Iowa Department of INSPECTIONS & APPEALS

Administrative Electronic Document Management System

FILERS QUICK GUIDE

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REQUESTING AN ACCOUNT

1. Click the button **Request Account** on the **Login** page.
2. Read the **User Agreement.** Select the **radio button** at the bottom of the page that agrees to the contract. Click the **Submit** button.
3. Choose the applicable **User Role** and click **Next**.
4. *Appellant/Respondent (Self Represented)* and *Representative (not a licensed attorney)* will be directed to the **Request a User Account Page**. Attorneys and Agency Representatives will first be directed to the **Select an Organization Page.** Scroll though the drop-down list in the **Existing** field and click the appropriate organization.

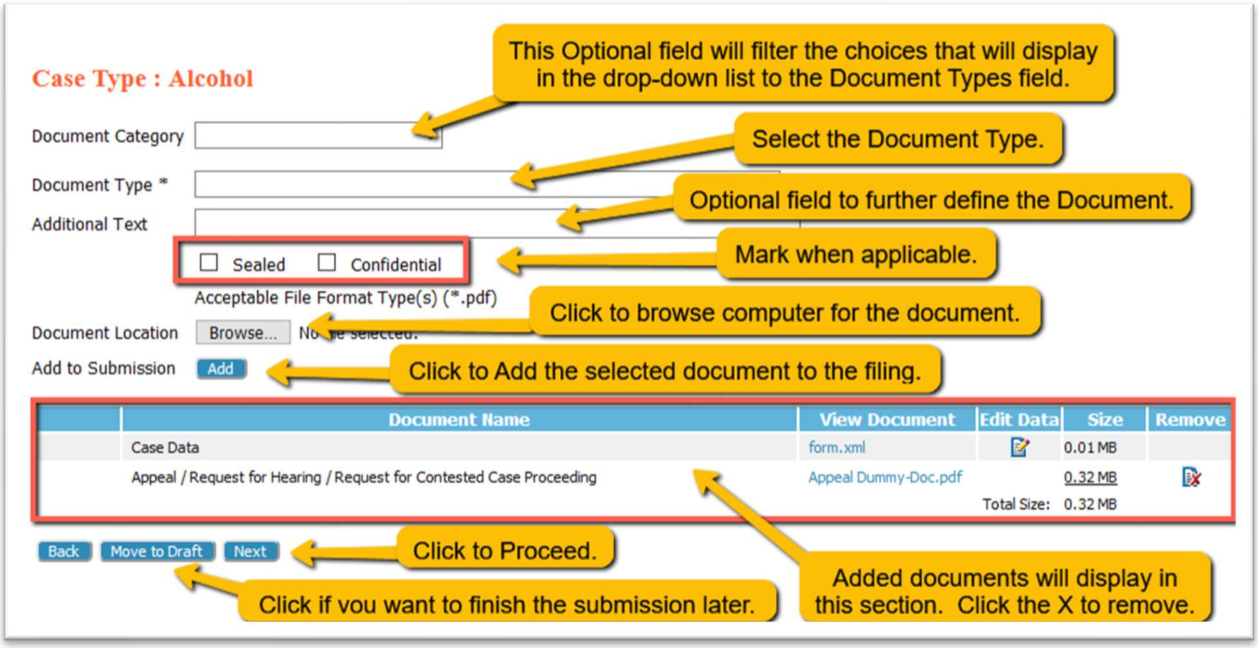
Selecting an organization

5. If the organization is not listed, click the radio button **New** and type the name in the provided field.
6. On the **Request a User Account Page,** create a user profile. Fields marked with an asterisk* are required. Click **Submit**.
7. **Login** is available after notification is received that the account request has been approved.

FILING A WEAPONS PERMIT CASE

1. On the **Home Page**, click the **New Case** button.
2. On the **AHD page**, select **Weapons Permit.**
3. On the **Case Initiation Page** – add case participants by clicking the buttons **Add Aggrieved Party** (the person appealing) and **Add Government Party** (the sheriff's office) to be directed to the **Add a Party Page**. (Self-Represented filers will find that their name will auto-populate as the Appellant.) Fill in the required fields. (Make sure the **Party Type field** reflects the correct role.) Click **Next** at the bottom of the page. Click **Next** again to proceed.
4. **Add a Document Page** – *Upload documents to the filing.*
   a. **Document Category –** Select a category from the drop-down list in this Optional Field to filter the choices that will display in the Document Type field.
   b. **Document Type -** Select the appropriate document type from the listed drop-down choices.
   c. **Additional Text -** Enter text in this optional field to give greater detail to the document type. This description will display along with the listed document in the **Case Summary**.
   d. **Security checkboxes –** Mark these checkboxes if applicable to the filing.

Add a Document Page



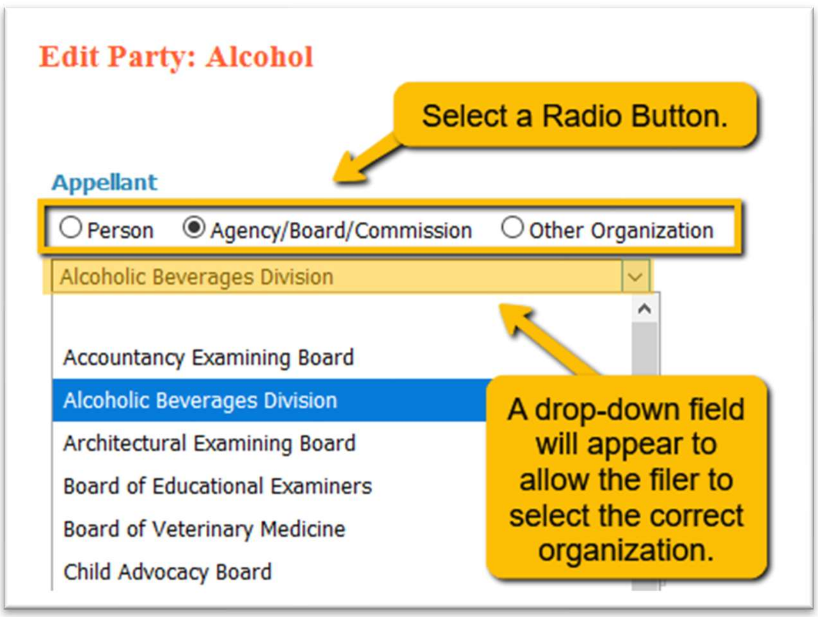
e. **Browse –** Click to locate the document on your computer.
f. **Add –** Click button to upload the selected document to the filing.
g. Add subsequent documents one at a time. (The total submission size must be less than 30 MB.) To view the listed document, click its *hyperlink title*. To delete, click the **Remove icon**.
h. **Move to Draft –** Click if you choose to finish the submission at a later time. All data will be saved. To retrieve the **Draft** later, hover over the **eFile tab** and select **Draft Filings**. Click the ***hyperlink Description*** to proceed with the filing.
i. Click **Next** when all documents have been added.

5. **Review and Approve Filing Page** – The filer is able to view, add, or remove documents.
   a. **Weapons Permit cases** require a filing fee. Click the **radio button** to acknowledge that a payment will be sent in. The appeal will not become effective until payment is received.
   b. The **Change Case Data button** enables the filer to return to the **Case Initiation page** to edit case participant information.
   c. View the documents to be submitted. Click the **Add/Remove Document button** to make changes.
   d. Use the optional **Special Filing Instructions field** as a means to communicate with the court.
   e. Click the button **Submit the Filing**, or select **Back** or **Move to Draft** as needed.

FILING A NEW CASE for AGENCIES or BOARDS/COMMISSIONS

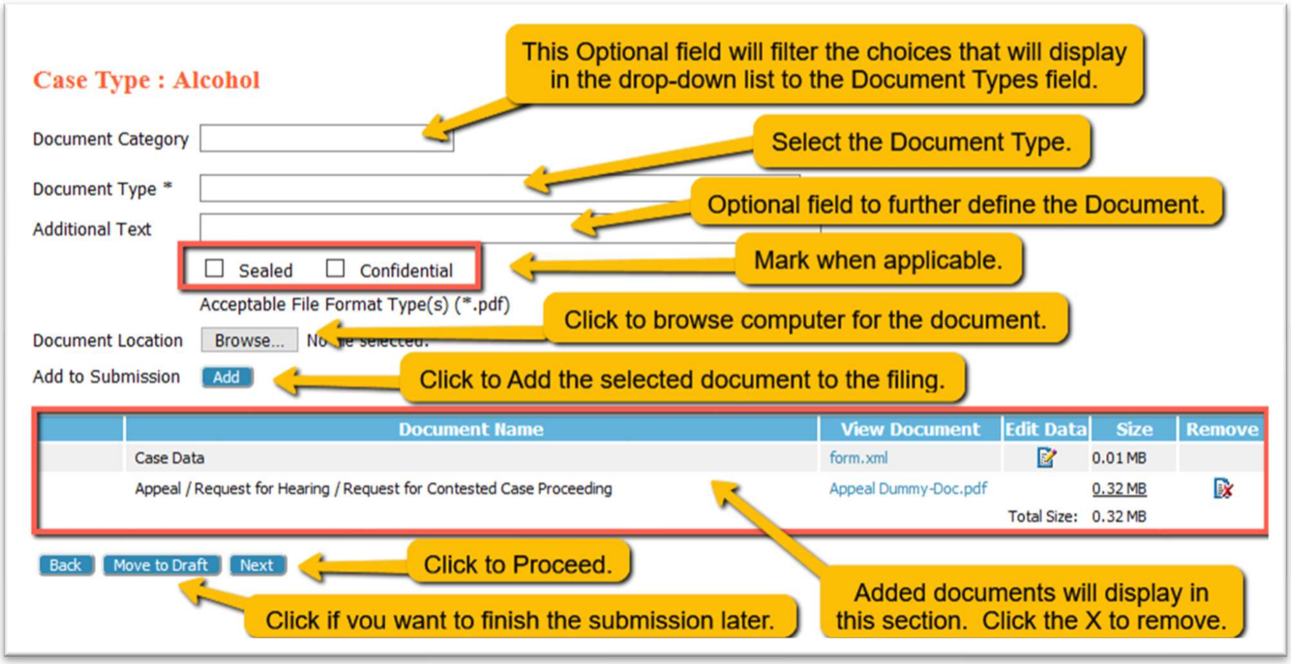
1. On the **Home Page**, click the **New Case** button.
2. On the **AHD page**, select from the options listed. Click the **+ sign** to expand the sections.
3. The filer will be directed to the **Case Types page,** if this is applicable to their selection; otherwise, they will be sent to the **Case Initiation Page**.
4. **On the Case Initiation Page,** fill out all appropriate fields to the case. Required fields have an asterisk.
5. Add case participants at the bottom of the page by clicking the buttons **Add Aggrieved Party** and **Add Government Party** to be directed to the **Add a Party Page**.
6. On the **Add a Party page**, select the appropriate radio button to identify the party. When clicking the **Agency/Board/Commission radio button**, a drop-down field will appear to enable the selection of an organization. Once chosen, the address for the organization will auto-populate. If the information is incorrect, please contact AHD to have them update their records.

A drop-down field will appear after selecting the radio button Agency/Board/Commission



7. Click the down-arrow in the **Party Type field** to select the appropriate role for the party.
8. Click **Next** at the bottom of the page to return to the **Case Initiation page**.
9. View the case participants. Click their *hyperlink name* to make edits. Click **X** to remove them. Click **Next** to proceed.
10. **Add a Document Page** – *Upload documents to the filing.*

The Add a Document Page



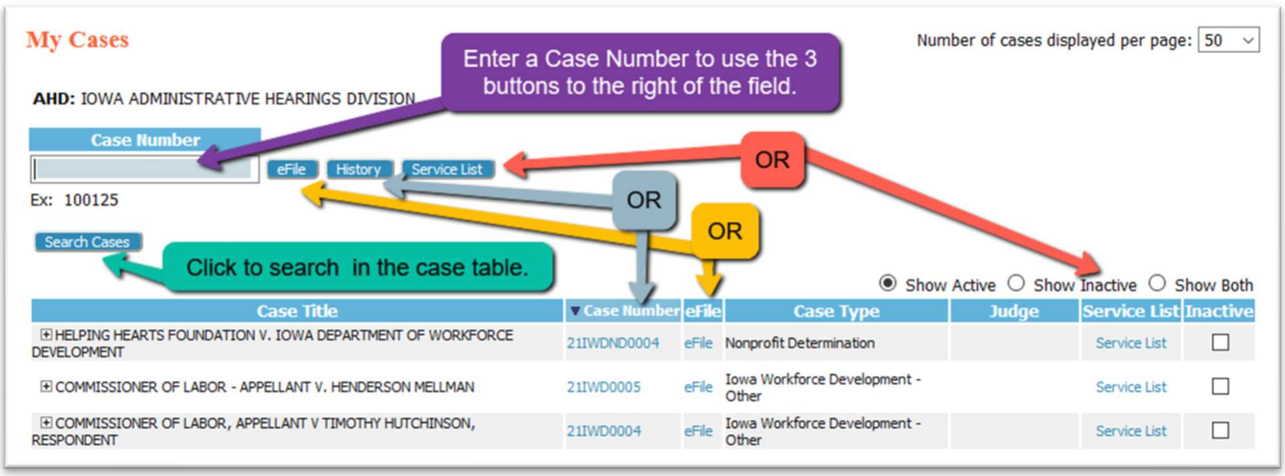
a. **Document Category –** Select a category from the drop-down list in this Optional Field to filter the choices that will display in the Document Type field.
b. **Document Type -** Select the appropriate document type from the listed drop-down choices.
c. **Additional Text –** Enter text in this optional field to give greater detail to the document type. This description will display along with the document in the **Case Summary**.
d. **Security checkboxes -** Mark these checkboxes if applicable to the filing.
e. **Browse –** Click to locate the document on your computer.
f. **Add –** Click button to upload the selected document to the filing.
g. Add subsequent documents one at a time. (The total submission size must be less than 30 MB.) To view the listed document, click its *hyperlink title*. To delete, click the **Remove icon**.
h. **Move to Draft –** Click if you choose to finish the submission at a later time. All data will be saved. To retrieve the **Draft** later, hover over the **eFile tab** and select **Draft Filings**. Click the ***hyperlink Description*** to proceed with the filing.
i. Click **Next** when all documents have been added.

11. **Review and Approve Filing Page** – The filer is able to view, add, or remove documents.
    a. **The Client #** - This optional field is a convenience for filers with an internal filing system.
    b. The **Change Case Data button** enables the filer to return to the **Case Initiation page** to edit case participant information.
    c. View the documents to be submitted. Click the **Add/Remove Document button** to make changes.
    d. Use the optional **Special Filing Instructions field** as a means to communicate with the court.
    e. Click the button **Submit the Filing**, or select **Back** or **Move to Draft** as needed.

FILING TO AN EXISTING CASE

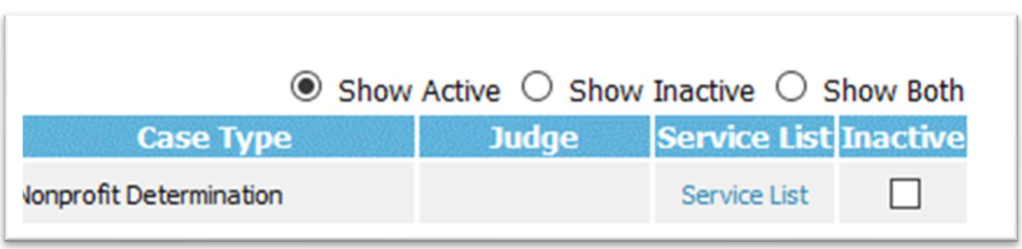
1. On the **Home Page**, click the **Existing Case** button.
2. On the **My Cases Page**, enter the number in the **Case Number field** and click the **eFile button** to its right. Alternately, search for the case in the **Case Information Table** and click the *hyperlink* **eFile** on the line of the intended case in the **eFile column**.
   Note – each column header in the **Case Information Table** has an ascending/descending sort feature by clicking on the header title and controlling the order of the listings with the up/down arrow. This allows sorting by case title, case number, case type, or judge hearing the case.

Optional ways to do the same task on the My Cases page



3. To view a **Case Summary**, enter the number in the **Case Number field** and click the **History button** to its right. Alternately, search for the case in the **Case Information Table** and click the *hyperlink* **case number** in the **Case Number column**. This will open a **new Browser Tab** and display the information.
4. To view a current **service list** for the case, enter the number in the **Case Number field** and click the **Service List button** to its right. Alternately, search for the case in the **Case Information Table** and click the *hyperlink* **Service List** in the **Service List column**. This will open a **new Browser Tab** and display the information.
5. To quickly filter through a lengthy **case table**, click the **Search Cases button**. Enter a partial or full case title in the **pop-up box**, or enter the **case number** in the **provided field**. Click **Search**.
6. Located on the right above the **Case Information Table** are radio buttons that will allow the filer to adjust the cases displayed in the case table. Click the radio buttons **Show Active**, **Show Inactive** or **Show Both** as desired.

Radio buttons that control the display of case in the Case Information Table

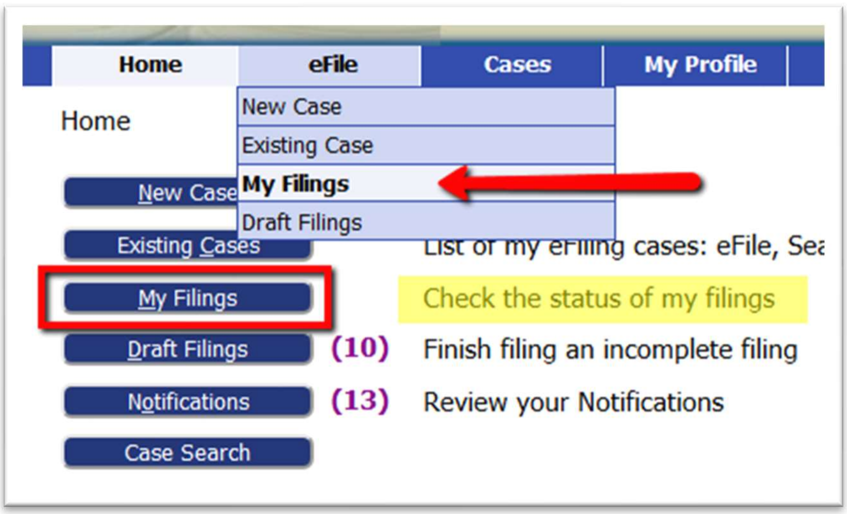


7. Proceed by following steps 10 and 11 listed above in the section **Filing a New Case for Agencies or Boards/Commissions.**

CHECKING THE FILING STATUS OF A SUBMISSION

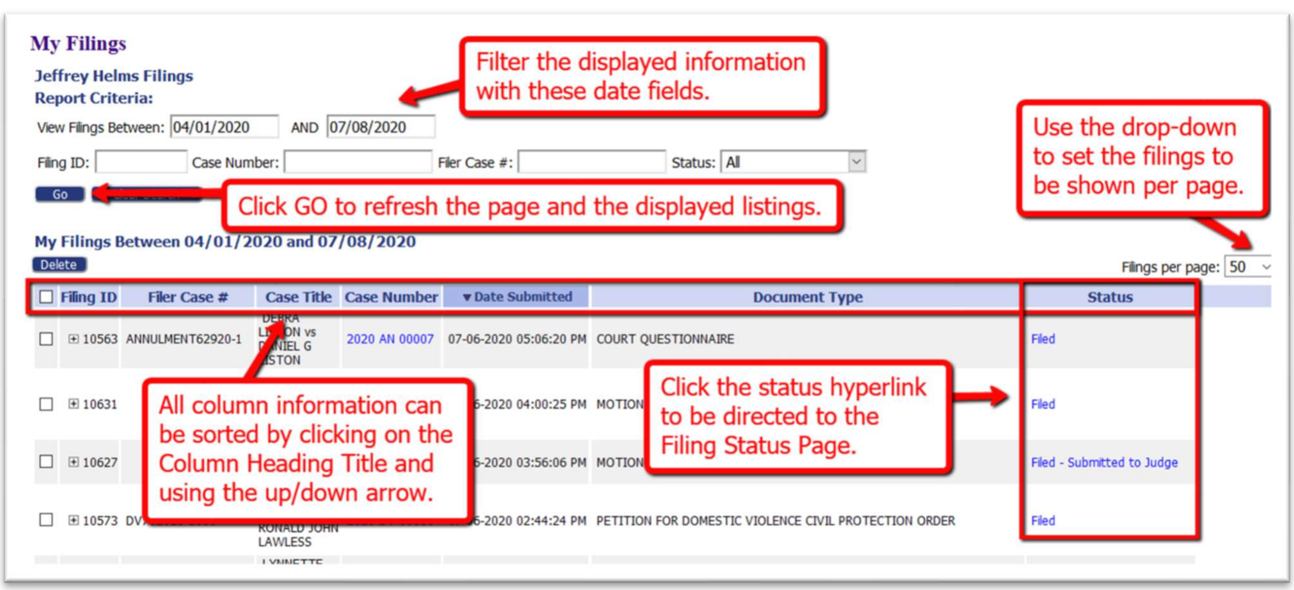
1. On the **Home page**, click the button **My Filings,** or hover over the **eFile Tab** and select **My Filings** from the drop-down list.

Navigating to the My Filings Page



2. On the **My Filings page**, set the date to include the date of submission and click **Go** to refresh the page and locate the submission listing.
3. The **Status** column is on the right. Click the ***status hyperlink*** to be directed to the **Filing Status Page** where the filer is able to access the Confirmation of Receipt as well as links to the file-stamped documents - if the status is "*Filed*" or "*Filed-Presented to Judge*."

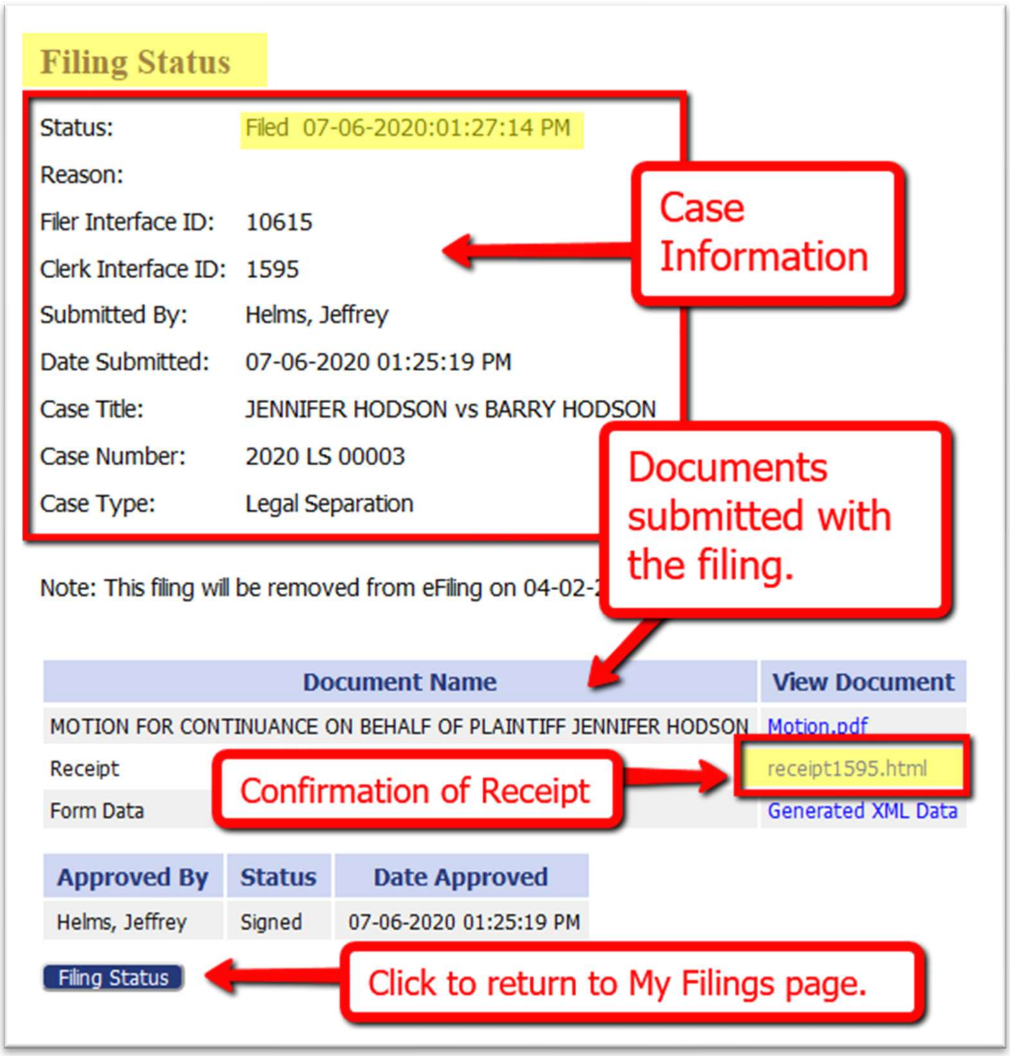
The My Filings Page



ACCESSING A FILING'S CONFIRMATION OF RECEIPT

The **Filing Status Page**, which is accessed by clicking on a submission's ***hyperlink status*** in the **Status Column** on the **My Filings Page**, shows detailed case information. This includes the time stamp, a link to open the official confirmation of **receipt** in a new browser tab, and the documents submitted with the file.

The Filing Status page



RESUBMITTING A REJECTED FILING

1. On the **Home page**, click the button **My Filings,** or hover over the **eFile Tab** and select **My Filings** from the drop-down list to be directed to the **My Filings Page**.
2. If a filing's status is **Rejected**, click the status link in the status column to view the reason for the rejection.

3. A filing rejection will generate a "one-time-use" **Resubmit** button to the right of the status column.

The Resubmit button in the status column on the My Filings Page

4. Click the **Resubmit** button. This will cause the eFlex system to clone the information in the rejected submission for use in a new submission and will route the user to the **Add a Document page**.
5. Make the necessary corrections to the filing. Click **Next.**
6. On the **Review and Approve Filing page** click **Submit.**
   NOTE: The **Filing Status page** will now display a **Resubmitted status** for the first filing and will create a new line for the resubmitted filing.

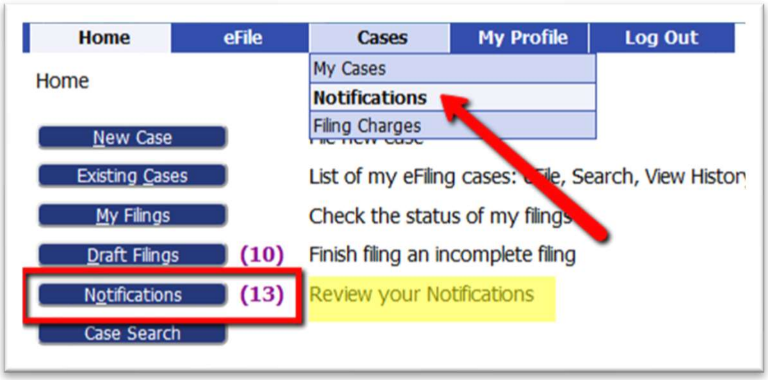
   The status column showing Resubmitted

VIEWING NOTIFICATIONS

Notifications are the official court communication regarding eFiling activity on a case. To obtain the *official* notification, the user must login to the eFiling system and navigate to the **Notifications page**. The user may also get *unofficial* courtesy emails regarding efilings to the user's case.
NOTE: When a filer sends a submission to the court, they will receive an email that verifies that the court *received* the filing. A second email will be sent when the court *approves* the filing.

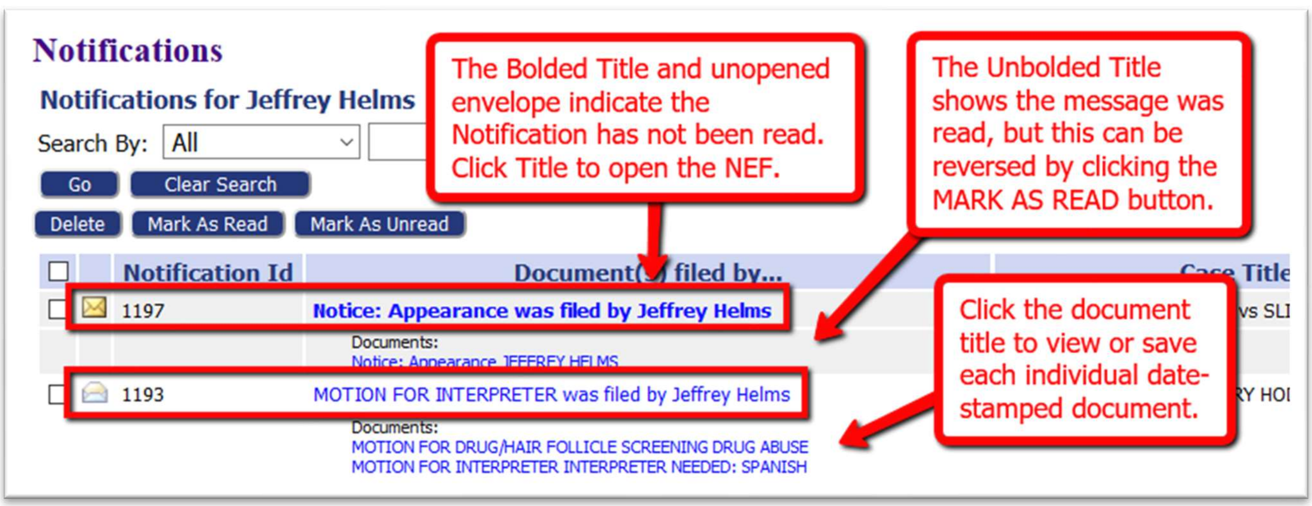
1. On the **Home** page, click the **Notifications** button, or hover over the **Cases** Tab and select **Notifications** from the drop-down list. If there is a number in parentheses next to the **Notifications** button, this indicates how many "unread" notifications currently exist.

Navigating to the Notifications page



2. On the **Notifications page**, notifications that have not been read will have a bolded heading in the **Document(s) filed by** column. Additionally, unread notifications have a closed envelope to the left of the listing. This status is displayed when the page has been "refreshed" by exiting the page and returning. Users may use the buttons **Mark as Read** and **Mark as Unread** to manually change the display of the envelope.

The Notifications page



3. To open the official Court Notification, click the hyperlink **Document Title**.
4. The **NEF** (Notice of Electronic Filing) will display in a new browser tab.
   a. The top of the NEF contains case-related information, including **document(s)** filed.

The top portion of the NEF (Notice of Electronic Filing)

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

A filing has been submitted to the court RE: 17MB-1
Judge: HOWARD WILSON

Official File Stamp:	05-05-2020:14:57:31
Court:	Rutherford
	CHANCERY COURT
Case Title:	CITY OF MURFREESBORO vs MARCIA GIBSON
Document(s) Submitted:	COUNTER COMPLAINT/PETITION Test Payment
Filed By:	John Test

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

b. The bottom portion of the NEF indicates the **service requirements** at the time the listed document was submitted. (Future or past submissions may have different service requirements.)
c. Persons being served via the email system are listed first on the NEF.
d. Persons still requiring service by traditional means are listed under the second heading.

Bottom portion of the NEF shows how case participants were served

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

The following people were served electronically:
BONNIE KENISON for ALEXANDER JEFFERSON

The following people have not been served electronically by the Court. Therefore, they must be served by traditional means:
SETH FRANKLIN

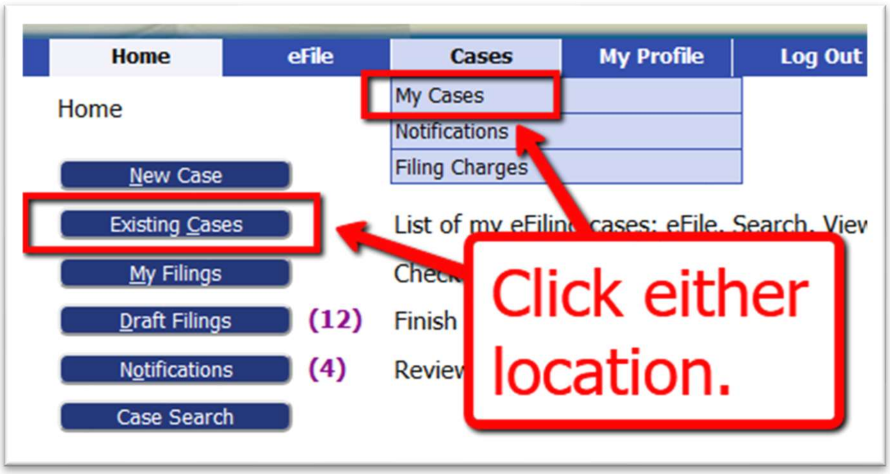
5. To view the document(s) within the filing, click the ***hyperlink document title*** listed under the **NEF title** in the **Documents(s) filed by column**. The time-stamped document will display as a pdf. Users may choose to download hard copies for their records.
6. The system is coded to auto-clean the notifications after a set period of time as determined by the court. Users can manually clean the page by using the checkbox in combination with the delete button.

ACCESSING CASE INFORMATION

The **My Cases page** gives the user easy access to cases, documents filed to the cases, and to the service list information associated to a particular case at the time of the query.

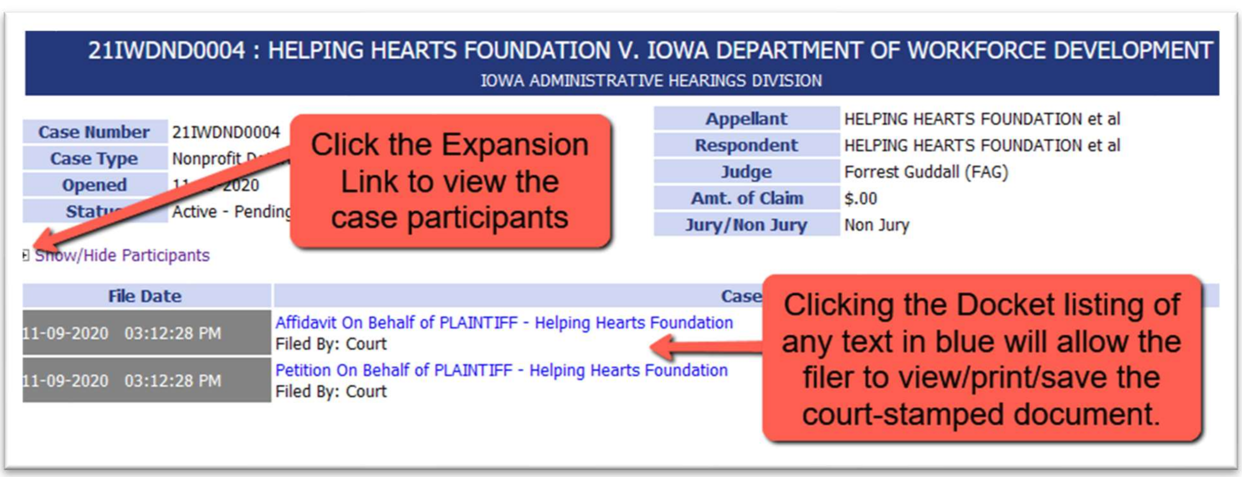
1. On the **Home page**, click the button **Existing Cases**, or hover over the **Cases** Tab in the menu bar and select **Cases** in the drop-down list.

Navigating to the My Cases page



2. On the **My Cases page**, the bottom portion of the page displays the **Case Information Table**. It has an ascending/descending sort feature by clicking on the header title and controlling the order of the listings with the up/down arrow.
   a. Clicking the ***hyperlink case number*** in the **Case Number column** on the line of the intended case, will open a new browser tab and display the **Case History**, which includes case participant information as well as links to open, view, and print court-stamped documents.

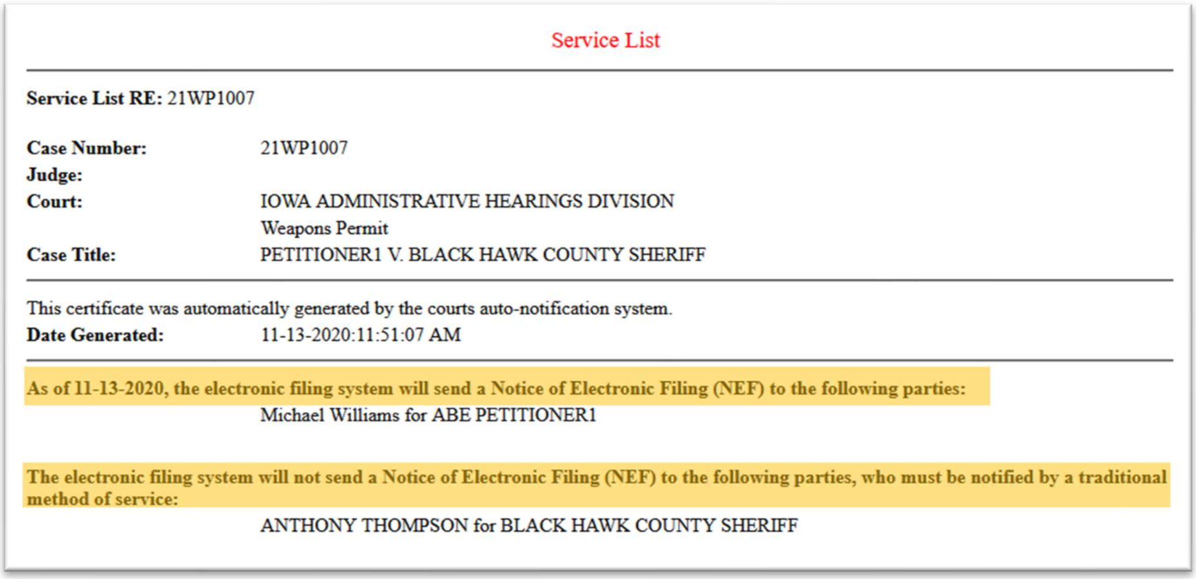
The Case Summary displays in a new browser tab



   b. Clicking the ***eFile hyperlink*** will direct the filer to the **Add a Document page** to proceed with a new filing.

c. Clicking the ***hyperlink Service List*** in the **Service List Column** opens a new browser tab and identifies those case parties who received a filing's notification electronically or by traditional means.

The Service List which displays in a new browser tab



Service List

Service List RE: 21WP1007

Case Number: 21WP1007
Judge:
Court: IOWA ADMINISTRATIVE HEARINGS DIVISION
Weapons Permit
Case Title: PETITIONER1 V. BLACK HAWK COUNTY SHERIFF

This certificate was automatically generated by the courts auto-notification system.
Date Generated: 11-13-2020:11:51:07 AM

As of 11-13-2020, the electronic filing system will send a Notice of Electronic Filing (NEF) to the following parties:
Michael Williams for ABE PETITIONER1

The electronic filing system will not send a Notice of Electronic Filing (NEF) to the following parties, who must be notified by a traditional method of service:
ANTHONY THOMPSON for BLACK HAWK COUNTY SHERIFF

d. Marking the checkbox in the **Inactive column** gives the user the option to hide the case from view by clicking their choice of radio buttons: **Show Active**, **Show Inactive** and **Show Both.**

The Case Information Table

NOTE: Any user with a correct case number can efile on a case; however, users will not be able to view a case history unless they are a party on the case or counsel of record. Self-Represented filers may need to file a **Notice of Association** to be electronically connected to their case. This will permit them to view the case history.