

Superior Court of Arizona in Maricopa County

Electronic Filing Guidelines

Legal Authority

The legal authority of this document is established by Arizona Supreme Court Administrative Order 2008-89 signed on November 6, 2008, Maricopa County Superior Court Administrative Order 2007-140 signed on October 25, 2007, and Section 1-901: Electronic Filing (“E-filing”) of the Arizona Code of Judicial Administration.

Revision History

Date	Revision Summary
10/25/2007	eFiling Guidelines adopted per Administrative Order 2007-140.
07/18/2008	Updated list of certified eFiling providers (2.2) and Reference Links 6.0).
12/01/2008	Legal Authority updated to include Arizona Supreme Court Administrative Order 2008-89; General eFiling Guidelines (2.0); File Transmission, Confirmation, Acceptance, and Rejections (2.05) (d); Civil eFiling Requirements (3.0); Permissions (3.1); Fees; (3.2); Special Circumstances (3.3); Judicial Transfers Outside an eFiling Division (3.4); Family Court fees (5.2); Re-numbered Special Circumstances (5.3); Re-numbered Judicial Transfers Outside an eFiling Division (5.4); eFiling Reference Materials and Links (6.0) .
02/05/2010	Revisions to General eFiling Guidelines (2.0), Court Hosted vs Vendor Hosted eFiling Online Site Use Policy (2.02), and File Transmission, Confirmation, Acceptance and Rejections (2.05).
03/30/2011	Updated throughout to address mandatory eFiling of civil subsequent pleadings via AZTurboCourt and associated processing changes.
05/30/2011	Revisions to eFiling Online Site Use Policy (2.02) and Civil eFiling Permissions (3.1) to reflect decommissioning of eFiling Online for civil post-initiation pleadings.
07/22/2011	Revisions to Definition of Terms (1.1) and Documents Not Permitted To Be Electronically Filed (2.09), to conform to Supreme Court Administrative Order 2010-117.
09/29/2011	Updated throughout to address eFiling in the tax court case type (TX).
01/18/2012	Updated throughout to reflect deletion of Supreme Court Rule 124 and issuance of Supreme Court Administrative Order 2011-140, which replaced Supreme Court Administrative Orders 2010-117 and 2011-10.
12/10/2012	Updated to reflect expansion of permissive eFiling in the family court case type (FC).
07/22/2013	Revisions to User ID and Electronic Signatures (2.04).
10/31/2014	Addresses issuance of AZ Supreme Court Administrative Order 2014-99, which replaces AZ Supreme Court Administrative Order 2011-140; mandatory eFiling of post-initiation tax court pleadings via AZTurboCourt (2.02 and 6.1); eFiling of Affidavits of Service via AZTurboCourt (2.09); revisions to Definition of Terms (1.1), Document Format (2.03) and Proposed Forms of Order (2.16).
07/21/2016	Revision to Documents Not Permitted To Be Electronically Filed (2.09), to permit eFiling of motions to seal; revision to Hyperlinks, Bookmarks, and Other Navigational Aids (2.03(b)).
02/01/2018	Updated for expansion of permissive eFiling to juvenile delinquency case type (JV); revision to Public Access (2.10); revisions to Special Circumstances for each case type (3.2, 4.2, 5.2, and 6.2); revised court rule citations throughout; and issuance of AZ Supreme Court Administrative Order 2017-131, which replaces AZ Supreme Court Administrative Order 2014-99.
10/26/2018	Updated throughout to reflect issuance of AZ Supreme Court Administrative Order 2018-81, which replaces AZ Supreme Court Administrative Order 2017-131.
12/18/2018	Updated section 2.05 regarding file stamp changes
09/17/2019	Removed instruction directing self-represented litigants to add the “EFILE CASE” language on conventionally filed documents in General eFiling Guidelines (2.0); revisions to Rule citations in Document Format (2.03) and Electronic Service to Other Parties (2.07); changed thumbprints to fingerprint in User ID and Electronic Signatures (2.04); removed information as a charging document that cannot be eFiled, correction of transfers of jurisdiction to transcript of judgment in Documents Not Permitted To Be Electronically Filed (2.09); updated to include all criminal divisions in Criminal eFiling Requirements (4.0); updated Tax Court Special Circumstances (6.2); stylistic changes throughout.
08/21/2020	Updated to reflect issuance of AZ Supreme Court Administrative Order 2020-134, which replaces AZ Supreme Court Administrative Order 2018-81. Updated section Document Format 2.03 (a) Technical Formats and Size to include .odt

document type. Updated section Documents Not Permitted To Be Electronically Filed (2.09) to specify Criminal relating to charging documents; to remove case initiation documents for the civil case type; to exclude service documents related to Summons for civil case initiation and Notices related to provisional remedy applications in the civil case type; to include Election Challenge cases; to include Forfeiture cases, to include Foreign Judgments, to include Tribal Judgments. Updated section Proposed Forms of Order 2.16 to include instructions not to upload proposed forms of order/proposed judgments to the following civil case initiation documents: complaints, certificates of arbitration or affidavits. Updated section 3.1 Permissions to reflect the current Administrative Order (2020-134) that dictates permissive and mandatory eFiling.

- 09/01/2021 Updated for expansion of permissive eFiling to juvenile adoption certification (AC), adoption (JA), dependency (JD), emancipation (JE), guardianship (JG), and severance (JS) case types (2.02, 7.0, 7.1), excluding case initiating documents for delinquency (JV) and documents that require a filing fee for emancipation (JE) and guardianship (JG) cases (7.3).
Updated to reflect issuance of and references to AZ Supreme Court Administrative Order 2021-30, Updating e-Filing in the Superior Court of Arizona in Maricopa County (Civil and Tax Cases), which replaces AZ Supreme Court Administrative Order 2020-134. Updated to reflect issuance of AZ Supreme Court Administrative Order 2021-29, Policies for e-Filing of Family Law Cases in the Superior Court of Arizona in Maricopa County. Updated link to eFiling Online in sections 1.1 and 2.02. Updated section eFiling Online Site Use Policy (2.02) that attorneys are required to eFile civil (CV) case-initiating and post-initiation documents, tax (TX) post-initiation documents, and family law post-initiation documents through an authorized EFSP. Updated section Document Format (2.03 a.) to add that documents should not be password protected. Updated section Documents Not Permitted to Be Electronically Filed (2.09) and added reference to AZ Supreme Court Administrative Order 2021-30 and AZ Supreme Court Administrative Order 2021-29 for exceptions/exclusions to eFiling. Updated section Payment of Filing Fees (2.13) to remove the collection of a filing fee for filings submitted through eFiling Online. Updated section 3.1 Permissions to remove reference to tax/TX documents as is included in section 6.1. Updated section 5.0 to change verbiage Family Court to Family Law to conform to AZ Supreme Court Administrative Order 2021-29, Policies for e-Filing of Family Law Cases in the Superior Court of Arizona in Maricopa County. Updated Permissions section 5.1 to include mandatory eFiling of family law post-initiating documents by attorneys. Updated section Special Circumstances (5.2) to add the paragraph that the judicial officer may order the filing party to electronically refile documents. Updated links in section 8.0 eFiling Reference Materials/Links.
- 02/01/2022 Updated to reflect the issuance of AZ Supreme Court Administrative Order 2021-183, updating Family Law cases to include case initiation filings; Updated section eFiling Online Site Use Policy (2.02) that attorney are required to eFile Family Law case-initiating documents beginning June 1, 2022; Updated Permissions Section 5.1 to include mandatory eFiling of Family Law case-initiating documents by attorneys.
- 12/08/2025 Updated to reflect Arizona Code of Judicial Administration Section 1-901: Electronic Filing (“E-filing”) (ACJA 1-901). **Section 1.0 (Introduction):** Updated authority reference to ACJA 1-901. **Section 1.1 (Definitions):** Updated link to Superior Court-hosted eFiling System. **Section 2.0 (General eFiling Guidelines):** Updated authority reference to ACJA 1-901. **Section 2.01 (Current eFiling Implementation):** Omitted references to discontinued Section 3.0 through Section 7.0. **Section 2.02 (eFiling Authorized Availability):** Updated section title from “eFiling Online Site Use Policy.” Added link to Superior Court-hosted eFiling System. Updated approved case types authorized for eFile through ACJA 1-901. Added link to EFSPs. Referenced mandatory eFile requirements to ACJA 1-901. **Section 2.03 (Document Format):** Corrected referenced rules of procedure. Updated technical format and size requirement to align with ACJA 1-901. **Section 2.04 (Electronic Signatures and Electronic Notarizations):** Updated title from “User ID and Electronic Signatures.” Amended provision to align with ACJA 1-901. **Section 2.07 (Electronic Service To Other Parties):** Updated to reflect availability between EFSPs and Maricopa County’s eFiling Online. References ACJA 1-901 for permissible service allowed through an EFSP. **Section 2.08 (Original Documents To Be Maintained by Filing Party):** Section omitted. Sections 2.08 – 2.16 renumbered as Section 2.08 – 2.15. **Section 2.08 (Documents Not Permitted To Be Electronically Filed):** Except for Juvenile, replaced eFiling exclusions and rescinded authorities with reference to ACJA 1-901 for current eFile exclusions. Retained local Maricopa County Juvenile eFile exclusions. **Section 2.15 (Proposed Forms of Order):** Updated format to reflect ACJA 1-901 requirements. **Section 3.0 – Section 7.0:** Omitted. **Section 8.0 (eFiling Reference Materials/Links):** Updated links and renumbered as Section 3.0.

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1.0 Introduction

As permitted by Section 1-506: Filing and Management of Electronic Court Documents, and Section 1-901: Electronic Filing (“E-filing”) of the Arizona Code of Judicial Administration, electronic filing is permitted as follows in the Superior Court in Maricopa County, and must be governed by Superior Court Administrative Order 2007-140, and this guidelines document.

This is a dynamic document and will periodically reflect changes and updates with the electronic filing process as they are approved and directed by the Court. It is recommended that interested parties review this document on a regular basis to remain informed regarding current requirements.

1.1 Definition of Terms

Arbitrator: A person who conducts an arbitration. In most cases the arbitrator is an attorney, either alone or as part of a panel.

Case Management System: The system in use by the Clerk and the Court to docket, calendar, assign, and track cases.

Conventionally File: Filing or service of paper documents.

Document Management System: The electronic document storage and imaging system maintained by the Clerk of the Superior Court.

eFile: Electronic transmission of an original document to the Court, and from the Court, for the purposes of filing.

EFSP: Electronic Filing Service Provider. A private or public entity authorized to provide eFiling services to Arizona court filers.

Electronic Service: Electronic transmission of a copy of the document to case participants as required by statute and Court rule and as designated by the filing party. eFiling does not include service of process or summons to gain jurisdiction over persons or property.

Electronic Document: An original document filed with the Clerk's Office in electronic format.

Filing: Documents, either electronic or paper, submitted to the Clerk for filing.

Hyperlink: An electronic connection or reference to another place in the document, or to a web page outside the document, such that when selected the user is taken to the portion of the document or web page to which the hyperlink refers.

Official Parties: Official parties to a case include named plaintiffs and defendants, as well as an attorney representing a plaintiff or defendant.

Other Case Participants: A person who participates in a court case who is neither a party in the case nor an attorney representing a party in the case. An example might be a probation officer, an intervenor, or a process server.

PDF: Portable Document Format - A file format that preserves all fonts, formatting, colors, and graphics of the original source document, regardless of the application platform used.

Scanned Document: An electronic image created by scanning a paper document.

Superior Court-hosted eFiling System: eFiling Online, the eFiling system developed by the Clerk of the Superior Court in Maricopa County, located at <https://efilingonline.clerkofcourt.maricopa.gov/web/#/>.

2.0 General eFiling Guidelines

Pursuant to Section 1-901: Electronic Filing (“E-filing”) of the Code of Judicial Administration, court rules, including Maricopa County Local Rules, that require or allow paper copies to be provided to judicial divisions do not apply to electronically filed documents in the Superior Court in Maricopa County.

Any case participant with standing to file conventionally with the Superior Court may also file electronically in accordance with these guidelines and all applicable statutes and rules of court.

Self-represented litigants are exempt from any mandatory eFiling requirements.

2.01 Current eFiling Implementation

All pleadings, motions, memoranda of law, orders, and other documents electronically filed must be maintained in electronic format by the Clerk of the Superior Court as the original and official record of the Court.

2.02 eFiling Authorized Availability

The Maricopa County Superior Court-hosted eFiling system is available at the following address for electronic filing in criminal (CR) and juvenile adoption certification (AC), adoption (JA), delinquency (JV), dependency (JD), emancipation (JE), guardianship (JG), and severance (JS) proceedings, or as otherwise permitted by these guidelines:

eFiling Online - <https://efilingonline.clerkofcourt.maricopa.gov/web/#/>

Pursuant to Section 1-901: Electronic Filing (“E-filing”) of the Code of Judicial Administration, eFiling is authorized for the following case types through authorized Electronic Filing Service Providers (EFSPs):

- Civil case initiation and post-initiation documents.
- Family law case initiation and post-initiation documents.
- Mental health case initiation and post-initiation documents.
- Tax court post-initiation documents.
- Probate post-initiation documents.

Links to authorized EFSPs are available at the following address: <https://www.azcourts.gov/efilinginformation>.

Mandatory eFiling: Reference Section 1-901: Electronic Filing (“E-filing”) of the Code of Judicial Administration for current mandatory eFiling requirements.

2.03 Document Format

All electronically filed documents must be formatted in accordance with the applicable rules governing formatting of paper documents, including Rule 1.6, Rules of Criminal Procedure; Rule 20, Rules of Family Law Procedure; Rule 2.15, Superior Court of Maricopa County Local Rules; Rule 5.2, Rules of Civil Procedure; and Rule 105, Rules of Procedure for the Juvenile Court; and in conformance with such other formats as the Court may require from time to time provided these formats do not cause participants to invest significant resources in making changes.

(a) Technical Formats and Size

A participant may electronically transmit a document in a text-searchable .pdf, .doc, .docx, or .odt format. A document cannot be password protected and must not exceed 9 MB in size. Unless the court establishes special instructions, all proposed forms of order must be in a form that permits it to be modified, such as .odt or .docx format or other format permitted by the court, and cannot be password protected. Upon acceptance and filing by the Clerk's Office, all documents electronically filed will be converted to Portable Document Format (.pdf) in compliance with standards set forth in sections 1-504 and 1-506 of the Arizona Code of Judicial Administration. The Court may require a participant to produce the original of a scanned exhibit that has been filed electronically by the participant.

(b) Hyperlinks, Bookmarks, and Other Electronic Navigational Aids

Electronically filed documents may include hyperlinks, bookmarks, and other electronic navigational aids for the convenience of the judge assigned to the case. A hyperlink is not itself a part of the filed document. Each hyperlink must contain a text reference to the target of the link. As an example, the electronically filed document may contain a reference like "A.R.S. 13-602" and hyperlink that text to the URL <https://www.azleg.gov/ars/13/00602.htm>. The foregoing notwithstanding, hyperlinks are not part of the official court record and may not be preserved in electronically filed documents submitted and stored on the Clerk's electronic document management system.

2.04 Electronic Signatures and Electronic Notarizations

The Clerk of the Superior Court will accept for filing any document that purports to have a signature, including documents that appear to be electronically signed or electronically notarized in accordance with applicable law. If the authenticity or sufficiency of an electronic signature or electronic notarization is disputed, a judicial officer will make a determination under applicable substantive law.

2.05 File Transmission, Confirmation, Acceptance, and Rejections

Upon completion of the transmission of a document for filing to the Clerk of the Superior Court, the Clerk of the Superior Court shall immediately scan the document for viruses. If the document is free from infection, the document shall be deemed received and an acknowledgement of receipt of the document shall be immediately returned to the filing participant. The document shall then be reviewed for payment of applicable fees and compliance with all standard filing practices and, if accepted, shall be deemed filed as of the date and time it was received by the Clerk's eFiling system.

If the document is infected, the document will be discarded and a notice will be sent to the filing participant that the document was infected and has not been filed with the Clerk. The Clerk shall immediately notify the filing participant if any document is rejected and the notice shall set forth the grounds for rejection. It shall be the responsibility of the filing party to resubmit any rejected document with appropriate corrections.

Documents transmitted to the Clerk by an authorized EFSP (see Sec. 2.02 above), upon acceptance by the Clerk, will be deemed filed as of the date and time they were received by the EFSP, and all notices of acceptance or rejection generated by the Clerk for documents transmitted by an EFSP will be sent to the EFSP in lieu of the filing participant.

Each document accepted for filing by the Clerk of the Superior Court shall be electronically file stamped with the time and date of filing, the name of the deputy clerk accepting the filing, and the words "Electronically Filed." This file stamp shall be applied to the electronic document and shall be visible when the document is printed and viewed on-line. Electronically filed documents are not complete without the electronic file stamp. eFilings file stamped in this manner shall have the same force and effect as documents filed in the conventional manner.

eFiled documents accepted through an automated process used by the Clerk of the Superior Court's office shall have the words "COC Auto-Accept" in place of the name of the deputy clerk.

2.06 Responsibility for Filing

A participant who files a document electronically shall have the same responsibility as a person filing a document in paper format for ensuring that the document is properly filed, that it is complete and readable, and that a copy has been provided to other parties in the case.

2.07 Electronic Service To Other Parties

Electronic service is currently not available through Maricopa County's eFiling Online. Reference Section 1-901: Electronic Filing ("E-filing") of the Code of Judicial Administration for permissible service allowed through an EFSP.

2.08 Documents Not Permitted To Be Electronically Filed

Reference Section 1-901: Electronic Filing ("E-filing") of the Code of Judicial Administration, Attachment A, for documents excluded from eFiling. Excluded documents must be filed conventionally. Additionally, the following documents are excluded from eFiling in Juvenile Court:

- Any document, including proposed orders requested or ordered to be filed under seal or maintained as confidential and withheld from public inspection.
- Any document that would require the issuance of a case number for delinquency (JV) or require a filing fee for an emancipation (JE) or guardianship (JG) case.

2.09 Public Access

The Clerk of the Superior Court shall make electronically filed and scanned documents available to case participants, the Court, and the public as permitted by applicable statutes and rules of court. The public may access electronically filed and scanned documents of public record through public access terminals located in the Clerk's Office. For the purpose of retrieving electronically maintained documents, access by the public shall be to the Clerk's electronic document management system, where official electronic documents are maintained. The Clerk shall make available paper copies of any publicly filed electronic or scanned documents at the same rate charged for copies of paper documents.

2.10 Lodging Documents

Documents to be lodged with the Court and proposed orders will be transmitted electronically to the Court. See Section 2.15 below.

2.11 Printing of Electronically Filed Documents

Any electronically filed document must be printable with the same content and format as if printed from its authoring program.

2.12 Payment of Filing Fees

For those filing participants who utilize the services of an authorized EFSP, the Court has authorized that provider to collect payment of filing fees.

2.13 Interruption In Service

The Court and Clerk shall not be liable for malfunction or errors occurring in electronic transmission or receipt of electronically filed documents. Notwithstanding any other provisions of these guidelines, if the electronic filing is not filed with the Clerk because of an error in the transmission of the document that was unknown to the sending participant or a failure to process an electronic filing after receipt, the Court may enter an order permitting the document to be filed nunc pro tunc to the date it was sent electronically.

2.14 Court Orders and Judgments

The Court may issue, file, and serve notices, orders, and other documents electronically in an eFiled case subject to the provisions of this requirements document. Where a Clerk is required to endorse a document, the typed name of the Clerk shall be deemed to be the Clerk's signature on an electronic document.

2.15 Proposed Forms of Order

A proposed form of order or judgment must be uploaded as a supporting document to a motion, which should be the Main Document, or to a stipulation or notice. Filing parties must not combine the proposed order or judgment with a motion, stipulation, or notice and file them as one document. If a proposed form of order is submitted as a main document, it will be lodged with the Court along with any supporting exhibits, but only the proposed order will be filed into the case file, and only after it is signed by the judicial officer.

Supporting exhibits must be submitted with a motion, stipulation, or notice. All proposed forms of order and judgments must be in a form that permits it to be modified, such as .odt or .docx format or other format permitted by the court, and cannot be password protected.

When an eFiling submission is submitted for civil case initiation, proposed forms of order or judgment must not be uploaded as a supporting/attached document to Complaints, Certificates of Arbitration, or Affidavits. If a proposed form of order or judgment is submitted as a supporting/attached document to one of the aforementioned Main Documents, it will not be submitted to a judicial division and it will not be part of the court record.

3.0 eFiling Reference Materials/Links

- [Clerk of the Superior Court eFiling Web Site \(Criminal and Juvenile eFile\)](#)
- [Arizona eFiling Information \(Civil, Family, Mental Health, Probate, and Tax eFile\)](#)
- [Arizona Code of Judicial Administration § 1-901: Electronic Filing \(“E-filing”\)](#)
- [Clerk of the Superior Court](#)