

You should prepare all your documents before you log into the eFile website. See [Preparing Documents](#).

If you do not have an account, go to <https://www.iowacourts.state.ia.us/Efile/> and click **Request Account**. See [Requesting an eFile Account](#).

Logging in

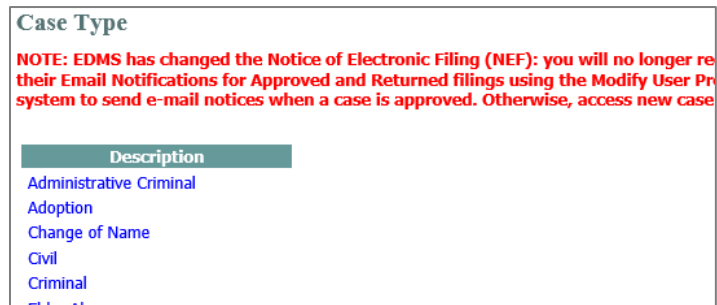
1. Log into the eFile website at <https://www.iowacourts.state.ia.us/Efile/>.

Specifying the case type

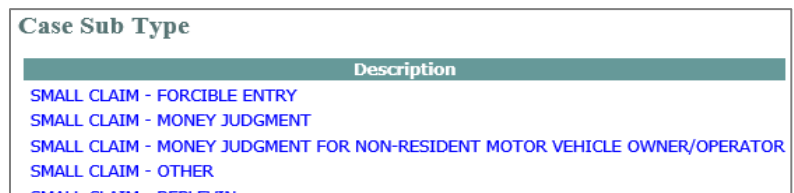
2. Click **New Case**.



3. Select your case type from the list.



4. Select the case sub type. Available choices depend upon the Case Type you selected.



Entering the case details

An asterisk * indicates a required field.

5. Enter the case details.

Filer Reference No – Optional. Specify a reference number associated with your internal records.

County * – Select the county in which you are filing.

Case Title * – Specify a title in the appropriate format “*plaintiff name vs defendant name.*” The clerk’s office will review the title and may edit it if necessary.

Prayer Amount – *For Small Claims only.* Specify the amount asked for as damages as given in the complaint or petition.

Adding case participants

6. Click on your name and add as much information as possible

Note: You must specify either a SSN or a date of birth for each party.

For names with special characters or punctuation, follow these rules. *DO NOT use punctuation in names.*

Special Character in Name or Titles	Rule	Example	Name in eFile
Hyphen	Remove hyphen, add space.	Quiada-Jones	Quiada Jones
Apostrophe	Remove apostrophe. Do not add a space.	O'Toole	OTOole
Space in Name	Remove space.	De Long	DeLong
Other punctuation	Do not use.	P!nk	Pink
Titles (Ms., Mr., etc.)	Do not use.	Ms Smith	Ann Smith
Suffix after Name	Add to the last name.	Martinez Jr.	Martinez Jr

- 7. If your address should not be made public, select the **Confidential Address** box.

Physical or Last Known Address:

Work Home

Confidential Address:

Address Line 1:

Address Line 2:

Address Line 3:

- 8. Click **Add Other Parties**. Specify as much information as possible on the other party or parties.

- 9. When finished, click **Next**.

Case Initiation: **SMALL CLAIM - MONEY JUDGMENT**

Filer Reference No: (Enter your office reference number - if applicable)

County: * ▼

Case Title: *

Prayer Amount: Small Claims must be no more than 5000

Add Case Participants

	Participant Name	Role	Attorney(s) for Party
<input checked="" type="checkbox"/>	TEST FILER16	Plaintiff	

Selecting the document

10. Complete the document details.

Document Category –

Optional. Select a category to narrow down the list of available documents.

Document Type * –

Select the type of document to add to the case. Begin typing in this field to narrow down the options

Case Sub Type : SMALL CLAIM - MONEY JUDGMENT

Document Category: PETITION

Document Type * -- select a Document Type --

Additional Text

Filed under order to restrict access. Date of order to restrict access: []

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

Document Location: []

Add to Submission: [Browse] [Add]

Document Name	View Document	Edit Data	Size	Remove
Case Date	form.xml	[]	0.01 MB	[]
SMALL CLAIMS ORIGINAL NOTICE	Sendre_PDF.pdf	[]	0.08 MB	[]
Total Size:			0.08 MB	

[Back] [Back to Draft] [Next]

Note: If the desired document type does not display, clear the **Document Category** field.

Additional Text – Optional. Add a description.

Filed under order to restrict access – If you have an order to restrict access, check box and specify the **Date of order to restrict access**.

11. Click **Browse**.

12. Navigate to the document and select it.

13. Click **Add**.

14. Click the document link in the View Document column to open your document and check that the correct document is attached and that it uploaded correctly.

Note: If necessary, repeat the steps to add another document.

15. Click **Next**.

Reviewing, editing, paying and submitting your filing

16. Review the filing information for accuracy.
17. Complete the Payment Information. If you select Pay at Counter, you must pay within the required five (5) days.
18. Click **Submit the Filing**.

You will receive a confirmation and status updates in your My Filings list. For more information, see instructions for [managing filings, cases and notifications](#).

The clerk reviews the filing.

- a. If the filing is approved:
 - For a civil case, your original notice to be served will be saved in the 'My Filings' section.
 - For an FED (Forcible Entry and Detainer), your court date will be found on the last page of the Original Notice.
- b. If your filing is returned, you need to correct and resubmit it. See instructions for [resubmitting a returned filing](#).

For Small Claims: Serving the Original Notice and Appearance

For a small claims case, an Answer and Appearance must be served with the Original Notice.

Note: Be sure the status of the Original Notice is ‘Filed’ before printing the documents and taking them to the sheriff or process server. ‘Filed’ means a file stamp has been added to your documents and a case number has been assigned.

When a civil or small claims case (not subject to Certified Mail Service) has been filed, the Original Notice is signed and returned by the clerk so it can be served on the defendants established on the case.

1. On the eFile tab, select My Filings, or click **My Filings** on the home page to display a list of your filings.
2. Click the Original Notice or Appearance and Answer link.

My Filings Between 11/12/10 and 05/16/2017

<input type="checkbox"/>	Filing ID	Client #	Court Case #	County	Date Submitted	Document Type	Status
<input type="checkbox"/>	66215		AGCR182781	Black Hawk	05-07-2017-01:51:34 PM	OTHER APPLICATION	Filed
<input type="checkbox"/>	66214		AGCR182781	Black Hawk	05-07-2017-01:48:02 PM	OTHER AFFIDAVIT	Filed
<input type="checkbox"/>	66148		OWCR182780	Black Hawk	05-02-2017-09:58:06 AM	ANSWER OF GARNISHEE	Filed
<input type="checkbox"/>	66091		SCCV147182	Woodbury	04-27-2017-08:15:43 AM	SMALL CLAIMS ORIGINAL NOTICE	filed



[FILE](#) SMALL CLAIMS ORIGINAL NOTICE
[FILE](#) SMALL CLAIMS APPEARANCE AND ANSWER FORM

1. Add the case number and print the documents.

Note: Be sure the status of the Original Notice is ‘Filed’ before printing the documents and taking them to the sheriff or process server. ‘Filed’ means a file stamp has been added to your documents and a case number has been assigned.

If you are filing a Forcible Entry and Detainer, the date of your hearing will be on the last page of the filed Original Notice.

Note: The receipts, document links, and filing status details are preserved on the eFile system for 90 days. It is best practice to save the documents for your record so it is accessible in the future.

This information is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.