



Steps to eFiling Checklist

- Prepare the necessary documents and save as a .pdf, except for any proposed orders. These should be saved as a Microsoft Word editable document.
- Log In to eFile
Note! Register for an account if not done so previously
- Select New Case
- Select the case type and subtype
- Enter case information
 - Add the plaintiffs or petitioners
 - Add the defendants or respondents
- Add documents
- Review the filing and enter payment information
- 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.