

IN THE IOWA DISTRICT COURT
IN AND FOR THE EIGHTH JUDICIAL DISTRICT

**ADMINISTRATIVE ORDER RE:
COVERAGE OF EDMS JUDGES QUEUE IN
INDIVIDUAL COUNTIES OF THE EIGHTH
JUDICIAL DISTRICT**

Administrative Order No. 2015-010

The Eighth Judicial District currently utilizes a rotation schedule that designates a particular judicial officer to be assigned to a county throughout the year over a designated period of time. So as to provide for continuity of case management, the judicial officer who is scheduled to be presiding over a particular court in a county, be it District Court, District Associate Court, Juvenile Court or Magistrate Court, will be responsible for processing documents on the judges' EDMS queue in said county.

If a judicial officer will be on vacation or otherwise not working for a period of time, said judicial officer shall make arrangements with another judicial officer to process the documents on the queue in the county that said judicial officer is currently assigned to. The judicial officer shall also notify court administration as to who has agreed to provide said coverage.

Attorneys submitting pleadings electronically that require the immediate attention of a judicial officer shall be responsible for making contact with the judicial officer and bringing the matter to the judicial officer's attention so that the pending matter can be dealt with promptly. If the judge regularly assigned to the county where said expedited matter is pending is not available, the attorney shall be responsible for contacting another judicial officer so that the matter can be addressed without delay. Attorneys should not expect a judicial officer to take immediate action on any pleading or motion

filed electronically. Just as when pleadings were submitted to the court in paper, if an attorney needs prompt attention to any matter by a judicial officer, the attorney shall take affirmative steps to make contact with said judicial officer.

The clerks of the individual counties of the Eighth Judicial District of Iowa shall provide copies of this Order to all attorneys practicing in their county.

IT IS SO ORDERED.

Dated this 1st day of July, 2015.



Mary Ann Brown
Chief Judge, Eighth Judicial District

Copies to be distributed by Court Administration to:
Clerks, 8th Jud. District,
District Court Judges, 8th Jud. District
District Associate Judges, 8th Jud. District
Magistrates, 8th Jud. District