

IN THE FIFTH JUDICIAL DISTRICT OF IOWA

**IN RE: THE CONVERSION OF PAPER
FILES TO ELECTRONIC DOCUMENTS
IN JASPER, MARION AND WARREN
COUNTIES FOR EDMS**

**AMENDED
ADMINISTRATIVE ORDER 2014-15**

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(b).

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).

AND WHEREAS it is in the best interest of all for the Court to have access via EDMS to a limited number of pending Jasper, Marion and Warren County case files that exist at the time the Court implements EDMS in Jasper, Marion and Warren Counties on Thursday, March 13, 2014.

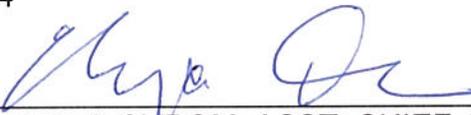
NOW, THEREFORE, IT IS HEREBY ORDERED THAT:

1. Notice is hereby given that all papers in pending and new Jasper, Marion and Warren County case files shall be filed electronically through EDMS as of 12:01 a.m. on Thursday, March 13, 2014. 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. 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 Jasper, Marion and Warren 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 Jasper, Marion and Warren 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 4 below.
 3. In addition specific cases initiated before March 13, 2014, may be identified by a presiding judge for special case situation or circumstances (e.g. long jury trial, complicated civil cases) to 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 Jasper, Marion and Warren 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 4 below.
 4. The Jasper, Marion and Warren 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) and 1(b) above. Such notices shall be sent out prioritizing by cases scheduled for hearing over the next few months.

5. 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.
6. After being notified of commencement of the electronic filing in the Jasper, Marion and Warren 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 Jasper, Marion and Warren County Clerks of Court Offices.

DATED this 8th day of April, 2014


ELIZA J. Ostrom, 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
Jasper, Marion and Warren County Attorneys
Jasper, Marion and Warren County Sheriffs
DHS Service Area Manager
Sam Langholz, State Public Defender
Judicial Branch Website – 5th District Administrative Orders
Jasper, Marion and Warren County Bar Associations – for distribution to membership

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CLERK DISTRICT COURT