

THE

BRIEF

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An electronic update for the legal community providing a brief look at news in the Clerk of the Superior Court's Office



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Michael K. Jeanes,
Clerk of the Superior Court

One Million eFilings!

The Clerk's Office processed its one millionth eFiling on September 14, 2011. The document was an Order signed and eFiled in a civil case by Judge J. Richard Gama. The Clerk processes eFilings in most case types, including civil, criminal, family and tax courts. With mandatory eFiling for attorneys in civil cases, the eFiling volume continues to grow, providing much greater efficiency for users and for clerk and court operations.

eFiling in Tax Court

The Clerk's Office is now accepting post-initiation electronic filings in the tax case type through the Clerk's eFiling Online system. The Superior Court in Maricopa County serves as the principle office of the Tax Court in Arizona for filing county and state-level challenges and appeals in the Tax Court. eFiling applies only to cases given a "TX" designation/case number, while all documents in tax cases given an "ST" designation/case number must be filed on paper. eFiling in tax cases is not available through AZTurboCourt at this time.

If you registered with the Clerk's eFiling Online system for criminal or family court filings or for civil court filings before AZTurboCourt became mandatory, use your existing eFiling Online username and password to access your account and eFile in Tax Court. Tax Court cases must be initiated using the traditional paper filing method. Once the case has been initiated and assigned a TX case number, subsequent filings can be submitted electronically through the Clerk's eFiling Online website. eFiling is available to participating government agencies as well, including the Attorney General, County Attorneys, County Treasurers, Assessors and Boards of Supervisors.

Reminders for eFiling in AZTurbo Court

Following is a list of tips and reminders to help navigate eFiling faster and easier.

- AZTurboCourt (AZTC) is operated through the Administrative Office of the Courts. Questions can be emailed to support@azcourts.gov or by calling 602-452-3519.
- Only actions with a "CV" case designation can be eFiled in AZTC at this time. Other actions under the civil umbrella cannot be eFiled in AZTC (case numbers that start with TJ, PB, JV, LC and others).
- Read Supreme Court Administrative Order 2011-087. Great effort was put into incorporating as many requirements and exceptions as possible directly in the Order to make it a time-saving resource for eFilers. <http://www.azcourts.gov/Portals/22/admorder/Orders11/2011-87.pdf>.
- When filing proposed orders, select filing type: Proposed Order. Judicial Officers cannot rule on a proposed order in the eFiling system if the document was uploaded as an exhibit.
- Upload proposed orders in their original Word format – do not convert these documents to PDF before filing. Judicial officers are asking filers for the Word version of documents or are printing the PDF filing to paper before signing, thus breaking the eFile chain and delaying processing and notice.

AZTurboCourt Training

The Administrative Office of the Courts (AOC) offers online training. There are eight video segments that can be viewed on the AZTurboCourt information webpage at www.azcourts.gov/azturbocourtinformation. In-person training in AZTurboCourt is available at the AOC by registering at www.azturbocourt.eventbrite.com. The AOC is also creating tutorial videos for eFiling with the Court of Appeals and Supreme Court.