You will use (reference) the **Filing ID #** in the event you need to discuss this filing with the Clerk's Office, Judicial Officer, or perhaps opposing counsel.

The **Filing ID #** will also appear in the e-mails that the Clerk of Court will send you upon receiving the filing, and accepting or rejecting the filing. The various e-mails that you will receive from the Clerk's Office will be discussed in the next section, Section 6.

Three options as to what you would like to do next appear on this page:

- Print a Copy of the Filing
- File Another Document
- Go to My eFiling Page



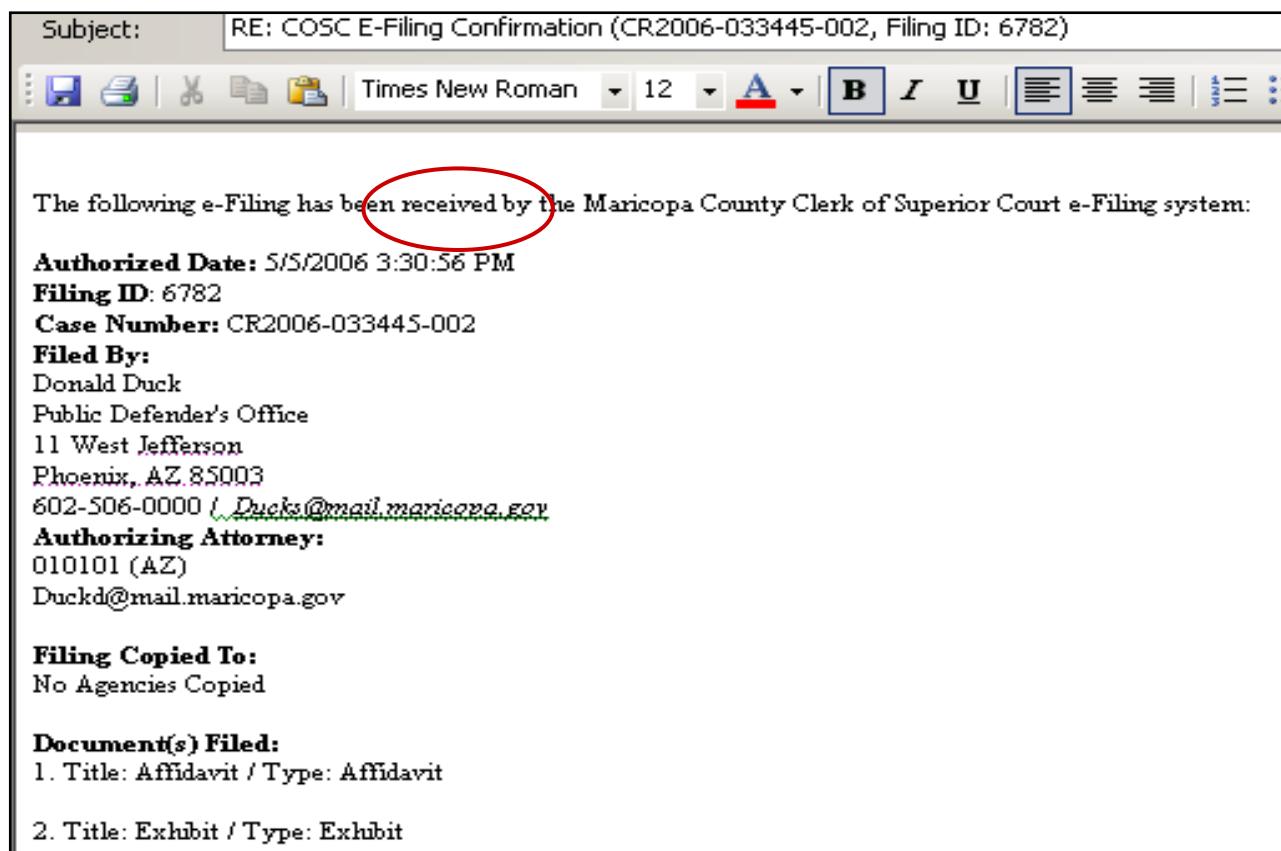
6 eFiling Emails

Received eFilings

- Once your eFiling has been submitted to the Maricopa County Clerk of Superior Court, you will receive a “**received e-mail.**” It will look like the following sample:



- Please remember that this e-mail indicates that your filing has been **received**; **not accepted**.



Accepted eFilings

- Once your eFiling has been **accepted** by the Maricopa County Clerk of Superior Court through the clerk review process, you will receive an **accepted email**. It will look like the following sample:

Subject: COSC E-Filing Accepted (CR2005-1258 -001, Filing ID: 5013)

The following e-Filing has been Accepted by the Maricopa County Clerk of Superior Court e-Filing system.

Filing Date: 3/15/2006 3:07:40 PM
Filing ID: 5013
Case Number: CR2005-1258 -001
Filed By:

Public Defender's Office
11 W. Jefferson, Ste. 5
Phoenix, AZ 85003
602-506-55 / j002@mail.maricopa.gov
Authorizing Attorney:
022 (AZ)
lenc@mail.maricopa.gov

Document(s) Filed:
1. Title: TO MODIFY TERMS OF ELECTRONIC MONITORING / Type: Motion
Document Status: Accepted

2. Title: ORDER MODIFYING THE TERMS OF ELECTRONIC MONITORING / Type: Proposed Order
Document Status: Accepted

Clerk Comments: Made changes to Main Document title.
Should you have any questions about your filing, please contact us:

Rejected eFilings

- If the filing has been **rejected**, the Subject line in the e-mail will indicate "Rejected." The first line in the e-mail will state, "**The following eFiling has been Rejected by the Maricopa County Clerk of Superior Court eFiling system.**" It will also state in the body of the e-mail the reason why the filing has been rejected. It will look like the following sample:

CC:
Subject: FW: COSC E-Filing Rejected :

The following e-Filing has been Rejected by the Maricopa County Clerk of Superior Court e-Filing system.

Filing ID: 2701
Case Number: CR2005-11070-001
Filed By:

Public Defender's Office
11 W. Jefferson, Ste. 5
Phoenix, AZ 85003
602-506-2591/1...02@mail.maricopa.gov

Authorizing Attorney:
110000 (AZ)
110000@mail.maricopa.gov

Document(s) Filed:
1. Title: NOTICE OF CHANGE OF COUNSEL WITHIN PUBLIC DEFENDER'S OFFICE / Type: Notice Of Appearance
Document Status: Rejected

Clerk Comments: NOT ACCEPTING E-FILINGS FOR RANDY ELLEXSON

Should you have any questions about your filing, please contact us:

Clerk of Court Address
201 West Jefferson
Phoenix, Arizona 85003

e-Filing Support Phone: 602-506-2565

7 Monitoring My eFiling Page

1. When you return to **My eFiling Page**, the filing that you submitted will be displayed, with the Filing ID #, date, and time that the document was filed.
2. You can click on the document link to open and view the document (filing). The document will open in Adobe Acrobat.
3. When the filing has gone through the clerk review process, and has been **accepted** by the Clerk of Court, you will be able to view the Clerk's file stamp in the top right hand corner upon opening the document. A good time to check for the file stamp is after you have received the "accepted" e-mail on a particular filing. Once the filing is accepted, an electronic copy will be sent to the judge.

The screenshot shows the Maricopa County Superior Court eFiling Online interface. At the top, there is a navigation bar with links for 'Clerk of Court Home', 'eFiling Guidelines', 'System Time', 'Help', and a 'Logout' button. Below this is a banner with a welcome message and a 'File Now' button. The main area is titled 'My eFiling Page' and contains a message to click a case number to file more documents or view a document type. A list of 'Last 7 Days Subsequent Case Filings' is shown, with the first entry highlighted by a red box labeled '1'. This entry includes a checkbox, a filing ID (7515), a date (08/07/2006 11:05:40 AM), and a link to 'Main document - Motion: Motion to Compel Defendant to Produce Accident Report'. A red arrow points from this link down to a red box labeled '2', which is positioned over a PDF viewer window. The PDF viewer shows the document details: 'Michael K. Jeanes, Clerk of Court *** Electronically Filed ***', 'Michelle Paigen', 'Filing ID 7515', '08/07/2006 11:05:40 AM', 'SUPERIOR COURT OF ARIZONA MARICOPA COUNTY', 'CR2005-111111-001 DT', '08/23/2006', 'HON. RICHARD J. TRUJILLO', 'CLERK OF THE COURT Y. Smith Deputy', and a 'Pages' sidebar.

8 Signature Page Sample

RESPECTFULLY SUBMITTED this 30th day of April, 2007

MARICOPA COUNTY PUBLIC DEFENDER

By: /s/Alfred Guinness
ALFRED GUINNESS
Deputy Public Defender

Copy of the foregoing
delivered this 30th day of
April, 2007 to:

HON. WILLIAM BLACKSTONE
Judge of the Superior Court
Central Court Building
201 W. Jefferson Street
Phoenix, AZ 85003

JOHN COURAGE
Deputy County Attorney
301 W. Jefferson Street
Phoenix, AZ 85003

By: /s/Alfred Guinness
ALFRED GUINNESS
Deputy Public Defender

Note:

If you are signing a document for another attorney, for instance, if you are **Alfred Guinness** signing for **Samuel Adams**, this is how the signature line should appear:

By: /s/Alfred Guinness on behalf of Samuel Adams
ALFRED GUINNESS on behalf of **SAMUEL ADAMS**

eFiling – Things You Need to Know

Here is a list of things you NEED TO KNOW about eFiling with the Clerk of the Superior Court in Maricopa County.

- Be sure that the Clerk of the Court has an accurate record of the “Primary Attorney” on your case. You can view case information by looking the case up in the iCIS application, or online by going to the Case History web site at: <http://www.superiorcourt.maricopa.gov/Docket/> (Criminal and Family Court cases only).
- Please review the eFiling Guidelines established by Administrative Order 2007-140, available at this web address: <https://efiling.clerkofcourt.maricopa.gov/eFilingGuidelines>
- Initial complaints, service documents, or answers may not be eFiled. Only subsequent documents in eligible eFiling cases may be eFiled (i.e. Notices, Motions, Responses, Replies, etc...)
- eFile only one “Main” document per filing ID transaction. The first document in each Filing ID is the “Main” document and will receive the “FILED” stamp (if accepted) and determines how the document will be recorded on the Court’s docket.
- Submit exhibits or other documents you want attached (or “stapled”) to the main document as a supporting document within the same Filing ID. Supporting documents will not have a “FILED” stamp and do not generate a separate record in the Court’s docket.
- Submit Proposed Orders under the same filing ID as their respective motion. It is highly encouraged that Proposed Orders be submitted in an editable format. Microsoft Word (.doc or .docx) is the most desirable.
- If a Proposed Order is submitted as a main document, it will be lodged with the Court along with any supporting exhibits, but only the Proposed Order will be filed in to the case file, and only after it is signed by the judicial officer.
- You do not need to provide the judicial division a copy of the filing. The eFiling system will automatically route a copy of the filing to the assigned judicial division once your filing has been accepted (filed).
- When viewing the docket using the computer kiosks at the Court’s Customer Service Center, documents that have been eFiled will be marked with a paper document icon with a red “E” on it.

eFile Support	Contact
Hours: Monday – Friday 8:00 am – 5:00 pm	
Phone	(602)37-Clerk, or (602)372-5375
Email	efilesupport@cosc.maricopa.gov [Adult case types] efileJuvenileSupport@cosc.maricopa.gov [Juvenile case types]

Visit us on the web at <http://www.clerkofcourt.maricopa.gov>.

Visit <https://efiling.clerkofcourt.maricopa.gov/eFilingGuidelines> for the eFiling Guidelines.

Visit <http://www.azleg.state.az.us/> to review Arizona Revised Statutes.

Visit <https://govt.westlaw.com/azrules/> to review local rules of procedure.