

**CHAPTER 16**  
**IOWA RULES OF ELECTRONIC PROCEDURE**

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**DIVISION II**  
DEFINITIONS

**Rule 16.201 Definitions.** The following terms, as used in this chapter, are defined as follows:

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**16.201(13) Filing agent.** “Filing agent” means an officer, employee, or nonattorney representative of an entity, ~~—~~such as a partnership, association, corporation, or tribe, ~~—~~or representative of an individual property owner in a landlord–tenant matter, who is authorized by Iowa law to appear on behalf of that entity or individual property owner because of the nature of the proceeding. See rule 16.201(34) (definition of “self-represented”).

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**16.201(34) Self-represented.** “Self-represented” means persons or parties who represent themselves without the assistance of an attorney. An entity such as a partnership, association, corporation, or tribe, or an individual property owner in a landlord–tenant matter, may be self-represented when ~~it is~~ otherwise authorized by law to be represented by an officer, employee, or nonattorney representative. See, e.g., Iowa Code § 631.14(1), (2)(a); *In re N.N.E.*, 752 N.W.2d 1, 12-13 (Iowa 2008). Except where this chapter specifically indicates otherwise, “attorney” includes self-represented litigants. See rule 16.201(13) (definition of “filing agent”).

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**DIVISION III**  
GENERAL PROVISIONS

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

**16.304(1) Registration.**

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*b. Filer registration.* To file documents with the court electronically, filers, self-represented litigants, and specialized nonparty filers must complete the EDMS registration process. Filers can request an account and obtain a login and password for EDMS in the electronic filing section of the Iowa Judicial Branch website. Filers can access the registration process with personal computers or

by using public access terminals at county courthouses.

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**16.304(1)(2)** *Requirements for filing agent registration.* An officer, employee, or other nonattorney representative electronically filing for an entity such as a partnership, association, corporation, or tribe, or filing for an individual property owner in a landlord-tenant matter, must register as a filing agent. If the filing agent appears on behalf of multiple entities or individual property owners under the rules of this chapter, the agent must register separately for each entity or individual property owner the agent represents. See rule 16.201(13) (definition of “filing agent”).

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**Rule 16.305 Signatures.**

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

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

1. Name.
2. Law firm or name of partnership, association, corporation, ~~or~~ tribe, or individual property owner in a landlord-tenant matter on whose behalf ~~of~~ which the filing agent is signing.
3. Mailing address.
4. Telephone number.
5. Email address.
6. The email addresses of any other persons at the law firm who are to be notified of additions or corrections to the electronic file.

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