

Instructions For Filing Social Records in Juvenile Court Proceedings

Rather than filing social records as a proposed exhibit, filers must choose the applicable specific EDMS document type.

Here is an example showing how an Iowa Department of Health and Human Services (DHHS) employee will file a social investigation report required by Iowa Code section 232.97 (sometimes called a “social report” or “social history”) under the new rule:

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ELECTRONIC FILING

Home eFile Cases My Profile Log Out user: David Alan Denison

Home ⇒ New Case Filing: Case Type ⇒ Case Sub Type ⇒ Case Initiation ⇒ Add a Document

Electronic Cover Sheet - Case Sub Type : JUVENILE - CHILD IN NEED OF ASSISTANCE

Document Category *

Document Type *

Additional Text

Document Location

Add to Submission

Case Data

View Document	Edit Data	Size	Remove
form.xml		0.01 MB	
		Total Size: 0.0 MB	

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1. Log into eFlex and begin the process to file a document in an existing case as you normally do.
2. In most instances, you can choose “Juvenile Common Filings” from the **Document Category** dropdown so that only the document types relevant to juvenile cases are shown in the **Document Type** dropdown below.
3. From the **Document Type** dropdown, select what kind of social record you are filing. In this example, that is a “SOCIAL INVESTIGATION REPORT.”
4. Add the filing and file in the usual manner.