

Instructions: How to eFile forms in an existing Family case

NOTE: If you are filing documents to start a new Family case, please see: Instructions: How to eFile forms to start a new Family case.

You may file your forms on paper and most forms can be electronically filed (eFiled) in Family cases. For more information on what can and cannot be eFiled, see information at the end of these instructions. You may also file your forms on paper. If you choose to eFile them, review these instructions.

Before you begin, notarize all forms that have a notary signature space before you eFile. The eFile program will not notarize documents for you.

When your forms are ready to eFile:

Step 1. Log in to the Arizona Supreme Court's eFile program to submit your case <https://efile.azcourts.gov/>. If this is your first time eFiling, you will need to create an account.

Customer support for eFileAZ is provided by the Arizona Supreme Court at 602-452-3519 or pasupport@courts.az.gov.

Step 2. Upload and submit all documents in proper document format and size.

- a. Upload "lead" documents first. Lead documents include Petitions, Responses, and Motions. Lead documents have a file stamp square at the top right of the first page.
- b. Upload "connected" documents next. Connected documents are associated with a lead document. They may include attachments, exhibits, or other supplemental information to support the lead document.
- c. Make sure your documents are in the following format:
 - Lead documents and attachments may be in PDF, DOCX or ODT formats.
 - Proposed Orders, Proposed Judgments must be in DOCX or ODT formats.
 - Total submission size may be no larger than 9 MB.
 - Formatting must meet the requirements in [Arizona Rules of Family Law Procedure Rule 20](#).

- Step 3. Make sure all documents are correct. Review documents that were uploaded. Make any needed corrections.
- Step 4. Pay your filing fees. The eFiling program will assess a fee if there is one. In addition to the filing fee, there is an application fee of \$6.50 per form, as well as a 3% payment processing fee added to the total.
- Step 5. Complete your submission and wait for the filing to be accepted. Once your submission reaches the Court, the eFiling program will send you a confirmation email. Read the email to verify the filing status of your submission. There will be another email when the filing is processed by Clerk of Superior Court.
- An accepted filing means the documents were filed into the official court record.
 - A deficient filing means there is something that needs to be corrected. If the email says the submission is deficient, review the important comments on how to correct the deficiency. If you receive a deficient notification, a filing fee refund will be automatically applied. Application processing fees are nonrefundable.
- Step 6. You are responsible for arranging for service of printed paper copies of all the documents you eFiled. See further instructions in the forms packet or see the Service packet available at the Law Library Resource Center (<https://superiorcourt.maricopa.gov/llrc/family-court-forms/>).

More information and restrictions on eFiling in Family cases are in the Administrative Order at the following link: <https://superiorcourt.maricopa.gov/media/7865/family-efiling-ao.pdf>.

E-filing is not permitted for the following:

- Any document not generated by the eFile provider that requires the signature and seal of the clerk such as summonses, subpoenas, and writs and their supporting documentation
- A motion to file documents under seal
- Documents filed under seal, including any portion of a document and exhibits (this does not include the sensitive data sheet filed at case initiation)
- Initial and supplemental applications for the waiver or deferral of court fees and costs
- Documents that are intended to be used specifically as hearing or trial exhibits
- Any documents in restricted or sealed cases
- Order of Protection and any requests for a hearing, modification, dismissal, or any other documents relating to an Order of Protection proceeding
- Petition for Conciliation filed in a pending matter
- Amicus briefs
- Change of Venue
- County Transfers
- Request for Transfer (Incoming)
- Registration of Child Custody Determination (ARS § 25-1055)
- Enforcement of Physical Child Custody Determination

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