# Iowa District Court Public Access User Reports

Reports for a county may only be generated in that court location. For example, to generate a report on Dallas County, you must perform these steps at the courthouse in Adel, Iowa. You cannot collect another county's court data while at a courthouse in a different county.

If you have questions or need help finding the public terminals, ask the staff at the Clerk of Court office.

Reports can be displayed on the screen or saved to a Microsoft Excel file.

- 1. To save the report, you need a portable memory device.
- 2. To print the report, you will be charged a fee per page printed. The report will print in the clerk's office.

### **Available Reports**

### Iowa Newspaper Reports (INA Reports)

- 1. Civil Appeal for Civil, Name Change, Equity, Law, Domestic Seized Property, Transcript of Judgement, Post-Conviction Relief
- 2. Dissolution
- 3. Probate Trust, Estate, Guardianship/Conservatorship
- 4. Small Claims
- 5. Domestic Abuse
- 6. Criminal Felony, Aggravated, Serious, Simple, Civil Infrac.
- 7. OWI
- 8. Scheduled Traffic
- 9. Non-scheduled Traffic

#### Abstractors Reports (ABS Reports)

- 1. Surety Bond
- 2. Lien
- 3. General
- 4. New Cases

Note: These reports do not replace or otherwise differ from the reports available to registered users with an Online Search subscription.

#### **Steps**

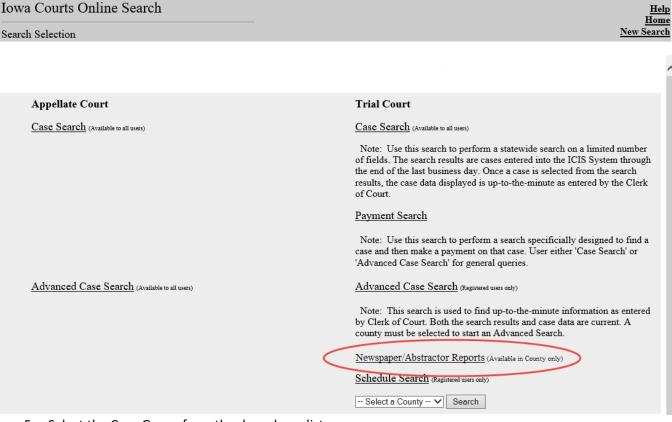
1. Log onto the public access terminal, if necessary.

There should be specific instructions on or nearby the public terminal.

Generally, login credentials are the word "pub" followed by the terminal number, followed by the county number. For example, Adair County is county number 1 and has one terminal. The login and password would be "pub101."

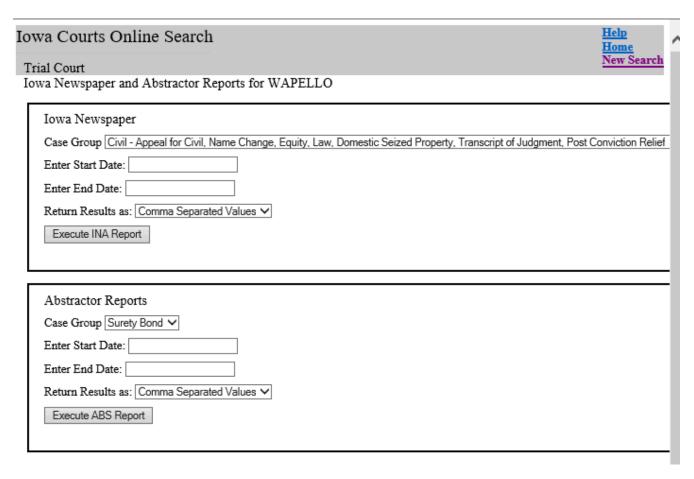
A list of log on credentials for all public terminals is included at the end of this document.

- 2. Click **EPA Courthouse Login** on desktop
- 3. Click Start A Case Search Here!
- 4. Click the Newspaper/Abstractor Reports link on the Iowa Courts Online Search screen



- 5. Select the Case Group from the drop down list
- 6. Enter a beginning and end date range for each report
  - a. Abstract reports must have a different start and end date.
  - b. Keep date ranges narrow. Wide date ranges generate more data, which significantly slows the system response.
- 7. Choose how you want the data output: as a comma separated values (CSV) file, or displayed in a web page

- a. If you select **Comma Separated Values**, the report will open in Microsoft Excel. You can save it to a portable device
- b. If you select **Web Page**, the data will display in the browser.
- 8. Press the **Execute** button.



9. If desired, print the report to the printer in the Clerks Office, or save the report to a portable memory device.

Be sure to validate your report before you print. You will be charged for every page you print, whether or not the report is what you wanted.

## Appendix. Log On Credentials for Public Terminals at Courthouses

pub133

pub134

pub135 pub136

pub137

pub138

pub139

33

34

35

36

37

38

39

**Fayette** 

Franklin

Fremont

Greene

Grundy

Guthrie

Floyd

Passwords are the same as the User Name.

County Name	County #	Log on C	redentials	(User Nan	ne = Passv	vord)		
Judicial Branch	00	pub100						
Building, Des								
Moines								
Adair	01	pub101						
Adams	02	pub102						
Allamakee	03	pub103						
Appanoose	04	pub104						
Audubon	05	pub105						
Benton	06	pub106						
Black Hawk	07	pub107	pub207					
Boone	08	pub108	pub208	pub308				
Bremer	09	pub109	pub309					
Buchanan	10	pub110	pub310					
<b>Buena Vista</b>	11	pub111	pub211					
Butler	12	pub112						
Calhoun	13	pub113	pub213					
Carroll	14	pub114	pub214					
Cass	15	pub115						
Cedar	16	pub116						
Cerro Gordo	17	pub117	pub217					
Cherokee	18	pub118						
Chickasaw	19	pub119	pub219					
Clarke	20	pub120						
Clay	21	pub121						
Clayton	22	pub122						
Clinton	23	pub123	pub223					
Crawford	24	pub124	pub224					
Dallas	25	pub125	pub325					
Davis	26	pub126						
Decatur	27	pub127						
Delaware	28	pub128						
Des Moines	29	pub129	pub229	pub329	pub429	pub529		
Dickinson	30	pub130						
Dubuque	31	pub131	pub331					
Emmet	32	pub232						

County	County	Log on C	redentials	(User Nan	ne = Passw	vord)		
Name	#							
Hamilton	40	pub140	pub240					
Hancock	41	pub141						
Hardin	42	pub142	pub342					
Harrison	43	pub143						
Henry	44	pub144						
Howard	45	pub145						
Humboldt	46	pub246						
Ida	47		pub147					
Iowa	48	pub148						
Jackson	49	pub149						
Jasper	50	pub150						
Jefferson	51	pub151						
Johnson	52	pub152	pub252					
Jones	53	pub153						
Keokuk	54	pub154						
Kossuth	55	pub155	pub355					
Lee	56		pub256					
Linn	57	pub157	pub457					
Louisa	58	pub158						
Lucas	59	pub159						
Lyon	60	pub160						
Madison	61	pub161						
Mahaska	62	pub162						
Marion	63	pub163						
Marshall	64	pub164	pub264	pub364				
Mills	65	pub165						
Mitchell	66	pub166						
Monona	67	pub167						
Monroe	68	pub168						
Montgomery	69	pub169						
Muscatine	70	pub170	pub270					
O'Brien	71	pub171						
Osceola	72	pub172						
Page	73	pub173						
Palo Alto	74	pub174						
Plymouth	75	pub175						
Pocahontas	76	pub176						
Polk*	77	pub177	pub277	pub477	pub577	pub677		
Pottawattamie	78	pub178						
Poweshiek	79	pub179						
Ringgold	80	pub180						
Sac	81	pub181						
Scott	82	pub482	pub682					
Shelby	83	pub183	pub283					
Sioux	84	pub184						

County	County	Log on Credentials (User Name = Password)							
Name	#								
Story	85	pub185	pub285	pub485	pub585	pub785	pub985		
Tama	86	pub186							
Taylor	87	pub187	pub287						
Union	88	pub188	pub288						
Van Buren	89	pub189							
Wapello	90	pub190	pub290						
Warren	91	pub191	pub291						
Washington	92	pub192							
Wayne	93	pub193							
Webster	94	pub194	pub294	pub394					
Winnebago	95	pub195	pub295						
Winneshiek	96	pub196							
Woodbury	97	pub197	pub397	pub497	pub597	pub697	pub797	pub897	pub997
Worth	98	pub198							
Wright	99	pub199							