

In the Matter of Interim Rules to Govern the use of the Electronic Document Management System (March 1, 2012)

The court has revised and re-issued Chapter 16 of the Iowa Court Rules as interim rules governing the use of the Electronic Document Management System (EDMS). These rules shall govern the filing of all documents in cases commenced on or after the initiation of electronic filing in a particular county or in the appellate courts. The court has adopted recommendations from the EDMS Business Advisory Committee in replacing Chapter 16. The court has also revised the general commentary on electronic filing rules.

The new Chapter 16 EDMS rules include revisions and clarifications and new provisions, including the following: added definition of “filing agent” and revisions to the definition of “signature” (Rule 16.201); special requirements for filing agent registration (16.305); clarification of the format for signatures and use of multiple signatures (Rule 16.306); clarification of service of documents (Rule 16.317) and court-generated documents (Rule 16.302); appearance requirement for intervenors (Rule 16.321); revision of the exhibits rule and addition of provisions on submission of proposed exhibits (Rule 16.412); redaction requirements for protected information in exhibits and a provision on sanctions for failure to abide redaction requirements (Rule 16.601); and clarification of when protected information may be disclosed (Rule 16.603).

Revisions to the General Commentary on Electronic Filing Rules include clarification of “exceptional circumstances,” addition of a comment on

“multiple-case filing option,” and clarification of “protection of personal privacy.”

The new Chapter 16 EDMS rules take effect immediately.