

# Steps to Filing a Claim in Small Claims Court

## 1. Locate Correct Forms:

Go to [www.iowacourts.gov](http://www.iowacourts.gov) and Select Court Rules and Forms at the top of the page.  
Scroll down and select *Small Claims Forms*  
Review the *Instructions for Pro Se Users* for more information  
Select **eForms** on the left under Small Claims Forms

## 2. Download, fill out, and save the following two forms:

- **eForm 3.1:** Original Notice and Petition for Money Judgement
- **eForm 3.27:** Verification of Account, Identification of Judgeme

## 3. Request an account and create a New Case:

When forms are completed and saved, click the **eFiling** tab  
Request and create an account  
Log in to eFile (EDMS) and Select *New Case* to file a claim  
Select *Small Claims*  
Select *Money Judgement*  
Fill in the boxes for:  
*County*  
*Case Title* - example: "Unlawful Citation"  
and *Prayer Amount* - amount for reimbursement  
Add Case Participants by clicking *Add Other Parties*  
Fill in defendant and their information  
Click Next and continue on to the *Case Sub Type Page*

## 4. Fill out the Case Sub Type: Small Claim - Money Judgement twice:

Choose *Small Claims Common Filings* for both Document Categories

Upload the following document types:

### 1. *Small Claims Original Notice*

Click *Choose File* to **Upload** Small Claims Notice **eForm (3.1)** document - Add  
Select the party as a defendant to be notified

### 2. *Verification of Account Has Been Filed*

Click *Choose File* to **Upload** the Verification **eForm (3.27)** document- Add  
Select the party as a defendant to be notified

## 5. Proceed to Payment - \$85 to file and \$10 for each party to be served