

For more detailed instructions, see the instructions for [Filing a New Case](#).

An asterisk * indicates a required field.

1. Log into the eFile website at <https://www.iowacourts.state.ia.us/Efile/>
2. Specify the case type.
3. Add the case title and optional filer reference number.
4. Click **Add My Parties**.

Add as much information as possible, such as EIN, address, phone numbers, etc.

- a. Select the **Business** radio button.
- b. Enter the name of the entity (business, etc.) in the Last Name * (or Business Name) field. Your name, PIN and 'Agent' will display on the right side of the page. DO NOT remove this information. Your name should display to indicate that you are filing on behalf of the entity. In the example, Furley is the Agent's last name.
- c. Click **Next**.

Add a Party: SMALL CLAIM - MONEY JUDGMENT (must pay fee if filing with FED)

Party Type:

Business Person

ICIS ID:

First Name:

Middle Name:

Last Name: * (or Business Name):

SSN: (e.g.: 123-45-6789)

EIN: (e.g.: 12-3456789)

Add an Attorney for this Party

Last Name: *

Attorney PIN: *

Type:

Last Name	Attorney PIN	Type	Delete
STONE	MSTR00030094	Agent	X

Additional Alias or Business Name

5. Click **Add Other Parties**. Specify as much information as possible on the other party or parties.
6. When finished, click **Next**.
7. When finished the list will display the entity name for the Plaintiff, showing you listed in the Attorney column. The Defendant name will also display.

Case Initiation: SMALL CLAIM - FORCIBLE ENTRY

Filer Reference No (Enter your office reference number - if applicable)

County *

Case Title *

Add Case Participants

	Participant Name	Role	Attorney(s) for Party
X	AAA PROPERTY MANAGEMENT, INC.	Plaintiff	FURLEY
X	JACK TRIPPER	Defendant	

8. Enter the document details.
9. Upload the documents.
10. Review, edit, pay, and submit your filing.