

eFiling with an existing fee waiver or deferral in Maricopa County

If you wish to request a fee waiver or deferral for a case in Maricopa County, you must submit an application on the court's website: [Deferral and Waiver of Court Fees | Maricopa County Clerk of Superior Court](#) **before** creating your efile submission.

Once approved, you will need to include the fee waiver/deferral application, signed order and any supporting document, if it exists, in your efiled submissions per the instructions below:

New Case Filings:

1. Create your submission by entering case and party information in the efile program.
2. On the documents page:
 - a. Upload your case initiating document first, e.g. Complaint (civil) or Petition (family law).
 - i. If you are creating a new family law case, you must also upload a Sensitive Data Sheet
 - b. Upload as separate, additional main documents:
 - i. Application for Fee Waiver/Deferral
 - ii. Order Deferring/Waiving fees
 - iii. Affidavit in Support (if applicable)
 - iv. Other relevant case initiating documents, e.g. Certificate of Arbitration
3. On the payment page indicate you are filing with an existing fee waiver or deferral
4. Confirm your information is correct and submit to the court

Subsequent Case Filings:

1st time filing into case:

You must create at least 3 separate submissions the first time you are filing into an existing case

1. Create a submission to file your **case document, e.g. answer, motion, etc.**
 - a. Indicate you have **not** paid your first appearance fee
 - b. On the payment page indicate you are filing with an existing fee waiver or deferral
2. Create a submission to file the **Application for Fee Waiver/Deferral**

- a. Indicate you have paid your first appearance fee
 - b. On the payment page indicate you are filing with an existing fee waiver or deferral
3. Create a submission to file the **Order Deferring/Waiving Fees**
 - a. Indicate you have paid your first appearance fee
 - b. On the payment page indicate you are filing with an existing fee waiver or deferral
4. Create a submission to file the **Affidavit in Support, if applicable**
 - a. Indicate you have paid your first appearance fee
 - b. On the payment page indicate you are filing with an existing fee waiver or deferral
5. Create a submission to file **any other case documents, if applicable**
 - a. Indicate you have paid your first appearance fee
 - b. On the payment page indicate you are filing with an existing fee waiver or deferral

Additional subsequent submissions into same case:

1. Create a submission to file your **case document, e.g. answer, motion, etc.**
 - a. Indicate you have paid your first appearance fee
 - b. On the payment page indicate you are filing with an existing fee waiver or deferral