

For public use.

### Case-Level Security

| Case Security Level | Description                                       | EDMS Authorized Access <sup>1</sup>  | Comments   |
|---------------------|---|--|--|
| 0                   | Public  | Access to cases with security level 0: <ul style="list-style-type: none"> <li>All registered Iowa attorneys (with AT PIN).</li> <li>Registered parties indexed to case in "party" roles<sup>2</sup>.</li> <li>Pro hac vice attorneys indexed to case in valid "attorney" roles.</li> <li>Internal court personnel.</li> <li>Clerks of court and judges.</li> </ul> | Iowa attorneys accessing public cases through EDMS with an AT PIN can see case history and 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 levels 0 and 1: <ul style="list-style-type: none"> <li>Registered parties indexed to case in "party" roles<sup>2</sup>.</li> <li>Iowa attorneys and pro hac vice attorneys indexed to case in valid "attorney" roles.</li> <li>Internal court personnel.</li> <li>Clerks of court and judges.</li> </ul>                             |  |
| 2–3                 | Reserved  |  |  |
| 4                   | County Attorney                                   | Access to cases with security levels 0 through 4: <ul style="list-style-type: none"> <li>Iowa attorneys in the "county attorney" role.</li> </ul>  | Examples include cases with open arrest warrants.  |
| 5                   | Authorized Court Personnel                        | Access to cases with security levels 0 through 5: <ul style="list-style-type: none"> <li>Internal court personnel.</li> <li>Clerks of court and judges.</li> </ul>   | Examples include cases with open search warrants.  |
| 6–7                 | Reserved  |  |  |
| 8                   | Expunged Judges, Magistrates, and Clerks of Court | No access to case information in EDMS 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.   |  |

<sup>1</sup> 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.

<sup>2</sup> "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.

**Docket Event-Level Security**

| Docket Security Level | Description                | EDMS Authorized Access <sup>3</sup><br>(docket events in EDMS full case history)  | Comments   |
|-----------------------|----------------------------|---|--|
| 0                     | Public                     | Access to docket events with security level 0: <ul style="list-style-type: none"> <li>All registered Iowa attorneys (with AT PIN).</li> <li>Registered parties indexed to case in "party" roles<sup>4</sup>, including "self-represented litigant" roles<sup>5</sup>.</li> <li>Pro hac vice attorneys indexed to case in valid "attorney" roles see docket entries in that case.</li> <li>Internal court personnel.</li> <li>Clerks of court and judges.</li> </ul> | 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 levels 0 and 1: <ul style="list-style-type: none"> <li>Registered parties indexed to case in "party" roles<sup>4</sup>, including "self-represented litigant" roles<sup>5</sup>.</li> <li>Iowa attorneys and pro hac vice attorneys indexed in valid "attorney" roles.</li> <li>Internal court personnel.</li> <li>Clerks of court and judges.</li> </ul>   |  |
| 2                     | Self-represented Litigants | Access to docket events with security levels 0 through 2: <ul style="list-style-type: none"> <li>Registered parties indexed to case in "self-represented litigant" roles<sup>5</sup>.</li> <li>Iowa attorneys and pro hac vice attorneys indexed in valid "attorney" roles.</li> <li>Internal court personnel.</li> <li>Clerks of court and judges.</li> </ul>  | This is the default security level for all docket events meant to be restricted from case parties but to remain open to attorneys indexed to the case.   |
| 3                     | Case Attorneys             | Access to docket events with security levels 0 through 3: <ul style="list-style-type: none"> <li>Registered parties indexed to a juvenile case in "self-represented juvenile parent" roles."</li> <li>Iowa attorneys and pro hac vice attorneys indexed in valid "attorney" roles.</li> <li>Internal court personnel.</li> <li>Clerks of court and judges.</li> </ul>   | This level is for docket events that by statute or order are not to be made available to self-represented litigants, except registered parties indexed to a juvenile case in "self-represented juvenile parent" roles."                      |
| 4                     | County Attorney            | Access to docket events with security levels 0 through 4: <ul style="list-style-type: none"> <li>Iowa attorneys in the "county attorney" role.</li> </ul>   | Provides county attorneys access to open warrants and juvenile reports not available to other attorneys (per Iowa Code). Examples include secure initiating arrest warrants (besides bench warrants, which are public) and juvenile reports. |
| 5                     | Authorized Court Personnel | Access to docket events with security levels 0 through 5: <ul style="list-style-type: none"> <li>Internal court personnel.</li> <li>Clerks of court and judges.</li> </ul>  |  |
| 6 – 7                 | Reserved                   |   |  |

<sup>3</sup> 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.

<sup>4</sup> "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.

<sup>5</sup> "Self-represented litigant" access is limited to registered filers indexed to a case in the role of PROP, PROD, or PROS.

| Docket Security Level | Description   | EDMS Authorized Access <sup>3</sup><br>(docket events in EDMS full case history) | Comments |
|-----------------------|---|--|----------|
| 8                     | Expunged - Judges, Magistrates, and Clerks of Court | No access.   |          |
| 9                     | Restricted Judges, Clerks of Court, and IT Support  | No access.   |          |

**Document-Level Security**

| Document Security Level | Description                | EDMS Authorized Access <sup>6</sup><br>(documents in EDMS full case history)  | Comments   |
|-------------------------|----------------------------|---|--|
| <b>0</b>                | Public                     | Access to documents with security level 0: <ul style="list-style-type: none"> <li>All registered Iowa attorneys (with AT PIN).</li> <li>Registered parties indexed to case in “party” roles<sup>7</sup>, including “self-represented litigant”<sup>8</sup> roles.</li> <li>Pro hac vice attorneys indexed to case in valid “attorney” roles see documents on that case</li> <li>Internal court personnel.</li> <li>Clerks of court and judges.</li> </ul> | Party roles govern access to documents through EDMS. Party roles are not valid on EPA (Iowa Courts Online).  |
| <b>1</b>                | Confidential Case Parties  | Access to documents with security levels 0 and 1: <ul style="list-style-type: none"> <li>Registered parties indexed to the case in “party” roles, including self-represented roles.</li> <li>Iowa attorneys and pro hac vice attorneys indexed to case in valid “attorney” roles.</li> <li>Internal court personnel.</li> <li>Clerks of court and judges.</li> </ul>  |  |
| <b>2</b>                | Self-represented Litigants | Access to documents with security levels 0 through 2: <ul style="list-style-type: none"> <li>Registered parties indexed to the case in “self-represented litigant” roles.<sup>7</sup></li> <li>Iowa and pro hac vice attorneys indexed in valid “attorney” roles.</li> <li>Internal court personnel.</li> <li>Clerks of court and judges.</li> </ul>  | This level is the default security level for all documents meant to be restricted from case parties but available to attorneys.  |
| <b>3</b>                | Case Attorneys             | Access to documents with security levels 0 through 3: <ul style="list-style-type: none"> <li>Registered parties indexed to a juvenile case in “self-represented juvenile parent” roles.</li> <li>Iowa attorneys and pro hac vice attorneys indexed to the case in valid “attorney” roles.</li> <li>Internal court personnel.</li> <li>Clerks of court and judges.</li> </ul>  | This level is for documents that, by statute or court order, must not be given to particular self-represented litigants. Examples may include victim impact statements and victim registrations. |
| <b>4</b>                | County Attorneys           | Access to documents with security levels 0 through 4: <ul style="list-style-type: none"> <li>Iowa attorneys in the role code of “county attorney.”</li> <li>Internal court personnel.</li> <li>Clerks of court and judges.</li> </ul>   | This level is for documents that, by statute or court order, must be given to county attorneys but not to other Iowa attorneys.  |
| <b>5</b>                | Authorized Court Personnel | Access to documents with security levels 0 through 5: <ul style="list-style-type: none"> <li>Internal court personnel.</li> <li>Clerks of court and judges.</li> </ul>  | Examples includes certain filings in criminal cases related to victim and witness information  |
| <b>6-7</b>              | Reserved                   |   |  |

<sup>6</sup> 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.

<sup>7</sup> “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.

<sup>8</sup> “Self-represented litigant” access is limited to registered filers indexed to a case in the role of PROP, PROD, or PROS.

| Document Security Level | Description  | EDMS Authorized Access <sup>6</sup><br>(documents in EDMS full case history)                          | Comments   |
|-------------------------|--|---|--|
| 8                       | Expunged Judges, Magistrates, and Clerks of Court  | Access to documents with security level 8: <ul style="list-style-type: none"><li>No access.</li></ul> | Access through Case Management only; no document 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: <ul style="list-style-type: none"><li>No access.</li></ul> | Access through Case Management only; no document in EDMS.  |

## Revision History

This document is abridged from EDMS Security Levels.

| Date               | Description   |
|--------------------|---|
| November 12, 2020  | Published.  |
| January 12, 2021   | Updated.  |
| February 3, 2023   | For Docket and Document Security Levels 3, added <i>“Registered parties indexed to a juvenile case in “self-represented juvenile parent” roles.”</i> to EDMS Authorized Access. |
| September 29, 2023 | Updated Comments for security level 5 on pages 1, 2, and 4.   |