

Registering for an eFile Account

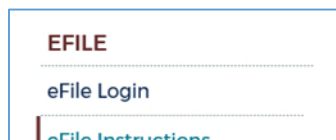
The rules in *Chapter 16, Iowa Rules of Electronic Procedure* govern the electronic filing of all documents. You can see the rules on the Iowa Legislature website at legis.iowa.gov/docs/ACO/CourtRulesChapter/16.pdf

Note for Attorneys and Persons Filing on Behalf of an Agency or Organization

- An out-of-state attorney who desires to appear pro hac vice in an Iowa case must apply before registering for an eFile account. See [Pro Hac Vice Applications | Iowa Judicial Branch \(iowacourts.gov\)](https://www.iowacourts.gov/Pro-Hac-Vice-Applications) for more information.
- Filing Agents must register for each company.

To Register

1. Open the [eFile application](#).



2. On the Log In page, click the **Request Account** button.
3. Accept the User Agreement. Click the radio button indicating you agree to comply with license

Log In
Enter your User Name and Password.

User Name:

Password:

[Log In](#) [Forgot Your Password?](#)

Request Account ←

agreement and click **Submit**.

I have read, understand, and agree to comply with this user agreement and th

I do not accept the terms of the user agreement


[Cancel](#) [Submit](#) ←

4. Choose your user role. Choose **Registered Filer** if you are filing for yourself, or your own business (sole proprietor) AND:
 - a. you are not an attorney,
 - b. you are not filing on behalf of a partnership, association, corporation, or tribe,
 - c. you are not filing for a government agency, AND
 - d. you are not a member of the media, a bail bondsman, process server, abstractor or other specialized nonparty filer.

If you are an attorney or are filing on behalf of someone else's company, refer to the [User Role Decision Tree](#) or Rule 16.302(1). Roles are described in detail in Rule 16.304(1).

Select your user role:

- Registered Filer
- Iowa Attorney
- Filing Agent
- Government Agency
- Pro Hac Vice
- Specialized Nonparty Filer
- Indian Child Welfare Tribal Representative



5. Click **Next**.

License Agreement ⇒ Select User Role ⇒ Request a User Account

Request a User Account

***Required Fields**

Company Name: Pro Se

User Name: * DavidDavidson

Your password must be at least 4 characters long.

Password: * [masked]

Confirm Password: * [masked]

Title: Mr

First Name: * David

Middle Name: [empty]

Last Name: * Davidson

Suffix Name: [empty]

Phone: 5551231234 Fax: [empty]

Email: * daviddavidson@email.com

1st Alternate Email: [empty]

2nd Alternate Email: [empty]

Default County: Adair

Use My Company's Address

Use My Address

Address Line 1: * 1 First St

Address Line 2: [empty]

Address Line 3: [empty]

City: * Anytown State: Iowa

Postal Code: * 55555 Country: United States

6. If prompted, select your company from the **Existing** drop-down list. If the organization is not listed, contact the clerk of court before adding a new company.
7. Enter your contact information. Required fields are indicated by an asterisk *. Each role has different fields.
8. Only if you are an attorney: In the ICIS ID field, enter all 9 characters, including leading zeros, of your AT or PHV PIN. The PIN is assigned by the Office of Professional Regulation. PINs for Iowa attorneys begin with a capital AT (ex. AT0001234). PINs for pro hac vice follow the format PHV001234.
9. Click **Submit**.

You should receive a confirmation message at the email address (or addresses) you specified. If you do not receive the email, check your junk or spam folders.

Links to Related instructions

[Instructions for Filing a New Case](#)

[Instructions for Filing in an Existing Case](#)

[Instructions for Filing an Appearance and Answer](#)