



Application for Order to Seal Document

Note! Read and review Chapter 16 rule 16.405(1). Electronic filers are responsible for complying with the Chapter 16 rules for electronic filing.

1. Prepare the necessary documents.
Note! All documents should be created in a .pdf formatted documents, except Proposed Orders which should be in a Word editable document.
2. Access the case.
Note! When creating a new case, add party information and the necessary documents to initiate the case.
3. Attach the **Application to Seal document (.pdf)** and a **Proposed Order to Seal (Word editable)** at the same time.
Note! Do not select the checkboxes for *Sealed* or *Electronic Presentation*.
4. On the Review and Approve the Filing page, verify all information is correct, click **Submit the Filing**.
5. From the Home Page, click **Existing Case**.
Note! These steps must be followed if the documents are required to be electronically presented under Rule 16.405(1).
6. **Search** for the Existing Case.
7. **Upload the document** to be sealed.
8. Check **Sealed** and **Electronic Presentation** for this document.

Additional Text

Sealed Electronic Presentation

Acceptable File Format(s) (*.DOCX,*.DOC,*.WPD,*.RTF)

9. After selecting **Electronic Presentation** a system message will display. Click **OK**.



10. On the Review and Approve the Filing, verify all information is correct and enter a comment to the judge explaining that your application to seal this document has been filed. Include relevant information like case number, etc. Click **Submit the Filing**.

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