

The Exhibit-Proposed document types are used to submit or present exhibits to the court for consideration. When admitted, Exhibit-Submissions are automatically converted to Exhibits by the court.

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**Note: Exhibits and Attachments.** Before electronic filing was implemented in Iowa, all supporting materials were called “exhibits”.

Now, the term “exhibit” is reserved for evidence entered into the record at a hearing or trial. Supporting materials attached to an application, motion, court form, or verification of account, etc. are called “attachments”.

See the Comment to Rule 16.311 for additional explanation and examples of the use of attachments.

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Exhibits should be prepared prior to submitting. See [Preparing Documents](#).

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**Note:** If your exhibit exceeds the file size limit (20 MB District/150 MB Appellate), break it into smaller documents, then submit each part separately.

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### Finding your case

1. Click **Existing Case**.

The screenshot shows a navigation menu with the following items:

Home	eFile	Cases	My Profile	Log Out
Home				
New Case	File new case			
<b>Existing Case</b>	File subsequent document to existing case			
My Filings	Check the status of my filings			
My Cases	List of my ECF cases			
Notifications	(15)	Review your Notifications		

2. Select the appropriate County.
3. Enter the Case Number.
4. Enter the Participant’s Last Name.
5. Click **File on this case**. Cases in which you are an active party will display at the bottom the Existing Case screen.

The screenshot shows a form titled "Select county and type in a case number and participant name" with the following fields:

- County: Black Hawk (dropdown menu)
- Case Number (Ex: SCSC126139): SRCR182097
- Participant's Last Name: Ware

At the bottom of the form are two buttons: "Add this case to your list" and "File on this case". A red box highlights the input fields, and a red arrow points to the "File on this case" button.

**Filing your exhibit**

1. In the Document Type field, select EXHIBIT - PROPOSED.
2. Click **Browse**.
3. Browse to your prepared exhibit and select it.
4. Click **Add**.

The Exhibit Submission Screen will display.

5. Enter an exhibit number. Each exhibit number must be unique (cannot be used more than once).
6. Enter an Exhibit Description.
7. Click **Next**.

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**Note:** If you broke a large exhibit into smaller documents, repeat these steps to submit each part of the exhibit. For each separate submission, give the exhibit a different but related exhibit number, for example 16A, 16B, 16c, etc. Indicate that your exhibit is filed in separate submissions by adding a note under Special Filing Instructions to the Clerk (see Step 11, below).

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8. Click the blue file name in the View Document column. Review the document to verify that it loaded properly.

9. Click **Next**.

Document Location  No file selected.

Add to Submission

Document Name	View Document	Edit Data	Size	Remove
EXHIBIT - PROPOSED	<a href="#">Exhibit1.pdf</a>		0.09 MB	
EXHIBIT - PROPOSED	<a href="#">Exhibit2.pdf</a>		0.09 MB	
EXHIBIT - PROPOSED	<a href="#">Exhibit3.pdf</a>		0.09 MB	

Total Size: 0.27 MB

**Note:** If you need to modify the Exhibit Number or Description, click the document icon in the Edit Data column.

10. On the Review and Approve Filing page, verify all information being submitted on the case is accurate and complete.
11. Optional. Add special filing instructions for the clerk. For example, explain that your exhibit is broken into separate submissions because of size.
12. Click **Submit the Filing**.

The document will be named Exhibit-Proposed. When it has been admitted by the court, it will be renamed as Exhibit, and saved in the Case History.

You will receive a confirmation and a status update in the My Filings list. For more information, see [Managing Filings, Cases, and Notifications](#).

**Review and Approve Filing**

**SRCR182097 Case Title : STATE VS WARE, JIMMY**

Emergency

Document(s) to be Submitted:

Document Name	View Document
EXHIBIT - PROPOSED	<a href="#">Exhibit1.pdf</a>
EXHIBIT - PROPOSED	<a href="#">Exhibit2.pdf</a>
EXHIBIT - PROPOSED	<a href="#">Exhibit3.pdf</a>

New Properties:

New Parties:

Special Filing Instructions for the Clerk:

To view exhibits that have been offered into evidence and admitted on your case, click **My Cases**.

Juvenile exhibits admitted will display as Exhibit-Juvenile (#1), (#2), etc. On all other case types, they will display as Exhibit (#1), (#2), etc.

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

Exhibits submitted during court will have a reserved number, and will be scanned in (if possible) after the hearing.

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