



How to eFile

EDMS – Electronic Document
Management System



Need Help?

Contact the Tybera Help Desk for assistance with the eFiling system.

- ▶ Email: iasupport@tybera.com
- ▶ Phone: 877-200-1811



Prepare Documents

- ▶ Acceptable Formats
 - PDF (all documents except Proposed Documents)
 - Microsoft Word-Editable (Proposed Documents only)

.doc	Microsoft Word 95 – 2003
.docx	Microsoft Word 2007
.wpd	Word Perfect V. 6 – 16
.rtf	Rich Text Format
.odt	Open office -may not be compatible with Word 2003



Acceptable Fonts

Arial

Times New Roman/Times

Courier New

Tahoma/Geneva

Helvetica

Calibri

Cambria



Electronic Signatures

- ▶ Login and password are a filer's signature per Rule 16.306(1)
- ▶ Additionally filings that require a signature must have one of the following:
 - Actual signature
 - The symbol “/s/” – /s/ John Doe
 - Digitized signature
- ▶ For those with the “/s/” signature the following must be typed or printed under the signature
 - Name
 - Law Firm
 - Mailing Address
 - Telephone Number
 - Email address; and
 - Email addresses of any other persons at the firm who are to be notified

Registration

- ▶ All eFile users must register.
- ▶ Access the following website:
<https://www.iowacourts.state.ia.us/EFile/>
- ▶ Registration is accessible by clicking Request Account.

A screenshot of the Iowa Judicial Branch eFiling website. The header includes the text "IOWA JUDICIAL BRANCH" and "ELECTRONIC FILING" with the tagline "Administering justice under the law equally to all persons." Below the header are navigation links: "Welcome", "Terms of use", "Payment policy", and "Support". The main content area is divided into three sections: "Mission Statement" on the left, a "Welcome eFiling" message in the center, and a "Log In" section on the right. The "Log In" section contains fields for "User Name:" and "Password:", a "Log In" button, a "Forgot Your Password?" link, and a "Request Account" button. A large red arrow points to the "Request Account" button.



Log in

- ▶ Access the following website:
<https://www.iowacourts.state.ia.us/EFile/>
- ▶ Enter in the account User Name and Password created in the Registration process.

A screenshot of the Iowa Judicial Branch eFiling website. The header includes the text "IOWA JUDICIAL BRANCH" and "ELECTRONIC FILING". Below the header is a navigation bar with links for "Welcome", "Terms of use", "Payment policy", and "Support". The main content area is divided into three sections: a "Mission Statement" on the left, a "Welcome" message in the center, and a "Log In" section on the right. The "Log In" section contains a red-bordered box with two input fields: "User Name:" and "Password:". Below these fields are buttons for "Log In" and "Forgot Your Password?".

IOWA JUDICIAL BRANCH **ELECTRONIC FILING**
Administering justice under the law equally to all persons.
powered by eFlex from Tybers

Welcome Terms of use Payment policy Support

Welcome
eFiling

Mission Statement
The Iowa Judicial Branch dedicates itself to providing independent and accessible forums for the fair and

Welcome. You have reached the website for electronically filing cases and documents with the Iowa Court System. You must have an account to use this service.

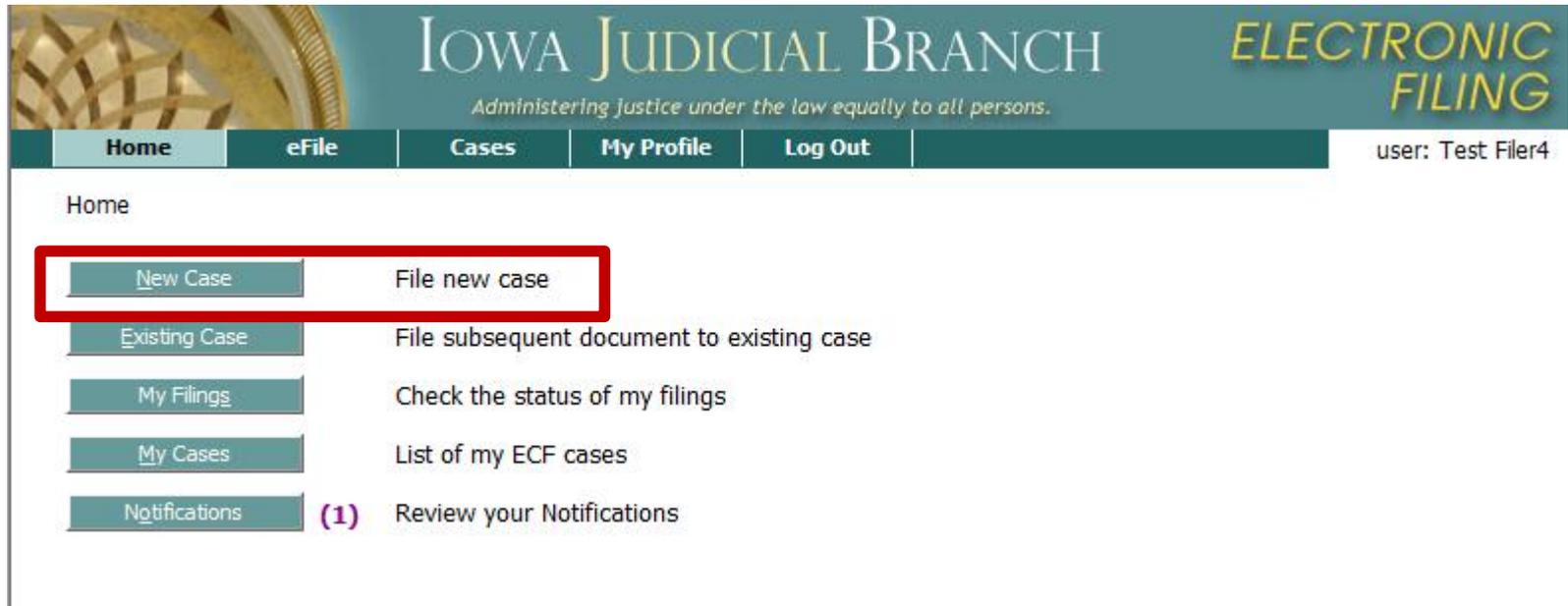
Log In
Enter your User Name and Password.

User Name:
Password:

[Log In](#) [Forgot Your Password?](#)

Creating a New Filing

- ▶ From the home page – click New Case

A screenshot of the Iowa Judicial Branch Electronic Filing system home page. The header includes the Iowa Judicial Branch logo, the tagline "Administering justice under the law equally to all persons.", and the text "ELECTRONIC FILING". The navigation menu includes "Home", "eFile", "Cases", "My Profile", and "Log Out". The user is identified as "user: Test Filer4". The main content area is titled "Home" and contains a list of options: "New Case" (highlighted with a red box), "Existing Case", "My Filings", "My Cases", and "Notifications (1)".

Option	Description
New Case	File new case
Existing Case	File subsequent document to existing case
My Filings	Check the status of my filings
My Cases	List of my ECF cases
Notifications (1)	Review your Notifications

Creating a New Filing

- ▶ Select the desired case type.

A screenshot of the Iowa Judicial Branch eFile system interface. The header includes the text "IOWA JUDICIAL BRANCH" and the motto "Administering Justice under the law equally to all persons." Below the header is a navigation menu with links for "Home", "eFile", "Cases", "My Profile", and "Log Out". The main content area is titled "New Case Filing: Case Type" and "Case Type". A table with a "Description" header lists various case types: Adoption, Change of Name, Civil, Criminal, Family Law, Investigative Filings, Juvenile Clerk, Mental Health and Substance Abuse, Probate, Search Warrant, and Small Claims. A red rectangular box highlights the list of case types.

Creating a New Filing

- ▶ Select the Case Sub Type.

Case Sub Type	Description
DISSOLUTION - CHILDREN	
DISSOLUTION - MODIFICATION WITH CHILDREN	
DISSOLUTION - MODIFICATION WITHOUT CHILDREN	
DISSOLUTION - NO CHILDREN	
DISSOLUTION - OTHER	
DOMESTIC ABUSE	
DOMESTIC ABUSE - DOMESTIC ABUSE JUVENILE	
DOMESTIC RELATIONS - 234 FOSTER CARE	
DOMESTIC RELATIONS - 252A SUPPORT	
DOMESTIC RELATIONS - 252A.18 FOREIGN SUPPORT	
DOMESTIC RELATIONS - 252B.11 COST RECOVERY	
DOMESTIC RELATIONS - 252C ADMINISTRATIVE ORDER	
DOMESTIC RELATIONS - 252D INCOME WITHHOLDING	
DOMESTIC RELATIONS - 252E MEDICAL SUPPORT	
DOMESTIC RELATIONS - 252F/600B PATERNITY	
DOMESTIC RELATIONS - 252K UFISA	
DOMESTIC RELATIONS - 598B OUT OF STATE CUSTODY	
DOMESTIC RELATIONS - OTHER DOMESTIC RELATIONS	

Case Initiation

- ▶ Enter in the required data fields –
 - County
 - Case Title



IOWA JUDICIAL BRANCH *Administering justice under the law equally to all persons.* **ELECTRONIC FILING**

Home eFile Cases My Profile Log Out user: Test Filer4

New Case Filing: Case Type ⇒ Case Sub Type ⇒ Case Initiation

Case Initiation: DISSOLUTION - NO CHILDREN

Filer Reference No (Enter your office reference number - if applicable)

County *

Case Title *

Add Case Participants

	Participant Name	Role	Attorney(s) for Party
 	TEST FILER4	Plaintiff	

Adding Parties

- ▶ Click Add My Parties and Other Parties to enter in party data.

Case Initiation: DISSOLUTION - NO CHILDREN

Filer Reference No (Enter your office reference number - if applicable)

County *

Case Title *

Add Case Participants

	Participant name	Role	Attorney(s) for Party
 	<input type="checkbox"/> JOE SMITH	Petitioner	
 	<input type="checkbox"/> SUE SMITH	Respondent	

Adding Parties

- ▶ Complete the required party data fields.
- ▶ *Note! This process replaces the Confidential Information Form.*

Add a Party: DISSOLUTION - NO CHILDREN

<p>Party Type: <input type="text" value="Plaintiff"/></p> <p>Business <input type="radio"/> Person <input checked="" type="radio"/></p> <p>ICIS ID: <input type="text"/></p> <p>First Name: * <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>Last Name: * (or Business Name) <input type="text"/></p> <p>SSN: (e.g.: 123-45-6789) <input type="text"/></p> <p>EIN: (e.g.: 12-3456789) <input type="text"/></p> <p>DOB: <input type="text" value="mm/dd/yyyy"/></p> <p>Driver's License: <input type="text"/></p> <p>Work Phone: <input type="text"/></p> <p>Cell Phone: <input type="text"/></p> <p>Home Phone: <input type="text"/></p>	<p>Add an Attorney for this Party</p> <p>Last Name:* <input type="text"/></p> <p>Attorney PIN:* <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Add"/></p> <p style="text-align: center;"> <input type="button" value="Last Name"/> <input type="button" value="Attorney PIN"/> <input type="button" value="Delete"/> </p> <hr/> <p>Additional Alias or Business Name</p> <p>Business <input type="radio"/> Person <input checked="" type="radio"/></p> <p>First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>Last Name: * (or Business Name) <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Add"/></p> <p style="text-align: center;"> <input type="button" value="Type"/> <input type="button" value="First Name"/> <input type="button" value="Last Name - Business"/> <input type="button" value="Delete"/> </p>
--	---

Add a Document

- ▶ Select the Document Category and Type.
Note! Category is not a required field.

Case Sub Type : DISSOLUTION - NO CHILDREN

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
Case Data	form.xml		0.01 MB	

Total Size: 0.0 MB

Sealed Documents

- ▶ Documents that have an existing order to seal, may submit those using the sealed checkbox. The date of order must be included.

Case Sub Type : DISSOLUTION - NO CHILDREN

Document Category

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

Adding Documents

- ▶ To add a document, browse and select the desired document. Click Add.

Case Sub Type : DISSOLUTION - NO CHILDREN

Document Category

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
Case Data	form.xml		0.01 MB	

Total Size: 0.0 MB

Adding Documents

- ▶ Once added, the document will populate in the lower portion of the screen.

Case Sub Type : DISSOLUTION - NO CHILDREN

Document Category:

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
Case Data	form.xml		0.01 MB	
PETITION	Petition.pdf		0.08 MB	

Total Size: 0.08 MB

Document Size

- Repeat the process to add multiple documents to the filing.
- 20 MB size limit per submission

Document Name	View Document	Edit Data	Size	Remove
PETITION FOR RELIEF UNDER RULE 1.1012 - SMALL CLAIMS	20110428144127305_0004.pdf		0.05 MB	
EXHIBIT	20110428144127305_0006.pdf		0.06 MB	
PROPOSED OTHER ORDER	Proposed Order.docx		0.02 MB	
			Total Size:	0.13 MB

[Back](#)
[Move to Draft](#)
[Next](#)



Multiple Documents

- ▶ Multiple documents may be submitted per filing. The limitation is the size limit can not be greater than 20 MB.
- ▶ Do not combine documents into one – for example, a motion and a proposed order. These are filed as two documents. Two documents may be filed in the same filing at the same time, but must be submitted as two documents.

Review & Approve

- ▶ After submitting the documents, review the filing. Additional documents, party data and real estate can be added as needed.

Review and Approve Filing

Case Sub Type : DISSOLUTION - NO CHILDREN

Emergency

Generated Case Data: Change Case Data

[View Data](#)

Document(s) to be Submitted: Add/Remove Documents

Document Name	View Document
PETITION	Petition.pdf

New Properties: Add Real Estate

Special Filing Instructions for the Clerk:

Payment

- ▶ If filing fees are required, enter payment information.

Payment Method: Enter Payment Information

Payment in behalf of:

Pay by Credit Card
 Estimated Fees: \$185.00

No fees for this filing There are no fees associated with this filing - i.e. Probate Estate Petition

Multiple Adoptions Multiple Adoptions being filed at the same time - IA Code Section 602.8105(1)

Order granting exemption An order was issued granting exemption from the filing fee.

Pay at Counter Non Credit Card Payments

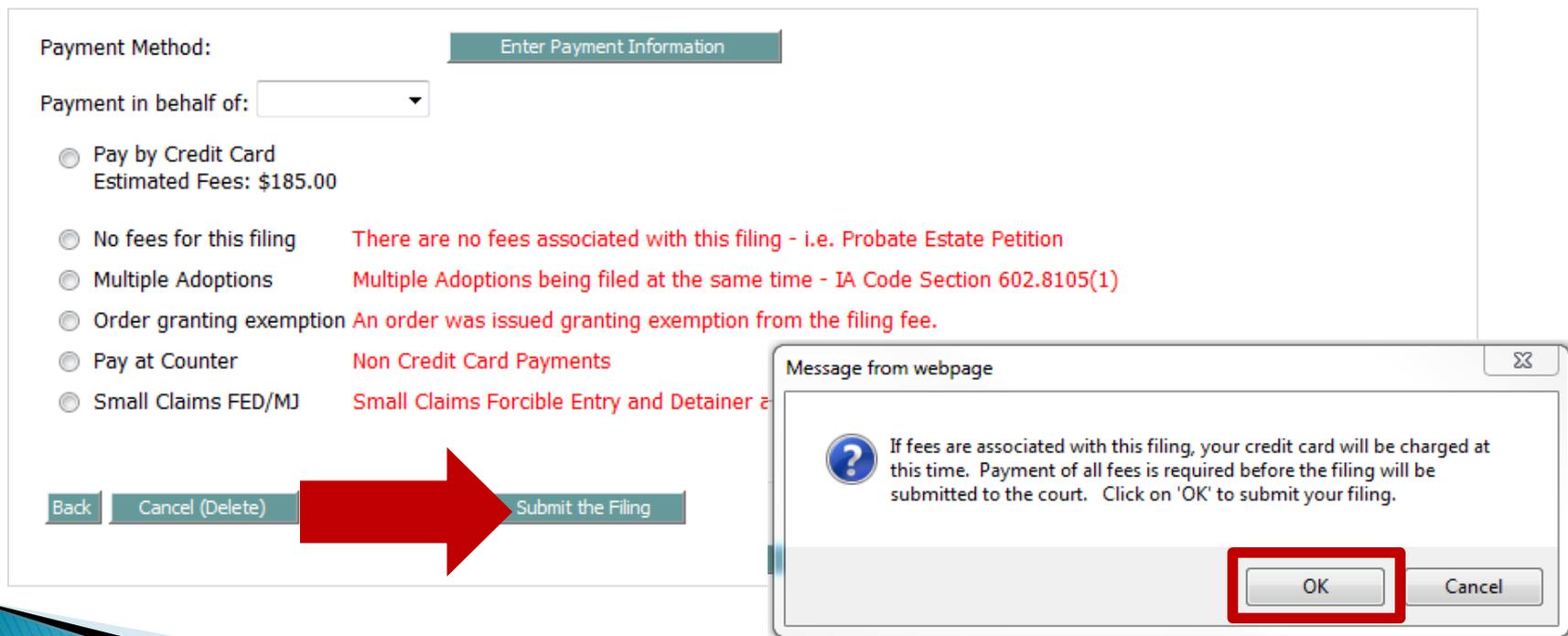
Small Claims FED/MJ Small Claims Forcible Entry and Detainer and Money Judgment filed together - IA Code Section 648.19(3)

Back Cancel (Delete) Move to Draft Submit the Filing

- ▶ If applicable, payment must be received before a clerk can process the filing.

Submit the Filing

- ▶ Click Submit the Filing to submit the new case to the clerks office for processing.
- ▶ Click OK to the pop confirmation of submission.

The image shows a screenshot of the EDMS interface. The main form is titled "Payment Method:" and has a button "Enter Payment Information". Below this is a dropdown menu for "Payment in behalf of:". There are several radio button options for payment methods, each with a red explanatory note: "Pay by Credit Card" (Estimated Fees: \$185.00), "No fees for this filing" (There are no fees associated with this filing - i.e. Probate Estate Petition), "Multiple Adoptions" (Multiple Adoptions being filed at the same time - IA Code Section 602.8105(1)), "Order granting exemption" (An order was issued granting exemption from the filing fee.), "Pay at Counter" (Non Credit Card Payments), and "Small Claims FED/MJ" (Small Claims Forcible Entry and Detainer a...). At the bottom of the form are three buttons: "Back", "Cancel (Delete)", and "Submit the Filing". A large red arrow points from the "Cancel (Delete)" button towards the "Submit the Filing" button. Overlaid on the bottom right is a "Message from webpage" pop-up window. The message contains a question mark icon and the text: "If fees are associated with this filing, your credit card will be charged at this time. Payment of all fees is required before the filing will be submitted to the court. Click on 'OK' to submit your filing." The "OK" button in the pop-up is highlighted with a red rectangular box.



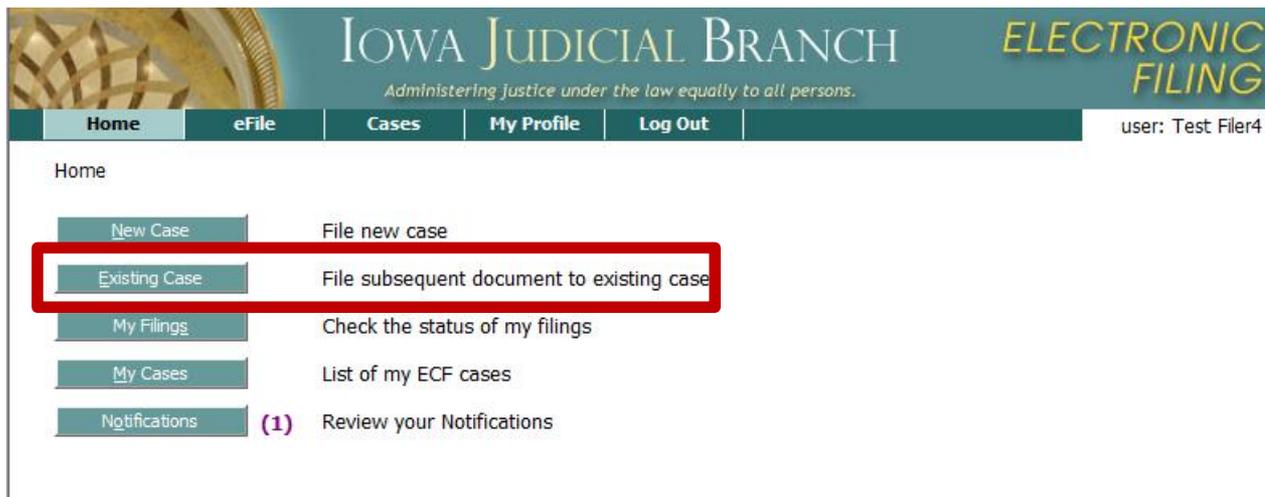
Submission Confirmation

- ▶ A submission confirmation will display after a filing is submitted to the clerk's office.

A screenshot of the Iowa Judicial Branch Electronic Filing (eFile) submission confirmation page. The page header includes the Iowa Judicial Branch logo and the text "Administering justice under the law equally to all persons." The navigation menu contains "Home", "eFile", "Cases", "My Profile", and "Log Out". The user is identified as "user: Test Filer4". The breadcrumb trail shows "Home >> New Case Filing: Case Type >> Case Sub Type >> Submission Confirmation". The main content area displays "Your Filing has been submitted" and "Case Type: DISSOLUTION - NO CHILDREN - PETITION". A note states: "Note: This filing is now being processed and added to the Court document repository. Once ECF has stored the documents associated with your filing, a receipt will be issued to you. You may view the status of this filing, and access your receipt for 60 days, after which it will be purged from this system. The documents will be retained and available long term through the Court." A "Filing Status" button is visible at the bottom left of the content area.

Existing Case

- ▶ For those cases that have already been created, additional documents can be eFiled on them as well. Click Existing Case from the home page. The process for eFiling is the same as a New Case.

A screenshot of the Iowa Judicial Branch Electronic Filing system home page. The header includes the Iowa Judicial Branch logo and the text "Administering justice under the law equally to all persons." and "ELECTRONIC FILING". The navigation menu includes "Home", "eFile", "Cases", "My Profile", and "Log Out". The user is identified as "user: Test Filer4". The main content area is titled "Home" and contains a list of menu items: "New Case" (File new case), "Existing Case" (File subsequent document to existing case), "My Filings" (Check the status of my filings), "My Cases" (List of my ECF cases), and "Notifications" (1) (Review your Notifications). The "Existing Case" button and its description are highlighted with a red box.

Existing Case

- ▶ Enter in the required data –
 - County of case
 - Case Number
 - Last Name of any party to the case

- ▶ Click Submit.

Existing Cases

Select county and type in a case number and participant name

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

Adding a Document

- ▶ Repeat the process for adding documents in the previous slides of this presentation.
 - See pages 14 – 18

Home ⇒ Existing Case ⇒ Add a Document

Case Number : SCSC047248 Case Title : JONES VS SMITH

Document Category

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
<input type="button" value="Back"/> <input type="button" value="Move to Draft"/> <input type="button" value="Next"/>				

Submitting the Filing

- ▶ After documents have been added to the filing, review and approve the filing.

Review and Approve Filing

SCSC047248 Case Title : JONES VS SMITH

Emergency

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
ANSWER	TEST.pdf

New Properties: [Add Real Estate](#)

New Parties: [Add Parties](#)

Special Filing Instructions for the Clerk:

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)



My Filings

- ▶ To review and double check the status of a Filing, click My Filings from the home page.

A screenshot of the Iowa Judicial Branch Electronic Filing system home page. The header includes the text "IOWA JUDICIAL BRANCH" and "ELECTRONIC FILING" with the tagline "Administering Justice under the law equally to all persons." Below the header is a navigation menu with "Home", "eFile", "Cases", "My Profile", and "Log Out". The user is identified as "user: Test Filer4". The main content area is titled "Home" and contains a list of actions: "New Case" (File new case), "Existing Case" (File subsequent document to existing case), "My Filings" (Check the status of my filings), "My Cases" (List of my ECF cases), and "Notifications (1)" (Review your Notifications). The "My Filings" button and its corresponding text are highlighted with a red rectangular border.

My Filing Status

- ▶ Enter in a date range, or other data to filter and search for submitted filings. Click Go to populate the data.

A screenshot of the Iowa Judicial Branch Electronic Filing system interface. The header includes the Iowa Judicial Branch logo and the text "IOWA JUDICIAL BRANCH" and "ELECTRONIC FILING". Below the header is a navigation menu with "Home", "eFile", "Cases", "My Profile", and "Log Out". The user is logged in as "user: Test Filer4". The main content area shows "My Filings" and "Test Filer4 Filings Report Criteria:". A red box highlights the search criteria section, which includes "View Filings Between:" with a date field containing "06/27/2011", a calendar icon, and a dropdown arrow, followed by "AND", another date field, a calendar icon, and a "Clear Dates" button. Below this are fields for "Filing ID:", "Court Case #:", "Client #:", and "Status: All" with a dropdown arrow. A "Go" button is located at the bottom left of the red box.

My Filing Status

- ▶ Each filing that has been submitted during the search criteria will display with a status.

My Filings Between 11/12/2010 and 11/16/10

Delete

<input type="checkbox"/>	Filing ID	Client #	Court Case #	County	▼ Date Submitted	Document Type	Status
<input type="checkbox"/>	7434		SCSC126208	Black Hawk	11-12-2010:07:34:10 AM	RESTITUTION REPORT	Filed
<input type="checkbox"/>	7644		CVCV045083	Story	11-10-2010:02:50:21 PM	PETITION	Filed
<input type="checkbox"/>	7643		CNCN001393	Story	11-10-2010:02:47:14 PM	PETITION	Filed
<input type="checkbox"/>	7642		AGCR042086	Story	11-10-2010:02:41:57 PM	TRAFFIC TICKET FILING	Filed
<input type="checkbox"/>	7633			Story	11-09-2010:07:20:55 PM	PETITION FOR INTERVENTION	Awaiting Approval
<input type="checkbox"/>	7632		SCSC126139	Black Hawk	11-09-2010:06:53:46 PM	APPLICATION TO CONDEMN	Awaiting Approval
<input type="checkbox"/>	7535			Story	11-09-2010:06:44:32 PM	PETITION	Awaiting Approval
<input type="checkbox"/>	7631		FECR153398	Black Hawk	11-09-2010:06:16:31 PM	CRIMINAL COMPLAINT	Filed
<input type="checkbox"/>	7627		ESPR056823	Black Hawk	11-09-2010:11:53:47 AM	APPLICATION TO CONDEMN	Filed

- ▶ Click the Status field to review the entry.



Filing Status

- ▶ **Package Pending** – Documents and data are being prepared in an electronic package to be sent to the Court's Clerk Review system.
- ▶ **Received** – documents and data have been received by the Clerk Review system and the file stamp has been applied
- ▶ **Awaiting Approval** – submission is awaiting approval by the court clerk. It has not yet been reviewed or docketed.
- ▶ **Filed** – The clerk has docketed the information and returned an electronic receipt of the results.
- ▶ **Returned Not Filed** – Submission was not docketed and has been returned to the filer. This entry can be resubmitted after errors have been corrected.
- ▶ **Resubmitted** – The filing has been resubmitted



Returned Filings

- ▶ If a filing has submission errors, it may be returned by the clerk. These include errors such as:
 - Illegible, page orientation, pages split out (24 documents, instead of 1), combined document types in one (petition, original notice, verification of accounts, affidavits all in one document)
- ▶ Missing party data
 - No attorney listed, parties are not listed



Resubmit a Returned Filing

- ▶ Review the Email Notification for the submission. Information about why the filing was returned will be included in the email notification.
- ▶ Make corrections to the document, if indicated in the email notice.
- ▶ Return to the eFiling website to resubmit the filing.

Resubmit a Returned Filing

- ▶ Click the Resubmit button next to the Returned Not Filed Status.

My Filings

Test Filer4 Filings

Report Criteria:

View Filings Between: 06/28/2010 AND 06/27/2011

Filing ID: Court Case #: Client #: Status: All

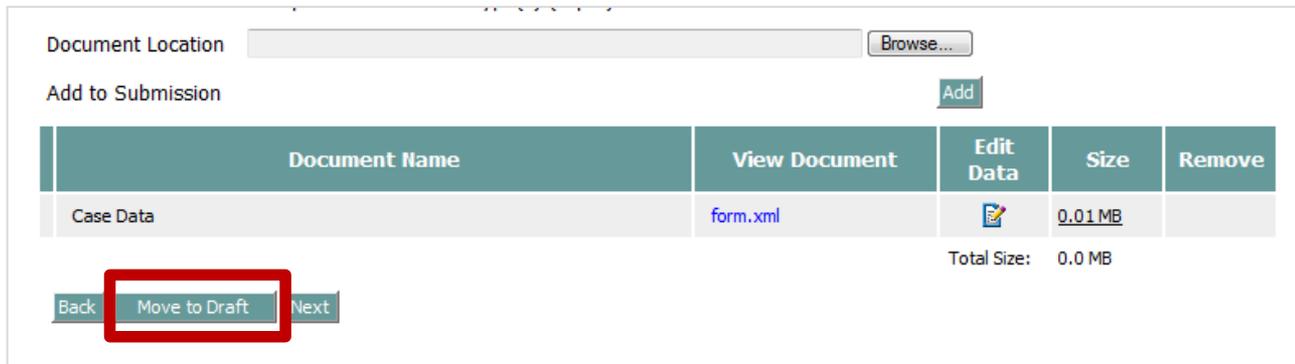
My Filings Between 06/28/2010 and 06/27/2011

<input type="checkbox"/>	Filing ID	Client #	Court Case #	County	Date Submitted	Document Type	Status
<input type="checkbox"/>	10772			Black Hawk	06-22-2011:09:43:08 AM	CIVIL ORIGINAL NOTICE	Returned Not Filed <input type="button" value="Resubmit"/>

- ▶ This will create a ‘new’ version of the filing. All of the data entered previously will be available. Make corrections and resubmit the filing.

Draft Filings

- ▶ A submission may be saved as a draft if you need to complete or finish it at another time.



Document Location

Add to Submission

Document Name	View Document	Edit Data	Size	Remove
Case Data	form.xml		0.01 MB	

Total Size: 0.0 MB

- ▶ At any time, click Move to Draft to save a filing to finish at a another time.

Draft Filings

- ▶ To access a filing saved as a draft. Click Draft Filings from the eFile menu.



Draft Filings

- ▶ Draft filings from the last 90 days will display. Click the Filing Description to reopen the draft to finish the submission.

Draft Filings

Delete

<input type="checkbox"/>	Filing ID	Client #	Court Case #	Filing Description	▼ Create Date	Days Until Deletion
<input type="checkbox"/>	10863		SCSC126305	SMALL CLAIM - MONEY JUDGMENT	6-27-2011:11:13:27 AM	90
<input type="checkbox"/>	10771			CIVIL - OTHER ACTIONS	6-22-2011:07:49:56 AM	85
<input type="checkbox"/>	10753			CIVIL - OTHER ACTIONS	6-20-2011:01:46:45 PM	83
<input type="checkbox"/>	10677			CIVIL - OTHER ACTIONS	6-14-2011:01:09:08 PM	77
<input type="checkbox"/>	10575		SCSC126227	SMALL CLAIM - FORCIBLE ENTRY	6-07-2011:02:19:42 PM	70
<input type="checkbox"/>	10135			DISSOLUTION - NO CHILDREN	5-13-2011:12:04:55 PM	45
<input type="checkbox"/>	10133		SCSC126227	SMALL CLAIM - FORCIBLE ENTRY	5-13-2011:10:12:02 AM	45
<input type="checkbox"/>	9469			CIVIL LAW - PERSONAL INJURY - MEDICAL/DENTAL MALPRACTICE	4-14-2011:12:19:16 PM	16

My Cases

- ▶ Cases are displayed that the eFiler is an active party to the case. Click the Case Number to access the full case history.

My Cases Number of cases displayed per page: 50 ▾

Case Number	County	Participant's Last Name		
<input type="text"/>	Black Hawk ▾	<input type="text"/>	History	Service List

Ex: SCSC126139

[Search My Cases](#) Show Active Show Inactive Show Both [Delete](#)

Case Title	▼ Case Number	Case Type	Judge	County	Certificate	Inactive	
⊕ SMALL CLAIMS TEST 4	SCSC126227	SMALL CLAIM - FORCIBLE ENTRY		Black Hawk	Service List	<input type="checkbox"/>	<input type="checkbox"/>
⊕ JONES VS SMITH	SCSC047248	SMALL CLAIM - FORCIBLE ENTRY		Story	Service List	<input type="checkbox"/>	<input type="checkbox"/>
⊕ TRAINING TEST CASE	LACV105315	CIVIL LAW - CONTRACT - DEBT COLLECTION		Black Hawk	Service List	<input type="checkbox"/>	<input type="checkbox"/>
⊕ COMMENTS TEST	CNCV105325	Change of Name		Black Hawk	Service List	<input type="checkbox"/>	<input type="checkbox"/>



Notifications

- ▶ Notice of Electronic Filing or Presentation will be sent to all registered parties to a case when documents are submitted to the courts.
- ▶ These notifications should be reviewed carefully.

Notifications

- ▶ Click Notifications from the home page.
- ▶ Delete or mark notifications accordingly. Once deleted the notification is no longer available in the eFiling system.

Notifications

Notifications for Test Filer4

<input type="checkbox"/>	<input type="checkbox"/>	Document(s) filed by...	Case Title	Case Number	County	File Date
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Retraction Notice: ANSWER filed by or in behalf of Test Filer4 was rejected	JONES VS SMITH	SCSC047248	Story	06-09-2011
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PROPOSED ORDER FOR JUDGMENT was filed by or in behalf of Test Filer4	JONES VS SMITH	SCSC047248	Story	03-16-2011
Documents: PROPOSED ORDER FOR JUDGMENT						
<input type="checkbox"/>	<input type="checkbox"/>	APPEARANCE was filed by or in behalf of Marsha Fox	COMMENTS TEST	CNCV105325	Black Hawk	01-10-2011
Documents: APPEARANCE						
<input type="checkbox"/>	<input type="checkbox"/>	ANSWER was filed by or in behalf of Test Filer4	JONES VS SMITH	SCSC047248	Story	12-23-2010

My Profile

- ▶ Users are able to update their personal information and change passwords. Click My Profile from the My Profile menu.

User Profile

Abraham Lincoln

User Name: lincoln
Organization: Pro Se
ICIS ID: MSTR00002581
Phone:
Fax:
EMail:
1st Alternate EMail:
2nd Alternate EMail:
Address: 1600 Pennsylvania Ave
Ames, IA 50010
US
Role: Registered Filer
Date Approved: 2011-03-15 13:20:28.000
Expiration Date:
Gatekeeper: None

[Modify User Profile](#) [Change Password](#) [Withdraw from EDMS](#) [Associate to Case](#)



Need Help?

Contact the Tybera Help Desk for assistance with the eFiling system.

- ▶ Email: iasupport@tybera.com
- ▶ Phone: 877-200-1811

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