

PAPERLESS ACCORDING TO THE IOWA RULES

1. Required to monitor EDMS
 - a. **RULE 16.305(1)(G)-DUTIES OF REGISTERED FILER**
2. Drafting and signing court documents with no printing
 - a. **RULE 16.306 – SIGNATURES**
 - i. 16.306 (4) FORMAT – ACUTAL SIGNAURE, /S/ OR DIGITIZED SIGNATURE
3. Required original notice per EDMS
 - a. **RULE 16.316 – ORIGINAL NOTICE REQUIREMENTS**
 - i. IRCP 1.421(1)(c) Insufficiency of the original notice
4. Discovery – save postage, time, toner and sanity
 - a. **RULE 16.401(1)**
 - i. Request for discovery; response to discovery and notice of deposition may be served by e-mail to a registered filer
 - ii. **RULE 16.401(2)**
 1. Parties SHALL file a notice of with the court when discovery request or response is served on another party
 2. Party shall file a notice with the court for notice of deposition
 - iii. No more certificate of service
 - iv. No more PAPER!!
 - b. **RULE 16.411 ORIGINAL DOCUMENTS**
 - i. Original document retention
 - c. **RULE 16.412 EXHIBITS**
 - i. Trick for saving time on e-filing exhibits
 1. LESS TIME (and probably less paper)
 - d. **RULE 16.502 REDACTION**
 - i. Redaction list
 - ii. Confidential Information Form

EDMS Tips and Tricks

- Correct docket number – see use of caption page
- Correct county – header and original notice courthouse
- Sign petitions
- No extra pages at end
- Scan single side – dark notary stamps can affect scanning

TRANSITION TO PAPERLESS AND VIRTUAL OFFICE

CASES

1. Set-up client file
2. Download and save all file-stamped documents
 - a. Take your laptop to court with your legal pad of case notes
 - b. Pack extra power cord
3. Already drafting electronically
 - a. If using paper – discard once transcribed
4. Save research electronically
5. Save important e-mails electronically
 - a. Then DELETE
6. Scan client's documents and return them
 - a. Easiest to do it when they bring them to you
7. Every 2 months scan written notes to client file
 - a. Repeat when case is closed
 - i. Case is not closed until you have received final payment for services
8. At the end of case – there will be an electronic trail

TIPS AND TRICKS

- Create caption page for each case
- Limit to one subfolder
- 5 second find a document (test) – [make the call]

FINANCIALS

1. Electronic Bank Statements
2. Scan receipts for month
3. Download and save image of check from electronic banking
4. If have paper – scan, save and shred