

Chapter 61 new case filing instructions

- open the Internet and select the address line
- enter the courts secure website, which is <https://www.iococourts.org> and press Enter
- the login page appears, enter your username which is your bar number and press the Tab key
- enter your password and press Enter or click on the Logon button
- click on the E-file New Cases button
- click on the Chapter drop-down button
- select the Chapter of your case filing
- click on the Nature drop-down button
- select the Nature of your case filing
- enter the Judgment Demand Amount (this determines your filing fee)
- click on the Add Parties button
- click on the Party-Type drop down button
- select the Plaintiff type
- enter the Last Name or Business Name of the plaintiff
- enter the First Name of the plaintiff (if not a business)
- enter the Middle Name of the plaintiff (if known and not a business)
- click on the Save/Add Another Party button
- < add all of your plaintiffs >
- click on the Party-Type drop down button
- select the Defendant type
- enter the Last Name or Business Name of the defendant

- enter the First Name of the defendant (if not a business)
- enter the Middle Name of the defendant (if known and not a business)
- click the Save/Add Another Party button
- < add all of your defendants >
- for No Service, click the No Service button and skip to the Upload files instructions
- for Service, click the Service Request button
- click the Issue Service To drop-down button
- select the Party for service
- select the Service Type drop-down button
- select the Service Type
- enter the Address for service and press Tab
- enter the Zip code for service and press Tab
- click the Add/Save Service button
- issue service for each party you want service for
- click the Upload Files button
- click the Select button
- select the file location
- double-click the File Name of your document
- click the Add button if you have another document to add
- once you have added all of your documents click the Upload button
- click the Document Type drop-down button
- select the Document Type
- select the Document Type for each document

- click the Review Submission button
- click the Payment Entry button
- enter your Bank Routing Number and press the Tab key
- enter your Bank Account Number
- click the Submit Payment Information button
- click the Done button
- you are ready to enter another new case or Logout
- if you are done, close the Internet