

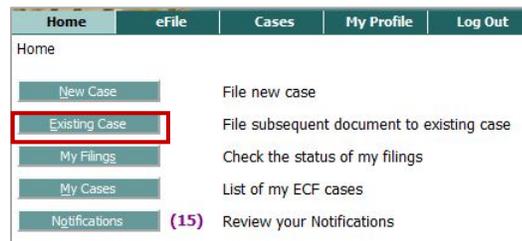
After a case has been created or converted to electronic format, a registered party can file subsequent data to that case.

*Note!* Prepare documents prior to accessing an existing case.

*Note!* Multiple Cases can be filed on at one time. It is *important* to remember that the document must have all of the applicable case numbers included.

## Searching to file on a single Existing Case

1. Click **Existing Case**.



Home	eFile	Cases	My Profile	Log Out
Home				
<a href="#">New Case</a>	File new case			
<a href="#">Existing Case</a>	File subsequent document to existing case			
<a href="#">My Filings</a>	Check the status of my filings			
<a href="#">My Cases</a>	List of my ECF cases			
<a href="#">Notifications</a>	(15) Review your Notifications			

2. Select appropriate **County**.
3. Enter in **Case Number**.
4. Enter in any **Participant's Last Name**.

Select county and type in a case number and participant name

County	<input type="text" value="Black Hawk"/>
Case Number (Ex: SCSC126139)	<input type="text" value="SMCR429322"/>
Participant's Last Name:	<input type="text" value="Doe"/>

5. Click **File on this case**.
6. Skip to **Adding a Document**.

*Note!* Cases where the filer is an active litigant will display at the bottom the Existing Case screen.

*Note!* For those cases that you are a registered party to the case, click **Search My Cases** to locate a case not displayed on the page.

*Note!* If you are having issues pulling up an existing case, call the clerk's office to check on the spelling of the participant's last name.

## Searching to file on Multiple Cases

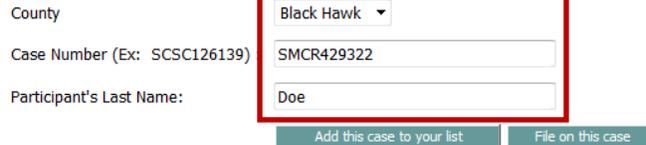
1. Click **Existing Case**.



Home	eFile	Cases	My Profile	Log Out
Home				
<a href="#">New Case</a>	File new case			
<b><a href="#">Existing Case</a></b>	File subsequent document to existing case			
<a href="#">My Filings</a>	Check the status of my filings			
<a href="#">My Cases</a>	List of my ECF cases			
<a href="#">Notifications</a>	<b>(15)</b>	Review your Notifications		

2. Select appropriate **County**.
3. Enter in **Case Number**.
4. Enter in any **Participant's Last Name**.

Select county and type in a case number and participant name



County: Black Hawk

Case Number (Ex: SCSC126139): SMCR429322

Participant's Last Name: Doe

[Add this case to your list](#) [File on this case](#)

5. Click **Add this case to your list**.
6. **Repeat steps 2 – 4** for the cases where there are multiple case numbers to file upon.

**Note!** Cases where the filer is an active litigant will display at the bottom the Existing Cases screen.

**Note!** For those cases that you are a registered party to, click **Search My Cases** to locate a case not displayed on the page.

**Note!** For those cases that you are a registered party to, (displayed at the bottom of the page), click **Add** to add the cases to the current filing.

Or, select a recent case, filter all your cases, file on a specific case, or add cases to your filing list.

[Search My Cases](#)

	Case Title	▲ Case Number	
<a href="#">Add</a>	TESTING ADD NOTIFICATION	AGCR153383	AGGRAVATED MISDEME
<a href="#">Add</a>	TEST SECURITY ON ADOPTION	ATCV105281	ADOPTION
<a href="#">Add</a>	TEST OF CIVIL - CONTRACT DEBT COLLECTION	ATCV105285	ADOPTION
<a href="#">Add</a>	JOHN DOE VS JANE DOE	CDDM000039	Children

**Note!** Click on the **Defendant Names** column heading to filter the data for ease in locating specific cases. The name of any defendant or juvenile for criminal or juvenile cases should display in this column.

Or, select a recent case, filter all your cases, file on a specific case, or add cases to your filing list.

Number of cases displayed per page: All

Case Title	Case Number	Case Type	County	Defendant/Child Names
STATE OF IOWA VS. JOHN DOE	AGCR582502	AGGRAVATED MISDEMEANOR - DRUGS	Black Hawk	DOE

- After adding the multiple case numbers, they will display at the top of the page. **Verify that this information is correct.**

## Existing Cases

Cases that will be filed on [File on these Cases](#)

	Case Number	Case Title
<a href="#">Remove</a>	AGCR582500	STATE OF IOWA VS. JOHN DOE
<a href="#">Remove</a>	AGCR582502	STATE OF IOWA VS. JOHN DOE
<a href="#">Remove</a>	AGCR582505	STATE OF IOWA VS. JOHN DOE

- After review, click **File on These Cases**.

*Note!* If a case has been added in error, click **Remove** to delete the case from the filing package.

## Existing Cases

Cases that will be filed on [File on these Cases](#)

	Case Number	Case Title
<a href="#">Remove</a>	AGCR582500	STATE OF IOWA VS. JOHN DOE
<a href="#">Remove</a>	AGCR582502	STATE OF IOWA VS. JOHN DOE
<a href="#">Remove</a>	AGCR582505	STATE OF IOWA VS. JOHN DOE

## Adding a Document

Documents can be added to any existing case(s). The Case Number and Case Title will display in a yellow banner for existing cases or will display Multi Case if multiple case numbers are selected.

- Select a **Document Category** for the type of document to be added to the case.  
*Note!* If unsure of what category to select, leave this field blank.
- Select a **Document Type**.  
*Note!* Type the name of the document in this field to locate the **Document Type**.



Home eFile Cases My Profile Log Out user: Elmer Fudd

Home ⇒ Existing Case ⇒ Add a Document

**Case Number : SCSC000010 Case Title : BUGS BUNNY VS ELMER FUDD**

Document Category -- select a Document Category --

Document Type \* -- select a Document Type --

Additional Text

Filed under order to seal Date of order to seal

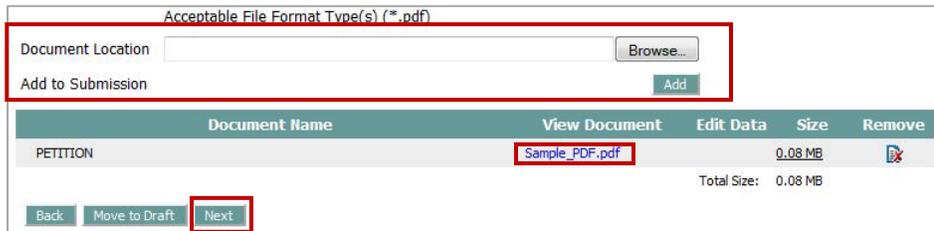
Acceptable File Format Type(s) (\*.pdf)

Document Location

Add to Submission

Document Name	View Document	Edit Data	Size	Remove
PETITION	<a href="#">Sample_PDF.pdf</a>		0.08 MB	
		Total Size: 0.08 MB		

- Complete **Additional Text** if desired.  
*Note!* This additional text helps the clerk, judge, or other participants understand more about the document.
- Click **Browse**.
- Locate the document** to attach.
- Click Open in the system window (not illustrated).
- Click **Add**.  
*Note!* A message will display while the document is uploading. For small documents this may not even be visible.



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

Document Location

Add to Submission

Document Name	View Document	Edit Data	Size	Remove
PETITION	<a href="#">Sample_PDF.pdf</a>		0.08 MB	
		Total Size: 0.08 MB		

*Optional!* If a document has been added in error, click the icon in the **Remove** column to delete the document.

- Click the **File Name** in the View Document column to review the document loaded properly.
- Repeat this process to add additional documents.
- Click **Next**.

*Note!* Your submitted document(s) will receive a file stamp with the time they were submitted by you (when they hit our server).

*Note!* There is a 20 MB limit per document. Multiple documents can be submitted per case. Documents that exceed 20 MB may be submitted in parts to meet the size requirements. Select the category **Attachment** to add parceled documents.

## Filing to an Existing Case

11. On the Review and Approve Filing page, **verify all information** being submitted to the case is accurate and complete. Add additional information as needed (not illustrated).

*Note!* If applicable, complete the **Payment Information**.

12. Click **Submit the Filing**.

Existing Party Information

Modified	Participant Name	Role
	JOHN JONES	Plaintiff
	TEST FILER4	Plaintiff

Special Filing Instructions for the Clerk:

Back Cancel (Delete) Move to Draft **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.