



# **ECR Online**

**Electronic Court Record**

Superior Court, Maricopa County

**User's Manual**

# Contents

## Remember:

- **ECR** = Electronic Court Record
- **ECR** is available for attorneys or parties to a case.
- You must register to use the **ECR**.
- **ECR** and eFile registration are separate registrations.

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# Before you begin...

## Things to know about the Electronic Court Record (ECR):

### 1. ECR is available to:

- Attorney of record in a case.
- Attorneys in the attorney of record's law firm.
- Parties to a case.
- Arbitrators, Special Masters, Judge Pro Tem (see **Exception Access** below).

### 2. Documents available to view in ECR:

- Adult case types (excluding Mental Health, sealed cases, confidential documents) CR, CV, FC, FN, LC, TJ, TX, ST, and SW, from 2002 to present.
- Documents filed from 2005 to present are available in older cases.
- Probate cases from 1997 to present.

### 3. You must register to use the ECR.

### 4. An Arizona driver's license is required for online authentication.

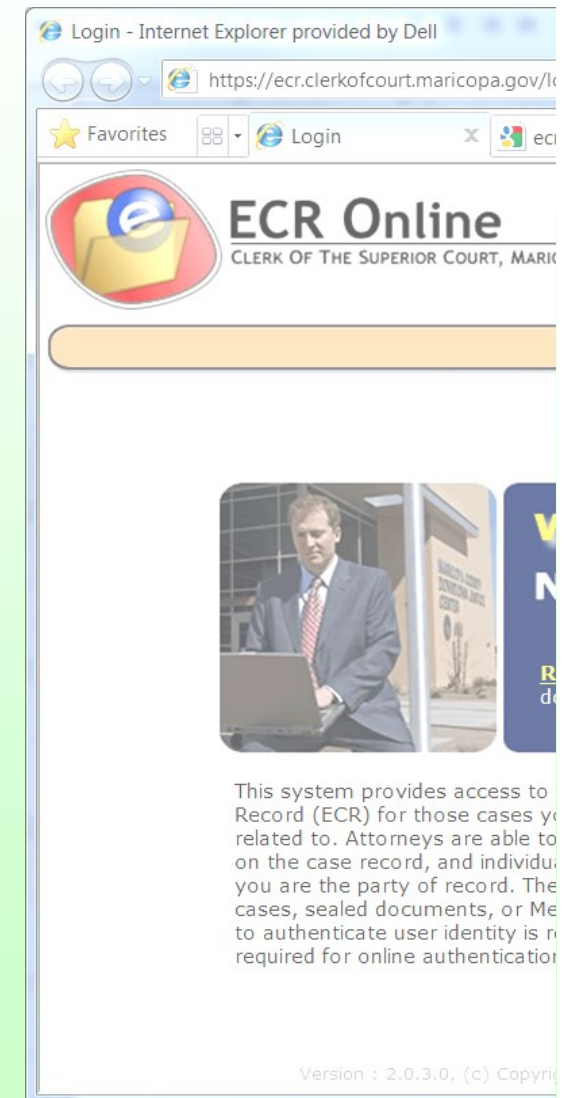
### 5. ECR and eFile registration are separate registrations.

### 6. ECR is not available to:

- Juvenile case types.
- Legal support staff.
- Pro Hac Vice
- Victims or victim advocates.
- Guardian Ad Litem or Best Interest Attorney, unless appearance filed in case or appointed by court order (see **Exception Access** below).

### Exception Access:

- Register for the ECR.
- Email appointment order to: [eFilesupport@cosc.maricopa.gov](mailto:eFilesupport@cosc.maricopa.gov)
- Provide: ❶ Attorney name, ❷ case number and, ❸ contact email



# Access the ECR web page

## Options for accessing the ECR web page:

### Option ①



### Option ①

Use a search engine to search for:  
*ecr online maricopa county*

### Option ②



### Option ②

Go to Clerk of Court website and click on the link to:

**ECR Online**

### Option ③




### Option ③

Enter the URL below in the web address bar and press the ENTER key (or click on hyperlink below):

<https://ecr.clerkofcourt.maricopa.gov/login.aspx>

# Register to use the ECR

**You must register to use the ECR.**



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**Step 1 of 4**

Click link:  
**Not Registered yet?**

**continue**

# Register to use the ECR

The ECR registration page must be completed.

Step 2 of 4

Registration - Internet Explorer provided by Dell

https://ecr.clerkofcourt.maricopagov/Registration.aspx

ECR Online  
CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY

Clerk of Court Home Help

### Registration Information

Welcome to the Maricopa County Clerk of Court's ECR Online program. Please complete the information requested below to set up your ECR account.

**Important Note:** A user who is registering and authenticated must be either a party to the case or the attorney representing the party in order to add cases for viewing. Legal Support staff with an eFiling user account to eFile on behalf of an attorney will not be able to add cases for viewing.

\* denotes required fields.

#### Personal Information

Username: \* (Used to log in; up to 15 characters)

Password: \*

Confirm Password: \*

First Name: \*

Middle Name: \*

Last Name: \*

Personal/Home Address as it appears on your Driver's License: \*

City: \*

State: Select State \*

Zip Code: \*

Phone Number: \*

Email Address: \*

Confirm Email Address: \*

AZ Driver's License: \*

Click Here for instructions to register with a non-Arizona Driver's License.

Date Of Birth: \* (mm/dd/yyyy)

#### Attorney Information

If you are not an attorney, you may skip this portion of the registration process and proceed to the user agreement. Bar ID and State is required for attorneys attempting to access cases where they are the attorney of record.

Bar Number: \*

Bar Number State: Select State \*

Firm/Agency Name: \*

Firm/Agency Number: \*

Get Firm

#### User Agreement/Acceptance

##### Electronic Court Record User Agreement

By logging into and/or using the Electronic Court Record maintained by the Clerk of Superior Court, the user agrees to access all documents and information only as instructed by the Clerk, to not attempt any unauthorized access, and to consent to monitoring by the Clerk of all use of the system. No remote access will be granted to documents which are sealed or designated as confidential by the Court. Sealed and confidential documents may be inspected at one of the Clerk's Public Records locations if authorized by order of the Court. Users are also advised that the Clerk and the Court will not be liable for inaccurate or untimely information, or for misinterpretation or misuse of the images or data, and the user agrees to hold the Clerk and the Court harmless from any such claims.

Print Friendly User Agreement

User Agreement: ☐ Accept


Register Me

This button will be available when all necessary information has been completed.

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**Registration is available for attorneys and parties to a case (see page 3).**

#### Key reminders:

- Complete all fields with required information.
- Click on the  for help.
- First, middle, and last name should be entered exactly as it appears on your Arizona Drivers License.
- Zip code field: enter 5 digits; no extension
- Phone number field: use hyphens; no periods or parentheses
- Be sure to check "Accept" box for User Agreement
- When all required information is entered, the **Register Me** button should be active to click - see *next page*.

continue

# Register to use the ECR

## The lower section of the ECR registration page:

Registration - Internet Explorer provided by Dell

https://ecr.clerkofcourt.maricopa.gov/Registration.aspx?\_EVENTT

File Edit View Favorites Tools Help

Bar Number: 024492

Bar Number State: Arizona

Firm/Agency Name: Clerk of the Superior Court

Attorneys may also access cases where other attorneys in your firm are the attorney of record. To do so, the Court's Firm ID is required. Click Get Firm to retrieve your Firm ID.

Firm/Agency Number:  Get Firm ?

**User Agreement/Acceptance**

**Electronic Court Record User Agreement**

By logging into and/or using the Electronic Court Record maintained by the Clerk of Superior Court, the user agrees to access all documents and information only as instructed by the Clerk, to not attempt any unauthorized access, and to consent to monitoring by the Clerk of all use of the system. No remote access will be granted to documents which are sealed or designated as confidential by the Court. Sealed and confidential documents may be inspected at one of the Clerk's Public Records locations if authorized by order of the Court. Users are also advised that the Clerk and the Court will not be liable for inaccurate or untimely information, or for misinterpretation or misuse of the images or data, and that any disclosure of such information to third parties is deemed to be the user's responsibility.

Print Friendly User Agreement

User Agreement: ☒ Accept

You may now submit this form.

Register Me

This button will be available when all necessary information has been completed.

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Step 3 of 4

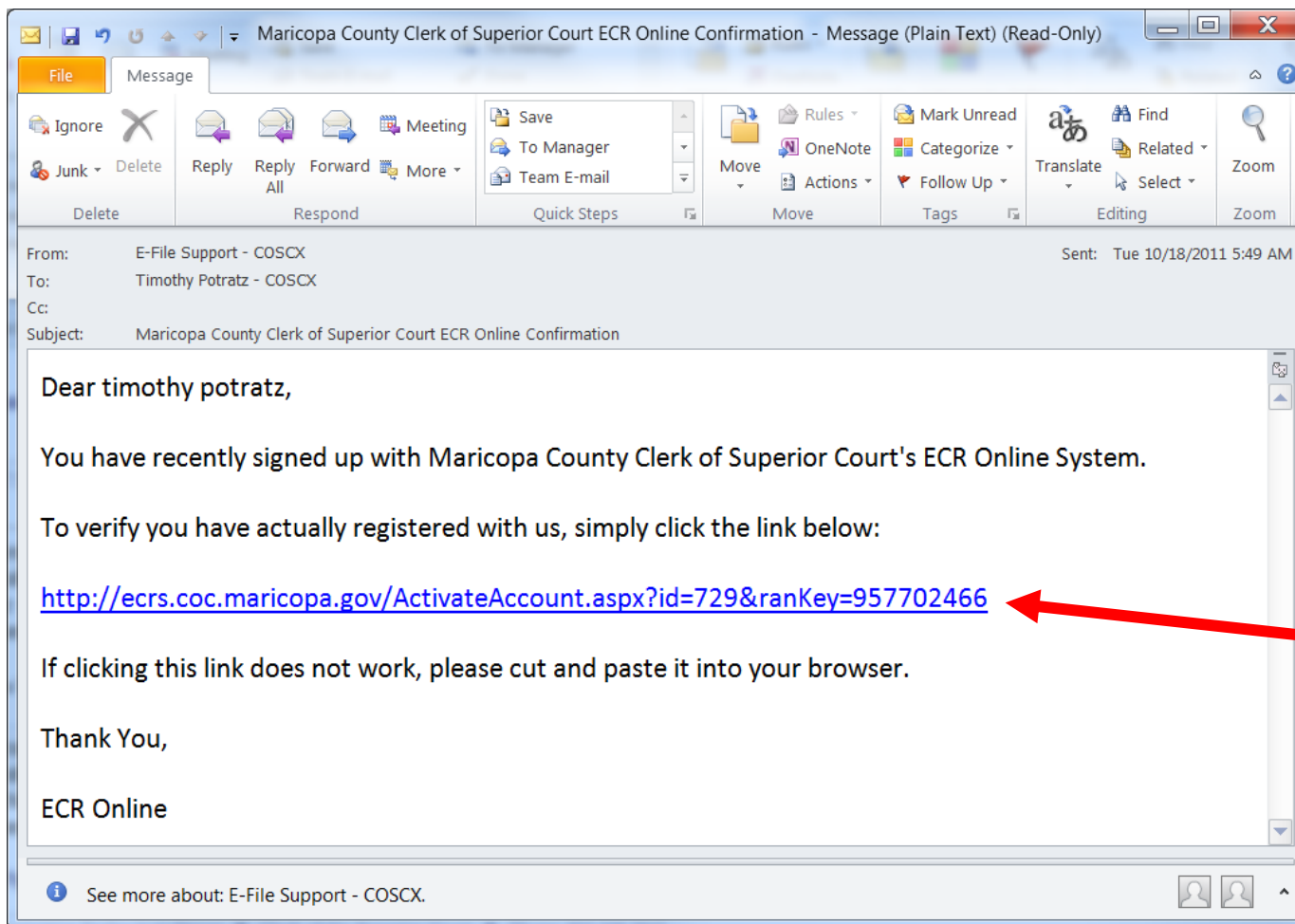
Click the **Register Me** button to continue with the registration process.

continue

# Complete registration process; check email inbox

Check email inbox (email address used in registration).

Step 4 of 4



Click the link in the email to confirm and complete the **ECR** registration.



# Login to access the ECR

Enter User name & password, and click Login.

**Sign In to ECR Online:**  
If you have an eFiling user account, you may use your eFiling username and password to login here.

Username

Password

☐ Remember my Username on this computer.

**Wait in Line? Not anymore ...**  
[Register now](#) and view your case documents online.

**This website will be unavailable for maintenance 9/26/2011 10pm-11:59pm and unavailable for short periods 9/27/2011 12:01am – 6am.**

This system provides access to documents in the Electronic Court Record (ECR) for those cases you, as a registered user, are directly related to. Attorneys are able to access images on cases where they are on the case record, and individual parties will have access to cases where you are the party of record. The system will not allow access to sealed cases, sealed documents, or Mental Health cases. One time registration to authenticate user identity is required. Arizona driver's license is required for online authentication.

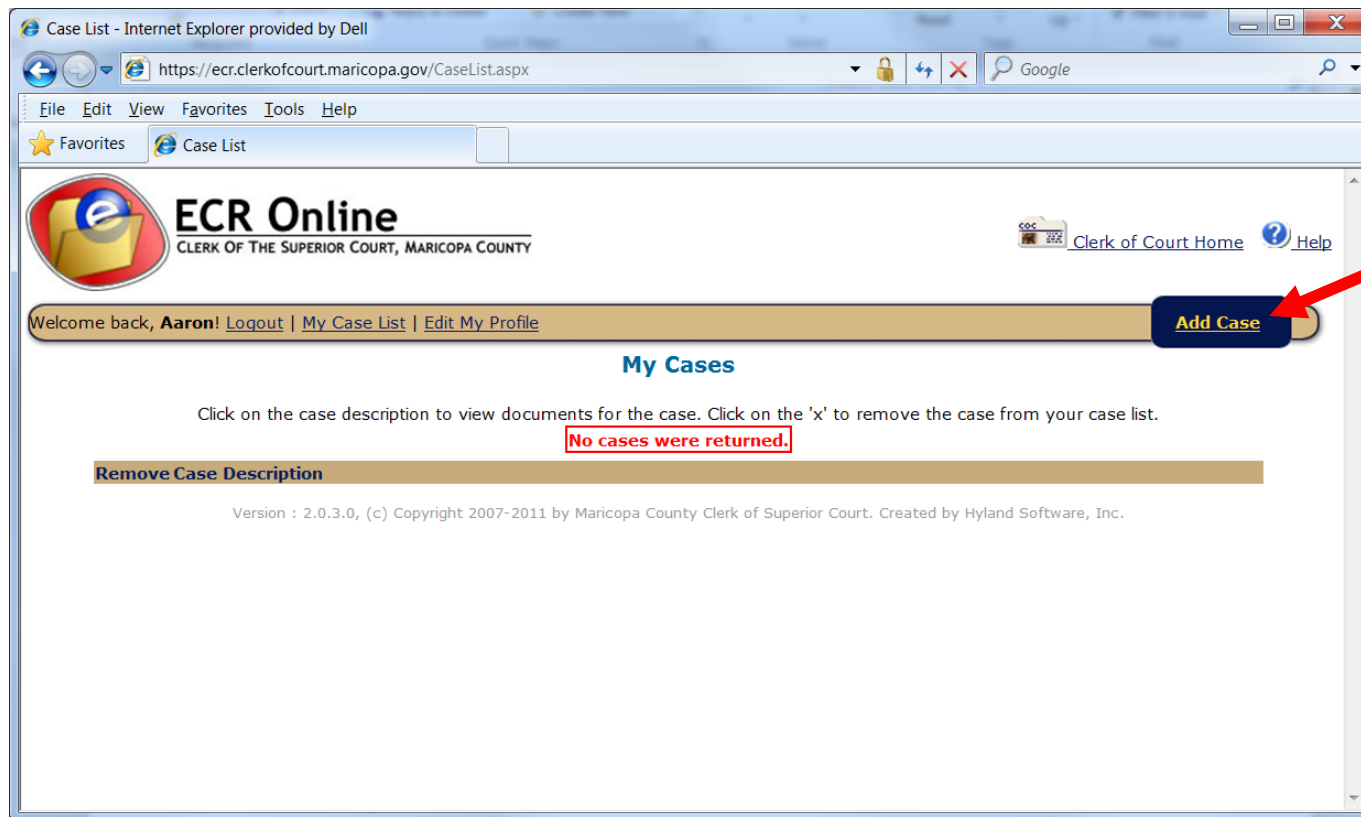
**Not Registered yet?** Click here to get started.

**Click Here** if you have forgotten your Username or Password

1. Enter **Username & Password**
2. Click **Login**

# Add cases to your My Cases list

**My Cases list is your “home” page for viewing documents in individual cases.**



1. Click the **Add Case** button to add a case to your, **My Cases** list in order to view documents in individual cases.

# Enter case number to access a case

Use proper format to enter a case number; must be attorney or party to case.

ECR Online  
CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY

Welcome back, **Aaron!** [Logout](#) | [My Case List](#) | [Edit My Profile](#) **Add Case**

### Add A Case

Enter the case number you would like to view documents on. Remember, you must be a party on the case, or an attorney of record on the case in order to be granted access. You may request cases in any case type except Mental Health. Case number must be entered using the following format:

**For Non-Criminal Cases**  
AAYYYY-NNNNNN - Example: CV2005-123456

**For Criminal Cases (1987-2002)>**  
AAYYYY-NNNNNN - Example: CR2005-123456

**For Criminal Cases (2003-present)**  
AAYYYY-NNNNNN - Example: CR2005-123456-001

Key: AA = Two letter prefix  
YYYY = Four digit year  
NNNNNN = Six digit case sequence number

Case Number  **Add Case**

## Notice formatting for case numbers

1. Type a case number in the **Case Number** field.

AAYYYY-NNNNNN - Example: CR2005-123456

**For Criminal Cases (2003-present)**  
AAYYYY-NNNNNN - Example: CR2005-123456-001

Key: AA = Two letter prefix  
YYYY = Four digit year  
NNNNNN = Six digit case sequence number

Case Number  **Add Case**

**You may now submit this form.**

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2. Click **Add Case** button (now active)

# Confirmation to access case

Case access confirmation appear in green text.

## Note:

You will receive confirmation (green text), if you are an attorney or party to case.

AddCase - Internet Explorer provided by Dell

https://ecr.clerkofcourt.maricopa.gov/AddCase.aspx

File Edit View Favorites Tools Help

★ Favorites AddCase

**ECR Online**  
CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY

cc Clerk of Court Home ? Help

Welcome back, **Aaron!** [Logout](#) | [My Case List](#) | [Edit My Profile](#) **Add Case**

### Add A Case

Enter the case number you would like to view documents on. Remember, you must be a party on the case, or an attorney of record on the case in order to be granted access. You may request cases in any case type except Mental Health. Case number must be entered using the following format:

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**For Criminal Cases (2003-present)**  
AAYYYY-NNNNNN - Example: CR2005-123456-001

Key: AA = Two letter prefix  
YYYY = Four digit year  
NNNNNN = Six digit case sequence number

**We have confirmed that you are a party or attorney involved with case number CV2000-010049 : Lam-Wood Systems Inc Vs. Grayhawk Of America, Et.A. We have added the case to your list. To view documents on the case, simply click the case number on your list.**

Case Number  **Add Case**

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**We have confirmed that you are a party or attorney involved with case number CV2000-010049 : Lam-Wood Systems Inc Vs. Grayhawk Of America, Et.A. We have added the case to your list. To view documents on the case, simply click the case number on your list.**

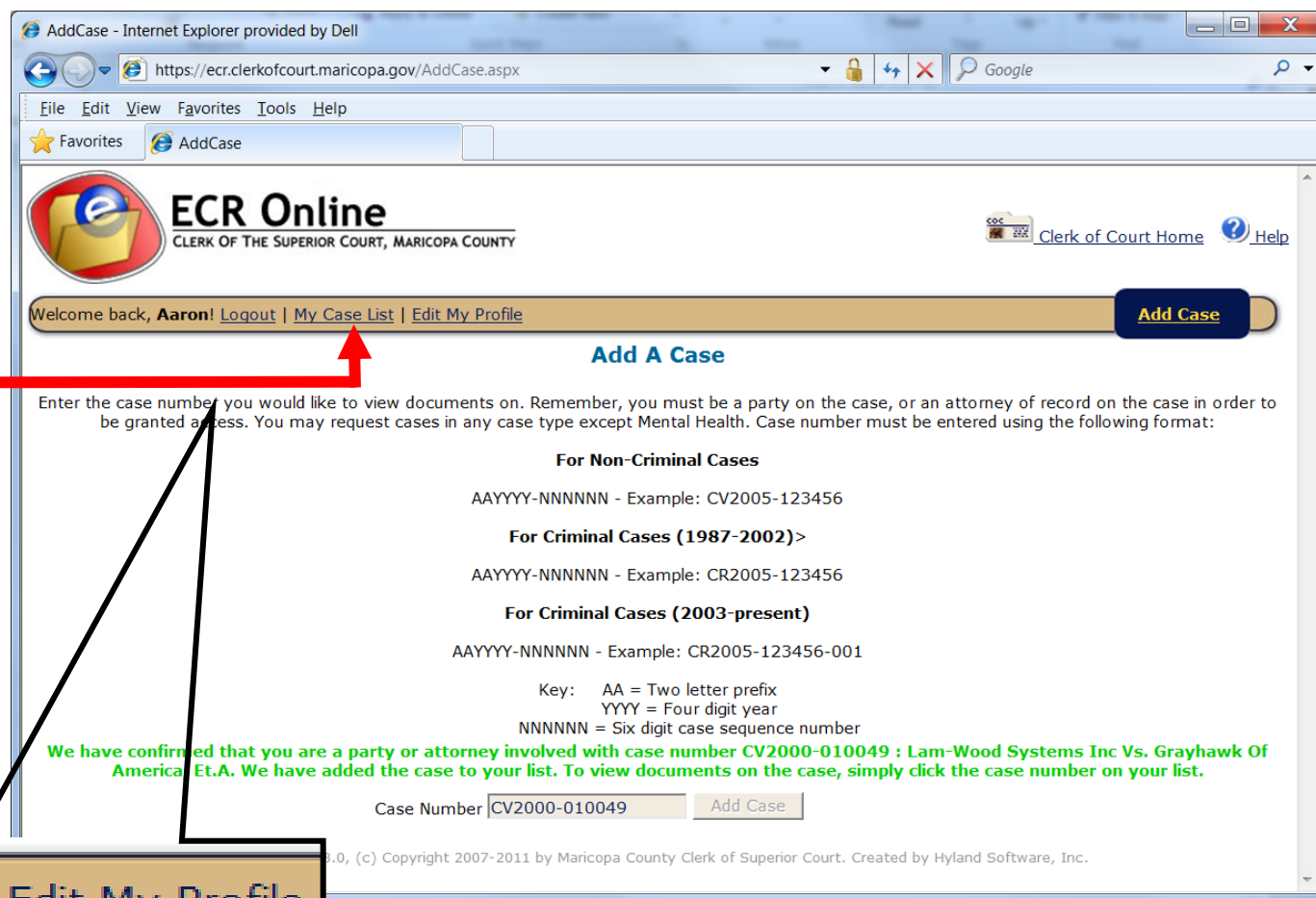
Case Number  **Add Case**

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# “My Case List” link

Click “My Case List” link to load case on your “My Cases” page.

Click **My Case List** to begin the access process.



[Logout](#) | [My Case List](#) | [Edit My Profile](#)

# My Cases page

**"My Cases" page will display cases that you have added to your "My Cases" list.**

Case List - Internet Explorer provided by Dell

https://ecr.clerkofcourt.maricopa.gov/CaseList.aspx

File Edit View Favorites Tools Help

★ Favorites Case List

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CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY

Clerk of Court Home Help

Welcome back, **Aaron!** [Logout](#) | [My Case List](#) | [Edit My Profile](#) [Add Case](#)

**My Cases**

Click on the case description to view documents for the case. Click on the 'x' to remove the case from your case list.

Remove Case Description
<a href="#">CV2000-010049 : Lam-Wood Systems Inc Vs. Grayhawk Of America, Et.A</a>

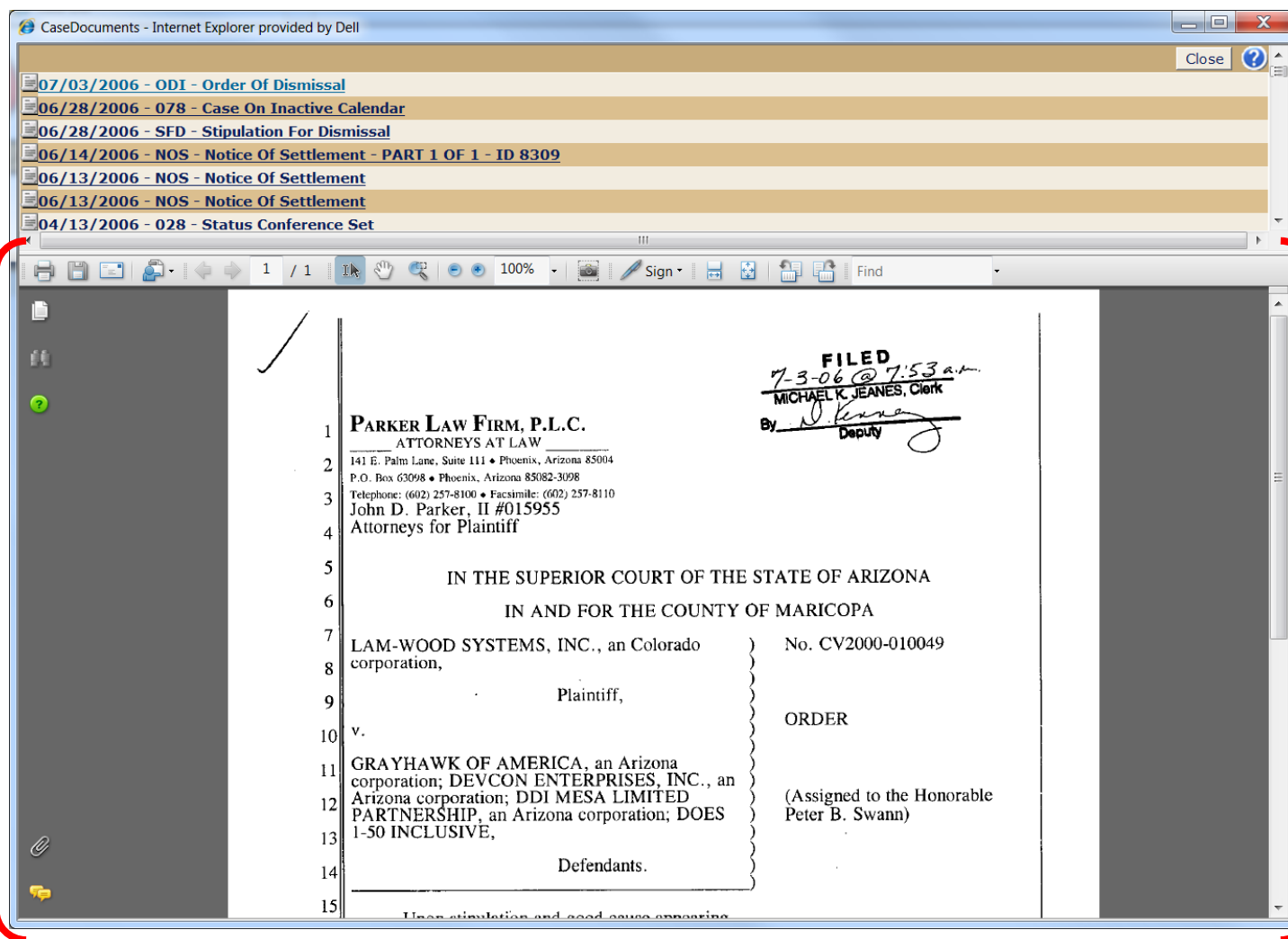
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**Notice:** The case you added appears on the **My Cases** page. Click on the **link** (case number and parties to the case) to view documents in the case.

\* to add additional cases to your **My Cases** page, repeat the steps covered on pages 10 - 12. Up to 100 cases can be listed on the **My Cases** page at a time.

# Viewing court documents

Adobe Reader window (default) is used to view court documents.



**Adobe Acrobat Reader** window displays court document.

# List of court documents

Court documents appear in chronological order, with title of pleading.

The screenshot shows the CaseDocuments web application in Internet Explorer. The top section displays a list of court documents in chronological order, with the most recent filing at the top. A red bracket highlights the first six items, and a red arrow points from the text on the right to the fourth item in the list.

Date	Case Name	Document Title	ID
07/03/2006	ODI	Order Of Dismissal	
06/28/2006	078	Case On Inactive Calendar	
06/28/2006	SFD	Stipulation For Dismissal	
06/14/2006	NOS	Notice Of Settlement - PART 1 OF 1	ID 8309
06/13/2006	NOS	Notice Of Settlement	
06/13/2006	NOS	Notice Of Settlement	
04/13/2006	028	Status Conference Set	

The main content area displays a sample document. The document is a pleading filed by PARKER LAW FIRM, P.L.C., ATTORNEYS AT LAW, on behalf of LAM-WOOD SYSTEMS, INC., an Colorado corporation, Plaintiff, against GRAYHAWK OF AMERICA, an Arizona corporation; DEVCON ENTERPRISES, INC., an Arizona corporation; DDI MESA LIMITED PARTNERSHIP, an Arizona corporation; DOES 1-50 INCLUSIVE, Defendants. The document is titled "ORDER" and is assigned to the Honorable Peter B. Swann. The document is signed by Michael K. Jeanes, Clerk, and John D. Parker, II, Deputy.

**Filed case documents will appear, in chronological order, most recent filing at top of the list.**



# Scrolling document list

Use scroll bar slider and/or down arrow to view entire document list.

The screenshot shows the CaseDocuments web application interface. The top section displays a list of documents filed in the case, including:

- 07/03/2006 - ODI - Order Of Dismissal
- 06/28/2006 - 078 - Case On Inactive Calendar
- 06/28/2006 - SFD - Stipulation For Dismissal
- 06/14/2006 - NOS - Notice Of Settlement - PART 1 OF 1 - ID 8309
- 06/13/2006 - NOS - Notice Of Settlement
- 06/13/2006 - NOS - Notice Of Settlement
- 04/13/2006 - 028 - Status Conference Set

The main view displays a detailed document titled "PARKER LAW FIRM, P.L.C. ATTORNEYS AT LAW". The document includes the following text:

1 PARKER LAW FIRM, P.L.C.  
 2 ATTORNEYS AT LAW  
 3 141 E. Palm Lane, Suite 111 • Phoenix, Arizona 85004  
 4 P.O. Box 63098 • Phoenix, Arizona 85062-3098  
 5 Telephone: (602) 257-8100 • Facsimile: (602) 257-8110  
 6 John D. Parker, II #015955  
 7 Attorneys for Plaintiff

8 IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
 9 IN AND FOR THE COUNTY OF MARICOPA  
 10 LAM-WOOD SYSTEMS, INC., an Colorado  
 11 corporation,  
 12 Plaintiff,  
 13 v.  
 14 GRAYHAWK OF AMERICA, an Arizona  
 15 corporation; DEVCON ENTERPRISES, INC., an  
 Arizona corporation; DDI MESA LIMITED  
 PARTNERSHIP, an Arizona corporation; DOES  
 1-50 INCLUSIVE,  
 Defendants.

No. CV2000-010049  
 ORDER  
 (Assigned to the Honorable  
 Peter B. Swann)

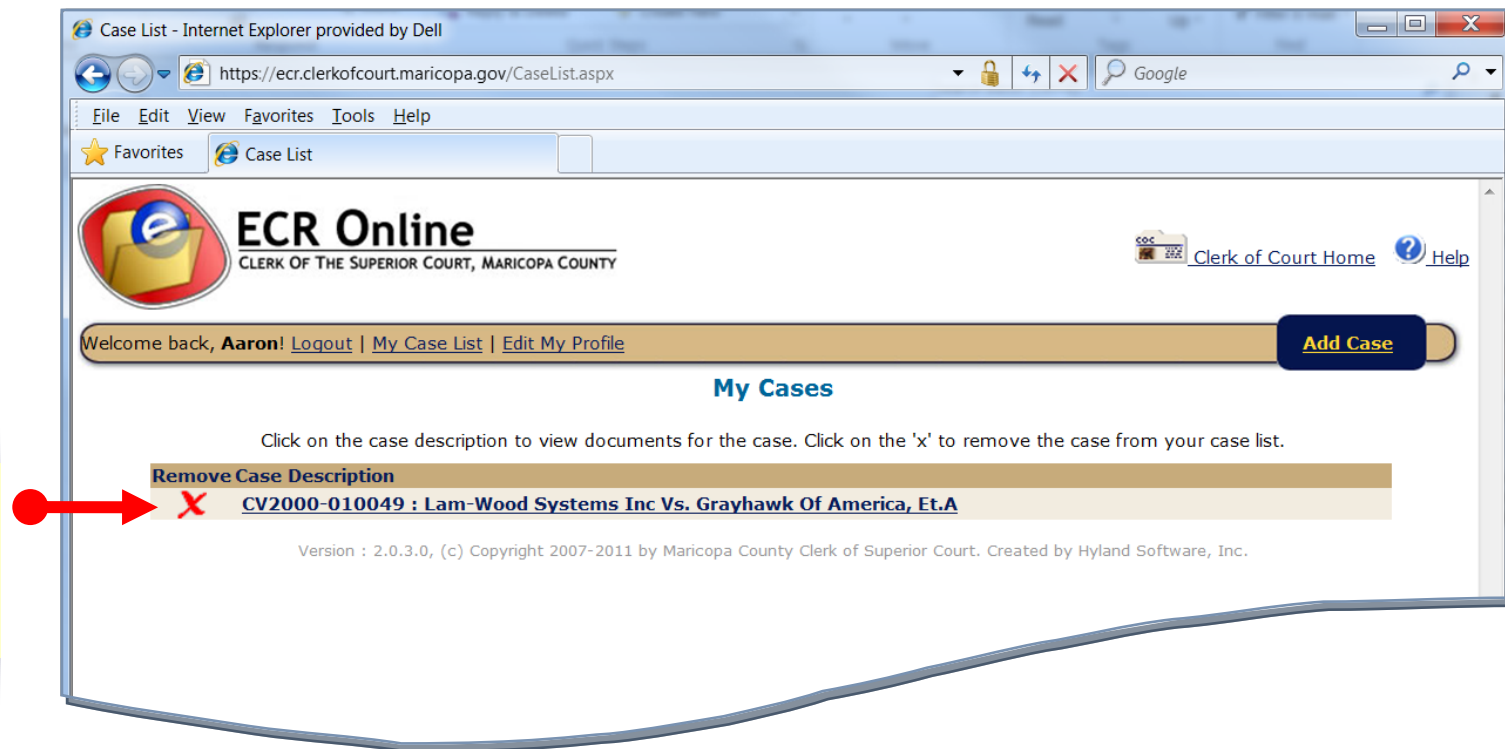
The callout box highlights the scroll bar slider and arrow, with red arrows pointing to the scroll bar slider and arrow in the document list view.

Use **scroll bar slider** or **arrow** to scroll down to view additional documents filed in the case.

# Remove a case from My Cases list

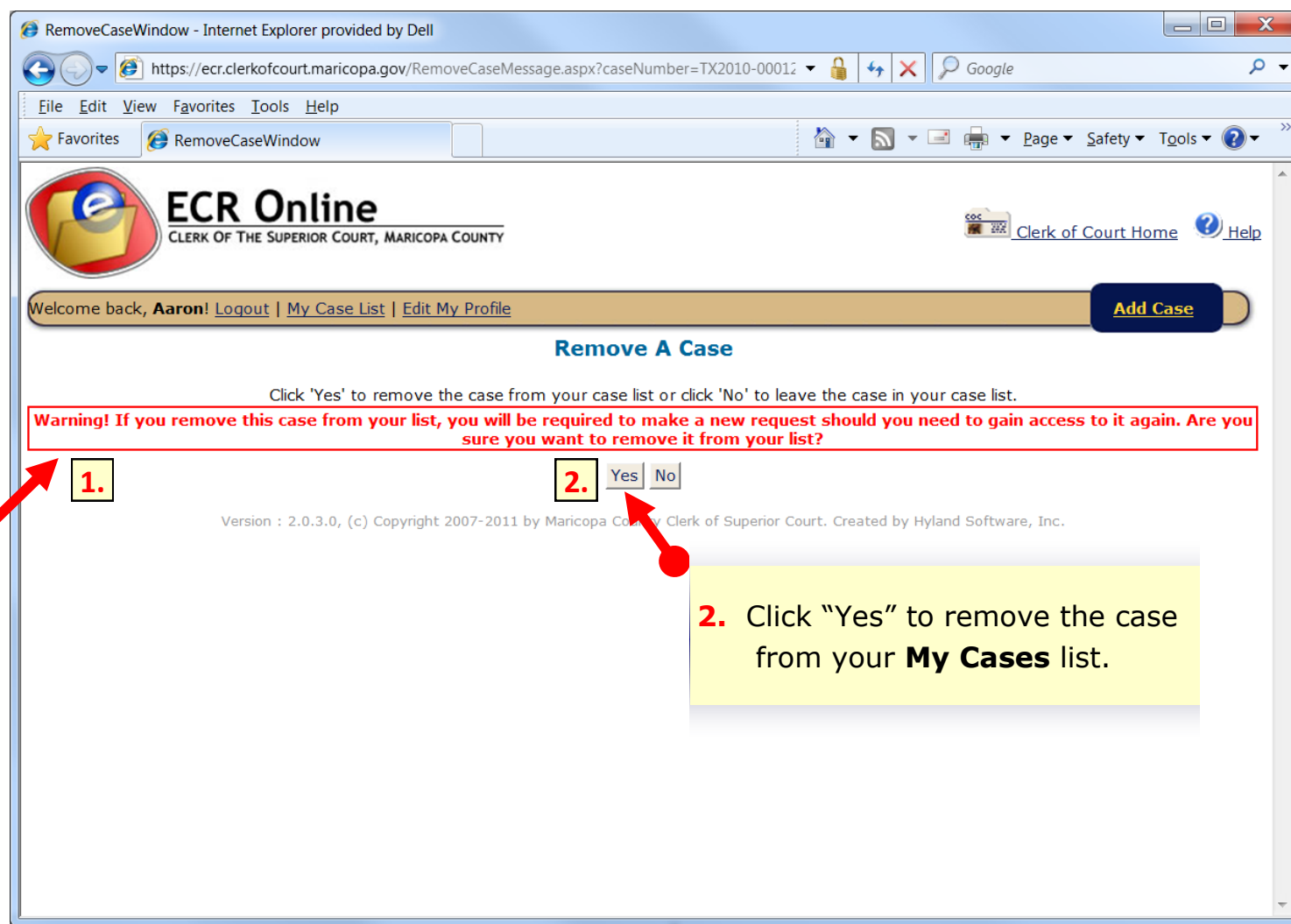
Start the case removal, from My Cases list, by clicking the red "X."

Click the **red X** to remove the case from your case list.



# Remove a case from My Cases list

Read warning message before proceeding to click "Yes," or "No."



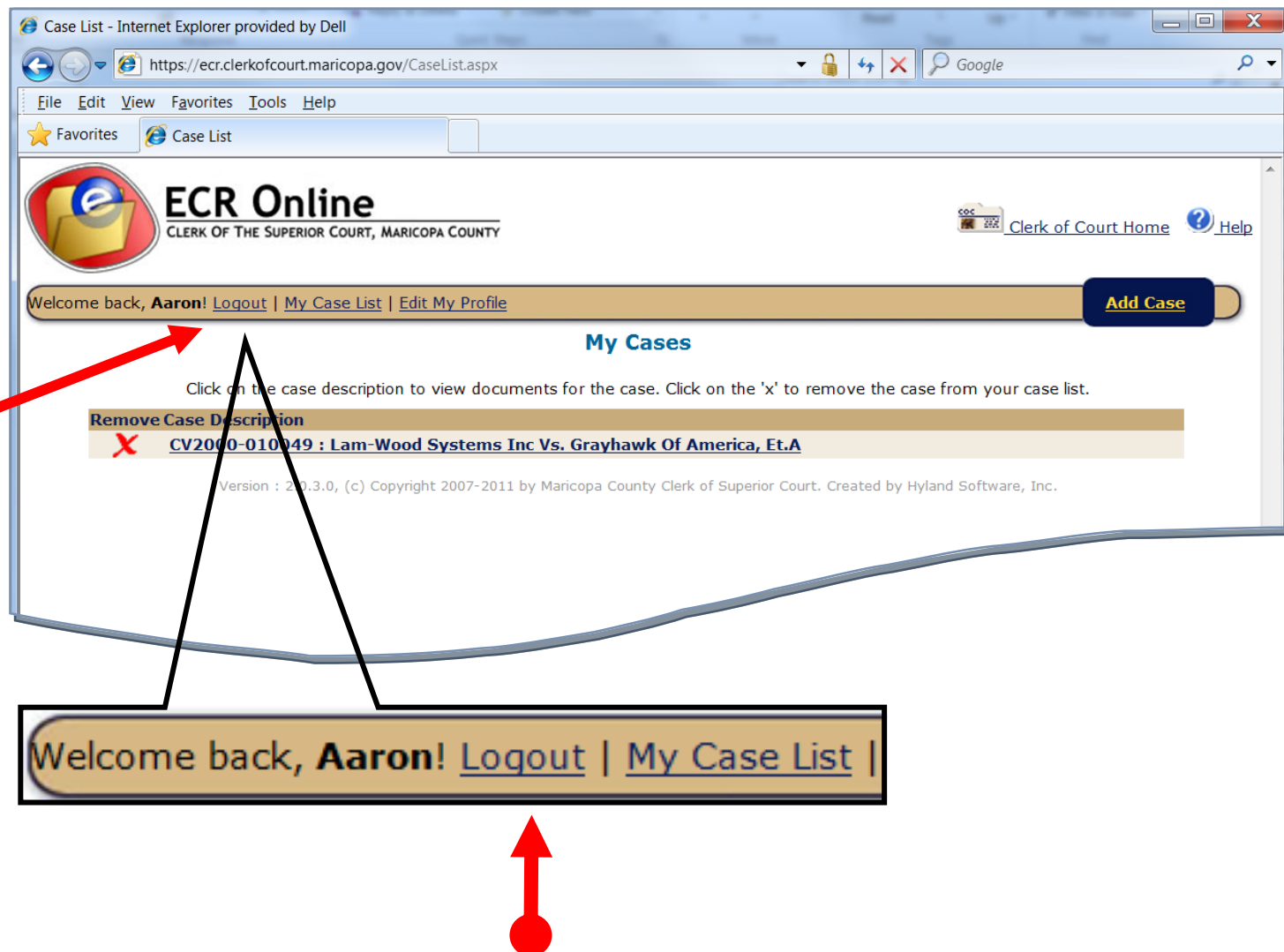
1. You will get a warning message after you click the red **X**

2. Click "Yes" to remove the case from your **My Cases** list.

# Logout when finished using the ECR

## Logging out of ECR Online.

Click the **Logout** link to exit the ECR Online session.



# Support

## ECR / eFile Support:

1. **Phone:** **602-372-5375** (press #2 > press #6 > press #4) **Monday—Friday 8:00 am to 5:00 pm**
2. **email:** [ecr@cosc.maricopa.gov](mailto:ecr@cosc.maricopa.gov) = **ecr@cosc.maricopa.gov**

