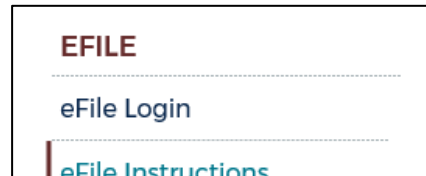


Before requesting an eFile account you should review *Chapter 16, Iowa Rules of Electronic Procedure* on the Iowa Legislature website at <https://www.legis.iowa.gov/docs/ACO/CourtRulesChapter/16.pdf>

**Note:** If you are an out-of-state lawyer not licensed to practice law in Iowa, you must first register with the Iowa Office of Professional Regulation and complete all requirements.

**Go to the eFile website**

1. Click on the eFile Login link on the eFile page.

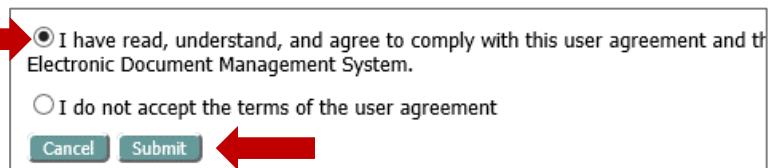


2. Click **Request Account**.



**Accepting the User Agreement**

3. Click the radio button indicating you agree to comply with license agreement and click **Submit**.



**Choosing the correct user role**

Roles are described in detail in Rule 16.304(1). For definitions and special information on user roles, refer to the [User Role Decision Tree](#) or Rule 16.302(1).

4. Select your user role and click **Next**.
5. Click **Next**.

**Note:** If you are filing for yourself or your own business (sole proprietor) and you are:

- Not an attorney,
- Not filing on behalf of a partnership, association, corporation, or tribe,
- Not filing for a government agency,
- Not a member of the media, a bail bondsman, process server, abstractor or other specialized nonparty filer,

select Registered Filer. **Then, skip to Step 7.**

*Note for Filing Agents*

- Filing Agents for multiple companies must register once for each company.

*Note for Pro Hac Vice*

- After the judge files the order granting your Application for Admission Pro Hac Vice, the clerk of court will create and send you a special pro hac vice personal identification number (PHV PIN). You will use the PIN when you register for an account in the eFile system. Enter the 9-character PHV PIN in the ICIS ID field in the format PHV0001234.

**Entering your contact information**

If you are registering as a Registered Filer, skip to step 7.

6. If you are registering as an attorney, filing agent, government agency, or specialized nonparty filer, select your company from the Existing drop down list. If your organization is not listed, contact your clerk of court to confirm that the organization is not listed before adding it. Click **Next**.

7. Specify your user details. Complete all required information for your role (where indicated by an asterisk \*). Each role requires different information.

**Request a User Account**

**\*Required Fields**

Company Name: Pro Se

User Name: \* SusieSmith

Your password must be at least 4 characters long.

Password: \*

Confirm Password: \*

Title: Ms

First Name: \* Susan

Middle Name:

Last Name: \* Smith

Suffix Name:

Phone: 5151234567  Fax:

E-Mail: \* SusanMSmith@google.com

1st Alternate EMail:

2nd Alternate EMail:

Default County:

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Use My Company's Address

Use My Address

Address Line 1: \* 123 Grand Avenue

Address Line 2:

Address Line 3:

City: \* Des Moines  State: Iowa

Postal Code: \* 50310  Country: United States



*Note for Attorneys Only*

AT PIN – The 9-character unique Personal Identification Number assigned by the Office of Professional Regulation for attorneys. PINs for Iowa attorneys begin with a capital AT and leading zeros before the numbers (ex. AT0001234).

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**Note:** Enter all 9 characters, including leading zeros.

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8. Click **Submit**.

After your request is approved, you will receive a confirmation message at the email address (or addresses) you specified. Make sure to check your junk or spam folder if you do not receive the email.

**Next steps**

- File an appearance and answer: [Instructions](#)
- File a new case: [Instructions](#)
- File in existing case: [Instructions](#)

This information is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.