



June 2011

Michael K. Jeanes,
Clerk of the Superior Court

Clerk's Civil eFiling Decommissioned

As the Clerk's Office and *The Brief* have been communicating for several months, attorneys are required to electronically file documents in civil cases through the State's **AZTurboCourt.gov** website. Supreme Court Administrative Order 2010-117 ordered the mandatory use of AZTurboCourt for attorneys pursuant to a phase-in schedule between February and May, 2011. At the Supreme Court's request, the Clerk's Office has ended access to the civil eFiling portal within the Clerk's eFiling Online system and is redirecting would-be filers to AZTurboCourt for their post-initiation civil filings. Case initiating documents must still be filed with the Clerk on paper, which allows the clerk to assign a case number and cashier the filing fee. A limited number of documents, as detailed in the Administrative Order, still must be filed on paper. Attorneys must eFile everything else through AZTurboCourt for civil cases in the Superior Court in Maricopa County. More information, including training classes, the Administrative Order and how to begin eFiling, are available through the Arizona Judicial Branch website at www.azcourts.gov.

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 a.m. to 5 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. Beginning at 4:00 p.m., filings at all windows will be limited to 5 documents or less. The file counter windows will close promptly at 5:00 p.m. Customers still in line and at the window 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 ensure non-employees exit the buildings when business hours end at 5:00 p.m.

When possible, only documents that require special handling need to be filed at the filing counters where a clerk can offer assistance or provide a receipt. To save time and for ease of filing, documents that don't require special handling can be stamped and deposited at any time in the internal and external filing boxes located around the Valley. A list of filing box locations is available on the [Clerk's website](#). 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.

eFiling Clarifications

When eFiling Proposed Forms of Order in the Clerk's eFiling Online system and in AZTurboCourt, upload proposed orders in MS Word format. Other documents should be uploaded in PDF, but uploading proposed orders in Word allows the judge to edit the document and resave it before filing the Order.

The individual documents contained in the Default & Garnishment Packets are to be electronically filed with the exception of the Application for Garnishment. The Application for Garnishment must accompany the Writ of Garnishment that is submitted for issuance in paper at the file counters. The Application and Affidavit for Default may be filed electronically. As stated previously, the paper packets must be hand-delivered to the assigned commissioner before further court action can proceed.