

# **Electronic Document Management System**



***Appellate Guide to Electronic Filing***



# Appellate eFile – User Guide

## Topic Overview

The eFile training session includes the following topics:

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### Steps when eFiling

1. Prepare the necessary documents.
2. Login to eFile.
3. Select New Case.
4. Select a Case Type.
5. Enter case information.
6. Add the case parties
7. Add documents.
8. Review the new filing and enter payment information,
9. Submit the filing.

### Prepare Documents

Before initiating a case, you should prepare all necessary documents in PDF format.

**Create Documents** – When creating PDF documents for eFiling, utilize standard fonts (Times New Roman or Arial are the most common).

**Document Size** – There is a 50 MB limit per document. Multiple documents can be submitted per case. The submission size limit is 150 MB.

**Document Format** – Any filing requiring a signature must be signed, with either an actual signature, the symbol “/s/”, or a digitized signature per Chapter 16 rules (rules regarding electronic filing). The following information about the person signing the filing, if applicable, must be typewritten or printed under the person’s signature -

/s/Name  
Law Firm  
Mailing Address  
Phone Number  
Email Address

**Paper Exhibits – Scanning** – At times paper documents will need to be included with a case – such as a copy of a contract, a copy of a bounced check, or some other item. These items must be scanned in as an accepted electronic format to eFile them. This can be done utilizing a scanner. Court requirements should be reviewed for information on file size, color, and resolution. Most courts will reject a submission if images are larger than 1 MB per page. Black-and-white scans with the resolution set to 200 dpi create pages that are 25-40 KB in size. Using color adds to the size of the file. Only use color when it is a vital element of the exhibit.

**Note!** A 100-page document without images or graphs that has been saved in PDF format in black and white is about 1 MB in size.



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### Registering for an eFile Account

If you have already registered for an account in either the District or Appellate Court System, you do not need to register again. If you have forgotten your username, contact the Technical Help Desk.

1. Open a web browser (not illustrated).
2. Enter the following URL - <https://www.iowacourts.state.ia.us/Efile> or via the link provided on the Judicial Branch homepage.
3. Click **Request Account** - *If you have previously registered, even in the district court system, go to: 'Logging into an eFile Account'.*

4. Read and review the **User Agreement**. Read and review Chapter 16: Iowa Rules of Electronic Procedure.

Commented [DRR1]:

5. Click the **acceptance radio button** to acknowledge the User Agreement and Chapter 16 Rules.

6. Click **Submit**.

7. Select a **User Role**.



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**Iowa Attorney** – An attorney with an AT PIN who is licensed to practice in Iowa.

**Government Agency** – The non-lawyer staff for an agency such as Department of Public Safety, Department of Transportation, Department of Human Services.

**Pro Hac Vice** – An attorney not licensed to practice law in Iowa who is admitted to practice on a case under the sponsorship of a licensed Iowa attorney.

**Registered Filer** – A registered party or self-represented litigant not filing on behalf of a company or association.

**Specialized Non-Party Filers** – A non-lawyer who files documents on multiple cases but is not a party, such as a process server, health service provider, or bail bonds agent.

**Agent** - An officer, employee, or non-lawyer representative of a partnership, association, corporation, or Tribe who is authorized by Iowa code to represent that entity, for example an employee of a property management company or a collector at a financial institution.

Select your user role:

- ☒ Iowa Attorney
- ☐ Government Agency
- ☐ Pro Hac Vice
- ☐ Registered Filer
- ☐ Specialized Nonparty Filer
- ☐ Filing Agent

Cancel Next

- Click **Next**.

**Note!** Registered filers skip steps 9 and 10. Continue to step 11.

- Select **Existing** and **scroll through and select** the desired organization. If the desired organization is not listed, click **New** and type the Company Name.

Select a company

Select the company you belong to or type it in below:

\* Existing Company Name:

\* New Company Name:

Cancel Next

- Click **Next**.



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### 11. Complete the required fields to set up a **User Account**.

**User Name** - select a unique user name.  
This is used to log into the eFile system.

**Password** - choose a password that is at least 4 characters long

**AT PIN** - attorney's unique Personal Identification Number assigned by the Office of Professional Regulation. Include a capital AT prior to the numbers.

**ICIS ID** - For those eFile user accounts that request the ICIS ID, leave this field blank if this information is unknown.

**Email** - this address is used to receive courtesy notifications.

**Alternate Email** - include additional addresses to receive notifications

**Address** - My Company's Address will display for existing organizations. A new organization will need to enter the information

Request a User Account

\*Required Fields

Company Name: ABC

User Name: \*

Your password must be at least 4 characters long.

Password: \*

Confirm Password: \*

Title: \*

First Name: \*

Middle Name: \*

Last Name: \*

Suffix Name: \*

AT PIN: \*

Phone: \*

Fax: \*

Email: \*

1st Alternate Email: \*

2nd Alternate Email: \*

☒ Use My Company's Address

☐ Use My Address

Address Line 1: \*

Address Line 2: \*

Address Line 3: \*

City: \*

State: Iowa \*

Postal Code: \*

Country: United States \*

Cancel Submit

### 12. Click **Submit**.

### 13. A confirmation page will display for the requested User Account. Click **OK**.

User Account Requested

Your request to be registered as a user of the eFlex System has been received. Your request you will be able to login under the below username with the below information.

**Mary Jones**

User Name: MJones

Phone: \*

Fax: \*

Email: jf-memo@iowacourts.gov

Address: 1111 Tulip Lane  
Storm Lake, IA 50588  
US

OK



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**Note!** An email confirmation is sent to the registered email address when the registration has been approved.

**Note!** If an Attorney PIN and last name entered during the registration process is accurate, the account request is automatically approved and immediate access to the eFile system is available.

### Logging into an eFile Account

1. Log into Appellate Court Filer's Interface at <https://www.iowacourts.state.ia.us/acp> , and enter the **User Name** and **Password** just registered.
2. Click **Log In**.

### Forgot Your Password

1. Click **Forgot Your Password?**

2. Type in the User Name.



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3. Click **Submit**.

The screenshot shows a 'Request Password Reset' form. It contains a paragraph of text explaining the process: 'After submitting your user name, an email will be sent to the primary email address listed in your account. This email will contain a secure link to ECF that will display a page containing a new random password. You will be able to log in to ECF using this new password and then change your password to one of your choosing.' Below the text is a label 'Enter your user name below:' followed by a text input field. At the bottom of the form are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is circled in red.

4. After submitting the user name, an email is sent to the primary email address listed in the account. This email will contain a secure link that will display a page containing a new random password.
5. Return to the **Log In** page, and enter the **User Name** and **Temporary Password** just assigned.
6. Click **Log In**.

The screenshot shows a 'Log In' form. It has the title 'Log In' and the instruction 'Enter your User Name and Password.' Below this are two input fields: 'User Name: nlehlcks' and 'Password: \*\*\*\*\*'. At the bottom of the form are two buttons: 'Log In' and 'Reset Your Password?'. The 'Log In' button is highlighted with a red rectangle.

**Note!** Passwords can be reused.

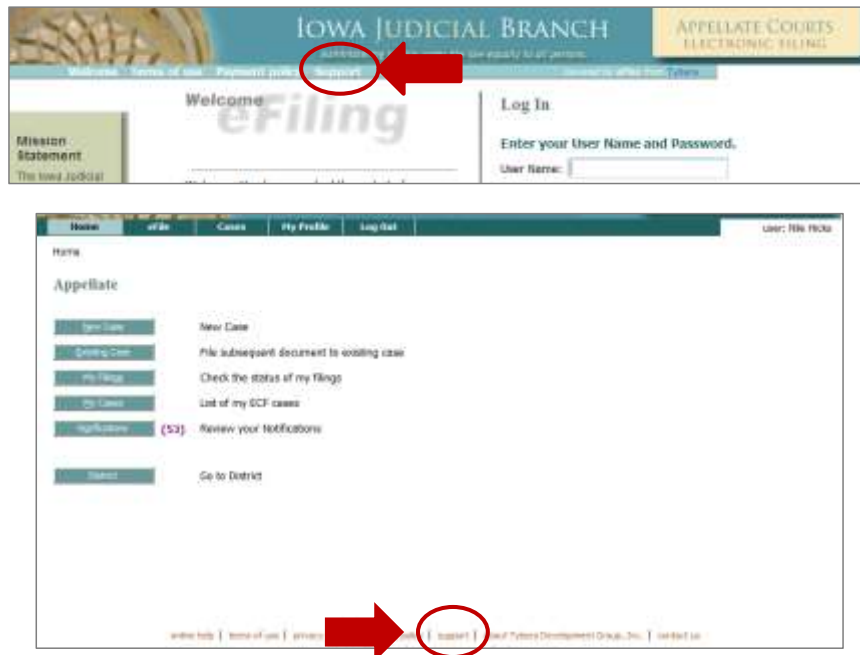




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### Support Contact Information

For technical problems or questions regarding eFiling, contact the Technical Help Desk. Find the number by using the support link on the eFiling website.



### Home Screen

**Note!** The Home Page buttons may change dependent on which role is selected when setting up the account.





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## Menu Options

**Home** – This is a link to return to the home screen of eFiling.

**eFile** – Four types of eFile options are available: New Case, Existing Cases, My Filings, and Draft Filings.

**Cases** – Contains entries for My Cases, Notifications, and Filing Charges.

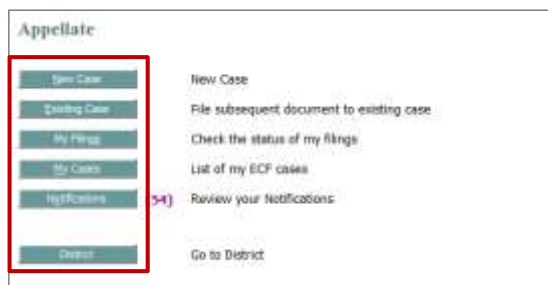
**My Profile** – Links to edit My Profile, Change Password, and Login History.

**Log Out** – This link will end the current session.

**Note!** A session will terminate automatically if there is no activity on the webpage for 20 minutes. A session is considered active as long as there is interaction with the web server.

## Home Page Buttons

Six action buttons are easily accessible from the home page – New Case, Existing Case, Status, My Cases, and Notifications.



**New Case** – Initiate a new case

**Existing Case** – File subsequent document to existing case

**Status** - Check the status of your filings

**My Cases** – List of my electronic cases

**Notifications** – Review electronic notifications

**District** – Go to District Court Filing System



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### New Case

Initiate a case by clicking the New Case Button. The main types of cases to create are Appeals from District Court, Attorney Disciplinary Board, Grievance, or Other.

**\*\*Important Note!** If you are filing an Appeal from District Court, you are still required to file the Notice of Appeal with the District Court as well.

**Tip!** Click **Move to Draft** to save a case to finish at a later time.

**Important!** All documents should be created or scanned prior to accessing or starting an eFile case.

1. Click **New Case**.



2. Select the **Case Type**.





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### 3. Complete the following fields:

#### a. Appeals from District Court

- Enter **Filer Reference No. (optional)** – Number used for tracking within your organization.
- Select County** – Select the county of the trial court case.
- Enter Case Number** – Enter the trial court case number.

Case Initiation: Trial Court Appeal

Filer Reference No.  (Enter your office reference number - if applicable)

Add one or more Trial Court Cases:

Select County:  New Jersey

Enter Case No.:  JACV144708

- Click **Add a Case**.

**Note!** If a county is electronic, the system will pull in party information from the trial court case. Follow the directions below to add additional parties as needed.

- Enter a **Judgment Date**.
- Select the **Trial Judge**.

✓ Woodbury - JACV144708 MORRIS, BEVERLY J VS NELSON, ALFRED, AND STEVEN L SEGE

Judgment Date:  05/03/2019

Trial Judge:  MORRIS, KARA ELAINE E.

Additional Participants

Participant Name	Original Role	Current Role	Trial Number	Trial Role	Attorney(s) for Party
✓ (X) BEVERLY MORRIS	Dist Debit	Woodbury	JACV144708	Plaintiff	DAVID A. MCCABNEY
✓ (X) ALFRED NELSON	Dist Debit	Woodbury	JACV144708	Defendant	
✓ (X) STEVEN SEGE	Dist Debit	Woodbury	JACV144708	Defendant	MICHAEL J. FINY

#### b. Attorney Disciplinary Board, Grievance, or Judicial Qualification Commission:

- Enter **Filer Reference No. (optional)** – Number used for tracking within your organization.
- Enter **Attorney Disciplinary Board Case Number(s)**.
- Click **Add a Case**.

Case Initiation: Attorney Disciplinary Board

Filer Reference No.  (Enter your office reference number - if applicable)

Enter one or more Attorney Disciplinary Board Case Numbers:

Enter Case No.:  14-1568



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### 4. Add Case Parties.

- To add parties to the Appellant side, click **Add My Parties**.
- To add parties to the Appellee side, click **Add Other Parties**.

Party Name	Role	Status
STATE OF ILLINOIS	Plaintiff	Red Hand
BAGBY WALTER	Defendant	Red Hand

**Note!** To delete a party entered in error, click the red X in front of the party's name.

**Note!** The **Add a Party (Add Other Parties)** data page defaults to **Person**. When entering in a company's data, select the Business radio button.

**Note!** The **Party Type** defaults to Appellant and Appellee. For those case types that use additional roles, select the drop-down menu to select other party roles.

- Enter **Party Information**. Fields with an asterisk are required. Enter as much information as you have.

Party Type: **APPELLANT**

Business: ☐ Person: ☒

First Name: \*  
Last Name: \*  
Address: \*  
City: \*  
State: \*  
Zip: \*  
Phone: \*  
Email: \*



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6. Once all party data is complete, click **Next**.

Confidential Address:

Address Line 1: 425 Sunset Boulevard

Address Line 2:

Address Line 3:

State: Iowa

City: DES MOINES

Country: United States

Zip / Postal Code:

Country: UNITED STATES OF AMERICA

**Next**

7. Once all parties have been added, click **Next**.

Participant Name	Appellate Role	Country	Trial Number	Trial Role	Attorney(s) for Party
ROCKY WALTER	Appellate				HECKS

**Next**

8. Select a **Document Category** for the type of document to be added to the case.

**Note!** If unsure of what category to select, leave this field blank.

9. Select a **Document Type**.

**Note!** Use the drop down to select the document or type the name of the document in this field to locate the **Document Type**.

**Note!** Additional Text – This additional text helps the clerk, judge, or other participants understand more about the document.

Document Category: select a Document Category

Document Type: select a Document Type

Additional Text:

☐ Sealed

☐ Request Reopened

☐ Confidential

Date of order to seal: [Date]

Enter your reason for requesting sealed:

Enter a comment on what rule you are using:

Acceptable File Format Type(s) (\*.pdf)

Document Location: [Browse]

**Next**

Commented [DRR2]:



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10. If your document is public, skip to the next step, If If your document should not be a publicly viewed document,

a. Check **Filed under order to restrict access** or **Confidential**.

Commented [DRR3]:

b. Enter the **Date of order to restrict access** and **Comment on Rule you are using**.

Commented [DRR4]:

11. Click **Browse**.

12. **Locate the document** to attach.

13. Click Open in the system window (not illustrated).

14. Click **Add**.

Commented [DRR5]:

**Tip!** If a document has been added in error, click the icon in the **Remove** column to delete the document.

15. Click the **File Name** in the View Document column to review the document loaded properly.

16. **Repeat** this process to add additional documents.



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17. Click **Next**.

Document Status	Document Type	Document Category	Document Location	Document Type	Document Category	Document Location
Document Status	Document Type	Document Category	Document Location	Document Type	Document Category	Document Location

Commented [DRR6]:

**Note!** Your submitted document(s) will receive a file stamp with the time they were submitted by you (when they hit our server).

**Note!** There is a 150 MB limit per submission (multiple documents may be in one submission). Multiple documents can be submitted per case. Submissions that exceed 150 MB may be submitted in parts to meet the size requirements. Select the category **Attachment** to add parceled documents.

**Protected Information Note!** It is your responsibility to ensure, according to the Chapter 16 rules, that Protected Information is omitted or redacted from documents before the documents are filed. The Clerk of Court will not review filings to determine whether appropriate omissions or redactions have been made.

**Tip!** If a document has been added in error, click the icon in the Remove column to delete the document.

**Note!** Click **Move to Draft** to save this filing to complete at a later time.

18. **Review the filing** information. Verify the information (**Case Data, Documents, and Parties**) that has been added to the case.
19. **Check the emergency box** if your filing needs immediate attention. *You are required to enter a reason* for the emergency in the Comment Box.
20. Type any **Special Filing Instructions for the Clerk**.
21. Select **Payment Method** if applicable.





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### 22. Click **Submit the Filing**.

Review and Approve Filing

Case Type : Trial Court Appeal

☐ Emergency — Enter a comment on why this is an emergency —

Document(s) to be Submitted: [Add/Remove Documents](#)

[Document Name](#) [View Document](#)

NOTICE OF APPEAL (NPOC) [NPOC\\_HCR38124\\_NAP\\_17624.pdf](#)

[Get Case & Party Information](#)

Woodbury - LACV144725 HOBBERG, BEVERLY J VS NELSON, ALFRED, AND STOVEN S. SEDGE

Participant Name	Appelant Role	County	Trial Number	Trial Role	Attorney(s) for Party
BEVERLY HOBBERG	Clerk Define	Woodbury	LACV144725	Plaintiff	JAM MCCONNORNEY
ALFRED NELSON	Clerk Define	Woodbury	LACV144725	Defendant	
STOVEN SEDGE	Clerk Define	Woodbury	LACV144725	Defendant	MICHAEL PREY

Special Filing Instructions for the Clerk:

Total Fees: \$150.00

Payment Method:

Payment in behalf of:

☐ Pay at Counter **Non-Credit Card Payments**

☐ Defer Payment **Defer payment until a later date. Pay at counter, or make online payment.**

☐ Fee Waiver Pending Party will be filing a request to waive the fees.

[Back](#) [Cancel Entry](#) [Print to PDF](#) [Submit the Filing](#)



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### Credit Card Payment Process

When selecting to pay by credit card, follow this process.

1. Select **Pay by Credit Card**.
2. Select the **Party** you are paying in behalf of.

Total Fees: \$150.88  
Payment Method: Payment in behalf of:  
☒ Pay by Credit Card  
Estimated Fees: \$150.88  
☐ Pay at Counter Non-Credit Card Payments  
☐ Defer Payment Defer payment until a later date. Pay at counter, or make online payment.  
☐ Fee Waiver Pleading Party will be filing a request to waive the fees.  
Back Cancel (Delete) Save to Draft Submit the Filing

3. Click **Submit the Filing**.
4. Verify and Complete the **Payment and Contact Information**.

**Payment Information**  
Frequency: One Time  
Payment Amount: \$150.00  
Payment Date: Pay Now

**Contact Information**  
First Name: Nile  
Last Name: Hicks  
Company: State of Iowa - Judicial  
Address 1: 4300 Grand Avenue  
Address 2: (Optional)  
City/Town: Des Moines  
State/Province/Region: IA  
Zip/Postal Code: 50312  
Country: US  
Phone Number: 5152631000  
Email Address: nhhicks@iawfem.com

5. Complete the **Payment Method** section.
6. Verify the **Card Billing Address**.



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7. Click **Continue**.

The screenshot shows a 'Payment Method' form. At the top, the title 'Payment Method' is circled in red. Below it are fields for 'Card Number', 'Expiration Date' (Month and Year dropdowns), and 'Card Security Code'. Below these is a red box containing the text 'Card Billing Address'. To the right of this box are two radio buttons: 'Use my contact information address' (which is selected) and 'Use a different address'. At the bottom left, the 'Continue' button is highlighted with a red box, and the 'Cancel' button is to its right.

8. Verify the **Contact Information**.  
9. The billing information will also be displayed. Make any changes as necessary.  
10. Click **Continue**.

The screenshot shows a 'Contact Information' form. At the top, the title 'Contact Information' is in a blue header. Below it, the text '\*Required Field' is shown. The form contains several fields: 'First Name\*' (Test), 'Last Name\*' (Filer), 'Company Name\*', 'Phone Number\*' (515-555-1232), and 'E-mail Address\*' (emailgoeshere@gmail.com). Below these fields is a message: 'You must select your billing address as your contact address or enter a new contact address.' There are two radio buttons: 'Use my Billing Address as my Contact Address' (selected) and 'Use the address entered below as my contact address'. Below the second radio button are fields for 'Street Address 1\*', 'Street Address 2\*', 'City/Town\*', 'State/Province/Region\*', 'Zip/Postal Code\*', and 'Country\*'. A large red arrow points to the 'Continue' button at the bottom right.

11. The Review Payment page will display all entered data. **Verify the email** to receive payment information.  
12. Verify **all information** entered.  
13. Click **Confirm**.



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**Review Payment**

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

**Payment Details**

Description: Judicial Branch  
Iowa Judicial Branch  
<https://www.iowajudicialbranch.state.ia.us/ESASWebApp/SelectFrame>

Payment Amount: \$150.00

Payment Date: 02/10/2018

**Payment Method**

Payer Name: Rita Hicks

Card Number: \*\*\*\*

Expiration Date: Feb-2018

Card Type: Visa

Confirmation Email: rihicks@iawfm.com

**Billing Address**

Address 1: 4300 Grand Avenue

City/Town: Des Moines

State/Province/Region: IA

Zip/Postal Code: 50312

Country: United States

**Contact Information**

First Name: Rita

Last Name: Hicks

Company: State of Iowa - Judicial

Address 1: 4300 Grand Avenue

City/Town: Des Moines

State/Province/Region: IA

Zip/Postal Code: 50312

Country: United States

Phone Number: 5152631000

Email Address: rihicks@iawfm.com

[Confirm](#) [Back](#)

14. The Payment Confirmation will display. This information will also be sent via email to the account listed in step 8.

**Confirmation**

Please keep a record of your Confirmation Number or [print this page](#) for your records.

Confirmation Number: **IOW304002254112**

**Payment Details**

Description: Judicial Branch  
Iowa Judicial Branch  
<https://www.iowajudicialbranch.state.ia.us/ESASWebApp/SelectFrame>

Payment Amount: \$150.00

Payment Date: 02/10/2018

Status: PROCESSED

**Payment Method**

Payer Name: Rita Hicks

Card Number: \*\*\*\*

Card Type: Visa

Confirmation Email: rihicks@iawfm.com

**Billing Address**

Address 1: 4300 Grand Avenue

City/Town: Des Moines

State/Province/Region: IA

Zip/Postal Code: 50312

Country: United States



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### Existing Case

After a case has been initiated or converted to electronic format, a registered party will file subsequent documents to that case electronically.

**Note!** Prepare documents prior to accessing an existing case.

### File on an Existing Case

1. Click **Existing Case**.



2. Enter the **Appellate Case Number**.
3. Type the **Participant's Last Name**.

4. Click **File on this case**.

**Note!** Cases where you are an active litigant will display at the bottom the Existing Case screen. You may click the Title of the case to file on that case.

**Note!** For those cases that you are a registered party to the case, click **Search My Cases** to locate a case not displayed on the page.

### Adding a Document

Documents can be added to any existing case(s). The Case Number will display in a yellow banner for existing cases.

1. Select a **Document Category** for the type of document to be added to the case.

**Tip!** If unsure of what category to select, leave this field blank.

2. Select a **Document Type**.

**Note!** Type the name of the document in this field to locate the **Document Type**.



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3. Complete **Additional Text** if desired.

**Note!** This additional text helps the clerk, judge, or other participants understand more about the document.

Case Number : 14-0164

Document Category -- select a Document Category --

Document Type -- select a Document Type --

Additional Text

23. If your document is public, skip to the next step. If your document should not be a publicly viewed:

- a. Check either **Filed under order to restrict access** or **Confidential**.

☒ Sealed

☐ Request Sealed

☐ Confidential

Date of order to seal: -- Select --

Enter your reason for requesting sealed: --

Enter a comment on what rule you are using: --

Document Location: Browse

Acceptable file format type(s) (\*, pdf): No file selected

Commented [DRR7]:

- b. If **Filed under order to restrict access is checked**, specify the Date of order to restrict access and the Rule you are using in the comment field.
  - c. If **Confidential** was checked, enter the reason for in the comment field.
4. Click **Browse**.
  5. **Locate the document** to attach.
  6. Click Open in the system window (not illustrated).
  7. Click **Add**.



**Commented [DRR8]:**

8. Click the **File Name** in the View Document column to review the document loaded properly.
9. **Repeat** this process to add additional documents.
10. Click **Next**. Your submitted document(s) will receive a file stamp with the time they were submitted by you (when they hit our server).

11. On the Review and Approve Filling page, **verify all information** being submitted to the case is accurate and complete. Add additional information as needed (not illustrated).

## Electronic Document Management System



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12. Click **Submit the Filing**.

Review and Approve Filing

00-0046 Case Title: State v. Gaines

☐ Emergency — Enter a comment on why this is an emergency —

Document(s) to be Submitted: [Add New Document](#)

Document Name	View Document
FINAL REPLY BRIEF OF APPELLANT: /FinalReplyBref_Gaines.pdf	

Special Filing Instructions for the Clerk:

[Back](#) [Cancel Submit](#) [New to Draft](#) [Submit the Filing](#)

### My Filings

1. From the eFile menu option, select **My Filings**, or click **My Filings** on the home page.

IOWA JUDICIAL BRANCH

Administering Justice under the law equitably to all parties.

Name	Profile	Cancel	My Profile	Log Out
Home	New Case	Existing Case	My Filings	Draft Filings
Appellate	New Case	Existing Case	My Filings	Draft Filings
Notifications	(39)			

[New Case](#) New Case  
[Existing Case](#) File subsequent document to existing case  
[My Filings](#) Check the status of my filings  
[Draft Filings](#) List of my ECF cases  
[Notifications](#) (39) Review your Notifications

2. Enter the date or date range of the filing in the **search fields**.

**Note!** Client # is the Filer Reference number if entered when creating a new case.

3. Enter additional fields as necessary.
4. Click **Go**.

My Filings

Judy Dianne Johnson Filings

Report Criteria:

View Filings Between: 12/03/2012 AND [Clear Dates](#)

Filing ID: Court Case #: Client #: Status: All

[Go](#)





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5. To review according to the Filing Status, click the **Status** heading.

**Note!** The status may take a few minutes to update. Refresh the status page to see the status of the submission change.

Listed below are the filing statuses and definitions.

*Package Pending* – Documents and data are being prepared in an electronic package to be sent to the Court's Electronic Document Management (EDMS) System.

*Packaged* – The submission is prepared and sent to EDMS.

*Received* – Documents and data have been received by EDMS and the filing time has been recorded.

*Awaiting Approval* – The submission is available in Clerk Review but the court clerk has not yet reviewed and approved the filing.

*Filed* – If the submission includes a proposed document, the status is 'Filed' once that document has reached the Judicial Interface Queue is.

*Return Not Filed* – The clerk has found a problem that will prevent the submission from being processed and has therefore returned the submission to you with an explanation. Click the **Resubmit** button from the My Filings page to create a new submission based on the previous submission. The potential new submission will include links to the documents from the returned submission.

*Resubmitted* – The filing has been resubmitted.

My Filings Between 12/03/2012 and Today

Delete

<input type="checkbox"/>	Filing ID	Client #	Court Case #	County	Date Submitted	Document Type	Status
<input type="checkbox"/>	IF 33102		12-0156	Appellate Court	12-21-2012 11:01:18 AM	SUPPLEMENTAL DESIGNATION OF PARTS OF THE APPENDIX	Awaiting Approval
<input type="checkbox"/>	IF 33101		12-0266	Appellate Court	12-21-2012 11:00:12 AM	FINAL REPLY BRIEF OF APPELLANT	Awaiting Approval
<input type="checkbox"/>	IF 33100		09-1231	Appellate Court	12-21-2012 10:59:14 AM	WAIVER OF BRIEF	Awaiting Approval
<input type="checkbox"/>	IF 33099		11-1552	Appellate Court	12-21-2012 10:57:09 AM	AMENDED APPENDIX	Awaiting Approval
<input type="checkbox"/>	IF 33098		12-1503	Appellate Court	12-21-2012 10:39:03 AM	FINAL REPLY BRIEF OF APPELLANT	Awaiting Approval

Number of Filings: 5

### Resubmit a Returned Filing

If a filing has been returned for clarification by the Clerk of Supreme Court, it is returned to you. These filings can be resubmitted. When a filing is returned, it is assigned a status of 'Returned Not Filed'. A

**Resubmit** button will appear next to the filing. You can correct the error by either deleting the document in question or correcting the information about the document.



## Appellate Guide to Electronic Filing

**Note!** If a submission is 'Returned Not filed', the receipt will include a reason field. Click **Returned Not Filed** to see the reason the clerk provided for returning the filing.

1. Click **My Filings** from the homepage.



2. Type in search data to locate the case. For example, the date range the case was submitted. Click **Go**.

My Filings  
Test Filers Filings  
Report Criteria:  
New Filings Between: 12/29/2010 AND 12/29/2010  
Filing ID: Court Case #: Clerk #: Status: All  
Go

3. Locate the filing marked as **Returned Not Filed** in the Status column. Click **Resubmit**.

Filing ID	Court Case #	Country	Date Submitted	Document Type	Status
12-4080			05-27-2010 11:13 AM	APPLICATION FOR PERMISSION TO APPEAL	Returned Not Filed
12-4081			05-27-2010 11:13 AM	APPLICATION FOR PERMISSION TO APPEAL	Returned Not Filed
12-4082			05-27-2010 11:13 AM	PETITION OF APPEAL	Pending Approval

This opens a new filing, copying the data from the original filing, but it will enable you to remove the old document and replace with the corrected one. Make changes as needed and complete the filing (not illustrated).

### Draft Filings

At any time (prior to final submission) a case/filing can be saved as a draft to complete at a different time. Draft filings can be accessed via the eFile menu, Draft Filings.

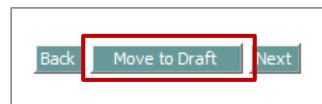


## Appellate Guide to Electronic Filing

1. From the eFile menu, click **Draft Filings** to access any cases saved as drafts.



**Note!** When creating or filing to a case, click **Move to Draft** to save without submitting it to the clerk's office. Cases that have been moved to draft are available via the **Draft Filings** in the eFile menu illustrated above.



2. Click the **Filing Description** to continue where you left off in the filing.

Draft Filings						
	Filing ID	Client	Court Case	Filing Description	Create Date	Days Until Deletion
<input type="checkbox"/>	46007		13-0013	Civil Case	02-04-2015 12:41:09 PM	90
<input type="checkbox"/>	46008			Trial Court Appeal	02-04-2015 12:41:11 AM	90
<input type="checkbox"/>	46009			Trial Court Appeal	02-03-2015 03:41:01 PM	88
<input type="checkbox"/>	46079			Trial Court Appeal	02-03-2015 03:40:59 PM	89
<input type="checkbox"/>	46078			Trial Court Appeal	02-03-2015 03:40:49 AM	89
<input type="checkbox"/>	46004			Trial Court Appeal	01-08-2015 11:49:00 AM	83
<input type="checkbox"/>	46478	14-0080		Criminal Case	01-05-2015 05:46:10 AM	60
<input type="checkbox"/>	46476	14-0080		Civil Case	01-24-2014 03:10:18 PM	18
<input type="checkbox"/>	46034	14-0280		Civil Case	11-24-2014 03:20:09 PM	15

**Note!** Draft filings remain in the eFiling system for 90 days. A **Days until Deletion** column displays the days remaining to file on the case.

**Note!** Click the checkbox in front of a Draft Filing and click **Delete** to permanently remove the filing.

Draft Filings						
	Filing ID	Client	Court Case	Filing Description	Create Date	Days Until Deletion
<input type="checkbox"/>	46007		13-0013	Civil Case	02-04-2015 12:41:09 PM	90
<input type="checkbox"/>	46008			Trial Court Appeal	02-04-2015 12:41:11 AM	90
<input type="checkbox"/>	46009			Trial Court Appeal	02-03-2015 03:41:01 PM	88



## Appellate Guide to Electronic Filing

### Cases

Three options are available in the Cases menu – My Cases, Notifications, and Filing Charges.

### My Cases

When a case is initiated or a follow-up has been filed, even if just a notification, the case number is added to My Cases for those where the username matches the registered filer.

1. Select **My Cases** from the Cases menu or click **My Cases** from the home screen.



2. Click the **Case Number** to access the case information and documents (if available).



*Note!* Dependent upon your role and the case level security settings the case documents may be available for downloading within My Cases listing.



## Appellate Guide to Electronic Filing

- The case information will display in a separate window. Review any information that has been submitted on the case.

Case Number: 15-0002 Case Title: GMAC vs Steven and Kelly Foley	
Initiated: 02-09-2015	County: Black Hawk Trial Court Case Number: AGCR100206 EQ(CV)13636
Case Type: CIVIL CASE	Status: CASE TO BE COMPLETED
In Show/Hide Participants	
Date	Case History
01-09-2015	ORDER: BOND REVIEW DENIED Filed by: WIGGINS, HON. DAVID S.
01-05-2015	NOTICE OF APPEAL (INFO) Filed by: HECKS, NILE
01-05-2015	MOTION FOR DELAYED APPEAL Filed by: HECKS, NILE
01-09-2015	APPEAL FEE PAID Filed by: Court
01-09-2015	TRANSFERRED TO COURT OF APPEALS Filed by: CLERK OF SUPREME COURT

- Click on **Service List** to display the service list notification generated by the system.

Case Title	Case Number	Case Type	Judge	County	Certificate	Deadline
W. Bozarth v. Danville Care Center	12-0002	CIVIL CASE	Appellate Court		<a href="#">Service List</a>	
W. Carter County State Bank v. Golden Park Group	11-0002	CIVIL CASE	Appellate Court		<a href="#">Service List</a>	
State v. Davis	11-0006	CRIMINAL CASE	Appellate Court		<a href="#">Service List</a>	

**Service List**

The electronic filing system has served the following people:

**Service List RE: 12-1503**

**Case Number:** 12-1503  
**Judge:**  
**Court:** ACP  
 Appellate Court  
**Case Title:** Bozarth v. Danville Care Center

This certificate was automatically generated by the courts auto-notification system.  
**Date Generated:** 12-21-2012 11:40:06

I hereby certify that on 12-21-2012, I electronically filed the foregoing with the Clerk of the Court by using the Iowa Electronic Document Management System which will send a notice of electronic filing to the following. Per rule 16.317(1)(a), this constitutes service of the document(s) for purposes of the Iowa Court Rules.  
 JUDY JOHNSON

The Iowa Electronic Document Management System has not served the following parties. Per rule 16.317(1)(b), I have served a paper copy on the following in the manner required by Iowa Rule of Civil Procedure 1.442 or Iowa Rule of Criminal Procedure 2.34(2).  
 ROWLEY, NICHOLAS CHARLES for BOZARTH, MILDRED, BOZARTH, WAYNE



## Appellate Guide to Electronic Filing

### Page Display

The page display defaults to 50 cases displayed per page. You can change the number displayed from the drop-down menu as desired.

My Cases

Case Number: [input] [filter] [refresh]

Ex: SCSC126139

Search My Cases

Show Active Show Inactive Show Both Done

Case Title	Case Number	Case Type	Judge	County	Certificate	Inactive
K Zachary Musman	19-0803	CIVIL CASE		Appellate Court	Service List	<input type="checkbox"/>
W Williams v. DOT	12-0801	CIVIL CASE		Appellate Court	Service List	<input type="checkbox"/>

### Search Fields

Use the searchable fields to locate non-confidential cases that are not displayed in the My Cases listing.

1. Click **Search My Cases**.

My Cases

Case Number: [input] [filter] [refresh]

Ex: SCSC126139

Search My Cases

Show Active Show Inactive Show Both Done

Case Title	Case Number	Case Type	Judge	County	Certificate	Inactive
K Zachary Musman	19-0803	CIVIL CASE		Appellate Court	Service List	<input type="checkbox"/>
W Williams v. DOT	12-0801	CIVIL CASE		Appellate Court	Service List	<input type="checkbox"/>

2. Type the **Case Title** and **Case Number**.

Search Cases

Search by:

Enter a part of the case title or complete case number as search criteria.

Case Title: [input]

Case Number: (Ex: SCSC126139) [input]

Search All My Cases

3. Click **Search**.

### Inactive Cases

Mark cases as Inactive to remove them from the My Cases display. This does not delete them, instead it hides them from the Active view. To return the case to the Active view, remove the Inactive status. Registered participants of the case will continue to get electronic notifications on Inactive status cases.

1. To inactivate a case, click the checkbox in the Inactive column.



## Appellate Guide to Electronic Filing

My Cases

Number of cases displayed per page: 10

Case Number: [Search] [History] [Service List]

By: SCSCI20139

Search My Cases

Show Active Show Inactive Show Both [Delete]

Case Title	Case Number	Case Type	Judge	County	Certificate	Inactive	Actions
State vs. Scott Barberich	14-0002	CIVIL CASE		Appellate Court	Service List	<input checked="" type="checkbox"/>	[X] [ ]
William v. DOT	12-0001	CIVIL CASE		Appellate Court	Service List	<input checked="" type="checkbox"/>	[X] [ ]
State vs. Scott Barberich	14-0001	CIVIL CASE		Appellate Court	Service List	<input checked="" type="checkbox"/>	[X] [ ]

- To view inactive cases, click **Show Inactive**.

Search My Cases

Show Active **Show Inactive** Show Both [Delete]

Case Title	Case Number	Case Type	Judge	County	Certificate	Inactive	Actions
State vs. Scott Barberich	14-0002	POST CONVICTION RELIEF		Appellate Court	Service List	<input checked="" type="checkbox"/>	[X] [ ]
State vs. Christopher Knotts	14-0001	CIVIL CASE		Appellate Court	Service List	<input checked="" type="checkbox"/>	[X] [ ]

- To reactive a case, uncheck **Inactive**. This moves the case back to the Active status.

### Delete a Case

If you are no longer a participant or the case has been dismissed, you may want to delete a case from your list.

- Click the checkbox in the **Delete** column next to the case.

My Cases

Number of cases displayed per page: 50

Case Number: [Search] [History] [Service List]

By: SCSCI20139

Search My Cases

Show Active Show Inactive Show Both [Delete]

Case Title	Case Number	Case Type	Judge	County	Certificate	Inactive	Delete
State vs. Scott Barberich	14-0002	CIVIL CASE		Appellate Court	Service List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
William v. DOT	12-0001	CIVIL CASE		Appellate Court	Service List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Click **Delete**.
- A confirmation window will appear. Click **OK** to delete the case from the view.





## Appellate Guide to Electronic Filing

**Note!** Deleting a case from the My Cases view does not delete the case from the court server. It is deleted from your My Cases view. Cases can be re-added if the need arises.

### Notifications

EDMS Notifications fall into two categories:

1. **Status e-mails** that eFlex generates back to you on your own filings
2. **Notification of Electronic Filing or Presentation (NEF)** that the system sends to all parties indexed on the case when something is filed or presented electronically. Call this second category the 'electronic service' notifications; they are not sent on case initiation, or if you don't have adequate security to see what was filed.

#### Status e-mails

These go to your email, not your Notifications page. These can be turned off in your My Profile page. These notifications are sent when a filing has been received, when a filing has been approved, and when a filing has been returned from the clerk.

#### NEFs (Notice of Electronic Filing)

These are sent as email and are posted to your account. These are sent for Service of a document when a document you filed is being returned by the clerk, and a rescinded notice when a party's filing is returned.

The number next to **Notifications** represents the number of notifications not accessed. It does not include the notifications already .

1. Click **Notifications** from the home screen or via the Cases menu.







## Appellate Guide to Electronic Filing

- Notifications are displayed. Those that are not read will appear in bold. Click the **Notification Name** to open the Notice of Electronic Filing (NEF).

Notifications				
Notifications for Mike Hicks				
<a href="#">Home</a> <a href="#">Check for mail</a> <a href="#">Mark as read</a>				
	Document(s) filed by...	Case Title	Case Number	File Date
	<b>AFFIDAVIT was filed by or on behalf of Korry Bobby Ward, Jr.</b>	In re L.R., A.R. and B.R.	13-1480	87-06-30-13
Documents: AFFIDAVIT				
	COMBINED CERTIFICATE (AMENDED) was filed by or on behalf of Mike Hicks	State v. Gaines	08-0046	87-14-30-13
Documents: COMBINED CERTIFICATE (AMENDED)				
	<b>APPLICATION FOR FURTHER REVIEW was filed by or on behalf of Mike Hicks</b>	State v. Gaines	08-0046	87-09-30-13
Documents: APPLICATION FOR FURTHER REVIEW				
	<b>LETTER (SEE COMMENTS) was filed by or on behalf of Mike Hicks</b>	In re L.R., A.R. and B.R.	13-1480	87-19-30-13
Documents: LETTER (SEE COMMENTS) BEST TO SEE WHERE COMMENTS APPEAR IN COURT REVIEW				
	<b>MOTION - OTHER was filed by or on behalf of Mike Hicks</b>	In re L.R., A.R. and B.R.	13-1480	87-19-30-13
Documents: MOTION - OTHER ATTACHMENT				
	<b>TRANSCRIPT was filed by or on behalf of Mike Hicks</b>	Holmes v. Guest 2	08-0123	87-19-30-13
Documents: TRANSCRIPT				

**Note!** Notifications are retained for 90 days, and are then deleted. The court sets the time period.



## Appellate Guide to Electronic Filing

3. The NEF will display. The NEF will also be sent to the registered email account for registered filers.

  
**\*\*\*\*\* IMPORTANT NOTICE - READ THIS INFORMATION \*\*\*\*\***  
**NOTICE OF ELECTRONIC FILING OR PRESENTATION [NEF]**

---

A filing has been submitted to the court RE: 00-0046  
Judge:

Official File Stamp: 07-19-2013 08:40:06  
Court: Appellate Court  
Case Title: State v. Gaines  
Document(s) Submitted: APPLICATION FOR FURTHER REVIEW  
Filed by or in behalf of: Nils Hicks

You may review this filing by clicking on the following link to take you to your [cases](#)

This notice was automatically generated by the courts auto-notification system.

---

The electronic filing system has served the following people:  
HICKS, NILS

The following people do not have e-filing accounts and will need served:  
The filer is responsible for serving the following people in accordance with the Iowa Code and Iowa Court Rules, including Chapter 16 Rules Pertaining to the Use of the Electronic Document Management System®.  
ATTORNEY GENERAL for STATE OF IOWA  
HENDRICKSON, DENNIS for GAINES, JOHN CHRISTOPHER

Note: The clerk of court is responsible for service of court-generated documents. See generally rule 16.3(2)(c)

**Tip!** If NEFs are not received, check the SPAM filters for the registered email account.

**Note!** Follow the standard paper process whenever necessary to notify parties. The courtesy notifications are not a replacement for the paper notices.

4. Click the **Document Name** to review the document that was submitted to the case.
5. To delete notifications, click the checkbox for the NEF and click **Delete**.





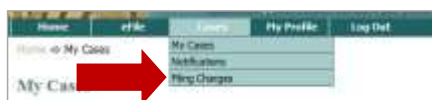
## Appellate Guide to Electronic Filing

**Tip!** To change the status of an NEF, select **Mark as Read** or **Mark as Unread**.

### Filing Charges

For each case that requires a Filing fee and is paid online through the eFile system will display in the Filing Charges window. The current month is displayed by default. Select a month from the Report Month drop-down menu to change the view.

1. Select **Filing Charges** from the Cases menu.



2. Filing Charges for the current month will display. Change the **month drop down** to view previous month's charges.

Filing Charges

Quick Report Month: January

Change Between: [Dropdown] Add [Dropdown]

Go

All Charges for All Filers

Case Name	Case #	Case Type	Case Date	Amount	Refund/Status	Payment Status
STATE V. [Name]	14-0001	Civil Case	01/01/2015	\$75.00	PAID	✓
STATE V. [Name]	14-0004	Civil Case	01/01/2015	\$75.00	PAID	✓
STATE V. [Name]	14-0009	Criminal Case	01/01/2015	\$75.00	PAID	✓
STATE V. [Name]	14-0010	Trial Court Appeal	01/01/2015	\$150.00	PAID	✓
STATE V. [Name]	14-0011	Civil Case	01/01/2015	\$75.00	PAID	✓
STATE V. [Name]	14-0012	Trial Court Appeal	01/01/2015	\$150.00	PAID	✓
STATE V. [Name]	14-0013	Trial Court Appeal	01/01/2015	\$150.00	PAID	✓

### My Profile

The My Profile enables you to edit profile information, change your log in password, and review log in history.



## Appellate Guide to Electronic Filing

### My Profile

1. Click **My Profile**, from the My Profile menu.



2. The User Profile information is displayed. Click the desired action button.





## Appellate Guide to Electronic Filing

### Modify User Profile

1. **Edit details of the profile** such as notifications status or other basic information (address, phone number, email, etc.) provided during registration.

Email Notifications:

- ☐ Do NOT email me status updates for received filings
- ☐ Do NOT email me status updates for approved filings
- ☐ Do NOT email me status updates for partially approved filings
- ☐ Do NOT email me status updates for returned filings

**\*Required Fields:**

User Name: Filer1

Title:

First Name: Test

Middle Name:

Last Name: \* Filer1

Suffix Name:

Organization: Pro Se

ICIS ID: MSTR00061141

Phone:  Fax:

Email: \* iowasclerks@gmail.com

Confirm Email: \* iowasclerks@gmail.com

1st Alternate Email:

2nd Alternate Email:

☐ Use My Company's Address

☒ Use My Address

Address Line 1: \* 123 1st Ave.

Address Line 2:

Address Line 3:

City: \* Des Moines State: Iowa

Postal Code: \* 50308 Country: United States

2. Click **Submit** to accept changes.

### Change Password

Passwords can be changed at any time. Passwords need to be 4 characters in length.



## Appellate Guide to Electronic Filing

1. Enter current password.
2. Enter new password and confirm new password.
3. Click **Submit**.

Change Password

\*Required Fields

Password:

Your password must be at least 4 characters long.

New Password:

Confirm New Password:

**Note!** Click the **Forgot Password** link on the Login screen to assign a temporary password. After logging on with a temporary password, the password will need to be reset.

**Note!** Passwords can be reused.

### Withdraw from EDMS

You can choose to withdraw a registration in the Iowa Electronic Document Management System. This action will cancel the login and password and remove you from the applicable electronic service lists and case histories will no longer be available.



### Login History

The Login History will display any Login failures for the account profile. The list shows the attempts along with the date, login result, and IP address.

Date	Login Result	Requesting IP Address
2019-09-12 14:51:00	Denied	272.10.104.128
2019-09-12 14:51:00	Denied	272.10.104.128
2019-09-12 14:51:00	Denied	272.10.104.128

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