

IN THE IOWA DISTRICT COURT
FOR THE EIGHTH JUDICIAL DISTRICT

IN RE: THE CONVERSION OF EXISTING
COURT FILES TO THE ELECTRONIC
DOCUMENT MANAGEMENT SYSTEM
(EDMS)

Administrative Order No. 2014-4

Iowa Court Rule 16.102 provides that the chief judge of a judicial district may order the conversion of any case not already subject to the requirements of EDMS to be converted to an electronic file. Given the unique circumstances of each pending case, it is difficult to enter a mass order that will properly regulate whether cases should be converted. Instead it is more appropriate for the clerk to work in conjunction with the judicial officer presiding in his or her county to make a determination as to whether the conversion of existing paper files should be done.

IT IS THEREFORE ORDERED that the clerk of each court shall convert pending cases from paper to an electronic format, upon consultation with the judicial officer most readily available to review the file, having jurisdiction over said case. Said conversion shall take place when the clerk and the judicial officer conclude that judicial economy will be served by the file being converted to an electronic filing.

The clerk shall comply with the redaction requirements related to protected information outlined in Iowa Court Rules 16.602 through 16.607, for any paper file that is converted to an electronic file.

The clerk shall also notify counsel of record and any other interested parties that all future filings on said case shall be done electronically.

Dated this 19th day of September, 2014.



Mary Ann Brown
Chief Judge, Eighth Judicial District

Original Filed With Court Administrator

CERTIFICATE OF SERVICE: The undersigned certifies that a true copy of this document was served on each person named below, including attorneys of record, or the parties where no attorney is of record, by electronic mail; or by enclosing this document in an envelope addressed to each named person at the respective addresses disclosed by the pleadings of record herein, with postage fully paid, by depositing the envelope in a United States depository; or hand-delivered via courthouse mail, as checked below. The date and manner of service can be verified with court administration.

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Signed: _____