

**Maricopa County Clerk of the Superior Court**  
**eFiling Family Court Consent Decrees,**  
**Consent Judgments and Consent Orders**  
**Pursuant to Rule 45, Arizona Rules of Family Law Procedure**

**Legal Authority**

These instructions are for eFiling a Consent Decree, Consent Judgment, or Consent Order that **fully resolves** all issues raised in a Petition for Dissolution, Petition for Legal Separation, Petition to Establish Maternity/Paternity, or Petition to Establish Legal Decision-Making, Parenting Time, and/or Child Support. See Rule 45(a), ARFLP (“If the petitioner and the respondent agree to the terms of a dissolution, annulment, or legal separation, or to the terms of a paternity or maternity action [which may include establishment of legal decision-making, parenting time, and/or child support], they may obtain a consent decree, judgment, or order without a court hearing.”) Do not use these instructions if you are eFiling a stipulation or proposed order that only **partially resolves** the issues raised in the petition

Rule 45 was recently amended to require that the parties jointly file a Notice of Lodging and lodge a copy of the Consent Decree, Consent Judgment, or Consent Order. Through eFile, this is done by uploading a Notice of Lodging as a “Lead Document,” with the Consent Decree, Consent Judgment, or Consent Order and all accompanying documentation uploaded as a “Connected Document.”

**Getting Started**

Filer must have a registered account with eFileAZ, if not please visit <https://efile.azcourts.gov/Default.aspx>

**How to eFile a Consent Decree, Consent Judgment or Consent Order and accompanying documentation:**

**Step 1.**

Prepare and save **TWO** documents, which will be uploaded separately within the same transaction:

- 1 – **Lead Document:** The Notice of Lodging (see Steps 3 & 4 below).
- 2 – **Connected Document:** The Consent Decree, Consent Judgment, or Consent Order and **ALL** accompanying documentation (for example: Parenting Plan, Child Support Worksheet, Child Support Order, Property Settlement Agreement, etc.) saved as a single consolidated PDF (see Steps 5 & 6 below).

**Step 2.**

Log into eFileAZ.

**Login**

\* Required Field

\* **User Name:**

\* **Password:**

**Do not have an account - Register Now!**

If you don't have an eFileAZ account, please choose your role, then click Register.

\* **Role:**

### Step 3.

Under “Document” section click on “Add Lead Document.”

NOTE: Steps 3 & 4 explain how to upload the Notice of Lodging. Steps 5 & 6 below explain how to upload the separate PDF of the Consent Decree, Consent Judgment, or Consent Order. DO NOT upload the Consent Decree, Judgment, or Order as the “Lead Document.”

#	Document	Document Type	Target Case Participant
	<a href="#">Add Lead Document</a>		

### Step 4.

Search for and select the “Notice of Lodging” checkbox. In the “Document Title” text box enter the document title used in the caption of the Notice of Lodging. For example: “Notice of Lodging Consent Decree” or “Notice of Lodging Consent Order re Legal Decision-Making / Parenting Time / Child Support.”

Notice

Notice
  Notice Of Appearance
  Notice Of Filing

Notice of Lodging
  Notice of Substitution of Counsel
  Notice Of Withdrawal of Attorney With Consent

\* Document Title: Notice of Lodging Consent Decree re: Legal Decision-Making/Parenting Time etc.,

# Pages:

\* Upload:  No file chosen

**Step 5.**

You will be directed to the “Document” screen to add the “Connected Document.” Click on “Add Connected Document.”

#	Document	Document Type	Target Case Participant	Filing Fee
1	Remove	Notice of Lodging Consent Decree re: Legal Decision-Making/Parenting Time etc.,	✓	\$0.00
<input type="button" value="Add Connected Document"/>				

**Step 6.**

Search for and select "Proposed Consent Decree." [NOTE: "Proposed Consent Decree" should be selected for any filing under Rule 45, ARFLP, which includes all Consent Decrees, Consent Judgments or Consent Orders]. Upload the **PDF** of the Proposed Consent Decree, Consent Judgment or Consent Order and ALL accompanying documentation Enter the document title and select the document for upload with “Choose File.”

Order

Proposed Consent Decree  Proposed Order for Protected Address  Proposed Order/Judgment  Stipulation Requiring Judicial Review

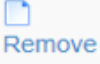
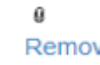

1 - 2 of 2 items


\* Document Title:

# Pages:

\* Upload:  No file chosen

**Step 7.** The Notice of Lodging Consent Decree and the Proposed Consent Decree documents have been uploaded for review. Click “Submit” and await your official confirmation email advising of a successful transmission to the Clerk's office for review.

1		Notice of Lodging Consent Decree re: Legal Decision-Making/Parenting Time etc.,	1	\$0.00	\$6.50	0
		Proposed Consent Decree (this will vary depending on your title of document)	2	\$0.00	\$0.00	0
						
<b>Total</b>				\$0.00	\$6.50	0



**Reminder: Only one “connected” document is needed. You are combining all into one consolidated PDF.**

There will be a 3% payment processing fee added to this total at the time of payment.

Payment Method:

Other Email Addresses

Back Save All and Submit Later Confirm and Submit all Now

## Need assistance? Please call Customer Support!

To connect with the AOC:  
Hours: M-F 7a.m.-6p.m.  
602-452-3519  
email: [pasupport@courts.az.gov](mailto:pasupport@courts.az.gov)

### Frequently Asked Question for PDF Uploading

Q: How will this visually appear for the Clerk of Court submission?

A: The Lead Document is the Notice of Lodging, and the Connected Document is a **single consolidated PDF** of the Consent Decree / Consent Judgment / Consent Order and all accompanying documentation. These two separate documents are uploaded and submitted to the Clerk of Court for review and acceptance.

Q: Do I deliver a paper copy to the division after eFiling the Notice of Lodging and Proposed Consent Decree / Consent Judgment / Consent Order?

A: No. The electronically filed documents will be routed to the correct judicial officer for review and signature. If you submit a separate paper copy you may delay the processing of the order and/or there may be multiple orders signed.

Q: Will the Clerk of the Court review clerks reject my submission if a single Notice of Lodging contains multiple proposed orders (for example, an Order for Child Support, Order for Name Change, QDRO, etc.)?

A: No, for your convenience and ease of filing you are making one selection for uploading a Notice of Lodging and an additional selection for uploading the Consent Decree – the consent

decree is to be **a single consolidated PDF document**; the Court will receive all items submitted for ruling. **(NOTE: The judicial officer may deny the submission if multiple proposed orders related to a Consent Decree are not combined/submitted as ONE document.)**

Q: How can I make sure to have a successful submission?

A: Ensure the accuracy of the following: filing party information in the upper left corner of the document, court caption, case captions and case document title. The Consent Decree/Consent Judgment/Consent Order must have a signature line where the judicial officer's signature can be inserted.

Q: Why is the submission of my Proposed Consent Decree/Consent Judgment/ Consent Order not successful?

A: The submission's total size may be no larger than 100 MB. Documents must be 8.5 x 11; the size can be verified by right-clicking on Properties.

Q: What documents might be included in a ***Proposed Consent Decree for a Dissolution of Marriage / Legal Separation***?

A: Each will require a Consent Decree of Dissolution of Marriage/Legal Separation. When applicable, other documentation *might* include a Property Settlement Agreement, a Child Support Order, a Child Support Worksheet, a Spousal Maintenance Worksheet, Income Withholding Order and/or a Parenting Plan.

Q: What documents might be included in a ***Proposed Consent Order for Legal Decision-Making, Parenting Time, and/or Child Support*** (commonly referred to as a Stipulated Order for Legal Decision-Making / Parenting Time / Child Support)?

A: In addition to the Proposed Consent Order, there *may* also be a separate Parenting Plan, Child Support Order, Child Support Worksheet, and/or Income Withholding Order.

Q: What documents might be included in a QDRO?

A: The appropriate QDRO form is required. The plan may require the parties to include other attachments.