

Instructions: How to eFile forms to start a new Family case

Effective March 17, 2022, most forms can be 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:

- Certain forms are automatically generated by the eFile program. You will not need to complete these forms in a packet if they are generated by the eFile program. The eFile program will generate the following forms:
 - Summons (will be system-generated for every named respondent)
 - Preliminary Injunction (will be system-generated for divorce, legal separation and annulment)
 - In cases to establish paternity or legal decision-making, your case must be accepted through eFile prior to submitting the Preliminary Injunction for issuance. In these cases, you must submit at least one of the required documents listed on the form. Issuance after eFiling must be done in person at any of the Clerk of Superior Court's filing counters.
 - Order and Notice for the Parent Information Program
 - Notice of Right to Convert Health Insurance
 - Notice Regarding Creditors
- 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, as well as those that were automatically generated by the eFile program. 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 submission, 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>.

The following cannot be eFiled:

- Documents to initiate a Summary Consent Decree process
- Change of Venue
- County Transfers
- Request for Transfer (Incoming)
- UIFSA New Complaints Enforcement (ARS § 25-1302)
- UIFSA New Complaint
- Registration of Child Custody Determination (ARS § 25-1055)
- Enforcement of Physical Child Custody Determination
- Order of Protection
- Any case type initiated with a Petition for Conciliation

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