

Maricopa Lawyer  
Clerk's Corner  
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By Michael K. Jeanes, Clerk of the Superior Court

## **Major Changes to eFiling and File Counters at the Clerk's Office**

### **Clerk's Civil eFiling System Decommissioned**

In coordination with the Arizona Supreme Court's Administrative Order 2010-117, attorneys will no longer be able to eFile documents in civil cases through the Clerk's eFiling Online system, effective June 1, 2011. The Supreme Court ordered that mandatory eFiling for attorneys through AZTurboCourt be phased-in between February and May, 2011. Effective May 1, 2011, all attorneys were required to eFile civil post-initiation documents through AZTurboCourt. The initial summons and complaint that start a civil case in the Superior Court must be filed on paper, but documents after that initial filing must be made electronically through AZTurboCourt.gov, unless specifically prohibited by Administrative Order 2010-117.

On April 14, members of the State Bar of Arizona were sent an email on behalf of Chief Justice Rebecca White Berch and Vice Chief Justice Andrew Hurwitz, reminding attorneys of the mandatory nature of eFiling civil cases in the Superior Court in Maricopa County through AZTurboCourt. Training information in AZTurboCourt is available on the [Supreme Court's website](http://www.azcourts.gov) at <http://azcourts.gov/azturbocourtinformation/eFilingAdministrativeOrders.aspx>.

Additional assistance is available from the Administrative Office of the Courts by calling 602-452-3519 or 1-800-720-7743.

For background and details on eFiling through AZTurboCourt, view Administrative Order 2010-117 at <http://www.azcourts.gov/Portals/22/admorder/Orders10/2010-117.pdf>. There are specific roles in AZTurboCourt that every attorney and firm will want to plan for, such as an office administrator for the firm's eFiling account and each filer's individual access to AZTurboCourt. The Clerk's Office is not involved in the training, maintenance or operation of AZTurboCourt, making it important to use the websites and phone numbers above for assistance.

### **New Service Hours at File Counters**

New service hours will take effect at the Clerk's file counters on June 1, 2011. The Clerk's Office will continue to file-in documents at the file counters between the business hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Additional staff will be available during the busiest hours of the day, 11:30 a.m. – 2:00 p.m. However, to ensure staff can timely complete the day's transactions and to maintain security standards, new filing procedures are required for the end of each day.

The file counter windows will close promptly at 5:00 p.m. Customers still in line and at the window at 5:00 will be directed to the external filing boxes to complete any

remaining filings. This change is necessary for the Clerk's Office to ensure compliance with the Fair Labor Standards Act for staff and to assist court security with ensuring non-employees exit the buildings when business hours end at 5:00 p.m.

### **Save Time of Filing**

When possible, limit documents filed at the filing counters to those that require special handling where a clerk can offer assistance or provide a receipt. To save time or for ease of filing, documents that don't require special handling can be stamped and deposited at the internal and external filing boxes located around the Valley. A list of filing box locations is on the Clerk's website at [http://www.clerkofcourt.maricopa.gov/alternative\\_filing.asp](http://www.clerkofcourt.maricopa.gov/alternative_filing.asp). The filing boxes are secure, making this a popular option for filings that require payment of fees at the time of filing. After filing the case-initiating document on paper, electronic filing is another convenient way to file in civil and criminal cases and in the limited family court divisions that accept eFilings.