

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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Clerk of the Superior Court

Reminder: AZTurboCourt for Civil Filings

Starting today the Clerk's Office is implementing the Supreme Court's directive to enforce eFiling of post-initiation civil documents through AZTurboCourt by not accepting paper filings from attorneys unless an exception applies. Supreme Court Administrative Order 2011-87 sets out the requirements for enforcing the Court's May 1, 2011 deadline for eFiling through AZTurboCourt. See the Order online at <http://www.azcourts.gov/Portals/22/admorder/Orders11/2011-87.pdf>. Individual attorneys who have not yet done so are encouraged to register and file through AZTurboCourt now, as it is difficult to establish an eFiling account in one day due to the requirements of assigning roles in the eFiling system and to verify payment accounts before an eFiling can be submitted. Register with AZTurboCourt online at: <http://www.azcourts.gov/Default.aspx?alias=www.azcourts.gov/azturbocourtinformation>.

What will happen to paper docs?

The Clerk's Office has agreed to the following procedures to carry out the Supreme Court's directive in Administrative Order 2011-87 (the AO). File counter clerks will return attorney-submitted post-initiation civil case paper documents to the person presenting them at the file counter and provide a Notice that the document must be eFiled through AZTurboCourt. Attorney-submitted post-initiation civil case paper documents received by U.S. Mail or in the depository boxes will be discarded. The submitting attorney will be notified by email that the paper document was discarded without being filed, pursuant to the AO and that the document must be eFiled through AZTurboCourt. A copy of the AO will be attached to the email notification and a copy of the email will be sent to the Administrative Office of the Courts.

AZTurboCourt Training

AZTurboCourt is operated and maintained under the authority of the Administrative Office of the Courts (AOC). The AOC is transitioning to online training and will soon have this as an option for long distance learning. Hands-on training in AZTurboCourt is available at the AOC and registration for available classes can be found at www.azturbocourt.eventbrite.com. Another form of training offered are the tutorial videos found on the AZTurboCourt information webpage at www.azcourts.gov/azturbocourtinformation. There are eight video segments that can be viewed in succession. The AOC is also creating tutorial videos for eFiling with the Court of Appeals and Supreme Court.

Longer Document Titles

In the early rollout of AZTurboCourt, the Title/Description field for eFiled documents required abbreviations to fit within the allowed space. The character limit size of the Title/Description field in AZTurboCourt was expanded to 256 characters some time ago to accommodate longer document titles (e.g. "Plaintiff's Motion for Expedited Ruling on (1) Plaintiff's Motion to Strike One of Respondent's Redundant Dispositive Motions Dealing with Trade Secrets, (2) Plaintiff's..."). Please take advantage of this improvement by copy-and-pasting each eFiled document's entire title in this field. Doing so greatly improves the speed and accuracy with which the review clerks can process the filings.