

How to use Efile

1. Go to www.iowacourts.state.ia.us/efile/
2. Click on Efiling Approved Forms (this is at the bottom left)
3. Click on Small Claims Forms (This is at top left)
4. Click on e-form 3.6 Original Notice for Forcible Entry and Detainer
5. Put 'Pottawattamie' on the top for your county. You are the plaintiff. The defendant is "John Doe and All Occupants". Put the address. The 'basis for demand' is NON-PAYMENT OF RENT. Where you see the /s/, type your own name. Put your address/info as you normally would and SAVE the file as a PDF file. There is a little 'save' button at the top left of your screen (it looks like a disk).
6. Go back to www.iowacourts.state.ia.us/efile/
7. Enter your user name and password. This IS case sensitive.
8. Click on New Case (on top left)
9. Click on Small Claims
10. Click on Forcible Entry
11. Don't put anything in Filer Reference, but title your case as Ima Landlord (your name) VS John Doe and All Occupants. (my example is Homesteads Group VS Bill Smith and All Occupants). Then, click on the green button that says 'Add My Parties'.
12. It should say PLAINTIFF at the top. This is you/landlord. Click the dot that says 'Business'. For last name put 'your own last name or your Company's name'. Our tax ID goes in the EIN category. Fill out your phone, fax, email, address, etc. Click the green button at the bottom that says "NEXT".
13. Click on the green button that says, "Add Other Parties" (should say defendant). Fill out your information just for John Doe. Click the green button at the bottom that says "NEXT".
14. Click on the green button that says, "Add Other Parties" (should still say defendant). This is where you put ALL OTHER OCCUPANTS. Fill out the address and click on the green button at the bottom that says "NEXT."
15. Your case participants should say your name/company, the person you are evicting, and All Other Parties. If this is correct, click the green button at the bottom that says NEXT.
16. It should now say Case Sub Type : SMALL CLAIM – FORCIBLE ENTRY at the top of the page. Where it says 'Document Category' Click on the drop down box and choose "Small Claims Common Filings."

17. Where it says 'Document Type' Click on the drop down box and choose "Small Claims Original Notice".

18. Where it says 'Additional Text', type in "Ima Landlord VS John Doe and All Occupants, but use your name and your tenant's name

19. Where it says 'Document Location', Click on the "Browse" button and look for your forcible entry e-document that you originally typed. Click okay so the form is saved onto your efile. (this will sort of depend on where in your computer you saved your e-documents.) Then, click on the button that says 'NEXT'.

20. You should see SMALL CLAIM – FORCIBLE ENTRY and then, in yellow, your screen should say a case number and case title. Below that, it will say something like, 'This case sub type does not allow service by certified mail. So, click on the button that says 'NEXT'.

21. Halfway down the page is where you click how you are paying. I pay at the counter so I click on "Pay At Counter." Then, go to the bottom and click on the green button that says, "Submit the Filing. If you are paying with a credit card, skip down to Step 23.

22. You have now submitted your filing to the clerk! You should get an email shortly telling you it was received, but you DO NOT HAVE A COURT-DATE YET UNTIL YOU GO PAY FOR IT!!! Go to the courthouse and pay. (The courthouse is closed between noon and 1pm)

23. After you have paid, you will get an email that has the date and time of your hearing. Click on the email to get a copy of the court notice. Make 3 copies - Send one proof-of-mail, send the other regular mail, and take the 3rd copy to the Sheriff's office with a \$20 check to have him serve it. (See How to Evict Instructions). Do this IMMEDIATELY! It should be done the same day you filed for the eviction.

24. Before court, scan your original 3-Day Notice into the computers at the courthouse. I do this a few minutes before I walk into the courtroom.

25. For the eviction court hearing you will need the following:

- a. The Original 3-Day Notice
- b. Tthe copy of the 3-Day Notice stamped envelope
- c. The proof you mailed the 3-Day Notice at the post office
- d. A photocopy of the Court Date stamped envelope
- e. The proof you mailed the court notice from the post office.

**For court, dress appropriately. Shut your cell phone completely off. Stand up when the judge walks in. Do not interact with your tenant in any way. Only answer yes/no to questions the judge asks you. Once you win, he will hand you a Writ Of Possession. Take this to the clerk on the 3rd floor for filing. Call the Sheriff and book your eviction.