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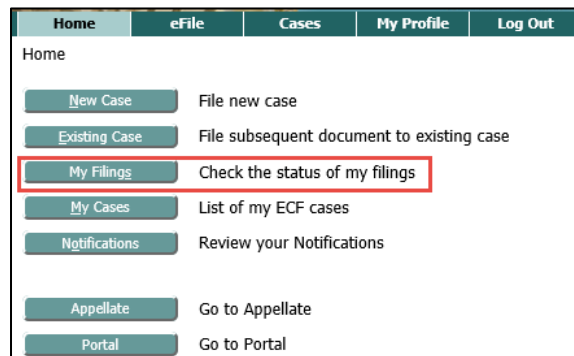
**Note:** Receipts, document links, and filing status details stay on the eFile system for 90 days. It is best practice to save documents to an accessible location for future reference (your computer, to a flash drive, or on paper).

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## Filings

### Displaying a list of your filings

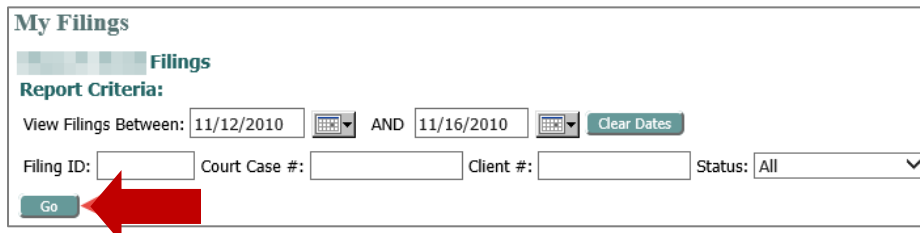
1. On the home page of the eFile system, click **My Filings**.



The screenshot shows the home page of the eFile system with a navigation menu. The menu items are: Home, eFile, Cases, My Profile, and Log Out. Below the menu, there are several buttons with corresponding actions:

Button	Action
New Case	File new case
Existing Case	File subsequent document to existing case
<b>My Filings</b>	<b>Check the status of my filings</b>
My Cases	List of my ECF cases
Notifications	Review your Notifications
Appellate	Go to Appellate
Portal	Go to Portal

2. Specify the date or date range when the filing was submitted in the search fields.
3. Optional. To narrow your search results further, specify the Filing ID, Court Case Number, Client Number, or Status.
4. Click **Go**.



The screenshot shows the "My Filings" search criteria form. It includes the following fields and controls:

- Report Criteria:**
- View Filings Between:** 11/12/2010 AND 11/16/2010 (with calendar icons and a "Clear Dates" button)
- Filing ID:** [text input]
- Court Case #:** [text input]
- Client #:** [text input]
- Status:** All (dropdown menu)
- Go** button (highlighted with a red arrow)

5. A list of the items you have filed will display.
6. The status displays in the Status column.

**My Filings Between 11/12/2010 and 11/16/10**

Filing ID	Client #	Court Case #	County	Date Submitted	Document Type	Status
7634		SCSC126208	Black Hawk	11-12-2010:07:34:10 AM	RESTITUTION REPORT	Filed
7644		CVCY045083	Story	11-10-2010:02:50:21 PM	PETITION	Filed
7645		ONCM001593	Story	11-10-2010:02:47:14 PM	PETITION	Filed
7640		AGCR043086	Story	11-10-2010:02:41:57 PM	TRAFFIC TICKET FILING	Filed
7633			Story	11-09-2010:07:20:55 PM	PETITION FOR INTERVENTION	Awaiting Approval
7632		SCSC 126139	Black Hawk	11-09-2010:06:53:46 PM	APPLICATION TO CONDEMN	Awaiting Approval
7535			Story	11-09-2010:06:44:32 PM	PETITION	Awaiting Approval
7631		FECL132398	Black Hawk	11-09-2010:06:36:31 PM	CRIMINAL COMPLAINT	Filed
7627		ESPR0256523	Black Hawk	11-09-2010:11:53:47 AM	APPLICATION TO CONDEMN	Filed

**Reviewing the status detail**

**Note:** The Status may take a few minutes to update. To refresh the page to see the most recent status of a submission, click **Go** again.

Status	Definition
Package Pending	Documents and data are being prepared in an electronic package.
Packaged	The submission is sent to the Court's document management system.
Received	The submission is received by document management system and the filing time recorded.
Awaiting Approval	The submission is available to the clerk of court but the clerk has not yet reviewed and approved the filing.
Accepted	The clerk has approved the submission, and it is being processed (either file stamped and docketed or returned not filed).
Filed	<p>The submission has been approved by the Clerk and a file stamp appended. If the submission includes a proposed document, that document is available to the judge.</p> <hr/> <p><b>Note:</b> For proposed orders, Filed <b>does not</b> mean that the order has been accepted. A status of Filed means only that the court has received and recorded the filing. The judge still must take action on it.</p> <hr/>
Return Not Filed	The clerk has found a problem that will prevent the submission from being processed. See <a href="#">Resubmitting Returned Filings</a> for explanations and instructions.
Resubmitted	You have attempted to resubmit the filing.
Payment Pending	Payment was not completed in the payment screen. You can make the payment if you click the link.

**Displaying additional information about your filings**

You can view or download:

- your filing Receipt
  - a file stamped version of a document you have filed
  - the form data for your filing (in .xml format)
1. In the My Filings page, click the blue link in the status column to open the Filing Status window (the example at the right is for a **Filed** document). The Filing Status window displays details about the date and time of filing, including the Clerk Tracking ID, which you would use when asking for information about your filing.
  2. To download a document, click the blue link for the desired document at the bottom of the page.

**Note:** The receipts, document links, and filing status details stay on the eFile system for 90 days. It is best practice to save the documents to an accessible location for future reference.

**Filing Status**

Status: Filed 08-17-2017:12:00:35 PM  
 Filing ID: 67176  
 Clerk Tracking ID: 74246  
 Submitted By: Sims, William L  
 Date Submitted: 08-17-2017:11:57:06 AM  
 Official File Stamp: 08-17-2017:11:57:06 AM  
 Case Title: STATE VS SCHMO JOE  
 Court Case #: SRCR181841  
 Case Sub Type: SERIOUS MISDEMEANOR - OTHER NON-VIOLENT  
 Court Location: Black Hawk

Note: This filing will be removed from eFlex on 11-15-2017

Document Name	View Document
MINUTES OF TESTIMONY efa0d0af0af00af0af0af0af0af.pdf	
- ATTACHMENT EXHIBIT.pdf	
Main Document receipt.html	
MINUTES OF TESTIMONY efa0d0af0af00af0af0af0af0af_A.pdf	

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Response:

[View Printable Receipt](#)

Response	
Description:	Receipt
Author:	System Administrator
Return addresses:	Email: csigler@tybera.com Filing: http://edmstest/runit

Document Name	View Document
Main Document receipt.html	
MINUTES OF TESTIMONY efa0d0af0af00af0af0af0af0af.pdf	
ATTACHMENT EXHIBIT.pdf	
Form form.xml	



**Downloading an Original Notice for Service**

When an Original Notice that you have filed is approved by the clerk, it will show up in your My Filings. Click the blue link in the Status column under Filed to open the document (and the conformed Small Claims Appearance and Answer, if applicable) to serve on the defendant.

**My Filings Between 05/04/2016 and Today**

Delete

Filing ID	Client #	Court Case #	County	Date Submitted	Document Type	Status
67410		SCSC147489	Black Hawk	09-28-2017:03:51:35 PM	SMALL CLAIMS ORIGINAL NOTICE	Filed <div style="font-size: small;"> <span style="background-color: yellow; padding: 2px;">NEW</span> SMALL CLAIMS ORIGINAL NOTICE  <span style="background-color: yellow; padding: 2px;">NEW</span> SMALL CLAIMS APPEARANCE AND ANSWER FORM                         </div>

**Cases**

When your filing has been approved by the clerk, it will show up in your My Cases. You will receive a confirmation email and a status update in the My Filings list and a Receipt in the Filing Status window.

**Viewing your case information**

1. Select My Cases from the Cases menu or click **My Cases** from the home screen.



**Working with your list of cases**

If you have accessed your case before, it will appear in the list on the My Cases window. Click on the blue link in the Case Number column to open the case information. The case information displays.

**My Cases** Number of cases displayed per page: 50

Case Number	County	Participant's Last Name					
<input type="text"/>	Black Hawk	<input type="text"/>	<input type="button" value="History"/> <input type="button" value="Service List"/>				
Ex: SCSC126139 <input type="button" value="Search My Cases"/> <span style="float: right;"> <input checked="" type="radio"/> Show Active                     <input type="radio"/> Show Inactive                     <input type="radio"/> Show Both                     <input type="button" value="Delete"/> </span>							
Case Title	Case Number	Case Type	Judge	County	Certificate	Inactive	
<input type="checkbox"/> TRUST OF JOHN SMITH	<a href="#">TRPR056814</a>	Trust		Black Hawk	<a href="#">Service List</a>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> G VS H	<a href="#">SMCR182165</a>	Drugs (State)		Black Hawk	<a href="#">Service List</a>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> ARNOLD VS. ADAMS	<a href="#">SCSC147467</a>	SMALL CLAIM - MONEY JUDGMENT		Black Hawk	<a href="#">Service List</a>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> BOSCO VS SMITH	<a href="#">LACV119584</a>	CIVIL LAW - PERSONAL INJURY - MOTOR VEHICLE		Black Hawk	<a href="#">Service List</a>	<input type="checkbox"/>	<input type="checkbox"/>

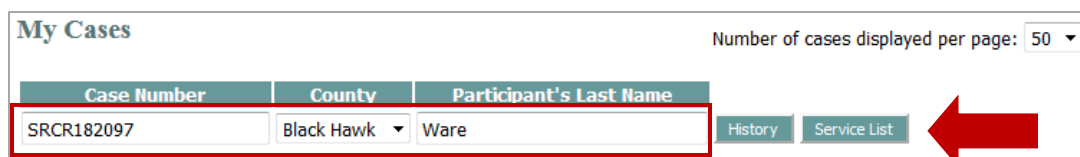
You can also perform the following actions from the list:

- See who will receive electronic service on the case by clicking on the blue Service List link in the Certificate column.
- Sort the list by clicking on the column heading.
- Mark cases as inactive, and view a list of cases you have been marked inactive.
- Remove cases from your list by checking the box and clicking **Delete**.

If you do not find your case on the list, follow these steps:

1. Enter the Case Number, County, and Participant Name.
2. Click **History**.

You can see who will receive electronic service on the case by clicking on the **Service List** button.



**Case information window**

File Date	Case History
10-22-2013 01:59:00 PM Plaintiff	<a href="#">EXHIBIT (#1)</a> DEFTA / REPORT Filed by: THOMAS JOSEPH FERGUSON
10-22-2013 01:59:00 PM Court	<a href="#">EXHIBIT (#2)</a> Filed by: Court
10-22-2013 01:59:00 PM Court	<a href="#">EXHIBIT (#3)</a> Filed by: Court
10-22-2013 01:57:00 PM Plaintiff	<a href="#">EXHIBIT - PROPOSED (#1) Admitted</a> DEFTA / REPORT Filed by: THOMAS JOSEPH FERGUSON
10-22-2013 01:57:00 PM Plaintiff	<a href="#">EXHIBIT - PROPOSED (#2) Admitted</a> STATE 001 / DISCHARGE SUMMARY Filed by: THOMAS JOSEPH FERGUSON
10-22-2013 01:57:00 PM Plaintiff	<a href="#">EXHIBIT - PROPOSED (#3) Admitted</a> DEFTB / PHOTO Filed by: THOMAS JOSEPH FERGUSON
10-14-2013 10:46:00 AM Plaintiff	<a href="#">MOTION FOR CONTINUANCE</a> Filed by: THOMAS JOSEPH FERGUSON

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**Note:** Depending on your role and the case level security settings, the case documents may be available for downloading. Click on the blue link to open a document.

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**Notifications**

The eFile system sends two types of notifications to your eFiling account.

1. **Status messages** are sent to you on all your own filings and are posted in your My Filings page. They are sent when a filing has been received, approved, or when a filing has been returned from the clerk.
2. **Notices of Electronic Filing (NEFs)**, which are the official service of electronically filed documents, are sent whenever something is filed or electronically presented on a case. They are posted in the eFiling account Notifications page of all case parties who have adequate security levels. Parties will be able to open a document from the Notifications screen if they have adequate security levels.

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**Note:** The standard paper process is used for service of documents on nonregistered (exempt) parties. For an explanation, see the *Serving Documents to Exempt Filers* section in the [eFile User Guide](#).

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**Status email messages**

Status email messages are sent to the email address you specified when you registered. Because emails can be blocked by firewalls or treated as SPAM, their delivery is not guaranteed, and they are considered a courtesy.

**Notices of Electronic Filing**

NEFs are sent as email messages as a courtesy. Check your SPAM filters if you do not receive your NEFs via email.

Viewing your Notices of Electronic Filing

1. Click **Notifications** from the Home screen.

**Note:** The number next to the Notifications button represents the number of unread notifications.




2. Your notifications display. Unread notifications appear in bold.
3. Click the Notification name link (in blue) to open the Notice of Electronic Filing (NEF).

**Note:** Click a blue link under Documents to review and download documents.



4. The NEF displays.



**\*\*\*\*\* IMPORTANT NOTICE - READ THIS INFORMATION \*\*\*\*\***  
**NOTICE OF ELECTRONIC FILING OR PRESENTATION [NEF]**

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A filing has been submitted to the court RE: 00-0046  
**Judge:**

**Official File Stamp:** 07-19-2013:08:40:06  
**Court:** Appellate Court  
**Case Title:** State v. Gaines  
**Document(s) Submitted:** APPLICATION FOR FURTHER REVIEW  
**Filed by or in behalf of:** Nile Hicks

You may review this filing by clicking on the following link to take you to your [cases](#).

This notice was automatically generated by the courts auto-notification system.

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The electronic filing system has served the following people:  
 HICKS, NILE

The following people do not have e-filing accounts and will need served:  
 The filer is responsible for serving the following people in accordance with the Iowa Code and Iowa Court Rules, including Chapter 16 Rules Pertaining to the Use of the Electronic Document Management System\*:  
 ATTORNEY GENERAL for STATE OF IOWA  
 HENDRICKSON, DENNIS for GAINES, JOHN CHRISTOPHER

### Changing the Read status or deleting notifications

- Optional. To delete notifications, select the checkbox for the NEF and click **Delete**.
- Optional. To change the read status of a notification, select the checkbox for the NEF and click **Mark as Read** or **Mark as Unread**.



**Notifications for Marsha Fox**

Delete    Mark As Read    Mark As Unread

<input type="checkbox"/>	<input type="checkbox"/>	Document(s)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>PROPOSED JURY INSTRUCTIONS was</b>
		Documents: PROPOSED JURY INSTRUCTIONS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>ORDER AFTER EVALUATION was filed</b>
		Documents: ORDER AFTER EVALUATION

**Note:** Be sure to download documents to your own system before you delete Notifications.

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