

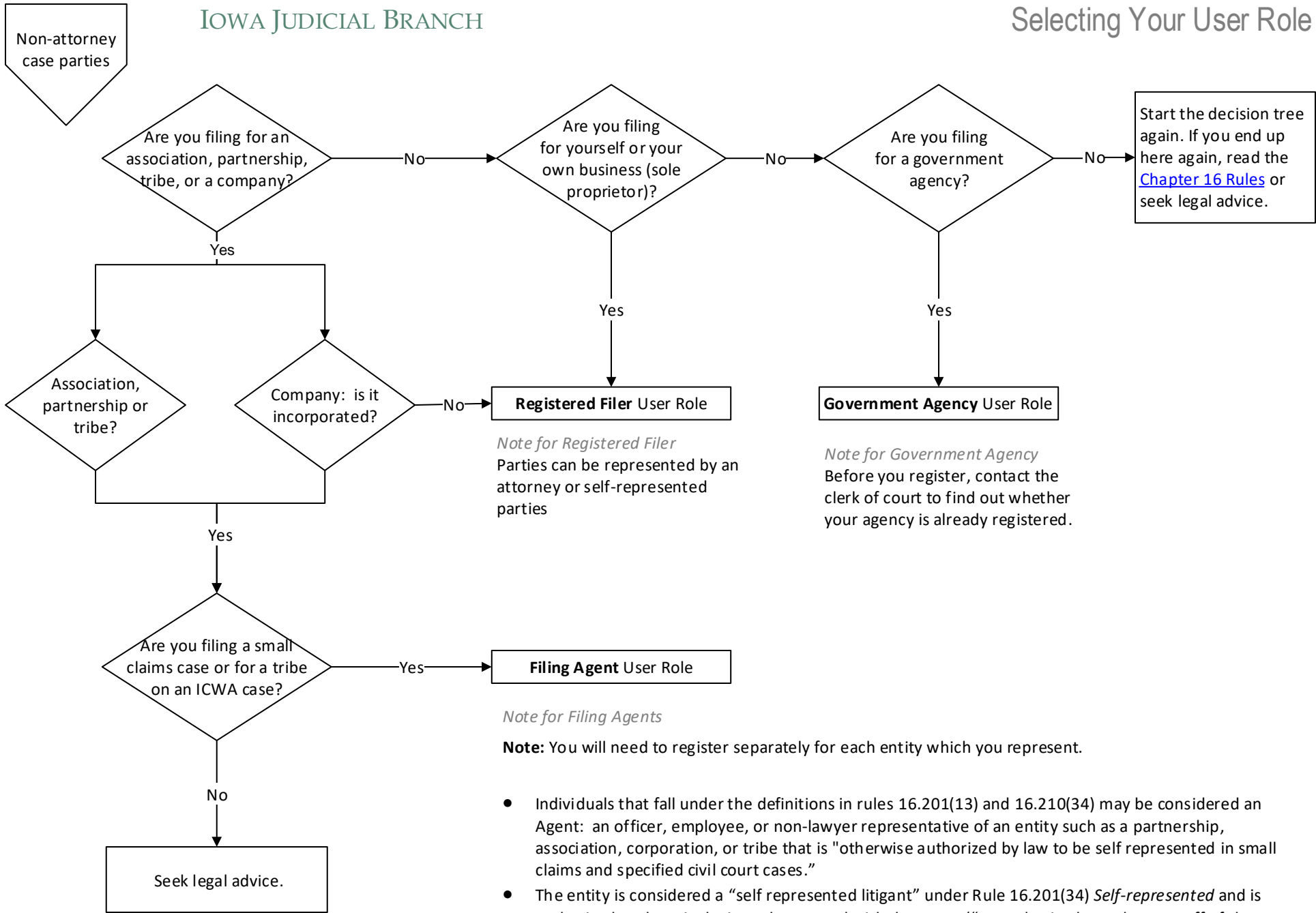
Note for Iowa Attorney
 You'll need your AT PIN to register and you must register with your name as it appears on the letter confirming your admission to the Iowa bar. If you do not have that information, you can get it from the Office of Professional Regulation (OPR).
Note: The OPR cannot give you registration assistance. They can only provide information on your AT PIN and the way your name appears on your license.

Note for Pro Hac Vice

- Before registering to use the eFile system, an out-of-state lawyer not licensed to practice law in Iowa must first register with the Iowa Office of Professional Regulation, and complete all requirements and pay a fee. See Iowa Ct. R. 31.14(11). The out-of-state lawyer must complete the appropriate application for admission pro hac vice and have the Iowa attorney who is acting as sponsor electronically file the completed application in the court case. See Iowa Ct. R. 31.14(4).
- After the judge files the order granting the application, the clerk of court will create and send a special pro hac vice identification number (PHV PIN) that allows the attorney-level access to the case. The pro hac vice attorney will then be able to register for an account in the eFile system using the PHV PIN, and once registered, file an appearance on the case or on subsequent cases when admitted pro hac vice. See Iowa Ct. R. 31.14(7).

IOWA JUDICIAL BRANCH

Selecting Your User Role



Note for Registered Filer
Parties can be represented by an attorney or self-represented parties

Note for Government Agency
Before you register, contact the clerk of court to find out whether your agency is already registered.

Note for Filing Agents
Note: You will need to register separately for each entity which you represent.

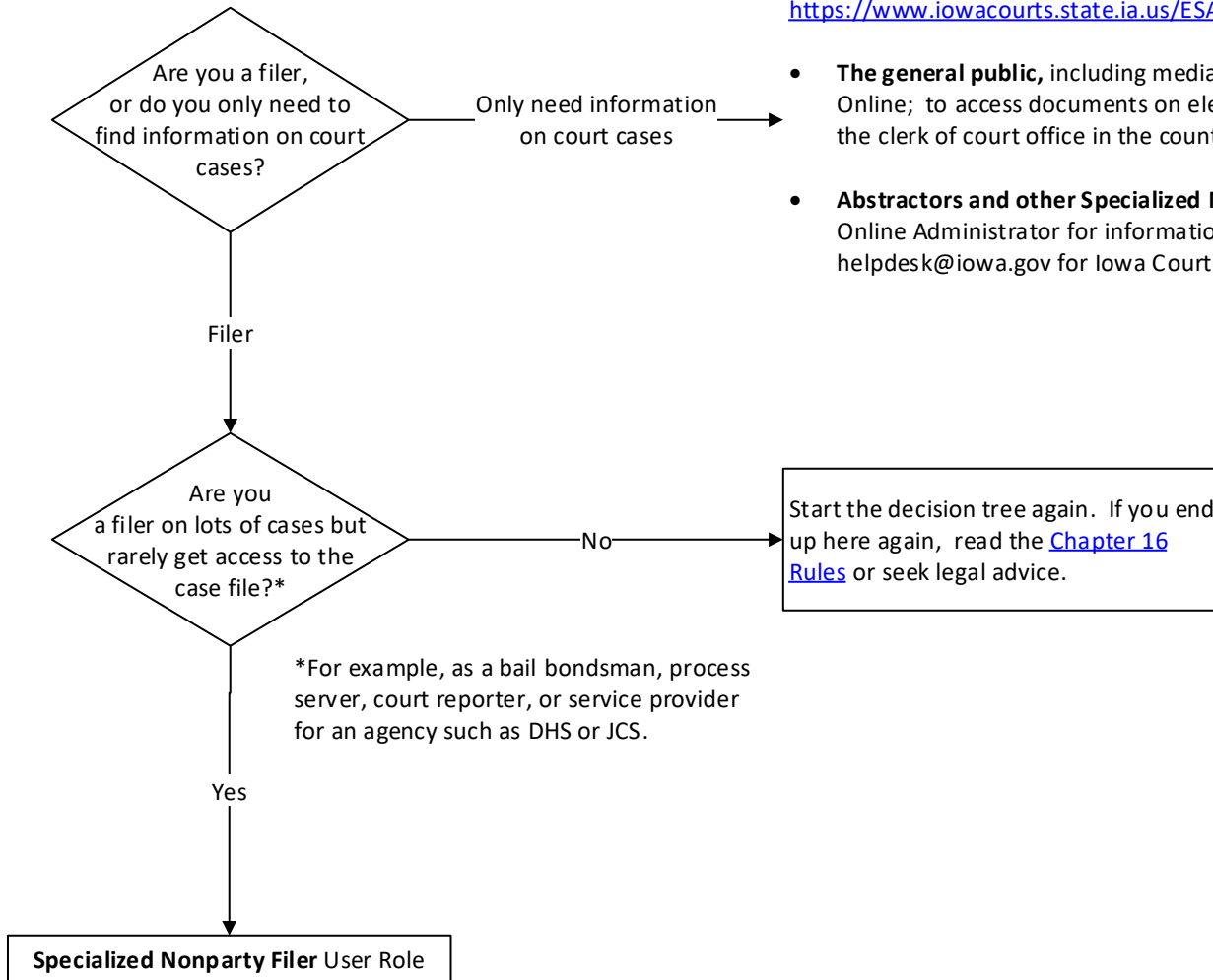
- Individuals that fall under the definitions in rules 16.201(13) and 16.210(34) may be considered an Agent: an officer, employee, or non-lawyer representative of an entity such as a partnership, association, corporation, or tribe that is "otherwise authorized by law to be self represented in small claims and specified civil court cases."
- The entity is considered a "self represented litigant" under Rule 16.201(34) *Self-represented* and is authorized to share its login and password with the agent ("an authorized member or staff of the entity") under 16.305(2)(b)(2) of the Chapter 16 Rules. See Iowa Code 631.14(1): In re N.N.E., 752 N.W.2d 1, 12-13 (Iowa 2008) for more information.



Use Iowa Courts Online instead of the eFile system

<https://www.iowacourts.state.ia.us/ESAWebApp/SelectFrame>

- **The general public**, including media, can get case information through Iowa Courts Online; to access documents on electronic cases, go to the public access terminal at the clerk of court office in the county where the case originated.
- **Abstractors and other Specialized Nonparty Users** should contact the Iowa Courts Online Administrator for information about registration. 515-281-5703 or helpdesk@iowa.gov for Iowa Courts Online Help only



Note for Specialized Nonparty Filer
See the [Chapter 16 Rules](#) for more information.