

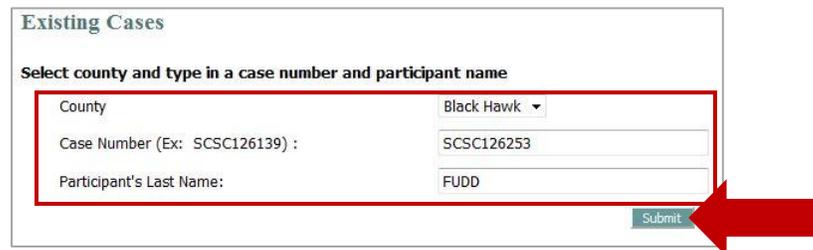
Steps to file an Answer & Appearance in Small Claims

These steps should be followed when filing an Answer & Appearance in a Small Claims case. After receiving notice in regards to the case, an Answer & Appearance should be filed.

1. Complete the Answer & Appearance.
2. Scan and save Answer & Appearance form as a .pdf formatted document.
3. Open a web browser and open the following website:
<https://www.iowacourts.state.ia.us/EFile/>
4. Click **Request Account**.
5. Complete the required registration fields and complete the registration.
6. **Log In** using the Username and Password just created.
7. Click **Existing Case**.



8. Enter in the following fields: **County**, **Case Number**, and **Participant's Name**.



Existing Cases

Select county and type in a case number and participant name

County	Black Hawk ▾
Case Number (Ex: SCSC126139) :	SCSC126253
Participant's Last Name:	FUDD

Submit

9. Click **Submit**.

Small Claims Answer & Appearance

10. Select **Appearance and Answer** from the Document Category.
11. Select **Small Claims Appearance and Answer** from the Document Type.
12. Click **Browse** to locate the **Answer and Appearance** document (scanned earlier as .pdf formatted document).

Home ⇒ Existing Case ⇒ Add a Document

Case Number : SCSC126240

Document Category: APPEARANCE AND ANSWER

Document Type *: SMALL CLAIMS APPEARANCE AND ANSWER

Additional Text

Filed under order to seal Date of order to seal

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

Document Location: **Browse...**

Add to Submission:

13. Click **Add**.
14. Click **Next**.

SMALL CLAIM - MONEY JUDGMENT

SCSC126240

Press the Next button to continue.

15. Click **Next**.

Add to Submission

Document Name	View Document	Edit Data	Size	Remove
SMALL CLAIMS APPEARANCE AND ANSWER	Fudd_Answer.PDF		0.01 MB	

Total Size: 0.01 MB

16. Review the filing. Make changes as needed (not illustrated).
17. 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.