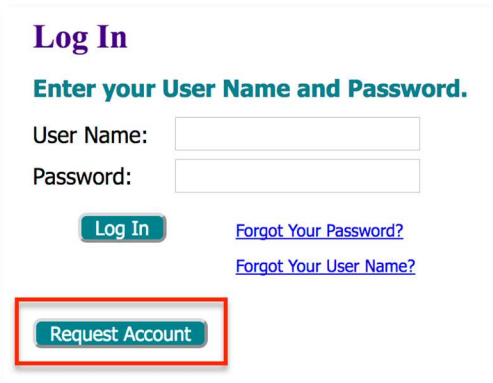


# Quick Guide for FILERS

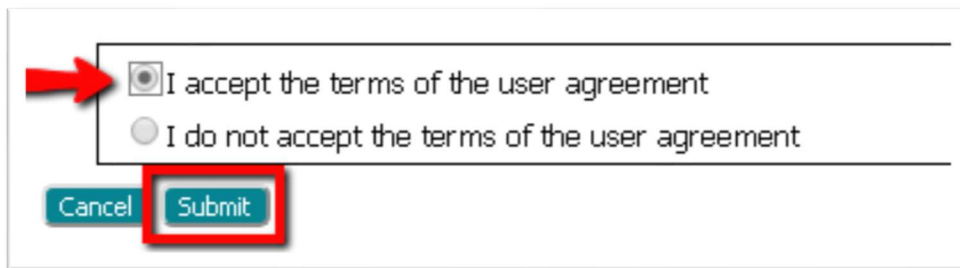
- 1. Requesting an Account . . . . . page 1
- 2. Filing a New Case. . . . . page 3
- 3. Filing to an Existing Case . . . . . page 6
- 4. Checking a Filing’s Status. . . . . page 6
- 5. Resubmitting a Rejected filing. . . . . page 7
- 6. Retrieving Notifications . . . . . page 8
- 7. Locating Case Information . . . . . 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 19

## 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.

Cancel    **Next**

- 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

Cancel    **Next**

- 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 c

Confirm E-Mail: \*

1st Alternate E-Mail:

2nd Alternate E-Mail:

---

Address Line 1: \*

Address Line 2:

City: \*  State: DISTRICT OF COLUMBIA

Postal Code: \*  Country: UNITED STATES

Cancel    **Submit**

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

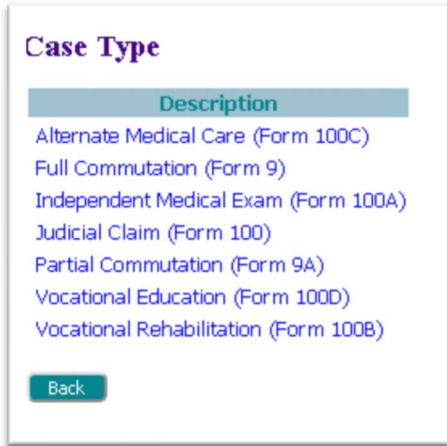
**Search** **Clear**

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

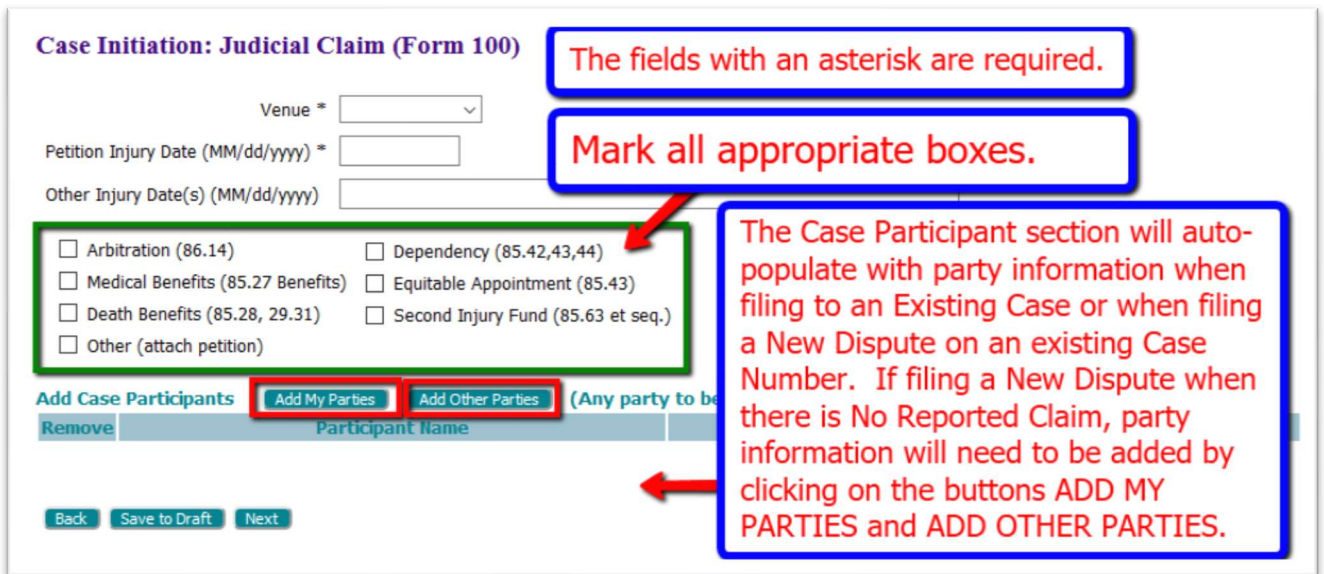
Click if this is the **Existing Dispute** to which you want to file. It will direct you to the **Add-a-Document** page.

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 the **NEW DISPUTE** button from the **No Reported Claim** line 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.



- 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.



- 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.
- To add case participants, first click on the button **Add My Parties**.



- 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.
- 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.
- When the case participant section is complete, click **Next**.
- 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**.

12. If desired, enter additional identifying text in the optional **Additional Text** field. This will display alongside the document type in the docket listing.
13. Click **Choose File** to search one's computer or thumb drive for the needed document. Click **Add**.
14. 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.
15. 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.
16. With all documents added, click **Next**.
17. 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.

## FILING TO AN EXISTING CASE

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

A screenshot of the Home Page navigation menu. The menu items are: New Case (File new case), Existing Cases (Perform case actions: eFile, Search, View History, Service List), My Filings (Check the status of my filings), Draft Filings (18) (Finish filing an incomplete filing), and Notifications (4) (Review your Notifications). The 'Existing Cases' button is highlighted with a red box.

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.

A screenshot of the Cases page. At the top, it says 'Cases' and 'Court: DIVISION OF WORKERS' COMPENSATION'. There is a 'Case Number' input field with an example '070900001' and a 'Search Cases' button. To the right of the input field are buttons for 'eFile', 'Schedule Hearing', 'History', and 'Service List'. A red box with arrows points to the 'eFile' button and the input field, containing the text 'Enter the case number and click the eFile button.' Below the search area is a table of cases. A red box with an arrow points to the 'eFile' column of the table, containing the text 'Locate the desired case & click the eFile button to its right.' The table has columns for Case Title, Case Number, eFile, Schedule Hearing, and Case Type. The rows are: KID V. BILLS PUB (19T700090.01), CALEB WILLIAMS V. PARKER HANNIFIN CORP (19T700085), HEILMAN V. MONSON GOOD SAMARITAN CENTER (19T700080.01), BRITTNEY M. HEILMAN V. MONSON GOOD SAMARITAN CENTER (19T700080), and BANKS V. FRESH MEATS PRODUCTION (19T700077.01).

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.

A screenshot of the Home Page navigation menu. The menu items are: New Case (File new case), Existing Cases (Perform case actions: eFile, Search, View History, Service List), My Filings (Check the status of my filings), Draft Filings (18) (Finish filing an incomplete filing), and Notifications (4) (Review your Notifications). The 'My Filings' button is highlighted with a red box.

- 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: **All** ▼

- 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

Delete

Filings per page: 50 ▼

Filing ID	Client #	Case Title	Court Case #	Date Submitted	Document Type	Status
1590		MARVIN VEENENDAAL V. ABF FREIGHT SYSTEMS	19T700019	07-19-2019 09:20:32 AM	Partial Commutation - Proposed	Filed-Presented to Deputy
1588		EDWIN CLARK V. METRO PAPERS INC	19T700017	07-19-2019 09:12:31 AM	Partial Commutation - Proposed	Filed-Presented to Deputy
1585		DARRYL GAINES V. INTERNATIONAL HOUSE OF PANCAKES (DES MOINES)	19T700051	07-18-2019 01:22:33 PM	Agreement for Settlement - Proposed	Filed-Presented to Deputy
1576		CALEB WILLIAMS V. PARKER HANIFFIN CORP	19T700085	07-18-2019 09:38:06 AM	Motion to Amend	Awaiting Approval
1575		HELLMAN V. MONSON GOOD SAMARITAN CENTER	19T700080.01	07-18-2019 09:35:24 AM	Request Hearing Date	Awaiting Approval
1574		ANDERSON V. TT LLC		07-18-2019 09:03:42 AM	Form 100 - Original Notice and Petition	Awaiting Approval

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

**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.**

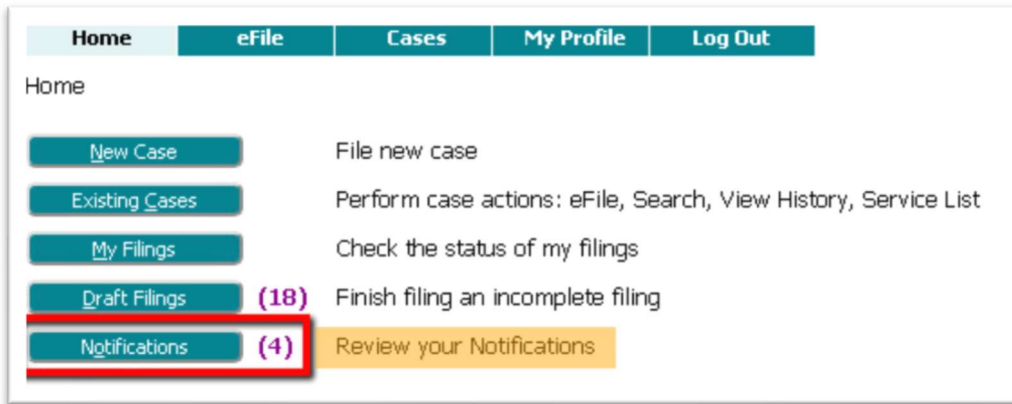
Clicking **Resubmit** will cause the eFlex system to clone the information in the rejected submission for use in a new submission and will route the user to the Add-a-Documnet page so the corrections can be made. The user **MUST** continue through the new case or existing case submission process until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

- 3. 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**.

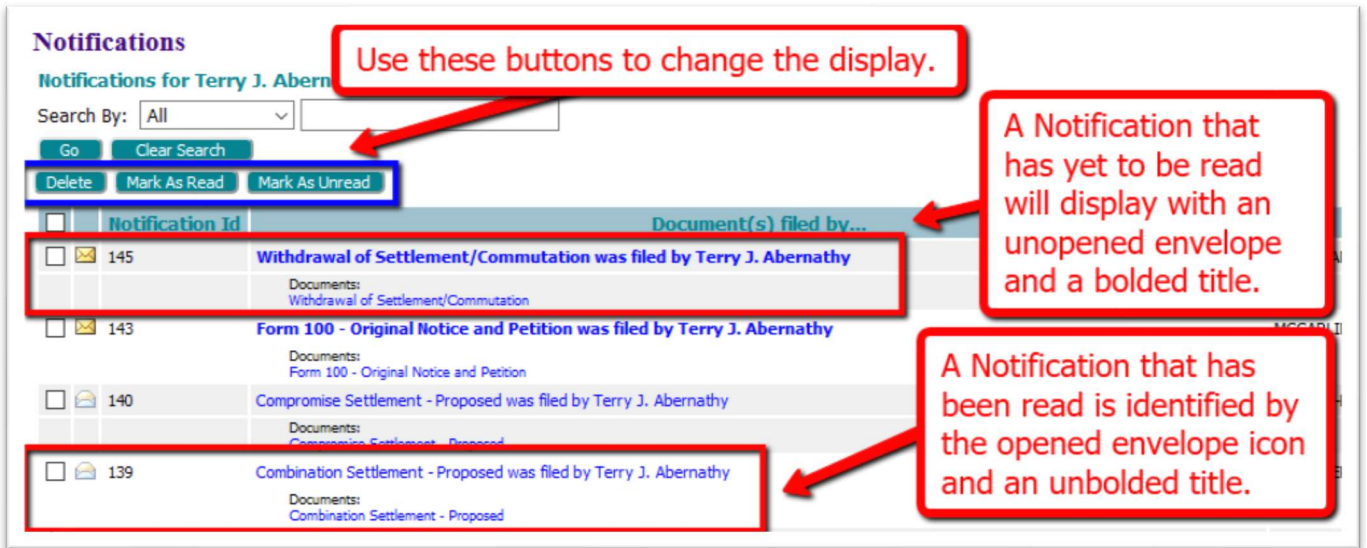
## RETRIEVING NOTIFICATIONS

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.

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



- 2. 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.



- 3. To open the *Official Court Notification*, click on the hyperlink **Document Title** in the **Document(s) filed by** column.
- 4. 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 by
491	Partial Commutation - Proposed was filed by Terry J. Abernathy Documents: <a href="#">Partial Commutation - Proposed</a>
490	Partial Commutation - Proposed was filed by Terry J. Abernathy Documents: <a href="#">Partial Commutation - Proposed</a>
487	Agreement for Settlement - Proposed was filed by Terry J. Abernathy DARRYL GAINES V. INTERNATIONAL

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

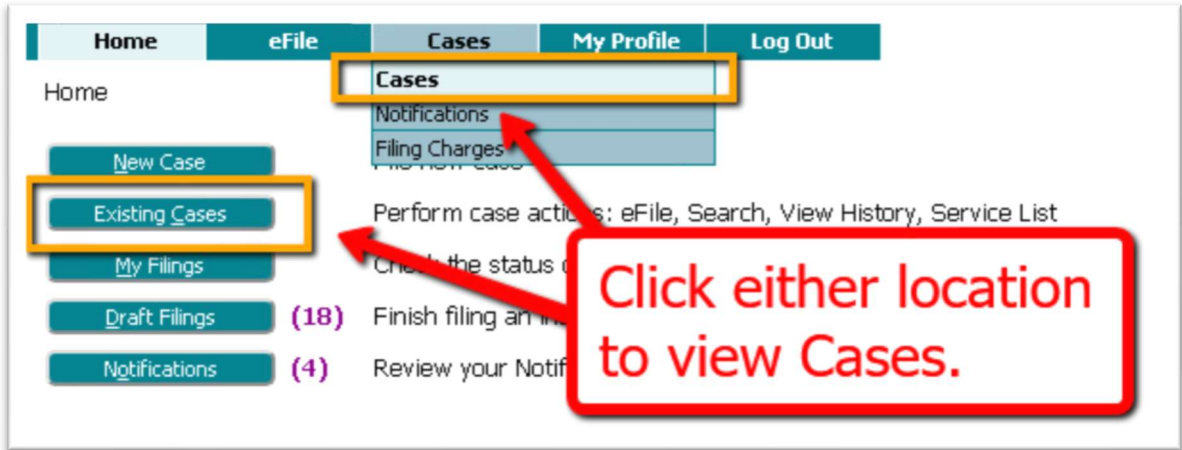
- 6. The system performs an auto clean-out 60 days after the NEF is delivered. Users can clean up the page manually by using the checkbox in combination with the delete button.

## LOCATING CASE INFORMATION

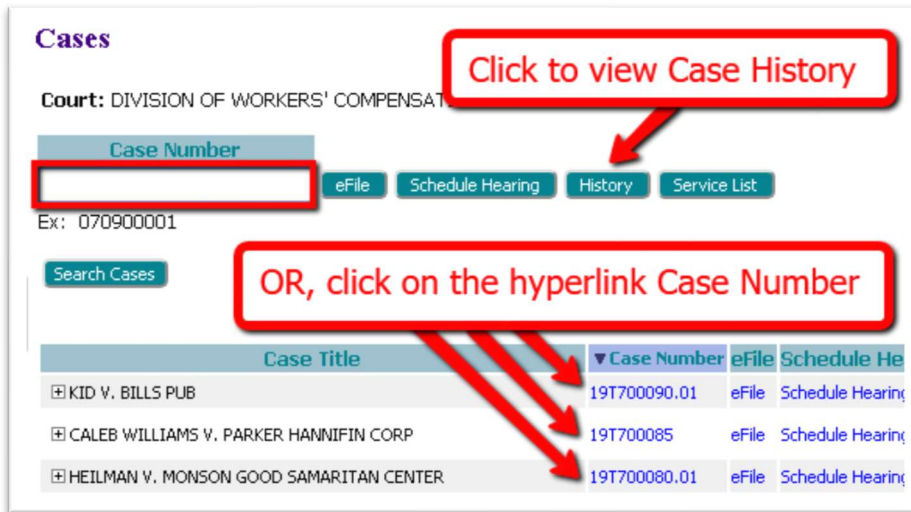
The **Cases** page gives the user easy access to cases, documents filed to the case, and service list information associated to a particular case at the time of the query.

**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**. Efiling a **Notice of Appearance** on these cases is advised (see instructions below). It may also be helpful to call the Support helpline for assistance.

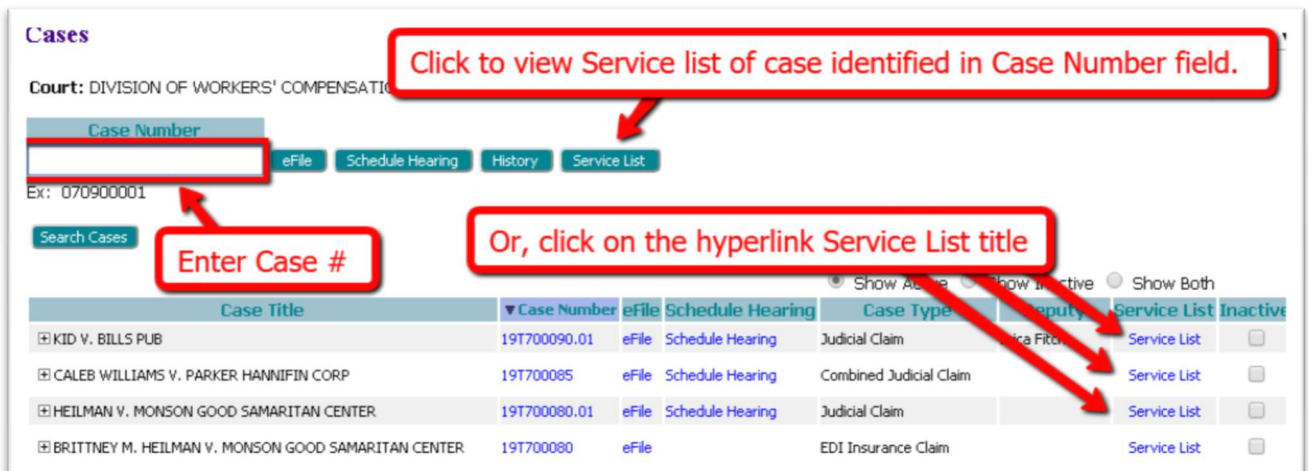
- 1) To navigate to the **Cases** page, click on the **Existing Cases** button on the Home page, or hover over the **Cases** Tab and select **Cases** from the drop-down list.



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**.

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

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

Show/Hide Participants

Claimant	Counsel of Record
Jason Pearlman 1000 Greene 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 815-281-9998	

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

**Case Info**

Click the expansion link to view the case participants.

Click the expansion link to view Related Cases.

Clicking the Docket Listing of any text in blue will open the document as a pdf.

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

Show/Hide Participants

Show/Hide Related Cases

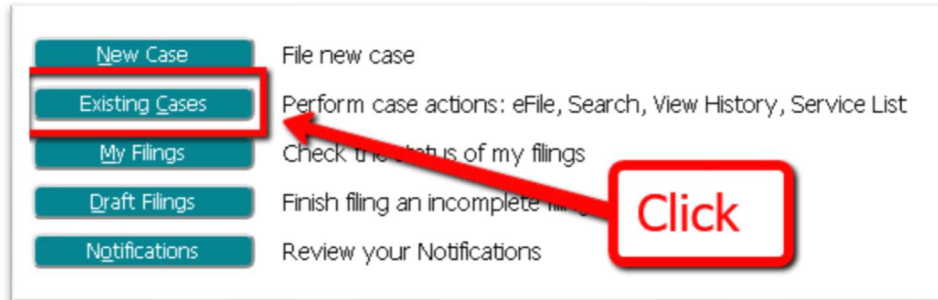
File Date	Case Title
07-08-2019 12:00:16 PM	Brief - Alternate Medical Care Filed By: Court
07-08-2019 12:00:16 PM	Exhibits - Alternate Medical Care Filed By: Court
07-08-2019 11:59:22 AM	Exhibits - Alternate Medical Care Filed By: Court

Click the expansion + icon to view information.

## 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**.



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



- 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.

- 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		Jill	41157	Iowa Attorney

The filing attorney's information will display here.

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	

Click

Back Next

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: [Dropdown]  
 Document Type\*: [Text]  
 Additional Text: [Text]  
 Sealed  Cor  
 Acceptable File Format: [Text]  
 Document Location: Choose File | No file chosen  
 Add to Submission: Add

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

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

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

Click Next.

Back Move to Draft Next

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 # [Text]

You represent the following:  
 SENTRY INSURANCE

The system acknowledges the party you represent.

Change Representation

Document(s) to be Submitted: Add/Remove Documents

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

The Answer document is listed here.

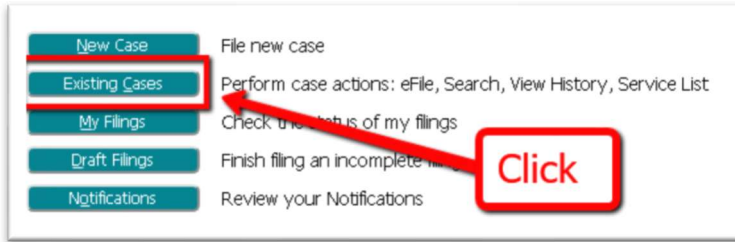
Special Filing Instructions for the Clerk:  
 [Text Area]

Click to submit the filing.

Back Cancel (Delete) Move to Draft 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:

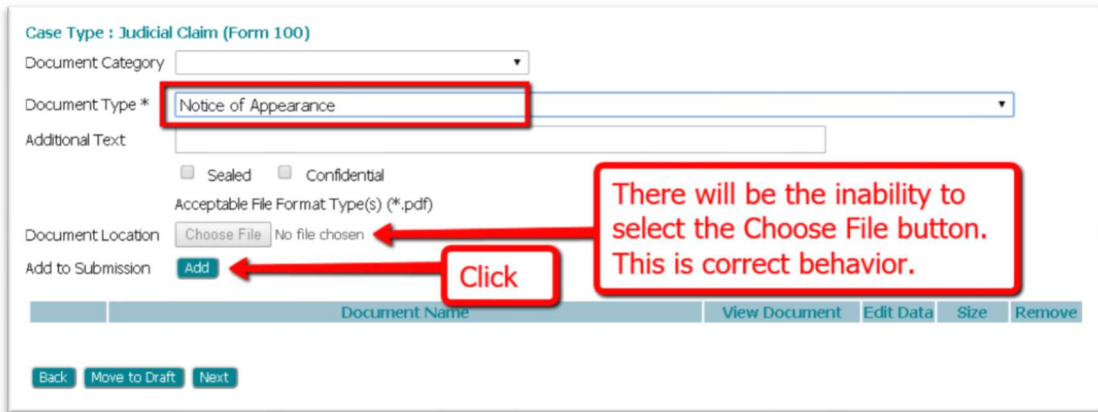
- 1) On the **Home page**, click to file to an **EXISTING CASE**.



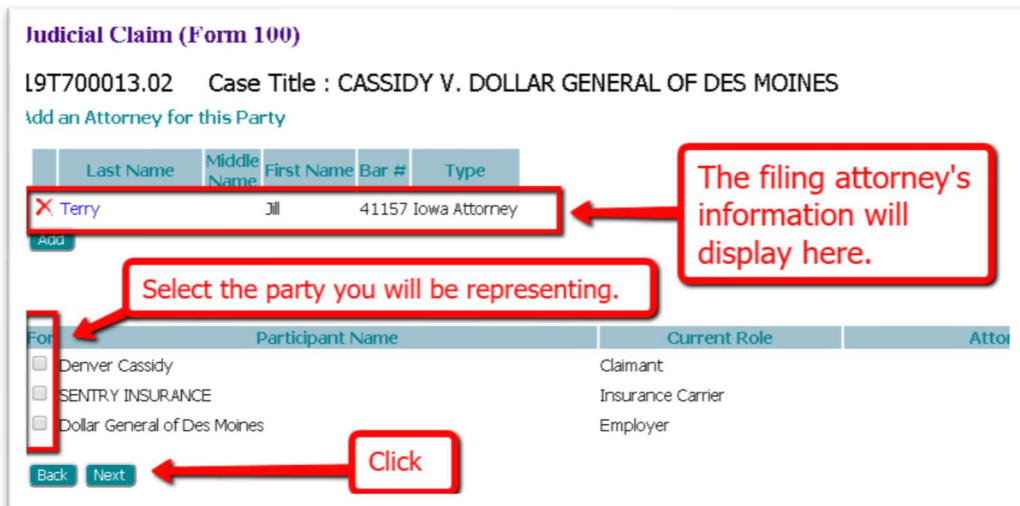
- 2) On the **Search Cases page**, enter the case number in the provided field and click **eFile**.



- 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.



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



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

The screenshot shows a document review interface. At the top, it displays 'Case Number : 19T700013.02' and 'Case Title : CASSIDY V. DOLLAR GENERAL OF DES MOINES'. Below this, 'Case Type : Judicial Claim (Form 100)' is shown. The interface includes fields for 'Document Category', 'Document Type \*', and 'Additional Text'. There are checkboxes for 'Sealed' and 'Cor' (likely Confidential). A file upload section shows 'Document Location' with a 'Choose File' button and 'No file chosen'. An 'Add to Submission' section has an 'Add' button. A table lists the document 'Notice of Appearance' with columns for 'View Document', 'Edit Data', 'Size' (0.0 MB), and 'Remove'. At the bottom, there are buttons for 'Back', 'Move to Draft', and 'Next'. Red callouts with arrows point to the 'Notice of Appearance' row, the 'Next' button, and the 'Edit Data' column.

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

Case Type : Judicial Claim (Form 100)

Document Category [dropdown]

Document Type \*

Additional Text

Sealed  Cor

Acceptable File Format

Document Location Choose File No file chosen

Add to Submission Add

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

Total 0.0 MB Size:

Back Move to Draft Next

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

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

Click Next.

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

The screenshot shows the 'Review and Submit Filing' page. It displays the case information: '19T700013.02 Case Title : CASSIDY V. DOLLAR GENERAL OF DES MOINES' and 'Case Type : Judicial Claim (Form 100)'. There is a 'Client #' field. Below, it says 'You represent the following:' followed by 'SENTRY INSURANCE' and a 'Change Representation' button. A section for 'Document(s) to be Submitted:' shows a table with 'Notice of Appearance' and a 'View Document' button, along with an 'Add/Remove Documents' button. There is a text area for 'Special Filing Instructions for the Clerk:'. At the bottom, there are buttons for 'Back', 'Cancel (Delete)', 'Move to Draft', and 'Submit the Filing'. A red callout with an arrow points to the 'Submit the Filing' button.

Review and Submit Filing

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

Case Type : Judicial Claim (Form 100)

Client # [input]

You represent the following:

SENTRY INSURANCE

Change Representation

Document(s) to be Submitted: Add/Remove Documents

Document Name	View Document
Notice of Appearance	

Special Filing Instructions for the Clerk:

Back Cancel (Delete) Move to Draft Submit the Filing

Click to submit filing.

## 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

- Hearings can only be scheduled on existing cases.

- When scheduling a hearing in **Des Moines**, there is one morning time slot and one afternoon time slot available each day Monday – Friday. These are called *Primary Hearings*. They can be scheduled as early as 2 weeks out.
- All other locations are referred to as *Remote Venues* by the system. They do not have regularly occurring weeks nor time slots available for scheduling. On the weeks when there *is* a Deputy scheduled to be in the Remote Venue, there is one afternoon time slot on Monday, both a morning slot and an afternoon slot on Tuesday, Wednesday, and Thursday, and one morning slot on Friday. To accommodate scheduling this, there are *Primary Hearings* and *Secondary Hearings*. *Secondary Hearings* are viewed as “waiting spots,” in the event that a *Primary spot* during the day becomes available.
- *Secondary Hearings* must be scheduled first, and then a *Primary Hearing* may be scheduled. (Scheduling a *Primary* is optional. If a *Primary* is desired, the *Primary* request must be made in the same submission as the *Secondary* request.) *Secondary Hearings* can be scheduled as early as 2 weeks out; *Primary Hearings* default to a minimum of 60 days out from the day of the requested *start date*.

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

New Petition	File a new Petition
<b>Existing Claim</b>	File to an Existing Claim, Search, Case History, Service List
My Filings	(9) Check the status of my filings There are 9 filing(s) awaiting payrr
Draft Filings	(22) Finish filing an incomplete filing
Notifications	(10) Review your Notifications

2. On the **Cases Page**, enter the case number in the provided field and click the **Schedule Hearing** button. Alternately, find the case listed below in the Cases table and click the **hyperlink Schedule Hearing** on the line of the intended case.

**Cases**

Court: DIVISION OF WORKERS' COMPENSATION

Case Number:

Ex: 070900001

Search Cases

Buttons: eFile, Schedule Hearing, History, Service List

Case Title	Case Number	eFile	Schedule Hearing	Case Type
RANKIN V. NORTHWEST MECHANICAL	5046320	eFile		EDI Insurance Claim
CARTER V. WELLMAN DYNAMICS LLC	5045355.01	eFile	Schedule Hearing	Judicial Claim
CARTER V. WELLMAN DYNAMICS LLC	5045355	eFile	Schedule Hearing	Combined Judicial Claim
SMITH V. SOMMERS	19T700039.01	eFile	Schedule Hearing	Judicial Claim

3. On the **Schedule a Hearing Page**, click the down-arrow in the **Hearing Venue** field to select the desired Venue location.

**Schedule a Hearing**

Case Number : 19T700008    Case Title : BROWN V. BIG CO.

The parties may request a hearing via WCES as set forth in rule 876 IAC 4.19(3)(a).

Case Type:            Judicial Claim (Form 100)

Hearing Venue: \*   

Start Date:           \*    10/21/2019

No available event time block.

Click the down-arrow and select the desired Venue location.

Enter a date

Click to search for available time slots.

4. Select a **Start Date**. (If you choose anything earlier than 2 weeks out, the system will automatically default to a minimum of 2 weeks out. For *Remote Venues*, it will also automatically default the *Primary Hearing Date* to 60 days out from the *Secondary Hearing's date*.)
5. Click the **Search button**. This will populate the bottom portion of the screen with available time slots.
  - Time slots shown for **Des Moines** will be for *Primary Hearings*.
  - Time slots shown for **Remote Venues** will display as *Secondary and Primary Hearings*. Because a *Secondary Hearing* must be chosen first, the radio buttons for *Primary Hearing* spots will not display until after the *Secondary Hearing* has been selected.
6. Click the radio button for the desired time slot(s).
  - Because *Secondary Hearings* are "waiting spots," if **slot 1** has already been taken, the radio button selection will say **slot 2, slot 3, or slot 4**, as applicable. (There are 2 secondary spots available on Monday and Friday, and 4 spots available on Tuesday, Wednesday, and Thursday.)
  - The *Primary Hearing* date defaults to 60 days out from the requested *Secondary Hearing*. To change the day, click the date within the date field and a pop-up calendar will allow another date to be selected. Click **Search** for available time slots. The buttons **Next** and **Previous** may also be used.
  - Selecting a *Primary Hearing* is not required, but once approved, it is a confirmed, firm date.
  - **NOTE:** Be aware that even though a time slot may display as available at the time of scheduling, this status may unpredictably change if a prior hearing request submitted by another filer gets approved first. In these instances, the clerk will send a "rejected" notification with instructions to the filer that a new date/time must be selected and submitted.
7. Click the **Schedule button** to move forward.
8. On the new page, the **Request Hearing Date** displays as the document that will be submitted to the court. To make changes to your selection, click the **icon** in the **Edit Data column** to be directed back to the previous page for changes. Otherwise, click **Next** to continue.
9. On the **Review and Submit Filing page**, click the **Submit the Filing button** at the bottom of the page.

**Review and Submit Filing**

19T700038.01 Case Title : JONES V. SMITH

Case Type : Judicial Claim (Form 100)

Client #

You represent the following:  
ALI JONES

Document(s) to be Submitted: Add/Remove Documents

Document Name	View Document
Request Hearing Date	

Special Filing Instructions for the Clerk:

Back Cancel (Delete) Move to Draft Submit the Filing

This field is optional. It is not used by DWC personnel.

This shows the document you are filing.

Click to complete your submission.

10. To check the status of this filing, go to the **Home page**, and click the button **My Filings**. The column on the far right will indicate if the hearing was been filed or rejected. If rejected, start the e filing process over to file a new date/time request.

11. The **Case Summary Page** is a great reference for viewing the scheduled Hearing information.

- On the **Home Page**, click the button **Existing Claim** to be directed to the **Cases page**.
- Enter the **Case number** in the provided field and click the button **History**. Alternately, in the **Case Listings** at the bottom of the page, click the *hyperlink case number* in the **case number column** on the line of the intended case.
- A new **Browser Tab** will open and display the **Case Summary Page**.

12. Click the **+sign** next to **Show/Hide Events** to expand the section to display the needed information.

Show/Hide Participants

Show/Hide Events Click to expand & show the hearings scheduled

Hearings	Duration	Event Type
Fri 10/18/2019 Waiting	120m	Secondary Hearing - Slot 1
Mon 12/23/2019 01:00 PM	180m	Primary Hearing

Show/Hide Related Cases

File Date	Case History
07-26-2019 03:18:21 PM	Ruling Short-Form On Motion Default Filed By: Court
07-26-2019 01:33:52 PM Plaintiff	Motion For Default Filed By: Michael Williams
07-25-2019 05:14:00 PM	Agreement for Settlement - Order Filed By: Court
07-24-2019 04:54:07 PM Plaintiff	Application For Interlocutory Appeal Filed By: Michael Williams
07-11-2019 03:49:29 PM Plaintiff	Form 100 - Original Notice and Petition Filed By: Michael Williams

## 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.