Electronic Document Management System

Appellate eFiler User Guide

Topic Overview

The eFile training session includes the following topics:

Steps when eFiling **1**

Prepare Documents *1*

Registering for an eFile Account *2*

Forgot Your Password *5*

Support Contact Information **7**

Home Screen **7**

Menu Options *8*

Home Page Buttons **8**

New Case *9*
Credit Card Payment Process 15

Existing Case *18*

File on an Existing Case *18*
Adding a Document 18

My Filings *21*
Resubmit a Returned Filing 22

Draft Filings *23*

Cases *24*
My Cases 25
Page Display 27
Search Fields 27
Inactive Cases 27
Delete a Case 28
Notifications 29
Filing Charges 32

My Profile *32*
My Profile 32
Modify User Profile 34

Change Password *34*
Withdraw from EDMS 35
Login History 35

Steps when eFiling

1. Prepare the necessary documents.

2. Login to eFile.

3. Select New Case.

4. Select a Case Type.

5. Enter case information.

6. Add the case parties

7. Add documents.

8. Review the new filing and enter payment information,

9. Submit the filing.

Prepare Documents

Before initiating a case within the EDMS, it is best to prepare all necessary documents in PDF format.

Create Documents – When creating PDF documents for eFiling, utilize standard fonts (Times New Roman or Arial are the most common).

Document Size – There is a 50 MB limit per document. Multiple documents can be submitted per case. The submission size limit is 150 MB.

Document Format – Any filing requiring a signature must be signed, with either an actual signature, the symbol "/s/", or a digitized signature per Chapter 16 rules (rules regarding electronic filing). The following information about the person signing the filing, if applicable, must be typewritten or printed under the person's signature -

/s/Name
Law Firm
Mailing Address
Phone Number
Email Address

Paper Exhibits – Scanning

At times paper documents will need to be included with a case – such as a copy of a contract, a copy of a bounced check, or some other item. These items must be scanned in as an accepted electronic format to eFile them. This can be done utilizing a scanner. Court requirements should be reviewed for information on file size, color, and resolution. Most courts will reject a submission if images are larger than 1 MB per page. Black-and-white scans with the resolution set to 200 dpi create pages that are 25-40 KB in size. Using color adds to the size of the file. Only use color when it is a vital element of the exhibit.

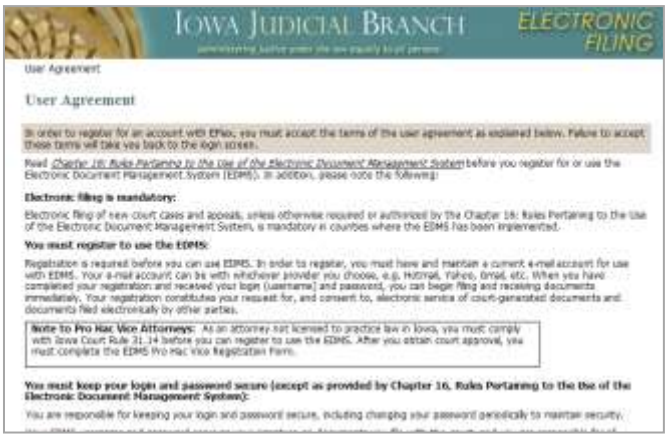
Note! A 100-page document without images or graphs that has been saved in PDF format in black and white will be about 1 MB in size.

Registering for an eFile Account

If you have already registered for an account, even in the District Court System, you do not need to register again.

1. Open a web browser (not illustrated).
2. Enter the following URL - **https://www.iowacourts.state.ia.us/Efile** or via the link provided on the Judicial Branch homepage.
3. Click **Request Account** - *If you have previously registered, even in the district court system, go to: 'Logging into an eFile Account'.*

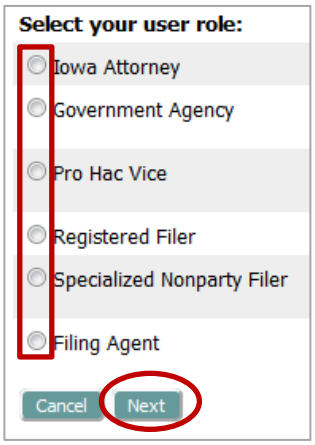
4. Read and review the **User Agreement**. Read and review the **Chapter 16: Rules Pertaining to the Use of the Electronic Document Management System.**



5. **Click the acceptance radio button** to acknowledge the User Agreement and Chapter 16 Rules.

6. Click **Submit**.

7. Select a **User Role**.



Iowa Attorney – An attorney with an AT PIN who is licensed to practice in Iowa.

Government Agency – The non-lawyer staff for an agency such as Department of Public Safety, Department of Transportation, Department of Human Services.

Pro Hac Vice – An attorney not licensed to practice law in Iowa who is admitted to practice on a case under the sponsorship of a licensed Iowa attorney.

Registered Filer – A registered party or self-represented litigant not filing on behalf of a company or association.

Specialized Non-Party Filers – A non-lawyer who files documents on multiple cases but is not a party, such as a process server, health service provider, or bail bonds agent.

Agent - An officer, employee, or non-lawyer representative of a partnership, association, corporation, or Tribe who is authorized by Iowa code to represent that entity, for example an employee of a property management company or a collector at a financial institution.

8. Click **Next**.

   Note! Registered Filers skip steps 9 and 10. Continue to step 11.

9. Select **Existing** and **scroll through and select** the desired organization. If the desired organization is not listed, click **New** and **enter in the Company Name**.

10. Click **Next**.

11. Complete the required fields to set up a **User Account**.

User Name - select a unique user name. This will be used to log into the eFile system.

Password - choose a password that is at least 4 characters long

AT PIN - attorney's unique Personal Identification Number assigned by the Office of Professional Regulation. Include a capital AT prior to the numbers.

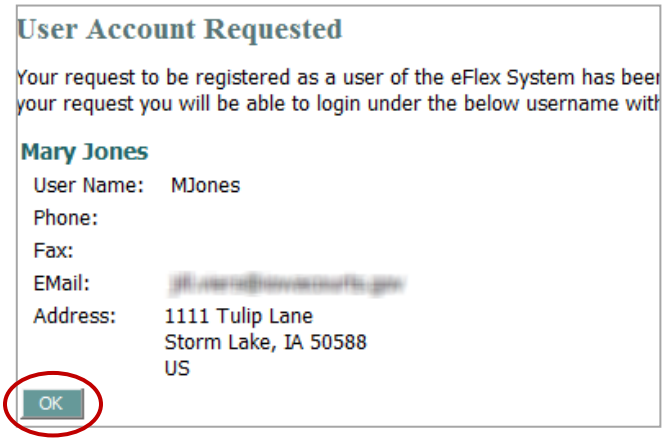
ICIS ID - For those eFile user accounts that request the ICIS ID, leave this field blank if this information is unknown.

Email - this address will be used to receive courtesy notifications.

Alternate Email – include additional addresses to receive notifications

Address - My Company's Address will display for existing organizations. A new organization will need to enter in the appropriate fields.

12. Click Submit.
13. A confirmation page will display for the requested User Account. Click **OK**.



Note! An email confirmation will be sent to the registered email address when the registration has been approved.

Note! If an Attorney PIN and last name entered during the registration process is accurate, the account request is automatically approved and immediate access to the eFile system is available.

Logging into an eFile Account

1. When logging into Appellate Court Filer's Interface, use the URL of http://acpqa/acp, and enter the **User Name** and **Password** just registered.

2. Click **Log In**.

Forgot Your Password

1. Click **Forgot Your Password?**

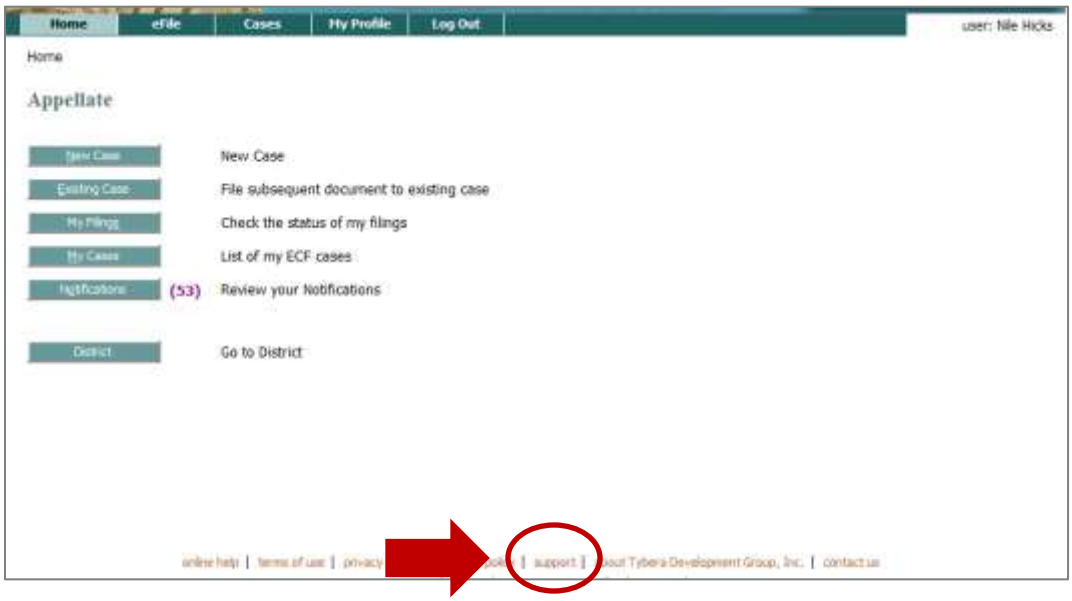
2. **Enter** in the User Name.
3. Click **Submit**.

4. After submitting the user name, an email will be sent to the primary email address listed in the account. This email will contain a secure link that will display a page containing a new random password.
5. Return to the **Log In** page, and enter the **User Name** and **Temporary Password** just assigned.
6. Click **Log In**.

Note! Passwords can be reused.

Support Contact Information

For technical problems or questions regarding eFiling, contact the eFiling Help Desk. Find the number by using the support link on the eFiling website.



Home Screen

Note! The Home Page buttons may change dependent on which role is selected when setting up the account.

Menu Options

Home – This is a link to return to the home screen of eFiling.

eFile – Four types of eFile options are available: New Case, Existing Cases, My Filings, Draft Filings.

Cases – Contains entries for My Cases, Notifications, and Filing Charges.

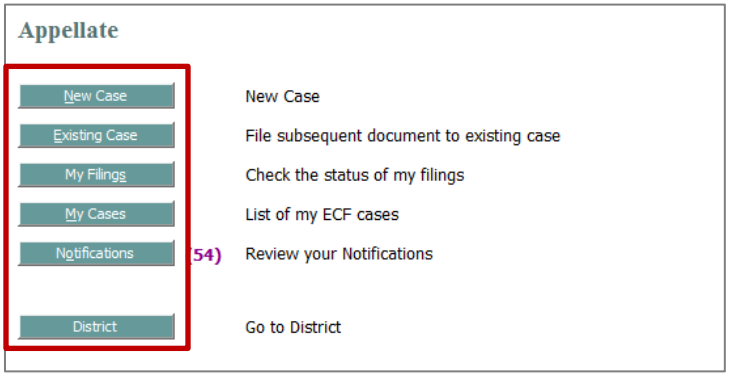
My Profile – Links to edit My Profile, Change Password, and Login History.

Log Out –This link will end the current session.

Note! A session will terminate automatically if there is no activity on the webpage for 20 minutes. A session is considered active as long as there is interaction with the web server.

Home Page Buttons

Six action buttons are easily accessible from the home page – New Case, Existing Case, Status, My Cases, and Notifications.



New Case – Initiate a new case

Existing Case – File subsequent document to existing case

Status - Check the status of your filings

My Cases – List of my electronic cases

Notifications – Review electronic notifications

District – Go to District Court Filing System

New Case

Initiate a case by clicking the New Case Button. The main types of cases to create are Appeals from District Court, Attorney Disciplinary Board, Grievance, or Other.

*****Important Note!*** If you are filing an Appeal from District Court, you are still required to file the Notice of Appeal with the District Court as well.

Note! Click **Move to Draft** to save a case to finish at a later time.

Important! All documents should be created or scanned prior to accessing or starting an eFile case.

1. Click **New Case**.

2. Select the **Case Type**.

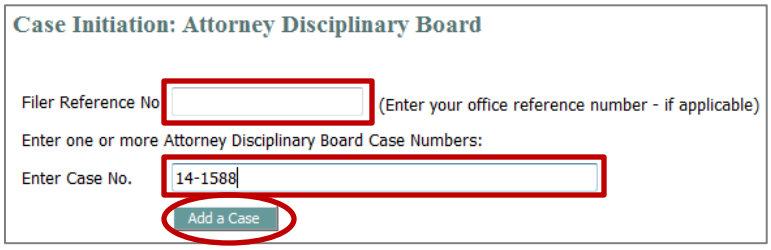
3. **Complete the following fields**:
   a. **Appeals from District Court**
      i. Enter **Filer Reference No. (optional)** – number used for tracking within the filer's organization.
      ii. **Select County** – Select the county of the trial court case.
      iii. **Enter Case Number** – Enter the trial court case number.

iv. Click **Add a Case.**

Note! If a county is electronic, the system will pull in party information from the trial court case. Follow the directions below to add additional parties as needed.

v. Enter a **Judgment Date**.
vi. Select the **Trial Judge**.

b. **Attorney Disciplinary Board, Grievance, or Judicial Qualification Commission**:
   i. Enter **Filer Reference No.** (optional) – number used for tracking within the filer's organization.
   ii. Enter **Attoreny Disciplinary Board Case Number(s).**
   iii. Click **Add a Case**.



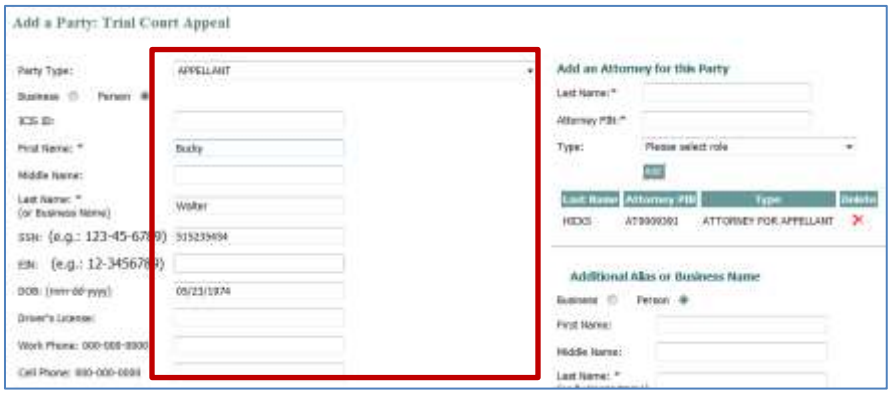
4. Add **Case Parties.**
   a. To add parties to the Appellant side, click **Add My Parties**.
   b. To add parties to the Appellee side, click **Add Other Parties**.

Note! To delete a party entered in error, click the red X in front of the party's name.

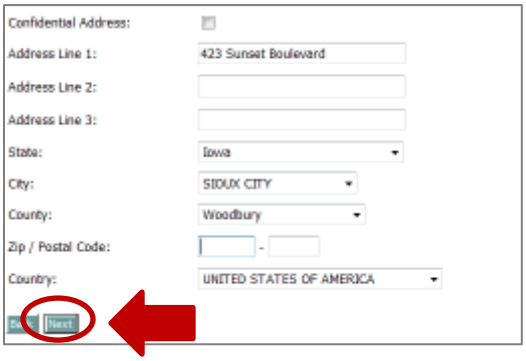
Note! The **Add A Party (Add Other Parties) data page** defaults to **Person**. When entering in a company's data, select the Business radio button.

Note! The **Party Type** defaults to Appellant and Appellee. For those case types that use additional roles, select the drop-down menu to select other party roles.

5. Enter **Party Information**. Fields with an asterick are required. Enter as much information as you have.



6. Once all party data is complete, click **Next**.



7. Once all parties have been added, click **Next**.

8. Select a **Document Category** for the type of document to be added to the case.

Note! If unsure of what category to select, leave this field blank.

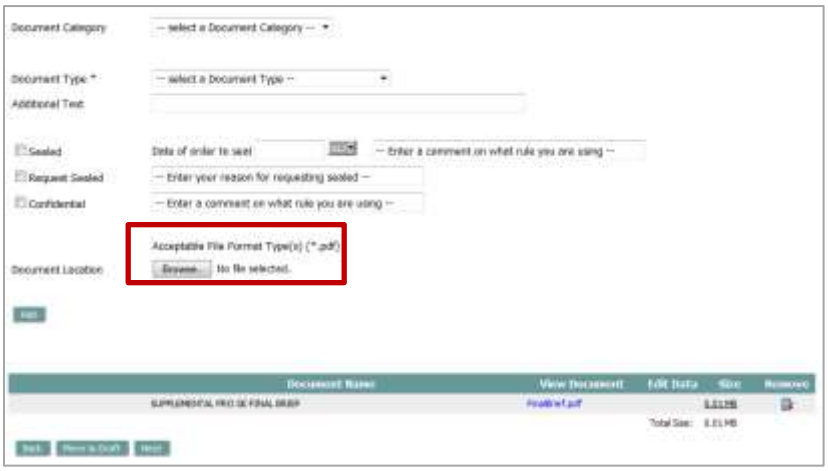
9. Select a **Document Type**.

Note! Use the drop down to select the document or type the name of the document in this field to locate the **Document Type**.

Note! Additional Text – This additional text helps the clerk, judge, or other participants understand more about the document.

10. ***Optional!*** Check **Sealed**, **Request Sealed**, or **Confidential** to indicate your document should not be a publicly viewed document. If not checking any of these boxes, skip to step 7.
    If sealed was checked:

    a. Enter the **Date of Order to seal** and **Comment on Rule you are using.**
       If Request Sealed or Confidential were checked:
    b. Enter **Reason for Requesting Sealed** if Request Sealed was checked.
11. Click **Browse**.
12. **Locate the document** to attach.
13. Click Open in the system window (not illustrated).
14. Click **Add**.



Optional! If a document has been added in error, click the icon in the **Remove** column to delete the document.

15. Click the **File Name** in the View Document column to review the document loaded properly.
16. **Repeat** this process to add additional documents.
17. Click **Next**.

Note! Your submitted document(s) will receive a file stamp with the time they were submitted by you (when they hit our server).

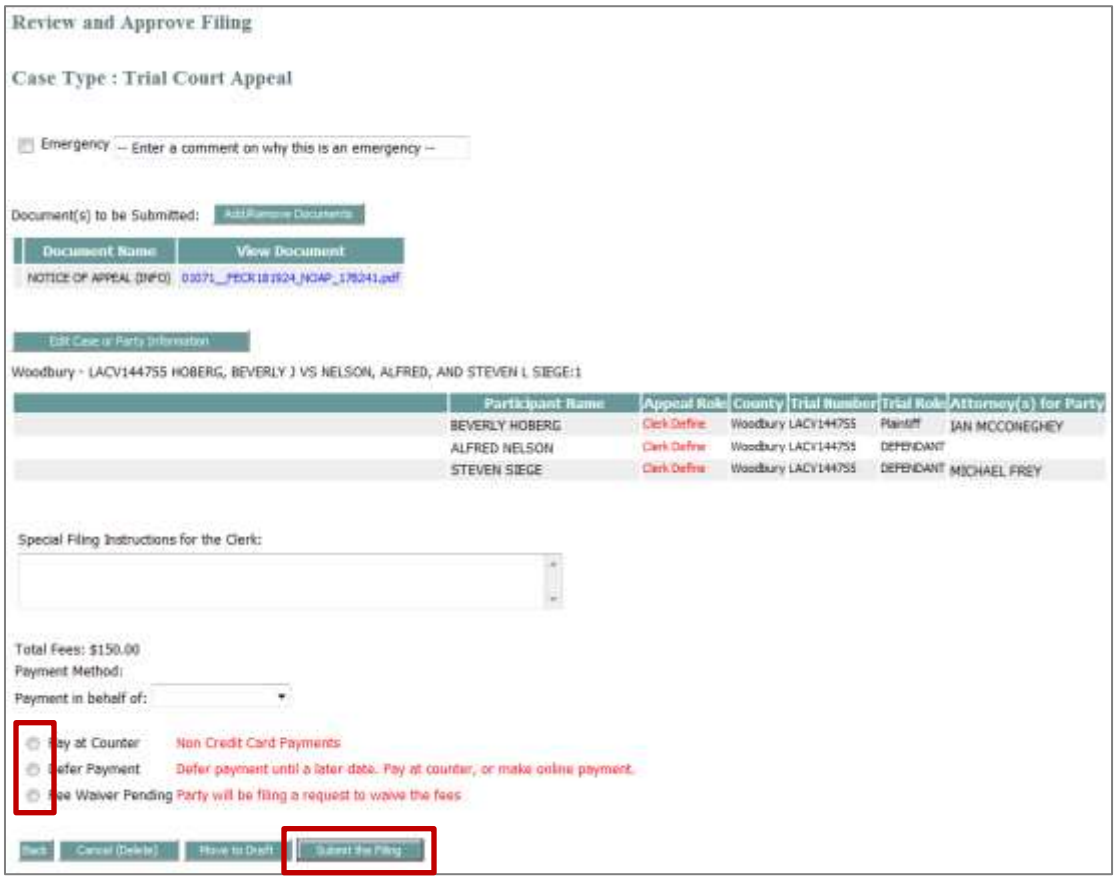
Note! There is a 150 MB limit per submission (multiple documents may be in one submission). Multiple documents can be submitted per case. Submissions that exceed 150 MB may be submitted in parts to meet the size requirements. Select the category **Attachment** to add parceled documents.

Protected Information Note! It is the eFiler's responsibility to ensure, according to the Chapter 16 rules, that Protected Information is omitted or redacted from documents before the documents are filed. The Clerk of Court will not review filings to determine whether appropriate omissions or redactions have been made.

Optional! If a document has been added in error, click the icon in the Remove column to delete the document.

Note! Click **Move to Draft** to save this filing to complete at a later time.

18. **Review the filing** information. Verify the information (**Case Data**, **Documents, Parties**) that have been added to the case.
19. **Check the emergency box** if your filing needs immediate attention. *You are required to enter a reason* for the emergency in the Comment Box.
20. Enter in any **Special Filing Instructions for the Clerk**.
21. Select **Payment Method** if applicable.
22. Click **Submit the Filing**.



Credit Card Payment Process

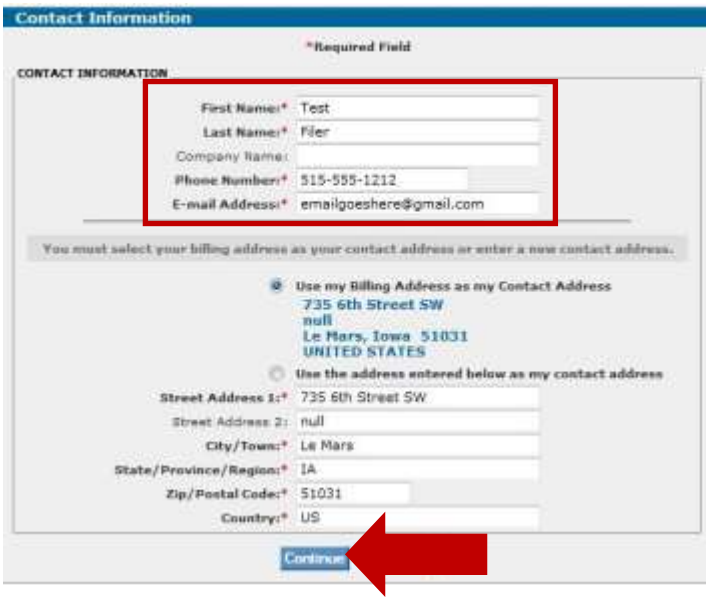
When selecting to pay by credit card, follow this process.

1. Select **Pay by Credit Card**.
2. Select the **Party** you are paying in behalf of.

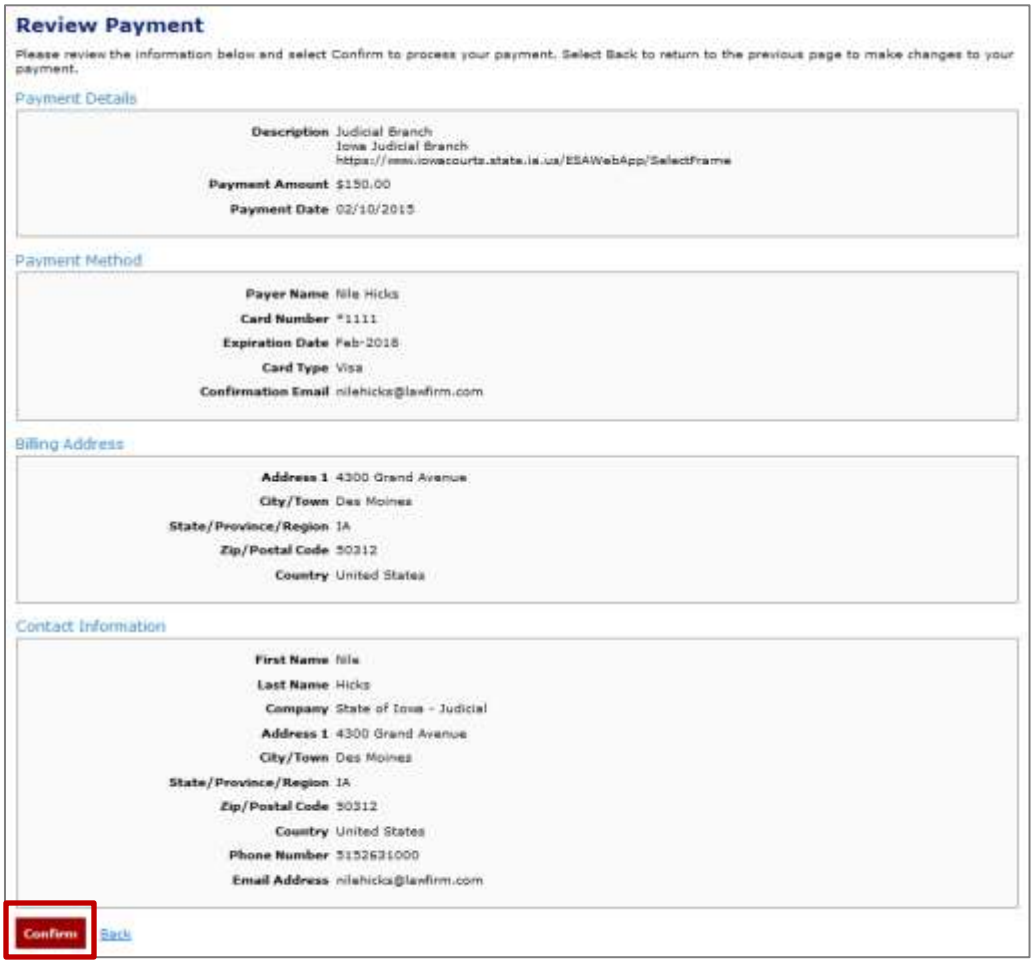
3. Click **Submit the Filing**.
4. Verify and Complete the **Payment and Contact Information**.

5. Complete the **Payment Method** section.
6. Verify the **Card Billing Address**.
7. Click **Continue**.

8. Verify the **Contact Information**.
9. The billing information will also be displayed. Make any changes as necessary.
10. Click **Continue**.



11. The Review Payment page will display all entered data. **Verify the email** to receive payment information.
12. Verify **all information** entered.
13. Click **Confirm**.



Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	Judicial Branch Iowa Judicial Branch https://www.iowacourts.state.ia.us/ESAWebApp/SelectFrame
Payment Amount	$150.00
Payment Date	02/10/2015

Payment Method

Payer Name	Nile Hicks
Card Number	*1111
Expiration Date	Feb-2018
Card Type	Visa
Confirmation Email	nilehicks@lawfirm.com

Billing Address

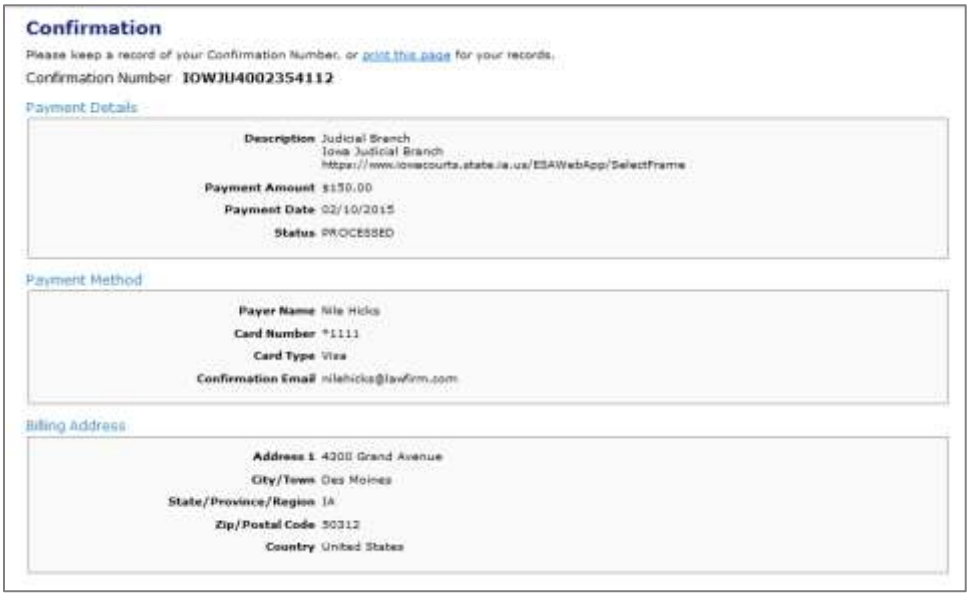
Address 1	4300 Grand Avenue
City/Town	Des Moines
State/Province/Region	IA
Zip/Postal Code	50312
Country	United States

Contact Information

First Name	Nile
Last Name	Hicks
Company	State of Iowa - Judicial
Address 1	4300 Grand Avenue
City/Town	Des Moines
State/Province/Region	IA
Zip/Postal Code	50312
Country	United States
Phone Number	5152631000
Email Address	nilehicks@lawfirm.com

Confirm Back

14. The Payment Confirmation will display. This information will also be sent via email to the account listed in step 8.



Confirmation

Please keep a record of your Confirmation Number, or print this page for your records.

Confirmation Number **IOWJU4002354112**

Payment Details

Description	Judicial Branch Iowa Judicial Branch https://www.iowacourts.state.ia.us/ESAWebApp/SelectFrame
Payment Amount	$150.00
Payment Date	02/10/2015
Status	PROCESSED

Payment Method

Payer Name	Nile Hicks
Card Number	*1111
Card Type	Visa
Confirmation Email	nilehicks@lawfirm.com

Billing Address

Address 1	4300 Grand Avenue
City/Town	Des Moines
State/Province/Region	IA
Zip/Postal Code	50312
Country	United States

Existing Case

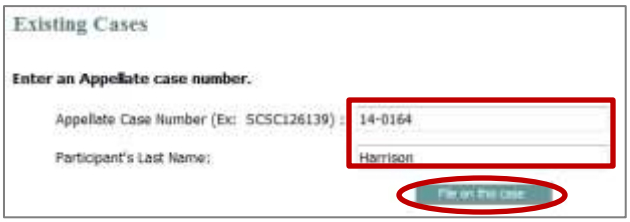
After a case has been initiated or converted to electronic format, a registered party will file subsequent documents to that case electronically.

Note! Prepare documents prior to accessing an existing case.

File on an Existing Case

1. Click **Existing Case**.

2. Enter the **Appellate Case Number**.
3. Enter in any **Participant's Last Name**.



4. Click **File on this case**.

Note! Cases where the filer is an active litigant will display at the bottom the Existing Case screen. You may click the Title of the case to file on that case.

Note! For those cases that you are a registered party to the case, click **Search My Cases** to locate a case not displayed on the page.

Adding a Document

Documents can be added to any existing case(s). The Case Number will display in a yellow banner for existing cases.

1. Select a **Document Category** for the type of document to be added to the case.

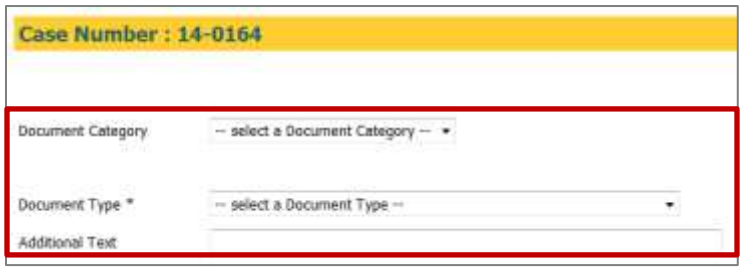
Note! If unsure of what category to select, leave this field blank.

2. Select a **Document Type**.

Note! Type the name of the document in this field to locate the **Document Type**.

3. Complete **Additional Text** if desired.

Note! This additional text helps the clerk, judge, or other participants understand more about the document.



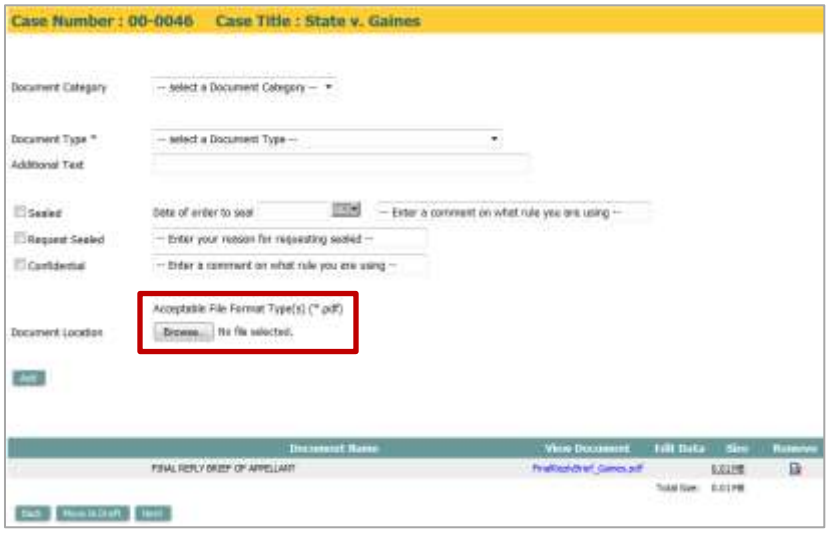
4. ***Optional!*** Check **Sealed**, **Request Sealed**, or **Confidential** to indicate your document should not be a publicly viewed document. If not checking any of these boxes, skip to step 11.

If sealed was checked:

5. Enter the **Date of Order to seal** and **Comment on Rule you are using.**

If Request Sealed or Confidential were checked:

6. Enter **Reason for Requesting Sealed** if Request Sealed was checked.
7. Click **Browse**.
8. **Locate the document** to attach.
9. Click Open in the system window (not illustrated).
10. Click **Add**.



Optional! If a document has been added in error, click the icon in the **Remove** column to delete the document.

11. Click the **File Name** in the View Document column to review the document loaded properly.
12. **Repeat** this process to add additional documents.
13. Click **Next**.

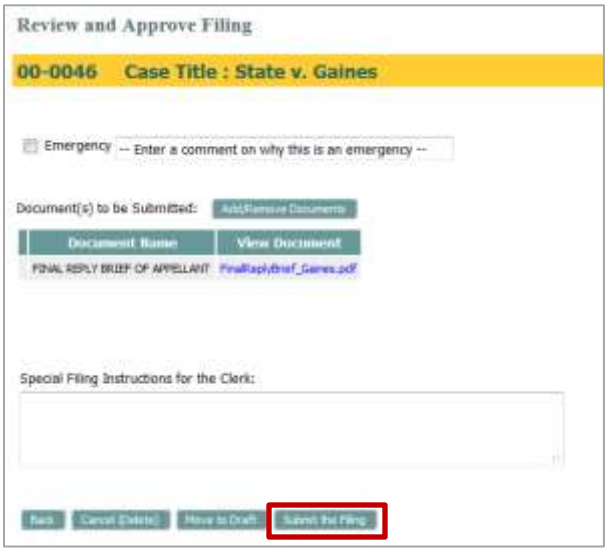
Note! Your submitted document(s) will receive a file stamp with the time they were submitted by you (when they hit our server).

Note! There is a 150 MB limit per submission (multiple documents may be in one submission). Multiple documents can be submitted per case. Submissions that exceed 150 MB may be submitted in parts to meet the size requirements. Select the category **Attachment** to add parceled documents.

14. On the Review and Approve Filling page, **verify all information** being submitted to the case is accurate and complete. Add additional information as needed (not illustrated).

    Note! If applicable, complete the **Payment Information**.

15. Click **Submit the Filing**.



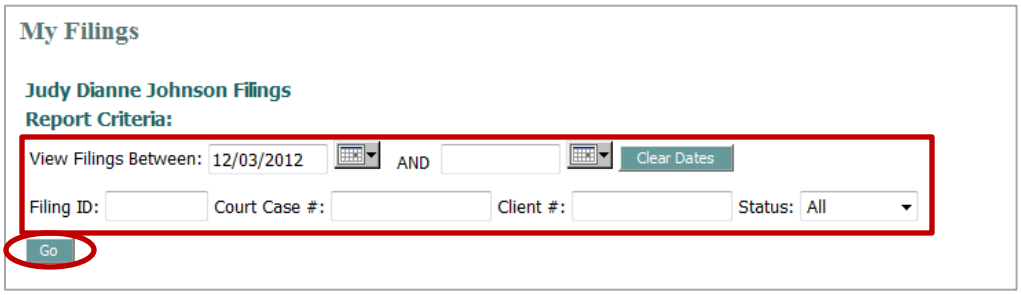
My Filings

1. From the eFile menu option, select **My Filings**, or click **My Filings** on the home page.

2. Enter the date or date range of the filing in the **search fields**.

Note! Client # is the Filer Reference number if entered when creating a new case.

3. Enter additional fields as necessary.
4. Click **Go**.



5. To review according to the Filing Status, click the **Status** heading.

Note! The status may take a few minutes to update. Refresh the status page to see the status of the submission change.

Listed below are the filing statuses and definitions.

Package Pending – Documents and data are being prepared in an electronic package to be sent to the Court's Electronic Document Management (EDMS) System.

Packaged – The submission is prepared and sent to EDMS.

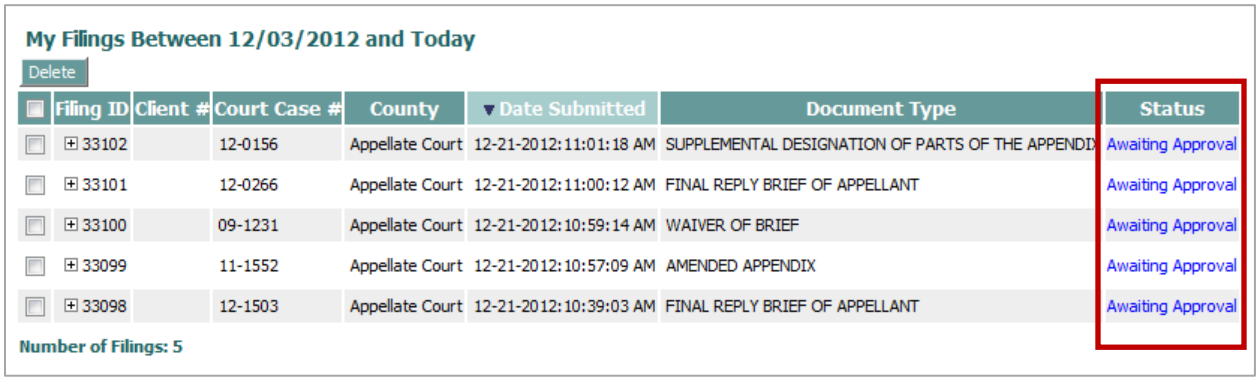
Received – Documents and data have been received by EDMS and the filing time has been recorded.

Awaiting Approval – The submission is available in Clerk Review but the court clerk has not yet reviewed and approved the filing.

Filed – If the submission includes a proposed document, the status will be 'Filed' once that document has reached the Judicial Interface Queue is.

Return Not Filed – The clerk has found a problem that will prevent the submission from being processed and has therefore returned the submission to the filer with an explanation. Click the **Resubmit** button from the My Filings page to create a new submission based on the previous submission. The potential new submission will include links to the documents from the returned submission.

Resubmitted – The filing has been resubmitted.



My Filings Between 12/03/2012 and Today

Delete

Filing ID	Client #	Court Case #	County	Date Submitted	Document Type	Status
33102		12-0156	Appellate Court	12-21-2012:11:01:18 AM	SUPPLEMENTAL DESIGNATION OF PARTS OF THE APPENDI	Awaiting Approval
33101		12-0266	Appellate Court	12-21-2012:11:00:12 AM	FINAL REPLY BRIEF OF APPELLANT	Awaiting Approval
33100		09-1231	Appellate Court	12-21-2012:10:59:14 AM	WAIVER OF BRIEF	Awaiting Approval
33099		11-1552	Appellate Court	12-21-2012:10:57:09 AM	AMENDED APPENDIX	Awaiting Approval
33098		12-1503	Appellate Court	12-21-2012:10:39:03 AM	FINAL REPLY BRIEF OF APPELLANT	Awaiting Approval

Number of Filings: 5

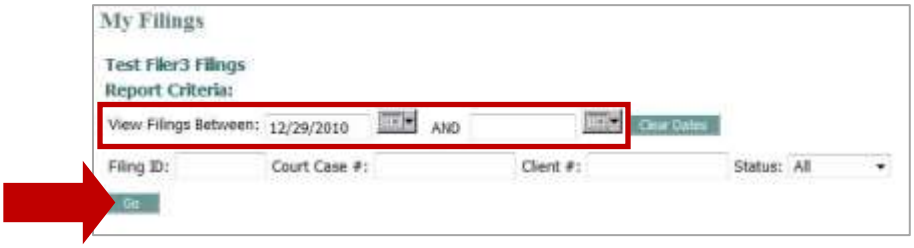
Resubmit a Returned Filing

If a filing has been returned for clarification by the Clerk of Supreme Court, it will be returned to the eFiler. These filings can be resubmitted. When a filing is returned, it will be assigned a status of 'Returned Not Filed'. A resubmit button will appear next to the filing, allowing the eFiler to change what was in error by either deleting the document in question or correcting the information entered.

Note! If a submission is 'Returned Not filed', the receipt will include a reason field. Click **'Returned Not Filed'** to see the reason the clerk provided for returning the filing.

1. Click **My Filings** from the homepage.

2. **Enter in search data** to locate the case. For example, the date range the case was submitted. Click **Go**.



3. Locate the filing marked as **Returned Not Filed** in the Status column. Click **Resubmit**.

4. This will open a new filing, copying the data from the original filing, but it will allow the eFiler to remove the old document and replace with the corrected one. Make changes as needed and complete the filing (not illustrated).

Draft Filings

At any time (prior to final submission) a case/filing can be saved as a draft to complete at a different time. Draft filings can be accessed via the eFile menu, Draft Filings.

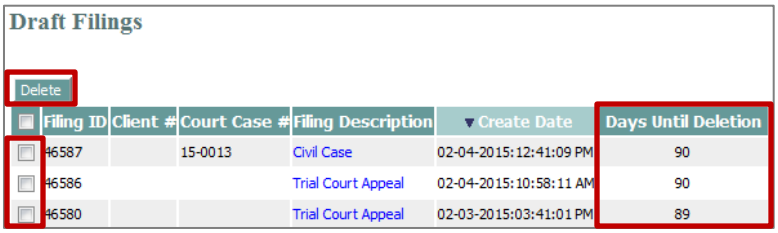
1. From the eFile menu, click **Draft Filings** to access any cases saved as drafts.

Note! When creating or filing to a case, click **Move to Draft** to save without submitting it to the clerk's office. Cases that have been moved to draft will be available via the **Draft Filings** in the eFile menu illustrated above.

2. Click the **Filing Description** to continue where you left off in the filing.

Note! Draft filings remain in the eFiling system for 90 days. A **Days until Deletion** column displays the days remaining to file on the case.

Note! Click the checkbox in front of a Draft Filing and click **Delete** to permanently remove the filing.



Cases

Three options are available in the Cases menu – My Cases, Notifications, and Filing Charges.

My Cases

When a case is initiated or a follow-up has been filed, even if just a notification, the case number is added to My Cases for those where the username matches the registered eFiler.

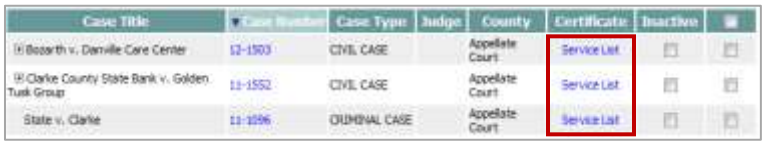
1. Select **My Cases** from the Cases menu or click the **My Cases** button from the home screen.

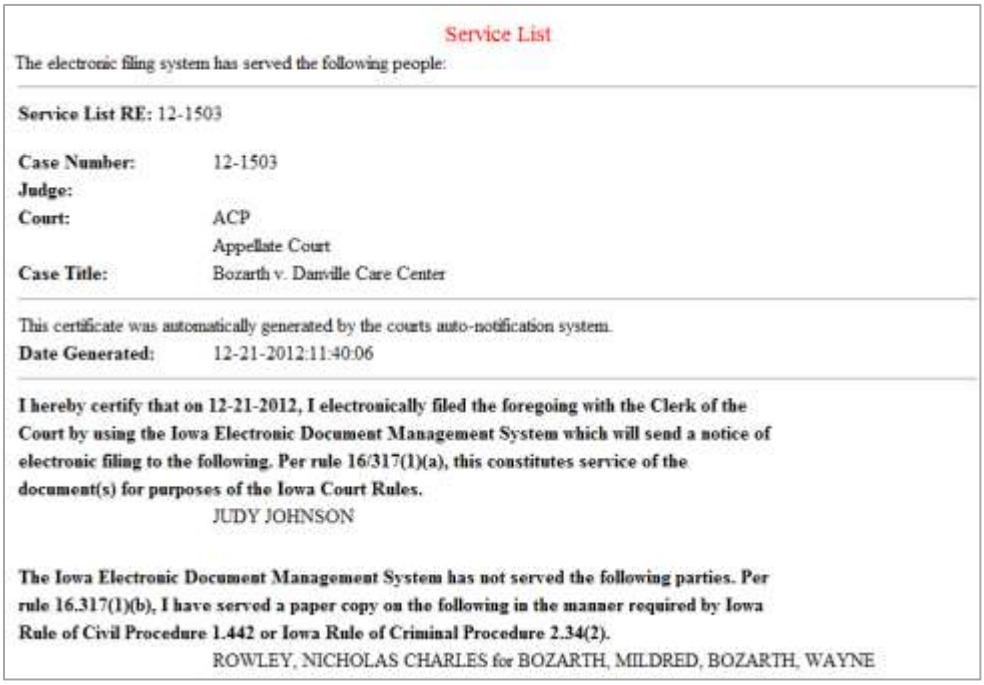
2. Click the **Case Number** to access the case information and documents (if available).

Note! Dependent upon the eFiler's role and the case level security settings the case documents may be available for downloading within My Cases listing.

3. The case information will display in a separate window. Review any information that has been submitted on the case.

4. Click on **Service List** to display the service list notification generated by the system.





Service List

The electronic filing system has served the following people:

Service List RE: 12-1503

Case Number: 12-1503
Judge:
Court: ACP
Appellate Court
Case Title: Bozarth v. Danville Care Center

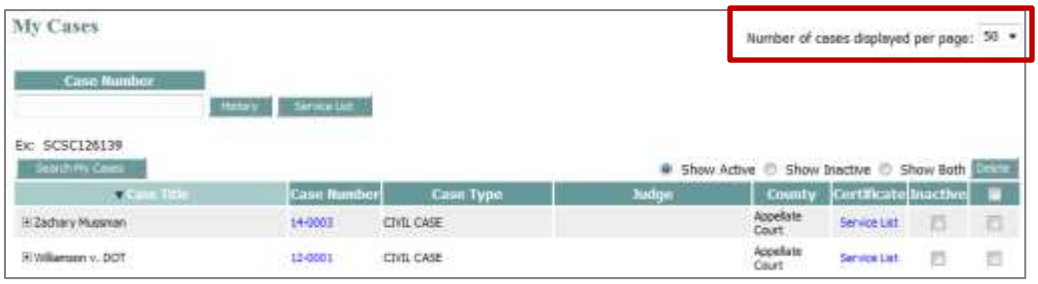
This certificate was automatically generated by the courts auto-notification system.
Date Generated: 12-21-2012:11:40:06

I hereby certify that on 12-21-2012, I electronically filed the foregoing with the Clerk of the Court by using the Iowa Electronic Document Management System which will send a notice of electronic filing to the following. Per rule 16/317(1)(a), this constitutes service of the document(s) for purposes of the Iowa Court Rules.
JUDY JOHNSON

The Iowa Electronic Document Management System has not served the following parties. Per rule 16.317(1)(b), I have served a paper copy on the following in the manner required by Iowa Rule of Civil Procedure 1.442 or Iowa Rule of Criminal Procedure 2.34(2).
ROWLEY, NICHOLAS CHARLES for BOZARTH, MILDRED, BOZARTH, WAYNE

Page Display

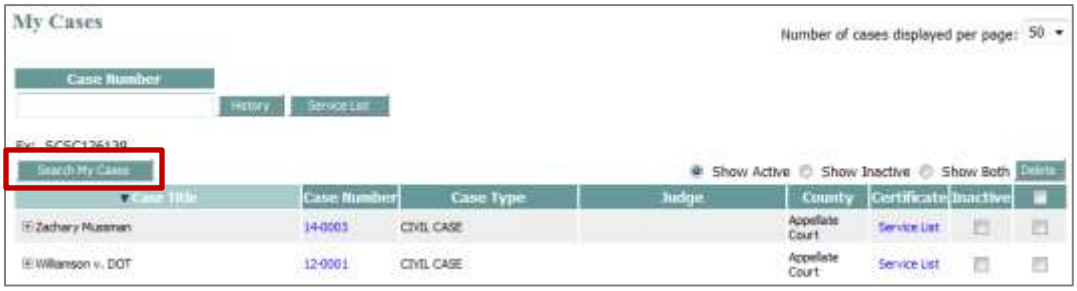
The page display defaults to 50 cases displayed per page. Select a different setting from the drop-down menu as desired.



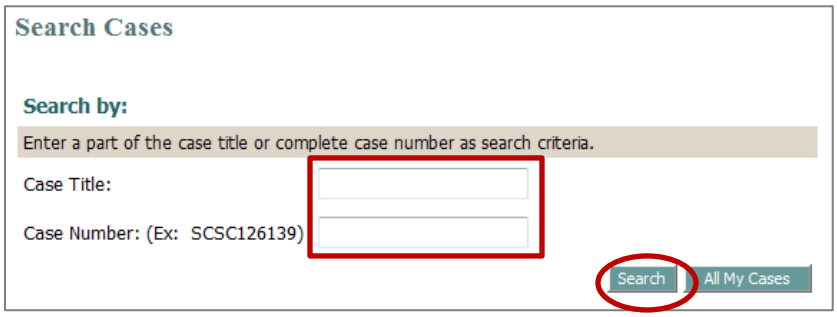
Search Fields

Utilize the searchable fields to locate non-confidential cases that are not displayed in the My Cases listing.

1. Click **Search My Cases**.



2. Enter in the **Case Title** and **Case Number**.



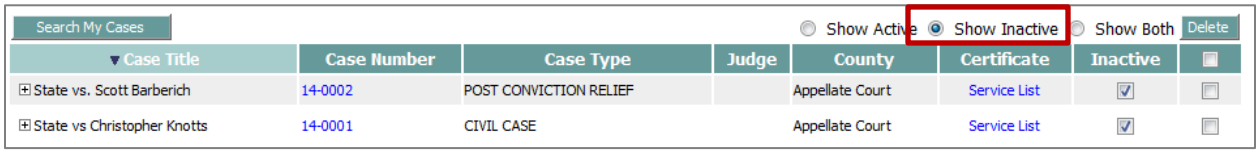
3. Click **Search**.

Inactive Cases

Mark cases as Inactive to remove them from the My Cases display. This does not delete them, simply hides them from the Active view. Remove the Inactive status to return the case to the Active view. For those registered participants of the case, electronic notifications will still be received on Inactive status cases.

1. To inactivate a case, click the **checkbox** in the Inactive column.

2. This marks the case as Inactive and removes it from the view, but does not delete the case. To view inactive cases, click the **Show Inactive button**.

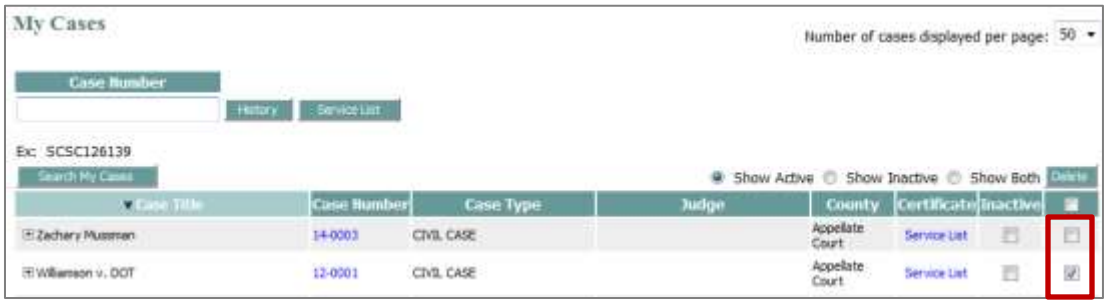


3. To reactive a case, uncheck the **Inactive button**. This moves the case back to the Active status.

Delete a Case

For those cases, for example, where the eFiler is no longer a participant or the case has been dismissed, a filer may want to delete a case from their list.

1. Click the **checkbox** in the Delete column.



2. Click **Delete**.

3. A confirmation window will appear. Click **OK** to delete the case from the view.

Note! Deleting a case from the My Cases view, does not delete the case from the court server. It is deleted from the eFiler's My Cases view. Cases can be re-added if the need arises.

Notifications

EDMS Notifications fall into two categories:

1) **Status e-mails** that eFlex generates back to the filer on his/her own filings and
2) **Notification of Electronic Filing or Presentation** (NEF) that the system sends to all parties indexed on the case when something is filed or presented electronically. Call this second category the 'electronic service' notifications; they are not send on case initiation, or to filers who don't have adequate security to see that they were filed.

Status e-mails

These go to the filer's email, not their Notifications page. These can be turned off in the filer's My Profile page. These will be notifications send when a filing has been received, when a filing has been approved, and when a filing has been returned from the clerk.

NEFs (Notice of Electronic Filing)

These are send as e-mail and are also posted to the filer's account. These will be sent for Service of a document, when a document you filed is being returned by the clerk, and a recinded notice when a party's filing is returned.

1. Click **Notifications** from the home screen or via the Cases menu.

Note! Next to the notifications button on the home page there will be a number in parentheses (xx). This number represents the number of notifications not accessed and does not include the notifications already accessed.

2. Notifications will be displayed. Those that are not read will appear in bold. Click the **Notification Name** to open the Notice of Electronic Filing (NEF).

Note! Click the **Document Name** to review the document that was submitted to the case.

Note! Notifications are not permanent. Currently the time limit is set to 90 days, but it can change. The court will determine this time period.

3. The NEF will display. The NEF will also be sent to the registered email account for registered filers.

****** IMPORTANT NOTICE - READ THIS INFORMATION *****
NOTICE OF ELECTRONIC FILING OR PRESENTATION [NEF]

A filing has been submitted to the court RE: 00-0046
Judge:

Official File Stamp:	07-19-2013 08:40:06
Court:	Appellate Court
Case Title:	State v. Gaines
Document(s) Submitted:	APPLICATION FOR FURTHER REVIEW
Filed by or in behalf of:	Nile Hicks

You may review this filing by clicking on the following link to take you to your cases.

This notice was automatically generated by the courts auto-notification system.

The electronic filing system has served the following people:
HICKS, NILE

The following people do not have e-filing accounts and will need served:
The filer is responsible for serving the following people in accordance with the Iowa Code and Iowa Court Rules, including Chapter 16 Rules Pertaining to the Use of the Electronic Document Management System*:
ATTORNEY GENERAL for STATE OF IOWA
HENDRICKSON, DENNIS for GAINES, JOHN CHRISTOPHER

Note: The clerk of court is responsible for service of court-generated documents. See generally rule 16.320(2)

Note! Check the SPAM filters for the registered email account if NEFs are not received.

Note! Follow the standard paper process whenever necessary to notify parties. The courtesy notifications are not a replacement for the paper notices.

4. To delete notifications, **select the checkbox** for the NEF and click **Delete**.

Note! Select Mark as Read or Mark as Unread to change the status of each NEF.

Filing Charges

For each case that requires a Filing fee and is paid online through the eFile system will display in the Filing Charges window. The current month is displayed by default. Select a month from the Report Month drop-down menu to change the view.

1. Select **Filing Charges** from the Cases menu.

2. Filing Charges for the current month will display. Change the **month drop down** to view previous month's charges.

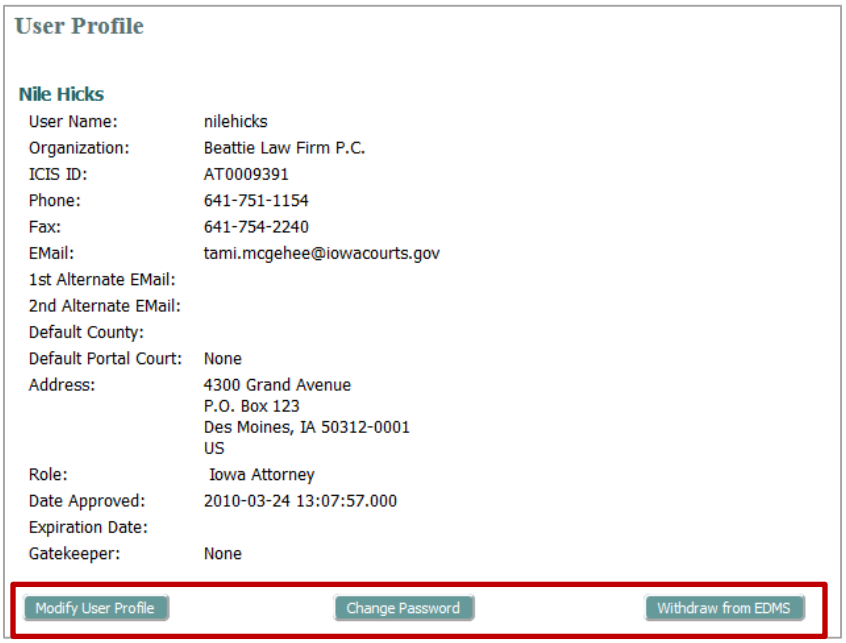
My Profile

The My Profile allows eFilers to edit profile information, change their log in password, and review log in history.

My Profile

1. Click **My Profile**, from the My Profile menu.

2. The User Profile information will be displayed. Click the desired action button.



User Profile

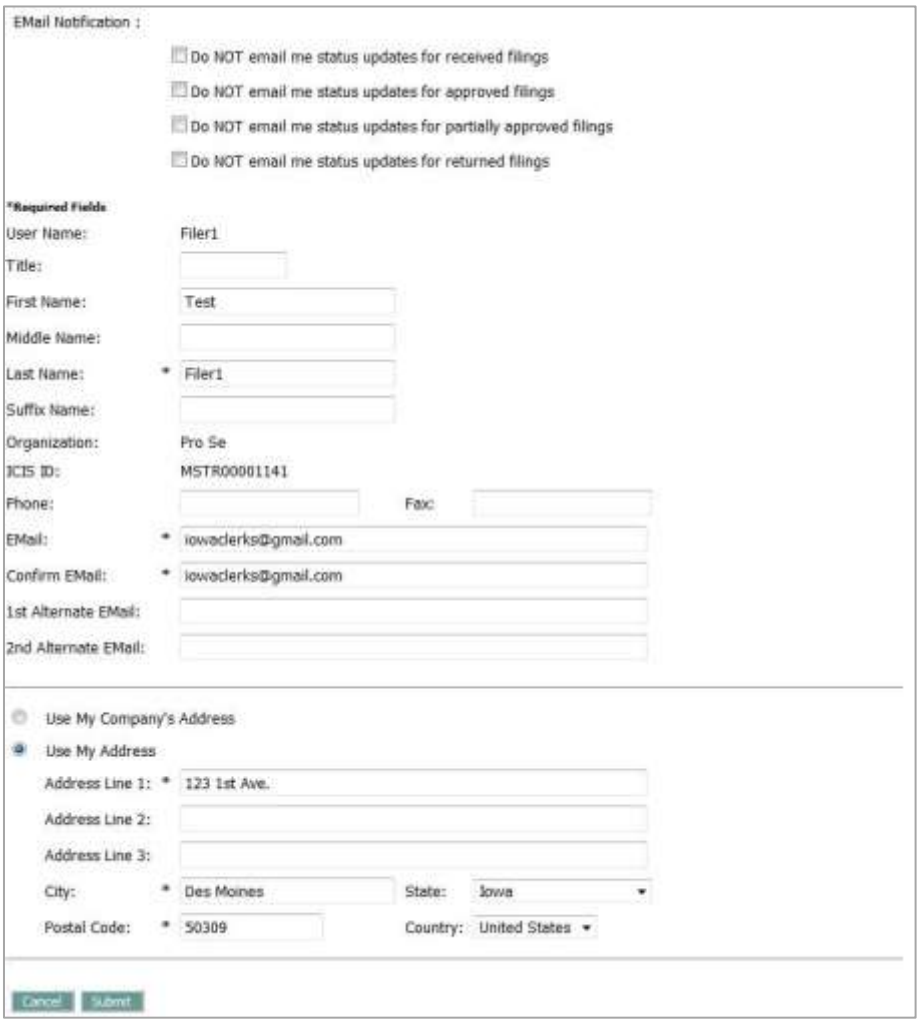
Nile Hicks

User Name:	nilehicks
Organization:	Beattie Law Firm P.C.
ICIS ID:	AT0009391
Phone:	641-751-1154
Fax:	641-754-2240
EMail:	tami.mcgehee@iowacourts.gov
1st Alternate EMail:	
2nd Alternate EMail:	
Default County:	
Default Portal Court:	None
Address:	4300 Grand Avenue P.O. Box 123 Des Moines, IA 50312-0001 US
Role:	Iowa Attorney
Date Approved:	2010-03-24 13:07:57.000
Expiration Date:	
Gatekeeper:	None

Modify User Profile | Change Password | Withdraw from EDMS

Modify User Profile

1. **Edit details of the profile** such as notifications status or other basic information (address, phone number, email, etc) provided during registration.

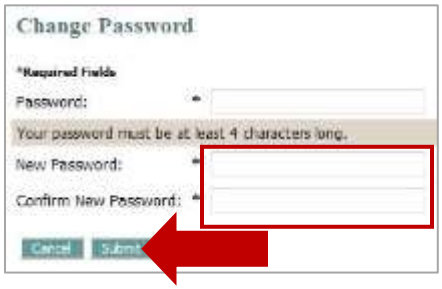


2. Click **Submit** to accept changes.

Change Password

Passwords can be changed at any time. Passwords need to be 4 characters in length.

1. **Enter current password**.
2. **Enter new password** and **confirm** new password.
3. Click **Submit**.



Note! Click the **Forgot Password link** on the Login screen if a password has been forgotten to assign a temporary password. After logging on with a temporary password, the password will need to be reset.

Note! Passwords can be reused.

Withdraw from EDMS

Registered eFilers can select to withdraw a registration in the Iowa Electronic Document Management System. This action will cancel the login and password and remove the eFiler from the applicable electronic service lists and case histories will no longer be available.

Login History

The Login History will display any Login failures for the account profile. The list shows the attempts along with the date, login result, and IP address.

The information contained in the training materials for the Iowa Judicial Branch Electronic Document Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.