

CLERK OF THE COURT SUPERIOR COURT OF ARIZONA

Michael K. Jeanes
Clerk

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eFiling – Things YOU NEED TO KNOW

eFiling is available for Civil cases that have been designated for mandatory eFiling by Order of the Court, and for Family Court and Criminal cases where the case is assigned to a participating eFiling division. If your case is eligible for eFiling in either the Civil, Criminal or Family Court case types, and you are actively participating in eFiling, here is a list of things you NEED TO KNOW about eFiling with the Clerk of the Superior Court in Maricopa County.

- o 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>
- o Please review the eFiling Guidelines established by Administrative Order 2007-140, available at this web address: <https://efiling.clerkofcourt.maricopa.gov/eFilingGuidelines>.
- o 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...)
- o 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.
- o 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.
- o 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.
- o 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)**.
- o 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.
- o 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.
- o 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>

Contact	Phone
Criminal eFile Review Clerk	602-506-7754
Civil eFile Review Clerk	602-372-0932
eFiling Program Manager - George Knecht	602-506-1090

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.