

The rules in *Chapter 16, Iowa Rules of Electronic Procedure* govern the electronic filing of all documents. You can see the rules on the Iowa Legislature website at <https://www.legis.iowa.gov/docs/ACO/CourtRulesChapter/16.pdf>

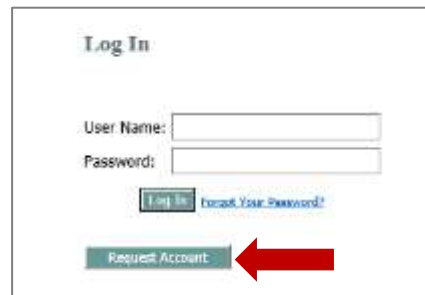
Note: Pro Hac Vice attorneys should read the note on the last page before registering.

Go to the eFile website

1. Click on the eFile Login link on the [eFile page](#).

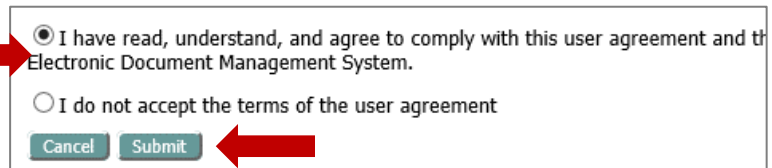


2. Click **Request Account**.



Accept the User Agreement

3. Click the radio button indicating you agree to comply with license agreement and click **Submit**.



Choose the correct user role

Select your user role and click **Next**. Roles are described in detail in Rule 16.304(1). For help selecting your user role, refer to the [User Role Decision Tree](#) or Rule 16.302(1).

Important: Choose Registered Filer if:

- a. You are filing for yourself or your own business (sole proprietor) AND you are:
- b. Not an attorney,
- c. Not filing on behalf of a partnership, association, corporation, or tribe,
- d. Not filing for a government agency, and
- e. Not a member of the media, a bail bondsman, process server, abstractor or other specialized nonparty filer. **Then, skip to Step 7.**



Note for Filing Agents: Filing Agents for multiple companies must register once for each company.

4. Click **Next** again.

Enter your contact information

If you selected **Registered Filer**, skip to step 7.

5. If you are registering as an Iowa attorney, filing agent, government agency, or specialized nonparty filer, select your company from the Existing drop down list. If your organization is not listed, contact your clerk of court to confirm that the organization is not listed before adding it. Click **Next**.



Continued on next page

- Specify your user details. Complete all required information for your role (where indicated by an asterisk *). Each role requires different information.

Note for Attorneys

AT PIN – The 9-character unique Personal Identification Number assigned by the Office of Professional Regulation for attorneys. PINs for Iowa attorneys begin with a capital AT and leading zeros before the numbers (ex. AT0001234).

Enter all 9 characters, including leading zeros.

- Click **Submit**.

When your request is received, you should receive a confirmation message at the email address (or addresses) you specified. If you do not receive the email, check your junk or spam folders.

Next steps

- File a new case: [Instructions](#)
- File in existing case: [Instructions](#)
- File an appearance and answer: [Instructions](#)

Note for Pro Hac Vice Attorneys: If you are an out-of-state lawyer not licensed to practice law in Iowa, you must register with the Iowa Office of Professional Regulation and complete all requirements before registering.

After the judge files the order granting your Application for Admission Pro Hac Vice, the clerk of court will create and send you a special pro hac vice personal identification number (PHV PIN). When registering, enter the 9-character PHV PIN in the ICIS ID field in the format PHV0001234.

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