



THE QUICK START GUIDE TO EFILING

USING THE CLERK OF SUPERIOR COURT, MARICOPA COUNTY EFILING WEBSITE

- from accessing the eFiling website to the first step to begin an electronic filing -

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- ★ By completing the steps below, you can register to use the Clerk of the Superior Court:
(1) “Training” eFiling website or (2) the “Live” eFiling website.

Note: Registration is website specific; thus, if you would like to use both websites below, you must register at each of the websites.

- ❶ To practice eFiling, **Go** to the eFiling “Train Server” website at the web address below:

<http://efilingtrn.clerkofcourt.maricopa.gov>

- ★ To file an “official” document, go to the “Live” eFiling website at the following web address:

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

- ❷ **Click** on **Not Registered yet?** and **complete** the registration form.

Note: The question mark icon will provide helpful hints; you can click on it at any time.

- ❸ After the registration is completed, **click** on **Register Me**.

- ❹ To finish the registration process, your must **check** your e-mail account (the account you used on the eFile registration web page).

- ❺ **Click** on the link contained in the email (this will direct you back to the eFiling application site).

- ❻ **Click** on **Login in Now**

- ❼ Enter you **Username** and **Password**, and then **click** on the **Log Me In** button.

Note: You are now ready to begin the process of eFiling a document.

- ❽ **Click** the button on the top right corner titled **File Now**.
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Notes:

For more step by step instructions on eFiling a civil, family, or criminal document, please refer to pages 7-10 in the **eFiling User’s Manual (Non-Criminal Version 5.1 December 2008 or Criminal – Version 3.0 October 2008)**.

- Support Hours: Monday – Friday, 7:00 am – 5:00 pm
- Support Phone: (602)37-CLERK(25375)
- Support Email: efilesupport@cosc.maricopa.gov