

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

Iowa Courts Online Search

Search Selection

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Appellate Court	Trial Court
<u>Case Search</u> (Available to all users)	<u>Case Search</u> (Available to all users) Note: Use this search to perform a statewide search on a limited number of fields. The search results are cases entered into the ICIS System through the end of the last business day. Once a case is selected from the search results, the case data displayed is up-to-the-minute as entered by the Clerk of Court.
	<u>Payment Search</u> Note: Use this search to perform a search specifically designed to find a case and then make a payment on that case. User either 'Case Search' or 'Advanced Case Search' for general queries.
<u>Advanced Case Search</u> (Available to all users)	<u>Advanced Case Search</u> (Registered users only) Note: This search is used to find up-to-the-minute information as entered by Clerk of Court. Both the search results and case data are current. A county must be selected to start an Advanced Search.
	<u>Newspaper/Abstractor Reports</u> (Available in County only)
	<u>Schedule Search</u> (Registered users only)
	-- Select a County -- <input type="button" value="Search"/>

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.

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Trial Court
Iowa Newspaper and Abstractor Reports for WAPELLO

Iowa Newspaper
Case Group
Enter Start Date:
Enter End Date:
Return Results as:

Abstractor Reports
Case Group
Enter Start Date:
Enter End Date:
Return Results as:

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

Passwords are the same as the User Name.

County Name	County #	Log on Credentials (User Name = Password)							
Judicial Branch Building, Des Moines	00	pub100							
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						
Buena Vista	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							
Fayette	33	pub133							
Floyd	34	pub134							
Franklin	35	pub135							
Fremont	36	pub136							
Greene	37	pub137							
Grundy	38	pub138							
Guthrie	39	pub139							

County Name	County #	Log on Credentials (User Name = Password)						
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 Name	County #	Log on Credentials (User Name = Password)							
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							