

Chapter 16
Iowa Rules of
Electronic Filing

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7

8 **Chapter 16**
9 **Iowa Rules of**
10 **Electronic Filing**

11 **Division I**
12 Scope and Authority

13 **Rule 16.101 Scope and applicability.** The rules in this chapter
14 govern the filing of all documents in the Iowa Judicial Branch
15 electronic document management system (EDMS) in cases
16 commenced on or after the initiation of electronic filing in an Iowa
17 county or in the Iowa appellate courts. The rules of this chapter
18 also govern the electronic filing of documents in cases converted to
19 electronic cases.

20 **Comment:**

21 **Rule 16.101.** EDMS is designed to provide a more efficient and less
22 costly access to the Iowa court system for parties and attorneys and other users
23 by enabling access to their cases 24 hours per day, 7 days per week, from
24 anywhere with Internet access.

25 **Rule 16.102 Cases pending prior to electronic filing.**

26 **16.102(1)** A case pending prior to the initiation of electronic
27 filing in a particular county is not subject to the requirements of

1 this chapter. A party, however, may apply to convert a case not
2 subject to the requirements of this chapter to an electronic file.

3 **16.102(2)** If the court approves an application to convert a
4 case to electronic filing, the rules of this chapter govern the
5 electronically converted portion of the case. The court will
6 determine how the case will be converted to an electronic file and
7 which party, if any, should bear the costs of such conversion.

8 **16.102(3)** For efficiency in court operations, the chief judge
9 of the district may order the electronic conversion of any case not
10 already subject to the requirements of this chapter.

11 **16.102(4)** Any electronically converted document is subject
12 to the redaction requirements related to protected information in
13 Division VI of this chapter. Documents filed prior to the
14 conversion order may be converted but will remain at a security
15 level available only to the court. The original paper portion of any
16 converted file is not subject to the Iowa Rules of Electronic Filing
17 unless the court orders otherwise.

18 **Rule 16.103 Relationship to other court rules.** To the extent
19 these rules are inconsistent with any other Iowa Court Rule, the
20 rules in this chapter govern electronically filed cases or cases
21 converted to electronic filing.

22 **Rule 16.104 Authority.** These rules are adopted under the
23 authority granted to the Iowa Supreme Court by article V section 4
24 of the Iowa Constitution and by Iowa Code section 602.1614.

1 “EDMS” means the electronic document management
2 system, the Iowa Judicial Branch electronic filing and case
3 management system.

4 “*Electronic*” means technology having electrical, digital,
5 magnetic, wireless, optical, electromagnetic, or similar capabilities.

6 “*Electronic cover sheet*” means the information that
7 registered filers type into EDMS when they create a new case or
8 electronically file or present documents to the court. The cover
9 sheet enables EDMS to correctly route the filing.

10 “*Electronic filing*” means submission of a document to EDMS
11 consistent with the procedures in this chapter together with the
12 production and transmission of a notice of electronic filing or
13 presentation from EDMS.

14 “*Electronic presentation*” means the process by which a party
15 or filer may electronically give or propose a document to the court
16 for review or other court action. A document electronically
17 presented to the court through EDMS is not filed.

18 **Comment.** Formerly, parties and attorneys could physically hand a
19 judge an unfiled document or draft order for consideration. With the
20 implementation of EDMS, this must now be done electronically. Electronic
21 presentation is initiated through the selection of the “Document Type” on the
22 electronic cover sheet. Most document types that are electronically presented
23 are “Proposed Document” types (proposed orders, proposed dissolution decrees,
24 or documents proposed for restricted access, for example). Other document
25 types, however, such as trial informations and minutes of testimony, are also
26 automated to go directly to the court. A document that is electronically
27 presented is available for the court to view, and is not a part of the court file
28 unless the court or a party or attorney later files the document. The electronic
29 presentation of a document has no impact on whether a party or attorney
30 should or must be present when the court reviews the document. In addition,
31 ethical obligations or requirements of the parties, attorneys, and court regarding
32 ex parte communications are not modified by electronic presentation.

1 “*Electronic record*,” for purposes of this chapter, means a
2 record, file, or document created, generated, sent, communicated,
3 received, or stored by electronic means.

4 “*Electronic service*” means the EDMS electronic transmission
5 of a notice of electronic filing or presentation into the registered
6 parties’ or attorneys’ EDMS accounts, along with a link to the
7 document presented or filed. The notice of electronic filing or
8 presentation is sent to registered parties entitled to receive service,
9 who may view and download the presented or filed document.
10 Electronic service is not made on certain filings or presentations to
11 the court. See rule 16.317.

12 “*Filing agent*” means an officer, employee, or nonattorney
13 representative of an entity, such as a partnership, association,
14 corporation, or tribe, who is authorized by Iowa law to appear on
15 behalf of that entity because of the nature of the proceeding. See
16 rule 16.201 (definition of “self-represented litigant”).

17 “*Governmental agency*” means an executive, legislative, or
18 judicial agency, department, board, commission, authority,
19 institution, or instrumentality of the federal government, the state,
20 or a county, municipality, or other political subdivision of the
21 state, including a court-approved nonprofit designee of such
22 governmental agency.

23 “*Hyperlink*” means an electronic connection or reference to
24 another place in the document or other cited authority which,
25 when selected, shows the portion of the document or the cited
26 authority to which the hyperlink refers.

1 “*In camera*” means in the judge’s chambers, or in private,
2 out of public view.

3 “*Information*” means documents, text, images, sounds,
4 codes, computer programs, software, databases, or the like.

5 “*Judicial branch*” means the Iowa Judicial Branch of
6 government and all courts, judicial officers, clerks of court, and
7 offices of the courts of the State of Iowa.

8 “*Jurisdictional deadline*” means a deadline set by rule or
9 statute that the court may not extend or change.

10 “*Nonelectronic filing*” means a process by which a paper
11 document or other nonelectronic item is filed with the court and
12 retained in nonelectronic form. See rule 16.313.

13 “*Nonregistered filer*” means a party who has received an
14 exception from the electronic registration requirement and is
15 authorized to submit nonelectronic documents in a case. See rule
16 16.302(2).

17 “*Notice of case association*” means an electronic submission
18 by a party or filing agent to obtain access to the case and receive
19 notifications of filings after the party or filing agent has registered
20 in EDMS.

21 “*Notice of electronic filing or presentation*” means the notice
22 EDMS generates when a document is electronically filed or
23 electronically presented to the court. The notice of electronic filing
24 or presentation records the date and time of the filing of the
25 document in local time for the State of Iowa. When a document or
26 proposed document, is electronically filed or presented to the

1 court, EDMS will send a notice of electronic filing or presentation
2 to the eFiling account of all parties who are registered filers in the
3 case. Such parties may view and download the document or
4 proposed document by logging in to their accounts. A courtesy
5 notice of electronic filing or presentation is sent by email to any
6 other registered party who has entered an appearance or answer in
7 the case, filed a notice of case association, or filed an appearance
8 as a court-approved intervenor. Electronic service is not made on
9 certain filings or presentations to the court. See rule 16.315.

10 “*Party*” means a person or entity by or against whom a
11 lawsuit is brought, who has a right to control the lawsuit either
12 personally, through a representative, or through someone
13 appointed to protect the person’s interests. The clerk of court will
14 index a party to a case, providing case access and receipt of
15 notifications. “Party” includes a plaintiff or petitioner, or a
16 defendant or respondent who has filed an answer, an appearance,
17 or a notice of case association. Additionally, a person may be
18 defined as a party to a case by statute, rule, or court order.

19 “*Proposed document*” means a document electronically
20 presented to the court for review or other court action. A proposed
21 document, other than a proposed exhibit, is not filed until the
22 court takes action on it. See rule 16.412(2) (proposed exhibits).

23 “*Protected information*” means personal information, the
24 nature of which warrants protection from unlimited public access.
25 Rule 16.602 lists the types of information included in this
26 definition.

1 “*Public*,” for purposes of this chapter, refers to court files,
2 documents, or information that is not confidential or protected.

3 “*Public access terminal*” means a computer located in a
4 courthouse through which the public may view, print, and
5 electronically file documents.

6 “*Redact*” means to delete, white out, black out, or otherwise
7 hide text or images on a copy of an original document. The
8 original document becomes confidential and the redacted version
9 becomes the public version of the document.

10 “*Registered filer*” means an individual or entity who uses a
11 login and password to file documents electronically. In cases in
12 which the registered filer is a party and has entered an appearance
13 or filed an answer, filed a notice of case association, or filed an
14 appearance as a court-approved intervenor, the registered filer will
15 electronically serve and receive notice of most filed or presented
16 documents. A registered filer, other than a registered nonparty
17 filer, can also electronically view and download files. See rules
18 16.305 (registration, logins, and passwords) and 16.315 (service of
19 documents subsequent to original notice). *But see* rule 16.314(3)
20 (service of original notices).

21 “*Remote access*” means the ability to electronically search,
22 view, copy, or download electronic documents in a court file
23 without the need to physically visit a courthouse. Remote access
24 to documents is available to registered filers and specialized
25 nonparty users. The level of remote access available to registered

1 filers and specialized nonparty users is determined by the status of
2 the registered filer or specialized nonparty user. See rule 16.502.

3 “*Restricted Access*” refers to, for purposes of this chapter, a
4 case, docket entry, or document, including physical or digital
5 exhibits that the court has placed at a nonpublic security level or
6 that EDMS has automatically placed at a nonpublic security level
7 based on federal or state law or by court rule or administrative
8 rule. See rule 16.405.

9 “*Scanned document*” means an electronic image created by
10 scanning a paper document.

11 “*Self-represented*” means a person or party who represents
12 themselves without the assistance of an attorney. An entity such
13 as a partnership, association, corporation, or tribe may be self-
14 represented when it is otherwise authorized by law to be
15 represented by an officer, employee, or nonattorney representative.
16 See, e.g., Iowa Code § 631.14(1); *In re N.N.E.*, 752 N.W.2d 1, 12-13
17 (Iowa 2008). Except where this chapter specifically indicates
18 otherwise, “attorney” includes self-represented litigants. See rule
19 16.201 (definition of “filing agent”).

20 “*Signature*” means, for the purpose of electronically filing a
21 document in EDMS, one of three formats.

22 For a registered filer electronically filing a
23 document, “*signature*” means the registered filer’s
24 login and password, accompanied by one of the
25 following approved signature representations and a

1 block of identifying information as described in rule
2 16.305(4):

3 1. “*Digitized signature*” means an electronically
4 applied, accurate, and unaltered image of a person's
5 handwritten signature.

6 2. “*Electronic signature*” means an electronic symbol
7 (“/s/” or “/efiler’s name/”) executed or adopted by a
8 person with the intent to sign the document.

9 3. “*Nonelectronic signature*” means a handwritten
10 signature applied to an original document that is then
11 scanned and electronically filed.

12 For a nonregistered filer or party signing a
13 document, or for a registered filer signing a document
14 that another filer will electronically file, “*signature*”
15 means the filer’s or party’s name affixed to the
16 document as a digitized or nonelectronic signature,
17 along with a block of identifying information as
18 described in rule 16.305(4).

19 **Comment:**

20 “**Signature.**” For purposes of electronic filing, a “digital signature” must
21 be treated like a nonelectronic signature. “*Digital signature*” means a complex
22 string of electronic data that is embedded in an electronic document for the
23 purposes of verifying document integrity and signer identity. It can also be used
24 to ensure that the original content of the message or document that has been
25 delivered is unchanged. When a document is filed in EDMS it is modified by the
26 date and time stamp. This causes digitally signed documents to display as
27 altered in EDMS. The filer should print the digitally signed document showing a
28 representation of the signature and the verifying codes, then scan and
29 electronically file the resulting document. If the digitally signed document is an
30 original document as described in rule 16.411, the filer must retain the original
31 document.

32 “*Specialized nonparty filer*” means a filer who is not a party
33 to cases, but who may file documents in multiple cases, such as a

1 bail bond agent or a service provider. See rule 16.304(1)(b)(3)
2 (specialized nonparty filer registration).

3 “*Specialized nonparty user*” means an individual or entity
4 registered to electronically view and download information from
5 electronic files that are not confidential or protected. A specialized
6 nonparty user is not considered a party. The specialized nonparty
7 user may view or download documents in multiple cases or view
8 otherwise restricted information. For example, an abstractor is a
9 specialized nonparty user. See rule 16.304(1)(d) (requirements for
10 specialized nonparty user registration).

11 **Rules 16.202 to 16.300** Reserved.

12 **Division III**
13 General Provisions

14 **Rule 16.301 Electronic document management system**
15 **(EDMS)**. The clerk of court is responsible for maintaining an
16 electronic case file in EDMS for all cases filed under this chapter,
17 receiving case filings into EDMS by electronic transmission, and
18 scanning documents into EDMS for nonregistered parties.

19 **Rule 16.302 Electronic filing mandatory.**

20 **16.302(1)** *Electronic registration and filing requirements.* All
21 attorneys authorized to practice law in Iowa, all attorneys admitted

1 pro hac vice, and all self-represented persons, except as this
2 chapter provides, must register to use EDMS as provided in rule
3 16.304(1). As this chapter provides, registered filers must
4 electronically submit all documents to be filed with the court
5 unless otherwise required or authorized by this chapter or by the
6 court.

7 **16.302(2)** *Exceptions from electronic filing requirements.*

8 a. For good cause, the court, or clerk of court if no judge is
9 available, may authorize a filer to submit a document on a one-
10 time basis nonelectronically to the clerk for filing.

11 b. Upon a showing of exceptional circumstances that it is not
12 feasible for a party to file documents electronically, the chief judge
13 of the district in which a case is pending, or the chief judge's
14 designee, may excuse the party from registering and from
15 electronic filing throughout that case.

16 **Comment:**

17 **Rule 16.302(2).** There may be rare instances when a person cannot use
18 electronic filing. If a potential filer's computer system is down or the filer cannot
19 obtain a login and password in time to meet a deadline, the clerk of court or the
20 court may authorize a filer to submit a paper document on a one-time basis. If
21 a filer will not be able to use the electronic document management system
22 throughout a case, the filer must ask the clerk of court or the court to be
23 excused from registering to participate in the system and show exceptional
24 circumstances. Exceptional circumstances include but are not limited to a filer
25 who does not have any access to the Internet, or who has limited access to the
26 Internet—for example, only through a local public library.

27 **16.302(3)** *Exceptions by rule.*

28 a. *Exception for self-represented criminal defendants.* A self-
29 represented criminal defendant is not required to, but may choose
30 to be a registered filer.

31 b. *Exception for confined parties.* A party who is confined
32 involuntarily is excused from registration and electronic filing.

1 *c. Exception for self-represented parents.* Self-represented
2 parents of a minor in a juvenile case, who are parties to the case,
3 are excused from registration and electronic filing.

4 *d. Excused persons may seek to become registered filers.* If a
5 person excused under this rule chooses to register, the person
6 waives the exception and is governed by these rules in the same
7 manner as any registered filer. If the person subsequently desires
8 to be excused from registration, the person must apply for and
9 receive an exception pursuant to the rules of this chapter.

10 **Comment:**

11 **Rule 16.302(1)(b).** Examples of persons covered by this exception
12 include incarcerated criminal defendants, persons involuntarily confined as a
13 result of substance-related disorder and mental health proceedings, and others
14 who may be confined.

15 **Rule 16.303 Submission of paper documents.**

16 **16.303(1)** *Submission of paper documents for scanning.*

17 *a. Delivery to clerk of court.* If a court authorizes the clerk of
18 court to scan a paper document, the document must be printed on
19 only one side and delivered to the clerk with no tabs, staples, or
20 permanent clips, but it may be organized with paperclips, clamps,
21 or some other type of temporary fastener, or it may be delivered to
22 the clerk in an appropriate file folder.

23 *b. Redacted versions of paper document for protected*
24 *information.* If a paper document contains protected information, a
25 redacted version of the document must be delivered to the clerk
26 with the original document.

27 *c. Civil cover sheet and confidential information form.* When a
28 filing requires it under the Rules of Civil Procedure, a filer who is

1 excused from registration must complete a civil cover sheet and
2 confidential information form.

3 **16.303(2)** *Return of copies by mail.* If a filer wants a
4 document that was submitted in paper form to be returned by
5 mail, the filer must deliver to the clerk of court a self-addressed
6 envelope, with proper postage, large enough to accommodate the
7 document.

8 **16.303(3)** *Court retention of paper documents.* Except as
9 otherwise provided in these rules, *see, e.g.*, rule 16.313(1) (items
10 not to be electronically filed), the court will not retain paper
11 documents submitted to it.

12 **16.303(4)** *Paper case files.* Except as otherwise provided in
13 these rules, *see, e.g.*, rule 16.313(1) (items not to be electronically
14 filed), or as the court directs, the clerk of court will not maintain
15 paper case files in cases commenced on or after the initiation of
16 electronic filing in a particular county or in the appellate courts.

17 **16.303(5)** *Application of redaction rules for protection of*
18 *personal privacy.* The redaction rules for protection of personal
19 privacy in Division VI of this chapter apply to paper documents
20 submitted for scanning.

21 **Rule 16.304 Registration; logins; and passwords.**

22 **16.304(1)** *Registration.*

23 *a. Registration required.* Registration is required to file
24 documents in a case governed by this chapter, *see* rule 16.302(1),
25 and to remotely access and to download documents filed in EDMS.

1 **b. Filer registration.** To register, filers, self-represented
2 litigants, and specialized nonparty filers must complete the
3 registration process. Filers may request an account and obtain a
4 login and password for EDMS in the electronic filing section of the
5 Iowa Judicial Branch website. Filers may access the registration
6 process with personal computers or by using public access
7 terminals at county courthouses.

8 (1) *Requirements for pro hac vice registration.* Before
9 registering to use EDMS, an out-of-state attorney must first make
10 application for and be admitted pro hac vice pursuant to chapter
11 31 of the Iowa Court Rules, Admission to the Bar. The in-state
12 attorney who appears with the out-of-state attorney in the case
13 must electronically file an application for admission pro hac vice.
14 If the court grants the application, the out-of-state attorney must
15 complete the registration process in the electronic filing section of
16 the Iowa Judicial Branch website and file an appearance in the
17 case.

18 (2) *Requirements for filing agent registration.* An officer,
19 employee, or other nonattorney representative electronically filing
20 for an entity such as a partnership, association, corporation, or
21 tribe must register as a filing agent. If the filing agent appears on
22 behalf of multiple entities under the rules of this chapter, the agent
23 must register separately for every entity the agent represents. See
24 rule 16.201 (definition of “filing agent”).

25 (3) *Requirements for specialized nonparty filer registration.*
26 Specialized nonparty filers must register for electronic filing.

1 Specialized nonparty filers may include bail bond agents, process
2 servers, and other people who generally are not considered a party
3 but who need to file documents in multiple cases.

4 *c. Law student and law graduate registration*

5 (1) Before registering to use EDMS, a law student or law
6 graduate qualified to engage in the practice of law or appear as
7 counsel must contact EDMS Support at the number or email
8 address located on the electronic filing login page of the Iowa
9 Judicial Branch website to obtain an application. The student or
10 graduate must submit a completed application, signed by a
11 supervising attorney, to obtain a username and password.

12 (2) The student or graduate must file an appearance in the
13 cases in which the student or graduate is practicing and withdraw
14 from the cases when the student's or graduate's practice is
15 completed.

16 (3) Upon termination of the supervision of the student's or
17 graduate's practice, the supervising attorney must notify EDMS
18 Support to have the student's or graduate's account withdrawn.

19 (4) A law student or law graduate in good standing who
20 resumes practice before admittance to the bar must reinstate the
21 former law student registration by submitting an application
22 signed by a current supervising attorney.

23 (5) Once the student or graduate is licensed to practice law
24 in Iowa, the new attorney must withdraw from the law student
25 account and register with the attorney identification number (AT
26 PIN) assigned by the office of professional regulation.

1 *d. Requirements for specialized nonparty user registration*
2 *and abstractors.*

3 (1) To register, specialized nonparty users must request an
4 application through the “Support” link located on the electronic
5 filing login page of the Iowa Judicial Branch website.

6 (2) Abstractors are specialized nonparty users. For the
7 purpose of remote access to court documents and otherwise
8 restricted information, an abstractor must either qualify as a
9 “participating abstractor” as recognized by the Title Guaranty
10 Division of the Iowa Finance Authority, be a licensed abstractor at
11 such time that abstractors are licensed in the State of Iowa, or be
12 substantially equivalent to a “participating abstractor” as
13 determined by the state court administrator or the state court
14 administrator’s designee.

15 *e. Changing passwords.* Once registered, registered filers
16 must change their password. If a registered individual or entity
17 believes the security of an existing password has been
18 compromised, the individual or entity must change the password
19 immediately. The court may require password changes periodically.

20 *f. Changes in filer’s contact information.* If a registered filer’s
21 email address, mailing address, or telephone number changes, the
22 filer must promptly make the necessary changes to the registered
23 filer’s account information on the My Profile page on the filer’s
24 account. The filer must provide appropriate notice of changes in
25 contact information to any nonregistered filer in every active case.

26 *g. Duties of registered filer.*

1 (1) *To update email.* Registered filers will ensure that their
2 registered email account information is current.

3 (2) *To monitor account.* Registered filers will ensure that their
4 account is monitored regularly, and that notifications sent to the
5 account are timely opened.

6 (3) *To notify the court when no longer able to participate.*
7 Registered filers who can no longer participate electronically in
8 their cases must notify the court and request an exception from
9 electronic filing in all cases. *See* rule 16.302(2). When the
10 registered filer has received an exception in each of the filer's open
11 cases, the registered filer must withdraw from participation in
12 electronic filing before the exceptions become effective.

13 *h. Withdrawal from electronic filing.* A registered filer may
14 withdraw from participation in EDMS by logging in to the My
15 Profile page of the filer's account or by contacting the clerk of
16 court. Upon withdrawal, the individual's or entity's registration,
17 login and password are canceled and the filer's name is deleted
18 from any applicable electronic service list. A registered filer's
19 withdrawal from participation in EDMS is not authorization to file
20 cases or documents nonelectronically. A registered filer's
21 withdrawal from participation in EDMS is not a withdrawal from a
22 case.

23 **Comment:**

24 **Rule 16.304(1).** An attorney may choose to list multiple email addresses
25 when registering for electronic filing. Multiple email addresses may be used to
26 track a large, complex case or to allow more than one person on the attorney's
27 staff to monitor documents served electronically. Attorneys are responsible for
28 the use or misuse of their registered login and password and are responsible for
29 proper monitoring of their EDMS accounts.

1 **16.304(2)** *Logins and passwords.* Filers must use logins
2 and passwords to file documents electronically.

3 *a.* A registered filer is responsible for all documents filed
4 with the filer's login and password.

5 *b.* A registered filer must not knowingly cause or permit the
6 filer's login or password to be used by any other person except:

7 (1) A registered attorney may cause or permit the attorney's
8 login and password to be used by an authorized member or staff of
9 the attorney's law office.

10 (2) A registered filer for an entity or governmental agency
11 may cause or permit the filer's login and password to be used by
12 an authorized member or staff of the entity or governmental
13 agency.

14 *c.* Any electronic filing, downloading, or viewing of an
15 electronic file is deemed to be made with the authorization of the
16 person registered to use the login and password unless and until
17 clear and convincing evidence proves otherwise.

18 *d.* If a login or password is lost, misappropriated, misused,
19 or compromised in any way, the person registered to use that login
20 or password must promptly contact EDMS Support at the number
21 or email address located on the electronic filing login page of the
22 Iowa Judicial Branch website. For system security reasons, a
23 registration may be immediately suspended. The registered
24 individual or entity may apply for a new password and login by
25 completing a new registration. If a login and password have been

1 lost, misappropriated, misused, or compromised in any way, the
2 court may cancel the registration.

3 e. For good cause, the court may refuse to allow a user or a
4 filer to electronically file or download information in EDMS. The
5 affected user or filer may file an application with the court to
6 reregister.

7 **Comment:**

8 **Rule 16.304(2).** A login and password may be immediately *suspended*
9 by an employee of the judicial branch if it appears that the login or password
10 may have been compromised. Only the court may *cancel* a login and password.
11 For good cause, the court may prohibit a person from using EDMS. Improper
12 use of electronic filing, such as an intentional misuse or reckless use of a
13 password or login, may subject a person to court sanctions. A person prohibited
14 from electronic filing is not excluded from using the court system, but the
15 person must obtain authorization under rule 16.302(2) to submit paper
16 documents to the clerk for filing.

17 **Rule 16.305 Signatures.**

18 **16.305(1)** *Registered filer.* A registered filer's login and
19 password required for submission of documents to EDMS,
20 accompanied by a digitized, electronic, or nonelectronic signature
21 representation and a signature block as described in rule
22 16.305(4)(a), serve as the registered filer's signature on all
23 electronic documents filed with the court. These also serve as a
24 signature for purposes of the Iowa Rules of Civil Procedure, any
25 other applicable Iowa Court Rules, and for any other purpose for
26 which a signature is required in connection with proceedings
27 before the court.

28 **16.305(2)** *Nonelectronic signature.* If a document contains a
29 nonelectronic signature, the signed document must be scanned to
30 be filed electronically.

1 **16.305(3)** *Documents requiring oaths, affirmations,*
2 *verifications, acknowledgements, or notarization.* Any document
3 requiring that a signature be made under oath or affirmation or
4 with verification or acknowledgement, or any document being
5 notarized, may be signed either nonelectronically and scanned for
6 electronic filing or may be signed with a digitized signature as well
7 as any oath giver's or witness' signature.

8 **Comment:**

9 **Rule 16.305(3).** A notary signature cannot be an electronic /s/
10 signature; it must be a digitized or nonelectronic signature. The notary seal may
11 be electronic pursuant to Iowa Code chapter 9B. If the law requires the
12 document be signed in the notary's presence, the oath giver's and witness'
13 signatures must be either nonelectronic or digitized (applied by a mechanism
14 such as a signature pad that captures an unaltered image of the signer's
15 signature). See Iowa Secretary of State website for additional information on
16 notarization.

17 **16.305(4)** *Signature block.* Any filing requiring a signature
18 must be signed with a signature representation authorized by
19 these rules and accompanied by a block of identifying information.

20 *a.* The following identifying information about the person
21 signing the filing, to the extent applicable, must be typewritten or
22 printed under the person's signature representation:

- 23 1. Name.
- 24 2. Law firm or name of partnership, association,
25 corporation, or tribe on behalf of which the filing agent is signing.
- 26 3. Mailing address.
- 27 4. Telephone number.
- 28 5. Email address.
- 29 6. The email addresses of any other persons at the law
30 firm who are to be notified of additions or corrections to the
31 electronic file.

1 b. Victims and protected persons may omit mailing
2 addresses, telephone numbers, and email addresses from their
3 signature block when necessary for their protection.

4 c. Registered filers are responsible for promptly updating the
5 information in (1) through (6) in their EDMS account.
6 Nonregistered filers are responsible for informing the court of any
7 changes in this information with respect to all cases in which they
8 have appeared.

9 **Comment:**

10 **Rule 16.305(4).** Under the signature rules of chapter 16, the following
11 signature blocks are valid:

12
13 /s/Judith Attorney
14 Attorney Law Firm
15 1111 Court Ave., Des Moines, IA 50209
16 515-555-5555
17 JAAttorney@Law.com

18
19 Or,

20
21 /s/ with name typed beside symbol as follows:
22 /s/ Judith Attorney
23 Judith Attorney
24 Attorney Law Firm
25 1111 Court Ave., Des Moines, IA 50209
26 515-555-5555
27 JAAttorney@Law.com

28
29 Or,

30
31 /Judith Attorney/
32 Judith Attorney
33 Attorney Law Firm
34 1111 Court Ave., Des Moines, IA 50209
35 515-555-5555
36 JAAttorney@Law.com

37
38 If the attorney logged in is not the attorney signing, the document must be
39 signed by both, including a signature block for each attorney.

40
41 /s/ Judith Attorney
42 Judith Attorney
43 Attorney Law Firm
44 1111 Court Ave., Des Moines, IA 50209
45 515-555-5555

1 JAAttorney@Law.com

2
3 And

4
5 /s/ Andrew Lawyer
6 Andrew Lawyer
7 Attorney Law Firm
8 1111 Court Ave., Des Moines, IA 50209
9 515-555-5555
10 JAAttorney@Law.com
11

12 **16.305(5)** *Multiple signatures.*

13 a. By filing a document containing two or more signatures,
14 the registered filer confirms that the content of the document is
15 acceptable to all persons signing the document, that all such
16 persons consent to having their signatures appear on the
17 document. All persons signing the document must be registered
18 filers to receive notice of the filing of subsequent documents in the
19 case.

20 b. After following the requirements of this rule, the
21 registered filer must either:

22 (1) Scan the original document, with all of the signatures
23 attached, and file the document electronically; or

24 (2) Electronically file the document in PDF format using a
25 signature format set out in 16.305(4)(comment).

26 **16.305(6)** *Signatures presumed valid.*

27 a. A signature on an electronically filed document is
28 presumed valid and authentic until established otherwise by clear
29 and convincing evidence.

30 b. Digitized or nonelectronic signatures on documents
31 governmental agencies electronically file, and any other signature

1 the court has approved, is presumed valid even if the signature is
2 not from a registered filer.

3 **16.305(7)** *Disputing authenticity or validity of signatures.* An
4 attorney or a party who disputes the authenticity or validity of any
5 digitized, nonelectronic, or electronic signature on an electronically
6 filed document must file an objection to the signature within 30
7 days after the attorney or party knew or should have known the
8 signature was not authentic or valid.

9 **Rule 16.306 Electronic filing.**

10 **16.306(1)** *Electronic cover sheet.*

11 *a. Registered filers.* All registered filers must complete an
12 electronic cover sheet for each filing by typing information into
13 EDMS.

14 *b. Exceptions for authorized governmental agencies.*
15 Governmental agencies may obtain state court administration
16 approval to use alternate software to exchange electronic records
17 with EDMS. This alternative method for filing or presenting
18 documents will enable correct routing and docket entry of the
19 documents. The alternative method will also allow for requests for
20 expedited relief and requests to restrict access to documents when
21 appropriate.

22 **Comment:**

23 **Rule 16.306(1).** A filer must complete the electronic equivalent of a
24 cover sheet when initiating a case or filing or presenting a document or group of
25 documents for electronic filing. The electronic cover sheet is a series of web
26 pages that a filer types information into. These web pages differ depending on
27 whether the document is related to a criminal or civil case or whether the
28 document is being filed in a new case or an existing case. The filer must
29 properly complete the electronic cover sheet. A properly completed electronic
30 cover sheet will route the document to the correct electronic file and will create a

1 correct docket entry for the document. The electronic cover sheet may also
2 notify the court of a request for expedited relief or ensure access to a document
3 is properly restricted. An electronic cover sheet for a new civil case replaces the
4 paper cover sheet required by Iowa Rule of Civil Procedure 1.301(2). Only
5 parties excused from registration will file the paper form of the civil cover sheet
6 and the confidential information form.

7 **16.306(2) Filing.** Submission of a document to EDMS
8 consistent with the procedures in this chapter, together with the
9 production and transmission of a notice of electronic filing or
10 presentation, constitutes filing of the document.

11 **Comment:**

12 **Rule 16.306(2).** When a filer submits a document to EDMS, the system
13 tracks the date and time of submission and generates a status email to the filer
14 with that information. A document is not filed until the filer has received a
15 status email at case initiation, or a notice of electronic filing or presentation in
16 all other instances, that confirms the document has been received. Subject to
17 security and jurisdictional rules, the system also generates a notice of electronic
18 filing or presentation to indexed case parties. When the clerk of court reviews
19 and approves the submission, the system generates a date and time stamp on
20 the document that is the same as the date and time the system noted in the
21 status email—the time the filer’s submission was first received in the system.
22 This is the date and time of the official filing of the document with the court
23 system. For example, a filer submits a document to the system at 9:58 p.m. on
24 Friday, October 31, 2025. The following Monday morning the clerk reviews and
25 approves the filing. The system will place a date and time stamp on the
26 document of 9:58 p.m., October 31, 2025. The clerk of court may also return an
27 incorrect submission with instructions to correct the filing. See rule
28 16.308(2)(d)(2). In this circumstance, the document is not filed and the original
29 date and time stamp that the system tracked is lost. Upon resubmission of the
30 document, a new date and time stamp is assigned and a new status email and
31 notice of electronic filing or presentation is generated.

32 **16.306(3) *Emailing or faxing documents does not constitute***
33 *electronic filing.* Emailing or faxing a document to the clerk of
34 court or to the court will not generate a notice of electronic filing or
35 presentation and does not constitute electronic filing of the
36 document.

37 **Rule 16.307 Electronic date and time stamp.** Each
38 electronically filed document receives an electronic date and time
39 stamp consistent with the notice of electronic filing or

1 presentation. The date and time stamp merges with the electronic
2 document and is visible when the document is printed or viewed
3 online. Electronic documents are not officially filed without the
4 electronic date and time stamp. Documents with electronic date
5 and time stamps have the same force and effect as documents with
6 nonelectronic date and time stamps.

7 **Rule 16.308 Docket entries.**

8 **16.308(1)** *Selecting a document type.* A filer must choose an
9 accurate document type from the document type category listed on
10 the electronic cover sheet for each electronically filed document.

11 **16.308(2)** *Correcting a document type.*

12 *a. Clerk of court to correct document type.* Once a document
13 is submitted into EDMS, only the clerk of court may make
14 corrections to the document type the filer has chosen.

15 *b. Clerk of court to correct docket entries.* If a docket entry is
16 incorrect, only the clerk of court can correct the docket entry. The
17 docket will reflect any change that the clerk makes to a docket
18 entry.

19 *c. Errors filers discover.*

20 (1) If a filer discovers an error in the electronic filing or
21 docketing of a document, the filer must contact the clerk of court
22 as soon as possible. When contacting the clerk, the filer must
23 have available the case number of the document that was filed or
24 docketed erroneously.

1 (2) A filer may not refile or attempt to refile a document that
2 has been erroneously filed or docketed unless specifically directed
3 to do so by the clerk of court.

4 (3) To meet a jurisdictional deadline, a filer, who cannot
5 immediately contact the clerk of court but is reasonably certain the
6 clerk will return a document as unfileable, may resubmit a
7 corrected document.

8 *d. Errors clerks of court discover.*

9 (1) If the clerk of court discovers errors in the filing or
10 docketing of a document, the clerk will ordinarily notify the filer of
11 the error and advise the filer of what further action, if any, is
12 required to address the error.

13 (2) The clerk of court may return the submission with an
14 explanation of the error and instructions to correct the filing. In
15 such instances, it is the responsibility of the filer to keep a record
16 of the notice EDMS generated to verify the date and time of the
17 original submission.

18 (3) If the error is minor, the clerk of court may, with or
19 without notifying the parties, either correct or disregard the error.

20 **Comment:**

21 **Rule 16.308(2).** This rule addresses instances when a filer selects an
22 incorrect document type or submits documents that cannot be correctly filed or
23 docketed. The clerk of court may return a submission to the filer for correction
24 when, for example, a document is scanned upside down or sideways, is scanned
25 in such a way that the file stamp cannot be applied, is improperly attached to
26 other documents, or is submitted under the wrong docket entry so that the
27 correct fees, signatures, or other configuration cannot be processed by EDMS. It
28 is the filer's responsibility to keep a record of the original submission date and
29 time, as well as the reason for the return of the filing, contained in the system
30 notices emailed to the filer in response to the submission. Those notices include
31 the "Received Notice" and the "Rejection Notice" sent by email to the filer, as well
32 as the Filing Status Reports available through the filer's EDMS account under
33 My Filings.

1 **Rule 16.309 Date and time of filing; deadlines; system**
2 **unavailability.**

3 **16.309(1)** *Date and time of filing; deadlines.*

4 a. An electronic filing may be made any day of the week,
5 including holidays and weekends, and any time of the day EDMS is
6 available. The availability of electronic filing, however, does not
7 affect the provisions for extension of deadlines in the Iowa Code.
8 When a document is filed electronically, EDMS generates a notice
9 of electronic filing or presentation. The notice of electronic filing or
10 presentation records the date and time of the filing of the
11 document in local time for the State of Iowa. This is the official
12 filing date and time of the document regardless of when the filer
13 actually submitted the document. See rule 16.306(2) and
14 comment.

15 (1) *Exceptions for trial informations and minutes of testimony.*
16 Trial informations and minutes of testimony are not date and time
17 stamped until the court approves them.

18 (2) *Exceptions for submissions that the clerk of court returns.*
19 A submission that the clerk of court returns unfiled because of an
20 error is given a new date and time stamp when the filer submits
21 the corrected version.

22 b. A document is timely filed if it is filed before midnight on
23 the date the filing is due.

24 c. If a deadline established in these rules is different from a
25 deadline established in a court order in a particular case, the
26 deadline established in the court order controls.

1 **16.309(2)** *System unavailable.*

2 a. Technical failures, including a failure or unavailability of
3 EDMS, do not excuse a failure to comply with a jurisdictional
4 deadline.

5 b. If a filer is unable to meet a nonjurisdictional deadline
6 due to a technical failure, the filer must file the document using
7 the soonest available electronic or nonelectronic means. The filing
8 is not untimely unless the court determines it to be untimely after
9 the filer has had an opportunity to be heard on the matter.

10 **16.309(3)** *Notice of system unavailability.*

11 a. *Scheduled maintenance.* When EDMS will not be
12 available due to scheduled maintenance, a notice of the date, time,
13 and anticipated length of the unavailability will be posted on the
14 Iowa Judicial Branch website and to other authorized social media.

15 b. *Unexpected unavailability.* When EDMS is unexpectedly
16 unavailable, a notice of the problem will be posted on the Iowa
17 Judicial Branch website and other authorized social media.

18 c. *Extended system unavailability.* In the event of an
19 extended period when EDMS is not available, the filer may take a
20 paper document to the clerk of court during regular business
21 hours for filing. In such instances, the filer is responsible for
22 service of the document on case parties entitled to service.

23 **Comment:**

24 **Rule 16.309.** Electronic filing allows filers to file documents outside of
25 normal business hours. A document filed before midnight on the date the filing
26 is due is considered timely filed. Filers are cautioned, however, not to wait until
27 the last moment to file documents electronically as EDMS may not always be
28 available. Just as a jurisdictional deadline cannot be extended for a filer who,
29 due to vehicle or traffic problems, for example, arrives at the courthouse
30 moments after the clerk's office has closed, jurisdictional deadlines cannot be

1 extended for the filer who encounters system or other technical difficulties
2 between the time of close of business and a midnight filing deadline.

3 **Rule 16.310 Format of electronic documents.** All documents
4 must be formatted according to applicable rules governing
5 formatting of paper documents in the Iowa Rules of Civil Procedure
6 and the Iowa Rules of Appellate Procedure. A document must be
7 converted to a portable document format (PDF) and must not be
8 password protected before the document is electronically filed. The
9 registered filer must ensure that the filing is an accurate, complete,
10 and readable reproduction of the document.

11 **Rule 16.311 Attachments to electronic documents.**

12 **16.311(1)** The following documents must be electronically
13 attached to a filed electronic document without a separate
14 electronic cover sheet:

15 *a.* An amended document, such as an amended petition,
16 must be electronically attached to a motion for leave to file that
17 document.

18 *b.* Any item that would normally be included as an exhibit to
19 a document must be attached to the electronic document.

20 **Comment:**

21 **Rule 16.311(1).** Supporting materials attached to an application,
22 motion, or verification of account, etc., were called “exhibits” prior to electronic
23 filing. In EDMS, those supporting materials are called “attachments,” and the
24 term “exhibit” is reserved for evidence entered into the record at a hearing or
25 trial. Examples of documents that are attached to other documents include
26 supporting documents that are attached to an adoption petition, a written notice
27 of intention to file an application for default that must be attached to a request
28 for default, and evidence or affidavits used to support an application or a
29 motion. The filer uploads the application or motion into EDMS, and then selects
30 “Attachment” as the document type for the supporting materials. When the filer
31 picks the “Attachment” document type, the system prompts the filer to pick the
32 document to attach to. The document and attachment are then electronically

1 linked and will show on the case docket as related. See rule 16.412(5) on
2 attaching exhibits to pleadings.

3 **16.311(2)** Separate documents may be submitted at the
4 same time but must be uploaded separately, with a separate
5 document type for each document.

6 **Comment:**

7 **Rule 16.311(2).** An example of such a submission is a petition for
8 dissolution of marriage, a motion for temporary support, and a financial
9 affidavit. There are, however, documents that must not be electronically
10 attached to another document. For example, nothing should be attached to a
11 proposed order, including the motion or application regarding that order.

12 **Rule 16.312 Hyperlinks and other electronic navigational**
13 **aids.**

14 **16.312(1)** Hyperlinks and other electronic navigational aids
15 may be included in an electronically filed document as an aid to
16 the court. Each hyperlink must contain a text reference to the
17 target of the link.

18 **16.312(2)** If an electronically filed document contains
19 hyperlinks, the filer is responsible for creating and embedding the
20 links in the document.

21 **16.312(3)** Although hyperlinks may be included in a
22 document as an aid to the court, material that hyperlinks refer to
23 is not considered part of the official record or filing unless already
24 part of the record in the case.

25 **16.312(4)** Hyperlinks to cited authority may not replace
26 standard citation format for constitutional citations, statutes,
27 cases, rules, or other similarly cited materials.

28 **16.312(5)** Hyperlinks may provide an electronic link to
29 other portions of the same document. It is not possible, however,

1 to hyperlink from one document in the electronic court file to
2 another document in the electronic court file.

3 **Comment:**

4 **Rule 16.312.** Use of hyperlinks for cited legal authorities is encouraged.
5 Hyperlinks may also be used to refer the court to other information. Hyperlinks
6 are not part of the filed document, so the filed document must comply with
7 traditional citation requirements. Filers are cautioned, however, that links to
8 external documents or websites may become invalid over time. Hyperlinks will
9 be properly associated and function based on the web browser or computer
10 application used to view the document.

11 **Rule 16.313 Nonelectronic filings.**

12 **16.313(1)** *Items that may be filed nonelectronically.* The
13 following documents and other items may be filed nonelectronically
14 and need not be maintained in the court's electronic case file
15 unless these rules, the clerk of court, or the court otherwise
16 require or authorize electronic filing:

17 a. The administrative record in cases in which the court is
18 asked to rule based on that record, but the petition, answer,
19 briefs, and motions in such cases must be filed electronically and
20 maintained in the electronic case file.

21 b. Transcripts of proceedings before the court that are not
22 available in electronic format.

23 c. Any item that is not capable of being filed in an electronic
24 format.

25 **Comment:**

26 **Rule 16.313(1)(a).** This rule addresses the cost and time concerns in
27 administrative review cases by allowing the administrative record to be filed in a
28 nonelectronic format. Besides their size, these records often contain sensitive
29 information, such as information protected by federal HIPAA laws. The
30 documents generated in those cases should be filed electronically. Those types
31 of cases include, but are not limited to, cases covered by Iowa Code chapters
32 252C, 252F, and 252H.

1 **16.313(2)** *Service of notice of items filed nonelectronically.*

2 For items filed nonelectronically pursuant to rule 16.313(1), the
3 filer must file an electronic notice of filing the item.

4 **Rule 16.314 Original notice.**

5 **16.314(1)** *Form of original notice.* When a party
6 electronically files a new case, the party must submit an original
7 notice as a separate document type along with the petition in the
8 form the Iowa Rules of Civil Procedure require. In addition, the
9 original notice—except in small claims actions—must:

10 1. State that the case has been filed electronically.

11 2. Direct the other party to Chapter 16 of the Iowa Court
12 Rules for general rules and information on electronic filing.

13 3. Refer the other party to Chapter 16, division VI, of the
14 Iowa Court Rules regarding the protection of personal information
15 in court filings.

16 **16.314(2)** *Clerks of court affixing seal to original notice.*

17 After a petition is filed, the clerk of court will electronically affix the
18 clerk's seal to the original notice and electronically return a sealed
19 and signed original notice to the registered filer.

20 **16.314(3)** *Service of original notices.* Original notices must
21 be served upon the party against whom an action is brought in
22 accordance with the Iowa Code and the Iowa Court Rules.

23 **Comment:**

24 **Rule 16.314(3).** Electronic service cannot be used to serve an original
25 notice or any other document that is used to confer personal jurisdiction.

1 **16.314(4)** *Return of service.* After the original notice is
2 served, the filer must scan and electronically file the return of
3 service.

4 **Rule 16.315 Electronic service of documents subsequent to**
5 **original notice.**

6 **16.315(1)** *Electronic service of documents filed by registered*
7 *filers.*

8 *a.* Completing the registration process, *see* rule 16.304(1),
9 constitutes a request for, and consent to, electronic service of
10 court-generated documents and documents other parties file
11 electronically.

12 *b.* When a document is electronically filed, EDMS serves the
13 document to all parties who are registered filers. *See* rule 16.201
14 (definition of “electronic service”). EDMS serves parties by
15 transmission of a notice of electronic filing or presentation into the
16 filer’s EDMS account, along with a link to the document or
17 documents presented or filed. The notice of electronic filing or
18 presentation constitutes service of the document for purposes of
19 the Iowa Court Rules. No other service on those parties is
20 required.

21 *c.* Notice of electronic filing or presentation will only be sent
22 to registered filers and registered case parties who have filed an
23 entry of appearance or answer, filed a notice of case association, or
24 filed an appearance as a court-approved intervenor.

1 d. Notices of electronic filing or presentation will continue to
2 be sent to registered filers until they have filed a withdrawal of
3 appearance and, if applicable, obtained an order allowing the
4 withdrawal.

5 e. Electronic service is not effective if the filer learns the
6 notice of electronic filing or presentation was not transmitted to a
7 party.

8 f. EDMS will not send notifications on documents related to
9 rules 16.405(4), 16.703, 16.704, or 16.802, or on documents that
10 require personal service to confer jurisdiction. The filer is
11 responsible for service of documents that must be personally
12 served to confer jurisdiction in accordance with rule 16.315(2) on
13 service to nonregistered filers.

14 **Comment:**

15 **Rule 16.315(1)(e).** When the system receives a filing covered by this
16 rule, EDMS will automatically generate a notice of the electronic filing or
17 presentation, which contains a list of the parties who were served electronically
18 and a list of the parties who must be served by other means. It is the
19 responsibility of the filer to review the notice of electronic filing or presentation
20 to ensure that all parties that require service have received it. If the filer learns
21 of a delivery failure, the filer must provide service to that person by other means.
22 Additionally, a notice of electronic filing or presentation will not be generated on
23 case initiation, on applications for warrants and emergency applications (such
24 as emergency removals or emergency detention in juvenile cases), or on
25 documents proposed for restricted access or filed under an order restricting
26 access.

27 **16.315(2)** *Service on parties who are nonregistered filers.*

28 Parties must serve a paper copy of any filed document on a person
29 entitled to service who is not a registered filer in the manner
30 required by the Iowa Rules of Civil Procedure or the Iowa Rules of
31 Criminal Procedure, unless the parties otherwise agree. When
32 serving paper copies of electronically filed documents on
33 nonregistered filers, the filer must include a copy of the notice of

1 electronic filing or presentation. The clerk of court will provide a
2 copy of the notice of electronic filing or presentation upon a
3 nonregistered filer's request.

4 **16.315(3)** *Service of documents filed or presented by*
5 *nonregistered filers.*

6 a. Service on registered filers of documents filed or
7 presented by nonregistered filers will be made electronically
8 through EDMS, except for service of restricted access documents
9 filed under rule 16.405. See rule 16.201 (definition of "electronic
10 service").

11 b. Nonregistered filers must serve a paper copy of documents
12 they file with or present to the court on all persons entitled to
13 service who are nonregistered filers in the manner the Iowa Rules
14 of Civil Procedure or the Iowa Rules of Criminal Procedure require.

15 **Rule 16.316 Certificate of service.** A certificate of service must
16 be filed for all documents EDMS does not serve. These include
17 documents that must be served on parties who are nonregistered
18 filers, documents that must be served on persons or entities
19 seeking to intervene in a confidential case, documents persons or
20 entities file pursuant to rule 16.319(2), and discovery materials.
21 See, e.g., rules 16.315(1)(b), 16.319(1)(c), and 16.401(1)(a). The
22 certificate must be filed promptly and show the date and manner of
23 service. The certificate of service may be included on the last page
24 of the document.

1 **Rule 16.317 Additional time after electronic service.** When
2 service of a document is made electronically, the time to respond is
3 computed in the same manner as the Iowa Rules of Civil Procedure
4 and the Iowa Rules of Appellate Procedure require.

5 **Rule 16.318 Service of court-generated documents.**

6 **16.318(1) *Electronic notice and service.*** EDMS will
7 electronically serve any court-generated document to all registered
8 filers entitled to service. See rule 16.201 (definition of “electronic
9 service”). Electronic service of the notice of electronic filing or
10 presentation upon a registered filer by posting the notice in the
11 filer’s EDMS account Notifications page constitutes service or
12 notice of the document. Notice of electronic filing or presentation
13 will only be sent to registered parties who have filed an entry of
14 appearance or answer, filed a notice of case association, or filed an
15 appearance as a court approved intervenor. Notices of electronic
16 filing will continue to be sent to registered filers until they have
17 filed a proper withdrawal of appearance in a case and, if
18 applicable, obtained an order allowing the withdrawal.

19 **16.318(2) *Nonelectronic notice and service on case parties.***
20 The clerk of court will mail paper copies of electronically filed
21 court-generated documents to nonregistered filers entitled to
22 service. The clerk will include a copy of the notice of electronic
23 filing or presentation with the paper copy of the document. The
24 clerk will not mail paper copies to registered parties who have not
25 properly entered an appearance or answer, filed a notice of case

1 association, or filed an appearance as a court-approved intervenor.
2 The clerk will not mail paper copies of court-generated documents
3 to nonregistered parties represented by counsel unless otherwise
4 required by the rules or required by court order.

5 **16.318(3)** *Certificate of service.* Instead of filing a certificate
6 of service for court-generated documents that EDMS does not
7 electronically serve, the clerk of court may note on the docket the
8 parties served and the method of service.

9 **Rule 16.319 Filing by a potential intervenor or by a**
10 **nonparty.**

11 **16.319(1)** *Potential intervenor.*

12 *a. Manner in which to intervene.* A person or entity seeking
13 to intervene, to become a party to the case, must electronically file
14 the application to intervene and all related documents.

15 *b. Access to file.*

16 (1) Until the court grants the application to intervene, the
17 person or entity seeking to intervene cannot download or view any
18 confidential part of the file, and the person or entity will not receive
19 a notice of electronic filing or presentation of any document filed in
20 the case.

21 (2) If the court grants the application to intervene, the
22 person or entity must promptly file an entry of appearance or a
23 notice of case association.

1 (3) A notice of appearance or a notice of case association
2 must be filed before the person or entity can receive a notice of
3 electronic filing or presentation.

4 *c. Service.*

5 (1) The documents a person or entity seeking to intervene
6 files must be served pursuant to rules 16.315(1)(b) and 16.315(2).

7 (2) The person or entity seeking to intervene is required to
8 serve a paper copy of the document on parties who are
9 nonregistered filers. *See* rule 16.315(2).

10 (3) If the court or a party files a document related to the
11 application to intervene, a paper copy of the document must be
12 served on the potential intervenor in the same manner as a
13 nonregistered filer. *See* rules 16.315(2) and 16.318(1).

14 (4) If the application to intervene is granted, the intervenor
15 will subsequently be served copies of filed documents pursuant to
16 rules 16.315 and 16.318(2).

17 **16.319(2) Nonparty filers.**

18 *a. Filing.* A nonparty person or entity seeking to file
19 documents in a case, but not to become a party to the case, is not
20 required to appear in the case in order to file documents in it.
21 Unless excused from EDMS registration under rule 16.302(2), a
22 nonparty filer must electronically file the motion, application, or
23 other documents.

24 *b. Access to file.* A nonparty person or entity cannot access
25 the case remotely or download or view any confidential part of the

1 file, and the person or entity will not receive a notice of electronic
2 filing or presentation of any document filed in the case.

3 c. *Service.* EDMS will serve registered parties documents a
4 nonparty person or entity files pursuant to rule 16.315(1)(b). The
5 nonparty filer is required to serve a paper copy of the document on
6 parties who are nonregistered filers pursuant to rule 16.315(2). If
7 the court or a party files a document related to the documents filed
8 by the nonparty person or entity, a paper copy of the document
9 must be served on the nonparty person or entity in the same
10 manner as a nonregistered filer. See rules 16.315(2) and
11 16.318(2).

12 **Comment:**

13 **Rule 16.319(1).** Examples of a party seeking to intervene in a case
14 include a grandparent or relative seeking to become a party in a chapter 232
15 Child in Need of Assistance case or an attorney for an interested party in an
16 estate.

17 **Rule 16.319(2).** Any filer can file on any case in EDMS, regardless of
18 whether the filer is a party to the case or not. This rule describes the filing and
19 serving of documents when the filer does not intend to intervene to become a
20 party to the case and will not file an appearance or answer or a notice of case
21 association in order to be indexed to the case by the clerk of court. An example
22 of a nonparty filer who wishes to file on a case but not become a party to the
23 case is a person or entity who files a motion to quash a subpoena.

24 **Rule 16.320 Limited appearance.**

25 **16.320(1)** *Entry of appearance.* An attorney whose role in a
26 case is limited to one or more individual proceedings in the case
27 must file a notice of limited appearance prior to or simultaneously
28 with the proceeding. Upon the filing of this document the attorney
29 will receive electronic service of filed documents.

30 **16.320(2)** *Termination of limited appearance.* At the
31 conclusion of the matters covered by the limited appearance, the

1 attorney must file a notice of completion of limited appearance.
2 Upon the filing of this document the attorney will no longer receive
3 electronic service of filed documents.

4 **16.320(3)** *Service on party.* During the course of the limited
5 appearance, the party on whose behalf the attorney has entered a
6 limited appearance will continue to receive service of all
7 documents.

8 **Comment:**

9 **Rule 16.320(1).** An entry of limited appearance is made on behalf of a
10 case party and gives the attorney full case access and electronic notifications on
11 the case. If an attorney is not filing on behalf of a case party, the attorney should
12 file an application to intervene pursuant to rule 16.319(1) or file as a nonparty
13 filer (rule 16.319(2)). Access to some confidential files or documents may require
14 a court order. An example of an attorney filing an entry of limited appearance is
15 an attorney hired by a petitioner in a dissolution case to represent that
16 petitioner at a hearing on temporary custody. This rule is consistent with the
17 Iowa Rules of Civil Procedure on limited appearances in that electronically filing
18 the notice of limited appearance will cause EDMS to serve the notice on all
19 registered parties. If there is a nonregistered party in the case, the filer must
20 serve the notice on that party by other means. See Chapter 32:1.2 Rules of
21 Professional Conduct.

22 **Rules 16.321 to 16.400** Reserved.

23 **Division IV**
24 Filing Processes

25 **Rule 16.401 Discovery.**

26 **16.401(1)** *Service of discovery materials.*

27 *a. Service.* Requests for discovery, responses to discovery,
28 and notices of deposition may be served by email to registered
29 filers.

1 *b. Time service occurs.* When service is made by email the
2 time to respond is computed according to the Iowa Rules of Civil
3 Procedure.

4 **16.401(2)** *Filing notice of discovery requests and responses.*

5 Parties must file a notice with the court when serving a notice of
6 deposition or when a discovery request or response is served on
7 another party. The notice must identify the document served and
8 include the date, manner of service, and the names and addresses
9 of the persons served. This rule only requires the filing of a notice
10 indicating a discovery request or response was made. Parties
11 should continue to follow the Iowa Rules of Civil Procedure with
12 respect to the filing of discovery materials.

13 **Comment:**

14 **Rule 16.401(2).** This rule adds a layer of protection for parties.
15 Registered filers' computer filters may occasionally filter out an electronically
16 sent discovery request or response from opposing parties. Rule 16.401(2)
17 assures that registered filers will at least know they should have received a
18 discovery document.

19 **Rule 16.402 Transcripts.** Transcripts must be filed
20 electronically in a secure format in accordance with rule 16.601(2),
21 directives established by the state court administrator, and with
22 the formatting requirements of the Iowa Rules of Appellate
23 Procedure. Transcripts of court proceedings on appeals from the
24 district court must be electronically filed into the district court
25 case.

26 **Rule 16.403 Expedited relief.** Requests for expedited relief must
27 be noted on the electronic cover sheet.

1 **Rule 16.404 Briefs.** Legal briefs and memoranda must be
2 electronically filed.

3 **Rule 16.405 Restricting access to filings.**

4 **16.405(1) Scope.** This rule covers restricting access to
5 filings in the court system, including documents, exhibits, docket
6 entries, cases, and other items or materials.

7 **16.405(2) Applications to restrict access.**

8 *a.* A filer seeking to restrict access to items this rule governs
9 that are not deemed confidential by statute or rule must file an
10 application to restrict access to the item.

11 *b.* If a filer seeks to restrict access to a document or exhibit,
12 the document or exhibit must not be attached to the application or
13 it will become part of the public case file.

14 *c.* Documents or exhibits proposed for restricted access
15 must be electronically presented to the court for review whenever
16 possible.

17 *d.* Either in the application to restrict access or in a
18 proposed order submitted with the application and the item
19 proposed for restricted access, the filer must clearly state who
20 should have access to the case, docket entry, documents, or other
21 materials.

22 *e.* If the court grants the application, restricted access will
23 be placed on the material according to the security level the order
24 specifies. If a document or exhibit was electronically presented

1 with the application, it will be filed with the access the order
2 specifies.

3 *f.* Division XII of this chapter governs the filing of restricted
4 access documents in appeals to the Iowa Supreme Court.

5 **Comment:**

6 **Rule 16.405(2)(d).** For example: “only attorneys and case parties should
7 have access to this document.”

8 **Rule 16.405(2)(e).** The court may approve the application and restrict
9 access to the document, exhibit, or material to a specific level; or the court may
10 deny the application and either order the material filed at public access or not
11 file the material.

12 **16.405(3)** *Documents or exhibits filed subsequent to order to*
13 *restrict access.* If the court enters a protective order or an order
14 directing or permitting the filing of documents or exhibits with
15 restricted access, the parties must, without further order from the
16 court, designate any document or exhibit filed under this rule as
17 “Filed under order to restrict access” on the electronic cover sheet.
18 All parties to the case must comply with any order restricting
19 access to protected information. Any document or exhibit referring
20 to or disclosing protected information that is subject to an order
21 restricting access must also be filed with restricted access.

22 **16.405(4)** *Service of documents or exhibits proposed for*
23 *restricted access or filed under order restricting access.* EDMS will
24 not serve documents or exhibits that are proposed for restricted
25 access or that are filed under an order restricting access. The filer
26 is responsible for service under rule 16.315.

27 **16.405(5)** *System restricted documents, exhibits, or cases.*
28 Access to certain categories of documents, exhibits, or cases is
29 restricted based on statutory or court rule requirements. Within
30 EDMS, access is restricted automatically without application or an

1 order of the court. A current list of system restricted documents,
2 exhibits, and cases is available from the clerk of court and is
3 available on the Iowa Judicial Branch website.

4 **16.405(6)** *Access to restricted documents and docket entries.*

5 EDMS restricts access to documents in three ways:

6 a. Some documents available only to certain parties and the
7 court may be referenced in a docket entry available to the public.
8 In civil cases, most restricted access documents are referenced in a
9 docket entry available to the public, but only certain parties and
10 the court may view the documents.

11 b. Some documents available only to certain parties and the
12 court may not be referenced in a docket entry available to the
13 public.

14 c. Some documents available only to the court are not
15 referenced in a docket entry available to the parties or the public.

16 **Comment:**

17 **Rule 16.405(6)(a).** Examples of these documents include presentence
18 investigation reports, minutes of testimony, and documents filed under
19 restricted access pursuant to this rule.

20 **Rule 16.405(6)(c).** Examples of these documents include applications
21 for search warrants and search warrants that have not been executed.

22 **16.405(7)** *Nonelectronic filings.* All nonelectronic filings with
23 the court must conform to the privacy rules that apply to electronic
24 documents.

25 **Rule 16.406 In camera inspection.** When the court orders in
26 camera inspection of material, such material may be electronically
27 presented to the court. After the court has examined the material
28 and has entered an order concerning the issues raised by the

1 material, if not ordered to be produced in whole or in part, the
2 court will file the presented material and restrict access to the level
3 of security available to clerks of court and judges only.

4 **Rule 16.407 Subpoenas.** The clerk of court may electronically
5 provide subpoenas to registered filers in accordance with the Iowa
6 Rules of Civil Procedure and Iowa Rules of Criminal Procedure.

7 **Rule 16.408 Clerk of court certification of documents.** Certified
8 copies of electronically filed documents may be obtained from the
9 clerk of court electronically or nonelectronically. The fee for a
10 certified copy is established in the Iowa Code and the Iowa Court
11 Rules. The clerk may certify documents by digitized or electronic
12 signature and seal.

13 **Rule 16.409 Proposed orders.** A proposed order may be
14 electronically presented with a motion or without a motion. The
15 proposed order must be submitted in an editable format capable of
16 being read by Microsoft Word. Formats capable of being read by
17 Microsoft Word are: .doc—Microsoft Word 95-2003; .docx—
18 Microsoft Word 2007, 2010, and 2013; .wpd—Word Perfect V. 6-
19 16; .rtf; and .odt—Open Office (may not be compatible with Word
20 2003). Acceptable fonts are: Arial, Times New Roman/Times,
21 Courier New, Tahoma/Geneva, Helvetica, Calibri, and Cambria.
22 The document must not be password protected.

1 **Rule 16.410 Court reporter notes.** Court reporters who have
2 computer-aided transcription capability must electronically file
3 court reporter notes.

4 **Rule 16.411 Original documents.**

5 **16.411(1) Generally.** When the law requires the filing of an
6 original document, such as a will, codicil, mortgage document,
7 note payable, birth certificate, foreign judgment, or other certified
8 or verified document, the filer must scan the original document
9 and electronically file the scanned document. For a period of no
10 less than two years or until the conclusion of the case, conclusion
11 of the appeal, or conclusion of the estate, whichever is later, the
12 filer must retain the original document. The filer must
13 immediately deliver the original document to the court upon
14 request of the court or request of the other party for inspection and
15 nonelectronic preservation. When the document is an original will,
16 codicil, or a document having physical characteristics that must be
17 present for the document to be valid or enforceable, the filer may,
18 after filing it electronically, submit it to the clerk of court for
19 nonelectronic preservation.

20 **16.411(2) Exceptions for authorized governmental agencies.**
21 A governmental agency with statutory authority to destroy an
22 original document after making an unaltered image or
23 reproduction of the original document, must retain and, upon
24 request of the court or other party, immediately deliver an

1 unaltered image or reproduction of the original document to the
2 court or other party for inspection and reproduction, if necessary.

3 **Rule 16.412 Exhibits.**

4 **16.412(1)** *Maintenance of hearing and trial exhibits.*

5 a. Except as provided in subsections (b), (c), and (d) of this
6 rule, exhibits offered at a hearing or a trial must be maintained
7 electronically for purposes of the record.

8 b. Exhibits offered at a hearing or a trial that cannot
9 reasonably be maintained electronically may be maintained
10 nonelectronically for purposes of the record.

11 c. When the number of exhibits offered at a hearing or a trial
12 is voluminous, the court may allow the exhibits to be filed on a CD
13 or DVD, and the CD or DVD will be maintained as part of the
14 record.

15 d. When an exhibit offered at a hearing or a trial can be
16 maintained electronically but exceeds the required size limit as
17 posted in the electronic filing section of the Iowa Judicial Branch
18 website, the offering party must submit the exhibit to the court on
19 a CD or DVD, and the CD or DVD will be maintained as part of the
20 record.

21 e. Except as provided in rule 16.601(3), prior to offering an
22 exhibit, the submitting party must redact the exhibit pursuant to
23 Division VI of these rules (Personal Privacy Protection).

24 **Comment:**

25 **Rule 16.412(1).** EDMS is designed to store or maintain as many
26 exhibits as possible in an electronic format. Rule 16.412 does not specify when
27 exhibits should be converted to electronic format and decisions on when to do so
28 will need to be made on a case-by-case basis. Examples of exhibits that may not

1 be reasonably maintained electronically include physical exhibits, large or
2 original photographs, and blueprints.

3 **16.412(2)** *Electronic submission of proposed exhibits.*

4 a. A party may submit proposed exhibits to the court prior to
5 the hearing or trial in which the party intends to offer the proposed
6 exhibits for admission. Upon submission through EDMS, each
7 proposed exhibit will receive a date and time stamp. Only
8 attorneys and self-represented persons who are parties to the case
9 will have access to proposed exhibits. Exhibits offered or admitted
10 into evidence are subject to the public access and personal privacy
11 rules of divisions V and VI of this chapter.

12 b. Each proposed exhibit must be submitted as a separate
13 docket event. The submitting party must insert a description into
14 the “Additional Text” field. An exhibit that exceeds the required
15 size limit as posted in the electronic filing section of the Iowa
16 Judicial Branch website must be separated into parts of an
17 acceptable size, and each part must be filed as a separate
18 attachment under the same docket event. When an exhibit is filed
19 in multiple parts, the filer must insert a description for each part
20 into the “Additional Text” field.

21 c. At the conclusion of the trial or hearing, the court, except
22 in juvenile court proceedings, will enter an exhibit maintenance
23 order that states which proposed exhibits were offered or admitted
24 into evidence. If no party files an objection to the exhibit
25 maintenance order within 10 business days, the proposed exhibits
26 that are not listed in the order may be deleted from EDMS.

27 **Comment:**

28 **Rule 16.412(2).** Access to proposed exhibits filed before trial is
29 restricted to self-represented case parties, attorneys indexed on the case, and

1 the court. The court may ask attorneys who have filed proposed exhibits to
2 bring paper copies to trial for the court and jury. If an exhibit in a public case
3 contains protected information, the party offering it, or the party filing it as
4 proposed, must redact the protected information before the exhibit becomes
5 public. Rule 16.601(3) allows the submitting party 14 days to redact the exhibit
6 before it becomes public. Admitted exhibits that a party has not identified as
7 containing protected information become public. Exhibits in juvenile cases,
8 which never become public, are an exception. Exhibits submitted in paper in all
9 cases, including cases listed in 16.412(3), may remain in paper unless the case
10 is appealed, at which time the clerk of court will scan the exhibits. Examples of
11 descriptions in the “Additional Text” field for proposed exhibits include “Exhibit
12 1—Contract” or “Exhibit A—Letter from Jane Doe.” Examples of “Additional
13 Text” field descriptions for exhibits filed in multiple parts include “Exhibit 1.1—
14 Contract (Part 1)” or “Exhibit 1.2—Contract (Part 2).”

15 **16.412(3)** *Exhibits offered at a hearing or a trial that were*
16 *not submitted as proposed exhibits.* When offered or admitted at
17 hearing or trial, an exhibit that can reasonably be maintained
18 electronically and that was not previously submitted as a proposed
19 exhibit will remain nonelectronic unless the court orders
20 otherwise. Upon an appeal in the case, the clerk of court will
21 electronically file the exhibit for the convenience of the court on
22 appeal.

23 **16.412(4)** *Exhibits maintained nonelectronically.* When a
24 party offers one or more exhibits that will be maintained
25 nonelectronically under rule 16.412(1)(b), (c), or (d), the party must
26 electronically file an index of the exhibits. The index should list
27 and briefly describe the nonelectronic exhibits.

28 **16.412(5)** *Exhibits to pleadings.* Under rule 16.311(1),
29 evidentiary material that is submitted with or attached to a motion
30 or other pleading must be filed as an attachment and should not
31 be submitted as a proposed exhibit.

32 **16.412(6)** *Submission of proposed exhibits in small claim,*
33 *simple misdemeanor, traffic, and municipal infraction cases.*

1 Proposed exhibits may be, but are not required to be, submitted
2 electronically in small claim, simple misdemeanor, traffic, and
3 municipal infraction cases. The submitting party must redact
4 proposed exhibits, whether electronic or nonelectronic, pursuant to
5 division VI of this chapter prior to submitting the proposed
6 exhibits. Upon initiation of an appeal in the case types included in
7 this rule, the clerk of court, when possible, will convert exhibits
8 admitted in nonelectronic form to an electronic form.

9 **16.412(7)** *Submission of video and audio exhibits.*

10 *a. Video exhibits.* Video exhibits must be submitted in the
11 following format: .avi, .flv, .mpeg, .mp4, .wms, or .mov. Or, the
12 video exhibit must be submitted with a player application that
13 allows the exhibit to be viewed. Video exhibits cannot be
14 electronically filed but may be submitted to the court on a DVD or
15 CD. Upon initiation of an appeal, the clerk of court will provide
16 any video exhibits to the appellate court.

17 *b. Audio exhibits.* Audio exhibits must be submitted in the
18 following format: .wav, .mp3, or .wma. Or, the audio exhibit must
19 be submitted with a player application that allows the exhibit to be
20 heard. Audio exhibits cannot be electronically filed but may be
21 submitted to the court on a DVD or CD. Upon initiation of an
22 appeal, the clerk of court will provide any audio exhibits to the
23 appellate court.

24 *c. Video and audio exhibits used in an appeal to district court.*
25 Transcribed portions of a video or audio exhibit may be included in
26 documents filed in an appeal to the district court, provided the

1 transcribed material was properly admitted in the underlying court
2 case. The parties must not embed or include actual audio or video
3 in any documents filed in an appeal to the district court.

4 **16.412(8)** *Disposition of scanned exhibits.* Exhibits for
5 which the clerk of court is responsible for scanning will be
6 disposed of according to the requirements of the Iowa Rules of Civil
7 Procedure and Iowa Rules of Criminal Procedure.

8 **Rules 16.413 to 16.500** Reserved.

9 **Division V**
10 Public Access

11 **Rule 16.501 General rule.** All filings are public unless system
12 restricted or filed with restricted access. Electronic filing does not
13 affect public access to a court file. Access to case information is
14 determined by the nature of the information and the person's role
15 in or relationship to the case.

16 **Comment:**

17 **Rule 16.501.** Electronic filing does not affect which documents or case
18 files the public may access or which documents or files are deemed confidential.
19 Any member of the general public may view a nonconfidential file or document
20 from public access terminals located at the courthouse in which the case is
21 pending. Attorneys, parties to a case, self-represented litigants, and abstractors
22 may remotely access some court documents.

23 **Rule 16.502 Access to electronic court files.**

24 **16.502(1)** *Registered filers.*

1 *a. Attorney licensed to practice law in Iowa.* An attorney
2 licensed to practice law in Iowa will have remote access to all
3 public documents in public court files except in juvenile
4 delinquency cases prior to the child being adjudicated delinquent.
5 Attorneys who are licensed to practice law in Iowa, will have
6 limited access to birth dates and names of children, normally
7 considered protected information under rule 16.602, in public
8 court files. Access to the birth dates and names of children, in
9 cases in which the attorney has not entered an appearance, is
10 limited to confirmation of the information the attorney supplies
11 regarding the birth date or child's name in a particular case.

12 *b. Attorney admitted pro hac vice.* An attorney admitted pro
13 hac vice, *see* Iowa Ct. Rule 31.14, has remote access only to the
14 documents filed in the cases in which the attorney has been
15 admitted pro hac vice.

16 *c. Self-represented litigants and parties to a case.* Self-
17 represented litigants and parties to a case who have registered and
18 obtained a login and password have remote access only to
19 documents filed in the cases in which they are a party.

20 **16.502(2)** *Abstractors.* An abstractor will have remote
21 access to all public documents in public court files. *See* rule
22 16.304(1)(d). Abstractors have limited access in public court files
23 to birth dates and names of children, normally considered
24 protected information under rule 16.602. Access to the birth dates
25 and names of children is limited to confirmation of information the

1 abstractor supplies regarding the birth date or child's name in a
2 particular case.

3 **16.502(3)** *Specialized nonparty filers.* Specialized nonparty
4 filers, *see* rule 16.304(1)(b), may file documents in cases in which
5 they are not a party and will not have remote access to electronic
6 court files.

7 **16.502(4)** *Members of the general public.*

8 *a.* Electronic documents in public cases may be viewed at
9 public access terminals in the county courthouse in which the
10 case is pending.

11 *b.* To view electronic documents in public cases on appeal to
12 the Iowa Supreme Court, members of the general public may use a
13 public access terminal located in the Judicial Branch Building in
14 Des Moines, Iowa, or a public access terminal located in the county
15 in which the underlying case originated.

16 **Rule 16.503 Public access terminals.** The Iowa Judicial Branch
17 will maintain at least one public access terminal in each county
18 courthouse and in the Judicial Branch Building.

19 **Rule 16.504 Bulk distribution.** The judicial branch may fulfill
20 requests for copies or reproductions of public electronic documents
21 or records filed in more than a single electronic case if fulfilling
22 such requests will not impair or interrupt the regular operation
23 and efficiency of EDMS and are in compliance with directives or
24 approvals from state court administration.

1 **Comment:**

2 **Rule 16.504.** Such state court administration directives or approvals
3 may take into consideration the system, staffing, and equipment capacity of
4 EDMS.

5 **Rules 16.505 to 16.600** Reserved.

6 **Division VI**

7 Personal Privacy Protection

8 **Rule 16.601 Responsibility to redact or mask protected or**
9 **confidential information.**

10 **16.601(1)** *Responsibility of filer generally.*

11 a. It is the responsibility of the filer to ensure that protected
12 information is omitted or redacted from documents before the
13 documents are filed. This responsibility applies even though the
14 filer did not create the document.

15 b. The clerk of court will not review filings to determine
16 whether appropriate omissions or redactions have been made. The
17 clerk will not, on the clerk's own initiative, redact, or restrict
18 access to documents containing protected information.

19 **16.601(2)** *Transcripts.*

20 a. When a transcript is filed, the court reporter must also
21 file a notice of transcript redaction and a redacted version of the
22 transcript in accordance with directives the state court
23 administrator establishes. The redacted transcript will not contain

1 information that is included in the list of protected information in
2 rule 16.602.

3 **b.** The parties to the action are responsible for ensuring the
4 appropriate information in the transcript is redacted. After the
5 court reporter has filed a notice of transcript redaction, each party
6 must, within 21 days from the date of the filing of the notice of
7 transcript redaction, review the designated material and, if
8 necessary, request additional designation of protected information
9 or note where information was improperly redacted. To stipulate
10 additional redactions or corrected redactions, the parties must file
11 the Stipulation Re: Transcript Redaction form found in the
12 electronic filing section of the Iowa Judicial Branch website.

13 **c.** The court will resolve any disagreement on the
14 designation of protected information.

15 **d.** The redacted transcript will not be available to the public
16 until all requests for additional designation or claims of improper
17 redaction are resolved.

18 **e.** Failure to respond within 21 days from the date the notice
19 of transcript redaction is filed is deemed an agreement that the
20 transcript is properly redacted.

21 **16.601(3) Exhibits.**

22 **a. Electronically submitted exhibits.** If protected information
23 must be included in an exhibit pursuant to rules 16.603(2) and
24 16.603(4), the submitting party must redact the proposed exhibit.

25 **b. Nonelectronic exhibits offered at hearing or trial.** If
26 protected information is included in a nonelectronic exhibit that

1 was offered at a hearing or trial, the offering party must inform the
2 court of the inclusion of protected information and request that the
3 exhibit be treated as a confidential document. Within 14 days of
4 offering the nonelectronic exhibit identified as containing protected
5 information, the offering party must electronically file a redacted
6 copy of the exhibit that will be available to the public.

7 **Comment:**

8 **Rule 16.601.** The redaction rules in Division VI apply to all documents
9 filed electronically as well as to filings submitted to the court in paper on
10 electronic cases, such as exhibits that are offered in paper at a hearing or trial
11 or filings an excused filer submits in paper for the clerk of court to scan. The
12 personal privacy protection rules, 16.601 through 16.609, assist in protecting
13 certain identifying information from widespread dissemination and possible
14 misuse. To provide greater protection, parties should not put this information in
15 documents filed with the court unless it is material to the case or required by
16 law. If the information is material or required, parties should carefully follow
17 the redaction rules in Division VI. Disclosure of protected information in orders
18 and other court-generated documents that require enforcement or action by
19 someone outside the court falls under rule 16.603(4).

20 **Rule 16.602 Protected information.** Protected information
21 includes the following:

- 22 1. Social security numbers.
- 23 2. Financial account numbers.
- 24 3. Dates of birth.
- 25 4. Names of minor children.
- 26 5. Individual taxpayer identification numbers.
- 27 6. Personal identification numbers.
- 28 7. Other unique identifying numbers.
- 29 8. Confidential information the Iowa Code lists as protected.

30 **Rule 16.603 Omission and redaction requirements.**

1 **16.603(1)** *Protected information that is not required by law or*
2 *is not material.* A filer may omit protected information from
3 documents filed with the court when the information is not
4 required by law or is not material to the proceedings.

5 **16.603(2)** *Protected information that is required by law or is*
6 *material.* When protected information is required by law to be
7 included or is material to the case, a filer may record the protected
8 information on a separate protected information form. See rule
9 16.606. The filer must ensure the protected information is
10 redacted from any other document before filing the document with
11 the court. See rule 16.605 (manner in which to redact protected
12 information).

13 **16.603(3)** *Restricted access documents.* Parties are not
14 required to redact protected information from documents that are
15 confidential by statute, rule, or court order; however, redaction is
16 required for materials that are initially confidential but which later
17 become public, such as documents in dissolution proceedings.

18 **16.603(4)** *Disclosure allowed.* A filer may disclose protected
19 information only when that information is an essential or required
20 part of the document or the court file. Disclosure of protected
21 information must be as narrow as possible.

22 *a.* All orders and other court-generated documents
23 containing protected information that require enforcement or
24 action by someone outside the court fall under rule 16.603(4).

1 b. Judicial officers may include protected information in a
2 nonpublic court order to obtain required enforcement or action
3 with a redacted public version of that order.

4 **Comment:**

5 **Rule 16.603(4)(a).** Such documents include, but are not limited to, the
6 following: writs of execution that require a full financial account number;
7 juvenile transportation orders and placement orders containing a child's full
8 name and identifying information; letters of appointment with full names of
9 minors in guardianship and conservatorship cases; qualified domestic relation
10 orders; protective orders and other orders containing full names of juveniles;
11 and applications, orders, and resulting arrest warrants, juvenile summons, and
12 writs of mittimus containing a defendant's full name, date of birth, and social
13 security number.

14 **16.603(5)** *Full disclosure of the names of minor children.*

15 The name of a minor child may be case information that is an
16 essential or material part of the court record. See rule 16.801(2)(a)
17 (regarding use of the full name of minors in juvenile delinquency
18 cases).

19 **Comment:**

20 **Rule 16.603(5).** Examples of when the name of a minor child is essential
21 to the court record include the name of a minor child who is the ward in a
22 guardianship or conservatorship case or who is the subject of a civil name
23 change petition; the name of a minor child who is a criminal defendant,
24 defendant on a traffic citation or municipal infraction; or the name of a minor
25 child who is a defendant in a domestic abuse or elder abuse case or other such
26 cases.

27 **16.603(6)** *Redaction on cases after disposition.* A party

28 must apply to the court to file a redaction of a document in a case
29 in which judgment is final. The application must state the reasons
30 for and manner of redaction. When the court has approved the
31 application, the filer must electronically file the redaction.

32 **Rule 16.604 Information that may be redacted.** A filer may
33 redact the following information from documents available to the

1 public unless the information is material to the proceedings or
2 disclosure is otherwise required by law:

- 3 1. Driver's license numbers.
- 4 2. Information concerning medical treatment or diagnosis.
- 5 3. Employment history.
- 6 4. Personal financial information.
- 7 5. Proprietary or trade secret information.
- 8 6. Information concerning a person's cooperation with the
9 government.
- 10 7. Information concerning crime victims.
- 11 8. Sensitive security information.
- 12 9. Home addresses.

13 **Rule 16.605 Manner in which to redact protected**
14 **information.**

15 **16.605(1)** *Documents created for filing with the court.* When
16 protected information that is required or material to the case must
17 be included in documents that are created specifically for filing
18 with the court, only a portion of the protected information should
19 be used.

20 **Comment:**

21 **Rule 16.605(1).** Examples of portions of protected information include:
22 if a Social Security number must be included in a document, only the last digit
23 of that number is used; if financial account numbers are relevant, only
24 incomplete numbers are recited in the document; if an individual's date of birth
25 is necessary, only the year is used; if a minor child's name must be mentioned,
26 only the child's initials are used.

27 **16.605(2)** *Original documents that are required to be filed*
28 *with the court.* When original documents that are required or
29 material to the case contain protected information as specified in

1 rule 16.602, the filer must redact that information. The filer must
2 make a copy of the document, masking the protected information
3 on the copy, and then scan and file the copy, selecting “Redaction”
4 as the document type on the electronic cover sheet. The filer must
5 then relate the redaction to the original document. EDMS will file
6 the original as restricted access and the redacted copy as the
7 public version of the document.

8 **Rule 16.606 Protected information form.**

9 **16.606(1)** *Protected information form required.* When a filer
10 is required to include protected information in a filed document,
11 the filer may file a protected information form. The form can be
12 found in the electronic filing section of the Iowa Judicial Branch
13 website. The protected information form must contain the
14 protected information in its entirety as well as the redacted version
15 of the information used in the filed document. All references in the
16 case to the redacted information included in the protected
17 information form will be construed to refer to the corresponding
18 complete protected information. The protected information form is
19 held confidential.

20 **16.606(2)** *Supplementing protected information form.* When
21 new information is needed to supplement the record, or if
22 information already contained in the protected information form
23 needs to be updated or corrected, the parties must file an updated
24 protected information form including all previously disclosed
25 protected information plus any additions, changes, or corrections.

1 **Rule 16.607 Orders and other court-generated documents.** All
2 orders and other court-generated documents will follow the
3 omission and redaction requirements in rule 16.603. Orders and
4 other court-generated documents will use the redacted version of
5 the protected information found in the protected information form
6 the parties file. See rule 16.606. Orders and other court-
7 generated documents containing protected information that require
8 enforcement or action by someone outside the court are governed
9 by rule 16.603(4).

10 **Rule 16.608 Improperly included protected information.**

11 **16.608(1)** A party may apply to the court to redact
12 improperly included protected information from a filed document
13 and may request an immediate order to temporarily restrict access
14 to the document pending notice and opportunity to be heard by all
15 parties.

16 **16.608(2)** If, after all parties have been provided an
17 opportunity to be heard, the court finds protected information was
18 improperly included in a filed document, the court may restrict
19 access to the document and may order a properly redacted
20 document to be filed.

21 **Rule 16.609 Sanctions.** If a filer incorrectly files documents
22 containing unredacted protected information, the court, upon its
23 own motion or upon the motion of any party, may impose
24 sanctions. A sanction imposed under this rule must be limited to

1 what will deter repetition of the conduct or comparable conduct by
2 others. The sanction may include nonmonetary directives or an
3 order to pay a penalty into court. If a party is required to file a
4 motion to address a violation of Division VI personal privacy rules,
5 the court may award to the moving party reasonable attorney's fees
6 and other expenses directly resulting from the violation.

7 **Rules 16.610 to 16.700** Reserved.

8 **Division VII**
9 Criminal Cases

10 **Rule 16.701 Criminal cases generally.**

11 **16.701(1)** *Use of electronic document management system.*

12 All criminal cases will be opened using the electronic document
13 management system. All filings in criminal cases will be made
14 electronically.

15 **16.701(2)** *Applicability of other chapter 16 rules to criminal*
16 *cases.* The rules in divisions I through VI, including rules on the
17 protection of personal privacy, apply in criminal cases except as
18 stated in this division.

19 **16.701(3)** *Self-Represented criminal defendants.* A self-
20 represented criminal defendant is not required to, but may choose
21 to register for electronic filing. If a person excused from electronic
22 filing chooses to register, the person waives the exception and is
23 governed by these rules in the same manner as any registered filer.

1 A person who subsequently desires to be excused must apply for
2 and receive an exception pursuant to these rules.

3 **Rule 16.702 Warrants and other similar applications.** When
4 made during regular court hours, applications for search warrants,
5 arrest warrants, and other similar applications may, when
6 possible, be electronically presented to the court. Applications
7 made when the courthouse is closed may be electronically
8 presented to the court on a computer tablet or similar electronic
9 device capable of allowing the court to modify the documents and
10 capable of accepting a judge or magistrate's signature. If the
11 applicant does not have immediate access to such technology, the
12 application must be presented to the court in paper form and later
13 scanned into EDMS.

14 **Rule 16.703 Documents initiating criminal cases.**

15 **16.703(1)** *Trial informations and indictments.*

16 *a. Trial informations.* A trial information must be
17 electronically presented to the court for approval. If the court
18 approves a trial information, the information is electronically date
19 and time stamped and filed. If the court refuses to approve a trial
20 information, the information is electronically returned to the
21 prosecuting attorney.

22 *b. Indictments.* An indictment containing a nonelectronic
23 signature of the foreperson of the grand jury must be scanned
24 before it is electronically filed in EDMS.

1 **16.703(2)** *Complaints, traffic tickets, and similar citations.* A
2 complaint, traffic ticket, or similar citation containing the
3 electronic signature of an arresting officer or other person must be
4 transmitted to EDMS in such a manner as to legibly reproduce an
5 unaltered image of the required signature or display a realistic
6 image of the signature.

7

8 **Rule 16.704 Signature of criminal defendants.** When a
9 criminal defendant's signature is required on a document, the
10 signature may be placed on the document according to this rule.

11 **16.704(1)** *Nonelectronic signature.* A defendant may sign a
12 document nonelectronically, and the document must be scanned
13 for electronic filing.

14 **16.704(2)** *Computer tablet signature.* A criminal defendant
15 may electronically sign a document using a computer tablet or
16 similar technology.

17 **16.704(3)** *Login and password.* A criminal defendant who
18 is a registered filer may sign the document using the defendant's
19 login and password accompanied by a digitized or electronic
20 signature. See rule 16.705 (documents requiring oaths,
21 affirmations, or verifications).

22 **Rule 16.705 Documents requiring oaths, affirmations, or**
23 **verifications.** Any document requiring a signature to be made
24 under oath or affirmation or with verification may be signed either

1 nonelectronically and scanned into EDMS or may be signed with a
2 digitized signature.

3 **Comment:**

4 **Rule 16.705.** Uniform citations and complaints are examples of
5 documents under rule 16.705.

6 **Rule 16.706 Copies of documents for self-represented**
7 **defendants.** The court will provide self-represented criminal
8 defendants who have not registered for electronic filing paper
9 copies of all documents submitted to the court or filed by the
10 court.

11 **Rule 16.707 Written plea agreements.** Written plea agreements
12 may be electronically presented to the court but need not be filed
13 prior to a plea proceeding. If the plea is accepted, the
14 electronically presented plea agreement is filed.

15 **Rules 16.708 to 16.800** Reserved.

16 **Division VIII**
17 Juvenile Cases

18 **Rule 16.801 Juvenile cases generally.**

19 **16.801(1)** *Use of EDMS.* All juvenile cases with the
20 exception of waivers of parental notification, will be opened using
21 EDMS.

22 **16.801(2)** *Applicability of chapter 16 rules to juvenile cases.*

1 The rules in divisions I through VI of this chapter, including rules
2 on the protection of personal privacy, apply in all juvenile cases
3 except as stated in this division.

4 *a. Exception to protected information rule 16.602 for the*
5 *name of a minor child.* The name of a minor child who is the
6 subject of a delinquency petition will be fully disclosed and is not
7 considered protected information.

8 *b. Exception for nonregistered self-represented parents,*
9 *guardians, or legal custodians.* Nonregistered self-represented
10 parents, guardians, or legal custodians of a minor in a juvenile
11 case are excused from registration and electronic filing.

12 *c. Exception to exhibit maintenance order.* The juvenile court
13 may, but is not required to use, the exhibit maintenance order in
14 juvenile proceedings.

15 **Rule 16.802 Emergency applications.** When made during
16 regular court hours, applications for emergency orders may, when
17 possible, be electronically presented to the court. Applications
18 made when the courthouse is closed may be electronically
19 presented to the court on a computer tablet or similar electronic
20 device capable of allowing the court to modify the documents and
21 capable of accepting a judge's signature. If the applicant does not
22 have immediate access to such technology, the application may be
23 presented to the court in paper form and later scanned into EDMS.

24 **Comment:**

25 **Rule 16.802.** Examples of emergency applications include applications
26 for placement in shelter care, placement in detention, requests for emergency
27 medical care, and removal from parental custody.

1 **Note:** Rules of electronic filing in the appellate courts will be
2 contained in division XII of this chapter. The rules in division XII
3 are undergoing modification and will be approved and posted prior
4 to full implementation of EDMS in the appellate courts.

5