

| EDMS Case Level Security |   |   |   |   |
|--------------------------|---|---|---|---|
| Level                    | Description                                       | eFlex Authorized access*  | EPA Access  | Comments  |
| 0                        | Public  | Access to cases with security level = 0:<br>- All registered Iowa attorneys;<br>- Registered parties indexed to the case in "party" roles;<br>- Pro hac vice attorneys indexed to the case in valid "attorney" roles;<br>- Internal court personnel;<br>- Clerks of court & judges. | Access to cases with security level = 0:<br>- No change to remote access through EPA to district court and appellate case information.<br>- Access by "John Q. Public" user at a kiosk or public access terminal in a courthouse is to cases & appeals within the county, and at the judicial branch building, is to appeals and their underlying cases .<br>Remote access for Iowa abstractors using an abstractor PIN is to cases in all Iowa counties. | *The security levels in eFlex describe access to case information (case parties, addresses, & case history); they do not restrict someone who has valid case information from filing on a case.<br>Iowa attorneys, accessing through eFlex with an AT PIN, can see case history & parties and file on the case (does not apply to PHV PINs unless they're indexed to the case).<br>For details on access through EPA, see Casetype Access_EPA spreadsheet on SharePoint.  |
| 1                        | Case Parties - Confidential                       | Access to cases with security level = 0 & 1:<br>- Registered parties indexed to case in "party" roles;<br>- Iowa attorneys & pro hac vice attorneys indexed to the case in valid "attorney" roles;<br>- Internal court personnel;<br>- Clerks of court & judges.                    | Access to selected case types with security level = 0 & 1 for DHS & JCS, clerk staff, judges, county attorney, and peace officers within agencies.<br>For details on access through EPA, see Casetype Access_EPA spreadsheet on SharePoint.   | ** "Party" roles are defined per case sub type, and the clerk must index the filer in one of those roles before the filer will get notifications or access to case history or other information. For attorneys, that means an appearance (or the required approval in the case of Pro Hac Vice) and the clerk has added them to the case in an attorney party role.<br>Anyone can file on these cases if they have the valid case number & party name; notification should go to other parties. Notification to filer should not include names of case parties unless or until the filer is indexed as a party. |
| 2 - 3                    | not designated                                    |   |   |   |
| 4                        | County Attorney                                   | Access to cases with security level = 0 through 4:<br>- county attorney   | Access to cases for Iowa Attorneys in the role of "county attorney."  | Examples include cases with open arrest warrants.   |
| 5                        | Authorized Court Personnel                        | Access to cases with security level = 0 through 5:<br>- Internal court personnel;<br>- Clerks of court & judges.  | Access on EPA for clerks staff, judges, county attorney, and peace officers within agencies.<br>For details on access through EPA, see Casetype Access_EPA spreadsheet on SharePoint.   |   |
| 8                        | Expunged - Judges, Magistrates, & Clerks of Court | No access to case information in eFlex for cases with security level = 8.   | No access   | Access is through ICIS only for expunged cases.<br>Anyone can file on these cases if they have the valid case number & party name; notification should go to other parties. Notification to filer should not include names of case parties unless or until the filer is indexed as a party.   |
| 9                        | Sealed - Judges & Clerks of Court                 | No access to case information in eFlex for cases with security levels = 9.  | No access   | Access is through ICIS only for sealed cases.<br>Anyone can file on these cases if they have the valid case number & party name; notification should go to other parties. Notification to filer should not include names of case parties unless or until the filer is indexed as a party.   |

| EDMS Event Level Security |   |   |   |   |
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| Docket Security Level     | Description                                       | eFlex Authorized access*<br>(docket events in eFlex full case history)  | EPA Access  | Comments & Examples   |
| 0                         | Public  | Access to docket events with security level = 0:<br>- All registered Iowa attorneys (with AT PIN);<br>- Registered parties indexed to case in "party" roles, including self-represented roles;<br>- Pro hac vice attorneys indexed to the case in valid "attorney" roles see docket entries on that case;<br>- Internal court personnel;<br>- Clerks of court & judges. | Access to docket events on public cases with security level = 0:<br>- No change to remote access through EPA to district court and appellate docket events on public cases.<br>- Access by "John Q. Public" user at a kiosk or public access terminal in a courthouse is to docket events on public cases & appeals within the county, and at the Judicial Branch, to docket events on public appeals and their underlying cases.<br>Remote access for registered Iowa abstractors using Abstractor PIN to docket events in public cases in all counties. | ** "Party" roles are defined per case subtype: the clerk must add the filer to one of those roles before the filer will get notifications and access to docket events. For Iowa attorneys, that means filing an appearance and the clerk has added them in defined "attorney" roles; for of pro hac vice attorneys, that means the required court order approving, the assignment of a statewide PHV PIN, and that the clerk has added them to the case in a pro hac vice party role.<br><br>Iowa attorneys, accessing through eFlex with an AT PIN can see public docket events on public cases (does not apply to PHV PINs unless they're indexed to the case). |
| 1                         | Case Parties - Confidential                       | Access to docket events with security level = 0 & 1:<br>- Registered parties indexed to the case in "party" roles, including self-represented roles;<br>- Iowa attorneys & pro hac vice attorneys indexed in valid "attorney" roles;<br>- Internal court personnel;<br>- Clerks of court & judges.  | Remote access through EPA to docket events for JCS, clerk staff, judges, county attorney, and peace officers within agencies. No access through Public Access Terminals.  | Party roles, which allow access to dockets through eFlex, are not valid on EPA.   |
| 2                         | Self-represented Litigants                        | Access to docket events with security level = 0 through 2:<br>- Registered parties indexed to the case in "self-represented litigant" roles.***<br>- Iowa attorneys & pro hac vice attorneys indexed in valid "attorney" roles;<br>- Internal court personnel;<br>- Clerks of court & judges.   | Remote access through EPA to docket events for clerk staff, judges, county attorney, and peace officers within agencies. No access through Public Access Terminals.   | This level is the default security level for all docket events meant to be sealed from case parties & available to attorneys.<br>***Self-represented litigant access is limited to registered filers indexed to the case in the role of PROP, PROD, or PROS.  |
| 3                         | Case Attorneys                                    | Access to docket events with security level = 0 through 3:<br>- Iowa attorneys & pro hac vice attorneys indexed in valid "attorney" roles;<br>- Internal court personnel;<br>- Clerks of court & judges.  | Remote access through EPA to docket events for clerk staff, judges, county attorney, and peace officers within agencies. No access through Public Access Terminals.   | This level was added per BAC (Issue 122) for docket events that by statute or order are not to be made available to self-represented litigants.   |
| 4                         | County Attorney                                   | Access to docket events with security level = 0 through 4: Iowa Attorneys in the "County Attorney Role"   | Remote access through EPA to docket events for clerk staff, judges, county attorney, and peace officers within agencies. No access through Public Access Terminals.   | Added to comply with Iowa Code that gives county attorneys access to open warrants and juvenile reports not available to other attorneys. Examples include secure initiating arrest warrants (other than bench warrants, which are public) and juvenile reports.  |
| 5                         | Authorized Court Personnel                        | Access to docket events with security level = 0 through 5:<br>- Internal court personnel;<br>- Clerks of court & judges.  | Remote access through EPA to docket events for clerk staff, judges, county attorney, and peace officers within agencies. No access through Public Access Terminals.   | Example: Search warrants are sealed from all except peace officer, magistrate, or another court employee;.  |
| 8                         | Expunged - Judges, Magistrates, & Clerks of Court | No access in eFlex to docket events security level = 8.   | No access through EPA to docket events with security level 8.   | Expunged cases accessed through ICIS only; no docket information displayed in eFlex. Examples: expunged cases and counts  |
| 9                         | Sealed - Judges, Clerks of Court & IT Support     | No access in eFlex to docket events security level = 9.   | No access through EPA to docket events with security level 9.   | Sealed cases accessed through ICIS only; no docket information displayed in eFlex.<br>For district court, this may never be used. For JCS, this may be used for deleted items.  |

| EDMS Document Level Security |   |   |   |   |
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| Document Security Level      | Description                                       | eFlex Authorized Access*<br>(documents in eFlex full case history)  | EPA Access  | Comments & Examples   |
| 0                            | Public  | Access to documents with security level = 0:<br>- All registered Iowa attorneys (with AT PIN);<br>- Registered parties indexed to case in "party" roles, including self-represented roles;<br>- Pro hac vice attorneys indexed to a case in "party" roles** see documents on that case;<br>- Internal court personnel;<br>- Clerks of court & judges. | Access to documents with security level = 0:<br>- No remote access through EPA to district court or appellate case documents except the following --<br>- Access by "John Q. Public" user at a kiosk or public access terminal in a courthouse is to documents on public cases & appeals within the county, and at the Judicial Branch building, is to documents on public appeals and the underlying public district court cases.<br>- Remote access for Iowa abstractors using an abstractor PIN is to documents on public cases in all counties. | ** "Party" roles are defined per case subtype (for roles such as case parties, self-represented litigants, and attorneys, as well as for others).<br>The clerk must index the filer to the case in a party role before that filer will get notifications and access to documents.<br>Party roles, which govern access to documents through eFlex, are not valid on EPA. |
| 1                            | Case Parties - Confidential                       | Access to documents with security level = 0 & 1:<br>- Registered parties indexed to the case in "party" roles, including self-represented roles;<br>- Iowa attorneys & pro hac vice attorneys indexed to the case in valid "attorney" roles;<br>- Internal court personnel;<br>- Clerks of court & judges.  | No access through EPA to documents on district court or appellate cases with a security level or 1 through 9  |   |
| 2                            | Self-represented Litigants                        | Access to documents with security level = 0 through 2:<br>- Registered parties indexed to the case in "self-represented litigant" roles.***<br>- Iowa attorneys & pro hac vice attorneys indexed in valid "attorney" roles;<br>- Internal court personnel;<br>- Clerks of court & judges.   | No access through EPA to documents on district court or appellate cases with a security level or 1 through 9  | This level is the default security level for all documents meant to be sealed from case parties but available to attorneys.<br>***Self-represented litigant access is limited to registered filers indexed to the case in the role of PROP, PROD, or PROS.  |
| 3                            | Case Attorneys                                    | Access to documents with security level = 0 through 3:<br>- Iowa attorneys and pro hac vice attorneys indexed to the case in valid "attorney" roles;<br>- Internal court personnel;<br>- Clerks of court & judges   | No access through EPA to documents on district court or appellate cases with a security level or 1 through 9  | This level is for documents that by statute or court order must not be given to the self-represented litigant; examples may include Victim Impact statement & Victim Registration.  |
| 4                            | County Attorneys                                  | Access to documents with security level = 0 through 4<br>- Iowa attorneys in the role code of "county attorney"<br>- Internal court personnel<br>- Clerks of court & judges   | No access through EPA to documents on district court or appellate cases with a security level or 1 through 9  | This level is for document that by statute or court order must be given to county attorneys but not to other Iowa attorneys.  |
| 5                            | Authorized Court Personnel                        | Access to documents with security level = 0 through 5:<br>- Internal court personnel;<br>- Clerks of court & judges   | No access through EPA to documents on district court or appellate cases with a security level or 1 through 9  | Examples include Search Warrant Applications, Miscellaneous filings and documents presented to be sealed or filed under an order to seal.   |
| 8                            | Expunged - judges, magistrates, & clerks of court | No access through eFlex for documents with security level of 8  | No access through EPA to documents on district court or appellate cases with a security level or 1 through 9  | Access through ICIS only; no document in eFlex. Expunged & sealed documents & counts.   |
| 9                            | Sealed - judges, clerks of court & IT support     | No access through eFlex for documents with security level of 9  | No access through EPA to documents on district court or appellate cases with a security level or 1 through 9  | Access through ICIS only; no document in eFlex.   |