

**Important!** All documents should be created or scanned prior to accessing the eFiling site.

**Note!** Small Claims fillable forms are available on the eFile site.

1. Click **New Case**.

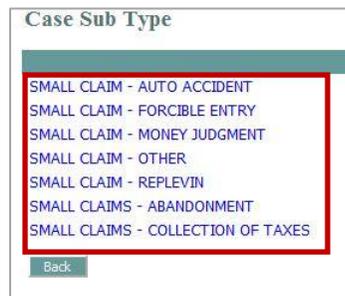


2. Click the **Case Type**.



3. Select the **Case Sub Type**.

**Note!** Small Claims is displayed, but the Sub Type will vary dependent upon which category is selected.



4. **Complete the required fields.** The \* denotes the required fields.

**Filer Reference No** – number used for tracking within the filer’s organization

**\*County** – Select the appropriate county

**\*Case Title** – enter in a title, the clerk’s office will review and edit accordingly  
**Prayer Amount** – for Small Claims only, will not display for other case types

**\*Add My Parties** – by default the eFiler is entered as a Plaintiff. Click on the Participant Name and complete as many fields of data that are available.

**\*Add Other Parties** – enter in as much data that is available on the other party.

**Case Initiation: SMALL CLAIM - MONEY JUDGMENT**

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

County \*

Case Title \*

Prayer Amount  Small Claims must be no more than 5000

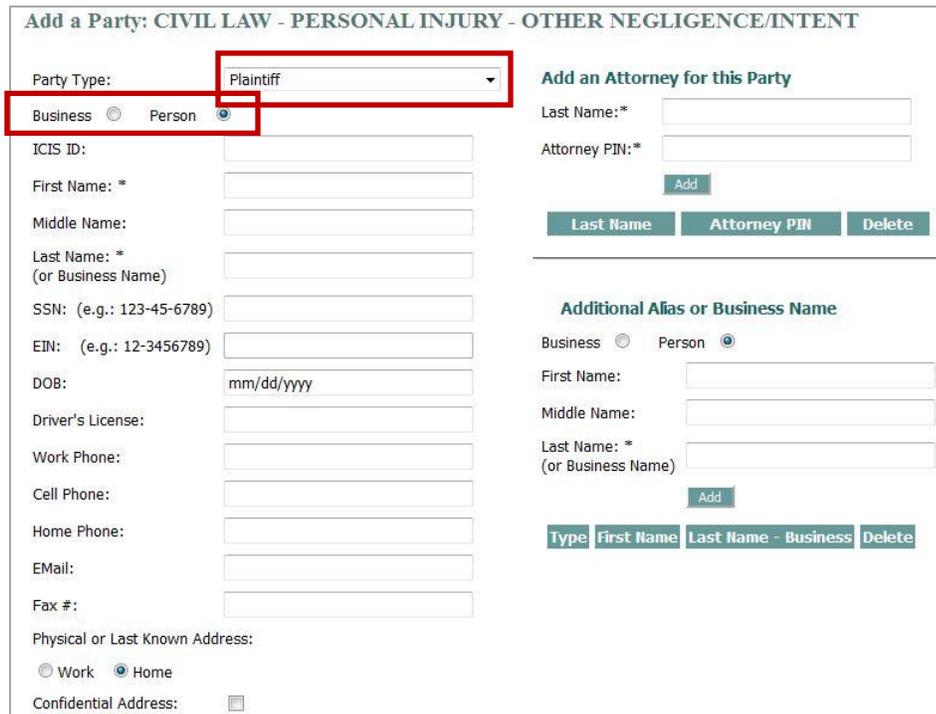
**Add Case Participants**

	Participant Name	Role	Attorney(s) for Party
<input type="checkbox"/>	<input type="text" value="TEST FILER16"/>	Plaintiff	

**Note!** When adding party data, this information replaced the Confidential Information Form.

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

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



**Add a Party: CIVIL LAW - PERSONAL INJURY - OTHER NEGLIGENCE/INTENT**

Party Type: Plaintiff

Business  Person

ICIS ID:

First Name: \*

Middle Name:

Last Name: \* (or Business Name)

SSN: (e.g.: 123-45-6789)

EIN: (e.g.: 12-3456789)

DOB:

Driver's License:

Work Phone:

Cell Phone:

Home Phone:

EMail:

Fax #:

Physical or Last Known Address:  
 Work  Home

Confidential Address:

**Add an Attorney for this Party**

Last Name:\*

Attorney PIN:\*

**Additional Alias or Business Name**

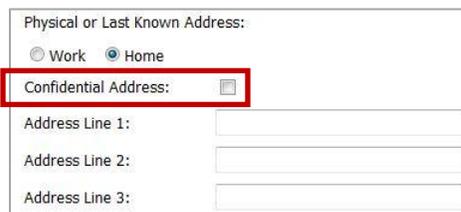
Business  Person

First Name:

Middle Name:

Last Name: \* (or Business Name)

**Note!** For those individuals (for example, victims) who have a confidential address, select the **Confidential Address** box.



Physical or Last Known Address:  
 Work  Home

**Confidential Address:**

Address Line 1:

Address Line 2:

Address Line 3:

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

**Case Initiation: SMALL CLAIM - MONEY JUDGMENT**

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

County \*

Case Title \*

Prayer Amount  Small Claims must be no more than 5000

**Add Case Participants**

	Participant Name	Role	Attorney(s) for Party
<input type="checkbox"/>	TEST FILER16	Plaintiff	

6. **Complete the required fields.** The \* denotes the required fields.

**Document Category** – if desired, narrow down the list of document categories

**\*Document Type** – select the type of document to add to the case. Begin typing in this field to narrow down the options.

**Additional Text** – enter in additional text, if needed

7. If applicable, **Check the Filed Under Order to Seal** and the **Date of order to seal**.

8. Click **Browse**.

9. Locate the document and follow the system commands to select the document (not illustrated).

10. Click **Add**.

**Case Sub Type : SMALL CLAIM - MONEY JUDGMENT**

Document Category

Document Type \*

Additional Text

Filed under order to seal Date of order to seal

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

Document Location

Add to Submission

Document Name	View Document	Edit Data	Size	Remove
Case Data	form.xml		0.01 MB	
SMALL CLAIMS ORIGINAL NOTICE	Sample_PDF.pdf		0.08 MB	
Total Size:			0.08 MB	

11. Click **Next**.

12. **Review the filing** information.

13. Complete the **Payment Information**.

## Review and Approve Filing

Case Sub Type : SMALL CLAIM - MONEY JUDGMENT

Emergency

Generated Case Data:

Change Case Data

[View Data](#)

Document(s) to be Submitted:

Add/Remove Documents

Document Name	View Document
SMALL CLAIMS ORIGINAL NOTICE	<a href="#">Sample_PDF.pdf</a>

New Properties:

Add Real Estate

Special Filing Instructions for the Clerk:

Payment Method:

Enter Payment Information

Payment in behalf of:

Pay by Credit Card or Check  
Estimated Fees: \$85.00

No fees for this filing There are no fees associated with this filing - i.e. Probate Estate Petition

Multiple Adoptions Multiple Adoptions being filed at the same time - IA Code Section 602.8105(1)

Order granting exemption An order was issued granting exemption from the filing fee.

Pay at Counter Non Credit Card Payments

Small Claims FED/MJ Small Claims Forcible Entry and Detainer and Money Judgment filed together - IA Code Section 648.19(3)

[Back](#)

[Cancel \(Delete\)](#)

[Move to Draft](#)

[Submit the Filing](#)

14. Click **Submit the Filing**.

The information contained in the training materials for the Iowa Judicial Branch Electronic Document Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.