

By Michael K. Jeanes, Clerk of the Superior Court

Updates to e-filing

This month's article covers notable changes and requirements for e-filing. These changes are based on technology, practice, and the supreme court's issuance of Administrative Order 2014-99. The filing and processing of electronic filings in Maricopa County are governed by the E-Filing Guidelines.

The E-Filing Guidelines apply to documents electronically filed through both the clerk's eFiling Online website (criminal and family court cases) and through AZTurboCourt (civil and TX-type tax cases). The Guidelines are updated online as needed and by agreement between the Clerk of Superior Court and the Presiding Judge in Maricopa County. The guidelines have now been updated to reflect the latest changes and requirements.

Exhibits

The Administrative Office of the Courts and the clerk's office notified practitioners in October that some filers seemed unaware that exhibits attached to proposed orders do not get entered into the official record. Exhibits for the court's consideration in issuing an order must be submitted with a Motion, Notice or Stipulation to be included in the official case file. Exhibits do not get filed-in when they are only lodged with a proposed order.

Document format

E-filed documents can be uploaded in one of three formats: PDF, .doc, or .docx. Proposed orders must be uploaded using word processing software that produces a .doc or.docx format. The format of a document is always indicated by the file extension appearing at the end of the document filename. For example, "Defendant Smith Reponse.docx".

Document size

Documents must have a file size of ten megabytes (10MB) or smaller. Color graphics and some scanner settings result in larger document sizes. A scanner setting of 200 or 300 dots per inch (DPI) is sufficient for most documents. Newer versions of Adobe Acrobat's PDF-making software have an option under the "Save As" function called "Reduced Size PDF" that helps create smaller file sizes.

Passwords

Password-protected documents must have the password protection removed before uploading the documents for filing or the clerk's office will be unable to open and review the document. These documents are rejected with a note from the review clerk to remove

the password protection and resubmit. Only accepted filings receive a file stamp with the date and time of filing.

Notes

Look for notes from the clerk's e-filing review staff. There are few deficiencies for which the clerk rejects documents submitted for filing. Usually, the clerk will file-in a document and include a note to the filer in the clerk's notification of filing. These notes advise the filing party that, for instance, multiple main documents were uploaded for filing and only the first document in the series received a file stamp. The clerk's office does not separate documents, but files them as they were presented. In the example of multiple main documents filed together, a document that triggers a response or appeal time may not have a file stamp because of the way it was uploaded for filing. The parties may have to use court time later to offer proof of filing or argue that the court should give a document effect as of a certain date.

For the latest version of the Electronic Filing Guidelines online, including a revision history of what changed and when, go to <https://efiling.clerkofcourt.maricopa.gov/efilingguidelines/>.