

A guide to using the Iowa Court Information System search program

Q. What is the Iowa Court Information System (ICIS) search program?

This program was created when the Iowa Judicial Branch began converting court records from paper to electronic. It was designed for Iowa news media in collaboration with the Iowa Newspaper Association to give reporters the ability to search for court filings on a daily basis, or within a specified range of dates.

Q. Why was ICIS created?

A. When paper documents were filed with clerks of court, reporters could look in the “in-basket” in clerks’ offices at county courthouses to see what cases had been filed each day. Court documents are now stored electronically in the Iowa court system’s Electronic Data Management System (EDMS). Lawyers and court officials can now file documents online 24 hours a day, seven days a week.

Since the paper documents have been eliminated, there is no “in-basket,” and users must search for court documents filing using a case number. This presents a problem for reporters who don’t know the case numbers of newly filed cases. Hence, the creation of this program to allow searches by a particular day or a range of days.

Q. Where can I find the ICIS program?

A. The program is loaded onto public-access terminals in all county courthouses. This guide shows you, step by step, how to find the program on these terminals, how to log on and how to conduct a search. It has screen shots that show you what it looks like. The guide also has a list of user names and passwords for logging into the program on public terminals at individual Iowa county courthouses.

Q. What happens when I select a day or range of days for court records?

A. The request automatically goes to the clerk of court where a list of documents for that date or range of dates by case number and parties is printed out on paper. These are referred to by the court system as “Public Access User Reports.”

Q. Is there a charge for these printouts?

A. Yes, and **BEWARE!** If you do a search across several days, you could end up with a large bill. The standard fee is 50 cents a page, and you do not have the ability to see the list of

documents before it goes to the clerk of court to be printed out. So, experiment with a day or two to see the filing experience in the county you are searching.

For example, on a recent Monday Polk County had approximately 150 new case filings. The print-out for that single day had 360 rows of text and generated a total of 22 pages. At 50 cents a page, that would be \$11. If the search had been for a longer period, the bill could have been much more expensive. Again: **BEWARE**.

Q. I signed up for enhanced access to court documents to search for court records online. Can I find search online using ICIS?

A. No. A computer programming change could make that possible in the future, but there are many other projects already in the queue that have priority.

Q. How are members of the Iowa news media using the ICIS program in covering the courts?

A. Here are two examples from Iowa courts reporters:

Grant Rodgers of The Des Moines Register:

“I use it every few weeks to sort through new civil lawsuits that have been filed in Polk County (though you can obviously search all sorts of categories, including OWIs and such). How often I do it varies depending on what’s happening: Sometimes it’s every few weeks. I have found that requesting three weeks of lawsuits can get you as high as 50 pages. To avoid costs, I would encourage newsrooms to have only one person who does it and then have that person make the filings available to other reporters (real estate, business reporters, etc.) to see if there’s anything that pertains to their beat.”

Jared Strong of The Daily Times Herald in Carroll:

“We use this in four counties on a weekly basis. In Carroll, I run them on Wednesdays for our weekly roundup of what’s been disposed of in court. The other papers we own use them in the same way, though on different days. The reports total between 15 and 25 pages, depending on how many categories we use.”

Q. Where can I find briefs filed in cases before the Iowa Supreme Court or Court of Appeals?

A. At this time, appellate briefs are available to non-lawyers only at the public terminal in the Clerk of Court for the Iowa Supreme Court in the Judicial Branch Building in Des Moines.

You can, however, find briefs in pending Iowa Supreme Court cases at On Brief: Iowa’s Appellate Blog (iowaappeals.com) hosted by the Nyemaster Goode law firm in Des Moines. If you would like briefs in pending Iowa Court of Appeals cases, contact Judicial Branch

Communications Director Steve Davis at steve.davis@iowacourts.gov. Please include the appellate case number if possible.

Q. Where can I get more information if I have questions or problems?

A. The best place to start is with Judicial Branch Communications Director Steve Davis:

Steve Davis
Communications Director
Iowa Judicial Branch
515-725-8058
steve.davis@iowacourts.gov

Also, if you have technical questions, you can contact the Judicial Branch information technology expert, Scott Ruhnke:

Scott Ruhnke
Judicial Liaison
Iowa Judicial Branch
515-281-9763
scott.ruhnke@iowacourts.gov

Q. How do I access the Iowa Court Information System (ICIS) search program?

Iowa District Court

Public Access User Reports

All reports and data for a county may only be generated in that court location. For example, to generate Dallas County data and reports you must perform these steps at the courthouse in Adel, Iowa. You cannot collect this data in any other county.

LOCATE THE PUBLIC ACCESS TERMINAL AND LOGON

Begin by locating the designated public terminal(s) in the courthouse or facility. If you are not sure where these terminals are located contact the Clerk of Court office. Staff will direct you to the proper terminal.

There should be instructions on or nearby the public terminal to log into the machine. Normally the login credentials are the word "pub1" followed by the numeric county number. For example, Adair County is the first county and has a value of 1. Both the login and password would be "pub101." The next county in the list (Adams) would be "pub102," and so on. Logins may vary by the number of machines available for use in a county.

Public Terminal Access

- Utilize this set of logins to log into public terminal
- Passwords are the same as the login
- Contact Clerk of Court staff for county specific instructions if needed.

County	Available Login(s)
00-SCA	pub100
01-ADAIR	pub101
02-ADAMS	pub102
03-ALLAMAKEE	pub103
04-APPANOOSE	pub104
05-AUDUBON	pub105
06-BENTON	pub106
07-BLACK HAWK	pub107 pub207
08-BOONE	pub108 pub208 pub308
09-BREMER	pub109 pub309
10-BUCHANAN	pub110 pub310
11-BUENA VISTA	pub111 pub211
12-BUTLER	pub112
13-CALHOUN	pub113 pub213
14-CARROLL	pub114 pub214
15-CASS	pub115
16-CEDAR	pub116
17-CERRO GORDO	pub117 pub217
18-CHEROKEE	pub118
19-CHICKASAW	pub119 pub219
20-CLARKE	pub120
21-CLAY	pub121
22-CLAYTON	pub122
23-CLINTON	pub123 pub223
24-CRAWFORD	pub124 pub224
25-DALLAS	pub125 pub325
26-DAVIS	pub126
27-DECATUR	pub127
28-DELAWARE	pub128
29-DES MOINES	pub129 pub229 pub329 pub429 pub529
30-DICKINSON	pub130
31-DUBUQUE	pub131 pub331
32-EMMET	pub232
33-FAYETTE	pub133
34-FLOYD	pub134
35-FRANKLIN	pub135
36-FREMONT	pub136
37-GREENE	pub137
38-GRUNDY	pub138
39-GUTHRIE	pub139
40-HAMILTON	pub140 pub240
41-HANCOCK	pub141
42-HARDIN	pub142 pub342
43-HARRISON	pub143
44-HENRY	pub144
45-HOWARD	pub145
46-HUMBOLDT	pub246

47-IDA	pub147
48-IOWA	pub148
49-JACKSON	pub149
50-JASPER	pub150
51-JEFFERSON	pub151
52-JOHNSON	pub152 pub252
53-JONES	pub153
54-KEOKUK	pub154
55-KOSSUTH	pub155 pub355
56-LEE	pub256
57-LINN	pub157 pub457
58-LOUISA	pub158
59-LUCAS	pub159
60-LYON	pub160
61-MADISON	pub161
62-MAHASKA	pub162
63-MARION	pub163
64-MARSHALL	pub164 pub264 pub364
65-MILLS	pub165
66-MITCHELL	pub166
67-MONONA	pub167
68-MONROE	pub168
69-MONTGOMERY	pub169
70-MUSCATINE	pub170 pub270
71-O'BRIEN	pub171
72-OSCEOLA	pub172
73-PAGE	pub173
74-PALO ALTO	pub174
75-PLYMOUTH	pub175
76-POCAHONTAS	pub176
77-POLK	pub177 pub277 pub477 pub577 pub677

Note: "pub177" will print to the Historic Courthouse location and "pub677" will print in the Justice Center."

78-POTTAWATTAMIE	pub178
79-POWESHIEK	pub179
80-RINGGOLD	pub180
81-SAC	pub181
82-SCOTT	pub482 pub682
83-SHELBY	pub183 pub283
84-SIOUX	pub184
85-STORY	pub185 pub285 pub485 pub585 pub785 pub985
86-TAMA	pub186
87-TAYLOR	pub187 pub287
88-UNION	pub188 pub288
89-VAN BUREN	pub189
90-WAPELLO	pub190 pub290
91-WARREN	pub191 pub291
92-WASHINGTON	pub192

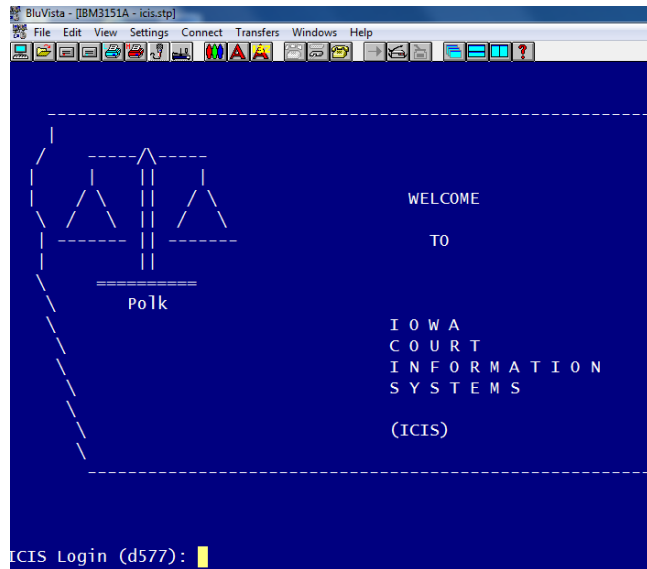
93-WAYNE	pub193
94-WEBSTER	pub194 pub294 pub394
95-WINNEBAGO	pub195 pub295
96-WINNESHIEK	pub196
97-WOODBURY	pub197 pub397 pub497 pub597 pub697 pub797 pub897 pub997
98-WORTH	pub198
99-WRIGHT	pub199

LOCATE THE REPORT ICON ON THE DESKTOP AND LOGON

Upon logging into the public access terminal locate a desktop icon labeled "ICIS." It will look like this:



Double click on the icon to access the reports menu. The login screen will look like this:



Abstractor / Newspaper Report Logon

- Utilize this set of logins to access report after selecting the 'ICIS' icon from the public terminal desktop
- Passwords are the same as the login
- Contact Clerk of Court staff for county specific instructions if needed.

<u>County</u>	<u>Available Login(s)</u>
01-ADAIR	pub101
02-ADAMS	pub102
03-ALLAMAKEE	pub103
04-APPANOOSE	pub104
05-AUDUBON	pub105 pub205
06-BENTON	pub106

07-BLACK HAWK	pub107 pub207
08-BOONE	pub108 pub208 pub308
09-BREMER	pub109 pub209 pub309
10-BUCHANAN	pub110 pub210 pub310
11-BUENA VISTA	pub111 pub211
12-BUTLER	pub112
13-CALHOUN	pub113
14-CARROLL	pub114 pub214
15-CASS	pub115
16-CEDAR	pub116
17-CERRO GORDO	pub117 pub217 pub317
18-CHEROKEE	pub118
19-CHICKASAW	pub119
20-CLARKE	pub120
21-CLAY	pub121 pub221 pub321
22-CLAYTON	pub122
23-CLINTON	pub123 pub223
24-CRAWFORD	pub124 pub224
25-DALLAS	pub125 pub225 pub325
26-DAVIS	pub126
27-DECATUR	pub127
28-DELAWARE	pub128
29-DES MOINES	pub129 pub229 pub329 pub429 pub529
30-DICKINSON	pub130
31-DUBUQUE	pub131 pub231 pub331
32-EMMET	pub132 pub232
33-FAYETTE	pub133
34-FLOYD	pub134
35-FRANKLIN	pub135
36-FREMONT	pub136
37-GREENE	pub137
38-GRUNDY	pub138 pub238
39-GUTHRIE	pub139 pub239
40-HAMILTON	pub140 pub240
41-HANCOCK	pub141
42-HARDIN	pub142
43-HARRISON	pub143
44-HENRY	pub144 pub244 pub344
45-HOWARD	pub145
46-HUMBOLDT	pub146 pub246
47-IDA	pub147
48-IOWA	pub148
49-JACKSON	pub149 pub249
50-JASPER	pub150 pub250
51-JEFFERSON	pub151
52-JOHNSON	pub152
53-JONES	pub153 pub253
54-KEOKUK	pub154

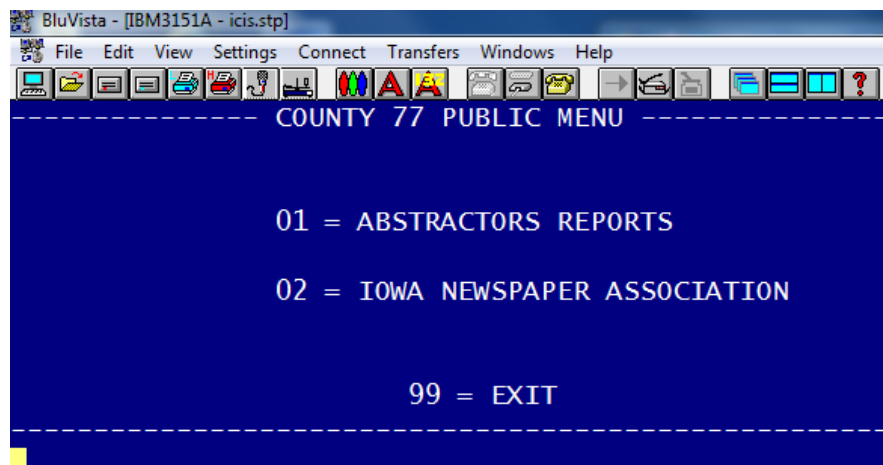
55-KOSSUTH	pub155 pub255
56-LEE	pub1561
56-LEE	pub1562
57-LINN	pub157 pub257 pub357 pub457
58-LOUISA	pub158
59-LUCAS	pub159
60-LYON	pub160
61-MADISON	pub161
62-MAHASKA	pub162
63-MARION	pub163 pub263 pub363
64-MARSHALL	pub164 pub264 pub364
65-MILLS	pub165
66-MITCHELL	pub166 pub266
67-MONONA	pub167
68-MONROE	pub168
69-MONTGOMERY	pub169
70-MUSCATINE	pub170 pub270
71-O'BRIEN	pub171
72-OSCEOLA	pub172
73-PAGE	pub173
74-PALO ALTO	pub174
75-PLYMOUTH	pub175
76-POCAHONTAS	pub176
77-POLK	pub177 pub277 pub377 pub477 pub577 pub677 pub777
Note: "pub177" will print to the Historic Courthouse location and "pub677" will print in the Justice Center."	
78-POTTAWATTAMIE	pub178 pub278 pub378 pub478 pub578
79-POWESHIEK	pub179
80-RINGGOLD	pub180
81-SAC	pub181
82-SCOTT	pub182 pub282 pub382 pub482 pub582 pub682 pub782
83-SHELBY	pub183 pub283
84-SIOUX	pub184
85-STORY	pub185 pub285 pub385 pub485 pub585 pub685 pub785 pub885 pub985
86-TAMA	pub186
87-TAYLOR	pub187
88-UNION	pub188 pub288
89-VAN BUREN	pub189
90-WAPELLO	pub190 pub290
91-WARREN	pub191
92-WASHINGTON	pub192
93-WAYNE	pub193
94-WEBSTER	pub194 pub294 pub394
95-WINNEBAGO	pub195 pub295
96-WINNESHIEK	pub196
97-WOODBURY	pub197 pub297 pub397 pub497 pub597 pub697 pub797 pub897 pub997
98-WORTH	pub198
99-WRIGHT	pub199

Enter the login and password for the county location. Hit enter after entering a line of data.

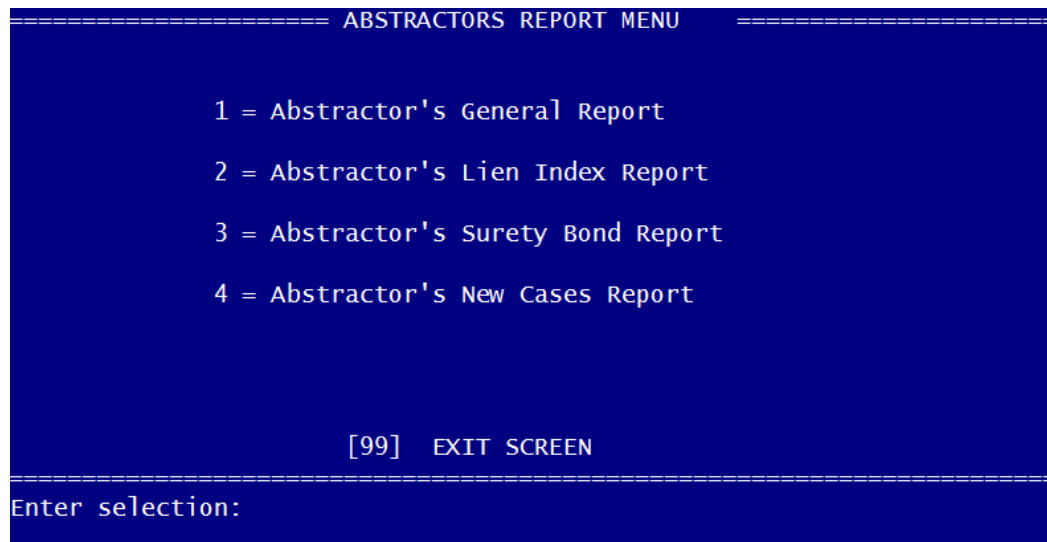
```
ICIS Login (d577): pub177
pub177's Password:
```

SELECT AND GENERATE REPORT DATA

Once you have logged into the public menu there will be two menu options. The “**Abstractors Reports**” and the “**Iowa Newspaper Association.**” Each menu will have a separate set of reports that may be generated.



The Abstractors Reports menu will display the following options:



The Newspaper Report menu will display the following options:

```
1 - Civil - Appeal for Civil, Name Change, Equity, Law, Domestic
      Seized Property, Transcript of Judgment, Post Conviction Relief
2 - Dissolution
3 - Lien
4 - Probate - Trust, Estate, Guardianship/Conservatorship
5 - Small Claims
6 - Domestic Abuse
7 - Criminal - Felony, Aggravated, Serious, Simple, Civil Infrac.
8 - OWI
9 - Scheduled Traffic
0 - Non-scheduled Traffic      99 <RETURN> <RETURN> <RETURN> to EXIT
Enter ONE Case Group Number [i.e. 3 for Lien]: █
```

For each report enter a beginning and end date range. The required input format for the date is 2 digit day, three letter month, and four digit year – each of which is separated by a dash as shown below. Type the enter key to commit input for any given field.

```
===== ABSTRACTORS REPORT MENU =====
1 = Abstractor's General Report
2 = Abstractor's Lien Index Report
3 = Abstractor's Surety Bond Report
4 = Abstractor's New Cases Report

[99] EXIT SCREEN
=====
Enter selection:
1
Enter Starting Date (i.e. 01-JAN-1992)      11-20-2016
Enter Ending Date (i.e. 01-JAN-1992)       11-25-2016
```

Upon entering the ending date range the report will generate printed data in the Clerk's office. To collect your printed data the cost is 50 cents per page. It may take a few minutes to print. You can continue to run more reports or exit the reports menu by typing "99" and clicking *Enter*.

NOTE: *Be aware the longer the date range the more data will generate in the number of printed pages. If you are not sure how much data will be generated from the report use smaller date ranges (1 or 2 days). Larger counties will have much more data per calendar day.*

Data is not available for downloading or saving to a portable device using this method.