

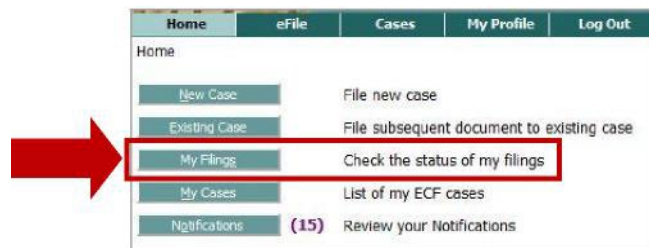
If the Clerk of Court has returned a filing, it will be assigned the status of 'Returned Not Filed' and returned to you.

The reason for the returned filing will be included in your courtesy notification and in the filing status detail. You can view the details by clicking the **Returned Not Filed** link in the My Filings list.

Resubmit the filing after you correct the error.

Note: If you paid the fees for a returned filing with a credit card, the fees will be credited back to that credit card.

Review the reason



1. Click **My Filings** on the home page.
2. Find the case and filing: enter search data and click **Go**.
3. Find the returned filing in the list and click the **Returned Not Filed** link in the Status column. The reason will display on the Filing Status screen.

My Filings Between 01/01/2014 and 02/10/2014

Delete

<input type="checkbox"/>	Filing ID	Client #	Court Case #	County	Date Submitted	Document Type	Status
<input type="checkbox"/>	46675			Black Hawk	02-10-2014:11:35:58 AM	SMALL CLAIMS ORD	Returned Not Filed <input type="button" value="Resubmit"/>
<input type="checkbox"/>	46628		SRCR253830	Polk	02-06-2014:02:27:46 PM	TRIAL INFORMATION	Received
<input type="checkbox"/>	46596		SCSC522508	Polk	02-06-2014:11:26:40 AM	OTHER EVENT	Awaiting Approval
<input type="checkbox"/>	46594	jones	CDDM049590	Black Hawk	02-06-2014:11:21:18 AM	PROPOSED ORDER SETTING TRIAL	Filed

Filing Status

Status: Returned Not Filed 02-10-2014:11:41:55 AM

Reason: This filing was returned because the document was submitted upside down.

Identify why it was rejected

Reason	Examples of causes
The filing fee was wrong	<ul style="list-style-type: none"> • You chose an invalid deferment reason. • You selected the wrong document type and did not pay the proper filing fee. • You chose Pay at Counter and did not pay within the required 5 days. <hr/> <p>Note: Clerks may reject all subsequent Pay at Counter filings from any filer who does not pay within the required 5 days more than three times.</p> <hr/>
The wrong document type was chosen	<ul style="list-style-type: none"> • The correct document type would have been file-stamped. • The correct document type would have been routed differently. • The correct document type would have restricted access differently. • <i>A Health Care Provider Statement in Lieu of Testimony (and Attorney Certificate)</i> was filed as a Proposed Exhibit in Expedited Civil Actions (Iowa R. Civ. P. 1.281).
A PDF was prepared incorrectly	<ul style="list-style-type: none"> • Two documents were combined that should not have been. For example: <ul style="list-style-type: none"> ▪ A petition and civil original notice were combined. ▪ A Trial Information and Minutes of Testimony were combined. ▪ A proposed order has an attachment. ▪ A return of service contains the original pleading, writ, or order. • A multi-page document was scanned as individual pages (for example, a 9-page document scanned as nine separate documents). • The PDF was unreadable. <ul style="list-style-type: none"> ▪ The document was blurred, too dark or light, or otherwise unreadable. ▪ The document was scanned sideways or upside down.
The required information was wrong or missing	<ul style="list-style-type: none"> • The names of all plaintiffs and defendants (or petitioners and respondents) were not added to the electronic cover sheet. • Date of birth or social security number or employer identification number was missing for a party added under My Parties. • A proposed warrant had incorrect dates of birth or social security numbers. • The wrong case parties were specified on a document.
The document was filed on the wrong case	<ul style="list-style-type: none"> • The document had the wrong case number or parties listed. • A multi-case filing was filed to the wrong cases or was not filed to all the listed cases.
The signature was wrong or missing	<ul style="list-style-type: none"> • An order signed by a judge was filed by someone other than the judge, the judge's designee, or the clerk. • A pleading that requires a signature did not have a signature.

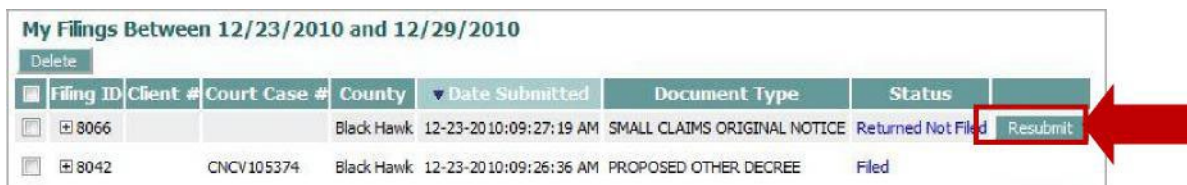
Reason	Examples of causes
<p>Your eFile registration has errors</p>	<ul style="list-style-type: none"> • A business was the filer of a document, instead of an individual. • You have registered <i>for the same role</i> more than once. <hr/> <p>Note: Registering for a second account <i>in a different filer role</i> is sometimes necessary. For example, a specialized nonparty filer who is a plaintiff or defendant in a civil suit must register as a Registered Filer to gain access to his or her case.</p>

Correct the filing

- If the *case number was wrong*, create a new filing for the correct case.
- If the error was in *the filing information*, you should make the corrections and resubmit the filing.
- If the error was *in a document*, you should delete the document and submit a corrected one. Your filing will receive a new file stamp corresponding to the date and time of your resubmission.

Note: You can save a partially corrected filing as a draft. To complete the corrections, go to Drafts Filings on the eFile menu. Once you submit your corrected filing, it will be listed in My Filings.

1. Click **My Filings** on the home page.
2. Find the case or filing. Enter search criteria and click **Go**.
3. Click **Resubmit**.



4. Fix the error.

To fix an error in the information about the filing

1. Select the document icon in the Edit Data column.

Case Sub Type : **SMALL CLAIM - MONEY JUDGMENT** (must pay fee if filing with FED)

Document Category -- select a Document Category --

Document Type * -- select a Document Type --

Additional Text

Filed under order to seal Date of order to seal

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

Document Location

Add to Submission

Document Name	View Document	Edit Data	Size	Remove
Case Data	form.xml			
SMALL CLAIMS ORIGINAL NOTICE	Small Claims Original Notice - Blank.pdf		0.09 MB	
Total Size:			0.09 MB	

2. To change case and party information, click the **Back** button, then correct the information.
 - a. To edit information on a party, click the party name in the list.
 - b. To add parties, click **Add My Parties** or **Add Other Parties**
3. Click **Next**.

To fix an error in the document

If the error was in the document, replace the document.

1. Click the document icon in the Remove column.

Document Name	View Document	Edit Data	Size	Remove
Case Data	form.xml		0.01 MB	
SMALL CLAIMS ORIGINAL NOTICE	Small Claims Original Notice - Blank.pdf		0.09 MB	
Total Size:			0.09 MB	

Note: Some document types are restricted to one per case. You must remove the existing document before you can add a corrected document.

- a. In the Document Type field, select the document type. Optionally, complete the Document Category and Additional Text fields.
 - b. Browse for your corrected document and then click **Add**.
2. Click **Next**. On the Review and Approve Filing page, verify the document by clicking the blue document link.
3. If you want to explain something about your resubmitted filing, add a note under Special Filing Instructions for the Clerk.
4. Select the Payment Method. If the filing has a fee, you must pay that fee, even if you paid fees for the original filing.

Note: If you paid fees for the original filing, it will be refunded to you. It will not be applied to this filing.

5. Click **Submit the Filing**.

The screenshot shows the 'Review and Approve Filing' interface. At the top, it displays 'Case Sub Type : SMALL CLAIM - MONEY JUDGMENT (must pay fee if filing with FED)'. Below this, there are several sections: 'Emergency' (checkbox), 'Generated Case Data' (with 'View Data' link and 'Change Case Data' button), 'Document(s) to be Submitted' (with 'Add/Remove Documents' button and a table), 'New Properties' (with 'Add Real Estate' button), 'Special Filing Instructions for the Clerk' (text area), 'Payment Method' (dropdown), 'Payment in behalf of' (dropdown), and a list of payment options with their respective fees and conditions. At the bottom, there are buttons for 'Back', 'Cancel (Delete)', 'Move to Draft', and 'Submit the Filing'. Red arrows point to the 'View Document' link in the document table, the 'Special Filing Instructions for the Clerk' text area, the 'Payment Method' dropdown, and the 'Submit the Filing' button.

Document Name	View Document
SMALL CLAIMS ORIGINAL NOTICE	Small Claims Original Notice - Blank.pdf

Payment Method: [Dropdown]

Payment in behalf of: [Dropdown]

Pay by Credit Card
Estimated Fees: \$85.00

No fees for this filing
There are no fees associated with this filing - i.e. Probate Estate Petition

Multiple Adoptions
Multiple Adoptions being filed at the same time - IA Code Section 602.8105(1)

Order granting exemption
An order was issued granting exemption from the filing fee.

Pay at Counter
Non Credit Card Payments

Small Claims FED/MJ
Small Claims Forcible Entry and Detainer and Money Judgment filed together - IA Code Section 648.19(3)

Government Agency Waiver
To be used only by authorized Government Agencies - IA Code Section 252A.10

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