



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.

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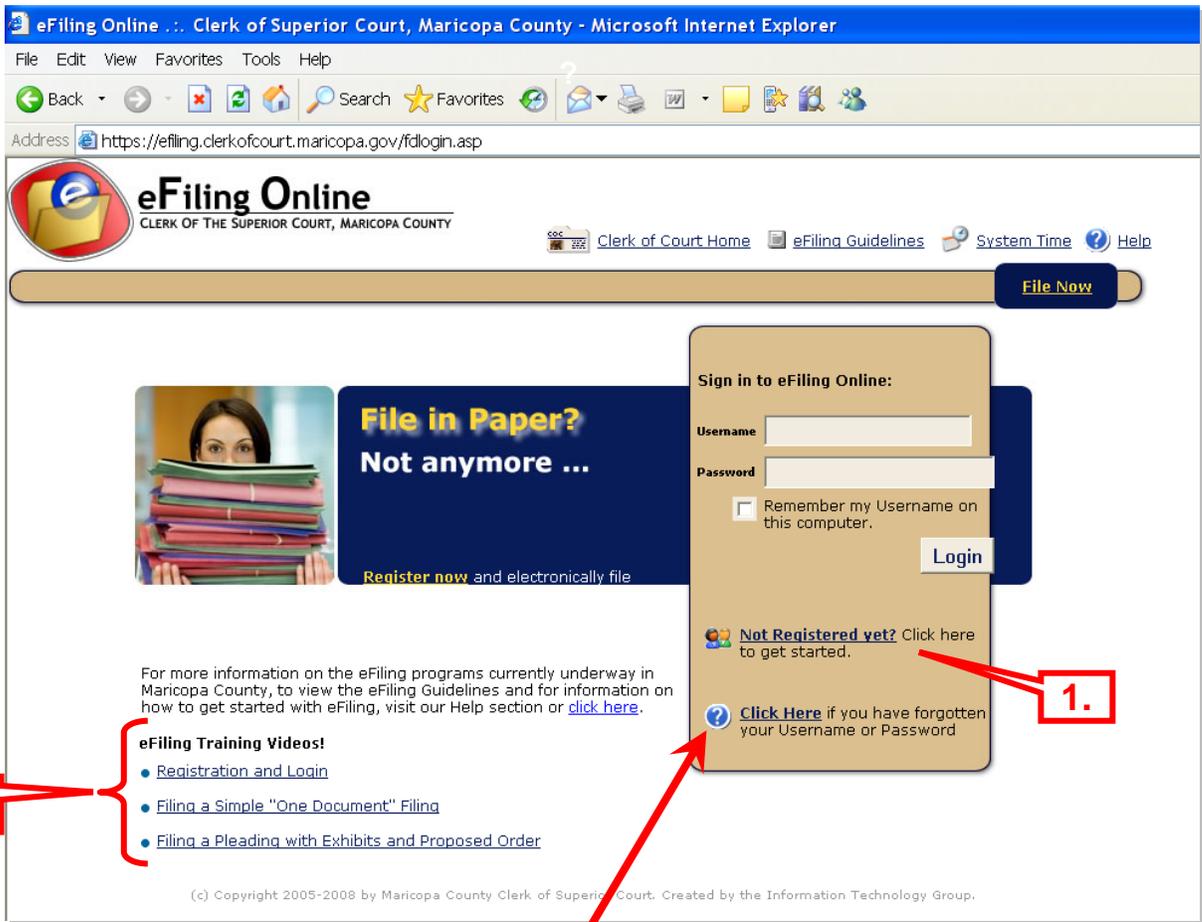
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1 Become a Registered User

- 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.

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: * (Used to log in; up to 15 chars)

Password: * ?

Confirm Password: *

First Name: *

Last Name: *

Middle Name:

Email Address:

Confirm Email Address: *

Role: * ?

Bar Number: *

Bar Number State: *

Firm/Agency Name: *

Address: *

(Max 300 characters)

City: *

State: *

Zipcode: *

Phone Number: *

You may now submit this form.

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

- 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.

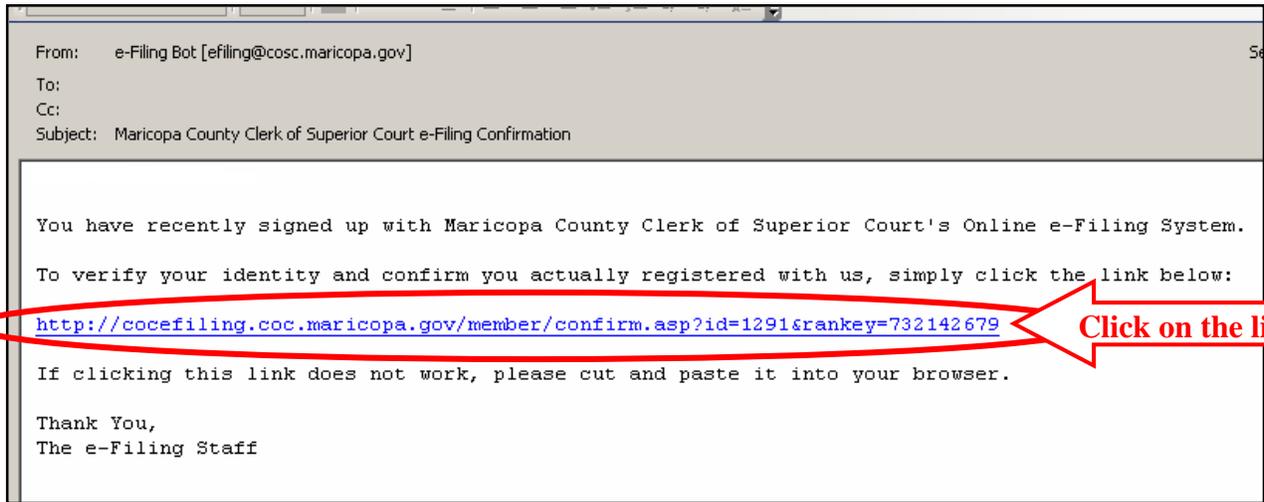
Username: Password: (Not registered? [Click here](#))

Wait! There is one more step to complete.

We have sent a confirmation email to silberschlagj@cosc.maricopa.gov. Before you can log in, you must click the link in the email to confirm your identity. If you do not receive the email, please follow our [Lost Password](#) process to retrieve the number again and have it emailed to you.

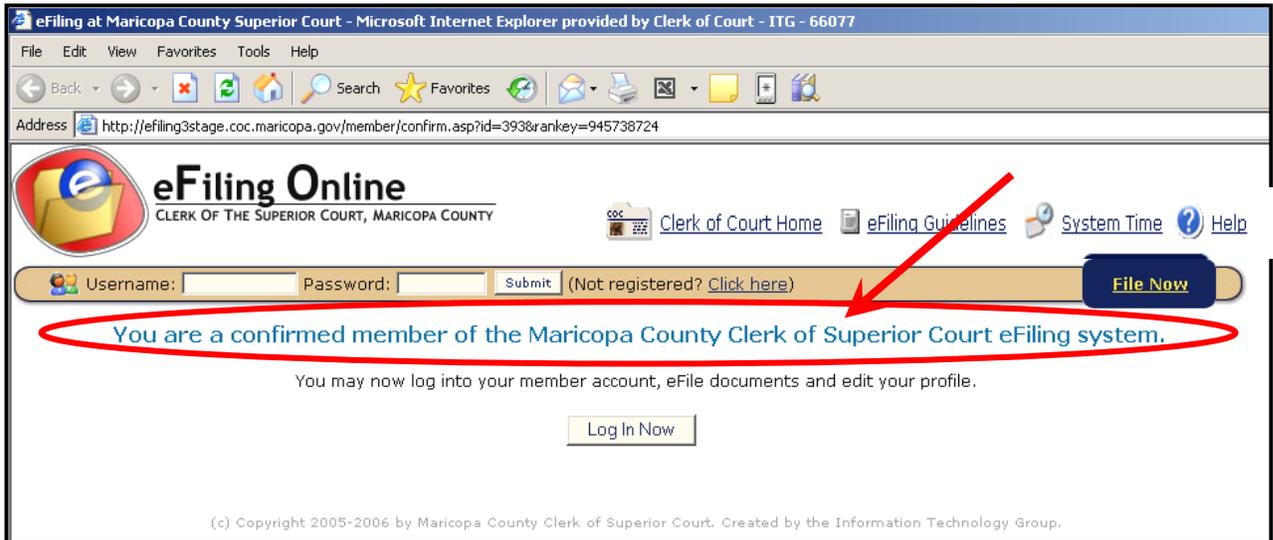
Thank you for registering with the Maricopa County Clerk of Superior Court eFiling system.

- **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**.



Click on the link

- 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.

The screenshot shows the eFiling Online login page. At the top left is the eFiling Online logo with 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 the logo is a login form with "Username:" and "Password:" fields, a "Submit" button, and a "(Not registered? Click here)" link. A blue "File Now" button is on the right. A message states: "You are a confirmed member of the Maricopa County Clerk of Superior Court eFiling system. You may now log into your member account, eFile documents and edit your profile." Below this is a "Log In Now" button. A red box labeled "1" points to the "Submit" button, and a red box labeled "2" points to the "Log In Now" button. A red dashed arrow points from the "Log In Now" button to a detailed login form on the right.

eFiling Online
CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY

Clerk of Court Home eFiling Guidelines System Time Help

Username: Password: Submit (Not registered? Click here) **File Now**

You are a confirmed member of the Maricopa County Clerk of Superior Court eFiling system.

You may now log into your member account, eFile documents and edit your profile.

Log In Now

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 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.

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 displays "Past 7 Days Subsequent Case Filings". There are two buttons: "Expand All" (callout 3) and "Collapse All" (callout 2). The list of filings is grouped by case number. The first case is CR2000-010049, and the second is CR2000-021192. Each case listing includes a "Main document" link (callout 4) and a "Case Number" link (callout 5). A "My eFiling Page" link is circled in the navigation bar (callout 6).

Callout 1 points to the entire list of filings. Callout 6 points to the "My eFiling Page" link in the navigation bar.

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.

eFiling Online
CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY

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[Help](#)

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](#)

* denotes required fields.

Username:	<input type="text" value="mmouse"/> *	<small>(Used to log in; up to 15 characters)</small>
New Password:	<input type="password"/>	<small>(Leave blank to keep old password)</small>
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"/> *	
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="Public Defender's Office"/> *	
Address:	<input type="text" value="11 West Jefferson, Suite 5"/> *	<small>(Maximum 300 characters)</small>
City:	<input type="text" value="Phoenix"/> *	
State:	<input type="text" value="AZ"/> *	
Zipcode:	<input type="text" value="85003"/> *	
Phone Number:	<input type="text" value="602-506-0000"/> *	

You may now submit this form.

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

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.

The screenshot displays the eFiling Online web application interface. At the top left is the eFiling Online logo with the text 'CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY'. To the right of the logo are navigation links: 'Clerk of Court Home', 'eFiling Guidelines', 'System Time', and 'Help'. Below the logo is a user greeting: 'Welcome back, mmouse!' with links for 'Logout', 'My eFile Page', and 'Edit My Profile'. A prominent blue 'File Now' button is located in the upper right corner, indicated by a red box with the number '1'. Below the navigation bar is the 'My eFiling Page' section, which includes a sub-header 'Past 7 Days Subsequent Case Filings'. Two buttons, 'Expand All' and 'Collapse All', are positioned above the case list. A red box with the number '2' points to the 'Expand All' button. The case list contains two entries: 'CR2000-010049' and 'CR2000-021192'. Each entry shows a filing ID, date, and time, followed by a 'Main document' link and a brief description of the document type.

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 | **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**
 - 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. 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. You 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).

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, 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 screenshot shows the eFiling Online interface for the Clerk of the Superior Court, Maricopa County. The page is divided into two main sections: 'Filing Information' and 'Documents Uploaded to Attach to Filing'. The 'Filing Information' section contains a 'Case Information' form with fields for 'Enter Case Number', 'Case Summary', 'Email Copy To', 'Email Copies To', and 'Authorizing Attorney'. The 'Documents Uploaded' section includes a 'Select Document' field with a 'Browse...' button, a 'Filing Type' dropdown, a 'Document Title' field, and a 'Filing Fee' field with an 'Upload Document' button. A 'Filing Instructions' pop-up window is visible on the right side of the screen, providing a numbered list of steps for the filing process. Red callouts with numbers 1 through 8 point to specific elements on the page: 1 points to the 'Enter Case Number' field, 2 points to the 'Confirm Case' button, 3 points to the 'Case Summary' field, 4 points to the 'Bar Number' field, 5 points to the 'Browse...' button, 6 points to the 'Filing Type' dropdown, 7 points to the 'Document Title' field, and 8 points to the 'Upload Document' button. A red box labeled 'Filing Instructions' is also present in the top right corner.

- 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.



eFiling Online

CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY

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[Help](#)

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

File Now

Filing Information

Case Information

Enter Case Number: [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: Bar Number: * *
Attorney Email: *

[Cancel This Filing](#)

Upload Documents

Select Document: [Browse...](#) (2 documents uploaded)

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	

- 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.



eFiling Online
CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY

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Welcome back, **grahams!** [Logout](#) | [My eFile Page](#) | [Edit My Profile](#) 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 <small>(click to view document)</small>	Document Type
Motion to Dismiss	Motion To Dismiss
Exhibit A	Exhibit

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

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 eFiling 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

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 Jeffe
Phoenix, Arizona

g Support Phone
02-506-2565

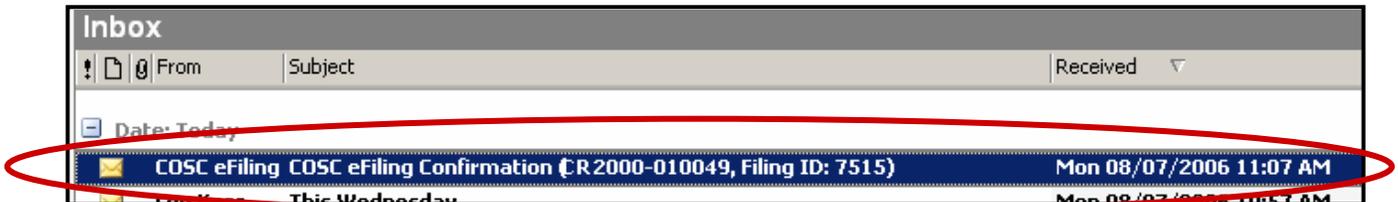
Three options as to what you would like to do next.

submitframe
Clerk of Court Web Site
<http://clerkofcourt.maricopa.gov>

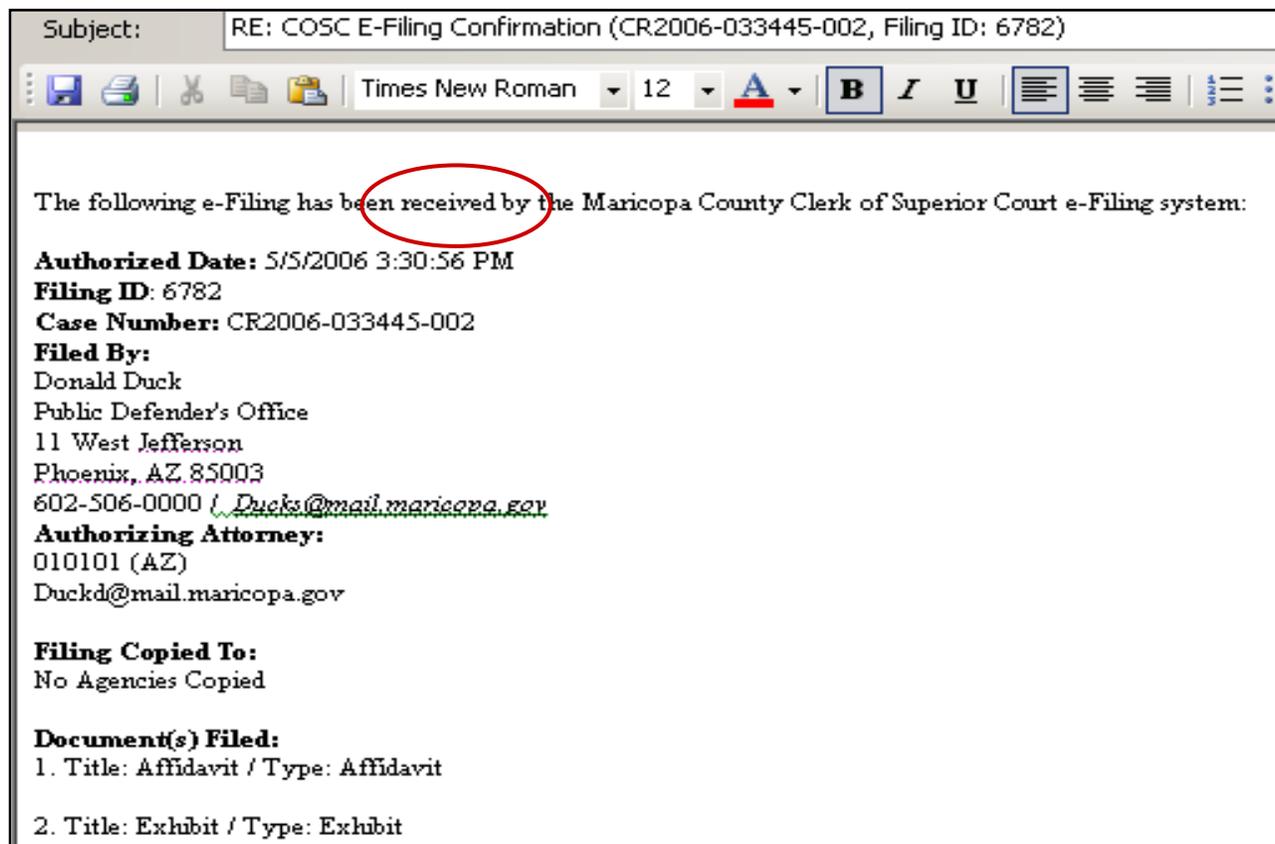
6 E-Filing Emails

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:

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:

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: 503

Case Number: CR2005-17521-001

Filed By:

Public Defender's Office

11 W. Jefferson, Ste. 5

Phoenix, AZ 85003

602-506-2565 / JD02@mail.maricopa.gov

Authorizing Attorney:

JD02 (AZ)

JD02@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:

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: 1707
Case Number: CR2005-111005-001
Filed By:

Public Defender's Office
11 W. Jefferson, Ste. 5
Phoenix, AZ 85003
602-506-7592 / pd.02@mail.maricopa.gov

Authorizing Attorney:
COUNSEL (AZ)
pd.02@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.

eFiling at Maricopa County Superior Court - Microsoft Internet Explorer provided by Clerk of Court - ITG - 66077

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Print Mail Print Mail

Address http://efiling3stage.coc.maricopa.gov/member/default.asp

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CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY

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Welcome back, **silberschlag!** 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

Last 7 Days Subsequent Case Filings

CV2000-010049

Filing ID: 7515: 08/07/2006 11:05:40 AM

Main document - Motion: Motion to Compel Defendant to Produce Accident Report

92% Find:

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

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 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 been 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 8:00 am – 5:00 pm	
 Phone	(602)37-CLERK, or (602)372-5375
 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 ORDER
ADMINISTRATIVE ORDERS 2005-066,)	NO. 2007-140
2005-072, AND 2005-091 AND THE)	
ADMINISTRATION OF ELECTRONIC FILING)	
_____)	

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.