

# 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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## Word 2007 and eFiling

The Clerk's eFiling Online website does not currently accept documents uploaded in Microsoft Word 2007 format. The filename of these documents end with ".docx". Until the eFiling system is configured to accept the newest file format, there are two primary fixes for this obstacle.

Word 2007 documents can be "saved backwards" to an older and eFiling-compatible version of Word. Instructions for saving your documents using this process are available on Microsoft's website at <http://office.microsoft.com/en-us/word/HA100445041033.aspx?pid=CH100626291033>. The process of saving to an older version of Word creates a document filename ending with ".doc," which the eFiling system will recognize. Word 2007 documents can also be converted to Adobe Portable Document Format (PDF) before filing. Converting Word documents to PDF can be done within some versions of the Adobe software application or with similar software from other private companies.

## Options for eFiling

E-filing in the Superior Court in Maricopa County is a pilot project. The pilot makes multiple vendors available to accept eFilings. In an effort to fully inform participants of their eFiling options, the Clerk of the Superior Court provides the name of each law firm registered on the Clerk's eFiling system to eFiling vendors whose participation in the pilot is qualified under a Request for Proposals process. The Clerk's Office does not sell or provide law firm information to entities unaffiliated with the eFiling pilot project.

## eFiling Still Growing

In May, the Clerk's Office processed the 100,000<sup>th</sup> electronic filing for this fiscal year. In the past year, the total number of eFilings received by the Clerk's Office increased by more than 43 percent. eFilings account for approximately five percent of all filings in the Superior Court in Maricopa County. With dedicated planning and support, eFiling volume may increase five-fold within the next 12 months. The Clerk's Office will continue to provide updates on the status of eFiling.

## Electronic Orders of Assignment

The electronic Order of Assignment (OA) project is under way in the Superior Court in Maricopa County. Attorneys and parties no longer need to file a paper proposed form of Order of Assignment with the Clerk's Office. Using the most current information provided by the parties at the time of hearing, Clerk's Office staff, appointed as Special Commissioners, will electronically prepare and file the OA based on the Court's signed Order for Support. Orders of Assignment for consent decrees and default decrees will be created by Clerk's Office staff, appointed as Special Commissioners, in the Family Court Services division. Attorneys and parties will continue filing motions to modify or stop an OA, but the order itself will be prepared by the Clerk's Office. Self-Service Center packets have been updated by removing the OA form. The electronic Order of Assignment process improves the accuracy of information and expedites the delivery of orders to employers, thus improving the speed at which families receive their support.