

## Procedures: What to do with the “Request for Protected Address” now that you have filled it out

Are you filing in person? – Follow steps 1 through 4 below.

Are you eFiling? – Skip to the eFiling procedures on page 3 of this document.

STEP 1: Copies and envelopes.

- Make 2 copies of the “Request for Protected Address.”
- Make 1 copy of the “Order for Protected Address.”
- Prepare 1 envelope stamped and addressed to you.

STEP 2: File at the Clerk of Superior Court.

- GO to the Clerk of Superior Court filing counters at one of the following locations: The Court is open from 8:00 a.m.-5:00 p.m., Monday-Friday. You should go to the Court at least two hours before it closes.

Clerk of Superior Court  
Central Court Building  
201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

Clerk of Superior Court  
Southeast Court Facility  
222 East Javelina Avenue, 1st floor  
Mesa, Arizona 85210

Clerk of Superior Court  
Northwest Regional Court Center  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

Clerk of Superior Court  
Northeast Regional Court Center  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

- Hand the original Request for Protected Address to the Clerk of Superior Court and ask to have the copies of the Request stamped. This is called a conformed copy and is proof that the original was filed.
- The Clerk will also ask you to complete a “Red” form that they will retain for updating protected addresses.
- The Clerk of Superior Court will keep the original and the “Red” form.

STEP 3: Go to the Family Department Administration (in the same location).

Give the following documents to Family Department Administration and tell them it is for the Judge assigned to the case, or put the documents in the Judge’s box, or mail the documents to the Judge. (The staff will give you an address to mail the papers.)

- the original Order for Protected Address and 1 copy
- one copy of the Request for Protected Address
- the 1 envelope stamped and addressed to you

STEP 4: Wait to receive a notice from the Court.

It should take approximately 5 days from the time the Judge receives your Request and Order to either sign your Order or deny your Request.

The Judge will either sign the original Order or deny your Request.

- If the order is signed, you will receive a conformed copy in the mail in the envelope you provided.
- If your Request is denied, you will receive notice by mail. If the Judge does not grant your Request, you may want to see a lawyer for help.

eFiling Procedures: What to do with the “Request for Protected Address” and “Address Information sheet” now that you have filled it out

Note: eFiling of this form is only available in new cases. It is not available for an existing case.

STEP 1: Open your Internet browser.

STEP 2: Go to the Electronic Filing website: <https://efile.azcourts.gov>

- If you have already registered for an account, sign in and follow the instructions for handling your case.
- If this is your first time eFiling, follow the instructions to register for an account.

STEP 3: Follow the eFiling instructions in the “Submissions” section:

- Sign into the application at: <https://efile.azcourts.gov>
- Create a new case.
- Prepare the documents you want to file. Two (2) separate submissions will be required.
  - First, upload the Request for Protected Address as a Lead Document.
    - Then, upload the Order as a Connected Document. (It should be connected to the Request for Protected Address.)
  - Next, upload the Address Sheet as a Lead Document.
  - Lastly, continue to Payment Site.
    - Review the submission and make payment if payment is required. You should receive an email confirmation that your documents have been filed.

STEP 4: Wait to receive a notice from the Court.

- It should take approximately 5 days from the time the Judge receives your Request and Order to either sign your Order or deny your Request.
- The Judge will either electronically sign the Order or deny your Request.
  - If the order is signed, you will receive a conformed copy in the mail.
  - If the Judge does not grant your Request, you will receive notice in the mail. You may want to see a lawyer for help.