

12/2/20 New Email Address for Courtesy Notifications

This change affects filers in Judicial District 4: [Audubon](#), [Cass](#), [Fremont](#), [Harrison](#), [Mills](#), [Montgomery](#), [Page](#), [Pottawattamie](#), and [Shelby](#) counties.

The email address from which some courtesy notifications are sent has changed.

- Courtesy notifications for court orders, clerk notices, and pre-sentencing investigations are sent from helpdesk@iowacourts.gov (new).
- Courtesy notifications for filings continue to be sent from efiling.mail@iowacourts.gov.

This change was implemented in District 3 counties on October 9, 2020.

11/30/20 Mediation Report Filings for Dissolution and Domestic Relations Cases

Three new document types have been established as part of In the Matter of Resuming Family Law Trials Postponed by COVID-19, issued July 9, 2020, by the Iowa Supreme Court.

In section [V. Temporary Mandatory Mediation Procedures](#), attorneys and parties are instructed to file a mediation report within seven days of completion of mediation. A fillable, savable [Family Law Mediation Report](#) can be found under Family Law on the [Court Forms](#) page of this website. It can be used for both family law mediation reports and family law judicial settlement conference reports.

The filer should file the report using the appropriate document type based on the type of settlement:

- FAMILY LAW MEDIATION/JUDICIAL SETTLEMENT CONFERENCE REPORT – COMPLETE SETTLEMENT
- FAMILY LAW MEDIATION/JUDICIAL SETTLEMENT CONFERENCE REPORT – PARTIAL SETTLEMENT
- FAMILY LAW MEDIATION/JUDICIAL SETTLEMENT CONFERENCE REPORT – NO SETTLEMENT

10/15/20 New Abuse Civil Case Type

A new case type has been added, which includes Domestic, Elder, and Sexual Abuse case subtypes. [Read more about the changes \(PDF\)](#).

10/9/20 New Email Address for Courtesy Notifications

This change affects filers in Judicial District 3 only: [Buena Vista](#), [Cherokee](#), [Clay](#), [Crawford](#), [Dickinson](#), [Emmet](#), [Ida](#), [Kossuth](#), [Lyon](#), [Monona](#), [O'Brien](#), [Osceola](#), [Palo Alto](#), [Plymouth](#), [Sioux](#), and [Woodbury](#) counties.

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The information below is an archive of changes posted to the eFile system for registered filers. This content is maintained only for historical purposes and may become out of date as systems are updated.

8/8/19 New Juvenile Delinquency and Domestic Relations Case Subtypes

New case types have been added, which will help with statistical reporting. [Read more about the changes \(PDF\)](#).

7/16/19 New and Changed Case Subtypes

New case types have been added to help with statistical reporting. [Read more about the changes \(DOC\)](#).

6/28/18 Small Claims: Maximum Prayer Amount increased to \$6500

In House File 2492 Division VII, Section 23 and 24, the Legislature changed the maximum Small Claims Prayer from \$5,000 to \$6,500 effective July 1, 2018.

An update to the eFile System increasing the maximum prayer amount will be implemented on July 2.

3/6/17 Probate: Changes to Case Access and Notifications for Some Beneficiaries

Note: This alert supersedes the alert from February 16, 2016: *Request for Notice in Probate 633.42*.

Beneficiaries who are named in the will and added by the attorney as parties on the case are no longer indexed as case parties in EDMS. Beneficiaries added to the case this way will not have access to the case or receive notifications. This change was approved by the Clerks Manual Committee.

To have access to the case and to receive notifications, beneficiaries added to the case this way must file a Petition for Intervention.

Interested nonparties, defined in Iowa code section 633.48 as "any person interested in the estate," must file a Request for Notice.

The **Request for Notice** document type has been added to the Probate Common Filings category. When an interested nonparty files a Request for Notice, EDMS sends notification to all parties—including the personal representative and/or the personal representative's attorney—that this nonparty wants notice of hearings on the case.

The code says the personal representative or the personal representative's attorney is responsible for notifying these nonparties:

"Thereafter, the personal representative shall, unless otherwise ordered by the court, serve, by ordinary mail, upon such person, or the person's attorney, if any, a notice of each hearing."

This responsibility has not changed with electronic filing. It remains for the personal representative or the personal representative's attorney to mail notice to nonparties who have filed a Request for Notice in EDMS.

Beneficiaries who make application and are permitted by order to intervene on a case will be indexed as case parties and will get full case access and notifications; they, therefore, need not file a Request for Notice in the case in order to get service.

2/16/17 Language Change

The change titled *Service of Documents Proposed for Restricted Access or Filed under an Order to Restrict Access* originally published on 12/19/16 has been revised to use the language in *Chapter 16, Rules for Electronic Filing*: the term "Seal" has been changed to "Restrict Access."

12/19/16 Service of Documents Proposed for Restricted Access or Filed under an Order to Restrict Access

EDMS does not serve these documents. The filer of a Document Proposed for Restricted Access or a document Filed under an Order to Restrict Access is responsible for service on all parties who require service.

Because the Chapter 16 rules describe a number of options for restricting a docket entry or a document, EDMS can't anticipate what the filer will request or what the judge's order to restrict will approve in terms of restricting the docket entry or the document. That's why EDMS can't accurately determine what parties are authorized to see that the document was filed or to see the document. Therefore, it is the filer's responsibility to service these documents.

Whenever you file an Application for Restricting Access and a Proposed Document for Restricted Access, or whenever you check the box on the electronic coversheet in EDMS that indicates your document is Filed under an Order Restricting Access, you must manually send notification of that filing to the parties that require service, just as you did when filing in paper before the advent of EDMS.

12/19/16 New Rule on Filing of Original Notices

Rule 16.314(4) of the Chapter 16 Rules of Electronic Procedure now requires that the documents served be electronically filed when the return of service of an original notice is filed.

The change applies only to returns of service of original notice, and not to returns of service of any other type of writ.

This is a change in procedure for EDMS filers, who were previously instructed that the service copy of an original notice must not be filed along with the return of service.

Rule 16.314 Original notice.

16.314(4) Return of service. After the original notice is served, the filer must scan and electronically file the return of service with the documents served.

12/14/16 Enhancements to the eFile Systems

Revised 12/20/16

On Thursday, December 15, changes will be made to improve usability for filers that work in both Appellate Court and District Court eFile systems.

Overview of enhancements

1. If you reset your password, that change will be made across all eFile systems at once.
2. If you change any account information, it will be changed across all eFile systems.
3. If you use both Court eFile systems, you will be able to switch between them seamlessly, without logging in a second time.
4. A new portal, where you can:
 - Register for a new account
 - Make changes to your profile
 - Switch between the Appellate and District eFile systems without having to re-login
 - Set a default Court system (Appellate or District). If you set a default, it will open automatically when you log in, bypassing the new Portal.

[Read more about the 12/14/16 enhancements \(PDF\)](#)

12/1/16 Changes to Juvenile Delinquency Cases

Case Security Set Automatically

On July 1, 2016, changes to the eFile system will automatically set security for juvenile delinquency cases per Senate File 2288:

- All pending and new delinquency cases will be confidential (security level 1 – Confidential) unless one or more forcible felony-level charges are entered on them.
- Cases with a forcible felony-level charge will be public (security level 0 – Public) if the juvenile defendant was 10 years of age or older at the time of the delinquent act.

To Change Case Security

New and revised code sections 232.149A & B describe orders that juvenile judges can issue to change case security on delinquency cases. A juvenile has the right to a hearing on a motion for either of these orders:

OCFN– Juvenile Confidentiality Order

Per code 232.149A, this order sets security to Level 1 – Confidential when docketed on delinquency cases, making the case confidential regardless of charges filed. Filers submit a PROPOSED OCFN to the judge.

OPUB – Juvenile Public Records Order

Per code 232.149B, this order sets security to Level 0 – Public when docketed on delinquency case, making the case public regardless of the charges filed. Filers submit a PROPOSED OPUB to the judge.

Sealed Records

Code section 232.150 allows for a hearing for sealing of the juvenile record on the court's own motion or motion of the juvenile charged.

Right to Review Complaint against Juvenile

Revised section 951.25 has been updated to agree with SF 2288: Complaints filed with the court alleging a delinquency act, except for those alleging a forcible felony charge, will be confidential. Alleged victims still have the right to see the complaint, name and address of the juvenile charged, and the disposition of the complaint. They may do so through an intake or juvenile court officer.

[Senate File 2288](#) An Act Relating to the Confidentiality of Juvenile Court Records in Delinquency Proceedings

2/16/16 Request for Notice in Probate 633.42 SUPERSEDED on 3/6/17

Method of notice on interested nonparties under Iowa Code section 633.42.

For interested nonparties in probate cases, which code section 633.42 says include "any person interested in the estate," the "Request for Notice" Document Type has been added to the Probate Common Filings category. When an interested nonparty files a Request for Notice, EDMS sends notification to all parties— including the personal representative and/or the personal representative's attorney—that this nonparty wants notice of hearings on the case.

The code says the personal representative or the personal representative's attorney is responsible for notifying these nonparties: "Thereafter, the personal representative shall, unless otherwise ordered by the court, serve, by ordinary mail, upon such person, or the person's attorney, if any, a notice of each hearing." This responsibility has not changed with electronic filing. It remains for the personal representative or the personal representative's attorney to mail notice to nonparties who have filed a Request for Notice in EDMS.

Beneficiaries are indexed as case parties in EDMS when they're named in the will and added by the attorney as parties on the case or when they're permitted to intervene in the case. As case parties, they

get full case access and notifications and therefore need not file a Request for Notice in the case in order to get service.

12/1/15 Change Regarding Surrender of Original Note

The EDMS Business Advisory Committee has determined that the original note or proof of indebtedness that must be surrendered under Iowa Rule of Civil Procedure 1.961 shall be electronically filed.

Motion: Notes or other written evidence of indebtedness are governed by Rule 16.411 which trumps the application of Rule 1.961 in EDMS counties. Motion seconded and unanimously approved.

In all cases where the original note or written evidence of indebtedness must be surrendered pursuant to Rule 1.961, the note or other proof of indebtedness must be electronically filed. The filer must retain the original document per Rule 16.411.

Rule 1.961 Notes surrendered. The clerk shall not, unless by special order of the court, enter or record any judgment based on a note or other written evidence of indebtedness until such note or writing is first filed with the clerk for cancellation. [Report 1943; amendment 1945; October 31, 1997, effective January 24, 1998; November 9, 2001, effective February 15, 2002]

Rule 16.411 Original documents.

16.411(1) Generally. When the law requires the filing of an original document, such as a will, mortgage document, birth certificate, foreign judgment, or other certified or verified document, the filer shall scan the original document and file the scanned document in the electronic document management system. For a period no less than two years or until the conclusion of the case or the conclusion of an appeal, or the conclusion of the estate, whichever is later, the filer shall immediately deliver the original document to the court upon request of the court or the other party for inspection and electronic preservation, if necessary.

16.411(2) Exceptions for authorized governmental agencies. A governmental agency with statutory authority to destroy an original document after making an unaltered image or reproduction of the original document shall retain and, upon request of the court or other party, immediately deliver an unaltered image or reproduction of the original document to the court or other party for inspection and reproduction, if necessary.

1/21/14 Written Plea of Guilty Changes

Changes to accommodate presenting a Written Plea of Guilty for Judicial Review prior to it being filed with the court. Effective Monday, 12/23/2013.

Rule 16.707 says "Written plea agreements may be electronically presented to the court, but need not be filed prior to the plea proceeding. If the plea is accepted the electronically presented plea agreement shall be filed." To accommodate either practice, of filing the plea document with the clerk or of presenting the proposed plea document to the judge, the following Document types have been added for filers to choose from based on which their local practice dictates:

1. Written Plea of Guilty (Filed with Clerk) - which goes directly to the clerk and is file stamped and docketed by clerk before the judge sees it.
2. Written Plea of Guilty (Presented to Judge) - which is NOT file stamped or docketed unless approved by a judicial officer. This document routes the same way any electronically presented document does, going directly to the Judge for judicial review before going to the clerk for docketing.

1/16/14 Letters of Appointment Changes

The clerks of court have new guidelines for letters of appointment. These changes are based on Iowa Code 633.178. Here is a summary of the new procedures as they will affect fiduciaries in all counties.

1. The clerks will no longer accept letters of appointment submitted to them by attorneys and other filers. Upon the filing of an oath of office, or certification and a bond, the clerk will issue the letters of appointment in a newly approved format.
2. The letters will contain the seal of the clerk of court and the clerk's signature. In counties where the Electronic Document Management System (EDMS) is in use, the clerk's signature will be an electronic signature, in compliance with the Chapter 16 rules.
3. The clerk will no longer certify any new or reissued letters, as this is not consistent with the Iowa Code. However, upon request, the clerk will affix a raised seal to the letters.
4. If there are multiple fiduciaries, the clerk will not issue any letters until all fiduciaries are qualified (by oath, etc.), and the issued letters of appointment will contain all fiduciaries on one document. Separate letters will not be issued for multiple fiduciaries.
5. No fee will be collected for issuing letters of appointment.
6. In EDMS counties, the LEAP document will be available on the docket.
7. Letters, once issued, are valid until the probate case is closed or until there is a change in fiduciary and the court orders that new letters of appointment be issued.
8. No letters of appointment will be issued once the estate is closed.

10/22/13 Exhibit Changes

Exhibit Changes to EDMS Effective Wednesday, 10/23/13.

As a result of user feedback, the EDMS Business Advisory Committee has resolved to change the process for identifying electronic exhibits.

Here is a summary of the changes approved by the committee:

- The system will continue to assign a sequential number to exhibit submissions. This "System Number" will be appended to the exhibit submission for system maintenance purposes, and is not intended for use as an identifier for electronically submitted exhibits.

- When submitting a proposed exhibit to the court, the filer will be required to identify it using new "Exhibit #" and "Exhibit Description" data fields that have been added to the Filer's Interface. The convention for identifying exhibit submissions by "Exhibit #" and "Exhibit Description" will be based upon local practice, a judge's order, or whatever practice is appropriate in the courtroom.
- Exhibit submissions will be labeled "Exhibit - Proposed" in the docket and when admitted by a judge, will be marked as "Admitted." Admitted exhibits will be labeled "Exhibits" in the docket.
- The "Exhibit #" and "Exhibit Description" will be the designation used to identify exhibits on Exhibit Lists submitted to the court.
- A template order for exhibits will be used by the judge or a judge's assistant to designate the exhibits by the newly added "Exhibit #" and "Exhibit Description." The order will also indicate whether the exhibit was "Offered," "Admitted," and in what "Form" (Electronic or Other). Additional information about security requirements for an exhibit may be typed in the template.
- Filers are required per rule 16.601(3) to inform the court when protected information is contained in exhibits that they submit.