

Reasons Clerks may not File Documents in the Electronic Document Management System (EDMS)

1. Incorrect filing fee

- The Filer chose the *wrong case type* or *event code* so that the proper filing fee was not charged (for example, a petition was filed as an application).
- The Filer chose an *invalid deferment* reason.
- The Filer chose Pay at Counter and *did not pay within the required 5 days*.

Note: Clerks may reject all subsequent Pay at Counter filings from any filer who does this more than three times.

2. Event code error that the clerk cannot correct

- The event code chosen *applied a file stamp* or *did not apply a file stamp* in error (for example, a Trial Information or Subpoena initially filed as something like a Motion that get a file stamp, or a Motion filed as something like a Subpoena that does not get a file stamp).
- The event code chosen *did not allow the filer to input correct data*.
- A Health Care Provider Statement in Lieu of Testimony (and Attorney Certificate) is *not* filed as a Proposed Exhibit.

Note: This applies in Expedited Civil Actions only (Iowa R. Civ. P. 1.281).

3. Documents are combined in a way that prevents them from being correctly processed

- A petition and civil original notice are combined so that the civil original notice *cannot be signed* by the clerk and returned to the filer for service.
- A Trial Information and Minutes of Testimony are combined so that the *correct security level cannot be set* on the Minutes

4. A proposed order has an attachment (the attachment will disappear when the judge approves the order)

5. A return of service contains the original pleading, writ, or order

6. The filer omits case party information

- The filer of a new case must add the names of all Plaintiffs/Petitioners and Defendants/Respondents in the electronic coversheet.
- For all parties added under My Parties, the person initiating the case must give at least the Date of Birth or SSN/EIN. The clerk will reject the filing if the filer fails to do either of these.
- It is *not* a rejection reason if the filer does not have a Date of Birth or SSN/EIN for the Other Parties (the defendants or respondents) on the case.

Note: Filings from CSRU are an exception to this.

7. Proposed warrants have incorrect dates of birth or social security number

8. The document is filed on the wrong case

- The document has the wrong case number and/or parties listed in the header.
- A multi-case filing is filed to the wrong cases or was not filed to all the listed cases.

9. The document is scanned incorrectly

- The document is unreadable (for example, the document is blurred or too dark or light).
- A *pleading* is scanned *sideways or upside down*.
Note: Clerks will not return any landscape attachment, exhibit, or filing that is *not a pleading* when scanned sideways.
- A document is scanned so that the *file stamp is not visible* (for example, the resolution or orientation is wrong).
- A document is scanned as individual pages (for example, a 9 page document scanned as 9 separate documents) or scanned as all one document (for example, combining documents that need to be individually file stamped).

Note: In some instances, the clerk can enter an additional event code for combined documents and avoid returning the filing.

10. Filer/signature errors

- An order signed by a judge is filed by someone other than the judge, the judge's designee, or the clerk.
- A pleading *requires a signature but has no signature*.

11. Registration errors

- If a filer has more than one registration in EDMS, the system will show a "Duplicate Master PIN" error to the clerk in Clerk, who may reject the filing.

Note: Registering for a second account as a different filer type is sometimes necessary. For example, a specialized nonparty filer who is a plaintiff or defendant in a civil suit may register as a Registered Filer to gain access to his or her case.

- A business is the filer of a document. For example, the filing agent for the plaintiff appears as a business rather than an individual on the filing.

Note: If the clerk finds an incorrect registration, the clerk may reject the filing and refer the filer to the External Help Desk.

12. Limited appearances not filed on behalf of a case party should be referred to a judge