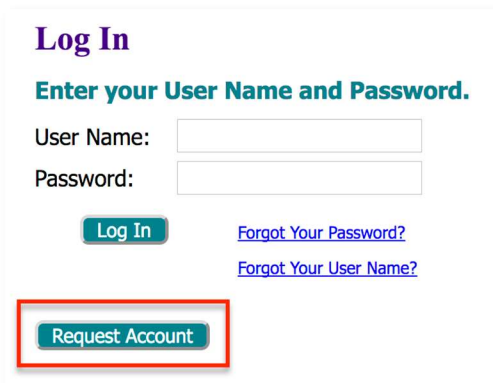


## Quick Guide for FILERS

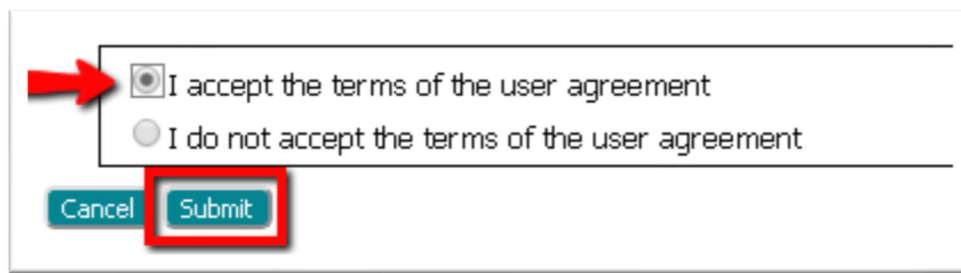
1. Requesting an Account . . . . . page 1
2. Filing a New Case. . . . . page 3
3. Filing to an Existing Case . . . . . page 6
4. Checking a Filing's Status. . . . . page 6
5. Resubmitting a Rejected filing. . . . . page 7
6. Retrieving Notifications . . . . . page 8
7. Locating Case Information . . . . . page 9
8. Association to a Case/Notice  
of Appearance. . . . . page 12
9. Paying for Filing Fees . . . . . page 15
10. Scheduling a hearing . . . . . page 15
11. Q&A. . . . . page 16

### REQUESTING AN ACCOUNT

1. Click **Request Account** on 'Login' page.



2. Read **User Agreement**, click the radio button **I Accept the terms of the user Agreement**, and click **Submit** button.



3. Select the appropriate **User Role** and click **Next**.

### USER ROLES

**Select your user role:**

☐ Government Agency

☒ Iowa Attorney      An attorney with AT PIN who is licensed to practice law in Iowa.

☐ Pro Hac Vice Attorney

☐ Registered Filer      A registered party or self-represented litigant not filing on behalf of a company or association.

4. Select the organization you belong to by marking the **Existing** radio button, clicking the down-arrow, and scrolling through the System's current listings.

**Select the organization you belong to or type it in below:**

☒ Existing

☐ New

ALLRED JENNINGS LEGAL AID  
BATES LAW OFFICE  
BRUCE MCKINNON LAW  
DONALD VICKERS  
DRUMMOND AND FOSTER  
GONZALES LAW PARTNERS  
MATHER & MATHER LAW  
PICKENS, BARNES AND ABERNATHY  
POWELL AND ASSOCIATES  
SIMMONS PERRINE MOYER BERGMAN PLC  
TYBERA TESTING  
UNIVERSITY OF IOWA  
YOUNG AND FOSTER PLC

5. If the organization is not listed, click the **New** radio button and type the name in the provided field.
6. On the **Request a User Account** page, fill in the requested information. Fields marked with an asterisk are required. For attorneys, use the assigned Iowa AT pin number in the bar number field.

### Request a User Account

Company Name: REES & SONS, LLC

User Name: \*

Your password must be at least 8 characters long, must contain at least one number, must contain an upper and

Password: \*

Confirm Password: \*

Title:

First Name: \*

Middle Name:

Last Name: \*

Suffix Name:

DC Bar Number: \*

Phone: Fax:

E-Mail: \*

Note: After approval, the above email will receive the authentication o

Confirm EMail: \*

1st Alternate EMail:

2nd Alternate EMail:

---

Address Line 1: \*

Address Line 2:

City: \* State: DISTRICT OF COLUMBIA

Postal Code: \* Country: UNITED STATES

7. Login after you receive notification that your account has been approved.

## FILING A NEW CASE

1. On the Home Page, click the **New Case** button.

<b>New Case</b>	File new case
Existing Cases	Perform case actions: eFile, Search, View History, Service List
My Filings	Check the status of my filings
Draft Filings	(11) Finish filing an incomplete filing
Notifications	(2) Review your Notifications

2. Enter the **Case Number** or fill out at least 2 of the 3 **Party information** fields. Click **Search**.

**Court**

Case Number

-OR-

Birth Date

Last 4 digits of SSN

Postal Code

**Search** **Clear**

3. Click the appropriate button under the **File** column to continue.

**Court**

Existing Cases

Case Type	Case Number	Case Title	Injury Date	File
EDI Insurance Claim	1145786	MCCARLIN V. MIDWEST CONNECTION, INC		<b>New Dispute</b>
Judicial Claim	1145786.01	MCCARLIN V. MIDWEST CONNECTION		<b>Existing Dispute</b>
		No Reported Claim		<b>New Dispute</b>

Case Number

-OR-

Birth Date

Last 4 digits of SSN

Postal Code

**Search** **Clear**

**Click if this is a NEW Dispute on this case#. It will direct you to the Case Type page.**

**Click if this is the Existing Dispute to which you want to file. It will direct you to the Add-a-Document page.**

**Click if there is NOT yet a FROI associated to the new dispute. It will direct you to the Case Type page.**

4. If the **NEW DISPUTE** button or **No Reported Claim NEW DISPUTE** button are selected, the user will be directed to the **Case Type** page where the case type of the claim to be filed may be picked. The most common *new dispute filing* is the **Judicial Claim** which contains the initial petition.

**Case Type**

Description
Alternate Medical Care (Form 100C)
Full Commutation (Form 9)
Independent Medical Exam (Form 100A)
Judicial Claim (Form 100)
Partial Commutation (Form 9A)
Vocational Education (Form 100D)
Vocational Rehabilitation (Form 100B)

[Back](#)

5. On the **Case Initiation Page**, fill in the required fields. Only the page for the **Judicial Claim Case Type** will display checkboxes that identify the specific relief that is being sought, as indicated in the petition. Multiple boxes may be marked. Please note that if the checkbox **Arbitration** is selected, a **filing fee** will be charged.

**Case Initiation: Judicial Claim (Form 100)**

Venue \*

Petition Injury Date (MM/dd/yyyy) \*

Other Injury Date(s) (MM/dd/yyyy)

☐ Arbitration (86.14)      ☐ Dependency (85.42,43,44)  
☐ Medical Benefits (85.27 Benefits)      ☐ Equitable Appointment (85.43)  
☐ Death Benefits (85.28, 29.31)      ☐ Second Injury Fund (85.63 et seq.)  
☐ Other (attach petition)

[Add Case Participants](#)    [Add My Parties](#)    [Add Other Parties](#)    (Any party to be served must be

[Remove](#)    Participant Name    Type

[Back](#)    [Save to Draft](#)    [Next](#)

**The fields with an asterisk are required.**

**Mark all appropriate boxes.**

**The Case Participant section will auto-populate with party information when filing to an Existing Case or when filing a New Dispute on an existing Case Number. If filing a New Dispute when there is No Reported Claim, party information will need to be added by clicking on the buttons ADD MY PARTIES and ADD OTHER PARTIES.**

6. The bottom portion of the screen will display case participants. This section will auto-populate when filing either to an **Existing Case** or a **New Dispute** on an Existing case number. This section will be blank if filing a **New Dispute when there is not a previously reported claim**. Subsequently, case participant information will need to be added.
7. To add case participants, first click on the button **Add My Parties**.

[Add Case Participants](#)    [Add My Parties](#)    [Add Other Parties](#)    (Any party to be served must be

[Remove](#)    Participant Name    Type

8. On the **Add-a-Party page**, fill in the party information fields. Required fields are marked with an asterisk. Click the **Submit button** at the bottom to continue.
9. Click the **Add Other Parties button** to add the defendant information. A section is also available on this page to add the defendant's attorney, if that information is known. Click the **Submit button** at the bottom to continue.
10. When the case participant section is complete, click **Next**.
11. On the **Add-a-Document page**, click the down-arrow in the **Document Type field** to select which document type is being filed. It may be helpful, but not required, to click the down-arrow in the **Document Category field** to filter the search selections that display in the **Document Type field**.

Home ⇒ New Case Filing: Court ⇒ Case Type ⇒ Case Initiation ⇒ Add a Document

**Case Type : Judicial Claim (Form 100)**

Document Category

Document Type \*

Additional Text

☐ Sealed ☐ Confidential

Acceptable File Format Type(s) (\*.pdf)

Document Location  No file chosen

Add to Submission

Document Name	View Document	Edit Data
Case Data	<a href="#">form.xml</a>	

Total Size: 0.

**Annotations:**

- This text identifies the page name.
- Click the down-arrow to display the listing of document types for this case type.
- Optional text. This will display in the docket listing.
- Click the Choose File button to browse one's computer for the document. Then click Add.

11. If desired, enter additional identifying text in the optional **Additional Text** field. This will display alongside the document type in the docket listing.
12. Click **Choose File** to search one's computer or thumb drive for the needed document. Click **Add**.
13. The selected document will display in the Document table at the bottom of the page. To view the document, click the hyperlink title in the **View Document** column. To delete the document from the filing, click the "X" icon in the **Remove** column.
14. Additional documents may be added to the filing by repeating steps 11 – 14. Be aware that the total submission size of the filing must be less than 30 MB.
15. With all documents added, click **Next**.
16. On the **Review and Submit Filing** page one may view, add, or remove documents from the filing.
  - a. The optional Client # field is a convenience for filers who use an internal filing system.
  - b. If desired, add a note for the clerk using the text field provided.
  - c. Click the button **Submit the Filing**.

**NOTE:** if the user chooses to save the filing to submit at a later time, click the **Move to Draft** button. When ready to submit the filing, hover over the **eFile** tab at the top of the screen and select **Draft Filings** from the drop-down list, OR, click on the **Draft Filings** button on the Home page. Locate the needed draft and click on the **hyperlink description** to be directed to the **Add-a-Document** page where **Next** button is clicked to return the filer to the **Review and Submit Filing** page.

**Review and Submit Filing**

Case Title : HEILMAN V. MONSON GOOD SAMARITAN CENTER

Case Type : Judicial Claim (Form 100)

Client #

Generated Case Data:

[View Data](#)

Document(s) to be Submitted:

Document Name	View Document
Form 100 - Original Notice and Petition	<a href="#">Exhibit B.pdf</a>

Special Filing Instructions for the Clerk:

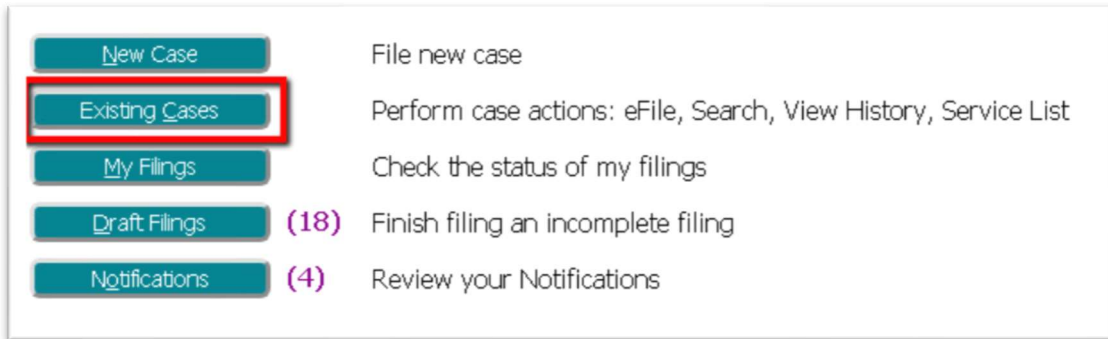
**Annotations:**

- This is an optional field if the filer has an internal filing system they use to identify their client.
- Clicking this button will direct the user back to the Case Initiation page where edits may be made; clicking the hyperlink Participant Name there allows edits to the party's information.
- Clicking this button will direct the user back to the Add-a-Document page for edits.
- Click to view the document being submitted.
- This optional field allows the user to send a note to the clerk.



## FILING TO AN EXISTING CASE

1. On the Home Page, click the **Existing Cases** button



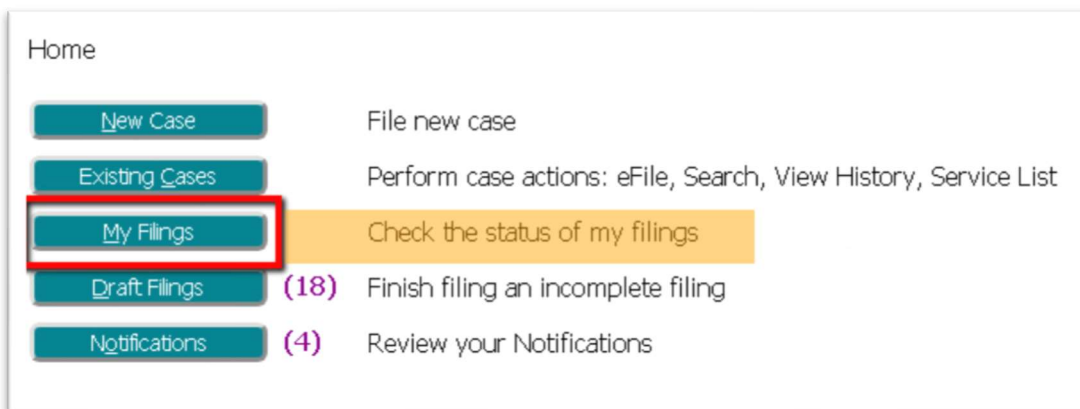
2. On the **Cases** page, enter the case number in the provided field and click the **eFile** button. Alternately, find the case in the Cases table listings and click the **hyperlink eFile** on the line of the desired case.



1. Proceed by following steps #11 - #17 from the **Filing a New Case** section listed above.

## CHECKING A FILING'S STATUS

1. To check the status of a filing, click the **My Filings** button from the **Home** Page.



- On the **My Filings** page, set the date fields to filter the search. If the information is known for **Filing ID**, **Court Case #**, **Client #**, and/or **Status**, fill in these fields. Click **Go** to locate the desired submission listing.

**My Filings**

**Terry J. Abernathy Filings**

**Report Criteria:**

View Filings Between:  AND

Filing ID:  Court Case #:  Client #:  Status:

- The **Status** column is on the far right. Click the status hyperlink to view more details about the filing, including documents and confirmation of receipt. File-stamped documents are available to be viewed and printed, if desired, when the status changes to either **"Filed"** or **"Filed-Presented to Judge."**

My Filings Between 05/01/2019 and Today

Filings per page: 50

Filing ID	Client #	Case Title	Court Case #	Date Submitted	Document Type	Status
<a href="#">(H)590</a>		MARVIN VEEDINDAAL V. AIR FREIGHT SYSTEMS	19T700019	07-19-2019 09:20:32 AM	Partial Commutation - Proposed	<a href="#">Filed-Presented to Deputy</a>
<a href="#">(H)588</a>		EDWIN CLARK V. METRO PAVERS INC.	19T700017	07-19-2019 09:12:31 AM	Partial Commutation - Proposed	<a href="#">Filed-Presented to Deputy</a>
<a href="#">(H)585</a>		DARRYL GAINES V. INTERNATIONAL HOUSE OF PANCAKES (DES MOINES)	19T700051	07-18-2019 01:22:33 PM	Agreement for Settlement - Proposed	<a href="#">Filed-Presented to Deputy</a>
<a href="#">(H)576</a>		CALEB WILLIAMS V. PARKER HANCOCK CORP.	19T700005	07-18-2019 09:38:06 AM	Motion to Amend	<a href="#">Awaiting Approval</a>
<a href="#">(H)575</a>		HEILMAN V. MONSON GOOD SAMARITAN CENTER	19T700080.01	07-18-2019 09:35:24 AM	Request Hearing Date	<a href="#">Awaiting Approval</a>
<a href="#">(H)574</a>		ANDERSON V. TT LLC		07-18-2019 09:03:42 AM	Form 100 - Original Notice and Petition	<a href="#">Awaiting Approval</a>

## RESUBMITTING A REJECTED FILING

- If a filing's status is **Rejected**, click the status link to view the reason for rejection.
- A filing rejection will generate a "one-time-use" **Resubmit** button to the right of the status column.

Filings per page: 50

Status
<a href="#">Filed-Presented to Deputy</a>
<a href="#">Filed-Presented to Deputy</a>
<a href="#">Rejected</a> <input type="button" value="Resubmit"/>
<a href="#">Filed-Presented to Deputy</a>
<a href="#">Filed</a>
<a href="#">Awaiting Approval</a>
<a href="#">Awaiting Approval</a>
<a href="#">Resubmitted</a>
<a href="#">Awaiting Approval</a>

**A yellow box with an exclamation mark inside it indicates that a note from the clerk is awaiting the filer.**

**To resubmit a rejected filing, click the 1-time-use Resubmit Button to be directed to the Add-a-document page where edits/changes may be made.**

**The Resubmitted Status means the Resubmit Button was used for this particular filing.**

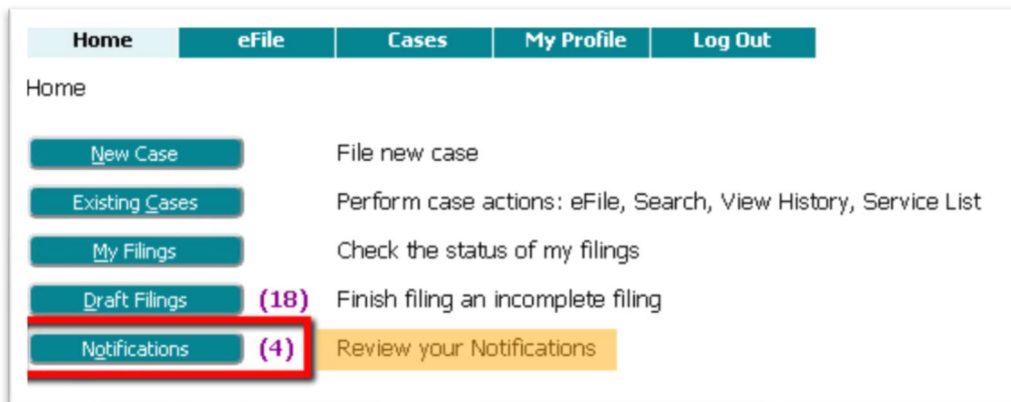
Clicking **Resubmit** will cause the eFlex system to clone the information in the rejected submission for use in a new submission and will route the user to the Add-a-Documents page so the corrections can be made. The user **MUST** continue through the new case or existing case submission process until the message that the filing has been submitted to the court is received.

- Upon clicking **Resubmit**, the **Rejected** status will switch to **Resubmitted** to indicate the submission was cloned. The button will then disappear. If the filing is not submitted to the court when the button is activated, it will be stored in the **Draft Filings**.

## RETRIEVING 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. The user may also get *unofficial*, courtesy emails regarding efilings to the user's case.

- On the **Home** page, click the **Notifications** button, or hover over the **Cases** Tab and select **Notifications** from the drop-down list.



- Notifications with bolded blue headings are "Unread" Notifications. 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 then returning to the page.



- To open the *Official Court Notification*, click on the hyperlink **Document Title** in the **Document(s) filed by** column.
- The **NEF** (Notice of Electronic Filing) will display in a new browser tab.



**\*\*\*\*\* IMPORTANT NOTICE - READ THIS INFORMATION \*\*\*\*\***  
**NOTICE OF ELECTRONIC FILING (NEF)**

A filing has been submitted to the court RE: 19T700019  
 Judge:

**Official File Stamp:** 07-19-2019:09:20:32 AM  
**Court:** Division of Workers' Compensation  
**Case Title:** MARVIN VEENENDAAL V. ABF FREIGHT SYSTEMS  
**Document(s) Submitted:** Partial Commutation - Proposed  
**Filed By:** Terry J. Abernathy

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

**The following people were served electronically:**  
 Terry Abernathy for Marvin Veenendaal

**The following people have not been served electronically by the Court. Therefore, they must be served by traditional means**  
 ABF Freight Systems  
 EMPLOYERS MUTUAL & CASUALTY

- a) The top of the NEF contains case-related information, including what **document(s)** were filed to trigger the NEF to be sent.
  - b) The bottom portion of the NEF indicates the **service requirements** at the time the listed document(s) were 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.
5. To view document(s) on the **Notifications page**, click the hyperlink title listed under the **NEF title**. The time-stamped document will display as a pdf. Users may choose to download hard-copies for their records.

Delete Mark As Read Mark As Unread

Notification Id	Document(s) filed
491	Partial Commutation - Proposed was filed by Terry J. Abernathy
490	Partial Commutation - Proposed was filed by Terry J. Abernathy
487	Agreement for Settlement - Proposed was filed by Terry J. Abernathy

**Click Document hyperlink titles to open document as a pdf. Print, if desired, for your records.**

6. The system performs an auto clean-out 60 days after the NEF is delivered. Users can clean up the page manually by using the checkbox in combination with the delete button.

## LOCATING CASE INFORMATION

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

**NOTE:** During the transition period from paper-filing to electronic filing, it is possible that not all of an attorney's current cases will populate the **Cases Page**. E-filing a **Notice of Appearance** on these cases is advised (see instructions below). It may also be helpful to call the Support helpline for assistance.

- 1) To navigate to the **Cases** page, click on the **Existing Cases** button on the Home page, or hover over the **Cases** Tab and select **Cases** from the drop-down list.



2. Enter the case number in the provided text field and click the **History** button. A **Case Summary** will display in a new browser tab. Alternately, one may also choose to click the **hyperlink case number** from the **Cases Table** to be directed to the **Case History** page



3. To view who has been electronically served and who needs to be served by traditional means, enter the case number in the provided text field and click the **Service List** button which will open a new tab and display the **Certificate of Service**. This page may also be accessed by locating the desired case in the Cases table and clicking the hyperlink **Service List** in the **Service List** column on the right.



**NOTE:** Although any user with a correct case number can file, users will not be able to view a case history unless they are party to the case or counsel of record on the case. Pro Se filers may need to file the document type Notice of Case Association.

**Case Summary**  
19T700060.01 : PEARLMAN V. WESTERN DRILLING LLC  
Division of Workers' Compensation

<b>Case Number</b>	19T700060.01	<b>Claimant</b>	Jason Pearlman
<b>Case Type</b>	Alternate Medical Care	<b>Employer</b>	Western Drilling LLC et al
<b>Opened</b>	06-27-2019	<b>Deputy</b>	
<b>Status</b>	ACTIVE	<b>Injury Date</b>	
<b>Venue</b>	Des Moines	<b>Petition Injury Date</b>	05/27/2019

[Show/Hide Participants](#)

Participant	Address	Counsel of Record
Jason Pearlman 1000 Greenway Apt #400D Des Moines, IA 50613 909-365-2214 jpearlman@zippyemail.net		Terry Abernethy
Western Drilling LLC 2300 West Carlyle Drive Suite #5600 Des Moines, IA 50616 909-650-6322		
EMPLOYERS MUTUAL INSURANCE CO 717 Mulberry Street Des Moines, IA 50309 800-541-9998		

[Show/Hide Related Cases](#)

File Date	Case Title
7-08-2019 12:00:16 PM	Brief - Alternate Medical Care Filed By: Court
7-08-2019 12:00:16 PM	Exhibits - Alternate Medical Care Filed By: Court
7-08-2019 11:59:22 AM	Exhibits - Alternate Medical Care Filed By: Court
6-27-2019 01:24:17 PM	Form 100C - Original Notice and Petition Concerning Application for Alternate Medical Care with Proof of Service For Injuries Sustained

4. Within the **Case Summary** page, Click the **Show/Hide Participants** expansion link to view the case participants, their addresses and their Counsel of Record.
5. Click the **Show/Hide Related Cases** expansion link to view related cases.
6. Clicking the docket listing of any text appearing in blue will allow the user to open and/or save the document.

**Case Summary**  
19T700060.01

<b>Case Number</b>	19T700060.01
<b>Case Type</b>	Alternate Medical Care
<b>Opened</b>	06-27-2019
<b>Status</b>	ACTIVE
<b>Venue</b>	Des Moines

[+ Show/Hide Participants](#)

[+ Show/Hide Related Cases](#)

File Date	Case Title
07-08-2019 12:00:16 PM	Brief - Alternate Medical Care Filed By: Court
07-08-2019 12:00:16 PM	Exhibits - Alternate Medical Care Filed By: Court
07-08-2019 11:59:22 AM	Exhibits - Alternate Medical Care Filed By: Court

## ASSOCIATION TO A CASE/NOTICE OF APPEARANCE

When an attorney efiles a new case, they will automatically be associated to the case and listed as the attorney for the plaintiff. When an attorney efiles an answer to a case, they will be associated to the case in this manner:

- 1) On the **Home page**, click to file to an **EXISTING CASE**.

New Case	File new case
<b>Existing Cases</b>	Perform case actions: eFile, Search, View History, Service List
My Filings	Check the status of my filings
Draft Filings	Finish filing an incomplete filing
Notifications	Review your Notifications

- 2) On the **Search Cases page**, enter the case number in the provided field and click **eFile**.

Court: DIVISION OF WORKERS' COMPENSATION

Case Number: 19T700013.02

Ex: 070900001

Buttons: eFile, Schedule Hearing, History, Service List, Search Cases

- 3) On the **Add-a-Document Page**, select the appropriate **Answer Document** in the **Document Type** field, click the button **Choose File**, and browse the computer to locate the prepared document.

Case Number : 19T700013.02    Case Title : CASSIDY V. DOLLAR GENERAL OF DES

Case Type : Judicial Claim (Form 100)

Document Category: [Dropdown]

Document Type \*: **Form 100 - Answer**

Additional Text: [Text Area]

☐ Sealed    ☐ Confidential

Acceptable File Format Type(s) (\*.pdf)

Document Location: **Choose File** Exhibit B.pdf

Add to Submission: **Add**

Click to Add.

Document Name: [Text Field]    View Document

Back    Move to Draft    Next

- 4) When the **Add** button is clicked, the user will be directed to the **Notice of Appearance page** where the attorney marks the box next to the party they are representing. **Click Next**.



**Judicial Claim (Form 100)**

19T700013.02 Case Title : CASSIDY V. DOLLAR GENERAL OF DES MOINES

Add an Attorney for this Party

Last Name	Middle Name	First Name	Bar #	Type
X Terry			41157	Iowa Attorney

Add

Select the party you will be representing.

For	Participant Name	Current Role	Attor
<input type="checkbox"/>	Denver Cassidy	Claimant	
<input type="checkbox"/>	SENTRY INSURANCE	Insurance Carrier	
<input type="checkbox"/>	Dollar General of Des Moines	Employer	

Back Next Click

The filing attorney's information will display here.

- 5) The screen displays the document that will be efiled in the **Document Name** column. Click the **Next** button.

Case Number : 19T700013.02 Case Title : CASSIDY V. DOLLAR GENERAL OF DES MOINES

Case Type : Judicial Claim (Form 100)

Document Category

Document Type \*

Additional Text:

☐ Sealed ☐ Confidential

Acceptable File Format:

Document Location:  No file chosen

Add to Submission

Document Name	View Document	Edit Data	Size	Remove
Notice of Appearance			0.0 MB	

Total 0.0 MB Size:

Back Move to Draft Next Click Next.

The Notice of Appearance displays as the document to be filed.

To view and/or edit the information, click the edit icon.

- 6) This brings the filer to the **Review & Submit Filing** page where the button **Submit the Filing** is clicked to complete the submission.

**Review and Submit Filing**

19T700013.02 Case Title : CASSIDY V. DOLLAR GENERAL OF DES MOINES

Case Type : Judicial Claim (Form 100)

Client #

You represent the following:

SENTRY INSURANCE

Document(s) to be Submitted:

Document Name	View Document
Form 100 - Answer Exhibit B.pdf	

Special Filing Instructions for the Clerk:

Back Cancel (Delete) Move to Draft Submit the Filing

The system acknowledges the party you represent.

The Answer document is listed here.

Click to submit the filing.



During the transition period from paper-filing to electronic filing, it is possible that not all of an attorney's current cases will populate the **Cases Page**. Filing a **Notice of Appearance** on these cases may be advised. This is a similar process to the above listed steps:

- 1) On the **Home page**, click to file to an **EXISTING CASE**.

New Case	File new case
<b>Existing Cases</b>	Perform case actions: eFile, Search, View History, Service List
My Filings	Check the status of my filings
Draft Filings	Finish filing an incomplete
Notifications	Review your Notifications

- 2) On the **Search Cases page**, enter the case number in the provided field and click **eFile**.

Court: DIVISION OF WORKERS' COMPENSATION

Case Number: 19T700013.02  
Ex: 070900001

Buttons: eFile, Schedule Hearing, History, Service List, Search Cases

- 3) On the **Add-a-Document Page**, select **Notice of Appearance** and then click **ADD**. The **Choose File** button will be grayed out and inaccessible to click because it is not necessary to upload a document for this document type.

Case Type : Judicial Claim (Form 100)

Document Category: [Dropdown]

Document Type \*: Notice of Appearance

Additional Text: [Text Field]

Sealed ☐ Confidential ☐

Acceptable File Format Type(s) (\*.pdf)

Document Location: Choose File No file chosen

Add to Submission: Add

Buttons: Back, Move to Draft, Next

- 4) The next screen asks the attorney to mark the box next to the party they are representing. Click Next.

Judicial Claim (Form 100)

19T700013.02 Case Title : CASSIDY V. DOLLAR GENERAL OF DES MOINES

Add an Attorney for this Party

Last Name	Middle Name	First Name	Bar #	Type
X Terry			41157	Iowa Attorney

Add

Select the party you will be representing.

Participant Name	Current Role	Attor
<input type="checkbox"/> Denver Cassidy	Claimant	
<input type="checkbox"/> SENTRY INSURANCE	Insurance Carrier	
<input type="checkbox"/> Dollar General of Des Moines	Employer	

Buttons: Back, Next

- 5) The screen displays the document that will be efiled. Click the **Next** button.

Case Number : 19T700013.02 Case Title : CASSIDY V. DOLLAR GENERAL OF DES MOINES

Case Type : Judicial Claim (Form 100)

Document Category

Document Type \*

Additional Text

☐ Sealed ☐ Confidential

Acceptable File Format

Document Location  No file chosen

Add to Submission

Document Name	View Document	Edit Data	Size	Remove
Notice of Appearance			0.0 MB	

Total 0.0 MB Size:

- 6) This brings the filer to the **Review & Submit Filing** page where the **Submit the Filing** button is clicked to complete the submission.

**Review and Submit Filing**

19T700013.02 Case Title : CASSIDY V. DOLLAR GENERAL OF DES MOINES

Case Type : Judicial Claim (Form 100)

Client #

You represent the following:

SENTRY INSURANCE

Document(s) to be Submitted:

Document Name	View Document
Notice of Appearance	

Special Filing Instructions for the Clerk:

## PAYING FOR FILING FEES

In the beginning stages of the Go-Live eFiling process, filing fees will be paid directly to the court by check. Very soon, the process of paying through the Filer's Interface will be implemented. At that point, the filer, after completing their submission on the **Review and Submit Filing** page, will be directed to the Payment Vendor's site. Information will be provided when this functionality is activated.

## SCHEDULING A HEARING

The functionality for scheduling a hearing has been disabled at this time. When the scheduling feature is activated, the User's Quick Guide will be updated with step-by-step instructions.

## Q&A

### Why was I logged out of the system?

When working inside the Filer's Interface, be aware that the system will automatically log you out should there be 30 minutes of inactivity. If you plan to step away from your computer and don't want to lose any data that has been entered, click on the **Move to Draft button** found at the bottom of the **Add-a-Document Page** and the **Review and Submit Filing page**.

### How do I continue with a filing that has been moved to Draft?

When ready to complete a Draft filing, hover over the **eFile tab** at the top of the screen and select **Draft Filings** from the drop-down list, **OR**, click on the **Draft Filings** button on the Home page. Locate the needed draft and click on the **hyperlink description** to be directed to the **Add-a-Document page** where the **Next** button is clicked to be returned to the **Review and Submit Filing page**.

### For easier searching, are any of the case tables within the eFiling system sortable?

There are **Case Tables** found on each of the following pages: **Cases page**, **Draft Filings page**, **My Filings page**, **Notifications page** and **Filing Charges page**. The first four pages are found under their corresponding buttons on the **Home Page**, whereas the last one listed is found under the **Cases Tab**. Each column header has an ascending/descending order **sort feature** by clicking on its **Title** and controlling the listings with the **up/down arrow**. Click on the **column heading** of the column you wish to sort. The **up/down arrow** will transfer to that column to allow for the desired sorting.

### How do I bring up the Case History Page for any of my cases?

On the **Home page**, click on the **Existing Cases button**. In the Cases table, click on the **hyperlink case number** in the **Case Number column** and a new browser tab will open up and display the **Case History page**.

### Why can't I edit the organization listed on My Profile Page?

To edit your profile, hover over the **My Profile Tab** at the top of the screen and select **My Profile**. This directs you to the **User Profile page**. At the bottom of the page click the button **Modify User Profile**. This opens the page where edits may be made on any of the text boxes. The *role*, *user name*, *organization*, *bar number*, and *company address* cannot be edited by the user and requires a call to the Support Number for an administrator to make those changes.

### How do I eFile as a claim representative?

Follow the instructions for requesting an eFiling account and select the role of **Claim Representative**. In this role you will have limited permissions. You will have the ability to file **Medical Reports** and **Settlement Documents**, but you will not have access to the case information since you are not a party on the case.