ECR Online

Electronic Court Record

Superior Court, Maricopa County

User's Manual

Contents

Remember:

- **ECR** = **E**lectronic **C**ourt **R**ecord

- **ECR** is available for attorneys or parties to a case.

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

- **ECR** and eFile registration are separate registrations.

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:

A. Register for the **ECR**.

B. Email appointment order to: eFilesupport@cosc.maricopa.gov

C. Provide: ❶ Attorney name, ❷ case number and, ❸ contact email
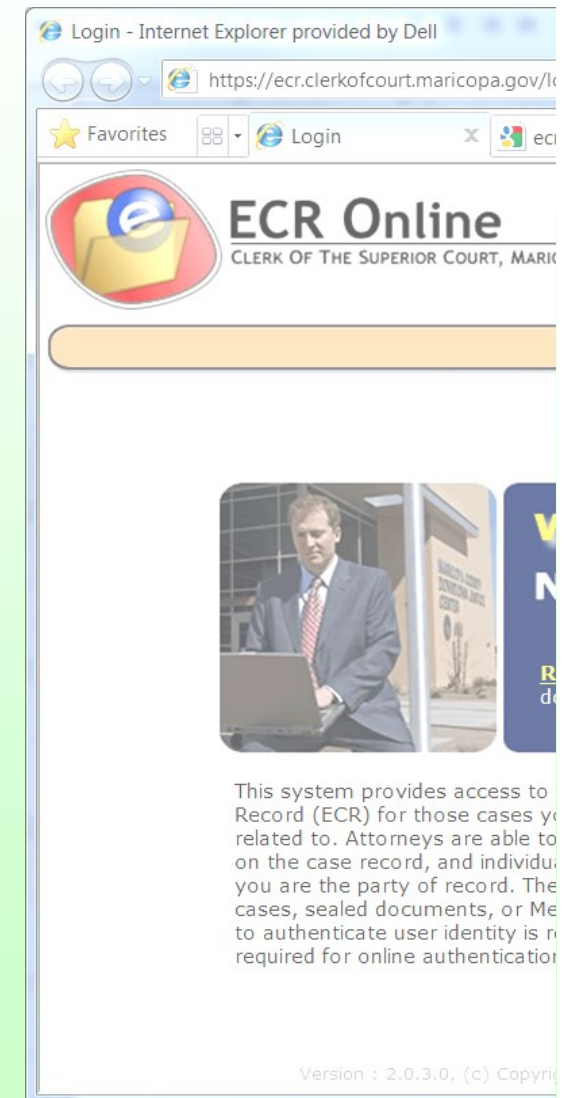
Access the ECR web page

Options for accessing the ECR web page:

Option ❶

Option ❷

Option ❸

Option ❶

Use a search engine to search for:

ecr online maricopa county

Option ❷

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

ECR Online

Option ❸

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.

Click link:
Not Registered yet?

continue

Register to use the ECR

The ECR registration page must be completed.

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

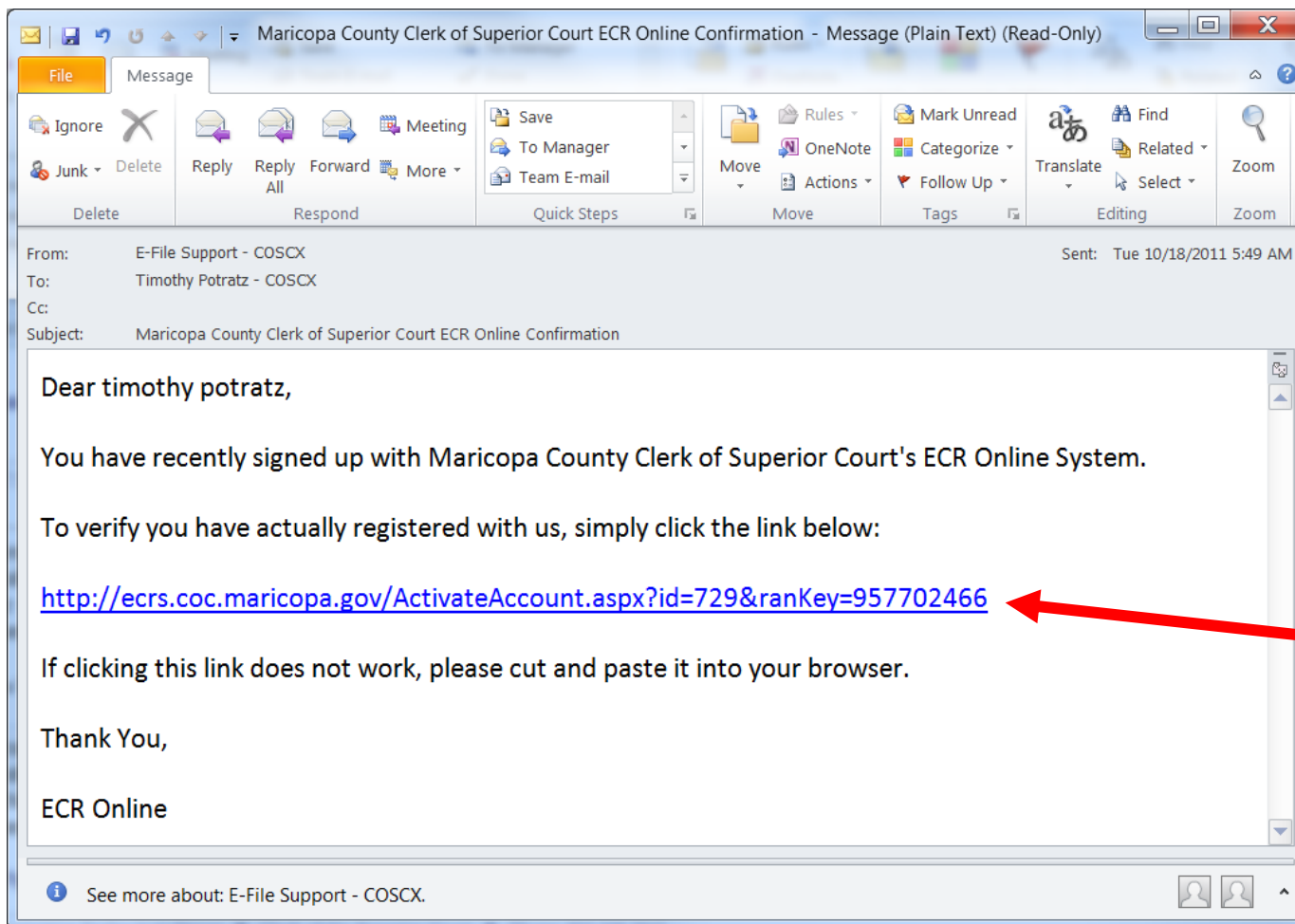## The lower section of the ECR registration page:

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).

From: E-File Support - COSCX   Sent: Tue 10/18/2011 5:49 AM
To: Timothy Potratz - COSCX
Cc:
Subject: Maricopa County Clerk of Superior Court ECR Online Confirmation

Dear timothy potratz,

You have recently signed up with Maricopa County Clerk of Superior Court's ECR Online System.

To verify you have actually registered with us, simply click the link below:

http://ecrs.coc.maricopa.gov/ActivateAccount.aspx?id=729&ranKey=957702466

If clicking this link does not work, please cut and paste it into your browser.

Thank You,

ECR Online

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.

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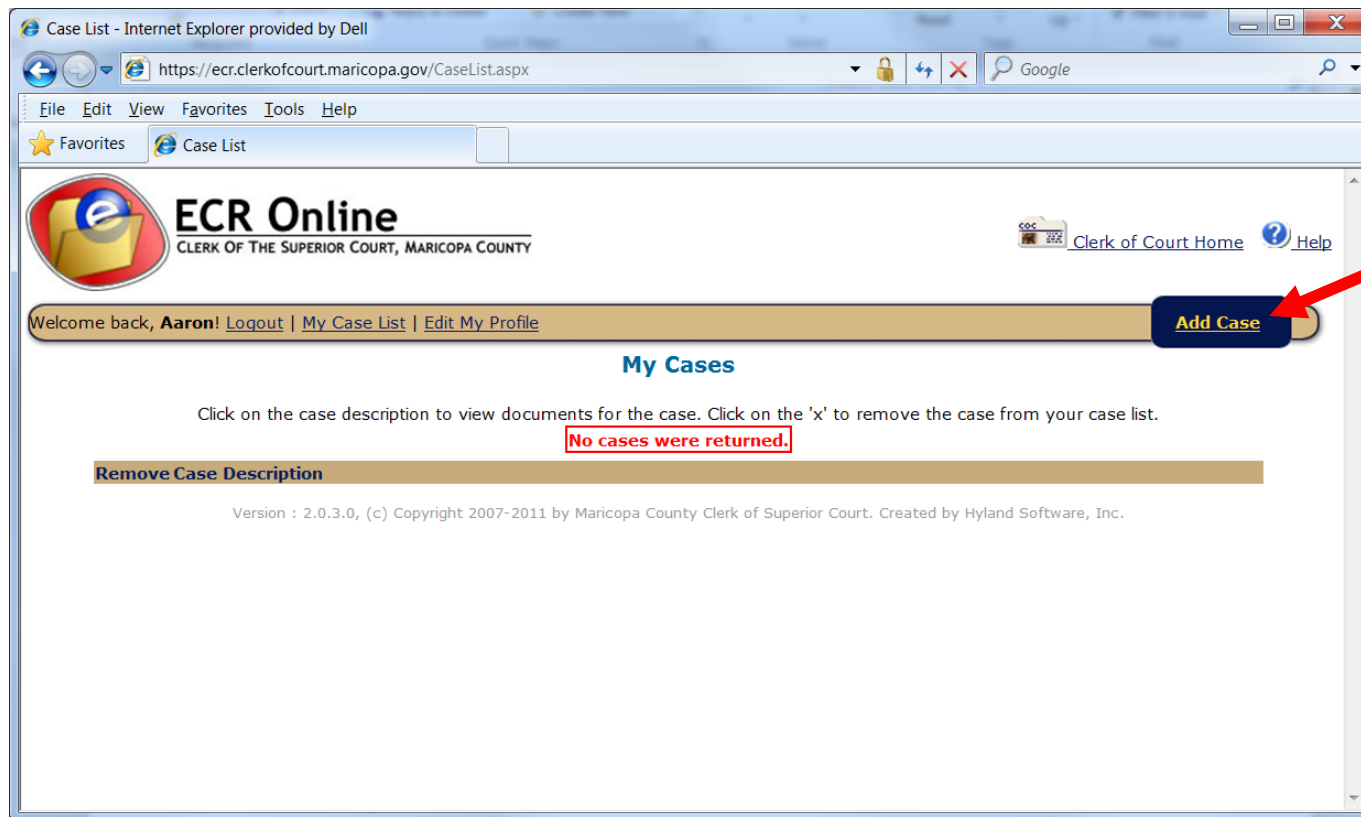
1. Click the **Add Case** button to add a case to your, **My Cases** list in order to view documents in individual cases.

Enter case number to access a case

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

Notice formatting for case numbers

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

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.

"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.
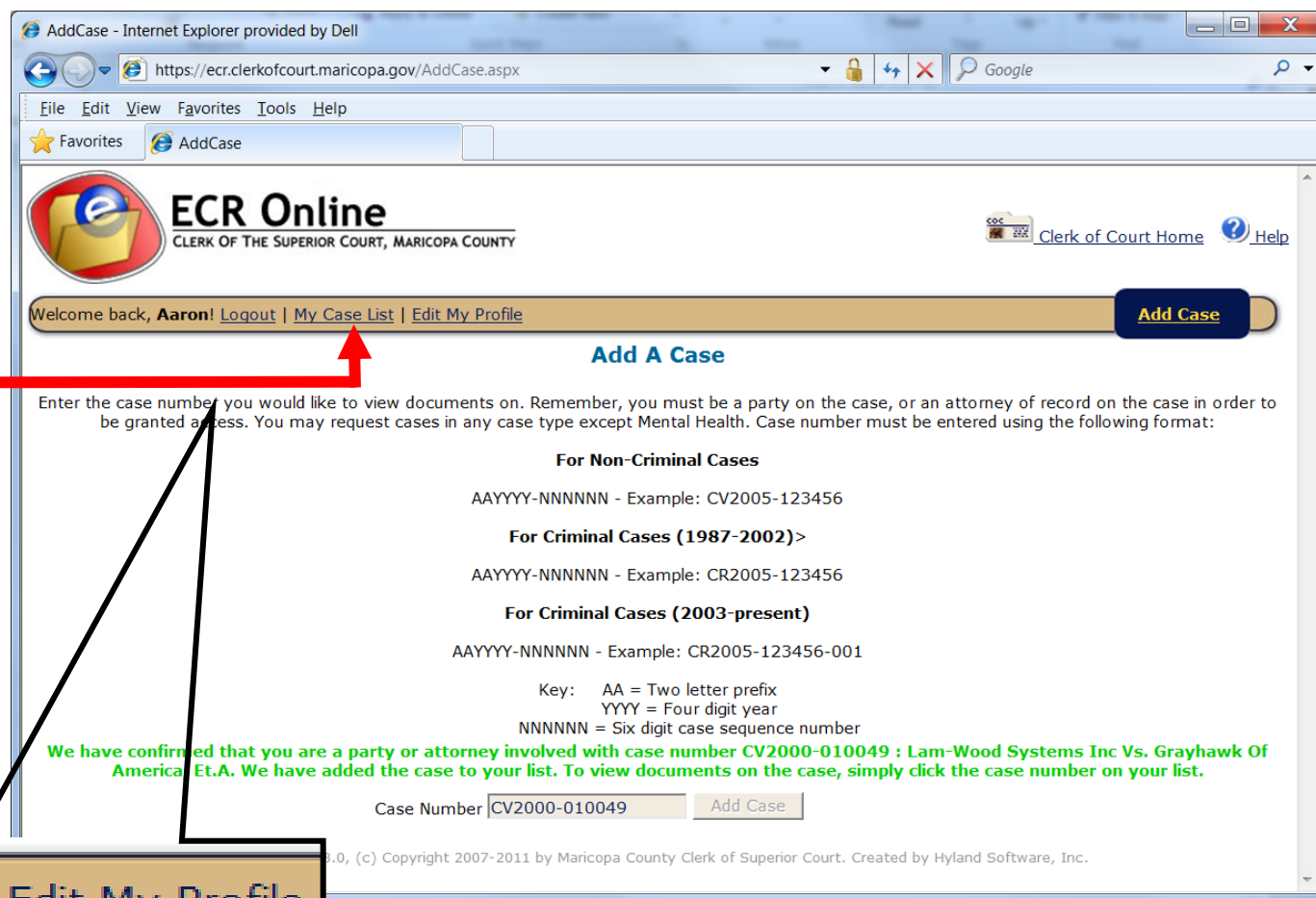
Logout | My Case List | Edit My Profile

My Cases page

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

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.
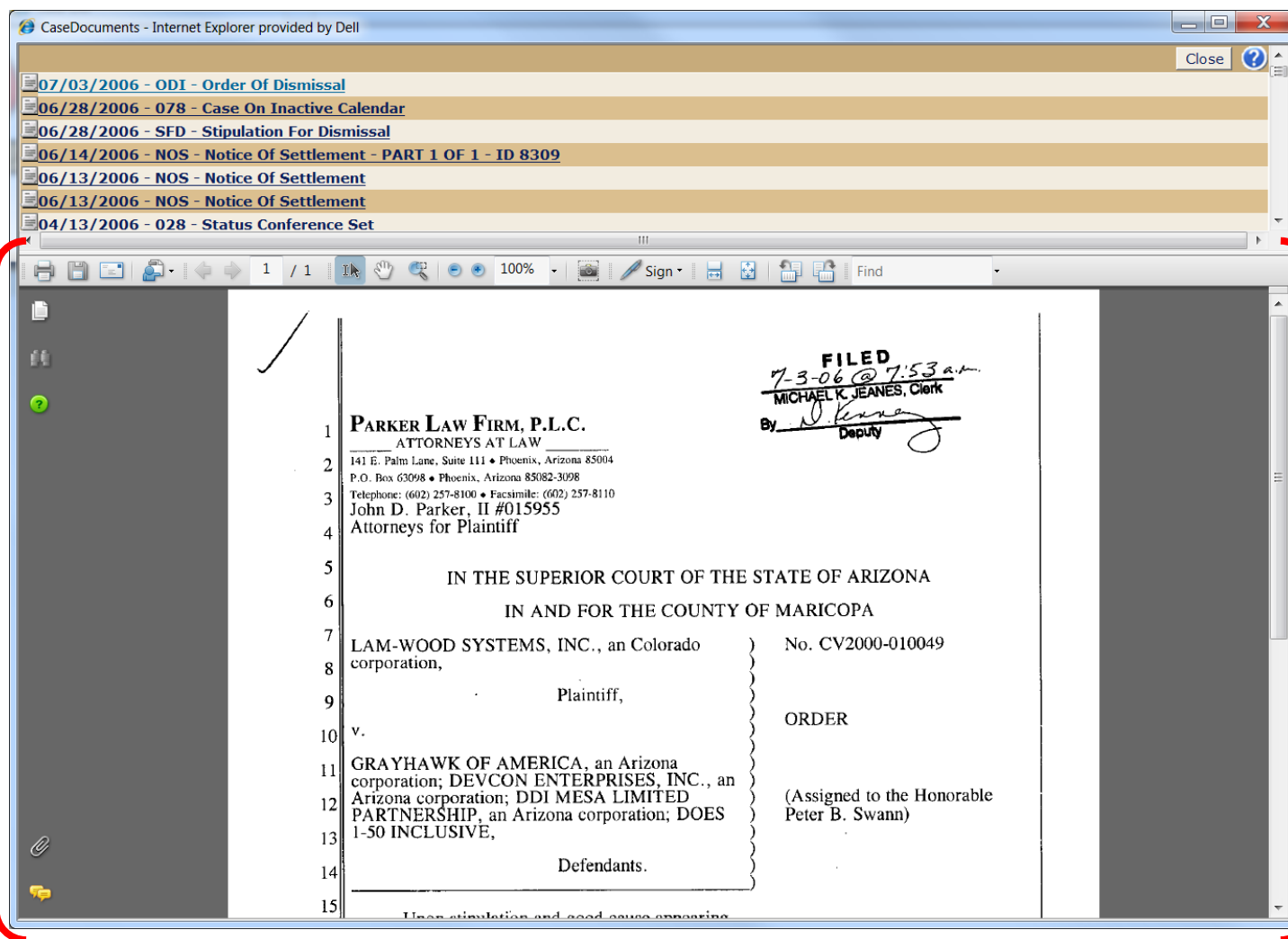
Adobe Acrobat Reader window displays court document.

List of court documents

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

Filed case documents will appear, in chrono-logical order, most re-cent filing at top of the list.

Scrolling document list

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

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** ✗ to remove the case from your case list.
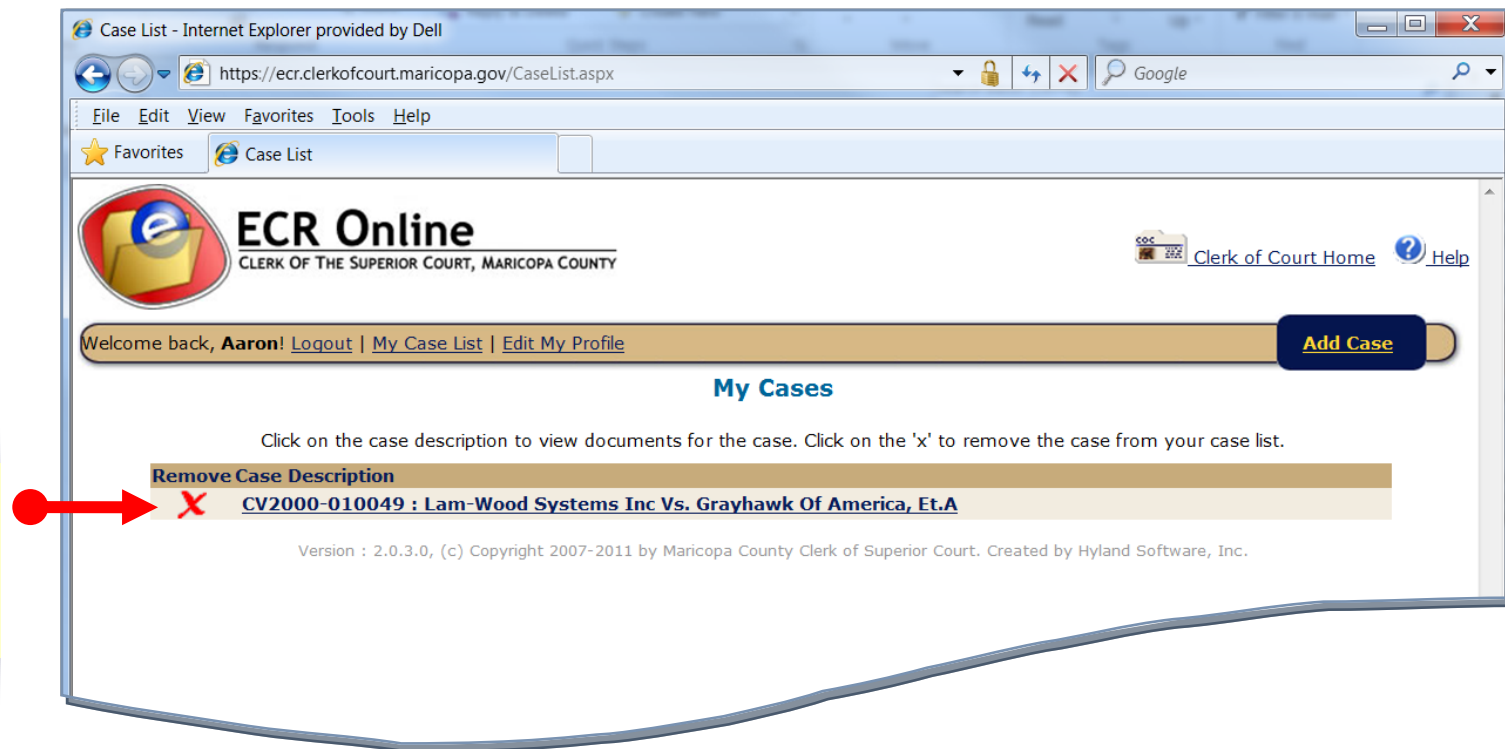
Remove a case from My Cases list

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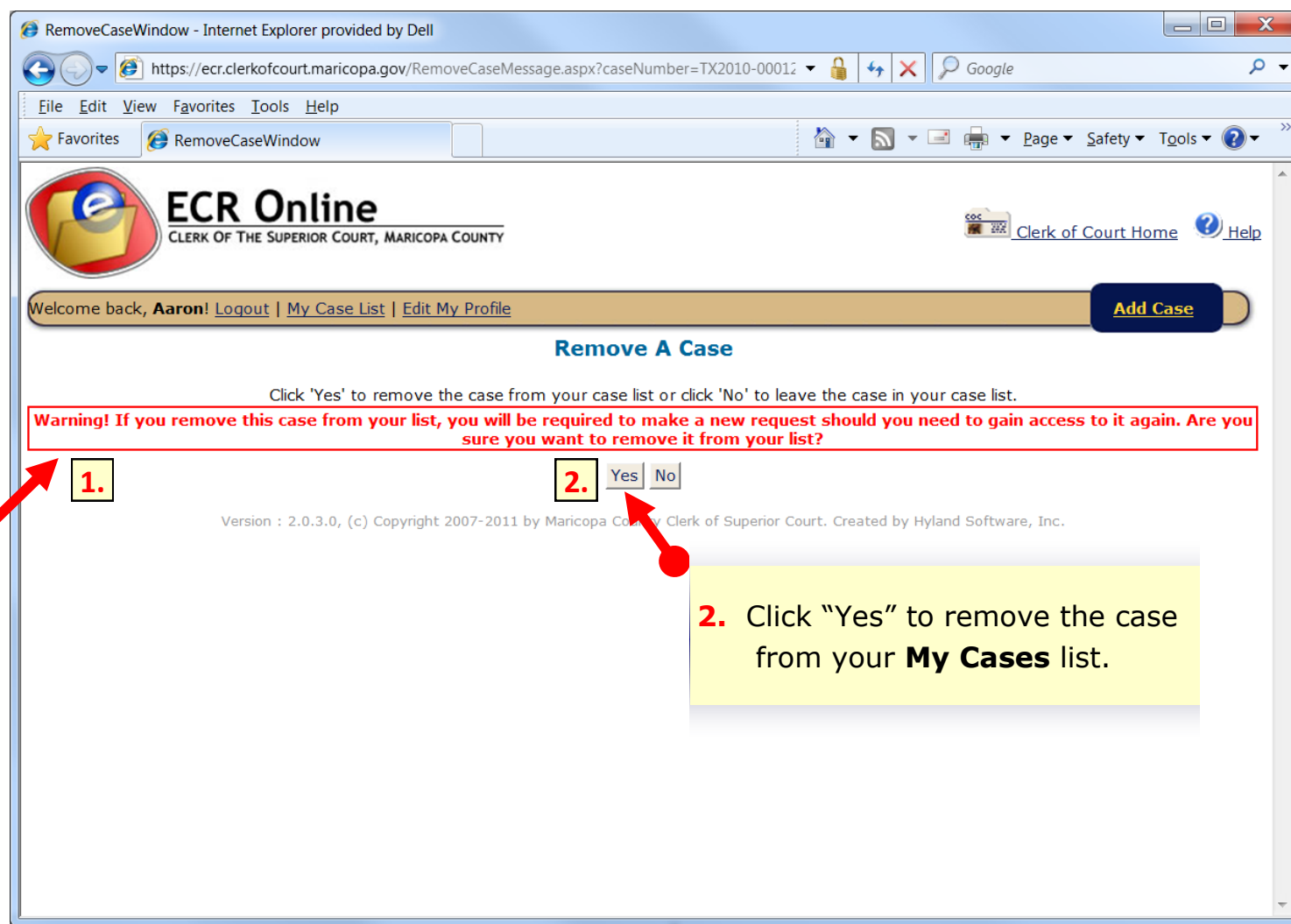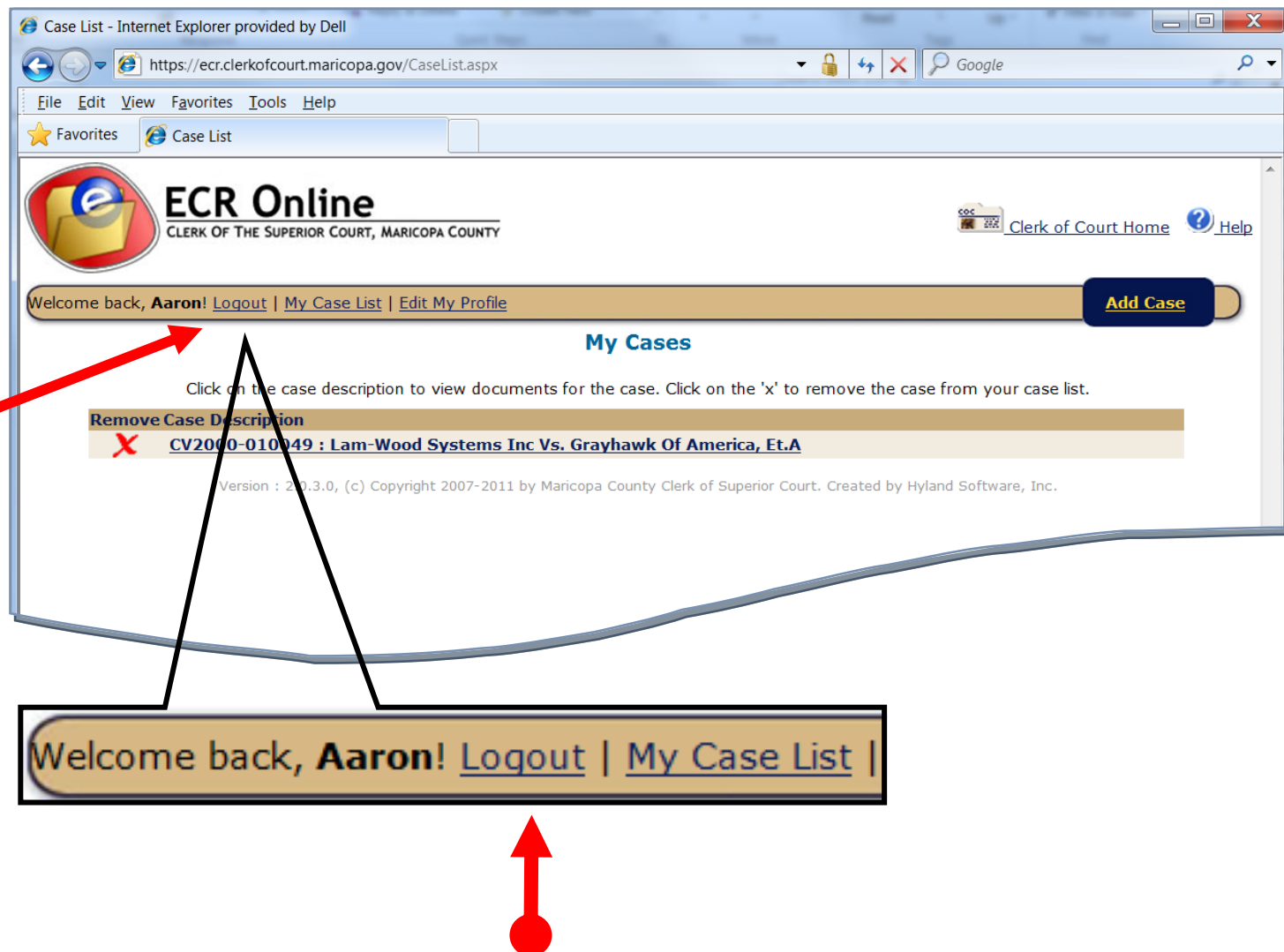

1. You will get a warning message after you click the red ✗

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   = ecr@cosc.maricopa.gov**