

Case Center – Bundle Method

Family and Civil - Hearing & Trials Set after 1/1/2025 *For Attorneys & Self-Represented Litigants*

Effective Date: January 2, 2025

Starting January 2, 2025, all hearings and trials in Civil Judge divisions and all Family divisions will be set up in Case Center using the **Bundle Method**.

Current Method vs. Bundle Method

- **Current Method:** Each hearing is set up separately in Case Center, resulting in multiple case settings for a single case number.
- **Bundle Method:** Only ONE case will be created in Case Center for each court case. All hearings and trials will be grouped within that single Case Center case.

Navigating the Bundles

- **Instructions for Navigation:** Refer to this quick guide [Quick Reference - Navigate Between BundlesV 1 0.docx \(live.com\)](#)
- **Uploading evidence:** Ensure you upload evidence to the appropriate bundle labeled with the correct hearing date.
- **Viewing & Displaying During the Hearing:** Select the “Shared” bundle associated with the current hearing date.

Email Invitations

- **Initial Invitation:** You will receive one email invitation when the first hearing is set up in a case.
- **Subsequent Hearings:** For later hearings in the same case, you will not receive additional email invitations. To access the case, follow these instructions: [AccessPortalAndSearchForCase.pdf \(azcourts.gov\)](#)

Support & Resources

- **Written instructions and videos:** Additional resources, including written guides and instructional videos, can be found here: [Attorney and Self-Represented Litigants \(azcourts.gov\)](#)