

Superior Court of Arizona, Maricopa County Special Instructions Regarding E-Service Cases



Special Instructions for Swanston vs T A P Pharmaceutical Products Inc et al (CV2002004988)

Please be mindful of the following as you e-serve your parties:

- Your case will be located under the court titled “Maricopa County Superior Court EService” instead of “Maricopa County Superior Court.”
- You will need to file your documents traditionally with the Maricopa County Court if you have served them through File and Serve.
- You will still be able to e-serve “sealed” documents.
- You will now be able to add a party not listed under the “Sending Parties” tab while submitting your transaction by clicking on the “Add Party/Attorney” button.
- You will now be able to add a party not listed for e-service under the “Service” tab while submitting you transaction by clicking on Add Party/Attorney.
- You can use the “Notice of Entry / Order” document type to serve orders from the Court at no charge.

Special Instructions for All Maricopa County E-Serve Cases

Creating Your Documents

- Include attorney(s) e-mail address(es) on every pleading (underneath traditional address information).
- When creating proposed orders, do not include the word “proposed” in the pleading caption. This will allow the Court to use your proposed order as the official order if your order is acceptable.

Attaching Your Documents

- Attach pleadings in an editable, word processing format (i.e. WordPerfect or Word). Do not upload pleadings in PDF format. Remember to save or discard all tracked changes in your word processing program so that they cannot be seen.
- Attach the main document first, then attach any supporting documents (in the same transaction).
- When filing documents, attach only one main document per transaction.
- Multiple exhibits that are less than 50 pages altogether may be scanned and then uploaded as one file – include a cover sheet and slip sheets between each exhibit.
- When specifying your document title (in the Title box under the Documents tab), make sure to include: (1) the name of the party filing the document, (2) the nature of the document, (3) party against whom relief, if any, is sought, and (4) nature of relief sought. For example, “Defendant ABC Corporation’s Motion for Summary Judgment.” You may want to copy and paste the title of your document directly from your pleading.

Other

- Do not submit paper copies of your document to the Court unless specifically requested to do so by the clerk’s office or judicial staff.
- Your File & Serve receipt is your proof of service. You do not need to file proofs of service with the Court.
- All service list changes are entered into File & Serve through the Case & Party Management feature by the firm requesting the change.

