

IN THE IOWA DISTRICT COURT IN AND FOR POLK COUNTY

Case No: 05771 CVCV056841

Title: CARL OLSEN VS IOWA BOARD OF  
PHARMACY

**Rev. Ryan "Sasha" Gallagher**

**NOTICE OF REGISTRATION REQUIREMENT**

**By order of the court, this case will be converted to an electronic case as of 7/22/2014.**

**With the exception of criminal defendants, parties to electronic cases are required to register.**

Registration is required to use the Iowa court system's Electronic Document Management System (EDMS). Visit the Iowa Judicial Branch website at <https://www.iowacourts.state.ia.us/EFile/> to obtain a login and password to participate electronically in this case, including filing and receiving service of documents electronically.

You must have a current e-mail account for use with EDMS. After registration, you may use your login (username) and password to access your case online. Your registration is your request for and consent to electronic service of court-generated documents and documents other parties file electronically.

**After you have registered, you must verify that you are able to access your case online.**

To enable access to your case, do one of the following:

- Iowa Attorneys: electronically file an appearance or answer.
- Self-represented parties: electronically file an appearance and answer, or if the case does not require the filing of an appearance and answer, electronically file a Notice of Case Association. For help, see the eFiling training documents at [http://www.iowacourts.gov/eFiling/Training\\_Documents/](http://www.iowacourts.gov/eFiling/Training_Documents/).
- **Note to self-represented criminal defendants:** You are not required to register under the rules for electronic filing; however, you may have the right to register if you choose to do so.
- If your case is confidential, you may need to contact the Clerk of Court to access your case.

**Exceptions if you cannot electronically file:** For good cause, the court, or clerk if no judge is available, may authorize a filer to submit a document in paper. Upon showing of exceptional circumstances, the chief judge of the district in which a case is pending may grant you an exemption from registering and filing electronically.

**You must protect private information when using EDMS. Read Chapter 16: Rules Pertaining to the use of the Electronic Document Management System (EDMS),** available on the Iowa Judicial Branch website at <https://www.iowacourts.state.ia.us/EFile/>, before registering for or using EDMS. For court rules on the protection of personal information in court filings, refer to the Iowa Court Rules, Chapter 16, Division VI.

Training and technical support for EDMS are available at 1-877-369-8324 or [support@datamaxx.com](mailto:support@datamaxx.com).

If you need assistance to participate in court due to a disability, please call the disability coordinator at (515)-286-3394. Persons who are hearing or speech impaired may call Relay Iowa TTY at 1-800-735-2942.

**Disability coordinators cannot provide legal advice.**

IN THE FIFTH JUDICIAL DISTRICT OF IOWA

**IN RE: THE CONVERSION OF PAPER  
FILES TO ELECTRONIC DOCUMENTS  
IN CLARKE, DECATUR, LUCAS AND WAYNE  
COUNTIES FOR EDMS**

**AMENDED  
ADMINISTRATIVE ORDER  
2014-30**

**WHEREAS** Iowa Court Rule 16.102 authorizes a chief judge to order the conversion of paper court files to an electronic file for any case not subject to the Iowa Rules of Court, Chapter 16 - Rules Pertaining to the Use of the Electronic Document Management System (EDMS).

**AND WHEREAS** it is in the best interest of all for the Court to have access via EDMS to a limited number of pending Clarke, Decatur, Lucas and Wayne County case files that exist at the time the Court implements EDMS in Clarke, Decatur, Lucas and Wayne Counties on Tuesday, July 22, 2014.

**NOW, THEREFORE, IT IS HEREBY ORDERED THAT:**

1. Notice is hereby given that all papers in pending and new Clarke, Decatur, Lucas and Wayne County case files shall be filed electronically through EDMS as of 12:01 a.m. on Tuesday, July 22, 2014. However:

a. Self-represented applicants for Mental Health and Substance Abuse commitments and self-represented petitioners of Domestic Abuse actions may file such applications, petitions and supporting documents in paper form. However aforementioned applicants and petitioners are encouraged to use EDMS filing when possible to initiate and maintain such actions but are not required to do so. The Clerks of Court shall scan in said paper documents and maintain these case files electronically.

b. Self-represented criminal defendants are exempted from filing in EDMS for expediency and practical reasons. This includes persons with traffic tickets and all self-represented persons in associate and felony courts.

2. The Clarke, Decatur, Lucas and Wayne County Clerks of Court and their designees shall work with the Chief Judge, DCA and Assistant DCA III to identify specific pending or closed cases and documents that may be back scanned and/or converted for use by the Court only per Chapter 16 Rules as necessary and appropriate. Upon implementation of electronic filing in the Clarke, Decatur, Lucas and Wayne County Courts, the security level of these electronic records shall be set by the Clerk of Court and their designees as identified by the EDMS Business Advisory Committee security matrix plan.

Such back scanned and/or converted cases and documents shall be available only for internal Judicial Branch use due to the redaction rules, see paragraph 4 below.

3. In addition specific cases initiated before July 22, 2014, may be identified by a presiding judge for special case situation or circumstances (e.g. long jury trial, complicated civil cases) to be back scanned and/or converted for use by the court only per Chapter 16 Rules as necessary and appropriate. Upon implementation of electronic filing in the Clarke, Decatur, Lucas and Wayne County Courts, the security level of these electronic records shall be set by the Clerk of Court and their designees as identified by the EDMS Business Advisory Committee security matrix plan. Such back scanned and/or converted

cases and documents shall be available only for internal Judicial Branch use due to the redaction rules, see paragraph 4 below.

4. The Clarke, Decatur, Lucas and Wayne County Clerks of Court or their designees shall send specific **Notice of Registration Requirement** to the attorneys and parties appearing pro se as appropriate for all new and pending cases except as exempted under 1(a) and 1(b) above. Such notices shall be sent out prioritizing by cases scheduled for hearing over the next few months.

5. Once notified, counsel of record or parties appearing pro se shall apply the rules pertaining to protection of personal privacy (Iowa Court Rule 16.602 through 16.607) to all future filings in that case.

6. After being notified of commencement of the electronic filing in the Clarke, Decatur, Lucas and Wayne County Courts, parties appearing pro se, and all others shall file all future filings on all such cases, (e.g., pending, closed and reopened, and newly opened) electronically unless otherwise exempted per the electronic filing rules under Chapter 16 of the Iowa Rules of Court or as otherwise noted in section 1 above. A copy of this Administrative Order shall be posted near the doors and/or counter areas of the Clarke, Decatur, Lucas and Wayne County Clerks of Court Offices.

Dated this 3rd day of June, 2014

**/S/ Eliza J. Ovrom**

Eliza J. Ovrom, Assistant Chief Judge  
Fifth Judicial District of Iowa