Criminal eFiling On-Line

Maricopa County Clerk of Superior Court

Criminal eFiling User's Manual

To electronically file a document subsequent to an initiating document with the Superior Court in a criminal case, the Clerk's Office eFiling application may be utilized with judges and commissioners (criminal division) that are participating in eFiling. The following sections detail how to register, and complete an electronic filing utilizing the Clerk of the Court eFiling website.

Version 3.0
October 2008

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1 Become a Registered User

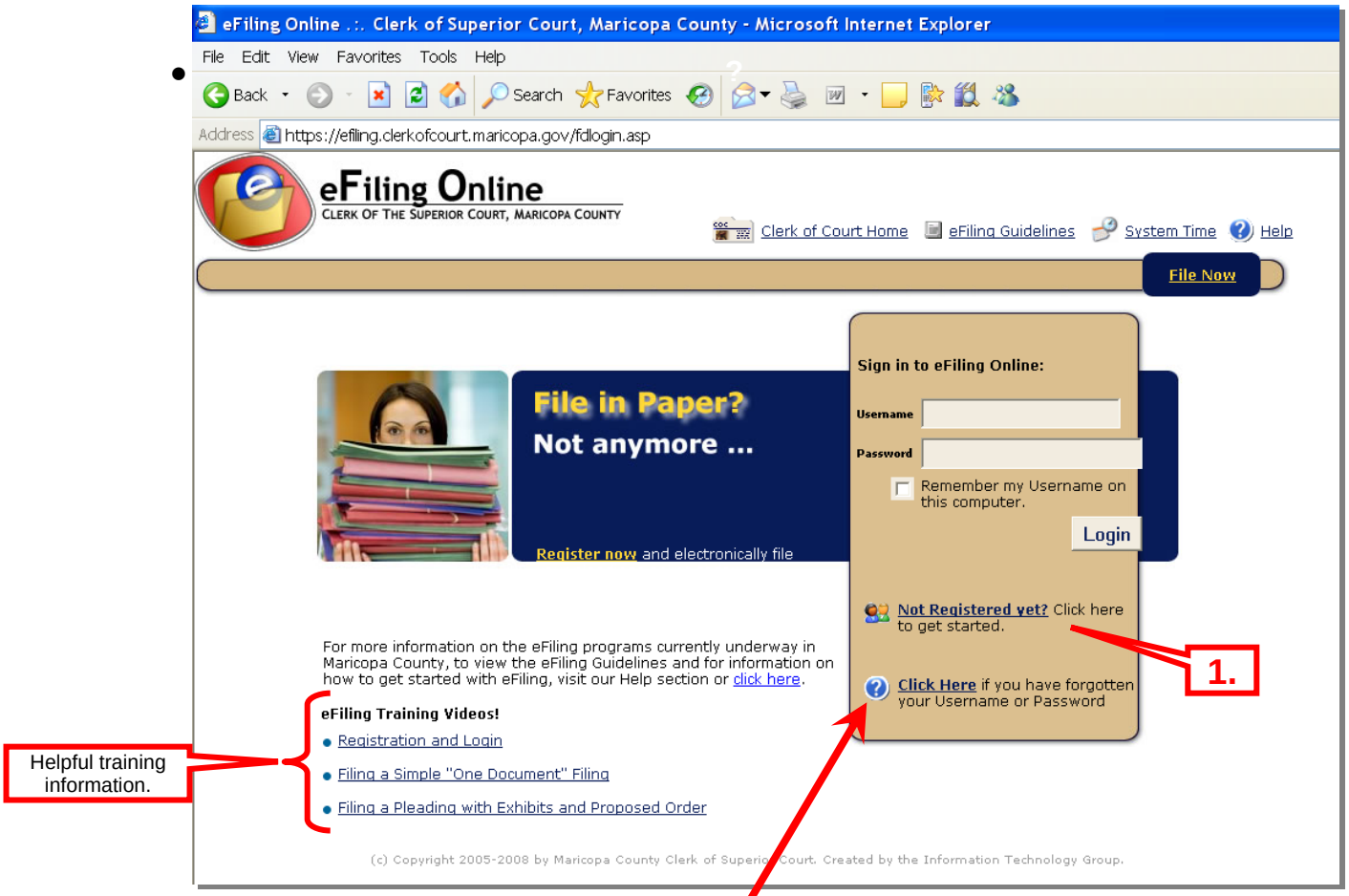
- In order to E-file, you must first register as a user in the system. To access the website and register as a user, go to the following URL:

  https://efiling.clerkofcourt.maricopa.gov

- The eFiling home page contains some **useful training information** (see text box below), in a flash movie format, 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 criminal E-Filing. Be sure to review this page prior to registering.

- To register for E-Filing, follow these steps:

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

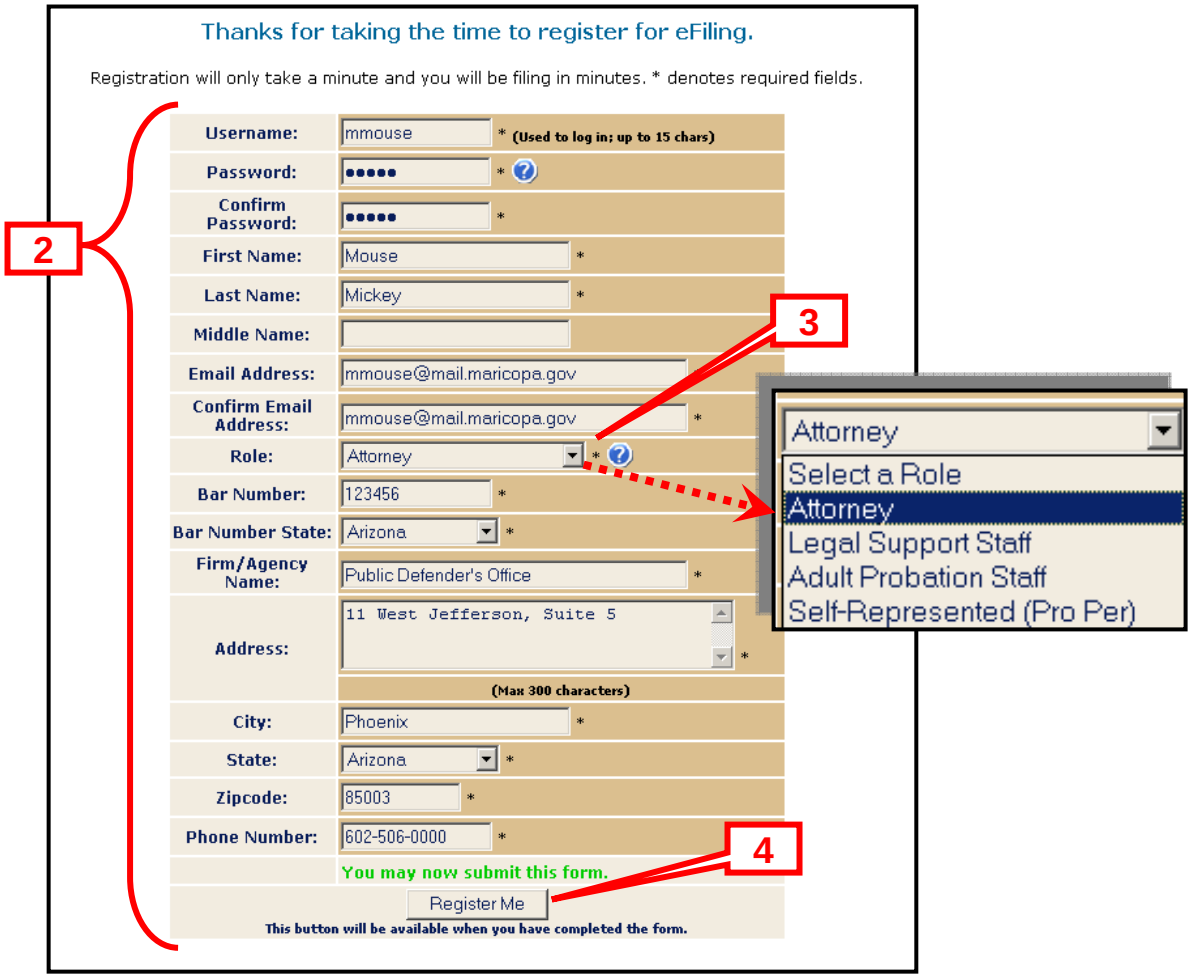
- 

- **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.*

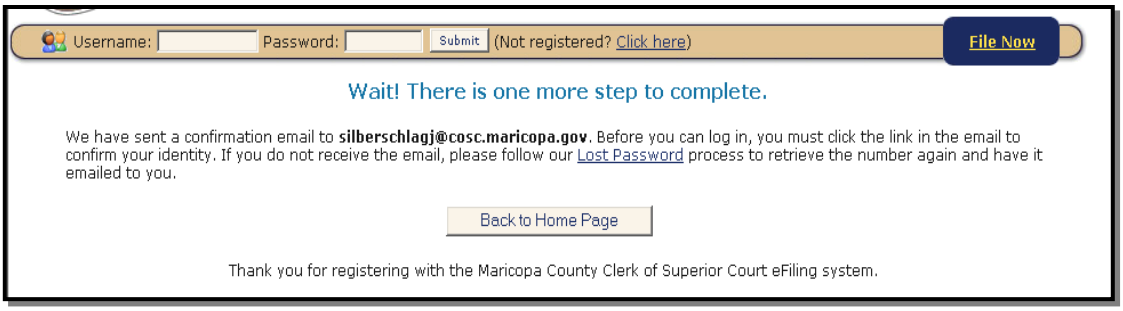
2. Complete the registration form in its entirety. Be sure to choose a username and password you will remember.

3. 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.

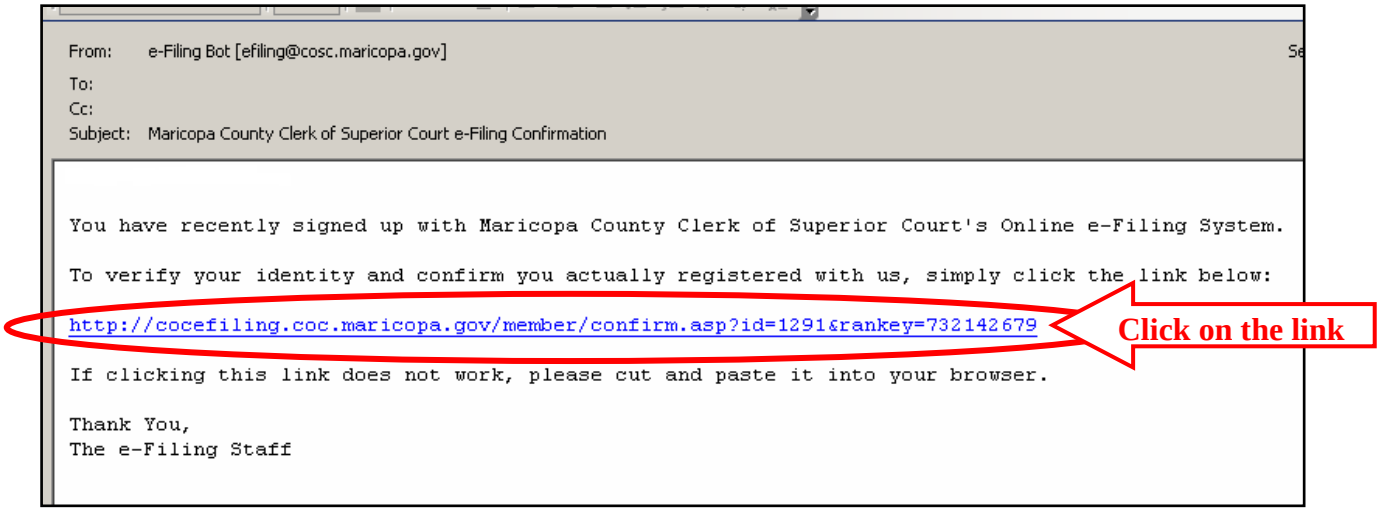
4. Once the form is completely filled out (all asterisk indicated fields), the **Register Me** button will become highlighted; click on the **Register Me** button to continue with the registration process.



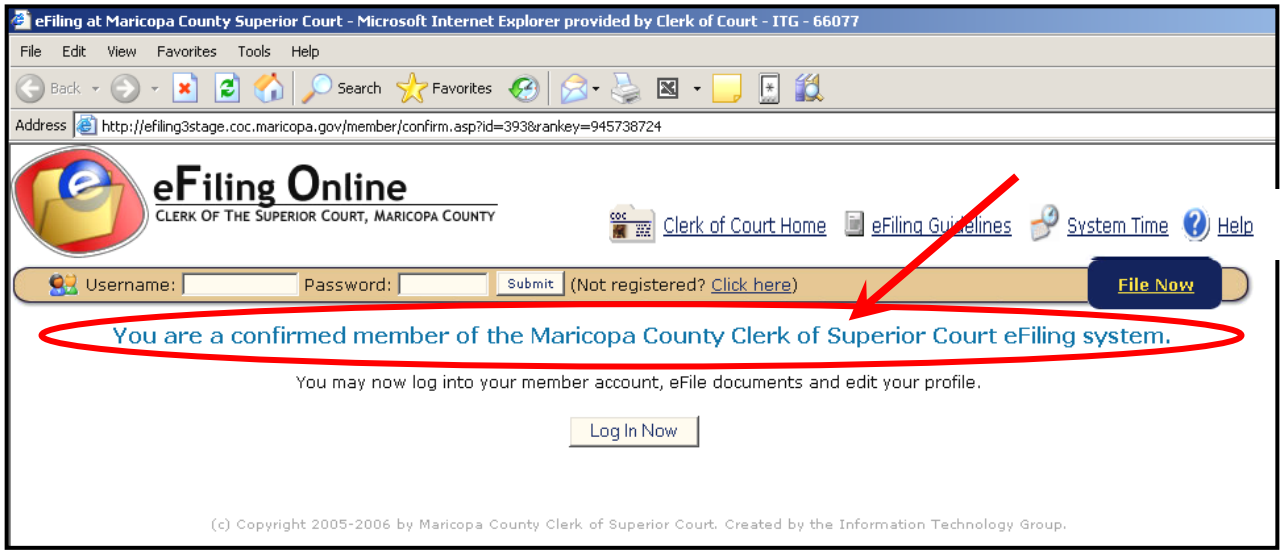
- You'll now be directed to a screen indicating there is one step left in the registration process; the message on this page instructs you to check your e-mail inbox to confirm your identity.



- **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 E-filing application site and receive a **confirmed user message on the screen**.



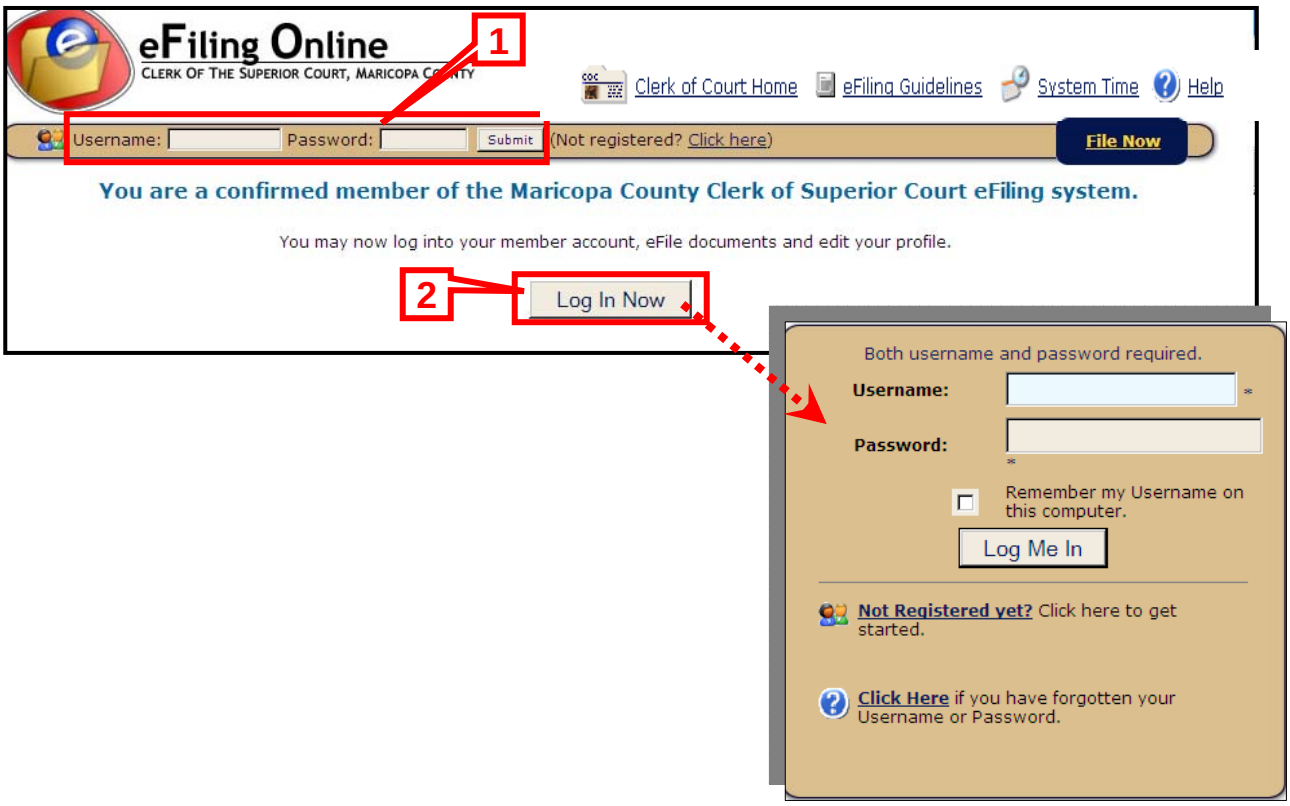
2 Logging In

- **To login 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 E-Filing website** where you will log in to your E-Filing account from now on.



3 My E-Filing Page

1. Once logged in, you'll be directed to the **My e-Filing Page**. The **My e-Filing 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 e-filings 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.

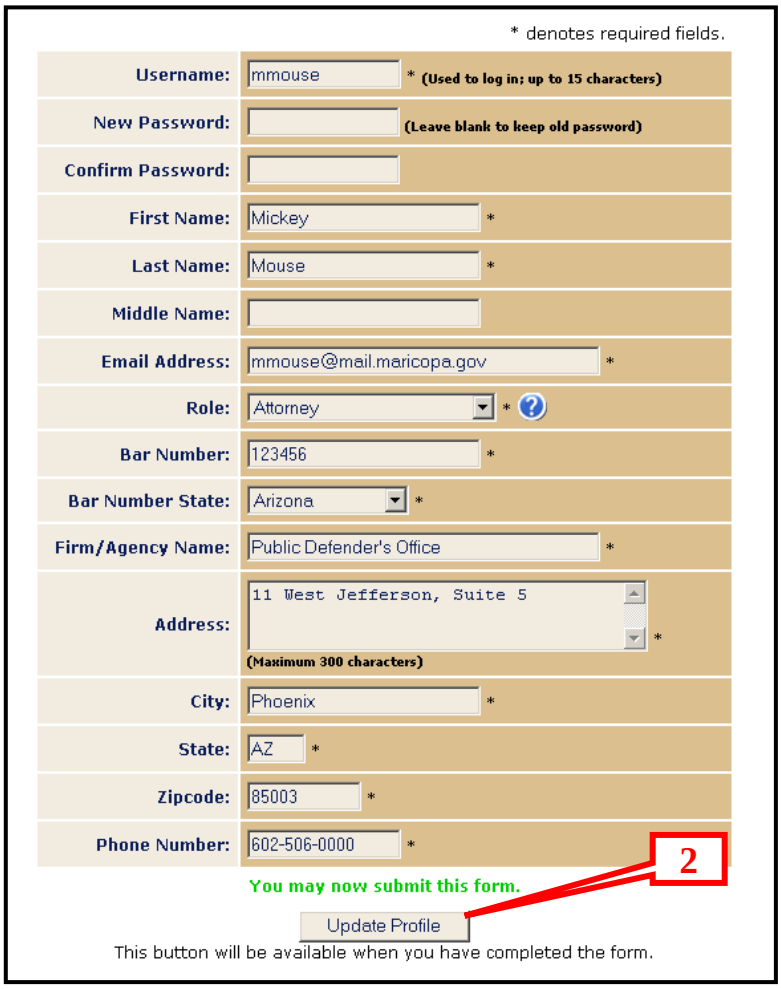
4. By clicking on a **Document Title**, a new window (Adobe Acrobat) will be launched to display the document that was filed.

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 e-Filing Page**.

6. You may also access the **My E-Filing** page at any time by clicking on the **My e-Filing Page** link.

4 Edit User Profile

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



5 Submit an E-Filing

- To begin the process of e-filing a document, login and then follow these instructions:

  1. Click on the File Now button on the upper right-hand corner of the screen

  or

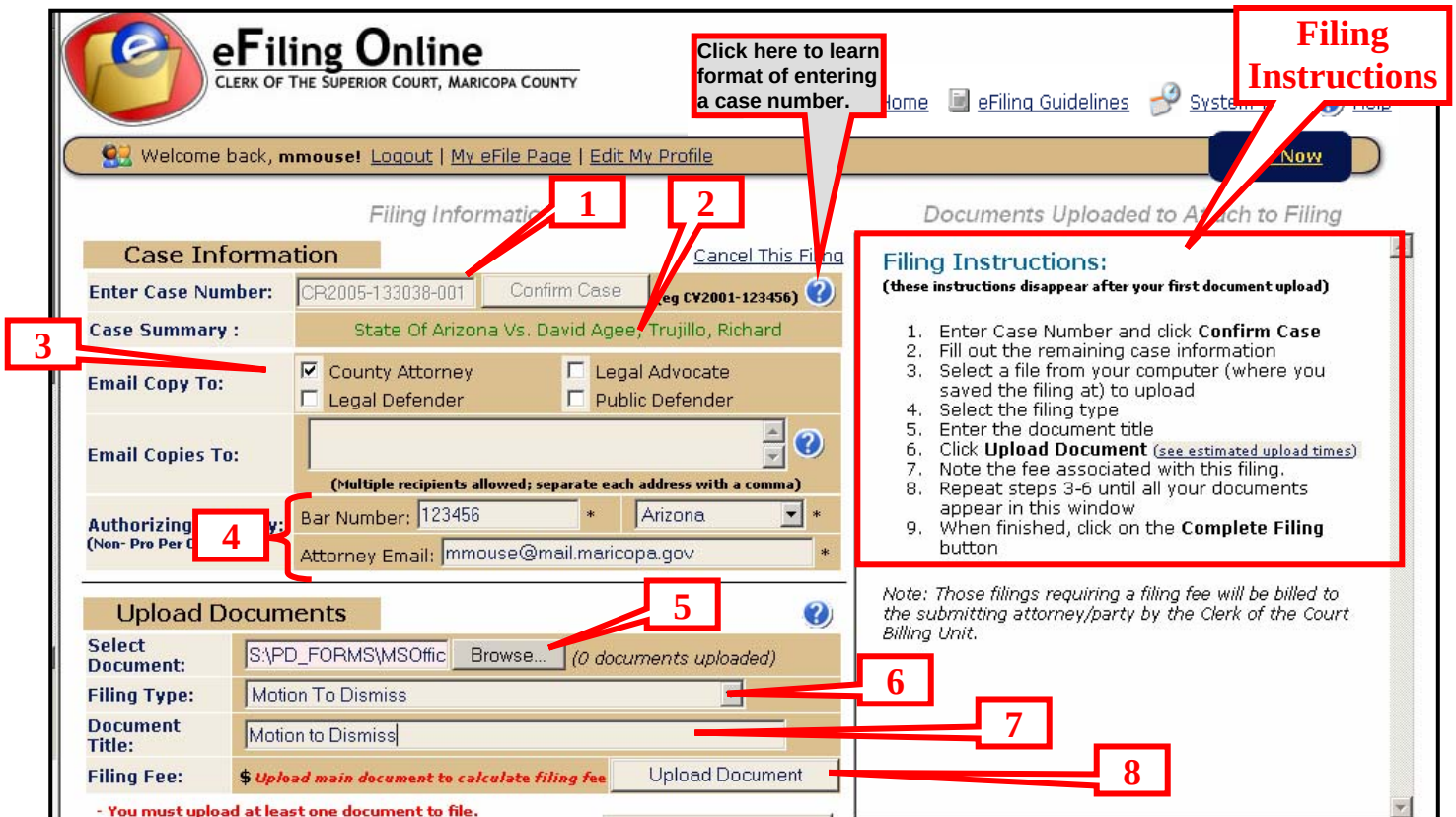
  Click on a case number that already exists on your **My e-Filing Page** to file a document on that case.

- There will be **two screens used to complete the eFiling process**; the first screen (pictured below) requests all the information about the filing. Notice the Filing Instructions on the right-hand side of the screen. Following are detailed instructions on how to E-file documents:

  1. Enter the **Case Number** and then **click Confirm Case**.
  2. The **case name** will show in the **Case Summary field**. If this is the correct case, continue with the next steps.
  3. You may send designated county agencies a "notification" that your filing has been made by placing a check (*single mouse click*) in the box next to the county agency in the **Email Copy To** section. Your may also send an email "notification" that your filing has been made 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).

<u>Important note</u>: 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, Excel Document, etc …) 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. Finally, click on the **Upload Document button**. Upon doing so, you'll notice that the document that you uploaded now appear in the **window on the right-hand side of the screen** (pictured on next page).

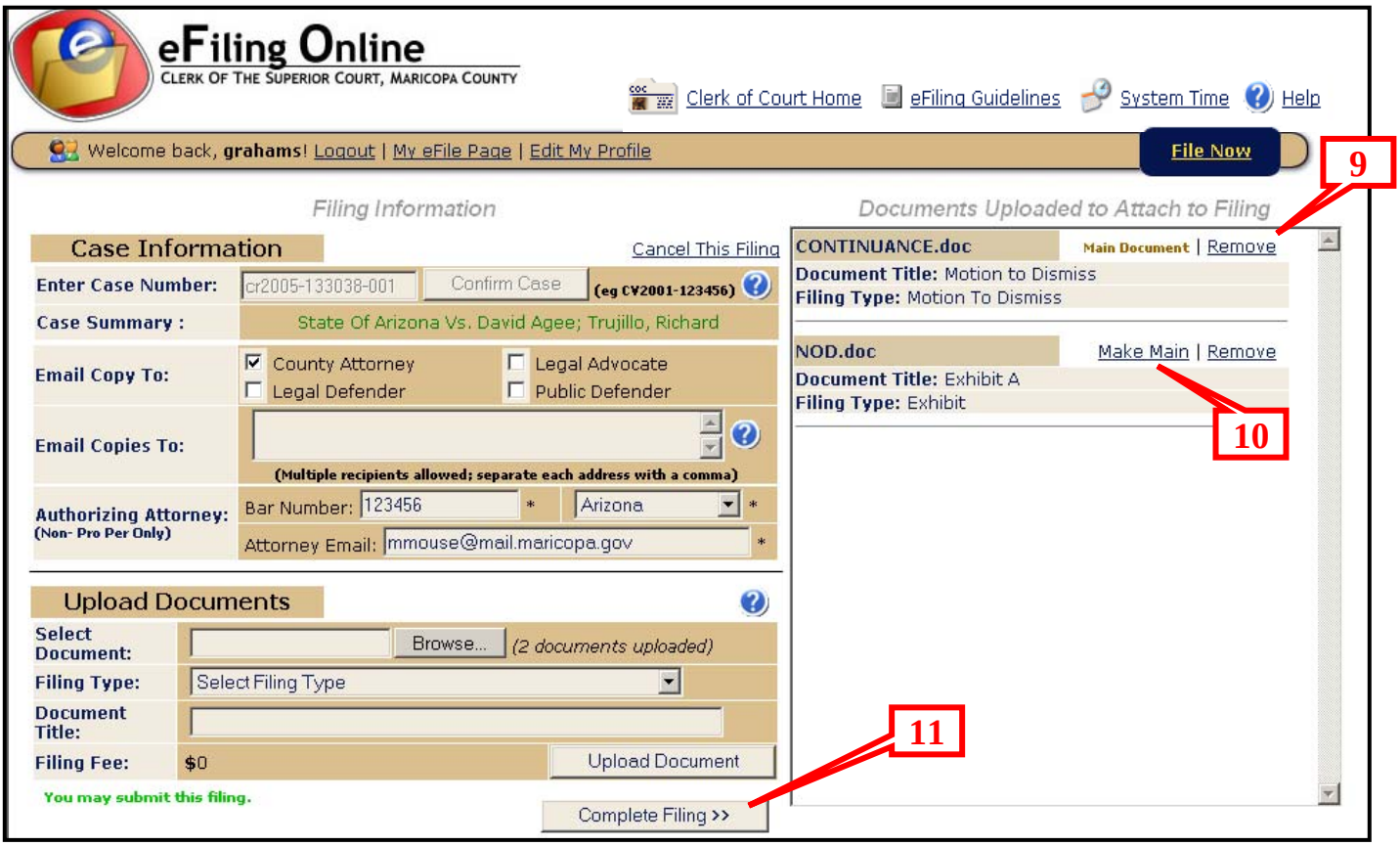


- The documents that you upload for filing will appear on the right-hand side of the screen where the instructions previously appeared. Some filings may require that you upload more than one document, for example, a Motion that contains Exhibits. If this is the case, simply repeat steps 5 through 8. You may repeat these steps as many times as necessary to make sure all documents needed are submitted with the filing.

9. 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.

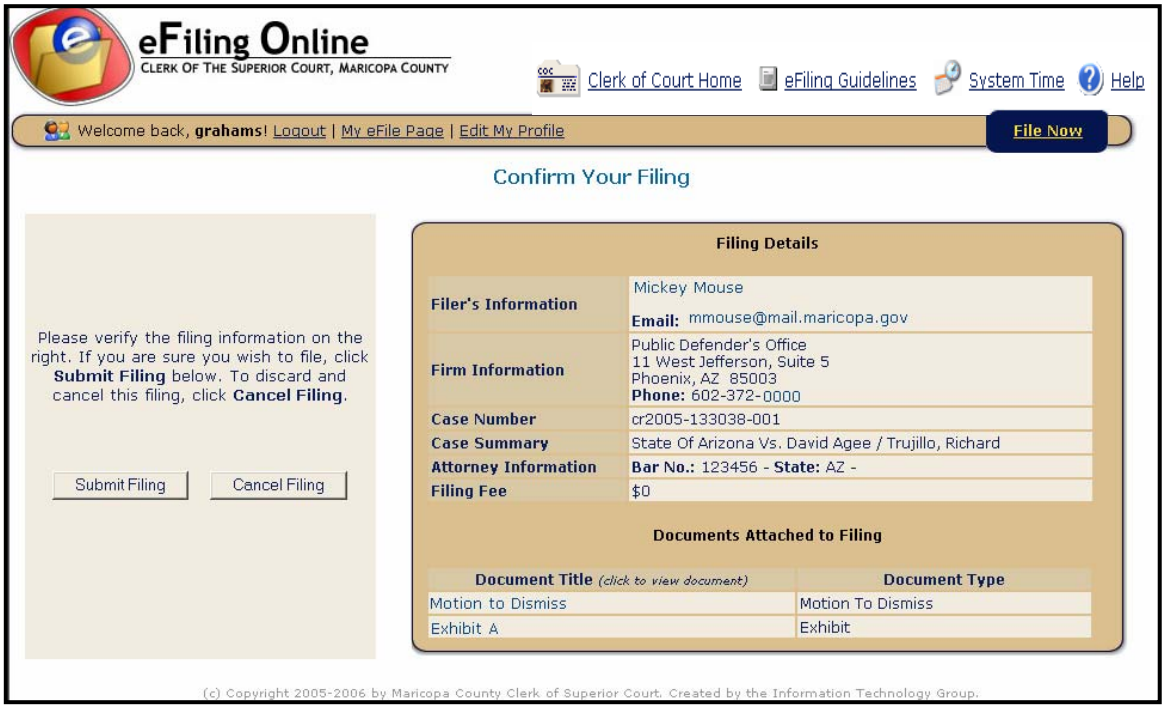
10. Also available in the table that lists each of the documents attached to the filing is a **Make Main** link. The first document uploaded is always defaulted to the Main document, or the document containing the first page of the filing that will receive a file stamp once accepted by the Clerk of the 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.

11. After you have completed uploading the documents to be filed, click on the **Complete Filing button.**



- You will now be on the **Confirm Your Filing screen**.

  1. If anything on this screen is incorrect, you may 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**.



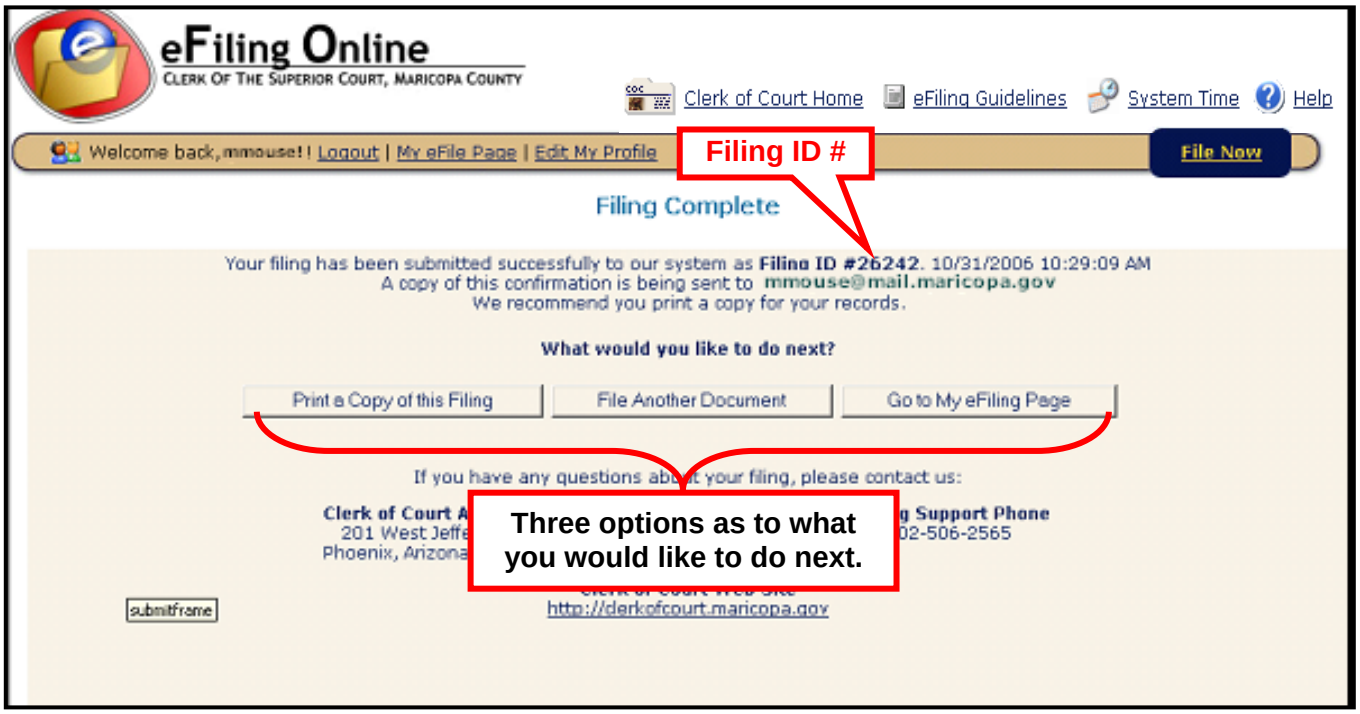
After you click the **Submit Button** you will see a page indicating **Filing Complete**. Remember, your filing has been received by the Clerk of Court eFling system; it has not been reviewed by the clerk, and it has not been accepted / rejected. In other words, it is pending clerk review.

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:

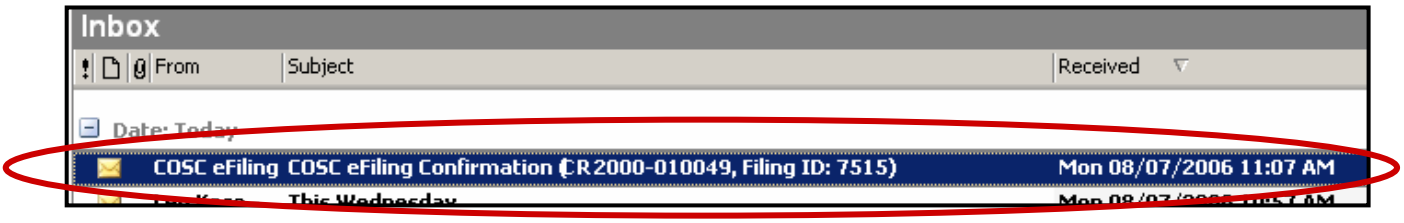
- Print a Copy of the Filing
- File Another Document
- Go to My eFiling Page



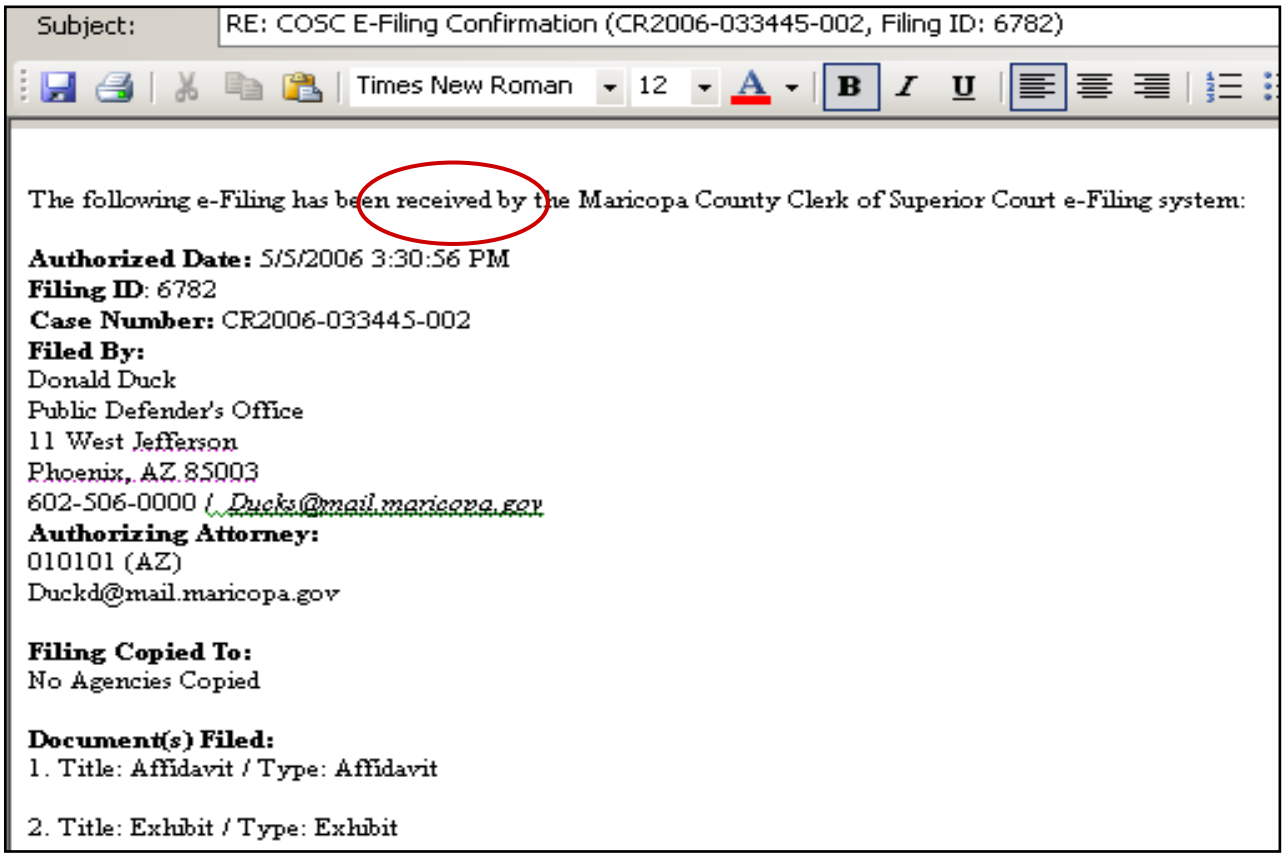
6 E-Filing Emails

Received E-Filings

- 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 E-Filings

- Once your E-Filing 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:

Publice 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:

E-Filings Requiring Judicial Action

- If an e-Filing requires **judicial action**, once the ruling has been made, you will receive an email similar to the following sample.

Judicial Action: Minute Entry Issued - Granted

Filing Date: 3/15/2006 3:07:40 PM
Filing ID: 50[illegible]3
Case Number: CR2005-1[illegible]-001
Filed By:

Publice Defender's Office
11 W. Jefferson, Ste. 5
Phoenix, AZ 85003
602-506-[illegible] / [illegible]J02@mail.maricopa.gov
Authorizing Attorney:
[illegible] (AZ)
[illegible] @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:

Clerk of Court Address
201 West Jefferson
Phoenix, Arizona 85003

e-Filing Support Phone: 602-506-2565

Clerk of Court Web Site

Rejected E-Filings

- 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 e-mail has been rejected. It will look like the following sample:

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: CR2005-11[illegible]-001
Filed By:

Publice Defender's Office
11 W. Jefferson, Ste. 5
Phoenix, AZ 85003
602-506-[illegible] / [illegible].02@mail.maricopa.gov
Authorizing Attorney:
[illegible] (AZ)
[illegible]@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

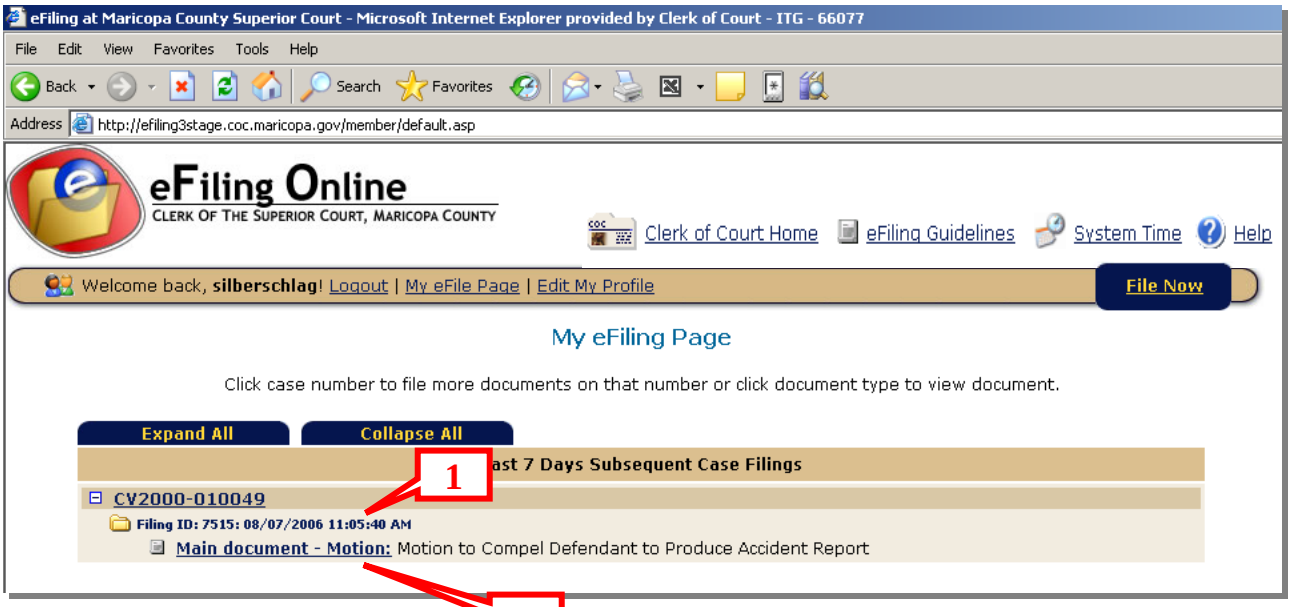
e-Filing Support Phone: 602-506-2565

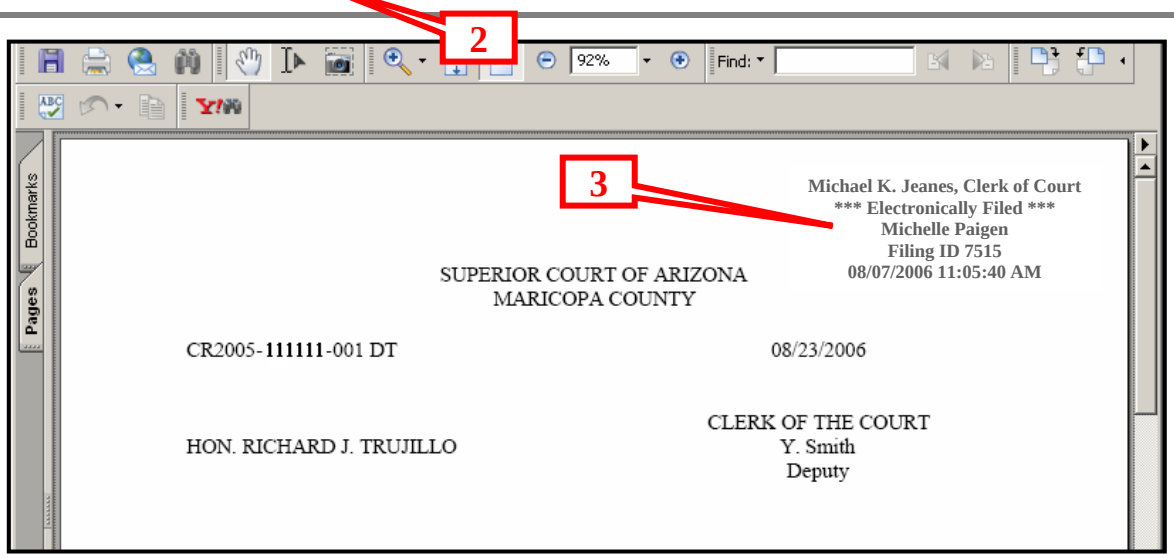
7 Monitoring My eFiling Page

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 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.





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/

- 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 on 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 is the most desirable.

- You do not need to provide the judicial division a copy of the filing unless specifically instructed by that division. The eFiling system will automatically route a copy of the filing to assigned judicial division once your filing has be accepted (filed).

- eFilings will not be printed and placed in the hard copy case file. Therefore, it is important to know that when viewing the hard copy case file it is possible eFilings exist. Please consult the electronic court record, via the available computer kiosks at the Court's Customer Service Center (601 W. Jackson Ave.) to make sure you have seen all filings on the case.

- When viewing the docket using the computer kiosks at the Court's Customer Service Center, documents that had been eFiled, will be marked with a paper document icon with a red "E" on it. This is an indication to the user that the document will not exist as paper in the hard copy case file.

- Free training on how to eFile using the Clerk of Court eFiling website is available. Please use the following web address to access upcoming training dates, time, location, and free parking: http://www.clerkofcourt.maricopa.gov/news/CV%20E-File%20Dates-Map.pdf

eFile Support	Contact
Hours: Monday – Friday 7:00 am – 6:00 pm	
Phone	602-506-2565
Email	efilesupport@cosc.maricopa.gov

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 http://www.supreme.state.az.us/rules/ to review local rules of procedure.

Acknowledgements

We would like to thank Susie Graham, Public Defender's Office for sharing training materials in the design of this user's manual.

Administrative Order 2007-140

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF MARICOPA

IN RE THE MATTER OF RESCINDING ADMINISTRATIVE ORDERS 2005-066, 2005-072, AND 2005-091 AND THE ADMINISTRATION OF ELECTRONIC FILING	)	ADMINISTRATIVE ORDER NO. 2007-140

WHEREAS, Superior Court Administrative Order 2005-072 outlines a target implementation schedule for electronic filing for the Judicial Branch of Arizona in Maricopa County,

AND, WHEREAS electronic filing has been implemented in Civil Complex Litigation cases on December 8, 2003, Criminal cases on April 25, 2005 and Civil cases on June 20, 2005,

AND, WHEREAS the Superior Court and the Clerk of the Superior Court continue to work rigorously in evaluating and implementing electronic filing across all case types,

AND, WHEREAS the administrative order process makes it unwieldy and inefficient to keep pace with the rapidly improving technological abilities, resources and capacity of the Clerk and Court;

IT IS ORDERED that Administrative Order 2005-072 related to the eFiling implementation schedule is rescinded in favor of the following direction for electronic filing:

Continued expansion of electronic filing shall be contingent upon the evaluation of initial implementations in each Department, and upon agreement between the Presiding Judge and the Clerk as to progression. As evaluations and agreements occur, the Presiding Judge and the Clerk will publish electronic filing implementation timelines and communicate the necessary electronic filing guidelines for use by members of the State Bar, agencies and the public.

IT IS FURTHER ORDERED establishing the Superior Court of Arizona in Maricopa County Electronic Filing Guidelines ("eFiling Guidelines"). The eFiling Guidelines shall be a dynamic web-based document that shall maintain the current guidelines for electronic filing in all case types in the Superior Court in and for Maricopa County. The eFiling Guidelines shall clearly identify the last revised date and shall maintain a summary of changes made and the effective date of those changes.

IT IS FURTHER ORDERED that agreement between the Presiding Judge and the Clerk shall occur before changes shall occur to the eFiling Guidelines.

IT IS FURTHER ORDERED that Administrative Order 2005-066, and 2005-091 are rescinded, and all guidelines related to electronic filing will now be addressed in the eFiling Guidelines established by the Order. The eFiling Guidelines shall be available for download at any time via the Superior Court web site, and/or via the Clerk of the Superior Court's eFiling web site. A direct link to the eFiling Guidelines is available here: https://efiling.clerkofcourt.maricopa.gov/eFilingGuidelines/

Dated this 25th day of October, 2007

Barbara Rodriguez Mundell
Presiding Judge

Original: Clerk of Superior Court

Copies: Departmental Presiding Judges
Hon. Michael K. Jeanes, Clerk of Superior Court
Marcus Reinkensmeyer, Judicial Branch Administrator
Phil Knox, General Jurisdiction Court Administrator
Karen Westover, Deputy Court Administrator

Note: Administrative Order 2007-140 was filed with the Clerk of the Superior Court on October 26, 2007 at 9:00 am.