If a case in which you are a litigant does not display on your My Cases list, and you are not an attorney or specialized nonparty filer, you may need to associate yourself to the case.

**Note**: To associate yourself to a confidential case, you must go to your county courthouse and speak with a clerk. (Divorce cases are confidential until the decree.)

## Identifying the case

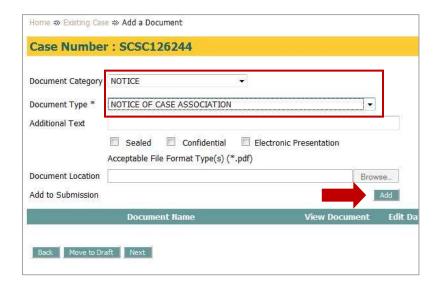
- Log into the eFile website at https://www.iowacourts.state.ia.us/Efile/
- 2. Click Existing Case.
- 3. Specify the County.
- 4. Specify the Case Number (for example, SCSC000120).
- 5. Specify the last name of one of the Participants.
- 6. Click File on this case.



## **Adding the Notice of Case Association**

- Select **Notice** from the Document Category.
- 8. Select **Notice of Case Association** from the Document Type.
- 9. Click Add.

**Note:** When filing a Notice of Case Association, do not add a document.



The Notice of Case Association is added to the list of documents on the case.

10. Click Next.



## **Submitting the Notice**

- 11. The Review and Approve Filings page displays.
- 12. Click Submit the Filing.
- 13. The request is submitted to the Clerk for review and approval.



You will receive a status update in My Filings when your Notice of Case Association has been filed with the court.

This information is for instructional purposes only, and is not intended to and does not constitute legal advice under any circumstance.