



ECR Online

Electronic Court Record

Clerk of the Superior Court, Maricopa County

User's Manual

Contents

Remember:

- **ECR** = **E**lectronic **C**ourt **R**ecord
- ECR Online is available for attorneys or parties to a case.
- You must register to use ECR Online.
- ECR Online and eFile registration are separate registrations.

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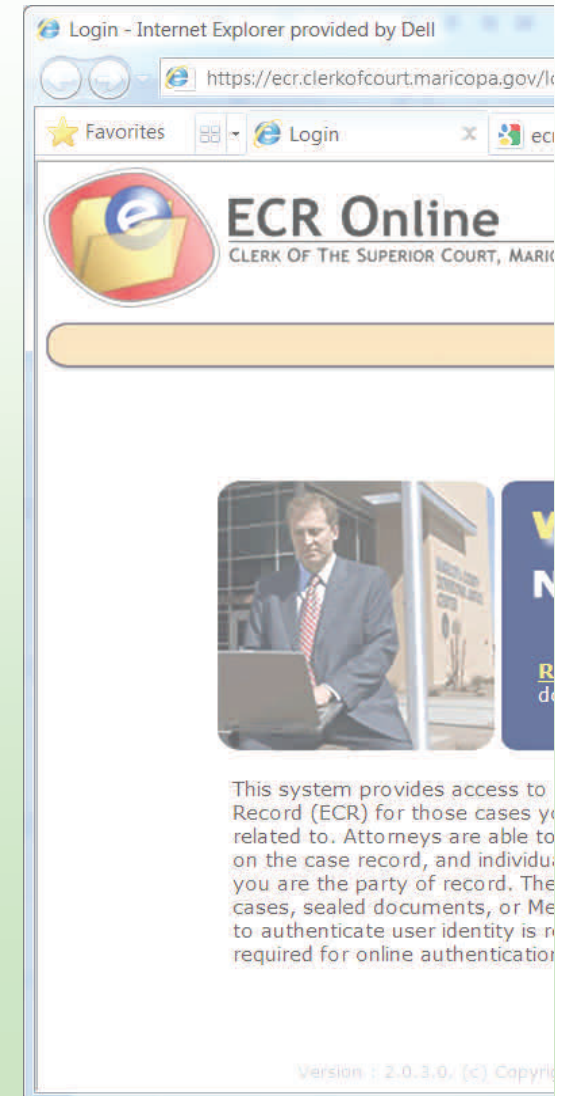
Before you begin...

Things to know about ECR Online:

1. **ECR Online** 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 Online:**
 - 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 **ECR Online**.
4. An Arizona driver's license is required for online authentication.
5. **ECR Online** and eFile registration are separate registrations.
6. **ECR Online** is not available to:
 - Juvenile case types.
 - Legal support staff.
 - Pro Hac Vice
 - Victims or victim advocates.
 - Guardian Ad Litem or Best Interest Attorney, Investigator, or Mitigation Specialist unless appearance filed in case or appointed by court order (see below).

Exception access for a court appointed individual:

- A. All court appointed individuals must first register for **ECR Online**.
- B. All court appointed individuals, including but not limited to Guardians Ad Litem, Best Interest Attorneys, Investigators and Mitigation Specialists, must email a copy of the appointment order, appointee's driver's license, and the Electronic Access Memorandum of Understanding to: eFilesupport@cosc.maricopa.gov



Access the ECR Online web page

Options for accessing the ECR Online web page:

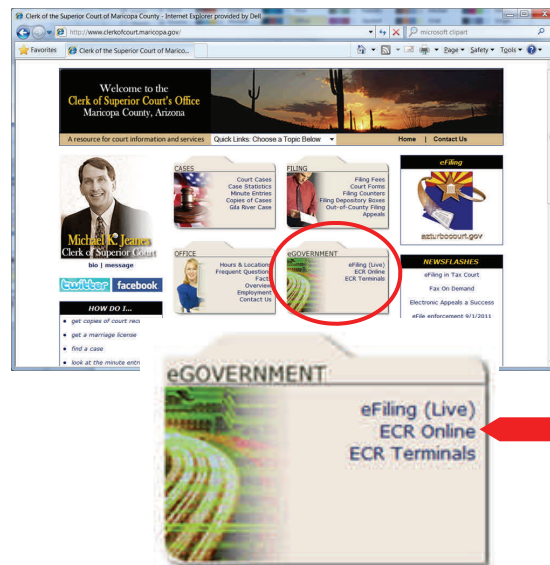
Option ①



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 ECR Online

You must register to use ECR Online.

Step 1 of 4

Click link:
Not Registered yet?

continue

Register to use ECR Online

The ECR Online 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:

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:

Firm/Agency Name:

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

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 ECR Online

The lower section of the ECR Online 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 at the user's risk.

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

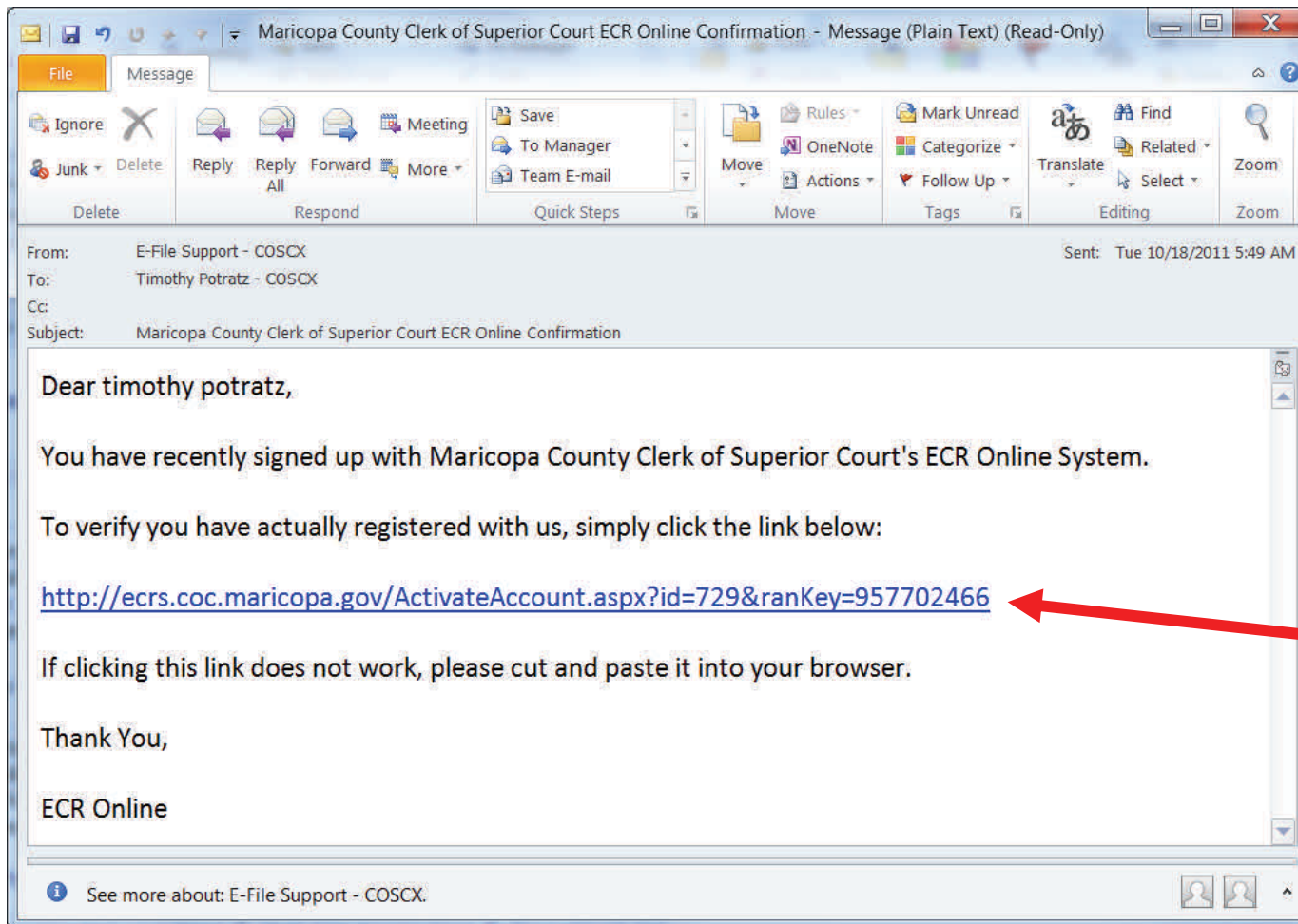
Click the **Register Me** button to continue with the registration process.

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 registration process.

Login to access ECR Online

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.

1.

2.

Not Registered yet? Click here to get started.

Click Here if you have forgotten your Username or Password

Wait in Line!?
Not anymore ...

[Register now](#) and view your case documents online.

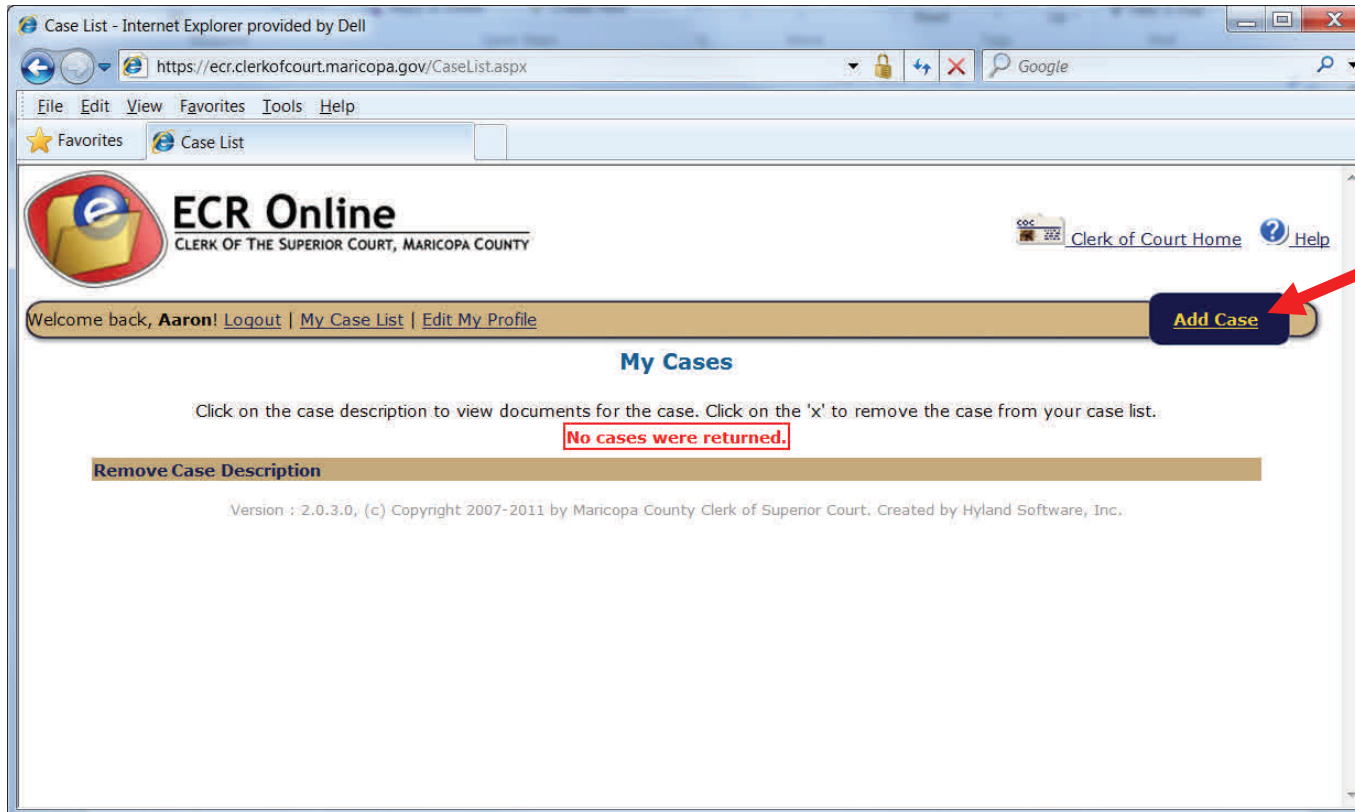
This website will be unavailable for maintenance 9/26/2011 10pm-11:59pm and unavailable for short periods 9/27/2011 12:01am – 6am.

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.

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.

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.

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

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

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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

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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.

AddCase - Internet Explorer provided by Dell

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

File Edit View Favorites Tools Help

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

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](#)

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

Case List

ECR Online
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

X [CV2000-010049 : Lam-Wood Systems Inc Vs. Grayhawk Of America, Et.A](#)

Version : 2.0.3.0, (c) Copyright 2007-2011 by Maricopa County Clerk

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.

The screenshot shows an Internet Explorer browser window titled "CaseDocuments - Internet Explorer provided by Dell". The address bar is empty. The main content area displays a list of court documents with the following entries:

- 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

Below the list is a toolbar with various icons and a search bar. The main content area shows a preview of a document in Adobe Acrobat Reader. The document is a court order from the Superior Court of the State of Arizona, Maricopa County. The document text is as follows:

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 85082-3098
 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 corporation,
 11 Plaintiff,
 12 v.
 13 GRAYHAWK OF AMERICA, an Arizona corporation; DEVCON ENTERPRISES, INC., an Arizona corporation; DDI MESA LIMITED PARTNERSHIP, an Arizona corporation; DOES 1-50 INCLUSIVE,
 14 Defendants.

15

FILED
 7-3-06 @ 7:53 a.m.
 MICHAEL K. JEANES, Clerk
 By *[Signature]*
 Deputy

No. CV2000-010049

ORDER

(Assigned to the Honorable Peter B. Swann)

Adobe Acrobat Reader window displays court document.

List of court documents

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

The screenshot shows a web browser window titled "CaseDocuments - Internet Explorer provided by Dell". The browser displays a list of court documents in chronological order, with the most recent filing at the top. A red arrow points from a yellow callout box to the document titled "06/14/2006 - NOS - Notice Of Settlement - PART 1 OF 1 - ID 8309". Below the list, a preview of the document is shown, featuring a "FILED" stamp dated 7-3-06 @ 7:53 a.m. by Michael K. Jeanes, Clerk, and John D. Parker, II, Deputy. The document text includes the names of the parties: LAM-WOOD SYSTEMS, INC., an Colorado corporation, Plaintiff, and GRAYHAWK OF AMERICA, an Arizona corporation; DEVCON ENTERPRISES, INC., an Arizona corporation; DDI MESA LIMITED PARTNERSHIP, an Arizona corporation; DOES 1-50 INCLUSIVE, Defendants.

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

FILED
7-3-06 @ 7:53 a.m.
MICHAEL K. JEANES, Clerk
By *John D. Parker, II*
Deputy

1 PARKER LAW FIRM, P.L.C.
ATTORNEYS AT LAW
141 E. Palm Lane, Suite 111 • Phoenix, Arizona 85004
2 P.O. Box 63098 • Phoenix, Arizona 85082-3098
3 Telephone: (602) 257-8100 • Facsimile: (602) 257-8110
4 John D. Parker, II #015955
Attorneys for Plaintiff

5
6 IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
7 IN AND FOR THE COUNTY OF MARICOPA
8 LAM-WOOD SYSTEMS, INC., an Colorado corporation,
9 Plaintiff,
10 v.
11 GRAYHAWK OF AMERICA, an Arizona corporation; DEVCON ENTERPRISES, INC., an
12 Arizona corporation; DDI MESA LIMITED PARTNERSHIP, an Arizona corporation; DOES
13 1-50 INCLUSIVE,
14 Defendants.
15

No. CV2000-010049

ORDER

(Assigned to the Honorable Peter B. Swann)

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.

CaseDocuments - Internet Explorer provided by Dell

- 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

1 ✓

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

3

4

5

6 IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

7 IN AND FOR THE COUNTY OF MARICOPA

8 LAM-WOOD SYSTEMS, INC., an Colorado corporation,
Plaintiff,

9

10 v.

11 GRAYHAWK OF AMERICA, an Arizona corporation; DEVCON ENTERPRISES, INC., an Arizona corporation; DDI MESA LIMITED PARTNERSHIP, an Arizona corporation; DOES 1-50 INCLUSIVE,
Defendants.

12

13

14

15

FILED
7-3-06 @ 7:53 am
MICHAEL K. JEANES, Clerk
By *[Signature]*
Deputy

No. CV2000-010049

ORDER

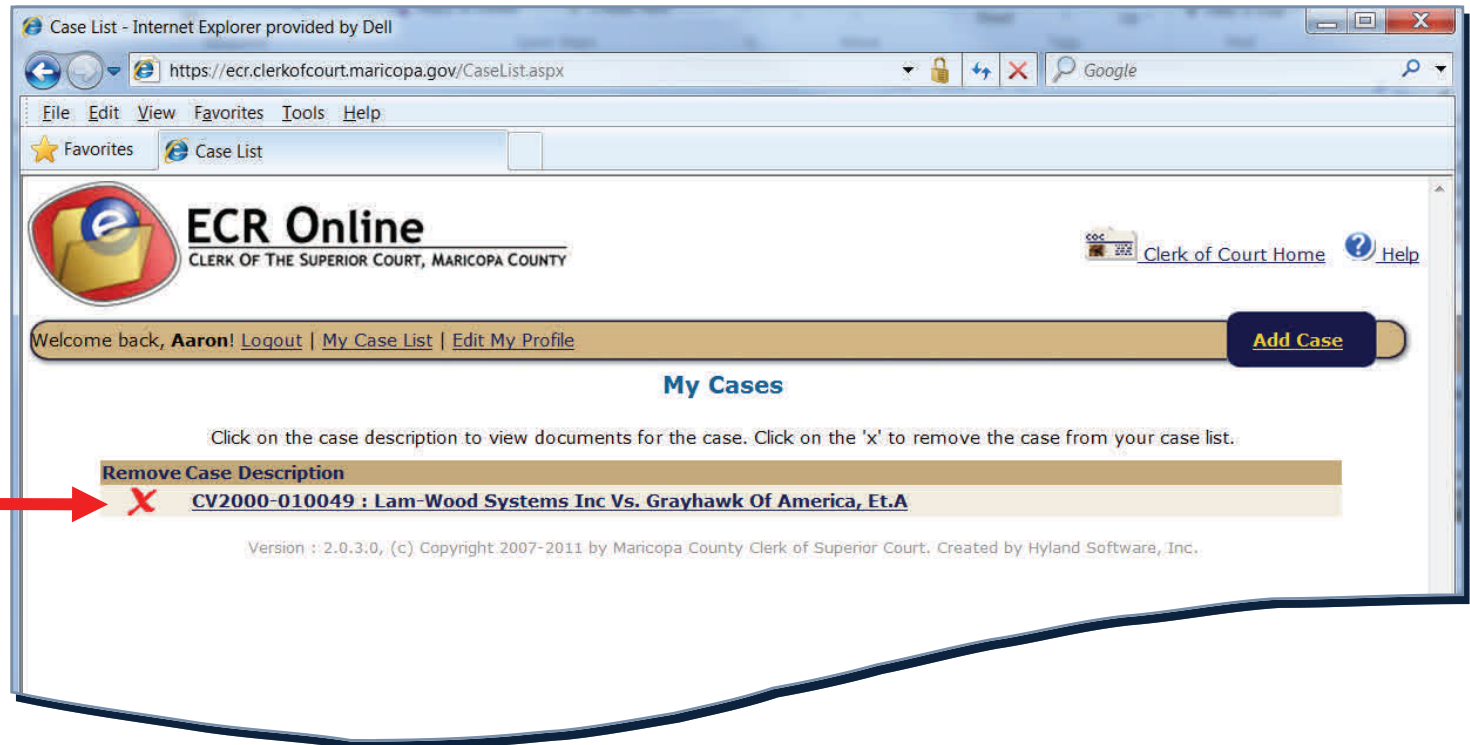
(Assigned to the Honorable Peter B. Swann)

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.



The screenshot shows a web browser window titled "Case List - Internet Explorer provided by Dell" with the URL "https://ecr.clerkofcourt.maricopa.gov/CaseList.aspx". The page header includes the "ECR Online" logo and "CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY". A navigation bar contains "Welcome back, Aaron!", "Logout", "My Case List", "Edit My Profile", and an "Add Case" button. The main content area is titled "My Cases" and contains the instruction: "Click on the case description to view documents for the case. Click on the 'x' to remove the case from your case list." Below this is a table with one row: "Remove Case Description" (with a red X icon), "CV2000-010049 : Lam-Wood Systems Inc Vs. Grayhawk Of America, Et.A", and a version number "Version : 2.0.3.0, (c) Copyright 2007-2011 by Maricopa County Clerk of Superior Court. Created by Hyland Software, Inc." A red arrow points from the text box on the left to the red X icon in the table.

Remove a case from My Cases list

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

RemoveCaseWindow - Internet Explorer provided by Dell

https://ecr.clerkofcourt.maricopa.gov/RemoveCaseMessage.aspx?caseNumber=TX2010-0001z

File Edit View Favorites Tools Help

RemoveCaseWindow

ECR Online
CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY

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

Remove A Case

Click 'Yes' to remove the case from your case list or click 'No' to leave the case in your case list.

Warning! If you remove this case from your list, you will be required to make a new request should you need to gain access to it again. Are you sure you want to remove it from your list?

1. Yes No

2. Yes No

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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 ECR Online

Logging out of ECR Online.

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

The screenshot shows the ECR Online web application interface. The browser window title is "Case List - Internet Explorer provided by Dell" and the address bar shows "https://ecr.clerkofcourt.maricopa.gov/CaseList.aspx". The page header includes the ECR Online logo and "CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY". The user is logged in as "Aaron" and is viewing the "My Cases" section. A red arrow points to the "Logout" link in the top navigation bar. A black box highlights the "Logout" link in the bottom navigation bar, with a red arrow pointing up to it.

Case List - Internet Explorer provided by Dell
https://ecr.clerkofcourt.maricopa.gov/CaseList.aspx

File Edit View Favorites Tools Help

ECR Online
CLERK OF THE SUPERIOR COURT, MARICOPA COUNTY

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

X [CV2000-010049 : Lam-Wood Systems Inc Vs. Grayhawk Of America, Et.A](#)

Version : 2.0.3.0, (c) Copyright 2007-2011 by Maricopa County Clerk of Superior Court. Created by Hyland Software, Inc.

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

Support

ECR / eFile Support:

1. Phone: (602)372-5375 or (602)37-CLERK Monday–Friday 8:00 am to 5:00 pm
2. email: ecr@cosc.maricopa.gov

