

## Responding to a Small Claims Original Notice and Petition

If you have received a Small Claims Original Notice and Petition regarding a court case, use these instructions to file your Appearance and Answer.

If you do not have an account for eFile, open the [eFile System](#) and click **Request Account**.  
[Instructions for requesting an account.](#)

### ***Complete the Appearance and Answer***

1. Complete the Appearance and Answer. You can either:
  - a. Fill out the paper form that you were served along with the Small Claims Original Notice and Petition. Scan the completed Appearance and Answer to create an electronic copy in a pdf format.
  - b. Or, download the correct Appearance and Answer ([Ch.3-Form 3.11](#) or [Ch.3-Form 3.12](#)) from the Small Claims forms section of the Iowa Judicial Branch website and complete it electronically.

### ***Finding your case***

2. Log into the [eFile System](#).
3. Click **Existing Case**.
4. Complete the following fields: **County**, **Case Number**, and **Participant's Last Name** (your last name). Get the information from the Original Notice and Petition.
5. Click **File on this case**.

### ***Identifying the document you are filing***

6. For Document Category, select **Small Claims Common Filings**.
7. For Document Type, select **Appearance and Answer for Small Claims**.
8. Click **Browse**.
9. Navigate to the Appearance and Answer pdf that you created in Step 1.
10. Click **Add**.
11. Repeat steps 6 through 10 for any additional documents you want to submit. If you can't find the correct Document Type in the list, clear the Document Category and search again.
12. When you have uploaded all of your documents, click **Next**.

### ***Reviewing and submitting***

13. Review the filing. Make corrections if needed.
14. Click **Submit the Filing**.

You will receive a confirmation and a status update in the My Filings list. For more information see [Managing your Filings](#).

This information is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.