Case Level Security

Case Security Level	Description	EDMS Authorized Access*	Comments
0	Public	Access to cases with security level = 0: • All registered Iowa attorneys (with AT PIN). • Registered parties indexed to a case in "party" roles**. • Pro hac vice attorneys indexed to a case in valid "attorney" roles. • Internal court personnel. • Clerks of court and judges.	Iowa attorneys accessing public cases through eFlex with an AT PIN can see case history, parties, and file in the case. (Does not apply to pro hac vice attorneys unless they are indexed to the case.)
1	Case Parties - Confidential	Access to cases with security level = 0 through 1: • Registered parties indexed to case in "party" roles**. • Iowa attorneys and pro hac vice attorneys indexed to a case in valid "attorney" roles. • Internal court personnel. • Clerks of court and judges.	
2–3	Reserved		
4	County Attorney	Access to cases with security level = 0 through 4: • Iowa attorneys in the "county attorney" role.	Examples include cases with open arrest warrants
5	Authorized Court Personnel	Access to cases with security level = 0 through 5: • Internal court personnel. • Clerks of court and judges.	
6–7	Reserved		
8	Expunged - Judges, Magistrates, and Clerks of Court	No access to case information in eFlex for cases with security level = 8.	
9	Restricted - Judges and Clerks of Court	No access to case information in EDMS for cases with security level = 9.	

* The security levels in EDMS describe access to case information (case parties, addresses, and case history), case events, and case documents. Regardless of security level, anyone can file in a case if they have a valid case number and party name; a filing notification should go to case parties based on their security level and the level of the case, event, or document. The notification to the filer should not include names of case parties unless or until the filer is indexed as a party.

** "Party" roles are defined per case sub type, and the clerk must index the filer in one of those roles before the filer will get notifications and access to case history or other information. For Iowa attorneys, that means filing an appearance (or the required approval in the case of pro hac vice) and the clerk adding the attorney to the case in an "attorney" party role.

Event Level Security

Docket Security Level	Description	EDMS Authorized access* (docket events in EDMS full case history)	Comments
0	Public	Access to docket events with security level = 0: z • All registered Iowa attorneys (with AT PIN). • Registered parties indexed to a case in "party" roles**, including "self-represented litigant" roles***. • Pro hac vice attorneys indexed to a case in valid "attorney" roles see docket entries in that case. • Internal court personnel. • Clerks of court and judges.	Iowa attorneys accessing public cases through EDMS with an AT PIN can see public docket events. (PINs issued to pro hac vice attorneys only allow access to docket events in cases where they have been indexed as an "attorney.")
1	Case Parties - Confidential	Access to docket events with security level = 0 through 1: • Registered parties indexed to a case in "party" roles**, including "self-represented litigant" roles***. • Iowa attorneys and pro hac vice attorneys indexed in valid "attorney" roles. • Internal court personnel. • Clerks of court and judges.	
2	Self-represented Litigants	Access to docket events with security level = 0 through 2: • Registered parties indexed to a case in "self-represented litigant" roles***. • Iowa attorneys and pro hac vice attorneys indexed in valid "attorney" roles. • Internal court personnel. • Clerks of court and judges.	This level is the default security level for all docket events meant to be restricted from case parties but remain open to attorneys indexed to the case.
3	Case Attorneys	Access to docket events with security level = 0 through 3: • Iowa attorneys and pro hac vice attorneys indexed in valid "attorney" roles. • Internal court personnel. • Clerks of court and judges.	This level is for docket events that by statute or order are not to be made available to self-represented litigants.
4	County Attorney	Access to docket events with security level = 0 through 4: • Iowa attorneys in the "county attorney" role.	Provides county attorneys access to open warrants and juvenile reports not available to other attorneys (per Iowa Code). Examples include secure initiating arrest warrants (other than bench warrants, which are public) and juvenile reports.
5	Authorized Court Personnel	Access to docket events with security level = 0 through 5: • Internal court personnel.	Example: Search warrants are restricted from all except peace officer, magistrate, or court employees.

Docket Security Level	Description	EDMS Authorized access* (docket events in EDMS full case history)	Comments
		• Clerks of court and judges.	
6–7	Reserved		
8	Expunged - Judges, Magistrates, and Clerks of Court	No access.	
9	Restricted - Judges, Clerks of Court, and IT Support	No access.	

* The security levels in EDMS describe access to case information (case parties, addresses, and case history), case events, and case documents. Regardless of security level, anyone can file in a case if they have a valid case number and party name; a filing notification should go to case parties based on their security level and the level of the case, event, or document. The notification to the filer should not include names of case parties unless or until the filer is indexed as a party.

** "Party" roles are defined per case sub type, and the clerk must index the filer in one of those roles before the filer will get notifications and access to case history or other information. For Iowa attorneys, that means filing an appearance (or the required approval in the case of pro hac vice) and the clerk adding the attorney to the case in an "attorney" party role.

*** "Self-represented litigant" access is limited to registered filers indexed to a case in the role of PROP, PROD, or PROS.

Document Level Security

Document Security Level	Description	EDMS Authorized Access* (documents in EDMS full case history)	Comments
0	Public	Access to documents with security level = 0: • All registered Iowa attorneys (with AT PIN). • Registered parties indexed to a case in "party" roles**, including "self-represented litigant" roles***. • Pro hac vice attorneys indexed to a case in valid "attorney" roles see documents in that case. • Internal court personnel. • Clerks of court and judges.	
1	Confidential – Case Parties	Access to documents with security level = 0 through 1: • Registered parties indexed to a case in "party" roles**, including "self-represented litigant" roles***. • Iowa attorneys and pro hac vice attorneys indexed to a case in valid "attorney" roles. • Internal court personnel. • Clerks of court and judges.	
2	Self-represented Litigants	Access to documents with security level = 0 through 2: • Registered parties indexed to a case in "self-represented litigant" roles***. • Iowa attorneys and pro hac vice attorneys indexed to a case in valid "attorney" roles. • Internal court personnel. • Clerks of court and judges.	This security level is the default for all documents meant to be restricted from case parties but remain open to attorneys indexed to the case.
3	Case Attorneys	Access to documents with security level = 0 through 3: • Iowa attorneys and pro hac vice attorneys indexed to a case in valid "attorney" roles. • Internal court personnel. • Clerks of court and judges.	This security level is for documents that by statute or court order must not be provided to self-represented litigants. Examples include victim impact statements and victim registration.
4	County Attorneys	Access to documents with security level = 0 through 4: • Iowa attorneys in the "county attorney" role. • Internal court personnel. • Clerks of court and judges.	This level is for documents that by statute or court order must be provided to county attorneys but not to other attorneys.
5	Authorized Court Personnel	Access to documents with security level = 0 through 5: • Internal court personnel. • Clerks of court and judges.	Examples include search warrant applications and miscellaneous filings and documents presented to be restricted or filed under an order to restrict access.
6–7	Reserved		

Document Security Level	Description	EDMS Authorized Access* (documents in EDMS full case history)	Comments
8	Expunged - Judges, Magistrates, and Clerks of Court	Access to documents with security level = 8: • No access.	Access through Case Management only; no documents are available in EDMS. Examples include expunged and restricted documents and counts.
9	Restricted - Judges, Clerks of Court, and IT Support	Access to documents with security level = 9: • No access.	Access through Case Management only; no documents are available in EDMS .

* The security levels in EDMS describe access to case information (case parties, addresses, and case history), case events, and case documents. Regardless of security level, anyone can file in a case if they have a valid case number and party name; a filing notification should go to case parties based on their security level and the level of the case, event, or document. The notification to the filer should not include names of case parties unless or until the filer is indexed as a party.

** "Party" roles are defined per case sub type, and the clerk must index the filer in one of those roles before the filer will get notifications and access to case history or other information. For Iowa attorneys, that means filing an appearance (or the required approval in the case of pro hac vice) and the clerk adding the attorney to the case in an "attorney" party role.

*** "Self-represented litigant" access is limited to registered filers indexed to a case in the role of PROP, PROD, or PROS.