

## IN THE FIFTH JUDICIAL DISTRICT OF IOWA

**IN RE: THE CONVERSION OF PAPER  
FILES TO ELECTRONIC DOCUMENTS  
IN DALLAS, GUTHRIE AND MADISON  
COUNTIES FOR EDMS**

**AMENDED  
ADMINISTRATIVE ORDER 2013-43**

This administrative order is amended as to practice considerations in paragraph 1(a) and as per Iowa Rules of Court, Chapter 16 in paragraph 1(c).

**WHEREAS** Iowa Court Rule 16.102 authorizes a chief judge to order the conversion of paper court files to an electronic file for any case not subject to the Iowa Rules of Court, Chapter 16 - Rules Pertaining to the Use of the Electronic Document Management System (EDMS). It is in the best interest of all for the Court to have access via EDMS to a limited number pending Dallas, Madison and Guthrie County case files that exist at the time the Court implements EDMS in Dallas, Guthrie and Madison Counties on Tuesday, August 20, 2013.

### **NOW, THEREFORE, IT IS HEREBY ORDERED THAT:**

1. Notice is hereby given that all papers in pending and new Dallas, Guthrie and Madison County case files shall be filed electronically through EDMS as of 8 a.m. on Tuesday, August 20, 2013. However:
  - a. **Self-represented applicants for Mental Health and Substance Abuse commitments and self-represented petitioners of Domestic Abuse actions may file such applications, petitions and supporting documentation in paper form. However aforementioned applicants and petitioners are encouraged to use EDMS filing when possible to initiate and maintain such actions but are not required to do so. The Clerks of Court shall scan in said paper documents and maintain these case files electronically.**
  - b. Pending Probate Guardianship, Conservatorship and other non-estate cases may file their next annual report in hard copy from August 20, 2013 through

August 19, 2014. However, after such hard copy filing the case will become electronic in the EDMS system upon noticing by the Clerk of Court's Office. However, all such parties are encouraged to file their reports electronically and use the EDMS system on August 20, 2013 and later.

**c. Self-represented criminal defendants are exempted from filing in EDMS for expediency and practical reasons. This includes persons with traffic tickets and all self-represented persons in associate and felony courts**

2. The Dallas, Guthrie and Madison County Clerks of Court and their designees shall work with the Chief Judge, DCA and Assistant DCA III to identify specific pending or closed cases and documents that may be back scanned and/or converted for use by the Court only per Chapter 16 Rules as necessary and appropriate. Upon implementation of electronic filing in the Dallas, Guthrie and Madison County Courts, the security level of these electronic records shall be set by the Clerk of Court and their designees as identified by the EDMS Business Advisory Committee security matrix plan. Such back scanned and/or converted cases and documents shall be available only for internal Judicial Branch use due to the redaction rules, see paragraph 3 below.

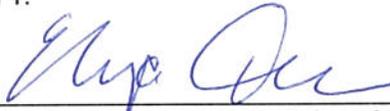
3. The Dallas, Guthrie and Madison County Clerks of Court or their designees shall send specific *Notice Regarding Electronic Filing* to the attorneys and parties appearing pro se as appropriate for all new and pending cases except as exempted under 1(a) - 1(c) above. Such notices shall be sent out prioritizing by cases scheduled for hearing over the next few months.

4. Once notified, counsel of record or parties appearing pro se shall apply the rules pertaining to protection of personal privacy (Iowa Court Rule 16.602 through 16.607) to all future filings in that case.

5. After being notified of commencement of the electronic filing in the Dallas, Guthrie and Madison County Courts, parties appearing pro se, and all others shall file all future filings on all such cases, (e.g., pending, closed and re-opened,

and newly opened) electronically unless otherwise exempted per the electronic filing rules under Chapter 16 of the Iowa Rules of Court or as otherwise noted in section 1 above. A copy of this Administrative Order shall be posted near the doors and/or counter areas of the Dallas, Guthrie and Madison County Clerks of Court Offices.

DATED this 8<sup>th</sup> day of April, 2014.

  
ELIZA J. OVRROM, ASST. CHIEF JUDGE  
FIFTH JUDICIAL DISTRICT OF IOWA

Cc: All 5A and 5B Clerks of the District Court and Staff  
Elizabeth Baldwin, District Court Administrator  
Anne Sheeley and Billie Ramey, Asst. District Court Administrators  
Marilyn Lantz, Chief Juvenile Court Officer  
All Fifth District District Court Judges  
All Fifth District Case Coordinators  
Ken Bosier, Information Technology Director, Iowa Judicial Branch – EDMS Trainers  
Karen Zeutenhorst, ICIS Staff  
Brian Glass, ICIS Staff  
Diana Swanson, ICIS Staff  
Jonathan Walker, ICIS Staff  
Dallas, Guthrie and Madison County Attorneys  
Dallas, Guthrie and Madison County Sheriffs  
Pat Penning, DHS Service Area Manager  
Sam Langholz, State Public Defender  
Judicial Branch Website – 5<sup>th</sup> District Administrative Orders  
Dallas, Guthrie and Madison County Bar Associations – for distribution to membership

FILED  
DALLAS COUNTY, IA.  
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CLERK DISTRICT COURT