

If a case in which you are a litigant does not display on your My Cases list, and you are not an attorney or specialized nonparty filer, you may need to associate yourself to the case.

Note: To associate yourself to a confidential case, you must go to your county courthouse and speak with a clerk.

Identifying the case

1. Log into the eFile website at <https://www.iowacourts.state.ia.us/Efile/>
2. Click **Existing Case**.
3. Specify the County.
4. Specify the Case Number (for example, SCSC000120).
5. Specify the last name of one of the Participants.
6. Click **File on this case**.

Adding the Notice of Case Association

7. Select **Notice** from the Document Category.
8. Select **Notice of Case Association** from the Document Type.
9. Click **Add**.

Note: When filing a Notice of Case Association, do not add a document.

The Notice of Case Association is added to the list of documents on the case.

10. Click **Next**.

Case Number : SCSC126244

Document Category: NOTICE

Document Type *: -- select a Document Type --

Additional Text: [Text Area]

Sealed Confidential Electronic Presentation

Acceptable File Format Type(s) (*.pdf)

Document Location: [Text Field]

Add to Submission:

Document Name	View Document	Edit
NOTICE OF CASE ASSOCIATION		

Back Move to Draft **Next**

Submitting the Notice

- 11. The Review and Approve Filings page displays.
- 12. Click **Submit the Filing**.
- 13. The request is submitted to the Clerk for review and approval.

New Parties:

Special Filing Instructions for the Clerk: [Text Area]

Back Cancel (Delete) Move to Draft **Submit the Filing**

You will receive a status update in My Filings when your Notice of Case Association has been filed with the court.

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