

## How to Upload Documents for Requesting a Fee Waiver or Deferral When eFiling

Fee waiver and deferral forms are available at [Fee Waiver and Deferral Forms](#). **Two** fee waiver/deferral documents will be **required** to be included in the submission: the [Application for Deferral or Waiver of Court Fees or Costs and Consent to Entry of Judgment \(application\)](#) and the [Order Waiving or Deferring Fees \(proposed order\)](#).

Register for an account and log into eFileAZ here: [eFileAZ](#)

1. On the **Case Information** tab, in the **I or the party(s) I represent for this submission are requesting a fee waiver or deferral** field, **No** is selected by default > Select **Yes**

The screenshot shows the 'Case Information' tab in the eFileAZ system. The 'I or the party(s) I represent for this submission are requesting a fee waiver or deferral' field is highlighted in yellow. The field has two radio buttons: 'Yes' (selected) and 'No'. Other fields include 'Court Level/Jurisdiction' (Superior Courts), 'General Case Category' (Civil), 'Case Category' (Contract), 'Case Sub-Category' (Account (Open/Stated)), 'Emergency Filing' (No), 'Your Reference Number (Optional)', 'Is an Interpreter Needed' (No), and 'If Yes Specify Language' (Select Language).

- a. *Additional fields will be displayed* > Select the appropriate **Choose File button to upload** the required documents and any applicable **optional document(s)**. Only one document may be uploaded into each upload field.






The screenshot shows the 'Case Information' tab with the 'I or the party(s) I represent for this submission are requesting a fee waiver or deferral' field selected as 'Yes'. The 'Upload' fields are visible, showing the required documents: 'Application for Deferral or Waiver of Court Fees or Costs and Consent to Entry of Judgment' (0.4054 MB), 'Supporting Documentation', 'Verification of Party's Receipt of Non-Profit Legal Services', 'Proposed Order Regarding Deferral or Waiver of Court Fees and Costs and Notice Regarding Consent Judgment' (0.0567 MB), and 'Affidavit in Support of Application for Deferral or Waiver of Service of Process Fees'. Each field has a 'Choose File' button and a 'No file chosen' message.

- i. Two documents are required: the **application** and the **proposed order** Any supporting documentation should be uploaded in the **Supporting Documentation** field
- ii. **After a fee waiver/deferral document has been uploaded**, the file name of the uploaded document **will be displayed below the field that was used** to upload the document

Application for Deferral or Waiver of Court Fees or Costs and Consent to Entry of Judgment \* Upload Choose File No file chosen

✖ Application for Waiver or Deferral of Fees.pdf 0.4074 MB

- iii. All uploaded documents will be displayed on the Documents tab

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
1	 Remove	Application for Deferral or Waiver of Court Fees or Costs and Consent to Entry of Judgment	\$0.00	\$0.00	0	Application for Waiver or Deferral of Fees.pdf	0.4074
	 Remove	Supporting Documentation	\$0.00	\$0.00	0	Financial Documentation.pdf	0.4054
2	 Remove	Proposed Order Regarding Deferral or Waiver of Court Fees and Costs and Notice Regarding Consent Judgment	\$0.00	\$0.00	0	Order Waiving or Deferring Fees.docx	0.0586
	 Insert Lead Document						
	 Add Lead Document						

1. If an uploaded document needs to be replaced, the document **must be replaced on the Case Information tab** by selecting the appropriate Choose File button. **The fee waiver and deferral documents cannot be replaced on the Documents tab**

**Note:** *If the Application for Deferral or Waiver is incomplete or lacks appropriate supporting documentation, the submission may be considered deficient and must be refiled.*