

A registered filer can file in a case after it has been created or converted to electronic format. You can file one document into multiple cases at one time: the document *must* include all of the applicable case numbers.

Prepare all documents before starting this process; follow the guidelines in [Preparing Documents](#).

Logging in

1. Log into the eFile website at <https://www.iowacourts.state.ia.us/Efile/>
2. Click **Existing Case**.



Searching the Existing Case List

If you have filed on your case before, it will display in the list at the bottom the Existing Case screen.

1. To sort the case list by title, case number, case type, county, or defendant name (criminal case only), click that column heading.
2. To search the case list, click **Search My Cases** and enter the case number, county, and any participant's name.
3. Click the blue link in the Case Title column to file on the case. Then skip to the [Adding a Document section](#), below.

Finding a case in the system

If your case is not in the list, use the case search at the top of the screen to find the case.

1. Select the county in which the case or cases were filed.
2. Enter the case number.
3. Enter the last name of any participant.

The screenshot shows a search form titled 'Select county and type in a case number and participant name'. The form has three input fields: 'County' with a dropdown menu showing 'Black Hawk', 'Case Number (Ex: SCSC126139)' with the text 'SMCR429322', and 'Participant's Last Name:' with the text 'Doe'. Below the input fields are two buttons: 'Add this case to your list' and 'File on this case'.

If the case does not display, try these solutions:

- Click **Search My Cases**.
- Check the spelling of the participant’s last name. If there are special characters or spaces in the name, see [Entering Party Names](#) or call the clerk of court.
- File a notice of Case Association on the case. For instructions, see [Associating Yourself with a Case](#).

Note: You can sort the list by clicking on a column heading.

Filing

1. If you are filing in only one case, click **File on this case**. Skip to the *Adding a Document* section below.
2. If you are filing in multiple cases:
 - a. Click **Add**.
 - b. Continue selecting cases from your list of cases by clicking **Add**. After you add the cases, they will display at the top of the page.

Or, select a recent case, filter all your cases, file on a specific case, or add cases to your filing list.

Search My Cases

	Case Title	▲ Case Number	
Add	TESTING ADD NOTIFICATION	AGCR153383	AGGRAVATED MISDEM
Add	TEST SECURITY ON ADOPTION	ATCV105281	ADOPTION
Add	TEST OF CIVIL - CONTRACT DEBT COLLECTION	ATCV105285	ADOPTION
Add	JOHN DOE VS JANE DOE	CDDM000039	Children

- c. Verify the cases are correct, and then click **File on These Cases**.

Note: If you have added a case in error, click **Remove** to delete the case from the filing package.

Existing Cases

Cases that will be filed on File on these Cases

	Case Number	Case Title
Remove	AGCR582500	STATE OF IOWA VS. JOHN DOE
Remove	AGCR582502	STATE OF IOWA VS. JOHN DOE
Remove	AGCR582505	STATE OF IOWA VS. JOHN DOE

Adding a Document

Verify you are adding the document to the correct case: the Case Number and Case Title will display in a yellow banner. 'Multi Case' displays if you selected multiple cases to file in.

1. Optional. Select a Document Category for the type of document to be added to the case. (This sorts and shortens the list of Document Types to choose from.)
2. Select a Document Type; type the first letter of the document type to filter the list.

3. Optional. Complete Additional Text with information that will help the clerk, judge, or other participants understand more about the document.
4. Optional. If you are filing a document under an order that restricts access to the document, select the check box and enter the date of the order.

Note: If you are filing a document that is automatically restricted per court rule or Iowa code, you do not have to check the box. See the list of [Restricted Documents and Case Types](#).

5. Click **Browse** and navigate to the document to attach.
6. Click **Open** in the system window (not illustrated).
7. Click **Add**.
8. Verify the document loaded properly by clicking the file name in the View Document column.

Note: If the file did not load properly, remove it by clicking the icon in the Remove column.

9. Repeat steps 1 through 8 to add any additional documents.
10. Click **Next**.
11. On the Review and Approve Filing page, verify all information being submitted to the case is accurate and complete.
12. Optional. If you need to add or remove documents, click **Add/Remove Documents**.
13. Optional. If your filing involves property which must be listed on Lis Pendens, click Add **Real Estate** and add property details.
14. Optional. If you need to add or remove parties, click **Add Parties**.
15. Optional. Add special filing instructions for the court (not illustrated).

Note: If applicable, complete the Payment Information.

16. Click **Submit the Filing**. Your submitted document(s) will receive a file stamp with the time they are received by our computer system.

Modified	Participant Name	Role
	JOHN JONES	Plaintiff
	TEST FILER4	Plaintiff

Special Filing Instructions for the Clerk:

Back Cancel (Delete) Move to Draft **Submit the Filing**

17. You will receive a confirmation and a status update in your My Filings when your document has been filed with the court.

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