



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.

March 23, 2018

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1 Become a Registered User

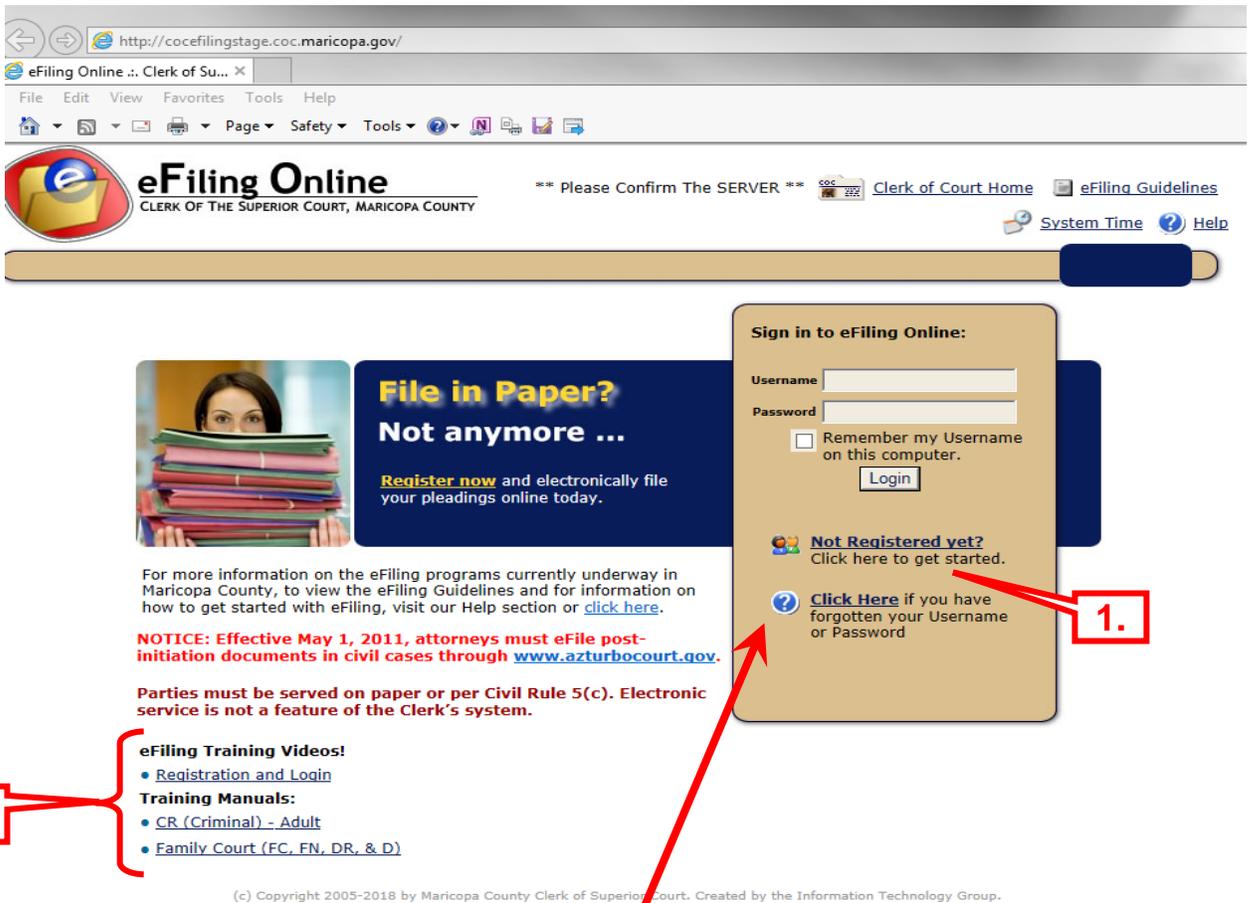
- In order to E-file, you must first register as a user in the system. To access the website and register as a user, go to the following URL:

<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:

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. 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.

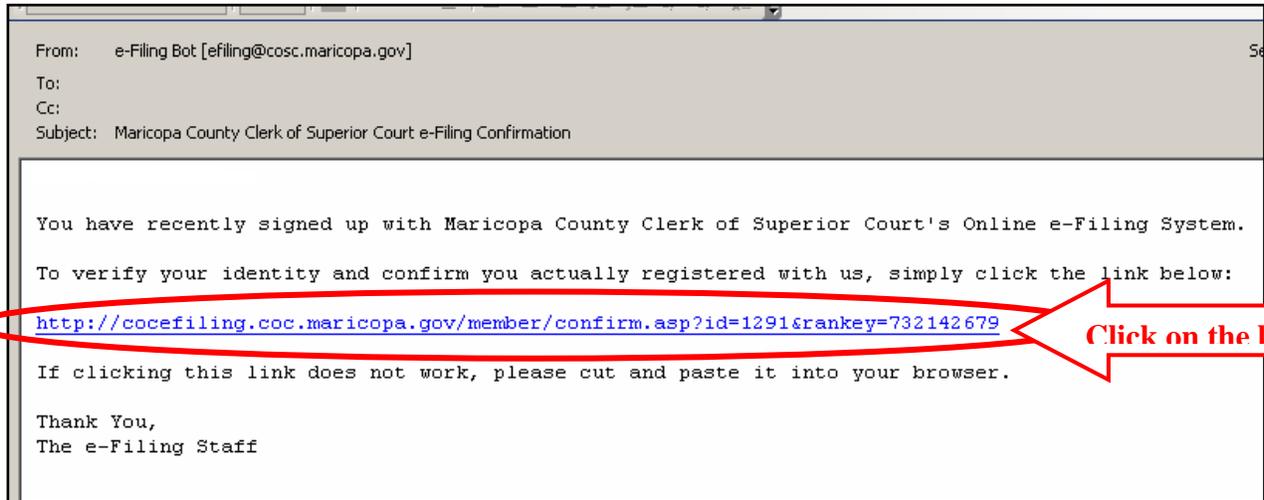
Registration will only take a minute and you will be filing in minutes. * denotes required fields.

| | | |
|--|--|---|
| Username: | <input type="text" value="mmouse"/> * | <small>(Used to log in; up to 15 chars)</small> |
| 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 type="text" value="Attorney"/> * | <small>?</small> |
| Bar Number: | <input type="text" value="123456"/> | * |
| Bar Number State: | <input type="text" value="Arizona"/> | * |
| Firm/Agency Name: | <input type="text" value="Juvenile County Attorney"/> | |
| Address: | <input type="text" value="3131 W Durango"/> | |
| | <small>286 chars remaining...</small> | |
| City: | <input type="text" value="Phoenix"/> | * |
| State: | <input type="text" value="Arizona"/> | * |
| Zipcode: | <input type="text" value="85009"/> | * |
| Phone Number: | <input type="text" value="602-506-0000"/> | * |
| | You may now submit this form. | |
| | <input type="button" value="Register Me"/> | |
| | <small>This button will be available when you have completed the form.</small> | |

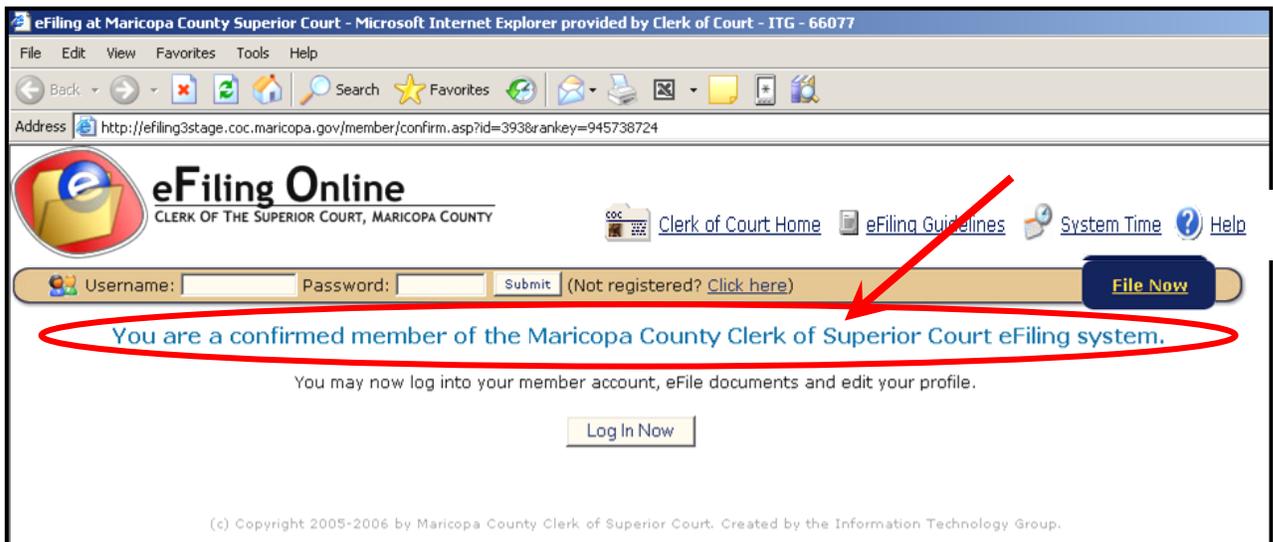
- You will now be directed to a screen indicating there is one step left in the registration process; the message on this page instructs you to check your e-mail inbox to confirm your identity.



- **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.

The image shows a screenshot of the eFiling Online website interface. The header includes the logo and text: "eFiling Online" and "CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY". Navigation links include "Clerk of Court Home", "eFiling Guidelines", "System Time", and "Help". A login bar contains "Username:" and "Password:" input fields, a "Submit" button, and a "(Not registered? Click here)" link. A blue "File Now" button is also present. Below the login bar, a message states: "You are a confirmed member of the Maricopa County Clerk of Superior Court eFiling system." and "You may now log into your member account, eFile documents and edit your profile." A "Log In Now" button is highlighted with a red box and labeled "2". A red box labeled "1" points to the "Submit" button. A red dashed arrow points from the "Log In Now" button to a detailed login form on the right.

Both username and password required.

Username: *

Password: *

Remember my Username on this computer.

Log Me In

Not Registered yet? Click here to get started.

Click Here if you have forgotten your Username or Password.

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.

The screenshot shows the eFiling Online interface for the Clerk of the Superior Court, Maricopa County. The page title is "eFiling Online" and the subtitle is "CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY". The navigation bar includes links for "Clerk of Court Home", "eFiling Guidelines", "System Time", and "Help". The user is logged in as "mmouse!" and has a "File Now" button. The main content area is titled "My eFiling Page" and contains a section for "Past 7 Days Subsequent Case Filings".

Numbered callouts in the image point to the following elements:

- 1**: Points to the first case number, CR2000-010049.
- 2**: Points to the "Expand All" button.
- 3**: Points to the "Collapse All" button.
- 4**: Points to a document title, "Main document - Motion: Motion to Compel Defendant to Produce Accident Report".
- 5**: Points to a document title, "Main document - Notice: Notice to have easy it is to E-File".
- 6**: Points to the "My eFile Page" link in the navigation bar.

The "Past 7 Days Subsequent Case Filings" section displays the following data:

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

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 eFiling Page** and click on the **Edit My Profile** link.



The screenshot shows the eFiling Online interface for the Clerk of the Superior Court, Maricopa County. The navigation bar includes links for Clerk of Court Home, eFiling Guidelines, System Time, and Help. A user is logged in as 'mmouse!' with options for Logout, My eFile Page, and Edit My Profile. The 'Edit My Profile' link is highlighted with a red box and the number '1'. Below the navigation bar, the 'My eFiling Page' section displays a list of 'Past 7 Days Subsequent Case Filings' with case numbers CR2000-010049 and CR2000-021192.

2. 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: | <input type="text" value="kingd"/> | (Can't be updated) |
| New Password: | <input type="password" value="password"/> | (Leave blank to keep old) |
| Confirm Password: | <input type="password"/> | |
| 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"/> | * |
| Receipt Notification Email Address: | <input type="text"/> | |
| Role: | <input type="text" value="Attorney"/> | * ? |
| Bar Number: | <input type="text" value="123456"/> | * |
| Bar Number State: | <input type="text" value="Arizona"/> | * |
| Firm/Agency Name: | <input type="text" value="County Attorney"/> | * |
| Address: | <input type="text" value="3131 W Durango"/> | * |
| | 286 chars remaining... | |
| City: | <input type="text" value="Phoenix"/> | * |
| State: | <input type="text" value="AZ"/> | * |
| Zipcode: | <input type="text" value="85003"/> | * |
| Phone Number: | <input type="text" value="602-506-000"/> | * |

You may now submit this form.

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:

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

or

2. Click on a case number that already exists on your **My eFiling Page** to file a document on that case.

The screenshot shows the eFiling Online interface. At the top left is the eFiling Online logo and the text 'CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY'. To the right are links for 'Clerk of Court Home', 'eFiling Guidelines', 'System Time', and 'Help'. Below this is a user greeting: 'Welcome back, mmouse!' with links for 'Logout', 'My eFile Page', and 'Edit My Profile'. A 'File Now' button is in the top right corner, highlighted with a red box and the number '1'. Below the navigation bar, there are 'Expand All' and 'Collapse All' buttons, with 'Expand All' highlighted by a red box and the number '2'. The main content area is titled 'My eFiling Page' and contains the instruction: 'Click case number to file more documents on that number or click document type to view document.' Below this is a section for 'Past 7 Days Subsequent Case Filings' with two case entries: CR2000-010049 and CR2000-021192. Each entry lists filing IDs and document titles like 'Main document - Motion' and 'Main document - Memorandum'.

- 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:

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 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. At the top, there's a navigation bar with 'Clerk of Court Home', 'System Time', and 'Help'. Below that, a user welcome message and a 'File Now' button. The main area is split into two panes. The left pane, 'Filing Info', contains 'Case Information' and 'Upload Documents'. The right pane, 'Documents Uploaded to Attach to Filing', contains 'Filing Instructions'.

Case Information:

- 1. Enter Case Number: CR2005-133038-001
- 2. Confirm Case: (eg CY2001-123456)
- 3. Case Summary: State Of Arizona Vs. David Agee; Trujillo, Richard
- 4. Authorizing (Non- Pro Per): Bar Number: 123456, Arizona, Attorney Email: mmouse@mail.maricopa.gov

Upload Documents:

- 5. Select Document: S:\PD_FORMS\MSO\offic Browse... (0 documents uploaded)
- 6. Filing Type: Motion To Dismiss
- 7. Document Title: Motion to Dismiss
- 9. Upload Document button

Filing Instructions:

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.

Example for a Juvenile Filing:

eFiling Online
CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY

STAGE SERVER

Welcome back, kingd | Logout | My eFile Page | Profile | **File Now**

Case Information

Enter Case Number:

Case Summary: Juvenile: Cox, Jay Ronald

Email Notification To: County Attorney - Juv Legal Defender - Juv
 Legal Advocate - Juv Public Advocate - Juv
 Attorney General - Juv

Email Notifications To:

Authorizing Attorney:

Agency: County Attorney

Upload Documents

Select Document: (0 documents uploaded)

Filing Type:

Document Title:

Filing Fee:

Deterred Calendar

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.

- 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.

eFiling Online
CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY

Welcome back, **grahams!** [Logout](#) | [My eFile Page](#) | [Edit My Profile](#) [Clerk of Court Home](#) [System Time](#) [Help](#)

File Now 10

Filing Information

Case Information [Cancel This Filing](#)

Enter Case Number: (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: Bar Number: * *
(Non- Pro Per Only) Attorney Email: *

Upload Documents ?

Select Document: (2 documents uploaded)

Filing Type:

Document Title:

Filing Fee: \$0

You may submit this filing.

12

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

11

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

eFiling Online
CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY

Welcome back, **grahams!** [Logout](#) | [My eFile Page](#) | [Edit My Profile](#) [Clerk of Court Home](#) [eFiling Guidelines](#) [System Time](#) [Help](#)

File Now

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 |

1

2

(c) Copyright 2005-2006 by Maricopa County Clerk of Superior Court. Created by the Information Technology Group.

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

eFiling Online
CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY

Clerk of Court Home | eFiling Guidelines | System Time | Help

Welcome back, mmouse! | Logout | My eFile Page | Edit My Profile | **Filing ID #** | **File Now**

Filing Complete

Your filing has been submitted successfully to our system as **Filing ID #26242**. 10/31/2006 10:29:09 AM
A copy of this confirmation is being sent to mmouse@mail.maricopa.gov
We recommend you print a copy for your records.

What would you like to do next?

Print a Copy of this Filing | File Another Document | Go to My eFiling Page

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

Clerk of Court A
201 West Jeff
Phoenix, Arizona

Support Phone
602-506-2565

Three options as to what you would like to do next.

<http://clerkofcourt.maricopa.gov>

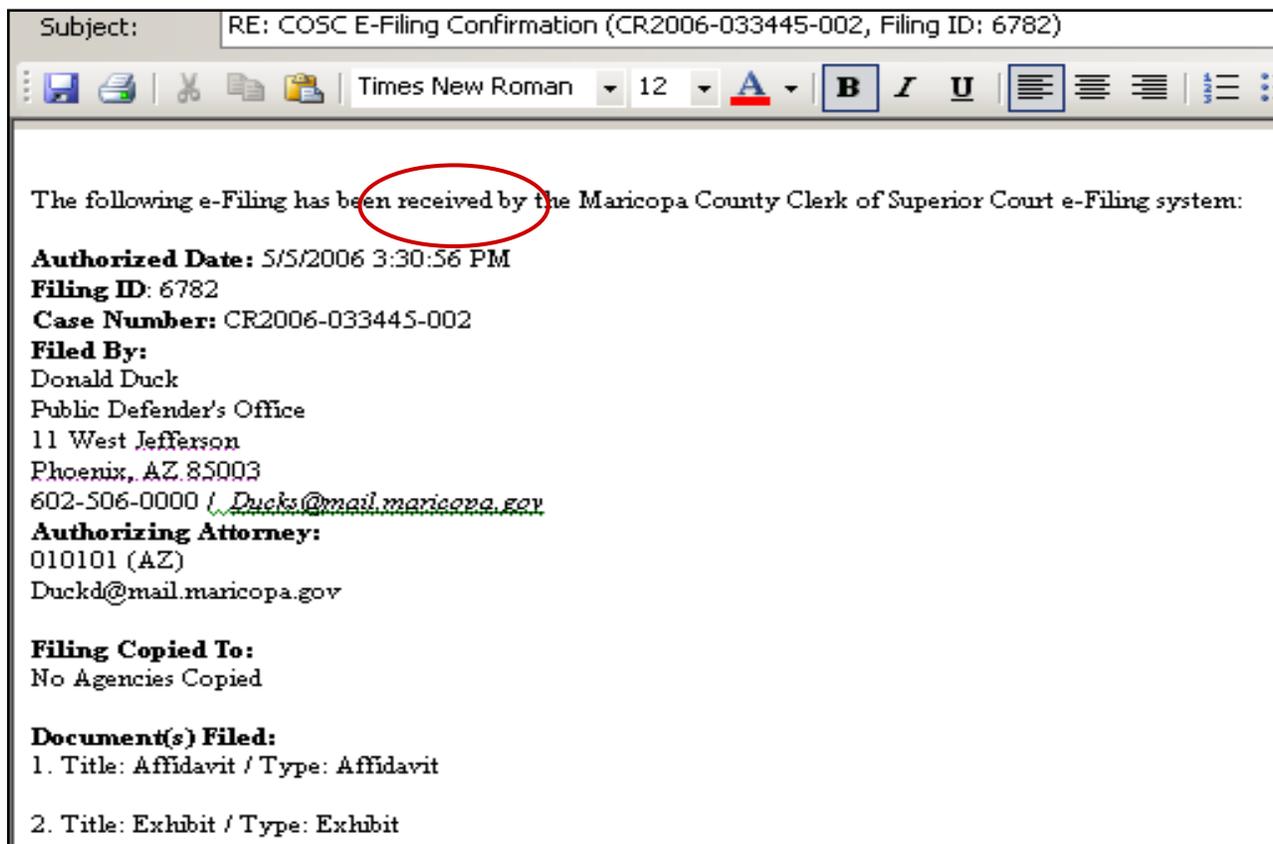
6 eFiling Emails

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:

- Title: TO MODIFY TERMS OF ELECTRONIC MONITORING / Type: Motion
Document Status: Accepted
- 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: [REDACTED]
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: 1701
Case Number: CR2005-111005-001
Filed By:

Public Defender's Office
11 W. Jefferson, Ste. 5
Phoenix, AZ 85003
602-506-2592 / pdoffice02@mail.maricopa.gov

Authorizing Attorney:
[REDACTED] (AZ)
[REDACTED]@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 eFiling Online interface in Microsoft Internet Explorer. The browser address bar shows <http://efiling3stage.coc.maricopa.gov/member/default.asp>. The page title is "eFiling at Maricopa County Superior Court - Microsoft Internet Explorer provided by Clerk of Court - ITG - 66077".

The page header includes the eFiling Online logo and navigation links: Clerk of Court Home, eFiling Guidelines, System Time, and Help. A user greeting says "Welcome back, silberschlag!" with links for Logout, My eFile Page, and Edit My Profile. A "File Now" button is also present.

The main content area is titled "My eFiling Page" and contains the instruction: "Click case number to file more documents on that number or click document type to view document." Below this are "Expand All" and "Collapse All" buttons. A section titled "Last 7 Days Subsequent Case Filings" displays a filing entry for case number **CV2000-010049**. The filing ID is 7515, dated 08/07/2006 11:05:40 AM. The document link is "Main document - Motion: Motion to Compel Defendant to Produce Accident Report".

The document view is shown in Adobe Acrobat. The document title is "Main document - Motion: Motion to Compel Defendant to Produce Accident Report". The document content includes the following text:

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

CR2005-111111-001 DT 08/23/2006

HON. RICHARD J. TRUJILLO CLERK OF THE COURT
Y. Smith
Deputy

Michael K. Jeanes, Clerk of Court
*** Electronically Filed ***
Michelle Paigen
Filing ID 7515
08/07/2006 11:05:40 AM

Red callouts 1, 2, and 3 highlight the filing entry, the document link, and the file stamp, respectively.

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.