The Arizona Supreme Court website has helpful eFiling Information at https://www.azcourts.gov/efilinginformation/. There you will find complete and important information, including step-by-step instructions for using the available electronic filing service providers, training, eFiling rules and requirements, and more. The Arizona Supreme Court also offers free, live, online training.

The below questions and answers are a quick reference guide of local procedures and are not meant to override any Arizona Supreme Court information.

1. How does eFiling work?

- Electronic filing of documents for Pima County Superior Court cases occurs through a court-approved online electronic filing service provider (EFSP) managed by the Arizona Supreme Court. The filer registers or creates an account through the EFSP, and the EFSP manages the flow of the documents and fees to the court and the court's response to the filer. The filer submits the electronic documents to the EFSP for submission to the court. The court will review and either accept the eFiling submission or not accept it and provide the deficiency reason. After a submission has been accepted by the court, all documents that have been filed in that case and that are open to the public are accessible to the filer using the EFSP that handled their submission.
- Although a submission may contain multiple documents, they must all be associated with a single case. If a document needs to be filed in more than one case, the document must be efiled in a separate efiling submission in each case.
- For information about accessing the approved EFSPs, please refer to the following question in this document:
  - How can I access an approved electronic filing service provider (EFSP) where I can electronically file documents?

2. What are some benefits of eFiling?

- No need to come to the courthouse to file your documents;
- 24/7 access to submit your case documents and view online documents filed in your case after your first submission in the case has been accepted;
- Availability of electronic service of other parties/attorneys;
- Minimal additional fees

3. What are the filing hours for eFiling?

Except for occasional system maintenance scheduled after business hours or rare emergency system outages, you may submit your filings electronically 24 hours a day, 7 days a week, including holidays. You may register for system notifications of eFiling news and updates, such as scheduled

system maintenance, emergency system outages, release of system enhancements, and updated eFiling policy at: https://www.azcourts.gov/efilinginformation/Register-for-System-Notifications.

Any eFiling received by the court and electronically accepted by a clerk during normal office hours will be deemed filed on the date and time the filing was submitted via the electronic filing service. A document is not considered filed until it is accepted by the court.

4. How can I access an approved electronic filing service provider (EFSP) to electronically file documents?

For Civil case documents, there are two EFSP options to choose from:

- eFileAZ at https://efile.azcourts.gov/
- AZTurboCourt at https://turbocourt.com/

For Family Law and Criminal case documents, there is one EFSP option:

- eFileAZ at https://efile.azcourts.gov/

5. Can I use my personal computer to eFile?

Yes, you can use your personal computer to submit filings through an electronic filing service provider (EFSP). You will use the internet to select the EFSP and submit your documents for filing. You will upload the document as an attachment. For instructions, refer to the Arizona Supreme Court's eFiling training resources at https://www.azcourts.gov/efilinginformation/Training.

6. Is eFiling mandatory?

- For **Civil** case documents, eFiling is mandatory for attorneys (not for self-represented litigants). (Refer to Arizona Code of Judicial Administration § 1-901.)
- For **Family Law** case documents, eFiling is mandatory for attorneys and legal paraprofessionals (not for self-represented litigants). (Refer to Arizona Code of Judicial Administration § 1-901.)
- For **Criminal** case documents, eFiling of post-initiation documents is mandatory for attorneys and legal paraprofessionals (not for self-represented litigants) in Criminal case numbers that begin with A, H, FW, or CR case number prefix. eFiling of Criminal case initiating documents is not available. (Refer to Arizona Code of Judicial Administration § 1-901.)
- For **Probate** and **Juvenile** case documents, eFiling is not yet available.

7. If I am representing myself (pro per), is eFiling mandatory?

No, if you are a self-represented litigant (pro per), eFiling is optional.

8. I am a self-represented litigant (pro per) and choose not to use eFiling. What are my other filing options?

If you are self-represented and choose not to use eFiling, the other filing options available are by visiting the Clerk of the Superior Court's office or by U.S. mail or by placement in a drop box at the courthouse.

9. Are there any added fees for eFiling?

Yes, other than for exempt entities, the electronic filing service provider (EFSP) will automatically collect applicable fees when an eFiling is submitted. Only the filing fees that the Pima County Clerk of the Superior Court is authorized to receive will be transmitted to the Pima County Clerk of the Superior Court. Additional non-refundable eFiling application and/or processing fees are described in Arizona Code of Judicial Administration § 1-901 and on the Arizona Supreme Court's eFiling Information site at https://www.azcourts.gov/efilinginformation/eFiling-Fee-Schedule.

10. How are the court filing fees collected?

For help setting up payment methods, please refer to the Arizona Supreme Court's eFiling training resources at https://www.azcourts.gov/efilinginformation/Training.

For the current Pima County Superior Court filing fee schedule, please refer to the Pima County Clerk of Superior Court website at https://www.cosc.pima.gov.

As you progress through the steps in submitting your eFiling, the electronic filing service provider (EFSP) will automatically show the court filing fees that it will collect when you finalize your eFiling submission using the payment method that you select.

The below list describes court filing fees collected for specific document types or by answering either of two fee-based questions:

- **Answer or Initial Appearance** filing fee is collected by answering a fee-based question in the EFSP interface asking if this is the first time you have filed anything in the case or asking if you have previously paid an appearance fee.
- **Renewal of Judgment** filing fee **(minimum clerk fee)** is collected by selecting the "Affidavit of Renewal of Judgment" document type.
- **Arbitration** filing fee is collected by selecting the "Appeal from Arbitration and Motion to Set Trial" document type.
- **Civil Notice of Appeal** filing fee is collected by selecting the "Notice of Appeal (Civil)" document type.

- **Issuance of Writ** filing fee is collected by selecting the "Application/Request for Writ" document type (which should be submitted together with the writ which should be eFiled using the Proposed Order or Proposed Order for Writ document type).
- **Issuance of a Subpoena** filing fee is collected by selecting the system-generated "Subpoena" document type.
- **Motion to Intervene** filing fee is collected by selecting the "Motion to Intervene" document type.
- **Post Judgment** filing fee will be collected by answering YES to this question on the eFileAZ Case Information tab in a Family Law case: "Is this filing a Motion, Request, or Petition asking the court to enforce or modify a final order in your case or to reopen a case which has already been adjudicated?"
- **Family Law Appeal** filing fee is collected by selecting the "Notice of Appeal" document type in a Family Law case.
- **Grandparent Petition** filing fee is collected by selecting the "Grandparents Petition" document type in a Family Law case.
- **Separation to Dissolution** filing fee is collected by selecting the "Petition For Dissolution Of Marriage" document type in an existing Family Law Legal Separation case. Note, the electronic filing service provider (EFSP) system-generated Preliminary Injunction is automatically included with applicable Family Law case initiating efiling submissions but not post-initiation submissions and therefore must be submitted on paper.

11. What are the technical requirements for documents being eFiled?

- eFiled documents that do not require signature or other modification by the court must be submitted in Adobe .PDF or Microsoft Word .DOCX or OpenOffice .ODT file format, and documents must be text searchable.
- Proposed Orders, Proposed Notices of Hearing, and Proposed Judgments must be attached using only .DOCX or .ODT files and must be uploaded as a separate document from a main document (e.g. Motion).
- Documents requiring signature by a judicial officer or other modification by the court, including entering a hearing date on the document, must be:
  - a Microsoft Word .DOCX or OpenOffice .ODT modifiable file format with no file protection settings, and
  - uploaded under the Document Type of Proposed Order, Proposed Judgment, Proposed Notice of Hearing or Proposed Order for Writ in the electronic filing service provider (EFSP) interface.
- Each individual document must not be larger than 9.5 MB, and the entire submission (total file size of all documents) cannot be larger than 100 MB and may fail to successfully transmit to the court if over 80 MB.

12. Can proposed orders be submitted via eFiling?

Yes, proposed orders may be submitted electronically. Please refer to the following question in this document:

- What are the technical requirements for documents being eFiled?

13. Can a document be password protected?

No, an eFiling submission may not be accepted by the court or may encounter issues with automatic processing if any included documents are password protected or if Microsoft Word DOCX files have any kind of read-only setting or the content cannot be viewed.

14. What is a Document Category, Document Type, and Document Title?

In the electronic filing service provider (EFSP) interface,

- **Document Category** refers to the broad description of the type of document being eFiled (e.g. Answer, Motion, etc.).
- **Document Type** refers to the narrower description of the type of document being eFiled within the broad Document Category description (e.g. Answer to Cross Claim, Motion To Continue, etc.). Using the correct Document Category and Document Type is extremely important as it determines the appropriate fee and court workflow.
- **Document Title** refers to the title of the action or proceeding shown on the document and which must also be typed into the Document Title box in the EFSP interface. The first 100 characters of the Document Title that you type into the Document Title box in the EFSP interface will be used as the document's title in the court's document management system.

Please note that an eFiling submission may not be accepted by the court if the **Document Type** or **Document Title** are deficient.

Some specific document guidelines are listed below:

- **Exhibit** or **Exhibit/Attachment (Supporting)** Document Type**:** In the EFSP interface, for the exhibit's Document Title, you must type in the Document Title box the title of the lead document and then Exhibits X-X. Example: COMPLAINT: EXHIBITS 7-10. The Document Title that you type into the Document Title box in the EFSP interface should identify which document in the submission the exhibit is attached to.
  Exhibit or Exhibit/Attachment (Supporting) Document Type do not receive any file stamp by the court and are not filed in the case and are not routed to the assigned division for signature or other modification.
- **"Child Support Guideline Worksheet"** Document Type: For a Child Support Worksheet form, select "Child Support Guideline Worksheet" Document Type (not "Exhibit" and not "Parents Worksheet" and not a "Child Support Order" or other Document Type). A Child Support Worksheet form is available on the Pima County Superior Court website at https://www.sc.pima.gov/law-library/forms/ -- see "Packet 08 – Child Support" under "Family

Court". Do not include any of the instructions from Packet 08 with your Child Support Worksheet form.

- **Child Support Order** or **Income Withholding Order**: For a Child Support Order or Income Withholding Order or other types of proposed orders that require a judicial officer's signature, select "Proposed Order" Document Type and attach a modifiable Microsoft Word DOCX file or OpenOffice ODT file that can be modified by the judicial officer.
- **Other pleadings (e.g. Motions, Petitions, etc.)**: Use abbreviations sparingly in the Document Title box in the EFSP interface. For example, type "Motion to Continue" instead of "MTC" and type "Notice of Appearance" instead of "NOA".

15. How can I be sure the judge will get my document?

When uploading your *lead* document on the electronic filing service provider (EFSP) interface, there is a question asking whether your document requires judicial action. If you answer YES, after your submission is accepted by the court, the assigned division will receive notification of the filing.

eFiled Proposed Orders, Proposed Judgments, and Proposed Notices of Hearing are automatically routed to the assigned division after the eFiling submission is accepted by the court. For the technical requirements for these documents, please refer to the question in this document:

- What are the technical requirements for documents being eFiled?

16. Are any documents excluded from eFiling?

Yes, documents excluded from electronic filing are listed in Arizona Code of Judicial Administration § 1-901, which can be found on the Arizona Supreme Court's eFiling information online at https://www.azcourts.gov/efilinginformation/. As of August 2026, Civil Eminent Domain/Condemnation case initiation documents cannot be electronically filed.

Please note that pursuant to Arizona Supreme Court Administrative Order 2025-10:

- eFiling is not permitted for Consent Decrees and Summary Consent Decrees
- eFiling is not permitted for Summary Consent Petition and Decree A.R.S. § 25-314.01 case initiating documents

Note, the electronic filing service provider (EFSP) system-generated Preliminary Injunction is automatically included with applicable Family Law case initiating efiling submissions but not post-initiation submissions and therefore must be submitted on paper.

17. Can I eFile documents with an application for deferral or waiver of court fees or costs?

Yes, beginning 1/1/2025, applications for fee deferral and waiver may be electronically submitted using one of the court-approved electronic filing service providers (EFSP). The efiling submission must include the following documents:

- Confidential Sensitive Data Form (properly completed and uploaded as the "Confidential Sensitive Data Form" EFSP document type)
- Application for Deferral or Waiver of Court Fees or Costs and Consent to Entry of Judgment form (properly completed)
- Proposed Order Regarding Deferral or Waiver of Court Fees and Costs and Notice Regarding Consent Judgment (in modifiable, not read-only, Word DOCX file format)
- Any applicable supporting documentation
- Verification of Party's Receipt of Non-Profit Legal Services, if applicable
- Affidavit in Support of Application for Deferral or Waiver of Service of Process Fees, if applicable
- The documents that you wish to file

Forms can be downloaded from the Arizona Supreme Court's website at https://www.azcourts.gov/selfservicecenter/Forms

The Confidential Sensitive Data Form can also be downloaded from the Pima County Clerk of Superior Court's website at https://www.cosc.pima.gov (or the direct link to the form is https://www.cosc.pima.gov/Forms/ClerkForms/ConfidentialSensitiveDataForm.pdf). To efile the completed Confidential Sensitive Data Form, using the court-approved EFSP, select the "Confidential Sensitive Data Form" document type and upload your completed form. Note, it is important to select the "Confidential Sensitive Data Form" document type when efiling this completed form to restrict it from public access in the court's electronic document management system.

For more information, please visit the Arizona Supreme Court's website Fee Waiver and Deferral information at https://www.azcourts.gov/courtfilingfees/Fee-Waivers-and-Deferrals/Fee-Waiver-and-Deferral-Forms/E-Filing-Trial-Court-Forms-Fee-Waiver-and-Deferral

18. Once I eFile a document, what is the time for processing?

Submissions generally become available to the staff of Clerk of the Superior Court (Clerk) to review within a few minutes after an eFiling has been submitted. Each eFiling submission is reviewed by the Clerk during normal business hours to accept or mark as deficient. Clerk review is generally completed within a few hours, and automatic email notification is sent to the filer showing clerk review results within a few minutes after Clerk review.

Generally, within an hour after acceptance in clerk review, filed documents become available on the electronic filing service provider's (EFSP's) interface and the court's electronic document management system. Proposed Orders, Proposed Judgments, and Proposed Notices of Hearing are not filed until after the division (judicial staff) finalizes and files the document.

19. How will I be notified when my proposed order is signed?

No notification is provided by the court when a proposed order is signed. You'll need to check the case documents using the electronic filing service provider (EFSP) interface for the signed order. Once a proposed order is reviewed and filed by a division, the court emails a courtesy copy of the signed order back to the filer; however, there is no requirement to provide a courtesy copy.

20. Should I electronically serve the judge or other court staff?

No, do not use the electronic service provider (EFSP) e-Service feature to electronically serve any court staff.

21. Will the court electronically serve other parties for me?

No, the court will not electronically serve or distribute electronically filed documents. The electronic filing service provider (EFSP) provides an E-Service feature for subsequent filings. Please refer to the Arizona Supreme Court's eFiling Information at https://www.azcourts.gov/efilinginformation/.

22. How do I correct an error once my filing has been delivered to the court?

Please use the below contact information to notify the Clerk of the Court if you've made a mistake in a submission that was delivered to the court:

- For Civil or Family Law matters, email: coccivilweb@sc.pima.gov or call 520-724-3210.
- For Criminal matters, email: coccriminalweb@sc.pima.gov or call 520-724-3228.

23. What are common clerk review deficiency reasons?

Listed below are some of the more common submission deficiency reasons:

- The selected Document Type and/or the freeform Document Title typed into the electronic filing service provider (EFSP) interface for a document in the submission was deficient. Select the correct Document Types and type the correct Document Titles and resubmit. Please refer to these questions in this document:
  - What are the technical requirements for documents being eFiled?
  - What is a Document Category, Document Type, and Document Title?
- A document appeared to be a proposed order, proposed judgment, or proposed notice of hearing but another Document Type had been selected in the EFSP interface or the attached file was not modifiable. Select the correct Document Type in the EFSP interface (e.g. Proposed Order, Proposed Judgment, or Proposed Notice of Hearing) and resubmit with a modifiable (not read-only or password protected) .DOCX or .ODT document file. Please refer to the question in this document:
  - What are the technical requirements for documents being eFiled?
- Multiple documents were incorrectly submitted as a single document. For example, a Proposed Order and a Motion should be two separate documents but were submitted as one document. Separate each document into separate electronic document files and resubmit as separate

documents. (One eFiling submission may contain multiple documents that are all associated with a single case.)

- The case number shown on a document does not match the case number entered for the submission, or the case caption (parties' names) shown on the document does not match the correct case caption for this case. For Criminal cases filed after 1/1/2009, the case number must be entered in the EFSP interface in this format: one- or two-character alphabetic case number prefix + 4-digit year filed + 4-digits (e.g. CR20191234) and the documents must also include the 3-digit defendant number. For Criminal cases filed before 1/1/2009, the case number must be entered in the EFSP interface in this format: one- or two-character alphabetic case number prefix + zero (0) + five-digit case number (e.g. CR012345). Check each document in the submission and the case number and case caption shown in the EFSP interface to be sure that the document shows the correct case number and case caption, then resubmit.
- Incorrect or unpaid filing fees. Court filing fees are collected automatically by the EFSP depending on the Document Type you selected and how you answered the questions in the EFSP interface for your submission. Resubmit making sure to select the correct Document Type in the EFSP interface and answer the EFSP questions correctly. Please refer to the question in this document:
  - How are the court filing fees collected?
- A document in the submission is unsigned, illegible, or has pages out of order or rotated. Correct the electronic documents before resubmitting.
- Read-only settings are not allowed on attached files. Microsoft Word DOCX files should not have any read-only settings. Correct the files and resubmit.
- Instructional information was included in a document and should have been omitted from the filed document. This deficiency may occur when a packet that includes both instructions and forms is downloaded from the Pima County Superior Court website at https://www.sc.pima.gov/law-library/forms/ and the downloaded form is completed and eFiled together with the downloaded instructions. Omit the instructions from the file that you upload and resubmit.
- Do not include a cover sheet for a Family Law case. The "Confidential Sensitive Data Form" document meets the requirements of the cover sheet.
- The documents were filed in the Pima County Superior Court and show a Pima County Superior Court case number but show another court name on the documents. Correct the name of the court on the electronic documents and resubmit.
- "Notice of Hearing" Document Type was selected for a proposed notice of hearing that requires a hearing date be added on the document by the division. Resubmit as a "Proposed Notice of Hearing" Document Type and be sure the file you upload is a modifiable file. Please refer to the question in this document:
  - What are the technical requirements for documents being eFiled?
- The document(s) that were submitted are not permitted to be electronically filed. Please refer to the question in this document:
  - Are any documents excluded from eFiling?

24. What should I do if I receive an email showing my eFiling submission is "deficient"?

When any document in a submission is deficient, none of the documents in the submission are accepted. The email showing an eFiling submission is deficient will include the reason for the deficiency. This information will also be shown in the electronic filing service provider (EFSP) interface for your submission. No court filing fee will be collected for the deficient submission, however, the eFiling application fee shall be non-refundable as described in Arizona Code of Judicial Administration § 1-901 and the Arizona Supreme Court's eFiling Fee Schedule at https://www.azcourts.gov/efilinginformation/eFiling-Fee-Schedule.

Correct the deficiency and resubmit the document(s).

25. Can I cancel a submission?

No, eFiling submissions cannot be cancelled after they have been completed and submitted using an electronic filing service provider (EFSP). Please double check your documents and any data entry prior to completing your submission.

26. Are my eFiled documents printed for the court file?

No. Documents that are electronically filed and accepted by the court are automatically uploaded to the court's electronic document management system.

27. How can I get a copy of my receipt?

The next business day following the court's acceptance of your eFiling submission, a copy of your receipt for court filing fees should be available in the case documents that are available to you using the electronic filing service provider (EFSP) interface. Please reach out to the Arizona Supreme Court eFiling support if you need help accessing a receipt for eFiling application fees. Please refer to the question in this document:

- Who can I speak with if I have a question about an electronic filing?

28. How can I request a refund?

The Pima County Clerk of Superior Court Accounting Unit will help with your request for a refund of a court filing fee paid in an eFiling submission. Email cocfinance@sc.pima.gov or call 520-724-3270.

The eFiling application fee shall be non-refundable as described in the Arizona Supreme Court's eFiling Fee Schedule at https://www.azcourts.gov/efilinginformation/eFiling-Fee-Schedule.

29. After I've filed Civil case documents using one of the two approved electronic filing service providers (EFSP), can I use the other approved EFSP?

Yes, you may register with either or both electronic filing service providers (EFSPs) if desired. You may change to a different EFSP at any time. The EFSP that you use for each electronic filing submission will manage that submission from start to finish.

30. What is an "EFSP Filing ID" and "EFM Submission ID" and why are these important?

The **EFSP Filing ID** and/or **EFM Submission ID** will be shown in the electronic filing service provider (EFSP) interface when you are submitting an efiling submission, and the EFSP will also email you this information after you've completed a submission.

- The **EFSP Filing ID** (which the EFSP may refer to as "Form Set ID") is the number assigned to your submission by the EFSP and is unique only for that EFSP. You may need to use this number to locate your submission in the EFSP interface.
- The **EFM Submission ID** is the unique number assigned to your submission by the statewide electronic filing manager (EFM) and is the number that identifies your submission in communications with Arizona Supreme Court eFiling support and Pima County Superior Court and Clerk of the Superior Court staff.

31. Who can I speak with if I have a question about an electronic filing?

- Please reach out to the Arizona Supreme Court's eFiling customer support. Their contact information is available at https://www.azcourts.gov/efilinginformation/Customer-Support.
- The staff of the Superior Court and Clerk of the Court do not provide eFiling training and support; however, if you have other questions for the Clerk of the Court, feel free to use the below contact information:
  - For Civil or Family Law matters, email: coccivilweb@sc.pima.gov or call 520-724-3210.
  - For Criminal matters, email: coccriminalweb@sc.pima.gov or call 520-724-3228.

FAQ Change Log

Change Date	Change Description
08/05/2026	• Added FAQ Change Log section. • Added the following sentence under the 16. Are any documents excluded from eFiling?: "As of August 2026, Civil Eminent Domain / Condemnation case initiation documents cannot be electronically filed."