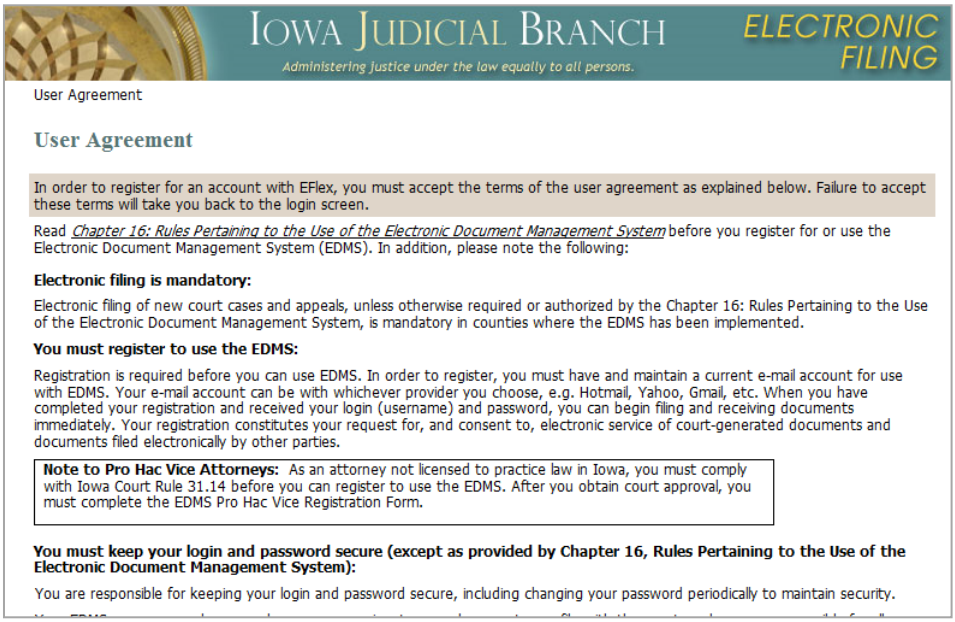
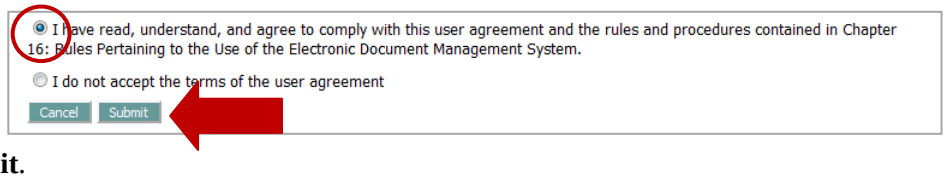
Registering for an eFile Account

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**.

4. Read and review the **User Agreement**.
5. Read and review the **Chapter 16: Rules Pertaining to the Use of the Electronic Document Management System**.



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



7. Click **Submit**.
8. Select a **User Role**.

Registered Filer – registered parties or self-represented litigant

Iowa Attorney – attorney licensed to practice law in Iowa

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 in certain small claims and civil matter.

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 – a non-Iowa attorney practicing law in Iowa that is sponsored by an Iowa Attorney

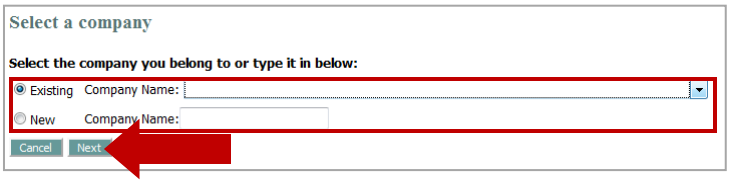
Specialized Non-Party Filers – anyone who is not an attorney who files documents on multiple cases but is not a party, such as a process server or bail bonds agent

Supreme Court Clerk & Clerks Office – reserved for individuals working directly with the Supreme Court

Department of Corrections – individuals who work with the Department of Correctional Services

9. Click **Next**.
   Note! Registered Filers skip steps 10 and 11. Continue to step 12.

10. **For all roles** (except for Registered Filers) select **Existing** and **scroll through and select** the desired organization. If the desired organization is not listed, click **New** and **enter in the Company Name**.



11. Click **Next**.

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

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

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

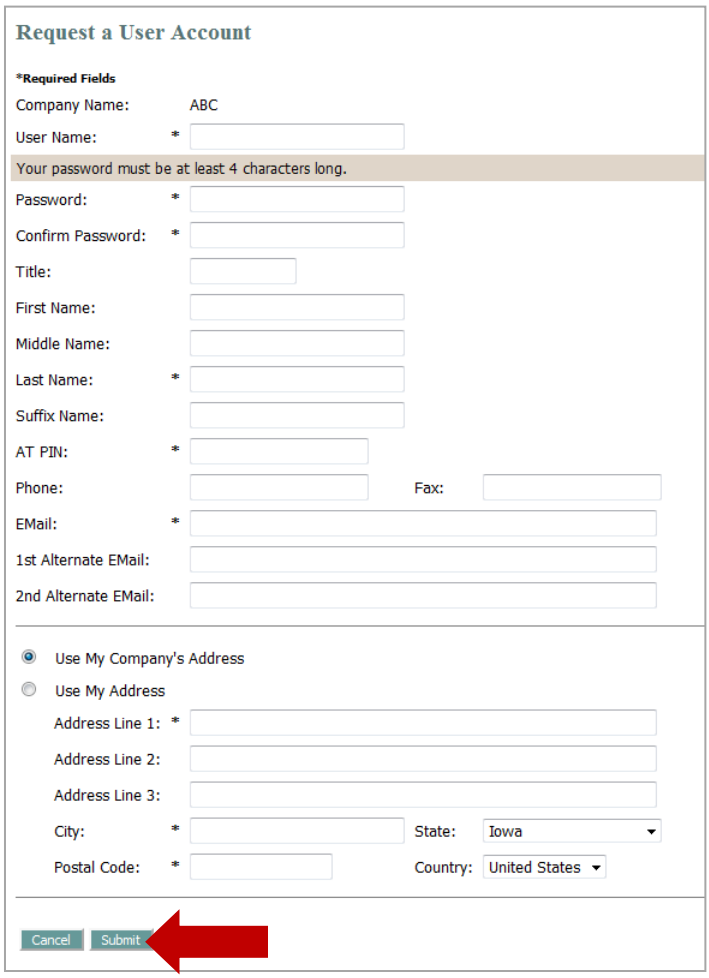
AT PIN - attorney's unique Personal Identification Number assigned by the Office of Professional Regulation. Include a capital AT prior to the numbers.

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

Email - this address will be used to receive courtesy notifications.

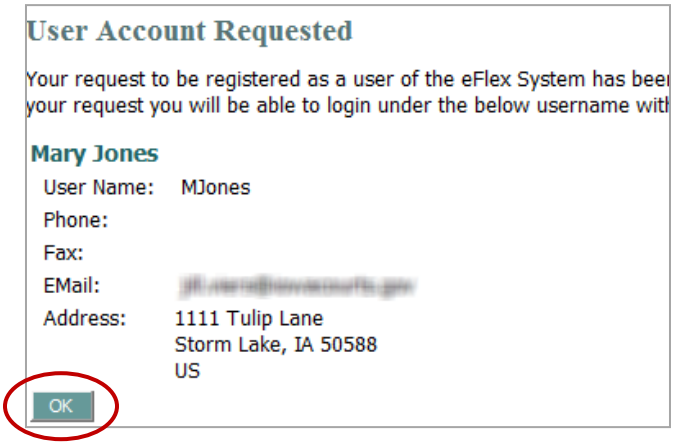
Alternate Email – include additional addresses to receive notifications

Address - My Company's Address will display for existing organizations. A new organization will need to enter in the appropriate fields.



13. Click **Submit**.

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



Note! An email confirmation will be 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. Return to the **Log In** page and enter the **User Name** and **Password**.
2. Click **Log In**.

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