

"ELECTRONIC COURT DOCUMENTS (EDMS) TOWNHALL MEETING

We are making preparations for the implementation of Electronic Document Management Project (EDMS) to arrive in our county in **APRIL, 2014**. This means that court related filings for **LINN COUNTY** will be required to be filed electronically with the courts. The EDMS project is currently in place in a number of Counties. That list may be viewed on the Iowa Judicial Branch web site at www.iowacourts.gov. The Clerk of Court of your county has indicated that you or your organization frequently files with the court system.

In preparation of this transition we would like to invite you to learn more about the eFiling project, how to eFile, requirements for eFiling, and much more.

✓ **EFILING TECHNOLOGY REQUIREMENTS**

eFiling will require that filers have a few key pieces of technology readily available. Filers should have the following equipment, software, network and applications available for eFiling:

- Internet access – can be WiFi or hard wired network access
- Web browser - Internet Explorer, Netscape, Mozilla Firefox, or Safari
- Scanner - with the ability to scan documents as a .pdf file
- Active E-mail Account
- Word Processing software - Microsoft Word 95-2003 and newer versions, Word Perfect v6.16, Open Office (may not be compatible with Word 2003)
- Approved Font - Arial, Times New Roman/Times, Courier New, Tahoma/Geneva, Helvetica, Calibri and Cabria. This generally will be offered in your word processing software.
- PDF Conversion software. This generally too will be available in newer word processing software.
- Anti-Virus Software – MacAfee, Norton or something similar

✓ **TOWN HALL MEETING DATES**

The Iowa Judicial Branch would like to invite you to participate in an eFiling (EDMS) Town Hall Meeting. This meeting will provide an opportunity for filers to ask questions of the EDMS team. Everyone is welcome to attend and registration is not required. We encourage administrative staff to attend.

Four sessions are being offered for Linn County. You only need to attend once. These sessions will be held at the Linn County Courthouse on the following dates..

- **THURSDAY, JANUARY 23, 2014 @ 10:00 AM (CRIMINAL FOCUS)**
- **THURSDAY, JANUARY 23, 2014 @ 1:00 PM (CRIMINAL FOCUS)**
- **THURSDAY, JANUARY 30, 2014 @ 10:00 AM (CIVIL/JUVENILE FOCUS)**
- **THURSDAY, JANUARY 30, 2014 @ 1:00 PM (CIVIL/JUVENILE FOCUS)**

✓ **ONLINE TRAINING, LEARNING TOOLS & DOCUMENTATION**

Helpful step-by-step guides as well as online self-paced training is available online. Directions on **How to Register** as well as online videos demonstrating the process are also available. Click the following link to access these free online resources. Click Here: http://www.iowacourts.gov/eFiling/Training_Documents/An_Introduction_to_Electronic_Document_Management_System (located in the Online Training section) provides a quick glance into eFiling. It is also recommended to view the process for Registering to eFile. http://www.tybera.com/Iowa_Support.htm

If you have any questions or need more information, please contact your Clerk of Court Roxann Repstien @ 319-398-3411 ext 1211 or roxann.repstien@iowacourts.gov