IOWA
COURT RULES

FIFTH EDITION

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Preface

The Iowa Court Rules includes rules of procedure, pleadings, practice, evidence, and the forms of process, writs and notices, for all proceedings in the state courts as prescribed by the Iowa Supreme Court and published by the Legislative Services Agency.

The Fifth Edition of the Iowa Court Rules was published in July 2009 pursuant to Iowa Code section 2B.5(2). Subsequent updates to the Iowa Court Rules, as ordered by the Supreme Court, are published in electronic format only and include chapters that have been amended or adopted.

The Iowa Court Rules and related documents are available at www.legis.iowa.gov/law/courtRules.

To receive email notification of the publication of a Supplement to the Iowa Court Rules, subscribe at www.legis.iowa.gov/subscribe/subscriptions.

Inquiries. Inquiries regarding access to the Iowa Court Rules should be directed to the Legislative Services Agency's Computer Services Division Help Desk at 515.281.6506.

Citation. The rules shall be cited as follows:

Chapter 1	Iowa R. Civ. P.
Chapter 2	Iowa R. Crim. P.
Chapter 5	Iowa R. Evid.
Chapter 6	Iowa R. App. P.
Chapter 16	Iowa R. Elec. P.
Chapter 32	Iowa R. of Prof'l Conduct
Chapter 51	Iowa Code of Judicial Conduct

All other rules shall be cited as "Iowa Ct. R."

Supplements. Supplements to the Fifth Edition of the Iowa Court Rules have been issued as follows:

2009 — August, September, October, November, December
2010 — January, February, March, May, June, August, September, December
2011 — February
2012 — January, May, June, August, September, December
2013 — March, May, June, August, September, November, December
2014 — January, March, April, June, December
2015 — January, April, May, October, December
2016 — February, July, August, December
2017 — January, April, August, September, November, December
2018 — June, August, December
2019 — February, July, August, December
2020 — February, April, June, September, October, December

2021 — April, May, June, July, August, September, October, December

2022 — January, February, March, June, September, October, November, December

2023 — March, June, July, August, November, December

2024 — January, March, April, May, June, July, September, October, November, December

2025 — March, May, July, October, November, December

2026 — January, February, July

July 2026 Supplement

Changes in this supplement

Rule 9.14(2). . . . . . Editorial change to restore inadvertently omitted text

Rule 17.50. . . . . Adopted

Chapter 71. . . . . Adopted

INSTRUCTIONS FOR UPDATING THE IOWA COURT RULES

Replace Chapter 9

Replace Chapter 17

Insert Chapter 71

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CHILD SUPPORT GUIDELINES

CHAPTER 9
CHILD SUPPORT GUIDELINES

Rule 9.1 Guidelines adopted. The supreme court has undertaken to prescribe uniform child support guidelines and criteria pursuant to the federal Family Support Act of 1988, Pub. L. No. 100-485 and Iowa Code section 598.21B. The child support guidelines contained in this chapter are hereby adopted and effective January 1, 2026. The guidelines apply to cases pending January 1, 2026, and thereafter.

[Court Order November 9, 2001, effective February 15, 2002; September 23, 2004, effective November 1, 2004; March 9, 2009, effective July 1, 2009; May 9, 2013, effective July 1, 2013; July 20, 2017, effective January 1, 2018; September 3, 2021, effective January 1, 2022; September 29, 2025, effective January 1, 2026]

Rule 9.2 Applicability. These guidelines are established for use by the courts of this state in determining the amount of child support. The guidelines are applicable to modification of child support orders as provided in Iowa Code section 598.21C(2).

[Court Order November 9, 2001, effective February 15, 2002; March 9, 2009, effective July 1, 2009]

Rule 9.3 Purpose.

9.3(1) *Purpose.* The purpose of the guidelines is to provide for the best interests of the children by recognizing the duty of both parents to provide adequate support for their children in proportion to their respective incomes. While the guidelines cannot take into account the specific facts of individual cases, they will normally provide reasonable support.

9.3(2) *Low-income adjustment.* The basic support obligation amounts have been adjusted in the shaded area of the Iowa Schedule of Basic Support Obligations in rule 9.26 for low-income obligated (noncustodial) parents. The objective of the adjustment is to strike a balance between adequately supporting the obligated parent's children and allowing the obligated parent to live at least at a subsistence level. The adjustment is based on the following: (1) requiring a support order no matter how little the obligated parent's income is, (2) increasing the support amount for more children, (3) maintaining an incentive to work for the obligated parent, and (4) gradually phasing out the adjustment with increased income.

a. In accordance with this objective, except as provided in (*b*), only the obligated parent's adjusted net income is used when the obligated parent's income is in Area A of the shaded area of the schedule. When the obligated parent's adjusted net income is in Area B of the shaded area of the schedule, the guidelines amount of support is the lesser of the support calculated using only the obligated parent's adjusted net income as compared to the support calculated using the combined adjusted net incomes of both parents. The combined adjusted net incomes of both parents are used in the remaining (nonshaded) Area C of the schedule.

b. In cases of joint (equally shared) physical care, the low-income adjustment is not applicable, and the parents' combined adjusted net incomes as shown in the shaded area of the schedule are used.

[Court Order November 9, 2001, effective February 15, 2002; March 9, 2009, effective July 1, 2009; May 9, 2013, effective July 1, 2013; September 3, 2021, effective January 1, 2022; September 29, 2025, effective January 1, 2026]

Rule 9.4 Guidelines — rebuttable presumption. In ordering child support, the court should determine the amount of support specified by the guidelines. There is a rebuttable presumption that the amount of child support which would result from the application of the guidelines prescribed by the supreme court is the correct amount of child support to be awarded. That amount may be adjusted upward or downward, however, if the court finds such adjustment necessary to provide for the needs of the children or to do justice between the parties under the special circumstances of the case. The appropriate amount of child support is zero if the noncustodial parent's only income is from Supplemental Security Income (SSI) paid pursuant to 42 U.S.C. §1381a.

[Court Order November 9, 2001, effective February 15, 2002; March 9, 2009, effective July 1, 2009; September 3, 2021, effective January 1, 2022; September 29, 2025, effective January 1, 2026]

Rule 9.5 Income.

9.5(1) *Gross monthly income.* In the guidelines, the term "gross monthly income" means reasonably expected income from all sources.

a. Gross monthly income includes spousal support payments to be received by a party in the pending matter and prior obligation spousal support payments actually received by a party pursuant to court order. For spousal support payments taxable to the payee and deductible by the payor, the payments are added to or subtracted from gross monthly income prior to the calculation of federal and state income taxes. For spousal support payments not taxable to the payee or deductible by the payor, the payments will be added or subtracted after the calculation of federal and state income taxes in arriving at net monthly income.

(1) If spousal support is to be paid in the pending matter, whether temporary or permanent, it will be determined first and added to the payee's income and deducted from the payor's income before child support is calculated.

(2) A payor of prior obligation spousal support will receive a reduction from income for spousal support actually paid pursuant to court order.

(3) Reimbursement spousal support, whether being paid in a prior matter or to be paid in the pending matter, may not be added to a payee's income or deducted from a payor's income.

b. Gross monthly income does not include public assistance payments, the earned income tax credit, or child support payments a party receives.

c. Gross income from self-employment is self-employment gross income less reasonable business expenses.

d. To determine gross income, the court may not impute income under rule 9.11 except:

(1) Pursuant to agreement of the parties, or

(2) Upon request of a party, and a written determination is made by the court under rule 9.11.

9.5(2) *Net monthly income.* In the guidelines the term "net monthly income" means gross monthly income less deductions for the following:

a. Federal income tax (calculated pursuant to the guidelines method).

b. State income tax (calculated pursuant to the guidelines method).

c. Social Security and Medicare tax deductions, or for those employees who do not contribute to Social Security, mandatory pension deductions not to exceed the current Social Security and Medicare tax rate for employees.

d. Mandatory occupational license fees if paid by the individual personally, not by the employer, and if not previously deducted as a business expense on the individual's tax return in arriving at the individual's self-employment or other business income.

e. Union dues.

f. Health insurance premium costs for other children not in the pending matter when coverage is provided pursuant to court or administrative order or for children who are qualified additional dependents under rule 9.7. For purposes of this deduction, the premium cost for other children is one-half of the amount calculated for those other children utilizing the method specified in rule 9.14(5)(*b*).

g. Cash medical support ordered in this pending matter as determined by the Medical Support Table in rule 9.12.

h. Cash medical support and prior obligation of child support actually paid pursuant to court or administrative order for other children not in the pending matter.

i. Qualified additional dependent deductions.

9.5(3) *Items not deducted from income.* Other items, such as credit union payments, charitable deductions, savings or thrift plans, and voluntary pension plans, are not to be deducted from a parent's income, since the needs of the children must have a higher priority than voluntary savings or payment of indebtedness.

[Court Order November 9, 2001, effective February 15, 2002; September 23, 2004, effective November 1, 2004; March 9, 2009, effective July 1, 2009; May 9, 2013, effective July 1, 2013; July 20, 2017, effective January 1, 2018; November 16, 2018, effective January 1, 2019; September 3, 2021, effective January 1, 2022; September 30, 2021, effective January 1, 2022; September 29, 2025, effective January 1, 2026]

Rule 9.6 Guidelines method for computing taxes. For purposes of computing the taxes to be deducted from a parent's gross income, the following uniform rules apply:

9.6(1) An unmarried parent is assigned either single or head of household filing status. Head of household filing status is assigned if a parent is the custodial parent of one or more of the mutual children of the parents.

9.6(2) A married parent is assigned married filing separate status, except that a married parent will be treated as an unmarried parent under rule 9.6(1) or 9.6(3) when calculating temporary child support between parents married to each other.

9.6(3) If the parents have joint (equally shared) physical care of their mutual children, an unmarried parent is assigned head of household filing status and a married parent is assigned married filing separate status.

9.6(4) The standard deduction applicable to the parent's filing status under rule 9.6(1), 9.6(2) or 9.6(3) must be used.

9.6(5) Each parent is assigned one personal exemption for the parent. The custodial parent is assigned one additional dependent exemption for each mutual child of the parents, unless a parent provides information that the noncustodial parent has been allocated the dependent exemption for such child. In cases of joint (equally shared) or split physical care, the dependent exemption(s) for the mutual child(ren) of the parties are assigned according to the order or decree establishing the joint or split care arrangement.

9.6(6) If a parent's gross income under rule 9.5(1) is adjusted because of spousal support received or paid by the parent, applicable federal and state tax law determines whether those spousal support amounts are used to increase or decrease the parent's taxable income for computing taxes under this rule.

9.6(7) If the amount of federal or state income tax, or both, actually paid by a parent differs substantially from the amount(s) determined by the guidelines method of computing taxes, the court may consider whether the difference is sufficient reason to adjust the child support under the criteria in rule 9.11. This rule does not preclude alternate methods of calculation by Child Support Services (CSS) as authorized by Iowa Code section 252B.7A.

[Court Order September 23, 2004, effective November 1, 2004; March 9, 2009, effective July 1, 2009; May 9, 2013, effective July 1, 2013; November 16, 2018, effective January 1, 2019; September 3, 2021, effective January 1, 2022; June 30, 2023, effective July 1, 2023; September 29, 2025, effective January 1, 2026]

Rule 9.7 Qualified additional dependent deduction. To establish a qualified additional dependent deduction, the requesting parent must demonstrate a legal obligation to the child(ren) under Iowa Code section 252A.3. Ways to demonstrate a legal obligation to the child(ren) include:

9.7(1) By order of a court of competent jurisdiction or by administrative order when authorized by state law.

9.7(2) By the statement of the person admitting paternity in court and upon concurrence of the mother. If the mother was married, at the time of conception, birth, or at any time during the period between conception and birth of the child, to an individual other than the person admitting paternity, the individual to whom the mother was married at the time of conception, birth, or at any time during the period between conception and birth, must deny paternity in order to establish the paternity of the person admitting paternity upon the sole basis of the admission.

9.7(3) By the filing and registration by the state registrar of an affidavit of paternity executed on or after July 1, 1993, as provided in Iowa Code section 252A.3A, provided that the mother of the child was unmarried at the time of conception, birth, and at any time during the period between conception and birth of the child, or if the mother was married at the time of conception, birth, or at any time during the period between conception and birth of the child, a court of competent jurisdiction has determined that the individual to whom the mother was married at the time is not the father of the child.

9.7(4) By a child born during the marriage unless the paternity has been determined otherwise by a court of competent jurisdiction.

[Court Order November 9, 2001, effective February 15, 2002; September 23, 2004, effective November 1, 2004; March 9, 2009, effective July 1, 2009; May 9, 2013, effective July 1, 2013]

Rule 9.8 Deduction amount and use.

9.8(1) The monthly deduction for qualified additional dependents of a parent (custodial or noncustodial) is:

a. 8% of the parent's gross monthly income (to a maximum of $800 per month) for one (1) child.

b. 12% of the parent's gross monthly income (to a maximum of $1200 per month) for two (2) children.

c. 14% of the parent's gross monthly income (to a maximum of $1400 per month) for three (3) children.

d. 15% of the parent's gross monthly income (to a maximum of $1500 per month) for four (4) children.

e. 16% of the parent's gross monthly income (to a maximum of $1600 per month) for five (5) or more children.

9.8(2) The qualified additional dependent deduction can be used for the establishment of original orders or in proceedings to modify an existing order. However, the deduction cannot be used to affect the threshold determination of eligibility for a downward modification of an existing order. After the threshold determination has been met, the deduction must be used in the determination of the net monthly income. A deduction may be taken for a prior obligation for support actually paid (rule 9.5(2)(*h*)) or a qualified additional dependent deduction (rule 9.5(2)(*i*)), but both deductions cannot be used for the same child. A qualified additional dependent deduction cannot be claimed for a child for whom there is a prior court or administrative support order.

[Court Order November 9, 2001, effective February 15, 2002; September 23, 2004, effective November 1, 2004; March 9, 2009, effective July 1, 2009; effective March 22, 2022; September 29, 2025, effective January 1, 2026]

Rule 9.9 Extraordinary visitation credit. If the noncustodial parent's court-ordered visitation exceeds 127 days per year, the noncustodial parent will receive a credit to the noncustodial parent's share of the basic support obligation in accordance with the following table:

Days	Credit
128-147	15%
148-166	20%
167 or more but less than equally shared physical care	25%

For the purposes of this credit, "days" means overnights spent caring for the child(ren). Failure to exercise court-ordered visitation may be a basis for modification. The extraordinary visitation credit may not reduce support below $50 for one child, $75 for two children, or $100 for three or more children.

[Court Order September 23, 2004, effective November 1, 2004; March 9, 2009, effective July 1, 2009; May 9, 2013, effective July 1, 2013; September 3, 2021, effective January 1, 2022]

Rule 9.10 Child support guidelines worksheet. All parties must file a child support guidelines worksheet from rule 9.27 prior to a support hearing or the establishment of a support order. The parties must use Form 1 accompanying these rules, unless both parties agree to use Form 2. CSS must use Form 2. The parties may supplement any other required financial statements by filing Form 3.

[Court Order November 9, 2001, effective February 15, 2002; September 23, 2004, effective November 1, 2004; September 3, 2021, effective January 1, 2022; June 30, 2023, effective July 1, 2023; September 29, 2025, effective January 1, 2026]

Rule 9.11 Variance from guidelines. The court may not vary from the amount of child support or child care expense add-on that would result from application of the guidelines without a written finding that the guidelines would be unjust or inappropriate as determined under the following criteria:

9.11(1) Substantial injustice would result to the payor, payee, or child(ren).

9.11(2) Adjustments are necessary to provide for the needs of the child(ren) or to do justice between the parties, payor, or payee under the special circumstances of the case.

9.11(3) Circumstances contemplated in Iowa Code section 234.39.

9.11(4) The court may impute income in appropriate cases subject to the requirements of rule 9.5. If the court finds that a parent is voluntarily unemployed or underemployed without just cause, child support may be calculated based on a determination of earning capacity.

a. Incarceration is not voluntary unemployment for purposes of establishing or modifying child support.

b. A determination of earning capacity must take into consideration the specific circumstances of the parent to the extent known, and may include such factors as employment potential and probable earnings level based on work and training history, occupational qualifications, prevailing job opportunities, availability of employers willing to hire the parent, and earning levels in the community.

c. The court may also consider the parent's assets, residence, educational attainment, literacy, age, health, criminal record and other employment barriers, record of seeking work, and other relevant factors.

d. The court may not use earning capacity instead of actual earnings or otherwise impute income unless a written determination is made that, if actual earnings were used, substantial injustice would occur or adjustments would be necessary to provide for the needs of the child(ren) or to do justice between the parties.

[Court Order November 9, 2001, effective February 15, 2002; September 23, 2004, effective November 1, 2004; March 9, 2009, effective July 1, 2009; May 9, 2013, effective July 1, 2013; July 20, 2017, effective January 1, 2018; September 3, 2021, effective January 1, 2022; September 29, 2025, effective January 1, 2026]

Rule 9.11A Child care expense add-on. Because the cost of child care is not included in the economic data used to establish the support amounts in the Schedule of Basic Support Obligations, this rule will apply when determining the child care expense add-on, if any, to the guideline amount of child support to account for the noncustodial parent's share of the child care expenses incurred by the custodial parent.

9.11A(1) *Child care expenses.* For purposes of this rule, "child care expenses" means actual, annualized child care expenses the custodial parent pays for the child(ren) in the pending matter, excluding any third party reimbursements and reduced by estimated state and federal child care tax credits, that are reasonably necessary to enable the parent to be employed, attend education or training activities, or conduct a job search.

a. State and federal child care tax credits will be estimated at 25% of the actual child care expenses incurred by the custodial parent up to the maximum expense limitation under federal law.

b. Because child care tax credits are inapplicable or nominal for low-income taxpayers, no estimated child care tax credit will be deducted for a custodial parent who has gross monthly income less than the following amounts: $3,750 for one child; $4,550 for two children; $5,000 for three children; $5,500 for four children; $6,250 for five children; and $6,900 for six or more children.

9.11A(2) *Presumption relating to child care expense add-on upon child's 13th birthday.* There is a rebuttable presumption that there will be no add-on for child care expenses attributable to a child upon the child's 13th birthday.

9.11A(3) *Child care expense add-on calculation.* Two calculations are required when determining the amount of the child care expense add-on.

a. In the first calculation, multiply the noncustodial parent's proportional share of income by the amount of child care expenses. For purposes of this subrule only, the noncustodial parent's proportional share of income is determined using the noncustodial parent's adjusted net monthly income less the amount of child support to be paid by the noncustodial parent in the pending matter.

b. In the second calculation, multiply the noncustodial parent's disposable income by .5 and then subtract the guideline amount of child support and any cash medical support to be paid in the pending matter as well as the full amount of any health insurance premiums actually paid by the noncustodial parent or that are expected to be paid by the noncustodial parent to comply with a health insurance order that will be entered in the pending matter. Health insurance provided by a stepparent will not be considered in this calculation. For purposes of this subrule only, "disposable income" means gross monthly income less the deductions in rules 9.5(2)(*a*) through (*c*).

c. The child care expense add-on is the lesser of the amount calculated under (*a*) or (*b*).

9.11A(4) *Order provisions.*

a. Any order containing a child care expense add-on must specify the amount of the basic support obligation calculated before the child care expense add-on, the amount of the child care expense add-on, the combined amount of the basic support obligation and the child care expense add-on, and the specific periodic payment date when the child care expense add-on will end. If the order does not specify otherwise, the child care expense add-on will automatically terminate upon the youngest child's 13th birthday.

b. When a child care expense add-on ends pursuant to the terms of the support order or pursuant to this subrule, support will automatically adjust to the amount of the basic support obligation without a child care expense add-on. If the order does not specify an adjustment date, the adjustment will be effective on the first date that the next periodic support payment becomes due after the youngest child's 13th birthday.

9.11A(5) *Substantial change in circumstances.* A change in the amount of child care expenses incurred by the custodial parent is a factor to be considered in determining whether a substantial change in circumstances exists to modify a support order that includes a child care expense add-on.

9.11A(6) *When rule 9.11A does not apply.* Rule 9.11A does not apply and a child care expense add-on will not be ordered when:

a. Pursuant to agreement of the parties, the noncustodial parent is ordered to make direct payments to the child care provider or to directly reimburse the custodial parent for the costs of child care, or the parties have otherwise expressly agreed on the payment of child care expenses.

b. The custodial parent fails to provide the necessary information to determine the amount of child care expenses.

c. There is an order for joint (equally shared) physical care, as child care expenses are to be allocated under rule 9.14(3).

d. The noncustodial parent's adjusted net monthly income is in an income range that correlates with the shaded area of the schedule in rule 9.26.

[Court Order July 20, 2017, effective January 1, 2018; September 3, 2021, effective January 1, 2022; September 29, 2025, effective January 1, 2026]

Rule 9.12 Medical support order.

9.12(1) *Medical support order required.* The court must enter an order for medical support as required by statute. For purposes of Iowa Code section 252E.1A, the Medical Support Table in rule 9.12(4) is established for use by the courts of this state in determining reasonable cost for a health benefit plan and a reasonable amount in lieu of a health benefit plan (cash medical support). If health care coverage is ordered, the reasonable cost amount calculated in rule 9.12(2) must be stated in the order. If cash medical support is ordered, it must be a sum certain dollar amount stated in the order and is an amount in addition to the child support amount.

9.12(2) *Calculating "reasonable cost" of health insurance.* Refer to the Medical Support Table in rule 9.12(4) to determine if the parent has health insurance available at "reasonable cost." Find the appropriate cell for the parent's net income (as determined by the guidelines) and for the correct number of children. Multiply the parent's gross income by the percentage in that cell. If the amount is equal to or more than the cost of the child(ren)'s portion of the health insurance premium (family cost minus single cost), it is available at "reasonable cost."

9.12(3) *Calculating cash medical support.*

a. If neither parent has health insurance available at "reasonable cost," and if appropriate according to Iowa Code section 252E.1A, the court must order cash medical support.

b. Refer to the Medical Support Table in rule 9.12(4) to determine the amount of cash medical support. Find the appropriate cell for the parent's preliminary net income (gross income minus all appropriate deductions other than cash medical support in the pending matter) and for the correct number of children. Multiply the parent's gross income by the percentage in that cell to get the cash medical support amount.

c. For minimum orders in low-income Area A, cash medical support is not ordered.

d. Cash medical support is not ordered if a parent is ordered to provide health insurance and that parent or stepparent of the child(ren) has obtained insurance coverage for the child(ren).

e. If the child(ren)'s health care coverage is through the Healthy and Well Kids in Iowa program (Hawki) under Iowa Code chapter 514I, the ordered amount of cash medical support is the cost of the Hawki premium or the amount calculated pursuant to the Medical Support Table in rule 9.12(4), whichever is less.

f. Use the adjusted net income (preliminary net income minus the amount of cash medical support in the pending matter) for the correct number of children on the Schedule of Basic Support Obligations to find the appropriate amount of child support. Once the adjusted net income has been determined, do not allow another deduction for cash medical support.

9.12(4) Medical Support Table.

Medical Support Table

Preliminary Net Income	One Child	Two Children	Three Children	Four Children	Five or More Children
0-1250	**Area A: Minimum order** Noncustodial parent provides health insurance when it becomes available at no cost to add the child(ren). Health insurance is not an add-on cost in this area. Do not order cash medical support.				
Shaded portion of **Area B** Starting at 1,251 up to: 1800 for 1 child 2200 for 2 children 2550 for 3 children 2550 for 4 children 2650 for 5+ children	**Area B: Shaded area of the schedule** Provide health insurance if available at reasonable cost. Find the box for the parent's preliminary net income and number of children. Multiple the percentage in the box (1%-5%) by the parent's gross income to find reasonable cost. Health insurance is an add-on cost in this area. If neither parent has health insurance available at a reasonable cost, if appropriate according to Iowa Code section 252E.1A, the Court will order cash medical support under rule 9.12(3).				
1251 - 1300	2.0%	2.0%	1.0%	1.0%	1.0%
1301 - 1350	2.0%	2.0%	1.0%	1.0%	1.0%
1351 - 1400	2.0%	2.0%	2.0%	1.0%	1.0%
1401 - 1450	2.5%	2.0%	2.0%	1.0%	1.0%
1451 - 1500	3.0%	2.0%	2.0%	2.0%	1.0%
1501 - 1550	3.0%	2.0%	2.0%	2.0%	2.0%
1551 - 1600	3.5%	2.0%	2.0%	2.0%	2.0%
1601 - 1650	4.0%	2.5%	2.0%	2.0%	2.0%
1651 - 1700	4.0%	3.0%	2.0%	2.0%	2.0%
1701 - 1750	4.5%	3.0%	2.5%	2.0%	2.0%
1751 - 1800	5.0%	3.0%	3.0%	2.5%	2.0%
1801 - 1850	5.0%	3.0%	3.0%	3.0%	2.0%
1851 - 1900	5.0%	3.0%	3.0%	3.0%	2.5%
1901 - 1950	5.0%	3.5%	3.0%	3.0%	3.0%
1951 - 2000	5.0%	4.0%	3.0%	3.0%	3.0%
2001 - 2050	5.0%	4.0%	3.0%	3.0%	3.0%
2051 - 2100	5.0%	4.0%	3.5%	3.0%	3.0%
2101 - 2150	5.0%	4.5%	4.0%	3.0%	3.0%
2151 - 2200	5.0%	5.0%	4.0%	3.0%	3.0%
2201 - 2250	5.0%	5.0%	4.0%	3.5%	3.0%
2251 - 2300	5.0%	5.0%	4.0%	4.0%	3.0%
2301 - 2350	5.0%	5.0%	4.0%	4.0%	3.5%
2351 - 2400	5.0%	5.0%	4.0%	4.0%	4.0%
2401 - 2450	5.0%	5.0%	5.0%	4.0%	4.0%
2451 - 2500	5.0%	5.0%	5.0%	4.0%	4.0%
2501 - 2550	5.0%	5.0%	5.0%	4.0%	4.0%
2551 - 2600	5.0%	5.0%	5.0%	5.0%	4.0%
2601 - 2650	5.0%	5.0%	5.0%	5.0%	4.0%
Area C: Nonshaded area of the Schedule Provide health insurance if available at reasonable cost. For parents with these preliminary net monthly incomes, multiply gross income by 5% to find reasonable cost. Health insurance is an add-on cost in this area. If neither parent has health insurance available at a reasonable cost, if appropriate according to Iowa Code section 252E.1A, the Court will order cash medical support under Rule 9.12(3).					
2651 - 30,000	5.0%	5.0%	5.0%	5.0%	5.0%

9.12(5) *Uncovered medical expenses.* For purposes of this rule, "uncovered medical expenses" means all medical expenses for the child(ren) not paid by insurance.

a. In cases of joint physical care, the parents will share all uncovered medical expenses in proportion to the parents' respective net incomes.

b. In all other cases, including split or divided physical care, the custodial parent will pay the first $250 per calendar year per child of uncovered medical expenses up to a maximum of $800 per calendar year for all children. The parents will pay in proportion to their respective net incomes uncovered medical expenses in excess of $250 per child or a maximum of $800 per calendar year for all children.

c. For purposes of this rule, medical expenses include, but are not limited to, costs for reasonably necessary medical, orthodontia, dental treatment, physical therapy, eye care (including eye glasses or contact lenses), mental health treatment, substance use disorder treatment, prescription drugs, and any other uncovered medical expense.

d. Uncovered medical expenses are not to be deducted in arriving at net income.

e. Rule 9.12(5) will not apply when the support payee is a nonparent caretaker and only one parent is joined as a party to the pending action.

f. Any variance from rule 9.12(5) must be supported by written findings in accordance with rule 9.11.

[Court Order November 9, 2001, effective February 15, 2002; September 23, 2004, effective November 1, 2004; March 9, 2009, effective July 1, 2009; May 9, 2013, effective July 1, 2013; July 20, 2017, effective January 1, 2018; September 3, 2021, effective January 1, 2022; December 29, 2021, effective January 1, 2022; June 30, 2023, effective July 1, 2023; January 26, 2024; September 29, 2025, effective January 1, 2026]

Rule 9.13 Stipulation for child and medical support — court review. A stipulation of the parties establishing child support and medical support must be reviewed by the court to determine if the amount stipulated and the medical support provisions are in substantial compliance with the guidelines. A proposed order to incorporate the stipulation must be reviewed by the court to determine its compliance with these guidelines. If a variance from the guidelines is proposed, the court must determine whether it is justified and appropriate, and, if so, include the stated reasons for the variance in the order.

[Court Order November 9, 2001, effective February 15, 2002; September 23, 2004, effective November 1, 2004; September 29, 2025, effective January 1, 2026]

Rule 9.14 Method of calculation. To compute the guidelines amount of child support, first compute the adjusted net monthly income, then proceed to either the Basic Method of Child Support grid in rule 9.14(2) or the Joint (Equally Shared) Physical Care Method of Child Support Calculation grid in rule 9.14(3), as appropriate. For split or divided physical care, refer to rule 9.14(4). The following grids illustrate how the worksheets are to be completed.

9.14(1) *Adjusted net monthly income calculation.* The steps to arrive at the adjusted net monthly income are shown below in the Adjusted Net Monthly Income Calculation grid.

Adjusted Net Monthly Income Calculation				
			Custodial Parent* __________ **(name)**	**Noncustodial Parent*** __________ **(name)**
A.	Gross monthly income (Does not include public assistance payments, the Earned Income Tax Credit, or child support payments.) Gross income is adjusted to reflect receipt by the payee and payments by the payor of spousal support payments pursuant to rule 9.5(1).		$	$
	B.	Federal income tax (Calculated pursuant to rule 9.6.)	$	$
	C.	State income tax (Calculated pursuant to rule 9.6.)	$	$
	D.	Social Security and Medicare tax/mandatory pension deductions (For employees not contributing to Social Security, mandatory pension deductions shall not exceed the current Social Security and Medicare tax rate for employees.)	$	$
	E.	Mandatory occupational license fees	$	$
	F.	Union dues	$	$
	G.	Health insurance premium costs for other children, not in the pending matter. (*See* rule 9.5(2)(*f*).)	$	$
	H.	Cash medical support and prior obligation of child support actually paid pursuant to court or administrative order for other children, not in the pending matter.	$	$
	I.	Qualified additional dependent deductions (*See* rules 9.7 and 9.8.)	$	$
J.	Preliminary net income for each parent (Line A. minus lines B. through I. for each parent.) (Preliminary net income is used to determine medical support under rule 9.12.)		$	$
	K.	If ordered in this pending matter, cash medical support as determined in rule 9.12.	$	$
L.	Adjusted net monthly income (Line J. minus line K.) (Adjusted net monthly income is used to calculate the guidelines amount of child support. Enter each parent's amount from line M. on either line A. of the Basic Method of Child Support Calculation or line A. of the Joint [Equally Shared] Physical Care Method of Child Support Calculation as appropriate.)		$	$

*(In cases of joint physical care, use names only and designate both parents as custodial parents.)

9.14(2) *Basic method of child support calculation.* The steps of a basic child support calculation are shown below in the Basic Method of Child Support Calculation grid.

Basic Method of Child Support Computation				
		Custodial Parent (CP) ________ (name)	Noncustodial Parent (NCP) ________ (name)	Combined
A.	Adjusted net monthly income	$	$	$
B.	Proportional share of income	%	%	100%
C.	Number of children for whom support is sought			
D.	**Low-Income:** Basic support obligation using only NCP's adjusted net monthly income (Only if NCP's income is in shaded Area A or B.) • If NCP's income is in shaded **Area A**, use only NCP's income to find the basic support amount and enter it on this line. Enter N/A on lines E and F. Enter the basic support amount on line G. • If NCP's income is in shaded **Area B**, use only NCP's income to find the basic support amount. Enter it on this line. Go to line E. • If the NCP's income is in nonshaded **Area C**, enter N/A on this line. Go to line E.		$	
E.	Basic support obligation when using **combined** adjusted net monthly income for NCP incomes in **Area B** or **Area C** (Use the line A combined income amount to find the basic support amount from the Schedule of Basic Support Obligations.)			$
F.	Each parent's share of the basic support obligation when using **combined** incomes (Each parent's line B x line E.)	$	$	
G.	NCP's basic support obligation before health insurance • If NCP's income is in shaded **Area B**, enter the lower amount from line D or NCP's line F. • If NCP's income is in the nonshaded **Area C** of the schedule, use the amount from NCP's line F.		$	

H.	**Allowable child(ren)'s portion of health insurance premium** (Enter the amount calculated pursuant to rule 9.14(5).) • If health insurance is being ordered, and the basic support obligation on line G falls in **Area B** or in nonshaded **Area C** of the schedule, enter the cost under the parent being ordered to provide it. • If neither parent has health insurance available at reasonable cost, enter N/A for each parent on this line. • If the basic support obligation on line G falls within low-income **Area A** of the shaded area of the schedule, enter N/A for each parent on this line. • For stepparent-provided insurance, *see* rule 9.14(5).	$	$	
I.	**Health insurance add-on or deduction from NCP's obligation—calculated below in 1. and 2.**			
	1. If the CP will be ordered to provide H.I.: a. CP's H.I. cost from line H = $__________ b. NCP's line B percentage = ______% c. Multiply CP's line H x NCP's line B = +$______ (amount to add to NCP line G to get to line J)			
	2. If the NCP will be ordered to provide H.I.: a. NCP's H.I. cost from Line H = $__________ b. CP's Line B percentage = ______% c. Multiply NCP's Line H x CP's Line B = - $______ (amount to subtract from NCP line G to get to line J)			
J.	**Guideline amount of child support for NCP** • If only CP provides H.I.: line G plus line I.1. • If only NCP provides H.I.: line G minus line I.2. • If both provide H.I.: line G plus line I.1 minus line I.2. • If neither parent provides H.I.: enter the amount from line G.		$	

	Extraordinary Visitation Credit (Only if court-ordered visitation exceeds 127 overnights per year.)			
K.	NCP's basic support obligation before health insurance (Amount from line G.)		$	
L.	Number of court-ordered visitation overnights with NCP			
M.	**Extraordinary visitation credit percentage:** If line L above is 128-147 overnights: 15% credit (0.15) If line L above is 148-166 overnights: 20% credit (0.20) If line L above is 167 or more overnights: 25% credit (0.25) (But less than joint [equally shared] physical care.)		%	
N.	**Extraordinary visitation credit** (Multiply line K by line M.)		$	
O.	**Guideline amount of child support (after credit for extraordinary visitation)** (Line J minus line N.) (However, the guideline amount of supportmust not be less than $50 for one child, $75 for two children, or $100 for three or more children.)			

Child care expense add-on under rule 9.11A (from Child Care Add-On Calculation Grid) Itemization of NCP's combined support obligation				
P.	NCP's basic support obligation before the child care add-on. From line J. or line O., whichever is applicable.		$	
Q.	Amount of child care add-on to NCP's basic support obligation. Enter the lesser of NCP's line j. and line t. from Child Care Add-on Calculation Grid below.		$	
R.	Combined amount of NCP's basic support obligation and NCP's child care add-on. Line P. + Q.		$	
Child Care Add-On Calculation Grid under rule 9.11A(3):				
Calculation one: Proportional share of income.				
a.	Custodial parent's annualized child care expenses. (Excluding any third-party reimbursements).	$		
b.	Computation of estimated child care tax credit [Does not apply when CP's gross income is below applicable Rule 9.11A(1)(b) income threshold.] .25 x $_________ (child care expenses up to maximum eligible federal expense amount)	$		
c.	Net annualized child care expenses subject to apportionment. Line a. minus line b.	$		
d.	Net monthly child care expenses subject to apportionment. Line c. divided by 12.	$		
e.	NCP's adjusted net monthly income from line A.		$	
f.	NCP's guideline amount of support from line J. or line O., whichever is applicable.		$	
g.	NCP's modified adjusted net monthly income. Line e. minus line f.		$	
h.	Modified net monthly income. CP's line A. and NCP's line g.	$	$	
i.	Modified proportional share of income.	%	%	100%
j.	Each parent's proportional share of monthly child care expenses. Line d. x each parent's line i.	$	$	
Calculation two: Child care add-on cap based on 50% of NCP's disposable income.				
k.	NCP's gross monthly income from rule 9.14(1), line A.		$	
l.	NCP's Federal income tax from rule 9.14(1), line B.		$	
m.	NCP's State income tax from rule 9.14(1), line C.		$	
n.	NCP's Social Security and Medicare tax from rule 9.14(1), line D.		$	
o.	NCP's net disposable monthly income. Line k. minus lines l.-n.		$	
p.	50% of NCP's net disposable income subject to child care add-on limitation. Line o. x .5.		$	
q.	NCP's health insurance premiums actually paid or to be paid based on the medical support order to be entered in this case. (Health insurance provided by a stepparent is not considered.)		$	
r.	Any cash medical support NCP will be ordered to pay in this action. From rule 9.14(1), line K.		$	
s.	NCP's guideline amount of support in this action. From line J. or line O., whichever is applicable.		$	
t.	Amount available for child care add-on after allowable deductions from 50% of disposable income. Line p. minus lines q.-s. (If a negative amount, enter $-0-).		$	

9.14(3) *Joint physical care.*

a. In cases of court-ordered joint (equally shared) physical care, child support is calculated as shown below in the Joint (Equally Shared) Physical Care Method of Child Support Calculation grid.

b. Offsetting each parent's guidelines amount of child support is a method of payment of each parent's guidelines amount of child support and the net difference is paid by the party with the higher child support obligation unless variance is warranted under rule 9.11.

c. An allocation between the parties for payment of the child(ren)'s expenses ordered pursuant to Iowa Code section 598.41(5)(a) is an obligation in addition to the child support amount calculated pursuant to this rule and is not child support.

<table>
<tr><th colspan="5">Joint (Equally Shared) Physical Care Method of Child Support Computation</th></tr>
<tr><td colspan="2"></td><td>Custodial Parent 1 (CP 1)
____
(name)</td><td>Custodial Parent 2 (CP 2)
____
(name)</td><td>Combined</td></tr>
<tr><td>A.</td><td>Adjusted net monthly income</td><td>$</td><td>$</td><td>$</td></tr>
<tr><td>B.</td><td>Proportional share of income</td><td>%</td><td>%</td><td>100%</td></tr>
<tr><td>C.</td><td>Number of children for whom support is sought</td><td></td><td></td><td></td></tr>
<tr><td>D.</td><td>Basic support obligation before health insurance
(Use line A combined amount to find amount from Schedule of Basic Support Obligations—use combined incomes because the low-income adjustment in the shaded area of the schedule does not apply to joint [equally shared] physical care support computations.)</td><td></td><td></td><td>$</td></tr>
<tr><td>E.</td><td>Each parent's basic primary care amount before health insurance
(Multiply line B by line D for each parent.)</td><td>$</td><td>$</td><td></td></tr>
<tr><td>F.</td><td>Each parent's share of joint physical care support
(Multiply line E by 1.5 for each parent to account for extra costs for two residences.)</td><td>$</td><td>$</td><td></td></tr>
<tr><td>G.</td><td>Each parent's joint physical care support obligation before health insurance
(Multiply line F by .5 for each parent to account for 50% of time spent with each parent.)</td><td>$</td><td>$</td><td></td></tr>
<tr><td>H.</td><td>Allowable child(ren)'s portion of health insurance premium*
(Enter the amount calculated pursuant to rule 9.14(5).)
(Area A: *The health insurance adjustment does not apply if either parent's net income on line A falls within the low-income shaded Area A of the Schedule of Basic Support Obligations. Enter N/A for each parent on this line. Do not complete line I.)
(Area B or C: If the basic support obligation on Line G falls within Area B or Area C, enter the allowable child(ren)'s portion of the health insurance premium on this line under the parent being ordered to provide it. Do not skip line I.)
(For step-parent provided insurance, see rule 9.14(5).)</td><td>$</td><td>$</td><td></td></tr>
<tr><td rowspan="3">I.</td><td>Health insurance add-on to each parent's obligation (calculated below in 1 and 2)</td><td>$</td><td>$</td><td></td></tr>
<tr><td colspan="4">1. If CP 1 will be ordered to provide H.I.
Step 1. CP 1's H.I. cost from line H = $_______ Step 2. CP 2's line B percentage = ______%
Step 3. Multiply CP 1's cost x CP 2's line B = + $______ (Insert on CP 2's line I.)</td></tr>
<tr><td colspan="4">2. If CP 2 will be ordered to provide H.I.
Step 1. CP 2's H.I. cost from line H = $_______ Step 2. CP 1's line B percentage = ______%
Step 3. Multiply CP 2's line H x CP 1's line B = + $ ______ (Insert on CP 1's line I.)</td></tr>
<tr><td>J.</td><td>Guideline amount of child support
(Line G plus line I for each parent.)</td><td>$</td><td>$</td><td></td></tr>
<tr><td>K.</td><td>Net amount of child support for joint physical care after offset</td><td></td><td></td><td></td></tr>
</table>

	(Subtract smaller amount on line J from larger amount on line J. Parent with larger amount on line J pays the other parent the difference, as a method of payment. If either parent receives assistance through the Family Investment Program [FIP], the other parent's obligation reverts to the amount on line J.)	$	$	

9.14(4) *Split or divided physical care.* In the cases of court-ordered split or divided physical care, child support is calculated in the following manner: determine the amount of child support required by these guidelines for each party based on the number of children in the physical care of the other party; offset the two amounts as a method of payment; and the party with the higher child support obligation pays the net difference unless variance is warranted under rule 9.11.

9.14(5) *Health insurance premium.* In calculating child support, the allowable child(ren)'s portion of the health insurance premium is prorated between the parents and used to adjust the basic support obligation as provided in this rule.

a. This subrule applies if the parent is ordered to provide health insurance for the child(ren) in the pending action and it is either deducted from wages of the parent or stepparent or paid by the parent or stepparent.

b. The allowable child(ren)'s portion of the health insurance premium will be calculated as follows:

(1) For a health benefit plan covering multiple individuals, including the child(ren) in the pending action, the allowable child(ren)'s portion is the amount of the premium cost for such coverage to the parent or stepparent that is in excess of the premium cost for single coverage, divided by the number of individuals enrolled in the health benefit plan, excluding the person providing the insurance, and then multiplied by the number of children who are the subject of the pending action.

(2) For a health benefit plan covering only the child(ren) in the pending action, the entire premium will be used as the allowable child(ren)'s portion of the health insurance premium.

c. However, a health insurance premium is not prorated and used to adjust the basic support obligation if the basic support obligation is in low-income (shaded) Area A of the schedule in rule 9.26 unless variance is warranted under rule 9.11.

d. If the child(ren) is (are) covered by the health insurance of a stepparent, the allowable child(ren)'s portion of the health insurance premium will be prorated between the parents and used to adjust the basic support obligation unless a parent objects. If a parent objects, the court will decide the issue based on its determination of whether it would be equitable to the parties and the child(ren).

9.14(6) *Step-down provisions.* For cases with multiple children, the support order must include a step-down provision to automatically adjust the child support amount as the number of children entitled to support changes, unless subsequently modified by the court.

[Court Order September 23, 2004, effective November 1, 2004; March 9, 2009, effective July 1, 2009; May 9, 2013, effective July 1, 2013; July 20, 2017, effective January 1, 2018; November 16, 2018, effective January 1, 2019; September 3, 2021, effective January 1, 2022; September 29, 2025, effective January 1, 2026]

Rules 9.15 to **9.25** Reserved.

Rule 9.26 Child Support Guidelines Schedule.

Iowa Schedule of Basic Support Obligations

Iowa Schedule of Basic Support Obligations

1. **Area A:** Except as provided in 2, only the noncustodial parent's income is used in Area A of the shaded area ($0 to $1250) in accordance with the low-income adjustment.

   Area B: Two calculations are required in Area B of the low-income shaded area (between $1251 and $1800 for one child, between $1251 and $2200 for two children, between $1251 and $2550 for three children, between $1251 and $2550 for four children, and between $1251 and $2650 for five or more children).
   Calculation 1 is the same as the Area A calculation.
   Calculation 2 uses the parents' combined incomes.
   The guidelines amount is the lower of the two calculations.
   Area C: Nonshaded area. The parents' combined incomes are used in the remaining (nonshaded) area of the schedule.
2. In joint (equally shared) physical care cases, regardless of whether a parent is low income, use the parents' combined incomes in the shaded and nonshaded areas of the schedule.
3. For combined net monthly incomes above $30,000, the amount of the basic support obligation is deemed to be within the sound discretion of the court or the agency setting support by administrative order but may not be less than the basic support obligation for combined net monthly incomes equal to $30,000.

Combined or Individual Adjusted Net Income (See 1 and 2 above.)	One Child	Two Children	Three Children	Four Children	Five or More Children
Area A - Low Income Adjustment					
0 - 100	50	75	100	100	100
101 - 200	56	83	109	111	112
201 - 300	62	92	118	121	125
301 - 400	68	100	127	132	137
401 - 500	73	108	136	143	150
501 - 600	79	116	145	154	162
601 - 700	85	125	154	164	174
701 - 800	91	133	163	175	187
801 - 850	97	141	172	186	199
851 - 900	103	150	181	197	212
901 - 950	108	158	190	207	224
951 - 1000	114	166	199	218	236
1001 - 1050	120	175	208	229	249
1051 - 1100	126	183	217	239	261
1101 - 1150	132	191	226	250	273
1151 - 1200	138	199	235	261	286
1201 - 1250	143	208	244	272	298

Combined or Individual Adjusted Net Income (See 1 and 2 above.)			One Child	Two Children	Three Children	Four Children	Five or More Children
Area B - Low-Income Adjustment							
1251	-	1300	149	216	253	282	311
1301	-	1350	174	246	285	315	348
1351	-	1400	199	276	318	347	386
1401	-	1450	224	306	350	380	423
1451	-	1500	249	336	383	412	461
1501	-	1550	274	366	415	445	498
1551	-	1600	299	396	448	477	536
1601	-	1650	324	426	480	510	573
1651	-	1700	349	456	513	542	611
1701	-	1750	374	486	545	575	648
1751	-	1800	399	516	578	607	686
1801	-	1850	421	546	610	640	723
1851	-	1900	432	576	643	672	761
1901	-	1950	444	606	675	705	798
1951	-	2000	455	636	708	737	836
2001	-	2050	467	666	740	770	873
2051	-	2100	478	696	773	802	911
2101	-	2150	490	726	805	835	935
2151	-	2200	501	756	838	867	957
2201	-	2250	513	781	870	900	979
2251	-	2300	524	798	903	932	1001
2301	-	2350	536	816	935	965	1023
2351	-	2400	547	833	968	997	1045
2401	-	2450	559	851	1000	1030	1067
2451	-	2500	570	869	1033	1062	1089
2501	-	2550	582	886	1065	1086	1111
2551	-	2600	593	904	1092	1107	1133
2601	-	2650	605	921	1114	1129	1155

Combined or Individual Adjusted Net Income (See 1 and 2 above.)	One Child	Two Children	Three Children	Four Children	Five or More Children
Area C - Non-Shaded Area					
2651 - 2700	616	939	1135	1150	1177
2701 - 2750	628	956	1156	1172	1199
2751 - 2800	640	974	1177	1193	1221
2801 - 2850	651	991	1198	1215	1243
2851 - 2900	663	1009	1220	1236	1265
2901 - 2950	674	1026	1241	1258	1287
2951 - 3000	686	1044	1262	1279	1309
3001 - 3050	697	1062	1283	1301	1331
3051 - 3100	709	1079	1304	1322	1353
3101 - 3150	720	1097	1326	1344	1375
3151 - 3200	732	1114	1347	1365	1397
3201 - 3250	743	1132	1368	1387	1419
3251 - 3300	755	1149	1389	1408	1441
3301 - 3350	766	1167	1410	1430	1463
3351 - 3400	778	1182	1428	1451	1485
3401 - 3450	789	1197	1445	1473	1507
3451 - 3500	801	1212	1463	1494	1529
3501 - 3550	812	1228	1480	1516	1551
3551 - 3600	824	1243	1498	1537	1573
3601 - 3650	835	1258	1515	1559	1595
3651 - 3700	847	1273	1532	1580	1617
3701 - 3750	858	1288	1550	1602	1639
3751 - 3800	870	1304	1567	1623	1661
3801 - 3850	881	1319	1585	1645	1683
3851 - 3900	892	1335	1604	1666	1705
3901 - 3950	903	1352	1624	1688	1727
3951 - 4000	913	1369	1644	1709	1749
4001 - 4050	923	1386	1664	1731	1771
4051 - 4100	934	1403	1684	1752	1793
4101 - 4150	944	1420	1705	1774	1815
4151 - 4200	955	1437	1725	1795	1837
4201 - 4250	965	1454	1745	1817	1859
4251 - 4300	975	1471	1765	1838	1881
4301 - 4350	986	1488	1785	1860	1903
4351 - 4400	995	1503	1802	1881	1925
4401 - 4450	1004	1516	1817	1903	1947
4451 - 4500	1012	1528	1832	1924	1969

Combined or Individual Adjusted Net Income (See 1 and 2 above.)	One Child	Two Children	Three Children	Four Children	Five or More Children
4501 - 4550	1021	1541	1847	1946	1991
4551 - 4600	1029	1554	1862	1967	2013
4601 - 4650	1038	1566	1877	1989	2035
4651 - 4700	1046	1579	1892	2010	2057
4701 - 4750	1055	1592	1907	2032	2079
4751 - 4800	1063	1604	1922	2053	2101
4801 - 4850	1072	1617	1937	2075	2123
4851 - 4900	1079	1628	1950	2095	2145
4901 - 4950	1084	1636	1959	2113	2167
4951 - 5000	1089	1643	1967	2131	2189
5001 - 5050	1095	1651	1976	2149	2211
5051 - 5100	1100	1658	1984	2167	2233
5101 - 5150	1105	1666	1993	2185	2255
5151 - 5200	1110	1673	2001	2203	2277
5201 - 5250	1116	1681	2010	2220	2299
5251 - 5300	1121	1688	2018	2238	2321
5301 - 5350	1126	1696	2027	2256	2343
5351 - 5400	1131	1703	2035	2273	2365
5401 - 5450	1136	1708	2039	2278	2384
5451 - 5500	1141	1714	2044	2283	2402
5501 - 5550	1145	1719	2048	2288	2421
5551 - 5600	1150	1725	2053	2293	2440
5601 - 5650	1155	1730	2057	2298	2459
5651 - 5700	1159	1735	2061	2303	2478
5701 - 5750	1164	1741	2066	2308	2496
5751 - 5800	1169	1746	2070	2313	2515
5801 - 5850	1174	1752	2075	2317	2534
5851 - 5900	1178	1757	2079	2322	2553
5901 - 5950	1185	1767	2092	2337	2571
5951 - 6000	1191	1778	2107	2353	2589
6001 - 6050	1198	1789	2121	2370	2607
6051 - 6100	1204	1800	2136	2386	2625
6101 - 6150	1211	1811	2151	2402	2643
6151 - 6200	1217	1822	2165	2419	2661
6201 - 6250	1224	1834	2180	2435	2679
6251 - 6300	1231	1845	2195	2452	2697
6301 - 6350	1237	1856	2209	2468	2715
6351 - 6400	1244	1867	2224	2484	2733
6401 - 6450	1249	1874	2232	2493	2742
6451 - 6500	1253	1878	2236	2497	2747
6501 - 6550	1257	1883	2239	2501	2752
6551 - 6600	1261	1888	2243	2506	2756
6601 - 6650	1265	1892	2247	2510	2761
6651 - 6700	1269	1897	2251	2514	2765

Combined or Individual Adjusted Net Income (See 1 and 2 above.)	One Child	Two Children	Three Children	Four Children	Five or More Children
6701 - 6750	1273	1901	2254	2518	2770
6751 - 6800	1277	1906	2258	2522	2774
6801 - 6850	1281	1910	2262	2526	2779
6851 - 6900	1285	1915	2265	2530	2784
6901 - 6950	1289	1921	2271	2536	2790
6951 - 7000	1295	1928	2278	2544	2799
7001 - 7050	1300	1935	2285	2553	2808
7051 - 7100	1306	1943	2293	2561	2817
7101 - 7150	1311	1950	2300	2569	2826
7151 - 7200	1317	1957	2308	2578	2835
7201 - 7250	1323	1964	2315	2586	2844
7251 - 7300	1328	1972	2322	2594	2853
7301 - 7350	1334	1979	2330	2602	2863
7351 - 7400	1339	1986	2337	2611	2872
7401 - 7450	1345	1994	2345	2620	2882
7451 - 7500	1353	2006	2358	2634	2897
7501 - 7550	1362	2017	2371	2648	2913
7551 - 7600	1370	2029	2384	2663	2929
7601 - 7650	1378	2041	2397	2677	2945
7651 - 7700	1387	2052	2410	2691	2961
7701 - 7750	1395	2064	2422	2706	2976
7751 - 7800	1403	2075	2435	2720	2992
7801 - 7850	1411	2087	2448	2735	3008
7851 - 7900	1420	2099	2461	2749	3024
7901 - 7950	1428	2110	2474	2763	3040
7951 - 8000	1436	2122	2487	2778	3055
8001 - 8050	1444	2133	2500	2792	3071
8051 - 8100	1453	2145	2512	2806	3087
8101 - 8150	1461	2157	2525	2821	3103
8151 - 8200	1469	2168	2538	2835	3119
8201 - 8250	1476	2179	2551	2849	3134
8251 - 8300	1482	2188	2564	2864	3150
8301 - 8350	1488	2198	2577	2878	3166
8351 - 8400	1494	2208	2590	2893	3182
8401 - 8450	1500	2218	2603	2907	3198
8451 - 8500	1506	2228	2616	2922	3214
8501 - 8550	1512	2238	2629	2936	3230
8551 - 8600	1518	2248	2642	2951	3246
8601 - 8650	1524	2258	2655	2965	3262
8651 - 8700	1530	2268	2667	2980	3278
8701 - 8750	1536	2278	2680	2994	3293
8751 - 8800	1542	2288	2693	3008	3309
8851 - 8900	1554	2308	2719	3037	3341

Combined or Individual Adjusted Net Income (See 1 and 2 above.)	One Child	Two Children	Three Children	Four Children	Five or More Children
8901 - 8950	1560	2318	2732	3052	3357
8951 - 9000	1566	2326	2742	3063	3370
9001 - 9050	1570	2333	2750	3071	3379
9051 - 9100	1575	2339	2757	3079	3387
9101 - 9150	1580	2346	2764	3087	3396
9151 - 9200	1584	2352	2771	3095	3405
9201 - 9250	1589	2359	2778	3103	3414
9251 - 9300	1594	2366	2786	3111	3423
9301 - 9350	1599	2372	2793	3120	3431
9351 - 9400	1603	2379	2800	3128	3440
9401 - 9450	1608	2385	2807	3136	3449
9451 - 9500	1613	2392	2814	3144	3458
9501 - 9550	1617	2398	2822	3152	3467
9551 - 9600	1622	2405	2829	3160	3476
9601 - 9650	1627	2411	2836	3168	3484
9651 - 9700	1632	2418	2843	3176	3493
9701 - 9750	1636	2425	2850	3184	3502
9751 - 9800	1643	2433	2859	3193	3512
9801 - 9850	1649	2441	2867	3202	3523
9851 - 9900	1655	2449	2875	3212	3533
9901 - 9950	1661	2457	2884	3221	3543
9951 - 10000	1667	2465	2892	3230	3553
10001 - 10050	1673	2473	2900	3239	3563
10051 - 10100	1679	2481	2908	3249	3574
10101 - 10150	1685	2489	2917	3258	3584
10151 - 10200	1691	2497	2925	3267	3594
10201 - 10250	1697	2505	2933	3277	3604
10251 - 10300	1703	2513	2942	3286	3614
10301 - 10350	1709	2521	2950	3295	3625
10351 - 10400	1715	2529	2958	3304	3635
10401 - 10450	1721	2537	2967	3314	3645
10451 - 10500	1727	2545	2975	3323	3655
10501 - 10550	1734	2554	2983	3332	3665
10551 - 10600	1740	2562	2991	3341	3676
10601 - 10650	1746	2570	3000	3351	3686
10651 - 10700	1752	2578	3008	3360	3696
10701 - 10750	1758	2586	3016	3369	3706
10751 - 10800	1762	2592	3022	3376	3713
10801 - 10850	1766	2597	3027	3381	3719
10851 - 10900	1770	2601	3032	3386	3725
10901 - 10950	1774	2606	3036	3391	3731
10951 - 11000	1778	2611	3041	3397	3736
11001 - 11050	1782	2616	3045	3402	3742
11051 - 11100	1786	2621	3050	3407	3748

Combined or Individual Adjusted Net Income (See 1 and 2 above.)	One Child	Two Children	Three Children	Four Children	Five or More Children
11101 - 11150	1789	2626	3055	3412	3753
11151 - 11200	1793	2631	3059	3417	3759
11201 - 11250	1797	2635	3064	3422	3765
11251 - 11300	1801	2640	3069	3428	3770
11301 - 11350	1805	2645	3073	3433	3776
11351 - 11400	1809	2650	3078	3438	3782
11401 - 11450	1813	2655	3083	3443	3787
11451 - 11500	1816	2660	3087	3448	3793
11501 - 11550	1820	2665	3092	3454	3799
11551 - 11600	1824	2669	3096	3459	3805
11601 - 11650	1828	2674	3101	3464	3810
11651 - 11700	1832	2679	3106	3469	3816
11701 - 11750	1836	2684	3110	3474	3822
11751 - 11800	1840	2690	3116	3481	3829
11801 - 11850	1847	2700	3129	3495	3844
11851 - 11900	1854	2711	3141	3509	3860
11901 - 11950	1862	2722	3154	3523	3875
11951 - 12000	1869	2732	3166	3537	3890
12001 - 12050	1876	2743	3179	3551	3906
12051 - 12100	1883	2753	3191	3564	3921
12101 - 12150	1890	2764	3204	3578	3936
12151 - 12200	1897	2774	3216	3592	3951
12201 - 12250	1904	2785	3228	3606	3967
12251 - 12300	1912	2796	3241	3620	3982
12301 - 12350	1919	2806	3253	3634	3997
12351 - 12400	1926	2817	3266	3648	4013
12401 - 12450	1933	2827	3278	3662	4028
12451 - 12500	1940	2838	3291	3676	4043
12501 - 12550	1947	2849	3303	3690	4059
12551 - 12600	1954	2859	3316	3703	4074
12601 - 12650	1961	2870	3328	3717	4089
12651 - 12700	1969	2880	3340	3731	4104
12701 - 12750	1976	2891	3353	3745	4120
12751 - 12800	1983	2901	3365	3759	4135
12801 - 12850	1990	2912	3378	3773	4150
12851 - 12900	1997	2923	3390	3787	4166
12901 - 12950	2004	2933	3403	3801	4181
12951 - 13000	2011	2944	3415	3815	4196
13001 - 13050	2019	2954	3428	3829	4211
13051 - 13100	2026	2965	3440	3843	4227
13101 - 13150	2033	2975	3453	3856	4242
13151 - 13200	2040	2986	3465	3870	4257
13201 - 13250	2047	2997	3477	3884	4273
13251 - 13300	2054	3007	3490	3898	4288

Combined or Individual Adjusted Net Income (See 1 and 2 above.)	One Child	Two Children	Three Children	Four Children	Five or More Children
13301 - 13350	2061	3016	3500	3909	4300
13351 - 13400	2066	3024	3508	3918	4310
13401 - 13450	2072	3031	3515	3927	4319
13451 - 13500	2078	3039	3523	3935	4329
13501 - 13550	2083	3046	3531	3944	4338
13551 - 13600	2089	3054	3539	3953	4348
13601 - 13650	2095	3061	3546	3961	4357
13651 - 13700	2100	3069	3554	3970	4367
13701 - 13750	2106	3076	3562	3978	4376
13751 - 13800	2112	3084	3569	3987	4386
13801 - 13850	2117	3091	3577	3996	4395
13851 - 13900	2123	3099	3585	4004	4405
13901 - 13950	2129	3106	3592	4013	4414
13951 - 14000	2135	3114	3600	4021	4424
14001 - 14050	2140	3121	3608	4030	4433
14051 - 14100	2146	3129	3616	4039	4442
14101 - 14150	2152	3137	3623	4047	4452
14151 - 14200	2157	3144	3631	4056	4461
14201 - 14250	2163	3152	3639	4064	4471
14251 - 14300	2169	3159	3646	4073	4480
14301 - 14350	2174	3167	3654	4082	4490
14351 - 14400	2180	3174	3662	4090	4499
14401 - 14450	2186	3182	3670	4099	4509
14451 - 14500	2191	3189	3677	4108	4518
14501 - 14550	2197	3197	3685	4116	4528
14551 - 14600	2203	3204	3693	4125	4537
14601 - 14650	2208	3212	3700	4133	4547
14651 - 14700	2214	3219	3708	4142	4556
14701 - 14750	2220	3227	3716	4151	4566
14751 - 14800	2226	3234	3724	4159	4575
14801 - 14850	2231	3242	3731	4168	4585
14851 - 14900	2237	3249	3739	4176	4594
14901 - 14950	2243	3257	3747	4185	4604
14951 - 15000	2248	3264	3754	4194	4613
15001 - 15050	2254	3272	3762	4202	4622
15051 - 15100	2260	3279	3770	4211	4632
15101 - 15150	2265	3287	3777	4219	4641
15151 - 15200	2271	3294	3785	4228	4651
15201 - 15250	2277	3302	3793	4237	4660
15251 - 15300	2282	3309	3801	4245	4670
15301 - 15350	2288	3317	3808	4254	4679
15351 - 15400	2293	3325	3818	4265	4691
15401 - 15450	2298	3334	3830	4278	4706
15451 - 15500	2303	3342	3841	4291	4720

Combined or Individual Adjusted Net Income (See 1 and 2 above.)	One Child	Two Children	Three Children	Four Children	Five or More Children
15501 - 15550	2308	3351	3853	4304	4734
15551 - 15600	2313	3359	3865	4317	4748
15601 - 15650	2318	3368	3876	4330	4763
15651 - 15700	2323	3377	3888	4343	4777
15701 - 15750	2328	3385	3899	4355	4791
15751 - 15800	2333	3394	3911	4368	4805
15801 - 15850	2338	3402	3922	4381	4819
15851 - 15900	2343	3411	3934	4394	4834
15901 - 15950	2348	3420	3946	4407	4848
15951 - 16000	2353	3428	3957	4420	4862
16001 - 16050	2358	3437	3969	4433	4876
16051 - 16100	2363	3445	3980	4446	4891
16101 - 16150	2368	3454	3992	4459	4905
16151 - 16200	2373	3462	4004	4472	4919
16201 - 16250	2378	3471	4015	4485	4933
16251 - 16300	2383	3480	4027	4498	4948
16301 - 16350	2388	3488	4038	4511	4962
16351 - 16400	2393	3497	4050	4524	4976
16401 - 16450	2398	3505	4061	4537	4990
16451 - 16500	2403	3514	4073	4550	5004
16501 - 16550	2408	3523	4085	4562	5019
16551 - 16600	2413	3531	4096	4575	5033
16601 - 16650	2418	3540	4108	4588	5047
16651 - 16700	2423	3548	4119	4601	5061
16701 - 16750	2428	3557	4131	4614	5076
16751 - 16800	2433	3566	4142	4627	5090
16801 - 16850	2438	3574	4154	4640	5104
16851 - 16900	2443	3583	4166	4653	5118
16901 - 16950	2448	3591	4177	4666	5133
16951 - 17000	2453	3600	4189	4679	5147
17001 - 17050	2458	3608	4200	4692	5161
17051 - 17100	2463	3617	4212	4705	5175
17101 - 17150	2468	3626	4224	4718	5189
17151 - 17200	2473	3634	4235	4731	5204
17201 - 17250	2478	3643	4247	4744	5218
17251 - 17300	2483	3651	4258	4756	5232
17301 - 17350	2488	3660	4270	4769	5246
17351 - 17400	2493	3669	4281	4782	5261
17401 - 17450	2498	3677	4293	4795	5275
17451 - 17500	2503	3686	4305	4808	5289
17501 - 17550	2508	3694	4316	4821	5303
17551 - 17600	2513	3703	4328	4834	5318
17601 - 17650	2518	3712	4339	4847	5332

Combined or Individual Adjusted Net Income (See 1 and 2 above.)	One Child	Two Children	Three Children	Four Children	Five or More Children
17651 - 17700	2523	3720	4351	4860	5346
17701 - 17750	2528	3729	4363	4873	5360
17751 - 17800	2533	3737	4374	4886	5374
17801 - 17850	2538	3746	4386	4899	5389
17851 - 17900	2543	3754	4397	4912	5403
17901 - 17950	2548	3763	4409	4925	5417
17951 - 18000	2553	3772	4420	4938	5431
18001 - 18050	2558	3780	4432	4951	5446
18051 - 18100	2563	3789	4444	4963	5460
18101 - 18150	2568	3797	4455	4976	5474
18151 - 18200	2573	3806	4467	4989	5488
18201 - 18250	2578	3815	4478	5002	5502
18251 - 18300	2583	3823	4490	5015	5517
18301 - 18350	2588	3832	4501	5028	5531
18351 - 18400	2593	3840	4513	5041	5545
18401 - 18450	2598	3849	4524	5053	5559
18451 - 18500	2603	3856	4532	5063	5569
18501 - 18550	2609	3864	4541	5072	5579
18551 - 18600	2614	3871	4549	5081	5590
18601 - 18650	2619	3878	4558	5091	5600
18651 - 18700	2624	3886	4566	5100	5610
18701 - 18750	2629	3893	4574	5110	5621
18751 - 18800	2635	3901	4583	5119	5631
18801 - 18850	2640	3908	4591	5128	5641
18851 - 18900	2645	3916	4600	5138	5652
18901 - 18950	2650	3923	4608	5147	5662
18951 - 19000	2655	3930	4616	5156	5672
19001 - 19050	2661	3938	4625	5166	5682
19051 - 19100	2666	3945	4633	5175	5693
19101 - 19150	2671	3953	4642	5185	5703
19151 - 19200	2676	3960	4650	5194	5713
19201 - 19250	2681	3967	4658	5203	5724
19251 - 19300	2686	3975	4667	5213	5734
19301 - 19350	2692	3982	4675	5222	5744
19351 - 19400	2697	3990	4683	5231	5755
19401 - 19450	2702	3997	4692	5241	5765
19451 - 19500	2707	4005	4700	5250	5775
19501 - 19550	2712	4012	4709	5260	5786
19551 - 19600	2718	4019	4717	5269	5796
19601 - 19650	2723	4027	4725	5278	5806
19651 - 19700	2728	4034	4734	5288	5816
19701 - 19750	2733	4042	4742	5297	5827
19751 - 19800	2738	4049	4751	5306	5837
19801 - 19850	2744	4056	4759	5316	5847

Combined or Individual Adjusted Net Income (See 1 and 2 above.)	One Child	Two Children	Three Children	Four Children	Five or More Children
19851 - 19900	2749	4064	4767	5325	5858
19901 - 19950	2754	4071	4776	5335	5868
19951 - 20000	2759	4079	4784	5344	5878
20001 - 20050	2764	4086	4793	5353	5889
20051 - 20100	2769	4094	4801	5363	5899
20101 - 20150	2775	4101	4809	5372	5909
20151 - 20200	2780	4108	4818	5381	5920
20201 - 20250	2785	4116	4826	5391	5930
20251 - 20300	2790	4123	4834	5400	5940
20301 - 20350	2795	4131	4843	5410	5950
20351 - 20400	2801	4138	4851	5419	5961
20401 - 20450	2806	4145	4860	5428	5971
20451 - 20500	2811	4153	4868	5438	5981
20501 - 20550	2816	4160	4876	5447	5992
20551 - 20600	2821	4168	4885	5456	6002
20601 - 20650	2827	4175	4893	5466	6012
20651 - 20700	2832	4183	4902	5475	6023
20701 - 20750	2837	4190	4910	5484	6033
20751 - 20800	2842	4197	4918	5494	6043
20801 - 20850	2847	4205	4927	5503	6054
20851 - 20900	2853	4212	4935	5513	6064
20901 - 20950	2858	4220	4944	5522	6074
20951 - 21000	2863	4227	4952	5531	6084
21001 - 21050	2868	4234	4960	5541	6095
21051 - 21100	2873	4242	4969	5550	6105
21101 - 21150	2878	4249	4977	5559	6115
21151 - 21200	2884	4257	4986	5569	6126
21201 - 21250	2889	4264	4994	5578	6136
21251 - 21300	2894	4272	5002	5588	6146
21301 - 21350	2899	4279	5011	5597	6157
21351 - 21400	2904	4286	5019	5606	6167
21401 - 21450	2910	4294	5027	5616	6177
21451 - 21500	2915	4301	5036	5625	6188
21501 - 21550	2920	4309	5044	5634	6198
21551 - 21600	2925	4316	5053	5644	6208
21601 - 21650	2930	4323	5061	5653	6218
21651 - 21700	2936	4331	5069	5663	6229
21701 - 21750	2941	4338	5078	5672	6239
21751 - 21800	2946	4346	5086	5681	6249
21801 - 21850	2951	4353	5095	5691	6260
21851 - 21900	2956	4361	5103	5700	6270
21901 - 21950	2961	4368	5111	5709	6280
21951 - 22000	2967	4375	5120	5719	6291

Combined or Individual Adjusted Net Income (See 1 and 2 above.)	One Child	Two Children	Three Children	Four Children	Five or More Children
22001 - 22050	2972	4383	5128	5728	6301
22051 - 22100	2977	4390	5137	5738	6311
22101 - 22150	2982	4398	5145	5747	6322
22151 - 22200	2987	4405	5153	5756	6332
22201 - 22250	2993	4412	5162	5766	6342
22251 - 22300	2998	4420	5170	5775	6352
22301 - 22350	3003	4427	5178	5784	6363
22351 - 22400	3008	4435	5187	5794	6373
22401 - 22450	3013	4442	5195	5803	6383
22451 - 22500	3019	4450	5204	5812	6394
22501 - 22550	3024	4457	5212	5822	6404
22551 - 22600	3029	4464	5220	5831	6414
22601 - 22650	3034	4472	5229	5841	6425
22651 - 22700	3039	4479	5237	5850	6435
22701 - 22750	3044	4487	5246	5859	6445
22751 - 22800	3050	4494	5254	5869	6456
22801 - 22850	3055	4501	5262	5878	6466
22851 - 22900	3060	4509	5271	5887	6476
22901 - 22950	3065	4516	5279	5897	6487
22951 - 23000	3070	4524	5288	5906	6497
23001 - 23050	3076	4531	5296	5916	6507
23051 - 23100	3081	4539	5304	5925	6517
23101 - 23150	3086	4546	5313	5934	6528
23151 - 23200	3091	4553	5321	5944	6538
23201 - 23250	3096	4561	5329	5953	6548
23251 - 23300	3102	4568	5338	5962	6559
23301 - 23350	3107	4576	5346	5972	6569
23351 - 23400	3112	4583	5355	5981	6579
23401 - 23450	3117	4590	5363	5991	6590
23451 - 23500	3122	4598	5371	6000	6600
23501 - 23550	3127	4605	5380	6009	6610
23551 - 23600	3133	4613	5388	6019	6621
23601 - 23650	3138	4620	5397	6028	6631
23651 - 23700	3143	4628	5405	6037	6641
23701 - 23750	3148	4635	5413	6047	6651
23751 - 23800	3153	4642	5422	6056	6662
23801 - 23850	3159	4650	5430	6066	6672
23851 - 23900	3164	4657	5439	6075	6682
23901 - 23950	3169	4665	5447	6084	6693
23951 - 24000	3174	4672	5455	6094	6703
24001 - 24050	3179	4679	5464	6103	6713
24051 - 24100	3185	4687	5472	6112	6724
24101 - 24150	3190	4694	5481	6122	6734
24151 - 24200	3195	4702	5489	6131	6744

Combined or Individual Adjusted Net Income (See 1 and 2 above.)	One Child	Two Children	Three Children	Four Children	Five or More Children
24201 - 24250	3200	4709	5497	6140	6755
24251 - 24300	3205	4717	5506	6150	6765
24301 - 24350	3210	4724	5514	6159	6775
24351 - 24400	3216	4731	5522	6169	6785
24401 - 24450	3221	4739	5531	6178	6796
24451 - 24500	3226	4746	5539	6187	6806
24501 - 24550	3231	4754	5548	6197	6816
24551 - 24600	3236	4761	5556	6206	6827
24601 - 24650	3242	4769	5564	6215	6837
24651 - 24700	3247	4776	5573	6225	6847
24701 - 24750	3252	4783	5581	6234	6858
24751 - 24800	3257	4791	5590	6244	6868
24801 - 24850	3262	4798	5598	6253	6878
24851 - 24900	3268	4806	5606	6262	6889
24901 - 24950	3273	4813	5615	6272	6899
24951 - 25000	3278	4820	5623	6281	6909
25001 25050	3283	4828	5632	6290	6919
25051 - 25100	3288	4835	5640	6300	6930
25101 - 25150	3293	4843	5648	6309	6940
25151 - 25200	3299	4850	5657	6319	6950
25201 - 25250	3304	4858	5665	6328	6961
25251 - 25300	3309	4865	5673	6337	6971
25301 - 25350	3314	4872	5682	6347	6981
25351 - 25400	3319	4880	5690	6356	6992
25401 - 25450	3325	4887	5699	6365	7002
25451 - 25500	3330	4895	5707	6375	7012
25501 - 25550	3335	4902	5715	6384	7023
25551 - 25600	3340	4909	5724	6394	7033
25601 - 25650	3345	4917	5732	6403	7043
25651 - 25700	3351	4924	5741	6412	7053
25701 - 25750	3356	4932	5749	6422	7064
25751 - 25800	3361	4939	5757	6431	7074
25801 - 25850	3366	4947	5766	6440	7084
25851 - 25900	3371	4954	5774	6450	7095
25901 - 25950	3376	4961	5783	6459	7105
25951 - 26000	3382	4969	5791	6468	7115
26001 - 26050	3387	4976	5799	6478	7126
26051 - 26100	3392	4984	5808	6487	7136
26101 - 26150	3397	4991	5816	6497	7146
26151 - 26200	3402	4998	5825	6506	7157
26201 - 26250	3408	5006	5833	6515	7167
26251 - 26300	3413	5013	5841	6525	7177
26301 - 26350	3418	5021	5850	6534	7187

Combined or Individual Adjusted Net Income (See 1 and 2 above.)			One Child	Two Children	Three Children	Four Children	Five or More Children
26351	-	26400	3423	5028	5858	6543	7198
26401	-	26450	3428	5036	5866	6553	7208
26451	-	26500	3434	5043	5875	6562	7218
26501	-	26550	3436	5045	5878	6565	7222
26551	-	26600	3437	5046	5879	6566	7223
26601	-	26650	3438	5046	5879	6567	7224
26651	-	26700	3439	5047	5880	6568	7225
26701	-	26750	3440	5047	5881	6569	7226
26751	-	26800	3441	5048	5882	6570	7228
26801	-	26850	3442	5048	5883	6571	7229
26851	-	26900	3443	5049	5884	6573	7230
26901	-	26950	3444	5049	5885	6574	7231
26951	-	27000	3445	5049	5886	6575	7232
27001	-	27050	3446	5050	5887	6576	7233
27051	-	27100	3447	5050	5888	6577	7234
27101	-	27150	3448	5051	5889	6578	7235
27151	-	27200	3449	5051	5890	6579	7237
27201	-	27250	3450	5052	5891	6580	7238
27251	-	27300	3452	5052	5891	6581	7239
27301	-	27350	3453	5053	5892	6582	7240
27351	-	27400	3454	5053	5893	6583	7241
27401	-	27450	3455	5054	5894	6584	7242
27451	-	27500	3456	5054	5895	6585	7243
27501	-	27550	3457	5055	5896	6586	7244
27551	-	27600	3458	5055	5897	6587	7246
27601	-	27650	3459	5056	5898	6588	7247
27651	-	27700	3460	5056	5899	6589	7248
27701	-	27750	3461	5057	5900	6590	7249
27751	-	27800	3462	5057	5901	6591	7250
27801	-	27850	3463	5058	5902	6592	7251
27851	-	27900	3464	5058	5903	6593	7252
27901	-	27950	3465	5059	5903	6594	7254
27951	-	28000	3466	5059	5904	6595	7255
28001	-	28050	3467	5060	5905	6596	7256
28051	-	28100	3468	5060	5906	6597	7257
28101	-	28150	3469	5061	5907	6598	7258
28151	-	28200	3471	5061	5908	6599	7259
28201	-	28250	3472	5062	5909	6600	7260
28251	-	28300	3473	5062	5910	6601	7261
28301	-	28350	3474	5062	5911	6602	7263
28351	-	28400	3475	5063	5912	6603	7264
28401	-	28450	3476	5063	5913	6604	7265
28451	-	28500	3477	5064	5914	6605	7266
28501	-	28550	3478	5064	5914	6606	7267

Combined or Individual Adjusted Net Income (See 1 and 2 above.)			One Child	Two Children	Three Children	Four Children	Five or More Children
28551	-	28600	3479	5065	5915	6608	7268
28601	-	28650	3480	5065	5916	6609	7269
28651	-	28700	3481	5066	5917	6610	7271
28701	-	28750	3482	5066	5918	6611	7272
28751	-	28800	3483	5067	5919	6612	7273
28801	-	28850	3484	5067	5920	6613	7274
28851	-	28900	3485	5068	5921	6614	7275
28901	-	28950	3486	5068	5922	6615	7276
28951	-	29000	3487	5069	5923	6616	7277
29001	-	29050	3488	5069	5924	6617	7278
29051	-	29100	3490	5070	5925	6618	7280
29101	-	29150	3491	5070	5926	6619	7281
29151	-	29200	3492	5071	5926	6620	7282
29201	-	29250	3493	5071	5927	6621	7283
29251	-	29300	3494	5072	5928	6622	7284
29301	-	29350	3495	5072	5929	6623	7285
29351	-	29400	3496	5073	5930	6624	7286
29401	-	29450	3497	5073	5931	6625	7287
29451	-	29500	3498	5074	5932	6626	7289
29501	-	29550	3499	5074	5933	6627	7290
29551	-	29600	3500	5074	5934	6628	7291
29601	-	29650	3501	5075	5935	6629	7292
29651	-	29700	3502	5075	5936	6630	7293
29701	-	29750	3503	5076	5937	6631	7294
29751	-	29800	3504	5076	5938	6632	7295
29801	-	29850	3505	5077	5938	6633	7297
29851	-	29900	3506	5077	5939	6634	7298
29901	-	29950	3508	5078	5940	6635	7299
29951	-	30000	3509	5078	5941	6636	7300

[Court Order March 9, 2009, effective July 1, 2009; May 9, 2013, effective July 1, 2013; September 3, 2021, effective January 1, 2022; September 29, 2025, effective January 1, 2026]

Rule 9.27 Child Support Guidelines Worksheets.
Rule 9.27 — Form 1: *Child Support Guidelines Worksheet.*

Form 1
Child Support Guidelines Worksheet

Docket no: ________________

I. Net Monthly Income of Petitioner (Name) ________________________________
Select one: [ ] Custodial Parent [ ] Noncustodial Parent [ ] Joint Physical Care
Petitioner claims _____child/children as tax dependents (list number claimed).

A. Sources and Amounts of Annual Income:

________________________________	$________	
________________________________	$________	
plus/minus spousal support payments per rule 9.5(1)	$________	
Total:		$________

B. Federal Tax Deduction:

Gross annual taxable income ($_________ untaxed)	$________	
less ½ self employment (FICA) tax	<________>	
less federal adjustments to income	<________>	
less personal exemptions: self + _____ (list number of dependents claimed)	<________>	
less standard deduction single [ ] head of household [ ] married filing separate [ ]	<________>	
Net taxable income – federal	$________	
Federal tax liability (from tax table)	<________>	
Federal tax credit for dependent children	+________	
Final federal tax liability		<________>

C. State Tax Deduction:

Gross annual taxable income		$________	
less ½ self employment (FICA) tax		<________>	
less state adjustments to income		<________>	
less federal tax liability (adjusted for dependent tax credit)		<________>	
less standard deduction single [ ] head of household [ ] married filing separate [ ]		<________>	
Net taxable income – state		$________	
State tax liability (from tax table)	$________		
less personal and dependent credits	<________>		
plus school district surtax (______%)			
Final state tax liability			<________>

D. Social Security and Medicare Tax / Mandatory Pension Deduction:

Annual earned income	$________	
Applicable rate (7.65% or 15.3%, as adjusted)	x________%	
Annual Social Security and Medicare tax liability or mandatory pension (For employees not contributing to Social Security, mandatory pension deduction not to exceed the current Social Security and Medicare rate for employees.)		<________>

E. Other Deductions (Annual):

1. Mandatory occupational license fees	<________>
2. Union dues	<________>
3. Health insurance premium costs for other children not in the pending matter (*See* rule 9.5(2)(f).)	<________>
4. Cash medical support and prior obligation of child support actually paid pursuant to court or administrative order for other children not in the pending matter.	<________>
5. Deduction for _____ additional qualified dependents	<________>
Preliminary Net Annual Income	$________
Preliminary Average Monthly Income of Petitioner	$________

6. Monthly cash medical support ordered in this pending action <________>
Adjusted Net Monthly Income of Petitioner (Preliminary Average Monthly Income minus Monthly Cash Medical Support ordered in this action.) $________

II. Net Monthly Income of Respondent (Name) (Name) ________________________________

Select one: [ ] Custodial Parent [ ] Noncustodial Parent [ ] Joint Physical Care
Respondent claims _____ child/children as tax dependents (list number claimed).

A. Sources and Amounts of Annual Income:

____ $________
____ $________
plus/minus spousal support payments per rule 9.5(1) $________
Total: <________>

B. Federal Tax Deduction:

Gross annual taxable income (______________ untaxed) $________
less ½ self employment (FICA) tax <________>
less federal adjustments to income <________>
less personal exemptions: self + ____ (list number of dependents claimed) <________>
less standard deduction
single [ ] head of household [ ] married filing separate [ ] <________>
Net taxable income – federal $________
Federal tax liability (from tax table) <________>
Federal tax credit for dependent children +________
Final federal tax liability <________>

C. State Tax Deduction:

Gross annual taxable income $________
less ½ self employment (FICA) tax <________>
less state adjustments to income <________>
less federal tax liability (adjusted for dependent tax credit) <________>
less standard deduction
single [ ] head of household [ ] married filing separate [ ] <________>
Net taxable income – state $________
State tax liability (from tax table) $ ___________
less personal and dependent credits < ___________ >
plus school district surtax (_____%)
Final state tax liability <________>

D. Social Security and Medicare Tax / Mandatory Pension Deduction:

Annual earned income $________
Applicable rate (7.65% or 15.3%, as adjusted) x________%
Annual Social Security and Medicare tax liability or mandatory pension
(For employees not contributing to Social Security, mandatory pension deduction not to exceed the current Social Security and Medicare rate for employees.) <________>

E. Other Deductions (Annual):

1. Mandatory occupational license fees <________>
2. Union dues <________>
3. Health insurance premium costs for other children not in the pending matter (See rule 9.5(2)(*f*).) <________>
4. Cash medical support and prior obligation of child support actually paid pursuant to court or administrative order for other children not in the pending matter. <________>
5. Deduction for _____ additional qualified dependents <________>

Preliminary Net Annual Income $________

Preliminary Average Monthly Income of Respondent $________

6. Monthly cash medical support ordered in this pending action <________>

Adjusted Net Monthly Income of Respondent (Preliminary average monthly income minus monthly cash medical support ordered in this action.) $________

III. Calculation of the Guideline Amount of Support (If applicable.)

		Custodial Parent (CP) [ ] Petitioner [ ] Respondent		Noncustodial Parent (NCP) [ ] Petitioner [ ] Respondent		Combined
A.	Adjusted net monthly income	$________	+	$________	=	$________
B.	Proportional share of income (Also used for uncovered medical expenses.)	________%	+	________%	=	100%
C.	Number of children for whom support is sought					________
D.	Basic support obligation using only NCP's adjusted net monthly income (If low-income adjustment does not apply, enter N/A.)			$________		
E.	Basic support obligation using combined adjusted net monthly income (If low-income adjustment applies, enter N/A; see rule 9.3(2) and grid in rule 9.14(2).)					$________
F.	Each parent's share of the basic support obligation using combined incomes (If low-income adjustment applies, enter N/A.)	$________		$________		
G.	NCP's basic support obligation before health insurance (NCP's amount from line F or low-income adjustment amount line D.)	$________		$________		
H.	Allowable child(ren)'s portion of health insurance premium (Calculated pursuant to rule 9.14(5).)	$________		$________		
I.	Health insurance add-on or deduction from NCP's obligation		+/-	$________		
J.	Guideline amount of child support for NCP (NCP's line G plus or minus NCP's line I.) Guideline amount of cash medical support (if ordered)			$________ $________		

III. a. Extraordinary Visitation Credit

(Complete only if noncustodial parent's court-ordered visitation exceeds 127 overnights per year.)

K. NCP's basic support obligation before health insurance (Amount from NCP's line G.) $________

L. Number of court-ordered visitation overnights with the noncustodial parent ________

M. Extraordinary visitation credit percentage ________%

N. Extraordinary visitation credit (Line K. multiplied by line M.) $________

O. Guideline amount of child support after credit for extraordinary 75 for two children, or $100 for three or more children.) $________

III. b. Add-on for Child Care Expenses under rule 9.11A

(If applicable)

Itemization of NCP's combined support obligation

P. NCP's basic support obligation before child care add-on (Amount from line J. above [or line O., if applicable].) $________

Q. Amount of NCP's child care add-on
(Enter the lesser amount from NCP's line j or NCP's line u. below.) $__________

R. Combined amount of NCP's basic support obligation
and NCP's child care add-on
(Line P. plus line Q.) $__________

Calculation of Child Care Add-on

Calculation one: Proportional share of income

a.	CP's annualized child care expenses (Excluding third party reimbursements)	$__________		
b.	Estimated child care tax credit N/A for incomes below rule 9.11A(1)(*b*) thresholds .25 x $________ (child care expenses up to maximum eligible federal child care expense amount.)	$__________		
c.	Net annualized child care expenses (Line a. minus line b.)	$__________		
d.	Net monthly child care expenses subject to apportionment (Line c. divided by 12.)	$__________		
e.	NCP's adjusted net monthly income (Amount from line A. above)		$__________	
f.	NCP's guideline amount of support (Amount from line J. above [or line O., if applicable].)		$__________	
g.	NCP's modified adjusted net monthly income (Line e. minus line f.)		$__________	
h.	Modified net monthly income of each parent (CP's line A. and NCP's line g. above.)	$__________	$__________	
i.	Modified proportional share of income	__________%	__________%	100%
j.	Each parent's proportional share of child care expenses (Line d. times each parent's line i.)	$__________	$__________	

Calculation two: Child care add-on cap based on 50% of NCP's disposable income

k.	NCP's gross annual income (Amount from NCP's line I.A. or II.A. above.)	$__________
l.	NCP's Federal income tax deduction (Amount from NCP's line I.B. or II.B. above.)	$__________
m.	NCP's State income tax deduction (Amount from NCP's line I.C. or II.C. above.)	$__________
n.	NCP's Social Security and Medicare tax deduction (Amount from NCP's line I.D. or II.D. above.)	$__________
o.	NCP's net disposable annual income (Line k. minus lines l. through n.)	$__________

p.	NCP's net disposable monthly income (Line o. divided by 12)	$________
q.	50% of NCP's net disposable income subject to child care add-on limitation (Line p. times .5.)	$________
r.	NCP's health insurance premiums actually paid or to be paid based on the medical support order to be entered in this case	$________
s.	Any cash medical support NCP will be ordered to pay in this action (From NCP's line I.E.6. or II.E.6. above.)	$________
t.	NCP's guideline amount of support in this action (Amount from line J. above [or line O., if applicable].)	$________
u.	Amount available for child care add-on after allowed deductions (Line q. minus lines r. through t. If a negative amount, enter $ 0.)	$________

IV. Calculation of the Joint (Equally Shared) Physical Care Guideline Amount of Child Support (If applicable.)

		Petitioner CP 1		**Respondent CP 2**		**Combined**
A.	Adjusted net monthly income	$_______	+	$_______	=	$_______
B.	Proportional share of income (Also used for uncovered medical expenses.)	_______%	+	_______%	=	100%
C.	Number of children for whom support is sought					_______
D.	Basic support obligation before health insurance (Use line A. combined amount to find amount from Schedule of Basic Support Obligations. The low-income adjustment in the shaded area of the schedule does not apply to joint [equally shared] physical care support computations.)					$_______
E.	Each parent's basic primary care amount before health insurance (Line B. multiplied by line D. for each parent.)	$_______		$_______		
F.	Each parent's share of joint physical care support (Line E. multiplied by 1.5 for each parent to account for extra costs for two residences.)	$_______		$_______		
G.	Each parent's joint physical care support obligation before health insurance (Line F. multiplied by .5 for each parent to account for 50% of time spent with each parent.)	$_______		$_______		
H.	Allowable child(ren)'s portion of health insurance premium* (Calculated pursuant to rule 9.14(5).) *If either parent's net income on line A. falls within low-income shaded Area A of the Schedule of Basic Support Obligations, enter N/A. The health insurance adjustment does not apply.	$_______		$_______		
I.	Health insurance add-on to each parent's obligation (see rule 9.14(3).)	$_______		$_______		
J.	Guideline amount of child support (Each parent's line G. plus each parent's line I.)	$_______		$_______		

K. Net amount of child support for joint physical care after offset (Subtract smaller amount on line J. from larger amount on line J. Parent with larger amount on line J. pays the other parent the difference, as a method of payment. If either parent receives assistance through the Family Investment Program [FIP], the other parent's obligation reverts to the amount on line J.) $________ $________

V. Special Findings

A. Income imputed to Petitioner:

Income imputed to Respondent:

B. Estimated income of Petitioner:

Estimated income of Respondent:

C. Deviations made from Child Support Guidelines ________

D. Requested amount of child support $________ per month

E. Split or divided physical care summary and offset

Guideline amount of child support **Petitioner**	Guideline amount of child support **Respondent**	Net amount of child support after offset
$________	$________	$________ per month

VI. Changes in Child Support Obligation as Number of Children Entitled to Support Changes
(For cases with multiple children based on present income and applicable guidelines calculation method.)

VI. a. Basic Obligation (If applicable.)

Number of children	NCP's basic support obligation (NCP's line G.)*	Health insurance add-on or deduction (NCP's line I.)*	Extraordinary visitation credit (If applicable) (line N.)*	Guideline amount of child support (line J. or O.)*
______	$________	$________	$________	$________
______	$________	$________	$________	$________
______	$________	$________	$________	$________
______	$________	$________	$________	$________
______	$________	$________	$________	$________

*(All line references are to Division III, Calculation of the Guideline Amount of Child Support section of the worksheet.)

VI. b. Joint (Equally Shared) Physical Care Obligation (If applicable.)

Number of children	Guideline amount of child support Petitioner (CP 1 Line J.)*	Guideline amount of child support Respondent (CP 2 Line J.)*	Net amount of child support for joint physical care after offset (Line K.)*
______	$________	$________	$________
______	$________	$________	$________
______	$________	$________	$________
______	$________	$________	$________
______	$________	$________	$________

*(All line references are to Division IV, Calculation of the Joint [Equally Shared] Physical Care Guideline Amount of Child Support section of the worksheet.)

State of Iowa
ss:
County of ____________________

I certify under the penalty of perjury and pursuant to the laws of the state of Iowa that the preceding is true and correct.

Date: ____ ____
(Signature)

____
(Printed name)

The undersigned attorney for (Petitioner/Respondent) hereby certifies that this Child Support Guidelines Worksheet was prepared by me or at my direction in good faith reliance upon information available to me at this time.

Date: ____ ____
(Attorney signature)

[Report November 9, 2001, effective February 15, 2002; September 23, 2004, effective November 1, 2004; March 9, 2009, effective July 1, 2009; May 9, 2013, effective July 1, 2013; July 20, 2017, effective January 1, 2018; November 16, 2018, effective January 1, 2019; September 3, 2021, effective January 1, 2022; September 29, 2025, effective January 1, 2026]

Rule 9.27 — Form 2: ***Child Support Guidelines Worksheet.***

Child Support Guidelines Worksheet
Form 2

Date:________________

Case no.:_____________________ Dependents: __________________________

Docket no.: ___________________

Name:____________________________	Name: ____________________________
( ) Noncustodial Parent [NCP] ( ) Custodial Parent [CP]	( ) Noncustodial Parent [NCP] ( ) Custodial Parent [CP]
Method(s) used to determine income: ( ) Parent's financial statement/verified income ( ) Other sources ( ) CSS median income	Method(s) used to determine income: ( ) Parent's financial statement/verified income ( ) Other sources ( ) CSS median income

---

I. Adjusted Net Monthly Income Computation

		Custodial Parent* __________ (name)	Noncustodial Parent* __________ (name)
A.	Gross monthly income	$__________	$__________
B.	Federal income tax	$__________	$__________
C.	State income tax	$__________	$__________
D.	Social Security and Medicare tax / mandatory pension deduction	$__________	$__________
E.	Mandatory occupational license fees Deduction	$__________	$__________
F.	Union dues	$__________	$__________
G.	Health insurance premium costs for other children not in the pending matter (See rule 9.5(2)(*f*).)	$__________	$__________
H.	Cash medical support and prior obligation of child support actually paid pursuant to court or administrative order for other children not in the pending matter	$__________	$__________
I.	Qualified additional dependent deductions	$__________	$__________

J.	Preliminary net income for each parent (Line A. minus lines B. through I. for each parent.)	$__________	$__________
K.	Cash medical support, if ordered in this pending matter	$__________	$__________
L.	Adjusted net monthly income (Line J. minus line K.) (Amount used to calculate the guideline amount of child support.)	$__________	$__________

*(In cases of joint physical care, use names only and designate both parents as custodial parents.)

II. Calculation of the Guideline Amount of Support (If applicable.)

		Custodial Parent (CP) ________ (name)		Noncustodial Parent (NCP) ________ (name)		Combined
A.	Adjusted net monthly income	$________		$________	=	$________
B.	Proportional share of income (Also used for uncovered medical expenses.)	________%	+	________%	=	100%
C.	Number of children for whom support is sought					________
D.	Basic support obligation using only NCP's adjusted net monthly income (If low-income adjustment does not apply, enter N/A.)			$________		
E.	Basic support obligation using combined adjusted net monthly income (If low-income adjustment applies enter N/A; see rule 9.3(2) and grid in rule 9.14(2).)					$________
F.	Each parent's share of the basic support obligation using combined incomes (If low-income adjustment applies enter N/A.)	$________		$________		
G.	NCP's basic support obligation before health insurance (NCP's amount from line F. or low-income adjustment amount from line D.)			$________		
H.	Allowable child(ren)'s portion of health insurance premium (Calculated pursuant to rule 9.14(5).)	$________		$________		
I.	Health insurance add-on or deduction from NCP's obligation		+/-	$________		
J.	Guideline amount of child support for NCP					

(NCP's line G. plus or minus NCP's line I.) $__________

II. a. Extraordinary Visitation Credit
Complete only if noncustodial parent's court-ordered visitation exceeds 127 overnights per year.

K. NCP's basic support obligation before health insurance
(Amount from NCP's line G.) $__________

L. Number of court-ordered visitation overnights
with the noncustodial parent __________

M. Extraordinary visitation credit percentage __________%

N. Extraordinary visitation credit
(Line K. multiplied by line M.) $__________

O. Guideline amount of child support
(after credit for extraordinary visitation)
(Line J. minus line N.; not less than $50 for one child,
$75 for two children, or $100 for three or more children.) $__________

II. b. Add-on for Child Care Expenses under rule 9.11A
(If applicable)

Itemization of NCP's combined support obligation

P. NCP's basic support obligation before child care add-on
(Amount from line J. above [or line O., if applicable].) $__________

Q. Amount of NCP's child care add-on
(Enter the lesser amount from NCP's line j. or
NCP's line t. below.) $__________

R. Combined amount of NCP's basic support obligation
and NCP's child care add-on
(Line P. plus line Q.) $__________

Calculation of Child Care Add-on

Calculation one: Proportional share of income

a. CP's annualized child care expenses
(Excluding third party reimbursements) $__________

b. Estimated child care tax credit
N/A for incomes below rule 9.11A(1)(*b*)
thresholds .25 x $________ (child care
expenses up to maximum eligible
federal child care expense amount.) $__________

c. Net annualized child care expenses
(Line a. minus line b.) $__________

d. Net monthly child care expenses subject
to apportionment
(Line c. divided by 12.) $__________

e. NCP's adjusted net monthly income
(Amount from line A. above) $__________

f.	NCP's guideline amount of support (Amount from line J. above [or line O., if applicable].)		$________	
g.	NCP's modified adjusted net monthly income (Line e. minus line f.)		$________	
h.	Modified net monthly income of each parent (CP's line A. and NCP's line g. above.)	$________	$________	
i.	Modified proportional share of income	________%	________%	100%
j.	Each parent's proportional share of child care expenses (Line d. times each parent's line i.)	$________	$________	

Calculation two: Child care add-on cap based on 50% of NCP's disposable income

k.	NCP's gross monthly income (Amount from NCP's line I.A. above.)	$________
l.	NCP's Federal income tax deduction (Amount from NCP's line I.B. above.)	$________
m.	NCP's State income tax deduction (Amount from NCP's line I.C. above.)	$________
n.	NCP's Social Security and Medicare tax deduction (Amount from NCP's line I.D. above.)	$________
o.	NCP's net monthly disposable income (Line k. minus lines l. through n.)	$________
p.	50% of NCP's net disposable income subject to child care add-on limitation (Line o. times .5.)	$________
q.	NCP's health insurance premiums actually paid or to be paid based on the medical support order to be entered in this case	$________
r.	Any cash medical support NCP will be ordered to pay in this action (From NCP's line I.K. above.)	$________
s.	NCP's guideline amount of support in this action (Amount from line J. above [or line O., if applicable].)	$________
t.	Amount available for child care add-on after allowed deductions (Line p. minus lines q. through s. If a negative amount, enter $-0-.)	$________

III. Calculation of the Joint (Equally Shared) Physical Care Guideline Amount of Child Support (If applicable.)

		CP 1		CP 2		Combined
		________ (name)		________ (name)		
A.	Adjusted net monthly income	$________	+	$________	=	$________
B.	Proportional share of income	________%	+	________%	=	100%
	(Also used for uncovered medical expenses.)	________%	+	________%	=	100%
C.	Number of children for whom support is sought					________
D.	Basic support obligation before health insurance (Use line A. combined amount to find amount from Schedule of Basic Support Obligations. The low-income adjustment in the shaded area of the schedule does not apply to joint [equally shared] physical care support computations.)					$________
E.	Each parent's basic primary care amount before health insurance (Line B. multiplied by line D. for each parent.)	$________		$________		
F.	Each parent's share of joint physical care Support (Line E. multiplied by 1.5 for each parent to account for extra costs for two residences.)	$________		$________		
G.	Each parent's joint physical care support obligation before health insurance (Line F. multiplied by .5 for each parent to account for 50% of time spent with each parent.)	$________		$________		
H.	Allowable child(ren)'s portion of health insurance premium* (Calculated pursuant to rule 9.14(5).) (If either parent's net income on line A. falls within low-income shaded Area A of the Schedule of Basic Support Obligations, enter N/A. The health insurance adjustment does not apply.)	$________		$________		
I.	Health insurance add-on to each parent's obligation (See rule 9.14(3).)	$________		$________		
J.	Guideline amount of child support (Each parent's line G. plus each parent's line I.)	$________		$________		
K.	Net amount of child support for joint physical care after offset (Subtract smaller amount on line J. from larger amount on					

line J. Parent with larger amount on line J. pays the other parent the difference, as a method of payment. If either parent receives assistance through the Family Investment Program [FIP], the other parent's obligation reverts to the amount on line J.) $________ $________

IV. Deviations (See attachment.)

V. Recommended amounts

V. a. Recommended Amount of Support $________ per ________

V. b. Recommended Amount of Accrued Support $________ (See attachment.)

VI. Changes in Child Support Obligation as Number of Children Entitled to Support Changes
(For cases with multiple children based on present income and applicable guidelines calculation method.)

VI. a. Basic Obligation (If applicable.)

Number of children	NCP's basic support obligation (NCP's line G.)*	Health insurance add-on or deduction (NCP's line I.)*	Extraordinary visitation credit (If applicable.) (Line N.)*	Guideline amount of child support (Line J. or O.)*
______	$________	$________	$________	$________
______	$________	$________	$________	$________
______	$________	$________	$________	$________
______	$________	$________	$________	$________
______	$________	$________	$________	$________

*(All line references are to Division II, Calculation of the Guideline Amount of Support section of the worksheet.)

VI. b. Joint (Equally Shared) Physical Care Obligation (If applicable.)

Number of children	Guideline amount of child support ________ (name) (CP 1 line J.)*	Guideline amount of child support ________ (name) (CP 2 line J.)*	Net amount of child support for joint physical care after offset (line K.)*
______	$________	$________	$________
______	$________	$________	$________
______	$________	$________	$________
______	$________	$________	$________
______	$________	$________	$________

*(All line references are to Division III, Calculation of the Joint (Equally Shared) Physical Care Guideline Amount of Child Support section of the worksheet.)

VII. Qualified Additional Dependent Deduction (See guidelines for the definition of this term.)

Child's name	Whose child	Date of birth	Paternity Establishment Method			
			Court/ admin order	In court stmt & consent	Paternity affidavit	Child born during marriage

State of Iowa
ss:
County of ___________________
I certify under the penalty of perjury and pursuant to the laws of the state of Iowa that the preceding is true and correct.

Date:_________________________ ____________________________________

(Signature)

____
(Printed name)

The undersigned attorney for _______________________ hereby certifies that this Child Support Guidelines Worksheet was prepared by me or at my direction in good faith reliance upon information available to me at this time.

Date: _________________________ ____________________________________
(Attorney signature)

If Child Support Services prepared this form, CSS is not required to obtain signatures. This Child Support Guidelines Worksheet was prepared by:

____
(CSS Printed name)

Date: _________________________

[Court Order November 9, 2001, effective February 15, 2002; September 23, 2004, effective November 1, 2004; March 9, 2009, effective July 1, 2009; May 9, 2013, effective July 1, 2013; July 20, 2017, effective January 1, 2018; September 3, 2021, effective January 1, 2022; October 26, 2023; September 29, 2025, effective January 1, 2026]

Rule 9.27 — Form 3: ***Child Financial Information Statement.***

Child Support Financial Information Statement
Form 3

Case Identifying Information (Mark correct answer.)		
Full Name (First, Middle, Last):		
County and court docket number:	County:	Number:
Children on this case (use Additional Information area if needed):	*Initials*	*Birth Year*
Child 1		
Child 2		
Child 3		
Child 4		
Child 5		
Your Marital Status:	Single	Married

Income (Mark correct answer.)		
Are you presently employed?	Yes	No
Are you self-employed?	Yes	No
Are you full- or part-time?	Full-Time	Part-Time
Are you salaried or hourly?	Salaried	Hourly
What is your pay rate?	$ per Hour / Week / Month / Year	
How many hours do you work?	Hours per Week / Month / Year	
Do you earn overtime?	Yes	No
What is your overtime pay rate?	$ per Hour	
How much overtime do you work?	Hours per Week / Month / Year	
Do you receive regular bonuses or commissions?	Yes	No
In what amounts and how often?	$ per Week / Month / Year	
Do you have any second or part-time jobs?	Yes	No
What is your pay rate?	$ per Hour / Week / Month / Year	
How many hours do you work?	Hours per Week / Month / Year	
Do you *receive* spousal support?	Yes	No
In what amounts and how often?	$ per Week / Month / Year	
Under what state and county court order?	State: County:	Number:
Do you regularly receive any other monetary amounts?	Yes	No
From what source? (*SSD / SSI / SSR / VA / Other*)		
In what amounts and how often?	$ per Week / Month / Year	

Deductions (Mark correct answer.)		
Do you *pay* spousal support?	Yes	No
In what amounts and how often?	$ per Week / Month / Year	
Under what state and county court order?	State: County: Number:	
Do you make mandatory pension contributions?	Yes	No
In what amounts and how often?	$ per Week / Bi-Week / Month / Year	
Do you pay mandatory occupational license fees?	Yes	No
In what amounts and how often?	$ per Week / Bi-Week / Month / Year	
Do you pay union dues?	Yes	No
In what amounts and how often?	$ per Week / Bi-Week / Month / Year	
Do you pay *ongoing* medical support for other minor children?	Yes	No
Which children? (initials and birth year only)		
In what amounts and how often?	$ per Week / Month / Year	
Under what state and county court order?	State: County: Number:	
How much have you actually paid in the last year?	$	
Do you pay *ongoing* child support for other minor children?	Yes	No
Which children? (initials and birth year only)		
In what amounts and how often?	$ per Week / Month / Year	
Under what state and county court order?	State: County: Number:	
When was the order originally entered?		
How much have you actually paid in the last year?	$	
(Information about *ongoing* support orders for other minor children may be provided in the Additional Information area.)		

Other Children (Mark correct answer.)			
Do you have other minor children (not stepchildren)?	Yes	No	
Child's Initials (use Additional Information area if needed)	*Child's Birth Year*	*Are You Legally Responsible?* *	
Child 1:		Yes	No
Child 2:		Yes	No

* *To be legally responsible means that you either (1) gave birth to the child, (2) adopted the child, (3) were married to the birth mother when the child was conceived or born, (4) executed a paternity affidavit, or (5) were found and ordered responsible in an administrative or judicial order.*

Health Insurance / Health Care Coverage Plans (Mark correct answer.)		
Do you have a health care coverage plan available?	Yes	No
What is the cost for just you? (*single plan*)	$ per Week / Bi-Week / Month	
What is the cost to cover additional people? (*family plan*)	$ per Week / Bi-Week / Month	

Health Insurance / Health Care Coverage Plans, continued		
Are other people covered by the plan?	Yes	No
Including you, how many people are covered?		
Do you have the children enrolled in Hawki?	Yes	No
What is your total monthly Hawki premium?	$	
Do you have the children enrolled in Medicaid?	Yes	No
Do you receive FIP or Medicaid?	Yes	No
Do you reside with a child receiving FIP, Medicaid, or Hawki?	Yes	No

Child Care Expenses Reasonably Necessary to Work, Attend Schooling or Training, or Search for a Job			
Is there already a court order requiring you to pay a child care provider directly, or to reimburse the other parent for the costs of child care, or which otherwise addresses child care expenses?	Yes		No
Do you pay child care expenses for any child(ren) in this case? *(If No, do not complete the remaining questions in this section.)*	Yes		No
For which of the children in this case do you pay child care expenses? *(Enter child's initials only.)*			
For each of the children you have listed, check the box on this line if the child is under age 13.	☐	☐	☐
On a ***yearly*** basis, what do you pay out-of-pocket for child care for each child?	$	$	$
Do you receive any child care assistance for children in this case that reduces your out-of-pocket child care expenses? *(If Yes, answer the following question.)*	Yes		No
How much child care assistance do you receive on a ***yearly*** basis for the child(ren) in this case?	$		

Additional Information

Pursuant to Iowa Code § 622.1, Iowa R. Civ. P. 1.413(4), and the laws of the State of Iowa, I certify under penalty of perjury that the above information is true and correct to the best of my information and belief.

Signed: ______________________ Date: ______________

[Court Order September 3, 2021, effective January 1, 2022; October 26, 2023; September 29, 2025, effective January 1, 2026]

CHAPTER 10
GUIDELINES FOR THE FORFEITURE AND RESTORATION OF A BOND POSTED PURSUANT TO IOWA CODE SECTION 598.21(8A)

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GUIDELINES FOR THE FORFEITURE AND RESTORATION OF A BOND POSTED PURSUANT TO IOWA CODE SECTION 598.21(8A)

Rule 10.1 Cash bond. If, during a modification action subject to the provisions of Iowa Code section 598.21(8A), the district court makes a finding that the parent awarded physical care of the child has previously interfered with the minor child's access to the other parent, the court may order the posting of a cash bond to assure future compliance with the visitation provisions of the decree.
[Court Order November 9, 2001, effective February 15, 2002]

Rule 10.2 Return of bond. The court's order requiring the bond may include terms upon which the parent might apply for return of the bond after a reasonable period of compliance with the decree's visitation provisions.
[Court Order November 9, 2001, effective February 15, 2002]

Rule 10.3 Hearing. Upon application of the parent in whose favor the bond was posted, the court may schedule a hearing to determine whether the parent with physical care has continued to interfere with visitation and if the bond should be forfeited. Reasonable notice and an opportunity to be heard shall be given to all parties.
[Court Order November 9, 2001, effective February 15, 2002]

Rule 10.4 Forfeiture of bond. If the court finds the parent with the physical care of the child has continued to interfere with visitation, it may order the bond forfeited to the other parent and a new cash bond posted. [Court Order October 27, 1999]
[Court Order November 9, 2001, effective February 15, 2002]

CHAPTER 13
RULES FOR INVOLUNTARY COMMITMENT OR TREATMENT OF PERSONS WITH SUBSTANCE USE DISORDERS

CHAPTER 13
RULES FOR INVOLUNTARY COMMITMENT OR TREATMENT OF PERSONS WITH SUBSTANCE USE DISORDERS

Rule 13.1 Application.

13.1(1) An application seeking the involuntary commitment or treatment of any person on the grounds of a substance use disorder may be obtained from any district court clerk in any county. Such application may be filled out and presented to the clerk by any person who has an interest in the treatment of another for a substance use disorder and who has sufficient association with or knowledge about that person to provide the information required on the face of the application and under Iowa Code section 125.75. The clerk or clerk's designee shall provide the forms required by Iowa Code section 125.75 to the person who desires to file the application for involuntary commitment. The clerk shall see that all the information required by Iowa Code section 125.75 accompanies the application.

13.1(2) A verified application may be filed with the district court clerk in any county. If the application is not filed in a county where the respondent is located or resides, then the court shall transfer jurisdiction of the case to the county where the respondent is located or that is the respondent's place of residence in accordance with Iowa Code section 125.75(1)(*b*).

[Report 1984; 1995; November 9, 2001, effective February 15, 2002; June 29, 2012, effective September 4, 2012; April 29, 2024, effective July 1, 2024; August 22, 2025, effective October 21, 2025]

Rule 13.2 Termination of proceedings — insufficient grounds. If the judge or referee determines that insufficient grounds to warrant a hearing on the respondent's substance misuse appear on the face of the application and supporting documentation, the judge or referee shall order the proceedings terminated and so notify the applicant. All papers and records pertaining to terminated proceedings shall be confidential and subject to the provisions of Iowa Code section 125.93.

[Report 1984; November 9, 2001, effective February 15, 2002; June 29, 2012, effective September 4, 2012]

Rule 13.3 Notice to respondent — requirements.

13.3(1) If the judge or referee determines that sufficient grounds to warrant a hearing on the respondent's substance misuse appear on the face of the application and supporting documentation, the sheriff or sheriff's deputy shall immediately serve notice, personally and not by substitution, on the respondent. Pursuant to Iowa Code section 125.79, notice also shall be served on respondent's attorney as soon as the attorney is identified or appointed by the judge or referee.

13.3(2) If the respondent is to be taken into immediate custody pursuant to Iowa Code section 125.81, the notice shall include a copy of the order required by Iowa Code section 125.81 and rule 13.14.

13.3(3) The notice of procedures required under Iowa Code section 125.77 shall inform the respondent of the following:

a. Respondent's immediate right to counsel, at public expense if necessary.

b. Respondent's right to request an examination by a physician of the respondent's choosing, at public expense if necessary.

c. Respondent's right to be present at the hearing.

d. Respondent's right to a hearing within five days if the respondent is taken into immediate custody pursuant to Iowa Code section 125.81.

e. Respondent's right not to be forced to hearing sooner than 48 hours after notice, unless respondent waives such minimum prior notice requirement.

f. Respondent's duty to remain in the jurisdiction and the consequences of an attempt to leave.

g. Respondent's duty to submit to examination by a physician appointed by the court.

[Report 1984; November 9, 2001, effective February 15, 2002; June 29, 2012, effective September 4, 2012]

Rule 13.4 Notice requirement — waiver. The respondent may waive the minimum prior notice requirement only in writing and only if the judge or referee determines that the respondent's best interests will not be harmed by such waiver.

[Report 1984; November 9, 2001, effective February 15, 2002]

Rule 13.5 Hearings — continuance. At the request of the respondent or respondent's attorney, the hearing provided in Iowa Code section 125.82 may be continued beyond the statutory limit so that the respondent's attorney has adequate time to prepare respondent's case. In such instances custody pursuant to Iowa Code section 125.81 may be extended by court order until the hearing is held. The continuance shall be no longer than five days beyond the statutory limit. The granting of a continuance shall not prevent the facility from making application to the court for an earlier release of the respondent from custody.
[Report 1984; November 9, 2001, effective February 15, 2002]

Rule 13.6 Attorney conference with respondent — location — transportation. If the respondent is involuntarily confined prior to the hearing pursuant to a determination under Iowa Code section 125.81, the respondent's attorney may apply to the judge or referee for an opportunity to confer with the respondent, in a place other than the place of confinement, in advance of the hearing provided for in Iowa Code section 125.82. The order shall provide for transportation and the type of custody and responsibility therefor during the period the respondent is away from the place of confinement under this rule.
[Report 1984; November 9, 2001, effective February 15, 2002]

Rule 13.7 Service, other than personal. If personal service as defined in rule 13.3 cannot be made, any respondent may be served as provided by court order, consistent with due process of law.
[Report 1984; November 9, 2001, effective February 15, 2002]

Rule 13.8 Return of service. Returns of service of notice shall be made as provided in Iowa R. Civ. P. 1.308.
[Report 1984; November 9, 2001, effective February 15, 2002]

Rule 13.9 Amendment of proof of service. Amendment of process or proof of service shall be allowed in the manner provided in Iowa R. Civ. P. 1.309.
[Report 1984; November 9, 2001, effective February 15, 2002]

Rule 13.10 Attorney evidence and argument — predetermination. If practicable the court should allow the respondent's attorney to present evidence and argument prior to the court's determination under Iowa Code section 125.81.
[Report 1984; November 9, 2001, effective February 15, 2002]

Rule 13.11 Attorney evidence and argument — after confinement. If the respondent's attorney is not afforded an opportunity to present evidence and argument prior to the court's determination under Iowa Code section 125.81, the attorney shall be entitled to do so after the determination during the course of respondent's confinement pursuant to an order issued under that section.
[Report 1984; November 9, 2001, effective February 15, 2002]

Rule 13.12 Examination report to attorney. The clerk shall furnish the respondent's attorney with a copy of the examination report filed pursuant to Iowa Code section 125.80(2), as soon as possible after receipt. In ruling on any request for an extension of time under Iowa Code section 125.80(4), the court shall consider the time available to the respondent's attorney after receipt of the examination report to prepare for the hearing and to prepare responses from physicians engaged by respondent, where relevant. Respondent's attorney shall promptly file a copy of a report of any physician who has examined respondent and whose evidence the attorney expects to use at the hearing. The clerk shall provide the court and the county attorney with a copy thereof when filed.
[Report 1984; November 9, 2001, effective February 15, 2002]

Rule 13.13 Physician's report. The court-designated physician shall submit a written report of the examination as required by Iowa Code section 125.80(2) on the form designated for use by the supreme court. The report shall contain the following information, or as much thereof as is available to the physician making the report:

(1) Respondent's name;

(2) Address;
(3) Date of birth;
(4) Place of birth;
(5) Sex;
(6) Occupation;
(7) Marital status;
(8) Number of children, and names;
(9) Nearest relative's name, relationship, and address; and
(10) The physician's diagnosis and recommendations, with a detailed statement of the observations or medical history which led to the diagnosis.
[Report 1984; November 9, 2001, effective February 15, 2002]

Rule 13.14 Probable cause to injure. The judge's or referee's order for respondent's immediate custody under Iowa Code section 125.81 shall include a finding of probable cause to believe that the respondent is a person with a substance use disorder and is likely to inflict self-injury or injure others if allowed to remain at liberty.
[Report 1984; 1995; November 9, 2001, effective February 15, 2002; June 29, 2012, effective September 4, 2012; April 29, 2024, effective July 1, 2024]

Rule 13.15 Hearing — county location. The hearing provided in Iowa Code section 125.82 shall be held in the county where the application was filed, unless the judge or referee finds that the best interests of the respondent would be served by transferring the proceedings to a different location. If the application was filed in a county where the respondent was not located and did not reside and the court transferred jurisdiction of the case to a county where the respondent was located or residing pursuant to Iowa Code section 125.75(1)(*b*), then the hearing shall be held in the county where the case was transferred to.
[Report 1984; November 9, 2001, effective February 15, 2002; August 22, 2025, effective October 21, 2025]

Rule 13.16 Hearing — location at hospital or treatment facility. The hearing required by Iowa Code section 125.82 may be held at a hospital or other treatment facility, provided that a proper room is available and that such a location would not be detrimental to the best interests of respondent.
[Report 1984; November 9, 2001, effective February 15, 2002]

Rule 13.17 Respondent's rights explained before hearing. Respondent's attorney shall explain to respondent the respondent's rights and the possible consequences of the proceedings. Prior to the commencement of the hearing under Iowa Code section 125.82, the judge or referee shall ascertain whether the respondent has been so informed.
[Report 1984; November 9, 2001, effective February 15, 2002]

Rule 13.18 Subpoenas. Subpoena power shall be available to all parties participating in the proceedings, and subpoenas or other investigative demands may be enforced by the judge or referee.
[Report 1984; November 9, 2001, effective February 15, 2002]

Rule 13.19 Presence at hearing — exceptions.

13.19(1) The applicant and any physician or mental health professional who has examined respondent in connection with the commitment proceedings must be present at the hearing conducted under Iowa Code section 125.82, unless their presence is waived by the respondent's attorney, the judge or referee finds that their presence is not necessary, or their testimony can be taken through telephonic means and the respondent's attorney does not object.

13.19(2) The respondent must be present at the hearing unless prior to the hearing the respondent's attorney stipulates in writing to respondent's absence. Such stipulation shall state that the attorney has conversed with the respondent, that in the attorney's judgment the respondent can make no meaningful contribution to the hearing or has waived the right to be present, and the basis for such conclusions. A stipulation to the respondent's absence shall be reviewed by the judge or referee before the hearing, and shall be rejected if it appears

that insufficient grounds are stated or that the respondent's interests would not be served by respondent's absence.
[Report 1984; October 11, 1991, effective January 2, 1992; November 9, 2001, effective February 15, 2002]

Rule 13.20 Hearing — electronic recording. An electronic recording or other verbatim record of the hearing provided in Iowa Code section 125.82 shall be made and retained for three years or until the respondent has been discharged from involuntary custody for 90 days, whichever is longer.
[Report 1984; November 9, 2001, effective February 15, 2002]

Rule 13.21 Transfer from county of confinement. If the respondent is in custody in another county prior to the hearing provided in Iowa Code section 125.82, respondent's attorney may request that the respondent be delivered to the county in which the hearing will be held sufficiently prior thereto to facilitate preparation by respondent's attorney. Such requests shall not be denied unless they are unreasonable and the denial would not harm respondent's interests in representation by counsel. This rule does not authorize permanent transfer of the respondent to another facility without conformance to appropriate statutory procedures.
[Report 1984; November 9, 2001, effective February 15, 2002]

Rule 13.22 Evaluation and treatment. If, upon hearing, the court finds respondent to be a person with a substance use disorder, evaluation and treatment shall proceed as set out in Iowa Code section 125.83.
[Report 1984; 1995; November 9, 2001, effective February 15, 2002; June 29, 2012, effective September 4, 2012; April 29, 2024, effective July 1, 2024]

Rule 13.23 Evaluation — time extension. Pursuant to Iowa Code section 125.83, the facility administrator may request a seven-day extension of time for further evaluation by filing a written application with the clerk of court in the county in which the hearing was held. The application shall contain a statement by the facility administrator or the administrator's designee identifying with reasonable particularity the basis of the request for extension. The clerk shall immediately notify the respondent's attorney of the request by furnishing a copy of the application.
[Report 1984; November 9, 2001, effective February 15, 2002]

Rule 13.24 Evaluation report. The facility administrator's report under Iowa Code section 125.84 shall include a written evaluation of the respondent by the attending physician or the physician's designee. The evaluation must state with reasonable particularity the basis for the diagnostic conclusions concerning the respondent's substance misuse and recommended treatment. The evaluation shall specify the basis for the attending physician's conclusions regarding respondent's substance misuse, capacity to understand the need for treatment, and dangerousness. The evaluation also shall specify the basis for the attending physician's conclusions concerning recommended treatment and the basis for the judgment that the recommended treatment is the least restrictive alternative possible for the respondent pursuant to options (1), (2), (3), or (4) of Iowa Code section 125.84.
[Report 1984; November 9, 2001, effective February 15, 2002; June 29, 2012, effective September 4, 2012]

Rule 13.25 Reports issued by clerk. The clerk shall promptly furnish to the respondent's attorney copies of all reports issued under Iowa Code section 125.86. Such reports shall comply substantially with the requirements of rule 13.24.
[Report 1984; November 9, 2001, effective February 15, 2002]

Rule 13.26 Clerk's filing system. The clerk shall institute an orderly system for filing periodic reports required under Iowa Code section 125.86 and shall monitor the reports to ascertain when a report is overdue. If a report is not filed when due, the clerk shall notify the administrator of the treatment facility.
[Report 1984; November 9, 2001, effective February 15, 2002]

Rule 13.27 Emergency detention — magistrate's approval. If the magistrate cannot immediately proceed to the facility where a person is detained pursuant to Iowa Code section

125.91, the magistrate shall verbally communicate approval or disapproval of the detention. Such communication shall be duly noted by the administrator of the facility on the form prescribed by this chapter.
[Report 1984; November 9, 2001, effective February 15, 2002]

Rule 13.28 Emergency detention — attending physician absent from facility. If the facility to which the respondent is delivered pursuant to Iowa Code section 125.91 lacks an attending physician, the person then in charge of the facility shall immediately notify a physician whenever treatment appears necessary to protect the respondent. The person in charge of the facility shall then immediately notify the magistrate.
[Report 1984; November 9, 2001, effective February 15, 2002; June 29, 2012, effective September 4, 2012]

Rule 13.29 Attorney appointed. As soon as practicable after the respondent's delivery to a facility under Iowa Code section 125.91, the magistrate shall identify or appoint an attorney for the respondent and shall immediately notify such attorney of respondent's emergency detention. If counsel can be identified at the time of respondent's arrival at a facility, or if legal services are available through a legal aid or public defender office, the magistrate must immediately notify such counsel. Such counsel shall be afforded an opportunity to interview the respondent before or after the magistrate's order is issued.
[Report 1984; November 9, 2001, effective February 15, 2002]

Rule 13.30 Chemotherapy procedure. When chemotherapy has been instituted prior to a hearing under Iowa Code section 125.82, the attending physician of the facility where the respondent is hospitalized shall, prior to the hearing, submit to the clerk of the district court where the hearing is to be held, a report in writing. The report shall identify all types of chemotherapy given and shall specify which were administered to affect the respondent's behavior or mental state during any period of custody authorized by Iowa Code section 125.81 or 125.91. For each type of chemotherapy the report shall indicate that the chemotherapy was given with the consent of the respondent or the respondent's next of kin or guardian or, if not, that the chemotherapy was necessary to preserve the respondent's life or to appropriately control respondent's behavior in order to avoid physical injury to the respondent or others. The report shall also include the effect of the chemotherapy on the respondent's behavior or mental state. The clerk shall file the original report in the court file, advise the judge or referee and the respondent's attorney accordingly, and provide a copy of the report to respondent's attorney.
[Report 1984; November 9, 2001, effective February 15, 2002; June 29, 2012, effective September 4, 2012]

Rules 13.31 to **13.34** Reserved.

Rule 13.35 Forms for Involuntary Commitment or Treatment of Persons with Substance Use Disorders.

In the Iowa District Court for ____________________ County
County where Application is filed

In the Matter of ______________________________, **Respondent** *Full name: first, middle, last* **Alleged to be a Person with a Substance Use Disorder**	No.________________________ **Application Alleging Substance Use Disorder** Iowa Code § 125.75

1. I, __________________________________, allege Respondent is suffering from
Full name: first, middle, last
a substance use disorder.

2. Respondent is presently located in ____________________ County and
County name
resides in ______________________ County.
County name

3. In support of this Application, I state:

____

____

____

☐ *Check this box if you have attached additional pages.*

4. Based on the above facts, I believe Respondent is a danger to self or others and lacks judgmental capacity due to a substance use disorder. ☐ Yes ☐ No

5. I request that:
Check one

A. ☐ Respondent be taken into immediate custody.

B. ☐ Respondent not be taken into immediate custody.

6. In support of this Application, I have attached:
Check all that apply

A. ☐ A written statement of a licensed physician and surgeon or osteopathic physician and surgeon or mental health professional.

B. ☐ One or more Affidavits corroborating these allegations. *See Rule 13.35—Form 2.*

C. ☐ Corroborative information obtained and reduced to writing by the clerk or the clerk's designee. ***NOTE:*** *This option is only available when circumstances make it infeasible to obtain, or when the clerk considers it appropriate to supplement, the information under either subparagraph **5**(A) or **5**(B).*

Continued on next page

7. Attorney Help

Check one

A. ☐ An attorney did not help me prepare or fill in this paper.

B. ☐ An attorney helped me prepare or fill in this paper. *If you check* B, *you must fill in the following information*:

________________________ ________________________
Name of attorney or organization, if any *Attorney's PIN – Ask the attorney*

________________________ ____________ ______ ________
Business address of attorney or organization *City* *State* *ZIP code*

(____) ________________________ ________________________
Attorney's phone number *Attorney's email address – optional*

8. Oath and signature of applicant

I, ________________________, have read this Application, and I certify under
Print your full name: first, middle, last

penalty of perjury and pursuant to the laws of the State of Iowa that the information provided in this Application is true and correct.

__________ ________, 20____ ________________________
Month *Day* *Year* *Applicant's signature**

________________________ ____________, ______ ________
Mailing address *City* *State* *ZIP code*

(____) __________ ______________ ______________
Phone number *Email address* *Additional email address, if applicable*

**This form may be signed either by using a digitized signature, see instructions at* https://www.iowacourts.gov/for-the-public/court-forms/, *or by printing and hand-signing.*

[Court Order August 17, 2022, effective November 1, 2022; April 29, 2024, effective July 1, 2024; August 22, 2025, effective October 21, 2025]

Rule 13.35—Form 2: ***Affidavit in Support of Application Alleging Substance Use Disorder***

In the Iowa District Court for ____________________ County
County where Affidavit is filed

In the Matter of ________________________________, **Respondent** *Full name: first, middle, last* **Alleged to be a Person with a Substance Use Disorder**	No.________________________ **Affidavit in Support of Application Alleging Substance Use Disorder** Iowa Code § 125.75

I, ________________________, state that I am acquainted with Respondent who resides at
Full name: first, middle, last

______________________________ ______________, ____________, ______ ____________,
Street address *City* *County* *State* *ZIP code*

and I believe Respondent is a person with a substance use disorder. In support of this belief, I state:

____
____
____
____
____
____
____
____
____

☐ *Check this box if you have attached additional pages.*

Oath and signature

I, ______________________________, have read this Affidavit, and I certify under
Print your full name: first, middle, last

penalty of perjury and pursuant to the laws of the State of Iowa that the information in this Affidavit is true and correct.

______________ ______, 20___ ____
Month *Day* *Year* *Affiant's signature**

________________________________ ______________, ______ ____________
Mailing address *City* *State* *ZIP code*

(_____) ______________ ____________________ ________________________
Phone number *Email address* *Additional email address, if applicable*

**This form may be signed either by using a digitized signature, see instructions at https://www.iowacourts.gov/for-the-public/court-forms/, or by printing and hand-signing.*

[Court Order August 17, 2022, effective November 1, 2022; April 29, 2024, effective July 1, 2024]

Rule 13.35—Form 3: ***Application for Appointment of Counsel for Respondent and Financial Statement***

In the Iowa District Court for ______________________ County
County where Application is filed

In the Matter of _________________________________, **Respondent** *Full name: first, middle, last* **Alleged to be a Person with a Substance Use Disorder**	No.___________________________ **Application for Appointment of Counsel for Respondent and Financial Statement** Iowa Code § 125.78

1. I, ____, state that I am:
Print your full name: first, middle, last

Check one

☐ Respondent

☐ Respondent's spouse

☐ Next friend of Respondent

☐ Guardian of Respondent

I request the court appoint counsel to represent Respondent at public expense because Respondent is financially unable to employ counsel.

2. Respondent's information

A. ____
Respondent's full name: first, middle, last

___________________________________ _______________, _____ ____________
Street address *City* *State* *ZIP code*

______________________________ ________________
Marital status *Number of dependents*

B. Respondent's age: ______________.

C. Is Respondent currently in custody? ☐ Yes ☐ No

D. Respondent's employment status:

☐ Full-time

☐ Part-time (approximate hours per week:______)

☐ Unemployed

Continued on next page

Rule 13.35—Form 3: *Application for Appointment of Counsel for Respondent and Financial Statement*, continued

3. Respondent's income

A. Income Respondent currently receives before taxes and deductions:

**How often received?*
W = Weekly B = Bi-weekly (every other week) M = Monthly Y = Yearly

Average current income for Respondent	**Income**	
	How often received?* *W, B, M, Y*	**Amount**
(1) Wages from employer *Employer name:* *Job title:*		$
(2) Wages from employer *Employer name:* *Job title:*		$
(3) Unemployment assistance		$
(4) Family Investment Program		$
(5) Social Security		$
(6) Other *Identify:*		$
(7) Other *Identify:*		$
(8) Other *Identify:*		$
(9) Totals from attached pages, if any ☐ *Check this box if you have attached additional pages regarding income sources.*		$
Total *Total income received by Respondent*		**$**

B. Total income from the past 12 months from any source, before taxes and deductions:
$____

C. Is Respondent's spouse working? ☐ Yes ☐ No
If yes, average wages before taxes and deductions: $________________________
per: ☐ hour ☐ month ☐ year

Continued on next page

Rule 13.35—Form 3: *Application for Appointment of Counsel for Respondent and Financial Statement*, continued

4. Respondent's assets

A. Real estate

Type of real estate	**Jointly owned?**	**Market value** *What it would sell for*	**Debt** *Total amount owed on debt* **and to whom owed**	**Net value** *Market value minus debt owed*
(1) Homestead *Address*	☐	$	$ to:	$
(2) Other real estate *Address*	☐	$	$ to:	$

☐ *Check this box if you have attached additional pages.*

B. Vehicles (includes cars, trucks, motorcycles, boats, and other motorized vehicles)

Vehicle *Make (e.g., Ford), model, year*	**Jointly owned?**	**Market value** *What it would sell for*	**Debt** *Total amount owed on debt* **and to whom owed**	**Net Value** *Market value minus debt owed*
(1)	☐	$	$ to:	$
(2)	☐	$	$ to:	$
(3)	☐	$	$ to:	$

☐ *Check this box if you have attached additional pages.*

C. Other assets, if any:

____

____

____

☐ *Check this box if you have attached additional pages.*

Continued on next page

Rule 13.35—Form 3: *Application for Appointment of Counsel for Respondent and Financial Statement*, continued

5. Respondent's debts

Debts and liabilities of Respondent	Debts and liabilities Amount
(1) Mortgage	$
(2) Car loan	$
(3) Credit card debt	$
(4) Other *Identify:*	$
(5) Other *Identify:*	$
(6) Other *Identify:*	$
(7) Totals from attached pages, if any ☐ *Check this box if you attached additional pages regarding debts and liabilities.*	$
Total	**$**

6. Respondent's expenditures

Type of expense	Amount *Check one* ☐ monthly ☐ annual
(1) House payment or rent	$
(2) Food	$
(3) Insurance *(health, dental, auto, etc.)*	$
(4) Utilities *(gas, electric, water, internet, etc.)*	$
(5) Phone	$
(6) Child support payments	$
(7) Car payment	$

Continued on next page

Rule 13.35—Form 3: *Application for Appointment of Counsel for Respondent and Financial Statement*, continued

(8) Credit card payments	$
(9) Other expense *Identify:*	$
(10) Other expense *Identify:*	$
(11) Other expense *Identify:*	$
(12) Totals from attached pages, if any ☐ *Check this box if you have attached additional pages regarding expenses.*	$
Total *Total expenditures*	**$**

7. Oath and signature

I, ______________________________, have read this Application, and I certify under
Print your full name: first, middle, last

penalty of perjury and pursuant to the laws of the State of Iowa that the information provided in this Application is true and correct.

_____________ ______, 20___ ____
Month *Day* *Year* *Applicant's signature**

____________________________________ _______________, ______ ___________
Mailing address *City* *State* *ZIP code*

(____) _____________ _______________________ ___________________________
Phone number *Email address* *Additional email address, if applicable*

**This form may be signed either by using a digitized signature, see instructions at https://www.iowacourts.gov/for-the-public/court-forms/, or by printing and hand-signing.*

[Court Order August 17, 2022, effective November 1, 2022; April 29, 2024, effective July 1, 2024]

Rule 13.35—Form 4: ***Application for Appointment of Counsel for Applicant and Financial Statement***

In the Iowa District Court for ______________________ County
County where Application is filed

In the Matter of _________________________________, **Respondent** *Full name: first, middle, last* **Alleged to be a Person with a Substance Use Disorder**	No.__________________________ **Application for Appointment of Counsel for Applicant and Financial Statement** Iowa Code §§ 125.76, .78

1. I, ____, state that I am
Print your full name: first, middle, last

the Applicant in this case, and pursuant to Iowa Code sections 125.76 and 125.78(2), I request the court appoint counsel to represent me at public expense because I am financially unable to employ counsel.

2. Applicant's information

A. ____
Applicant's full name: first, middle, last

___________________________________ ________________, _____ __________
Street address *City* *State* *ZIP code*

_______________________________ _________________
Marital status *Number of dependents*

B. Applicant's age: ________________.

C. Applicant's employment status:

☐ Full-time

☐ Part-time (approximate hours per week:______)

☐ Unemployed

3. Applicant's income

A. Income currently received by Applicant, before taxes and deductions:

**How often received?*
W = Weekly B = Bi-weekly (every other week) M = Monthly Y = Yearly

Average current income for Applicant	**Income**	
	How often received?* *W, B, M, Y*	**Amount**
(1) Wages from employer *Employer name:* *Job title:*		$

Continued on next page

Rule 13.35—Form 4: *Application for Appointment of Counsel for Applicant and Financial Statement*, continued

(2) Wages from employer *Employer name:* *Job title:*		$
(3) Wages from employer *Employer name:* *Job title:*		$
(4) Unemployment assistance		$
(5) Family Investment Program		$
(6) Social Security		$
(7) Other *Identify:*		$
(8) Other *Identify:*		$
(9) Other *Identify:*		$
(10) Totals from attached sheets, if any ☐ *Check this box if you have attached additional pages regarding income sources.*		$
Total *Total income received by Applicant*		**$**

B. Total income from the past 12 months from any source, before taxes and deductions:
$____________________________________

C. Is Applicant's spouse working? ☐ Yes ☐ No
If yes, average wages before taxes and deductions: $____________________
per: ☐ hour ☐ month ☐ year

Continued on next page

Rule 13.35—Form 4: *Application for Appointment of Counsel for Applicant and Financial Statement*, continued

4. Applicant's assets

A. Real estate

Type of real estate	**Jointly owned?**	**Market value** *What it would sell for*	**Debt** *Total amount owed on debt* **and to whom owed**	**Net value** *Market value minus debt owed*
(1) Homestead *Address*	☐	$	$ to:	$
(2) Other real estate *Address*	☐	$	$ to:	$

☐ *Check this box if you have attached additional pages.*

B. Vehicles (includes cars, trucks, motorcycles, boats, and other motorized vehicles)

Vehicle *Make (e.g., Ford), model, year*	**Jointly owned?**	**Market value** *What it would sell for*	**Debt** *Total amount owed on debt* **and to whom owed**	**Net Value** *Market value minus debt owed*
(1)	☐	$	$ to:	$
(2)	☐	$	$ to:	$
(3)	☐	$	$ to:	$

☐ *Check this box if you have attached additional pages.*

C. Other assets, if any:

____

____

____

☐ *Check this box if you have attached additional pages.*

Continued on next page

5. Applicant's debts

Debts and liabilities of Applicant	**Debts and liabilities**
	Amount
(1) Mortgage	$
(2) Car loan	$
(3) Credit card debt	$
(4) Other *Identify:*	$
(5) Other *Identify:*	$
(6) Other *Identify:*	$
(7) Totals from attached sheets, if any ☐ *Check this box if you attached additional pages regarding debts and liabilities.*	$
Total	**$**

6. Applicant's expenditures

Type of expense	**Amount** *Check one* ☐ **monthly** ☐ **annual**
(1) House payment or rent	$
(2) Food	$
(3) Insurance *(health, dental, auto, etc.)*	$
(4) Utilities *(gas, electric, water, internet, etc.)*	$
(5) Phone	$
(6) Child support payments	$
(7) Car payment	$

Continued on next page

Rule 13.35—Form 4: *Application for Appointment of Counsel for Applicant and Financial Statement*, continued

(8) Credit card payments	$
(9) Other expense *Identify:*	$
(10) Other expense *Identify:*	$
(11) Other expense *Identify:*	$
(12) Totals from attached pages, if any ☐ *Check this box if you have attached additional pages regarding expenses.*	$
Total *Total expenditures*	**$**

7. Oath and signature

I, ______________________________, have read this Application, and I certify under
Print your full name: first, middle, last

penalty of perjury and pursuant to the laws of the State of Iowa that the information provided in this Application is true and correct.

_____________ _______, 20___ ____
Month *Day* *Year* *Applicant's signature**

____________________________________ ______________, ______ ____________
Mailing address *City* *State* *ZIP code*

(_____) ____________ ______________________ ___________________________
Phone number *Email address* *Additional email address, if applicable*

**This form may be signed either by using a digitized signature, see instructions at https://www.iowacourts.gov/for-the-public/court-forms/, or by printing and hand-signing.*

[Court Order August 17, 2022, effective November 1, 2022; April 29, 2024, effective July 1, 2024]

Rule 13.35—Form 5: ***Physician's Report of Examination***

In the Iowa District Court for ______________________ County
County where Report is filed

In the Matter of

____________________________________,
Respondent *Full name: first, middle, last*

Alleged to be a Person with a Substance Use Disorder

No.______________________

Physician's Report of Examination

Iowa Code § 125.80
Iowa Ct. R. 13.13

1. Date and time of examination: _________________ _____, 20___ at ____:____ ☐ a.m. ☐ p.m.
Month Day Year Time

2. Respondent's information:

A. Name: ____
Full name: first, middle, last

B. Address: ______________________________ ______________, _____ _______
Street address City State ZIP code

C. Date of birth: ____________ ______, _____
Month Day Year

D. Place of birth: ____

E. Sex: ____

F. Occupation: ____

G. Marital status: ____

H. Number of children: ________. Name(s): ______________________________

____

I. Nearest relative: ______________________________ ________________
Name: first, last Relationship

______________________________ ______________, _____ _______
Street address City State ZIP code

3. Is this an examination under Iowa Code section 125.80? ☐ Yes ☐ No

4. Did facility personnel assist with this exam? ☐ Yes ☐ No

If yes, provide that person's name: ______________________________
Facility personnel's name

______________________________ ______________, __________ __________
Business address City State ZIP code

Attach the facility personnel's report, if written

Continued on next page

Rule 13.35—Form 5: *Physician's Report of Examination*, continued

5. In your judgment, is Respondent a person with a substance use disorder as defined by the American Psychiatric Association? ☐ Yes ☐ No
If yes, state diagnosis including supporting facts, symptoms, and overt acts

☐ *Check this box if you have attached additional pages.*

6. In your judgment, is Respondent a danger to self or others and lacks judgmental capacity due to a substance use disorder? ☐ Yes ☐ No
If yes, state what recent overt acts by Respondent lead you to this conclusion, including approximate date(s) and other relevant facts

☐ *Check this box if you have attached additional pages.*

7. In your judgment, is Respondent treatable and likely to benefit from treatment? ☐ Yes ☐ No
If yes, state recommendations and basis for recommendations

☐ *Check this box if you have attached additional pages.*

8. Can Respondent be evaluated on an outpatient basis? ☐ Yes ☐ No
Basis for answer

☐ *Check this box if you have attached additional pages.*

9. Can Respondent, without danger to self or others, be released to the custody of a relative or friend during the course of evaluation? ☐ Yes ☐ No
Basis for answer

☐ *Check this box if you have attached additional pages.*

10. Is full-time hospitalization necessary for evaluation? ☐ Yes ☐ No

Continued on next page

11. Does Respondent have a prior history of other substance use disorders or physical or mental illness? ☐ Yes ☐ No

If yes, specify

____

____

____

☐ *Check this box if you have attached additional pages.*

12. Was Respondent medicated at the time of examination? ☐ Yes ☐ No

If yes, provide name(s) of the medication, dosage, approximate date and time administered, and probable effects on Respondent

____

____

____

☐ *Check this box if you have attached additional pages.*

13. Signature

____________________ *Signature**	____________________ *Printed name*
____________________ *Title***	____________________ *Name of facility*

____

Mailing address

____________________, *City*	__________ *State*	__________ *ZIP code*

(_____) ____________________

Phone number

____________________ *Email address*	____________________ *Additional email address, if applicable*

________________ ________, 20_______

Month *Day* *Year*

**This form may be signed either by using a digitized signature, see instructions at https://www.iowacourts.gov/for-the-public/court-forms/, or by printing and hand-signing.*

***The Report of Examination must be filled out by a court-designated licensed physician and surgeon or osteopathic physician and surgeon or mental health professional. Iowa Code § 125.80(2).*

[Court Order August 17, 2022, effective November 1, 2022; April 29, 2024, effective July 1, 2024]

Rule 13.35—Form 6: ***Stipulation Regarding Respondent's Presence***

In the Iowa District Court for ______________________ County
County where Stipulation is filed

In the Matter of

___________________________________,
Respondent *Full name: first, middle, last*

Alleged to be a Person with a Substance Use Disorder

No.________________________

Stipulation Regarding Respondent's Presence

Iowa Code § 125.82
Iowa Ct. R. 13.19(2)

1. I, _________________________, I am an attorney representing Respondent in this
Full name: first, middle, last

matter and stipulate that Respondent need not be present at the hearing to determine whether Respondent is a person with a substance use disorder.

2. On ________________ _____, 20____, I conversed with Respondent about the
Month *Day* *Year*

hearing and Respondent's absence from the hearing.

3. In my judgment,

A. ☐ Respondent can make no meaningful contribution to the hearing.

B. ☐ Respondent has waived the right to be present at the hearing.

I base this judgment on the following grounds:

____

____

____

☐ *Check this box if you have attached additional pages.*

4. Attorney's signature

_____________________________________ /s/________________________________
Printed name *Signature*

____
Law firm, if applicable

____
Mailing address

_____________________________________, _________________ _______________
City *State* *ZIP code*

(_____) ______________________________ ________________________________
Phone number *Attorney PIN number*

_____________________________________ ________________________________
Email address *Additional email address, if applicable*

______________________ ______, 20_____
Month *Day* *Year*

[Court Order August 17, 2022, effective November 1, 2022; April 29, 2024, effective July 1, 2024]

Rule 13.35—Form 7: ***Notice of Medication***

In the Iowa District Court for ______________________ County
County where Notice is filed

In the Matter of ____________________________________, **Respondent** *Full name: first, middle, last* **Alleged to be a Person with a Substance Use Disorder**	No.______________________ **Notice of Medication** Iowa Code § 125.82(1)

1. I, ___________________________, physician, inform the court that Respondent was
Physician's name

medicated with the following: *Include the name(s) of the medication (including chemotherapy), dosage, and approximate date and time administered*

____

____

____

☐ *Check this box if you have attached additional pages.*

2. This medication may cause the following effects on Respondent:

____

____

____

☐ *Check this box if you have attached additional pages.*

3. Physician's signature

____________________________________ ____________________________________
Printed name *Signature**

____
Name of facility

____
Mailing address

____________________________________, ________________ ________________
City *State* *ZIP code*

(_____) ______________________________
Phone number

____________________________________ ____________________________________
Email address *Additional email address, if applicable*

__________________ ________, 20______
Month *Day* *Year*

**This form may be signed either by using a digitized signature, see instructions at https://www.iowacourts.gov/for-the-public/court-forms/, or by printing and hand-signing.*

[Court Order August 17, 2022, effective November 1, 2022; April 29, 2024, effective July 1, 2024]

Rule 13.35—Form 8: ***Application for Extension of Time for Evaluation***

In the Iowa District Court for ______________________ County
County where Application is filed

In the Matter of __________________________________, **Respondent** *Full name: first, middle, last* **Alleged to be a Person with a Substance Use Disorder**	No._________________________ **Application for Extension of Time for Evaluation** Iowa Code § 125.83

1. I,______________________, chief medical officer of _______________________________,
Name of chief medical officer *Hospital or facility*

request an extension of time not to exceed seven days in order to complete the evaluation of Respondent.

2. I request this extension because:

____
____
____
____
____
____

☐ *Check this box if you have attached additional pages.*

3. It is my opinion that this extension is in Respondent's best interests.

4. Chief medical officer's signature

______________________________ ______________________________
Printed name *Signature**

____
Name of facility

____
Mailing address

______________________________, ______________ ______________
City *State* *ZIP code*

(_____) ______________________________
Phone number

______________________________ ______________________________
Email address *Additional email address, if applicable*

________________ _______, 20______
Month *Day* *Year*

**This form may be signed either by using a digitized signature, see instructions at https://www.iowacourts.gov/for-the-public/court-forms/, or by printing and hand-signing.*

April 2024 Rule 13.35—Form 8 Page 1 of 1

[Court Order August 17, 2022, effective November 1, 2022; April 29, 2024, effective July 1, 2024]

Rule 13.35—Form 9: ***Report of Substance Use Disorder Evaluation***

In the Iowa District Court for ______________________ County
County where Report is filed

In the Matter of _________________________________, **Respondent** *Full name: first, middle, last* **Alleged to be a Person with a Substance Use Disorder**	No._________________________ **Report of Substance Use Disorder Evaluation** Iowa Code § 125.84 Iowa Ct. R. 13.24

1. I,_______________________, of ____,
Full name *Hospital or facility*

and for the Report of Substance Use Disorder Evaluation of Respondent, state the following.

2. Date and time of evaluation: ____________________ ____, 20___ at ____:____ ☐ a.m. ☐ p.m.
Month *Day* *Year* *Time*

3. State treatment Respondent received during the present evaluation period:

____
____
____

☐ *Check this box if you have attached additional pages.*

4. Was Respondent medicated at the time of evaluation? ☐ Yes ☐ No
If yes, provide name(s) of the medication, dosage, approximate date and time administered, and probable effects on Respondent

____
____
____

☐ *Check this box if you have attached additional pages.*

5. In your opinion, is Respondent a person with a substance use disorder as defined by the American Psychiatric Association? ☐ Yes ☐ No
If yes, state diagnosis including supporting facts, symptoms, and overt acts

____
____
____

☐ *Check this box if you have attached additional pages.*

Continued on next page

6. In your opinion, is Respondent treatable and likely to benefit from treatment? ☐ Yes ☐ No

If yes, state recommendations and basis for recommendations

____

____

____

☐ *Check this box if you have attached additional pages.*

7. In your opinion, does Respondent have the capacity to understand the need for treatment? ☐ Yes ☐ No

If no, state basis for answer

____

____

____

☐ *Check this box if you have attached additional pages.*

8. In your opinion, is Respondent a danger to self or others and lacks judgmental capacity due to a substance use disorder? ☐ Yes ☐ No

If yes, state what recent overt acts by Respondent lead you to this conclusion, including approximate date(s) and other relevant facts

____

____

____

☐ *Check this box if you have attached additional pages.*

9. Proposed treatment and placement

In your opinion,

Check one

A. ☐ Respondent does not, as of the date of this Report, require further treatment for a substance use disorder. Iowa Code § 125.84(1).

B. ☐ Respondent is a person with a substance use disorder and in need of full-time custody, care, and treatment in a facility and is likely to benefit from treatment. Iowa Code § 125.84(2).

Recommended further treatment:

____

____

____

☐ *Check this box if you have attached additional pages.*

Continued on next page

Rule 13.35—Form 9: *Report of Substance Use Disorder Evaluation*, continued

C. ☐ Respondent is a person with a substance use disorder and in need of treatment but does not require full-time placement in a facility. Iowa Code § 125.84(3).

Recommended treatment on an outpatient or other appropriate basis:

____

____

____

☐ *Check this box if you have attached additional pages.*

D. ☐ Respondent is a person with a substance use disorder and in need of treatment but is not responding to the treatment provided. Iowa Code § 125.84(4).

Recommended alternative placement:

____

____

____

☐ *Check this box if you have attached additional pages.*

10. State facts and reasons supporting your recommended treatment and that the treatment is the least restrictive and effective for Respondent:

____

____

____

☐ *Check this box if you have attached additional pages.*

11. Signature

______________________________	______________________________
Printed name	*Signature**
______________________________	______________________________
Title	*Name of facility*

____
Mailing address

______________________________,	______________	______________
City	*State*	*ZIP code*

(_____) ______________________________
Phone number

______________________________	______________________________
Email address	*Additional email address, if applicable*

______________________ ________, 20_______
Month *Day* *Year*

**This form may be signed either by using a digitized signature, see instructions at https://www.iowacourts.gov/for-the-public/court-forms/, or by printing and hand-signing.*

[Court Order August 17, 2022, effective November 1, 2022; April 29, 2024, effective July 1, 2024]

Rule 13.35—Form 10: ***Periodic Report (Respondent Inpatient)***

In the Iowa District Court for ____________________ County
County where Report is filed

In the Matter of ________________________________, **Respondent** *Full name: first, middle, last* **Alleged to be a Person with a Substance Use Disorder**	No.____________________ **Periodic Report (Respondent Inpatient)** Iowa Code § 125.86(1)

1. I,______________________, of ____,
Full name *Hospital or facility*

and for the Periodic Report of Respondent, state the following.

2. An order for continued treatment of Respondent at this facility was entered on ____________________ ____, 20____.
Month *Day* *Year*

3. State treatment Respondent received during the present evaluation period:

____

____

____

☐ *Check this box if you have attached additional pages.*

4. In the opinion of the chief medical officer, Respondent's condition:

A. ☐ Has improved.

B. ☐ Remains unchanged.

C. ☐ Has deteriorated.

Explanation

____

____

____

☐ *Check this box if you have attached additional pages.*

5. In your opinion, is Respondent a person with a substance use disorder as defined by the American Psychiatric Association? ☐ Yes ☐ No
If yes, state diagnosis including supporting facts and symptoms

____

____

____

☐ *Check this box if you have attached additional pages.*

Continued on next page

Rule 13.35—Form 10: *Periodic Report (Respondent Inpatient)*, continued

6. In your opinion, is Respondent treatable and likely to benefit from treatment? ☐ Yes ☐ No
If yes, state recommendations and basis for recommendations

____

____

____

☐ *Check this box if you have attached additional pages.*

7. In your opinion, does Respondent have the capacity to understand the need for treatment? ☐ Yes ☐ No
If no, state basis for answer

____

____

____

☐ *Check this box if you have attached additional pages.*

8. In your opinion, is Respondent a danger to self or others and lacks judgmental capacity due to a substance use disorder? ☐ Yes ☐ No
If yes, state basis for answer

____

____

____

☐ *Check this box if you have attached additional pages.*

9. Proposed treatment and placement

In your opinion,
Check one

A. ☐ Respondent does not, as of the date of this Report, require further treatment for a substance use disorder. Iowa Code § 125.84(1).
Explanation

____

____

____

☐ *Check this box if you have attached additional pages.*

STOP *If you checked **9**(A), stop and sign below.*

Continued on next page

Rule 13.35—Form 10: *Periodic Report (Respondent Inpatient)*, continued

B. ☐ Respondent is a person with a substance use disorder and in need of full-time custody, care, and treatment in a facility and is considered likely to benefit from treatment. Iowa Code § 125.84(2).

(1) Estimated further length of time that Respondent will require treatment in a facility: *Check one*

a. ☐ Is ______________________________.

b. ☐ Cannot be determined at this time.

(2) Recommended further treatment:

____

____

____

☐ *Check this box if you have attached additional pages.*

C. ☐ Respondent is a person with a substance use disorder and in need of treatment but does not require full-time placement in a facility. Iowa Code § 125.84(3).

Recommended treatment on an outpatient or other appropriate basis:

____

____

____

☐ *Check this box if you have attached additional pages.*

D. ☐ Respondent is a person with a substance use disorder and in need of treatment but is not responding to the treatment provided. Iowa Code § 125.84(4).

Recommended alternative placement:

____

____

____

☐ *Check this box if you have attached additional pages.*

10. State facts and reasons supporting your recommended treatment and that the treatment is the least restrictive and effective for Respondent:

____

____

____

☐ *Check this box if you have attached additional pages.*

Continued on next page

Rule 13.35—Form 10: *Periodic Report (Respondent Inpatient)*, continued

11. Signature

Printed name	*Signature**
Title	*Name of facility*
Mailing address	
City, *State* *ZIP code*	
(_____) *Phone number*	
Email address	*Additional email address, if applicable*

________________ ______, 20______
Month *Day* *Year*

**This form may be signed either by using a digitized signature, see instructions at https://www.iowacourts.gov/for-the-public/court-forms/, or by printing and hand-signing.*

[Court Order August 17, 2022, effective November 1, 2022; April 29, 2024, effective July 1, 2024]

Rule 13.35—Form 11: ***Periodic Report (Respondent Outpatient)***

In the Iowa District Court for ____________________ County
County where Report is filed

In the Matter of ______________________________, **Respondent** *Full name: first, middle, last* **Alleged to be a Person with a Substance Use Disorder**	No.____________________ **Periodic Report (Respondent Outpatient)** Iowa Code § 125.86(2)

1. I,____________________ (*Full name*), of ______________________________ (*Hospital or facility*), and for the Periodic Report of Respondent, state the following.

2. An order for continued treatment of Respondent at this facility was entered on ____________________ (*Month*) ____ (*Day*), 20____ (*Year*).

3. State treatment Respondent received during the present evaluation period:

____

____

____

☐ *Check this box if you have attached additional pages.*

4. In the opinion of the chief medical officer, Respondent's condition:

A. ☐ Has improved.

B. ☐ Remains unchanged.

C. ☐ Has deteriorated.

Explanation

____

____

____

☐ *Check this box if you have attached additional pages.*

5. In your opinion, is Respondent a person with a substance use disorder as defined by the American Psychiatric Association? ☐Yes ☐No

If yes, state diagnosis including supporting facts and symptoms

____

____

____

☐ *Check this box if you have attached additional pages.*

Continued on next page

Rule 13.35—Form 11: *Periodic Report (Respondent Outpatient)*, continued

6. In your opinion, is Respondent treatable and likely to benefit from treatment? ☐ Yes ☐ No

If yes, state recommendations and basis for recommendations

____

____

____

☐ *Check this box if you have attached additional pages.*

7. In your opinion, does Respondent have the capacity to understand the need for treatment? ☐ Yes ☐ No

If no, state basis for answer

____

____

____

☐ *Check this box if you have attached additional pages.*

8. In your opinion, is Respondent a danger to self or others and lacks judgmental capacity due to a substance use disorder? ☐ Yes ☐ No

If yes, state basis for answer

____

____

____

☐ *Check this box if you have attached additional pages.*

9. Proposed treatment and placement

In your opinion,

Check one

A. ☐ Respondent does not, as of the date of this Report, require further treatment for a substance use disorder. Iowa Code § 125.84(1).

Explanation

____

____

____

☐ *Check this box if you have attached additional pages.*

STOP *If you checked **9**(A), stop and sign below.*

Continued on next page

B. ☐ Respondent is a person with a substance use disorder and in need of full-time custody, care, and treatment in a facility and is considered likely to benefit from treatment. Iowa Code § 125.84(2).

Recommended further treatment:

____

____

____

☐ *Check this box if you have attached additional pages.*

C. ☐ Respondent is a person with a substance use disorder and in need of treatment but does not require full-time placement in a facility. Iowa Code § 125.84(3).

(1) Estimated further length of time Respondent will require treatment on an outpatient or other appropriate basis:
Check one

a. ☐ Is ____________________________.

b. ☐ Cannot be determined at this time.

(2) Recommended further treatment:

____

____

____

☐ *Check this box if you have attached additional pages.*

D. ☐ Respondent is a person with a substance use disorder and in need of treatment but is not responding to the treatment provided. Iowa Code § 125.84(4).

Recommended alternative placement:

____

____

____

☐ *Check this box if you have attached additional pages.*

10. State facts and reasons supporting your recommended treatment and that the treatment is the least restrictive and effective for Respondent:

____

____

____

☐ *Check this box if you have attached additional pages.*

Continued on next page

Rule 13.35—Form 11: *Periodic Report (Respondent Outpatient)*, continued

11. Signature

Printed name	*Signature**
*Title***	*Name of facility*

Mailing address

City	*State*	*ZIP code*

(_____) ______________________________
Phone number

Email address	*Additional email address, if applicable*

____________________ ______, 20______
Month *Day* *Year*

**This form may be signed either by using a digitized signature, see instructions at https://www.iowacourts.gov/for-the-public/court-forms/, or by printing and hand-signing.*

***A **psychiatric advanced registered nurse practitioner** treating Respondent may complete this Periodic Report. Iowa Code § 125.86(3)(a).*

*An **advanced registered nurse practitioner** who is not certified as a psychiatric advanced registered nurse practitioner but who meets the qualifications of a mental health professional may complete this Periodic Report. Iowa Code § 125.86(3)(b).*

[Court Order August 17, 2022, effective November 1, 2022; April 29, 2024, effective July 1, 2024]

Rule 13.35—Form 12: ***Report of Respondent's Discharge***

In the Iowa District Court for ______________________ County
County where Report is filed

In the Matter of ___________________________________, **Respondent** *Full name: first, middle, last* **Alleged to be a Person with a Substance Use Disorder**	No.______________________ **Report of Respondent's Discharge** Iowa Code § 125.85(4)

I, ______________________________, administrator of ___________________________,
Full name *Facility*

inform the court that Respondent was discharged from this facility or treatment on

______________________ ______, 20______.
Month *Day* *Year*

Signature

______________________________ ______________________________
Printed name *Signature**

______________________________ ______________________________
Title *Name of facility*

____
Mailing address

______________________________, ______________ ______________
City *State* *ZIP code*

(________) ______________________________
Phone number

______________________________ ______________________________
Email address *Additional email address, if applicable*

______________________ ______, 20______
Month *Day* *Year*

**This form may be signed either by using a digitized signature, see instructions at https://www.iowacourts.gov/for-the-public/court-forms/, or by printing and hand-signing.*

[Court Order August 17, 2022, effective November 1, 2022; April 29, 2024, effective July 1, 2024]

Rule 13.35—Form 13: ***Notice of Appeal from Findings of Magistrate or Judicial Hospitalization Referee***

In the Iowa District Court for ______________________ County
County where Notice is filed

In the Matter of ________________________________, **Respondent** *Full name: first, middle, last* **Alleged to be a Person with a Substance Use Disorder**	No.________________________ **Notice of Appeal from Findings of Magistrate or Judicial Hospitalization Referee** Iowa Code § 229.21(3)

1. To: The clerk of the district court for ________________________________ County.
County where Notice is filed

2. Respondent appeals to the district court the findings of the magistrate or judicial hospitalization referee that Respondent is a person with a substance use disorder, made on __________________ ____, 20___.
Month *Day* *Year*

3. Respondent requests a review of this matter by a judge of the district court in accordance with Iowa Code section 229.21(3).

4. **Signature**

________________________________ ________________________________
Printed name *Signature**

Date: ______________________ ____, 20___.
Month *Day* *Year*

Signed by:
Check one

☐ Respondent

☐ Attorney

☐ Next friend of Respondent

☐ Guardian of Respondent

**This form may be signed either by using a digitized signature, see instructions at https://www.iowacourts.gov/for-the-public/court-forms/, or by printing and hand-signing.*

[Court Order August 17, 2022, effective November 1, 2022; April 29, 2024, effective July 1, 2024]

Rule 13.35—Form 14a: ***Claim for Attorney Fees***

In the Iowa District Court for ____________________ County
County this Claim is filed

In the Matter of ______________________________, **Respondent** *Full name: first, middle, last* **Alleged to be a Person with a Substance Use Disorder**	No.______________________ **Claim for Attorney Fees** Iowa Code § 125.78(1)

1. I, the undersigned attorney, state that the court appointed me to represent Respondent, alleged to be a person with a substance use disorder, pursuant to Iowa Code section 125.78(1), and that I have completed representation of Respondent in this matter as set forth in the itemized statement provided with this Claim and that I have not directly or indirectly received or entered into a contract to receive any compensation for such services from any sources.

2. I request an order to be compensated in accordance with the provisions of Iowa Code section 125.78(1).

3. Oath and signature

I, ______________________________, have read this Claim, and I certify under
Print your full name: first, middle, last

penalty of perjury and pursuant to the laws of the State of Iowa that the information provided in this Claim is true and correct.

____________ ______, 20___ /s/______________________________
Month *Day* *Year* *Claimant's signature*

______________________________ ______________, ______ __________
Mailing address *City* *State* *ZIP code*

(___) ______________________________ ______________________________
Phone number *Email address*

______________________________ ______________________________
Additional email address, if applicable *Attorney PIN number*

[Court Order August 17, 2022, effective November 1, 2022; April 29, 2024, effective July 1, 2024]

Rule 13.35—Form 14b: ***Claim for Physician Fees***

In the Iowa District Court for ______________________ County
County where Claim is filed

In the Matter of ___________________________________, **Respondent** *Full name: first, middle, last* **Alleged to be a Person with a Substance Use Disorder**	**No.**______________________ **Claim for Physician Fees** Iowa Code § 125.80(1)

1. I, the undersigned physician, state that pursuant to Iowa Code section 125.80(1), I examined Respondent, alleged to be a person with a substance use disorder, and that services have been completed as set forth in the itemized statement provided with this Claim and that I have not directly or indirectly received or entered into a contract to receive any compensation for such services from any sources.

2. I request an order to be compensated in accordance with the provisions of Iowa Code section 125.80(1).

3. **Oath and signature**

I, _________________________________, have read this Claim, and I certify under
Print your full name: first, middle, last

penalty of perjury and pursuant to the laws of the State of Iowa that the information provided in this Claim is true and correct.

_____________ ______, 20___ ____
Month *Day* *Year* *Claimant's signature**

____________________________________ _______________, ______ ____________
Mailing address *City* *State* *ZIP code*

(___) ______________ ______________________ ___________________________
Phone number *Email address* *Additional email address, if applicable*

**This form may be signed either by using a digitized signature, see instructions at https://www.iowacourts.gov/for-the-public/court-forms/, or by printing and hand-signing.*

[Court Order August 17, 2022, effective November 1, 2022; April 29, 2024, effective July 1, 2024]

CHAPTER 17
FORMS FOR SELF-REPRESENTED LITIGANTS

CHAPTER 17
FORMS FOR SELF-REPRESENTED LITIGANTS

Rule 17.1 Use of forms; mandatory for self-represented litigants. Persons without attorney representation in legal actions covered under this chapter must use the forms listed in this chapter and available on the Iowa Judicial Branch website at: www.iowacourts.gov. Attorneys may use these forms but are not required to do so.
[Court Order May 16, 2007; December 19, 2013; November 7, 2022, effective December 1, 2022; July 19, 2024]

Rules 17.2 to **17.9** Reserved.

Rule 17.10 Forms for relief from domestic abuse. Persons without attorney representation in legal actions seeking protection from domestic abuse under Iowa Code chapter 236 must use the forms listed in this rule. The forms are available on the Iowa Judicial Branch website at: www.iowacourts.gov.

Form 11:	Petition for Relief from Domestic Abuse
Form 12:	Petition for Relief from Domestic Abuse on Behalf of a Minor Child
Form 13:	Petition for Relief from Domestic Abuse on Behalf of a Ward or Protected Person
Form 14:	Protected Information Disclosure
Form 15:	Information Sheet for Protective Order Registry and Service of Protective Orders
Form 16:	Affidavit to Start Contempt Proceedings for Violation of a Domestic Abuse Protective Order
Form 17:	Request to Modify, Cancel, or Extend a Domestic Abuse Final Protective Order
Form 18:	Firearms Compliance Affidavit
Form 19:	Firearms Transfer Affidavit

[Court Order November 7, 2022, effective December 1, 2022]

Rules 17.11 to **17.19** Reserved.

Rule 17.20 Forms for relief from elder abuse. Persons without attorney representation in legal actions seeking protection from elder abuse under Iowa Code chapter 235F must use the forms listed in this rule. The forms are available on the Iowa Judicial Branch website at: www.iowacourts.gov.

Form 11:	Petition for Relief from Elder Abuse
Form 12:	Protected Information Disclosure
Form 13:	Information Sheet for Protective Order Registry and Service of Protective Orders
Form 14:	Affidavit to Start Contempt Proceedings for Violation of an Elder Abuse Protective Order
Form 15:	Request to Modify, Cancel, or Extend an Elder Abuse Final Protective Order
Form 16:	Firearms Compliance Affidavit
Form 17:	Firearms Transfer Affidavit

[Court Order November 7, 2022, effective December 1, 2022]

Rules 17.21 to **17.29** Reserved.

Rule 17.30 Forms for relief from sexual abuse. Persons without attorney representation in legal actions seeking protection from sexual abuse under Iowa Code chapter 236A must use the forms listed in this rule. The forms are available on the Iowa Judicial Branch website at: www.iowacourts.gov.

Form 11:	Petition for Relief from Sexual Abuse
Form 12:	Petition for Relief from Sexual Abuse on Behalf of Minor Child
Form 13:	Petition for Relief from Sexual Abuse on Behalf of Ward or Protected Person
Form 14:	Protected Information Disclosure
Form 15:	Information Sheet for Protective Order Registry & Service of Protective Orders
Form 16:	Affidavit to Start Contempt Proceedings for Violation of a Sexual Abuse Protective Order

Form 17:	Request to Modify, Cancel, or Extend a Sexual Abuse Final Protective Order
Form 18:	Firearms Compliance Affidavit
Form 19:	Firearms Transfer Affidavit

[Court Order November 7, 2022, effective December 1, 2022]

Rules 17.31 to **17.49** Reserved.

Rule 17.50 Forms relating to child and medical support suspension due to CINA cases. Persons without attorney representation in Child-in-Need-of-Assistance (CINA) actions seeking to suspend, terminate, or reinstate child support or medical support or both under Iowa Code section 598.21H must use the forms listed in this rule. The forms are available on the Iowa Judicial Branch website at: www.iowacourts.gov.

Form 11:	Application to Suspend Child Support or Medical Support or Both
Form 12:	Application to Terminate Suspension and Reinstate Child Support or Medical Support or Both

[Court Order June 30, 2026, effective July 1, 2026]

Rules 17.51 to **17.99** Reserved.

Rule 17.100 Family law forms for dissolution of marriage with no minor or dependent adult children. Persons without attorney representation in dissolution of marriage (divorce) actions without children under the age of 18 who are children of both spouses to the marriage, or children under the age of 18 who were adopted or born during the marriage, or children 18 years of age or older who are children of both spouses to the marriage and still need support must use the forms listed in this rule. These forms cannot be used if a spouse of the marriage is pregnant. These forms are available at no cost on the Iowa Judicial Branch website at: www.iowacourts.gov.

Form 101:	Petition for Dissolution of Marriage with no Minor or Dependent Adult Children
Forms 102 and 103:	Reserved
Form 104:	Original Notice for Personal Service
Form 104a:	Original Notice for Personal Service
Form 105:	Acceptance of Service
Form 106:	Directions for Service of Original Notice
Form 107:	Motion and Affidavit to Serve by Publication
Form 108:	Original Notice by Publication
Form 109:	Application and Affidavit to Defer Payment of Costs
Form 110:	Affidavit of Service of Original Notice and Petition for Dissolution of Marriage
Form 111:	Protected Information Disclosure
Forms 112 to 114:	Reserved
Form 115:	Answer to Petition for Dissolution of Marriage with no Minor or Dependent Adult Children
Form 116:	General Answer to a Petition
Forms 117 to 121:	Reserved
Form 122:	Motion in a Dissolution of Marriage with no Minor or Dependent Adult Children
Form 123:	Response to a Motion
Form 124:	Financial Affidavit for a Dissolution of Marriage with no Minor or Dependent Adult Children
Form 125:	Affidavit of Mailing Notice
Form 126:	Notice of Intent to File Written Application for Default Decree
Form 127:	Request for Relief in a Dissolution of Marriage with no Minor or Dependent Adult Children
Form 128:	Settlement Agreement for a Dissolution of Marriage with no Minor or Dependent Adult Children
Forms 129 to 200:	Reserved

[Court Order December 19, 2013; November 7, 2022, effective December 1, 2022; March 16, 2023; October 31, 2023]

Rules 17.101 to **17.199** Reserved.

Rule 17.200 Family law forms for dissolution of marriage with dependent children. Persons without attorney representation in dissolution of marriage (divorce) actions with children under the age of 18 who are children of both spouses to the marriage, or children under the age of 18 who were adopted or born during the marriage, or children 18 years of age or older who are children of both spouses to the marriage and are dependent or still need support must use the forms listed in this rule. These forms must also be used if a spouse of the marriage is pregnant. These forms are available on the Iowa Judicial Branch website at: www.iowacourts.gov.

Form 201:	Petition for Dissolution of Marriage with Children
Forms 202 and 203:	Reserved
Form 204:	Original Notice for Personal Service
Form 204a:	Original Notice for Personal Service
Form 205:	Acceptance of Service
Form 206:	Directions for Service of Original Notice
Form 207:	Motion and Affidavit to Serve by Publication
Form 208:	Original Notice by Publication
Form 209:	Application and Affidavit to Defer Payment of Costs
Form 210:	Affidavit of Service of Original Notice and Petition for Dissolution of Marriage
Form 211:	Protected Information Disclosure
Form 212:	Joint Statement on Legal Parent
Form 213:	Motion to Disestablish Legal Parent
Form 214:	Reserved
Form 215:	Answer to Petition for Dissolution of Marriage with Children
Form 216:	General Answer to a Petition for Dissolution of Marriage with Children
Forms 217 to 220:	Reserved
Form 221:	Affidavit for Temporary Custody and Visitation
Form 222:	Motion in a Dissolution of Marriage with Children
Form 223:	Response to a Motion
Form 224:	Financial Affidavit for a Dissolution of Marriage with Children
Form 225:	Affidavit of Mailing Notice
Form 226:	Notice of Intent to File Written Application for Default Decree
Form 227:	Request for Relief in a Dissolution of Marriage with Children
Form 228:	Settlement Agreement for a Dissolution of Marriage with Children
Form 229:	Agreed Parenting Plan
Form 230:	Proposed Parenting Plan
Forms 231 to 300:	Reserved

[Court Order December 19, 2013; March 26, 2014; November 7, 2022, effective December 1, 2022; July 19, 2024]

Rules 17.201 to **17.299** Reserved.

Rule 17.300 Forms for modifying child support. Persons without attorney representation in legal actions to modify a current child support order from an Iowa court must use the forms listed in this rule. These forms are available on the Iowa Judicial Branch website at: www.iowacourts.gov.

Form 301:	Application to Modify Child Support
Form 302:	Cover Sheet for an Application to Modify Child Support
Form 303:	Confidential Information Form
Form 304:	Original Notice for Personal Service
Form 304a:	Original Notice for Personal Service
Form 305:	Acceptance of Service
Form 306:	Directions for Service of Original Notice
Forms 307 and 308:	Reserved
Form 309:	Application and Affidavit to Defer Payment of Costs
Form 310:	Affidavit of Service of Original Notice and Application to Modify Child Support
Form 311:	Protected Information Disclosure
Forms 312 to 314:	Reserved
Form 315:	Answer to Application to Modify Child Support

Form 316:	General Answer to Application to Modify Child Support
Forms 317 to 321:	Reserved
Form 322:	Motion in a Child Support Modification
Form 323:	Response to a Motion in a Child Support Modification
Form 324:	Child Support Modification Financial Statement
Form 325:	Affidavit of Mailing Notice
Form 326:	Notice of Intent to File Written Application for Default Decree
Form 327:	Request for Relief in a Child Support Modification
Form 328:	Settlement Agreement on an Application to Modify Child Support
Forms 329 to 400:	Reserved

[Court Order December 19, 2013; March 6, 2014; November 7, 2022, effective December 1, 2022]

Rules 17.301 to **17.399** Reserved.

Rule 17.400 Child custody and visitation forms for unmarried parents. Persons without attorney representation in legal actions determining child custody and visitation terms for unmarried parents of children under the age of 18 who are children of both parties, or children under age 18 whom the parties have adopted, or children 18 years of age or older who are children of both parties and are dependent or still need support must use the forms listed in this rule. Parties also must use these forms if a party is pregnant with the other party's child. Parties cannot use these forms if the parties were ever married to each other. These forms are available on the Iowa Judicial Branch website at: www.iowacourts.gov.

Form 401:	Petition for Custody and Visitation (Parents not Married)
Form 402:	Petition Cover Sheet for Custody and Visitation
Form 403:	Confidential Information Form
Form 404:	Original Notice for Personal Service
Form 404a:	Original Notice for Personal Service
Form 405:	Acceptance of Service
Form 406:	Directions for Service of Original Notice
Form 407:	Motion and Affidavit to Serve by Publication
Form 408:	Original Notice by Publication
Form 408a:	Proof of Service by Publication
Form 409:	Application and Affidavit to Defer Payment of Costs
Form 410:	Affidavit of Service of Original Notice and Petition for Custody and Visitation
Form 411:	Protected Information Disclosure
Form 412:	Joint Statement to Disestablish Legal Parent
Form 413:	Motion to Disestablish Legal Parent
Form 414:	Reserved
Form 415:	Answer to Petition for Custody and Visitation
Form 416:	General Answer to a Petition for Custody and Visitation
Forms 417 to 420:	Reserved
Form 421:	Affidavit for Temporary Custody and Visitation
Form 422:	Motion in a Custody and Visitation Case
Form 423:	Response to a Motion in a Custody and Visitation Case
Form 424:	Custody and Visitation Financial Statement
Form 425:	Affidavit of Mailing Notice
Form 426:	Notice of Intent to File Written Application for Default Decree
Form 427:	Request for Relief in a Custody and Visitation Case
Form 428:	Settlement Agreement for Custody and Visitation
Form 429:	Agreed Parenting Plan
Form 430:	Proposed Parenting Plan
Forms 431 to 500:	Reserved

[Court Order July 19, 2019, effective September 1, 2019; November 7, 2022, effective December 1, 2022]

Rules 17.401 to **17.499** Reserved.

CHAPTER 44
LAWYER TRUST ACCOUNT COMMISSION GRANT CRITERIA AND GUIDELINES

CHAPTER 44
LAWYER TRUST ACCOUNT COMMISSION GRANT CRITERIA AND GUIDELINES

Rule 44.1 Interest on lawyers' trust account program (IOLTA).

44.1(1) The Lawyer Trust Account Commission (commission) was created by the supreme court to receive interest on lawyers' pooled trust accounts. Lawyers' pooled trust accounts hold client funds that are so small in amount or held for such a brief period that it is not possible for the funds to economically benefit the individual client. Previously, lawyers' pooled trust accounts earned no interest. Effective July 1, 1985, an interest on lawyers' trust account program (IOLTA) was created to benefit charitable and educational interests. The commission has adopted grant criteria by which the interest earned will be disbursed. The commission reserves the right to change these criteria as it continues to assess how and where its funds might be best used.

44.1(2) The commission provides the following information in this chapter to guide grant applicants in applying for funds.

44.1(3) Grant applications are available from the commission at the following addresses:

Lawyer Trust Account Commission
Iowa Judicial Branch Building
1111 East Court Avenue
Des Moines, Iowa 50319

(515) 725-8029

Grant applications will be located on the Iowa Judicial Branch website.

[Court Order December 27, 1985, effective February 3, 1986; December 23, 1987; November 9, 2001, effective February 15, 2002; April 9, 2003; December 10, 2012; December 13, 2017, effective January 1, 2018]

Rule 44.2 Statement of purpose.

44.2(1) The commission will use the interest earned on IOLTA accounts as directed by the supreme court. The funds are to be used for the tax-exempt public purposes, which the supreme court may prescribe from time to time consistent with Internal Revenue Code regulations and rulings.

44.2(2) The IOLTA program is intended to fill a critical need for legal services to low income persons in civil cases as well as educational and other specific law-related programs designed to improve the administration of justice in Iowa.

[Court Order December 27, 1985, effective February 3, 1986; November 9, 2001, effective February 15, 2002; December 10, 2012; December 13, 2017, effective January 1, 2018]

Rule 44.3 Grant criteria. The commission desires to make the best use of IOLTA funds and obtain maximum effect from each grant. The following guidelines, with exception where necessary, will be used to assist in the grant decision-making process:

44.3(1) The commission favors funding groups or organizations as opposed to individuals.

44.3(2) The commission favors challenge grants or other types of fund-matching arrangements to leverage IOLTA money.

44.3(3) Grant applicants should, if possible, have sources of income in addition to the IOLTA funds requested. Generally, the commission does not intend to be the primary source of financial support for a sustained period of time, and the applicant should demonstrate an ability to function eventually without the assistance of the commission.

44.3(4) Greater weight will be given to applicants with a prior history of service reflecting clear ability to deliver quality services successfully.

44.3(5) Greater weight will be given to applicants that work to develop cooperative efforts between grantees in a given service area.

44.3(6) The commission prefers to fund applicants that have community support.

44.3(7) The commission will fund applicants to achieve broad geographic and demographic distribution of IOLTA funds throughout the state.

44.3(8) The commission prefers to avoid replacing other funding sources. The commission also prefers neither to fund agencies primarily funded by state appropriations, nor will funding be granted to state agencies to perform statutory duties.

44.3(9) In reviewing grants for renewal, greater weight will be given to previous recipients that have successfully utilized IOLTA funds.

44.3(10) All grant recipients are expected to propose criteria by which their projects will be reviewed at least annually and to assist the commission in conducting periodic evaluations.

44.3(11) The commission is especially interested in using its limited funds as seed money to establish new programs which contribute to the increased availability of legal services to indigents in all parts of the state or will provide increased education about the rights and responsibilities of all citizens under our legal system.

44.3(12) The commission will not fund political campaigns, lobbying or legislative advocacy nor will it fund programs to provide for criminal indigent defense.

44.3(13) The commission examines applications based on the general return on investment and an overall emphasis on legal services for low income persons.

[Court Order December 27, 1985, effective February 3, 1986; February 27, 1987; November 9, 2001, effective February 15, 2002; December 10, 2012; December 13, 2017, effective January 1, 2018]

Rule 44.4 Eligible applicants. To be eligible to receive funds from the commission, an applicant must do all of the following:

44.4(1) Qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or otherwise demonstrate the charitable purposes of the applicant organization and project.

44.4(2) Submit a grant application form and written narrative proposal within the commission's time schedule.

44.4(3) Respond adequately in the proposal to the commission's grant proposal format.

44.4(4) Respond adequately to questions about the application by telephone or in writing.

44.4(5) Agree to carry out the program for which funds were requested.

44.4(6) Account for the grant funds separately in its financial reporting system.

44.4(7) Unless exempted, agree to file with the commission within 90 days after the end of the grant period, an audit of IOLTA funds received certified by a certified public accountant licensed to practice in Iowa.

44.4(8) Report to the commission on progress and results.

[Court Order December 27, 1985, effective February 3, 1986; December 27, 1991, effective January 6, 1992; November 9, 2001, effective February 15, 2002; December 13, 2017, effective January 1, 2018]

Rule 44.5 Rejection of grant applications. The commission reserves the right to reject any or all grant applications that do not, in its opinion, meet the purposes of this program.

[Court Order December 27, 1985, effective February 3, 1986; November 9, 2001, effective February 15, 2002; December 13, 2017, effective January 1, 2018]

Rule 44.6 Grant applications are property of commission. Upon submission, all grant applications become the property of the commission which has the right to use any or all ideas presented in any application, whether or not the application is approved for funding. All grant applications are open to public inspection and comment upon receipt by the commission.

[Court Order December 27, 1985, effective February 3, 1986; November 9, 2001, effective February 15, 2002]

Rule 44.7 Grantee costs. Neither the supreme court nor the commission will be liable for any expenses incurred by any prospective grantee prior to the issuance of the grant.

[Court Order December 27, 1985, effective February 3, 1986; November 9, 2001, effective February 15, 2002]

Rule 44.8 Inquiry. Questions should be directed by mail to: Director, Office of Professional Regulation, Iowa Judicial Branch Building, 1111 East Court Avenue, Des Moines, Iowa 50319; or by electronic mail to: iolta@iowacourts.gov.

[Court Order December 27, 1985, effective February 3, 1986; December 23, 1987; November 9, 2001, effective February 15, 2002; April 9, 2003; December 5, 2007; December 10, 2012]

Rule 44.9 Copies of applications; signature. One electronic copy and one paper copy of a grant application will be required. Applications should be signed by an official who has authority to bind the organization to the proposed obligations. Applications must state that they are valid for

a minimum period of 60 days from the date of submission. Applications should be transmitted to the electronic mail address and postal address designated in rule 44.8.
[Court Order December 27, 1985, effective February 3, 1986; November 9, 2001, effective February 15, 2002; December 10, 2012]

Rule 44.10 Prime grantee responsibility. A selected grantee will be required to assume responsibility for all services offered in its application. The selected grantee will be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the grant.
[Court Order December 27, 1985, effective February 3, 1986; November 9, 2001, effective February 15, 2002]

Rule 44.11 Access to books and records. The commission or any of its duly authorized representatives must have access for purposes of audit and examination to books, documents, papers, and records of the grantee.
[Court Order December 27, 1985, effective February 3, 1986; November 9, 2001, effective February 15, 2002; December 13, 2017, effective January 1, 2018]

Rule 44.12 Contract terms. The grant application must state when the grantee will start the project, which should be within 60 days of the award. If during the performance of the project the grantee deviates from the grant, the grant may, at the discretion of the commission, be terminated at any time. If a dispute arises in the performance of the grant that cannot be settled between the parties, the dispute must be submitted to arbitration pursuant to Iowa Code chapter 679A.
[Court Order December 27, 1985, effective February 3, 1986; November 9, 2001, effective February 15, 2002; December 13, 2017, effective January 1, 2018]

Rule 44.13 Project completion date. The completion date of the project must be specified in the application. If the project will continue for more than one year, the applicant should specify the budget and evaluation cycle on a twelve-month basis.
[Court Order December 27, 1985, effective February 3, 1986; November 9, 2001, effective February 15, 2002]

Rule 44.14 Additional grant requests. Applicants who submit proposals in the initial funding cycle will not be precluded from applying in later funding cycles if need exceeds the amount of the initial award.
[Court Order December 27, 1985, effective February 3, 1986; November 9, 2001, effective February 15, 2002]

Rule 44.15 Grant application procedures. To aid in the comparative evaluation of proposals, all grant applications must contain the information set forth in rule 44.15(1) in the order listed.

44.15(1) *Organization and contents of proposal.*

a. Cover sheet (rule 44.21, Form 1).

b. Summary of grant request (rule 44.21, Form 2).

c. A written narrative proposal on 8½ x 11 inch paper, not to exceed ten double-spaced typewritten pages, which sets forth:

(1) The objectives of the project or organization for which funds are requested.

(2) The methods by which the objectives are to be accomplished.

(3) The qualifications of key individuals responsible for the project or organization.

(4) The period of time expected to complete the project (if applicable).

(5) Whether support has been or is being requested from other funding sources.

(6) The audit mechanism that will be utilized to provide accountability for the requested funds.

(7) The extent to which the program serves a reasonable number of clients, its service area, the nature and scope of legal services provided and its impact on the community's demonstrated needs.

(8) The extent to which two or more programs in the service area cooperate in the provision of legal assistance.

(9) The extent of participation from the bar within the program's service area.

(10) The extent to which the program has systems to assure the quality of services provided.

(11) The plans for evaluating the success of the project or organization in meeting the objectives.

(12) Such additional information as the applicant believes desirable.

d. Financial budget form (rule 44.21, Forms 3, 4, and 5).

e. Funding sources (rule 44.21, Form 6).

f. Legal problem categories (rule 44.21, Form 7).

g. Program activity (rule 44.21, Form 8).

h. Nondiscrimination statement (rule 44.21, Form 9).

i. Checklist of enclosures (rule 44.21, Form 10).

44.15(2) *Processing of grant applications.*

a. One written copy and one electronic copy of the application should be directed to the director of the office of professional regulation at the following addresses:

Lawyer Trust Account Commission
Iowa Judicial Branch Building
1111 East Court Avenue
Des Moines, Iowa 50319

iolta@iowacourts.gov

b. The commission will make all recommendations on grant awards, subject to final approval by the supreme court.

c. Applicant must submit one original written copy and one electronic copy of its proposal.

d. There can be no extensions of or exceptions to established deadlines.

e. Grant awards will be announced by the supreme court or by the commission with the approval of the court.

[Court Order December 27, 1985, effective February 3, 1986; December 23, 1987; December 27, 1991, effective January 6, 1992; November 9, 2001, effective February 15, 2002; April 9, 2003; December 10, 2012; December 13, 2017, effective January 1, 2018]

Rules 44.16 to **44.20** Reserved.

Rule 44.21 FORMS — Grant Application Forms
Rule 44.21 — Form 1: *Cover Sheet.*

GRANT APPLICATION

LAWYER TRUST ACCOUNT COMMISSION

Amount of Grant Request $ __________________

Name of Organization/Applicant ____

Address ____

City ____________________ County ____________________ Zip ____________

Telephone Number (include area code) ____

Number of Counties Served ____

Number of Indigent Persons in Service Area ____

Program Director or ____
Chief Executive Officer

____
Signature

Chairperson or ____
Chief Policy-Making Officer

____
Signature

Current Fiscal Year Budget $ ____
(Exclude IOLTA Funding)

Define Fiscal Year: Starts ____________________ Ends ____________________

Funds Requested are For:

______ Legal Services for the Poor ______ Law Related Education

______ Pro Bono ______ Administration of Justice

______ Other ____

I HEREBY CERTIFY THAT ALL THE INFORMATION CONTAINED IN THIS GRANT PROPOSAL IS ACCURATE AND COMPLETE.

______________________________ ______________________________
SIGNATURE DATE

[Court Order December 27, 1985, effective February 3, 1986; December 27, 1991, effective January 6, 1992; November 9, 2001, effective February 15, 2002]

Rule 44.21 — Form 2: *Summary of Grant Request.*

SUMMARY OF GRANT REQUEST

Using only the space provided, summarize those aspects of your grant application that you most wish to highlight to help the Lawyer Trust Account Commission evaluate your proposal.

[Court Order December 27, 1985, effective February 3, 1986; December 27, 1991, effective January 6, 1992; November 9, 2001, effective February 15, 2002]

Rule 44.21 — Form 3: *Financial Budget Form.*

FINANCIAL BUDGET FORM

Name of Organization/Applicant ____________________

Please complete the following form on a "grant year" basis. We recognize that many programs do not operate on a fiscal year which coincides with the "grant year," but we need to compare the data you submit with the information provided by other applicants.

Please refer to explanations on reverse side when completing budget request form.

COST CATEGORY	IOLTA FUNDS REQUESTED	TOTAL BUDGET*
PERSONNEL		
Lawyers No. _______		
Paralegals No. _______		
Other No. _______		
Salary Subtotal _______		
Employee Benefit _______		
Total Personnel Costs		
NONPERSONNEL		
Space		
Equipment		
Supplies		
Telephone		
Travel		
Training		
Library		
Insurance		
Audit		
Litigation		
Capital Additions		
Contract Services		
Other		
Total Nonpersonnel Costs		
TOTAL		

*Excluding IOLTA Funds Requested

Financial Budget Form *(cont'd)*

FINANCIAL BUDGET FORM

EXPLANATIONS

LAWYERS: This category should include all salaries and wages paid to program attorneys, whether employed directly or supervised by the program (e.g., VISTA volunteers), and whether part time, full time, or temporary.

PARALEGALS: This category should include salaries and wages paid to program paralegals, whether employed directly or supervised by the program (e.g., VISTA volunteers), and whether part time, full time, or temporary. Paralegals are persons whose duties consist primarily of such activities as intake interviewing, case investigations, checking court records, legal research, client representation at administrative hearings, and outreach and community work.

OTHER STAFF: This category should include salaries and wages paid to all other program staff, whether employed directly or supervised by the program (e.g., VISTA volunteers, CETA workers, etc.), whether administrative/clerical staff, students, or others, and whether full time, part time, or temporary.

EMPLOYEE BENEFITS: This category should include all those commonly accepted fringe benefits paid on behalf of employees, such as retirement, FICA, health and life insurance, worker's compensation, unemployment insurance, and other payroll-related costs approved by the program's board of directors.

SPACE: This category includes estimated rent, utility payments, and maintenance or janitorial expenses.

EQUIPMENT RENTAL: This category includes lease or rental expenses for office furniture, fixtures, and equipment (except telephone). It also includes an estimate of maintenance costs for that equipment whether pursuant to a service contract or an estimate of individual repair bills.

OFFICE SUPPLIES AND EXPENSES: This category includes all basic office accessories and supplies, including material used in copiers. Printing and postage, which may be recorded in special accounts, are included in this category. All equipment purchases under $100 may be placed under this line item.

TELEPHONE: This category includes estimates for the rent of telephone equipment and long distance calls. Similar and related expenses such as telegraph or other telecommunications should be included as well.

PROGRAM TRAVEL: Travel expenses directly related to specific client matters, circuit calls, administration of the program, etc. While most travel placed in this category will be local or intrastate, some interstate travel should also be included here.

TRAINING: All nonpersonnel costs to be paid for with regular program funds associated with the training or continuing education of staff members should be included here. Examples would be: travel to/from training events, per diem, conference registration fees or tuition, purchase of training materials, rent for facilities used in a training event, etc. Materials or equipment purchased for training with a value in excess of $100 should be reported under "Capital Additions." No program personnel costs should be included here.

LIBRARY: This category includes expenses for the maintenance and normal expansion of office libraries, including subscriptions to periodicals, books, reference materials, and multiple volume sets of law books. Capital additions to the library holdings over $100 should be included under "Capital Additions."

INSURANCE: This category includes professional liability insurance, bonding, property insurance (fire and theft), and liability insurance for property and automobiles.

AUDIT: This category includes expenses for auditors.

LITIGATION: This category includes court costs, witness fees, expert witness expenses, sheriff fees, courthouse copying fees, and other expenses incurred but not recovered in litigation on behalf of eligible clients.

CAPITAL ADDITIONS: This category includes equipment and library purchases over $100 per item and other major expenses which occur infrequently (e.g., major renovation). Items included should be certain expenditures (e.g., report "office equipment" rather than "typewriters, dictating equipment, adding machines," etc.).

CONTRACT SERVICES: This category includes two sections: one for all payments to private attorneys who provided legal services to clients and the other for service to the program, such as legal counsel for program operations, consultant fees exclusive of those paid for training, use of a computer service bureau, bookkeeping or other accounting services, etc.

OTHER: This category includes all program expenses not included above.

[Court Order December 27, 1985, effective February 3, 1986; December 27, 1991, effective January 6, 1992; November 9, 2001, effective February 15, 2002]

Rule 44.21 — Form 4: ***Financial Budget Form — Personnel Costs.***

FINANCIAL BUDGET FORM

PERSONNEL COSTS

Please provide a detailed breakdown and explanation by line item of your funding request. Comment on methodology used in determining each funding request for Personnel Costs.

(Attach additional sheets if necessary)

[Court Order December 27, 1991, effective January 6, 1992; November 9, 2001, effective February 15, 2002]

Rule 44.21 — Form 5: ***Financial Budget Form — Nonpersonnel Costs.***

FINANCIAL BUDGET FORM

NONPERSONNEL COSTS

Please provide a detailed breakdown and explanation by line item of your funding request. Comment on methodology used in determining each funding request for Nonpersonnel Costs.

(Attach additional sheets if necessary)

[Court Order December 27, 1991, effective January 6, 1992; November 9, 2001, effective February 15, 2002]

Rule 44.21 — Form 6: *Funding Sources.*

FUNDING SOURCES

Name of Applicant: ______________________________
List Sources of Public and Private Funds:
Do Not Include Any Estimates for "In-Kind" or Volunteer Services
(EXPLANATION OF "FUNDS" ON REVERSE)

	SOURCE	AMOUNT
1. Local:		
2. Federal:		
3. Community Funds:		
4. Foundations:		
5. Bar Associations/Groups:		
6. Individual Contributions:		
7. Corporate:		
8. Law Firms:		
9. Others:		
TOTAL		

Funding Sources *(cont'd)*

EXPLANATION OF "FUNDS"

1. **LOCAL —** List all public sources of funds from city, county, and state agencies. This does not include federal funds. If the applicant receives allocations through city, county, or state offices, such as social service departments, list sources in this category.
2. **FEDERAL —** List all sources of funds from federal sources including: Legal Services Corporation; Title XX; Title III; Title IV; Community Development Block Grants; Revenue Sharing; Action/VISTA; other federal grants.
3. **COMMUNITY FUNDS —** List community nonprofit organization funds, e.g., United Way, Community Chest, and other consolidated community funds in this category.
4. **FOUNDATIONS —** List private charitable foundation funds in this category.
5. **BAR ASSOCIATIONS/GROUPS —** List state, local and specialty bar associations and related organizations which provide monetary contributions.
6. **INDIVIDUAL CONTRIBUTIONS —** Indicate the total amount of individual contributions received by the program.
7. **CORPORATE —** List all funds received from corporations, corporate foundations, and corporate law departments.
8. **LAW FIRMS —** List all funds received from law firms, including support from annual fundraiser/benefit over $200.00.
9. **OTHER —** List all other sources of income, including special events such as annual benefit or dinner. Continue on another sheet of paper if necessary.

[Court Order December 27, 1985, effective February 3, 1986; December 27, 1991, effective January 6, 1992; November 9, 2001, effective February 15, 2002]

Rule 44.21 — Form 7: *Legal Problem Categories.*

LEGAL PROBLEM CATEGORIES

Define what is meant by your use of the term "Legal Problem" and "Case" as a measure of services provided:

____

____

____

____

____

____

1. **CONSUMER/FINANCE** — refers to bankruptcy, debtor relief, collections, deficiency, garnishment, contracts, warranties, credit access, energy, loans, installment purchase, public utilities, unfair sales practice, repossession, and other consumer/finance.
2. **EDUCATION/EMPLOYMENT** — refers to education, job discrimination, wage claims, and other employment (including CETA).
3. **FAMILY** — refers to adoption, custody, visitation, dissolution, separation, annulment, guardianship, conservatorship, name change, parental rights termination, paternity, spouse abuse, support, and other family.
4. **JUVENILE** — refers to neglected, delinquent, and other juvenile.
5. **HEALTH** — refers to Medicare, Medicaid, and other health.
6. **HOUSING** — refers to federally subsidized housing rights, home ownership, real property, landlord-tenant, public housing, and other housing.
7. **INCOME MAINTENANCE** — refers to AFDC, welfare, food stamps, social security, SSI, unemployment compensation, veterans benefits, worker's compensation, and other income maintenance.
8. **INDIVIDUAL RIGHTS** — refers to immigration, naturalization, mental health, prisoners' rights, physically disabled rights, and other individual rights.
9. **MISCELLANEOUS** — refers to incorporation, dissolution, license (auto and other), torts, wills, estates, and other miscellaneous.

[Court Order December 27, 1991, effective January 6, 1992; November 9, 2001, effective February 15, 2002]

Rule 44.21 — Form 8: *Program Activity.*

PROGRAM ACTIVITY

Please provide information on the number of indigent persons assisted during the year.

ACTIVITY	NUMBER
Counsel and Advice	______
Brief Service	______
Referred After Legal Assessment	______
Insufficient Merit to Proceed	______
Client Withdrew or Did Not Return	______
Negotiated Settlement	______
Admin. Agency Decision	______
Court Decision	______
Change in Eligibility	______
Other	______
Total Closed Cases	______

STAFF PATTERN
Please describe the staffing pattern of your organization by completing the following chart.

	Full Time	Part Time	Temporary	Volunteer
1. Number of Attorneys	______	______	______	______
2. Number of Paralegals	______	______	______	______
3. Number of Other Staff	______	______	______	______

COMMENTS: ______________________________

____

____

____

____

[Court Order December 27, 1991, effective January 6, 1992; November 9, 2001, effective February 15, 2002]

Rule 44.21 — Form 9: ***Nondiscrimination Statement.***

NONDISCRIMINATION STATEMENT

On behalf of the ____,
(Organization)

I, ____, the undersigned state

that the ____ does not
(Organization)

discriminate against clients, job applicants, or its employees on the basis of race, creed, color, sex, age, national origin, handicap, or Vietnam veteran status.

____
(Name)

____
(Title)

____
(Date)

[Court Order December 27, 1985, effective February 3, 1986; December 27, 1991, effective January 6, 1992; November 9, 2001, effective February 15, 2002]

Rule 44.21 — Form 10: *Checklist of Enclosures.*

CHECKLIST OF ENCLOSURES

Please number and enclose the following supplemental materials with this Grant Application. If your organization has previously submitted any of these items to the Lawyer Trust Account Commission and it is still in full force and effect, check "Submitted Previously" and omit from this application.

ENCLOSED	SUBMITTED PREVIOUSLY		ATTACHMENT #
____________	____________	List of board members — name, address, occupation, indicate officers, their title and terms	____________
____________	____________	Current articles of incorporation or association, bylaws or other organizational documents	____________
____________	____________	Proof of tax exempt status and last IRS form 990	____________
____________	____________	Current client financial eligibility guidelines	____________
____________	____________	Description of your organization's professional liability coverage	____________
____________	____________	A copy of applicant organization's most recent audited financial statement	____________
____________	____________	Any evaluation reports prepared by other funding sources within the last two years	____________

All documents required shall have attached a certificate signed by the secretary or similar officer that the documents are true and correct copies, have not been retracted or amended, and are in full form and effect.

[Court Order December 27, 1991, effective January 6, 1992; November 9, 2001, effective February 15, 2002]

CHAPTER 46
RULES OF THE BOARD OF EXAMINERS OF SHORTHAND REPORTERS

CHAPTER 46
RULES OF THE BOARD OF EXAMINERS OF SHORTHAND REPORTERS

Rule 46.1 Authorization and scope. The rules in this chapter are adopted in conjunction with Iowa Code sections 602.3101 through 602.3302. They apply to all proceedings, functions, and responsibilities of shorthand reporters and the board of examiners.
[Court Order June 5, 2008, effective July 1, 2008]

Rule 46.2 Definitions. In this chapter:

(1) "Certified shorthand reporter" is an individual who has demonstrated by examination administered by the board of examiners that such individual has achieved proficiency in shorthand equivalent in the discretion of the board to the standard of the National Court Reporters Association for the earned designation of Registered Professional Reporter or the National Verbatim Reporters Association for the earned designation of Certified Verbatim Reporter, namely, the demonstrated ability to write dictated tests at 180 words per minute (question and answer — technical dictation), 200 words per minute (multivoice dictation for transcription or readback), and 225 words per minute (question and answer dictation), or such equivalents thereof as the board may select, each at 95 percent accuracy or better, and demonstrated written knowledge of the reporter's duties, Iowa legal procedure, and correct English usage at 70 percent accuracy or better. Individuals who hold the designation of Registered Professional Reporter from the National Court Reporters Association or the earned designation of Certified Verbatim Reporter from the National Verbatim Reporters Association and are in good standing with such association, may, upon application to the board of examiners, become certified shorthand reporters upon successfully passing a written examination concerning a reporter's duties, Iowa legal procedure, and correct English usage at 70 percent accuracy or better.

(2) "Shorthand" is a method of writing rapidly with stenographic machine by substituting characters, abbreviations, or symbols for letters, words, or phrases or by making a verbatim record of a proceeding using a closed microphone voice dictation silencer, stenomask, or similar device using oral shorthand and voice notes.

(3) "Shorthand reporting" is the professional skill, the practice of which by official shorthand reporters and freelance shorthand reporters serves the judicial branch of state government in courts of record, references by such courts or the law, depositions taken by shorthand reporters, or proceedings of like character, with the end in view of ensuring the accuracy and integrity of the record upon which courts rely for evidence, trial, and appellate review.
[Court Order June 5, 2008, effective July 1, 2008; December 18, 2014; October 15, 2015; December 13, 2017, effective January 1, 2018; November 13, 2023, effective July 1, 2024]

Rule 46.3 Organization; meetings; information.

46.3(1) The officers of the Board of Examiners of Shorthand Reporters (board) are a chairperson selected by the supreme court of Iowa and a secretary elected at the first meeting of the fiscal year, each to serve for a term of one year, or until a successor is elected. Each must perform the duties incumbent upon the office.

46.3(2) The board must hold regular meetings for examination of applicants and the transaction of other business at least twice per year. Special meetings may be held upon the call of any two members of the board. A majority of three or more members of the board constitutes a quorum. Business must not be conducted unless a quorum is present. All actions of the board require a simple majority vote of those present.

46.3(3) The board must at least 60 days prior to the start of each fiscal year or on a date otherwise requested by the supreme court submit to the court for consideration and approval a budget covering the board's operations for the upcoming fiscal year. Approval of the budget by the court will authorize payment as provided in the budget. A separate bank account designated as the certified shorthand reporter operating account must be maintained for payment of authorized expenditures as provided in the approved budget. Fees or other funds received or collected as directed in this chapter or in accordance with an approved interagency agreement must be deposited in the certified reporter operating account for payment of the board's authorized expenditures.

46.3(4) The executive director of the office of professional regulation will serve as the administrator for the board. Information may be obtained from the executive director at the Office of Professional Regulation, Iowa Judicial Branch Building, 1111 East Court Avenue, Des Moines, Iowa 50319, by mail or in person during office hours.
[Court Order June 5, 2008, effective July 1, 2008; December 13, 2017, effective January 1, 2018; September 14, 2021, effective October 1, 2021; July 11, 2023]

Rule 46.4 Applications. Candidates for examination must make written application on the form approved by the board and provided by the board's office. An application must be on file with the administrator at the board's office at least 30 days before the date of the examination, unless the board for good cause shown grants an applicant additional time to file or otherwise waives the 30-day filing deadline. Good cause for this purpose may include illness, military service, unavoidable casualty or misfortune, or other grounds beyond the control of the applicant. A new application is required for each examination. An applicant to become a certified shorthand reporter must not be examined until the applicant has satisfied the board that the applicant's educational and special training includes at least one of the following:

46.4(1) The applicant has attained proficiency of 200 words per minute or more in a shorthand reporting course.

46.4(2) The applicant has had at least two years of experience as a shorthand reporter in making verbatim records of judicial or related proceedings.

46.4(3) The applicant has graduated from a shorthand reporting school approved by the National Court Reporters Association or the National Verbatim Reporters Association.
[Court Order June 5, 2008, effective July 1, 2008; December 13, 2017, effective January 1, 2018; November 13, 2023, effective July 1, 2024]

Rule 46.5 Examination.

46.5(1) Applicants are required to write shorthand from dictation of regular court proceedings, or such other matter as may be selected by the board of examiners, for such periods as required at varying speeds within the standard.

46.5(2) Applicants will be examined with respect to their knowledge of the statutory duties of a court reporter, general Iowa court procedure, and correct English usage at a 70 percent or better accuracy rate.

46.5(3) Applicants are required to transcribe such part of the dictation as the board of examiners may indicate.

46.5(4) Applicants are required to read aloud such part of the dictated matter as the board of examiners may indicate.

46.5(5) Applicants are required to furnish their own equipment and supplies for taking shorthand. Applicants must make their own transcript on a provided computer or typewriter unless the applicant is otherwise notified.

46.5(6) Upon completion of the examination, all shorthand notes, transcripts, and other papers used in connection with an examination must be returned to the board.

46.5(7) Testing rules and guidelines of the National Court Reporters Association, the National Verbatim Reporters Association, and the Board of the Academy of Professional Reporters for Registered Professional Reporters must be used as a guide to procedure.
[Court Order June 5, 2008, effective July 1, 2008; December 18, 2014; October 15, 2015; December 13, 2017, effective January 1, 2018; November 13, 2023, effective July 1, 2024]

Rule 46.6 Certification. Each person who has achieved the designation of certified shorthand reporter will be issued a certificate by the board. The certificate may be signed by the chairperson and secretary or by all of the board members.
[Court Order June 5, 2008, effective July 1, 2008; December 13, 2017, effective January 1, 2018]

Rule 46.7 Fees.

46.7(1) The fee for each examination is $200.

46.7(2) The fee for annual renewal is $100.

46.7(3) The fee for late filing of an annual report is $100.

46.7(4) The fee for reinstatement from a suspension is $100.

46.7(5) The fee for reinstatement for one granted a certificate of exemption is $50.

46.7(6) The fee for an extension for obtaining continuing education credit is $50.
[Court Order June 5, 2008, effective July 1, 2008; July 17, 2013, effective September 1, 2013; July 11, 2023]

Rule 46.8 Continuing education requirement.
46.8(1) Units of continuing education credits as approved by the board must be completed by each reporter in active practice in Iowa. Failure to comply with the continuing education requirements will be grounds for disciplinary action under rule 46.11. In order to comply, a reporter must meet the requirements of rule 46.8(1)(*a*) or 46.8(1)(*b*):
a. Continuing education requirements.
(1) A reporter must obtain at least three continuing education units (CEUs) within a three-year period by attending or participating in seminars, workshops, or courses, integrally relating to the field of shorthand reporting, and which contribute directly to the professional competency of the shorthand reporter. One hour of continuing education credit equals .1 CEU.
(2) Continuing education activities must be conducted by individuals who have special education, training, and experience, and the individuals should be considered experts concerning the subject matter of the program. Attendance at any approved national, regional, or state seminar will be acceptable.
(3) CEUs earned in any one reporting period may be carried over for credit in one or more succeeding reporting periods, constituting the three-year period previously provided, but cannot be carried over to any successive three-year period.
(4) The annual reporting cycle will run from October 1 through September 30. Continuing education requirements and the three-year reporting cycle for newly certified shorthand reporters will commence October 1 of the year following the year of their certification.
b. Alternative requirements. In lieu of the requirements set forth in rule 46.8(1)(*a*), the board will accept satisfactory evidence of compliance with the current continuing education requirements of the National Court Reporters Association for retention on its Registry of Professional Reporters or the National Verbatim Reporters Association for retention on its Registry of Certified Verbatim Reporters.
46.8(2) The board may, in individual cases involving disability, hardship, or extenuating circumstances, grant waivers of the minimum education requirements or extensions of time within which to fulfill the same or make the required reports. No waiver or extension of time will be granted unless written application is made and signed by the reporter. The board may, as a condition of any waiver granted, require the applicant to make up a certain portion or all of the minimum educational requirements waived by such methods as may be prescribed by the board.
46.8(3) Reporters who are not actively engaged in practice may obtain from the board a certificate of exemption from continuing education requirements. Application for such exemption must contain a statement that the applicant will not engage in the practice of shorthand reporting in Iowa without first complying with the regulations governing reinstatement after exemption.
46.8(4) Inactive practitioners who have been granted a certificate of exemption from these regulations or who have been suspended must, prior to engaging in the practice of shorthand reporting in Iowa, satisfy the following requirements for reinstatement:
a. Submit written application for reinstatement to the board upon forms prescribed by the board together with a reinstatement fee of $50.
b. Furnish in the application evidence of one of the following:
(1) Active shorthand reporting in another state of the United States or the District of Columbia and completion of continuing education requirements that are the substantial equivalent to the requirements set forth in these rules for court reporters in Iowa as determined by the board.
(2) Completion of CEUs sufficient to satisfy education requirements for the period of inactivity if seeking reinstatement within three years of being granted a certificate of exemption.
c. Successfully passing the written knowledge test set forth in rule 46.5(2), if it was not passed within a three-year period immediately prior to submission of such application for reinstatement.
[Court Order June 5, 2008, effective July 1, 2008; December 13, 2017, effective January 1, 2018; September 19, 2022, effective October 1, 2022; November 13, 2023, effective July 1, 2024]

Rule 46.9 Approval of activity. A reporter seeking credit for attendance and participation in an educational activity other than those sponsored or approved by the National or Iowa Court Reporters Associations must submit to the board, within 30 days after completion of such activity, a request for credit, including a brief résumé of the activity, its dates, subjects, instructors

and their qualifications, and the number of credit hours requested. Within 60 days after receipt of such application, the board must advise the reporter in writing by electronic mail whether the activity is approved and the number of hours are allowed. A reporter not complying with the requirements of this rule may be denied credit for such activity.
[Court Order June 5, 2008, effective July 1, 2008; December 13, 2017, effective January 1, 2018]

Rule 46.10 Continuing education reports.

46.10(1) On or before December 1 of each year, each reporter must file with the board, on forms provided by the board, a signed report concerning completion of continuing education for the prior reporting period. The report, along with the annual renewal fee, must be submitted and filed electronically using the reporter's account with the office of professional regulation.

46.10(2) All active reporters who fail to file the annual report on or before December 1 of each year must pay a penalty of $100.
[Court Order June 5, 2008, effective July 1, 2008; December 13, 2017, effective January 1, 2018]

Rule 46.11 Penalty for failure to satisfy continuing education requirements. The board may revoke or suspend the license of any reporter who fails to comply with rule 46.10 or who files a report showing a failure to complete the required number of education credits, provided that at least 30 days prior to the suspension or revocation, notice of the delinquency has been served upon the reporter in the manner provided for the service of original notices in Iowa Rule of Civil Procedure 1.305 or has been forwarded to the reporter by restricted certified mail, return receipt requested, addressed to the reporter's last-known address. The reporter must be given the opportunity during the 30 days to file in the board's office an affidavit establishing that the noncompliance was not willful and tender the documents and sums and penalties which, if accepted, would cure the delinquency. Alternatively, the reporter may file in the board's office a request, in duplicate, for hearing to show cause why the reporter's certificate should not be suspended or revoked. The board must grant a hearing if requested. If the board orders a suspension or revocation it must notify the reporter by either of the methods provided above. The suspension or revocation must continue until the board has approved the reporter's written application for reinstatement.
[Court Order June 5, 2008, effective July 1, 2008; December 13, 2017, effective January 1, 2018]

Rule 46.12 Disciplinary action. The board may, upon its own initiative, at the request of the Iowa Supreme Court, or pursuant to complaint by a third party, begin disciplinary procedures against any reporter for violations of the board rules or the Code of Iowa.

46.12(1) Charges against a reporter brought by a third party must be in writing, signed by the complainant, filed with the board, and contain substantiating evidence to support the complainant's allegations. The complaint must include complainant's address and telephone number, be dated, identify the reporter, and give the address and any other information about the reporter that the complainant may have concerning the matter.

46.12(2) Such complaint, which will be held in confidence as required by law, must be reviewed by the board. If the board concurs in the seriousness of the allegations made by the complainant, the board must advise the reporter in writing of the charges involved. The reporter has 30 days from the receipt of the board's notice to answer the charges in writing. The reporter may request a personal appearance before the board. The board must then review again the charges made and determine whether the complaint can be disposed of informally or if contested case proceedings should be commenced.
[Court Order June 5, 2008, effective July 1, 2008; December 13, 2017, effective January 1, 2018]

Rule 46.13 Causes for disciplinary action. The board may revoke or suspend a certificate, or impose any of the disciplinary sanctions included in this chapter for any of the following reasons:

46.13(1) All grounds listed in Iowa Code section 602.3203.

46.13(2) Failure to file an annual report showing satisfaction of the current requirement of continuing education or submission of a false report of continuing education.

46.13(3) Conviction of a misdemeanor related to the profession or occupation of the reporter.

46.13(4) Unless otherwise required by law, a violation of Iowa Rule of Civil Procedure 1.713(1) or 1.713(2) in any state, federal, administrative, or other proceeding.

46.13(5) The board's receipt of a certificate of noncompliance from Child Support Services pursuant to the procedures set forth in Iowa Code chapter 252J.

46.13(6) The board's receipt of a certificate of noncompliance from the Iowa College Student Aid Commission pursuant to the procedures set forth in Iowa Code chapter 261.

46.13(7) The board's receipt of a certificate of noncompliance from the Central Collection Unit of the Iowa Department of Revenue pursuant to the procedures set forth in Iowa Code chapter 272D.

[Court Order June 5, 2008, effective July 1, 2008; December 12, 2011; December 13, 2017, effective January 1, 2018; June 30, 2023, effective July 1, 2023]

Rule 46.14 Contested case proceedings.

46.14(1) Contested case proceedings that involve possible disciplinary sanctions must be set for hearing on not less than 10 days' notice to all parties. Notice of hearing must be in writing and must be served either by personal service or certified mail, return receipt requested.

46.14(2) The notice must include all of the following information:

a. A statement of the time, place, and nature of the hearing.

b. A statement of the legal authority and jurisdiction under which the hearing is to be held.

c. A reference to the particular sections of the statutes and rules involved.

d. A concise statement of the matters asserted, or if the board is unable to state the matters in detail at the time the notice is served, the initial notice may be limited to a statement of the issues involved.

46.14(3) If a party fails to appear in a contested case proceeding after proper service of notice, the presiding officer may, if no adjustment is granted, proceed with the hearing and make a decision in the absence of the party.

46.14(4) Opportunity should be afforded all parties to respond and present evidence and argument on all issues involved and to be represented by counsel at their own expense.

46.14(5) Unless precluded by statute, informal disposition may be made of any contested case by stipulation, agreed settlement, consent order, default, or by another method agreed upon by the parties in writing.

46.14(6) After the conclusion of a hearing, the board must take any of the actions set forth in rule 46.15. The board's actions must be set forth in writing, and a copy of the conclusions and decisions must be served upon all parties and the Iowa Supreme Court. The board may permit a reasonable time for the parties to file posthearing briefs and arguments. The report of the board must be made within 60 days after the date set for the filing of the last responsive brief and argument. If the board cannot reasonably make its determination or file its report within such time limit, it must report that fact and the reasons therefor to the parties and to the clerk of the supreme court. Any determination or report of the board need only be concurred in by a majority of the board members sitting, and any member has the right to file a dissent from the majority determination or report.

46.14(7) Procedures for the handling of all contested case proceedings are governed, to the extent not specifically set forth in this chapter, by the Iowa Administrative Procedure Act.

[Court Order June 5, 2008, effective July 1, 2008; December 13, 2017, effective January 1, 2018]

Rule 46.15 Disciplinary sanctions. The board may, based upon the evidence presented, take one or more of the following actions:

46.15(1) Dismiss the charges.

46.15(2) Informally stipulate and settle any matter relating to the reporter's discipline.

46.15(3) Require additional professional education.

46.15(4) Issue a citation and warning regarding the reporter's behavior.

46.15(5) Reprimand.

46.15(6) Impose a period of probation.

46.15(7) Require retesting.

46.15(8) Suspend the certificate.

46.15(9) Revoke the certificate.

[Court Order June 5, 2008, effective July 1, 2008; September 19, 2022, effective October 1, 2022]

Rule 46.16 Military service and veteran reciprocity.

46.16(1) *Definitions.* In this rule:

a. "Military service" means honorably serving: in federal active duty, state active duty, or national guard duty, as defined in Iowa Code section 29A.1; in the military services of other states, as provided in 10 U.S.C. section 101(c); or in the organized reserves of the United States, as provided in 10 U.S.C. section 10101.

b. "Military service applicant" is an individual requesting credit toward certification for military education, training, or service obtained or completed in military service.

c. "Veteran" is an individual who meets the definition of "veteran" in Iowa Code section 35.1(2).

46.16(2) *Military education, training, and service credit.* A military service applicant may apply for credit for verified military education, training, or service toward any experience or educational requirement for certification by submitting a military service application to the board.

a. The application may be submitted with an application for certification or examination or prior to an applicant's applying for certification or to take an examination. No fee is required for submission of an application for military service credit.

b. The applicant must identify the experience or educational certification requirement to which the credit would be applied if granted. Credit may not be applied to an examination requirement.

c. The applicant must provide documents, military transcripts, a certified affidavit, or forms that verify completion of the relevant military education, training, or service, which may include, when applicable, the applicant's Certificate of Release or Discharge from Active Duty (DD Form 214) or Verification of Military Experience and Training (DD Form 2586).

d. Upon receipt of a completed military service application, the board will promptly determine whether the verified military education, training, or service satisfies all or any part of the identified experience or educational qualifications for certification.

e. The board will grant the application in whole or in part if the board determines that the verified military education, training, or service satisfies all or part of the experience or educational qualifications for certification.

f. The board will inform the military service applicant in writing of the credit, if any, given toward an experience or educational qualification for certification, or explain why no credit was granted. The applicant may request reconsideration upon submission of additional documentation or information.

g. A military service applicant aggrieved by the board's decision may request a contested case (administrative hearing) and may participate in a contested case by telephone. A request for a contested case must be made within 30 days of issuance of the board's decision. No fees or costs may be assessed against the military service applicant in connection with a contested case conducted pursuant to this rule 46.16(2).

h. The board will grant or deny the military service application prior to ruling on the application for certification. The applicant is not required to submit any fees in connection with the certification application unless the board grants the military service application. If the board does not grant the military service application, the applicant may withdraw the certification application or request that the application be placed in pending status for up to one year or as mutually agreed. Withdrawal of a certification application does not preclude subsequent applications supported by additional documentation or information.

46.16(3) *Veteran reciprocity.*

a. A veteran with an unrestricted professional certificate as a shorthand reporter in another jurisdiction may apply for certification in Iowa through reciprocity. A veteran must pass any examinations required for certification to be eligible for certification through reciprocity and will be given credit for examinations previously passed when consistent with board rules on examination requirements. A veteran's fully completed application for certification submitted under rule 46.16(3) will be expedited and given priority.

b. A veteran's application for certification must contain all of the information required of all applicants for certification who hold unrestricted certificates in other jurisdictions and who are applying for certification by reciprocity, including, but not limited to, completion of all required forms, payment of applicable fees, disclosure of criminal or disciplinary history, and, if applicable, a criminal history background check. The applicant must use the same forms as any other applicant for certification by reciprocity and must additionally provide such documentation as is reasonably needed to verify the applicant's status as a veteran under Iowa Code section 35.1(2).

c. Upon receipt of a fully completed certification application, the board will promptly determine if the professional or occupational licensing requirements of the jurisdiction where the veteran is certified are substantially equivalent to the certification requirements in Iowa. The board will make this determination based on information the applicant supplies and such additional information as the board may acquire from the applicable jurisdiction. The board may consider the following factors in determining substantial equivalence: scope of practice, education and coursework, degree requirements, postgraduate experience, and examination required for certification.

d. The board will promptly grant a certificate to the veteran if the applicant is certified in the same or similar profession in another jurisdiction whose certification requirements are substantially equivalent to those required in Iowa and the applicant has passed the written examination administered by the board pursuant to rule 46.5(2), unless the applicant is ineligible for certification based on other grounds, such as the applicant's disciplinary or criminal background.

e. If the board determines that the certification requirements in the jurisdiction in which the veteran is certified are not substantially equivalent to those required in Iowa, the board will promptly inform the veteran of the additional experience, education, or examinations required for certification in Iowa.

f. Unless the applicant is ineligible for certification based on other grounds, such as disciplinary or criminal background, the following apply:

(1) If a veteran has not passed the required examinations for certification, the applicant may not be issued a provisional certificate but may request that the certification application be placed in pending status for up to one year or as mutually agreed to provide the veteran with the opportunity to satisfy the examination requirements.

(2) If additional experience or education is required for the applicant's qualifications to be considered substantially equivalent, the applicant may request that the board issue a provisional certificate for a specified period of time during which the applicant will successfully complete the necessary experience or education. The board may issue a provisional certificate for a specified period of time upon such conditions as the board deems reasonably necessary to protect the health, welfare, or safety of the public, unless the board determines that the deficiency is of a character that the public health, welfare, or safety will be adversely affected if a provisional certificate is granted.

(3) If a request for a provisional certificate is denied, the board will issue an order fully explaining the decision and inform the applicant of the steps the applicant may take to receive a provisional certificate.

(4) If a provisional certificate is issued, the application for full certification will be placed in pending status until the applicant successfully completes the necessary experience or education or the provisional certificate expires, whichever occurs first. The board may extend a provisional certificate on a case-by-case basis for good cause.

g. A veteran who is aggrieved by the board's decision to deny an application for a reciprocal certificate or a provisional certificate, or who is aggrieved by the terms under which a provisional certificate will be granted, may request a contested case (administrative hearing) and may participate in a contested case by telephone. A request for a contested case must be made within 30 days of issuance of the board's decision. No fees or costs will be assessed against the veteran in connection with a contested case conducted pursuant to this rule 46.16(3).

46.16(4) *Substantially equivalent certification requirements.* The certification requirements of another jurisdiction are substantially equivalent to those of Iowa, if in that jurisdiction an individual must demonstrate, by examination administered by the licensing authority of the jurisdiction, proficiency in shorthand equivalent to the standard of the National Court Reporters Association for the earned designation of Registered Professional Reporter or the standard of the National Verbatim Reporters Association for the earned designation of Certified Verbatim Reporter.

[Court Order December 18, 2014; October 15, 2015; December 13, 2017, effective January 1, 2018; November 13, 2023, effective July 1, 2024]

Rule 46.17 Certification by reciprocity.

46.17(1) An applicant with an unrestricted professional certificate as a stenographic shorthand reporter in another jurisdiction may apply for certification in Iowa through reciprocity. The applicant will be given credit for examinations previously passed when consistent with board rules on examination requirements.

46.17(2) An applicant's application for certification must contain completion of all required forms, payment of applicable fees, disclosure of criminal or disciplinary history, and, if applicable, a criminal history background check.

46.17(3) Upon receipt of a fully completed certification application, the board will promptly determine if the professional or occupational licensing requirements of the jurisdiction where the applicant is certified are substantially equivalent to the certification requirements in Iowa. The board will make this determination based on information the applicant supplies and such additional information as the board may acquire from the applicable jurisdiction. The board may consider the following factors in determining substantial equivalence: method of practice, scope of practice, education and coursework, degree requirements, postgraduate experience, and examination required for certification.

46.17(4) The board will promptly grant a certificate to the applicant if the applicant is certified in the same or similar profession in another jurisdiction whose certification requirements are substantially equivalent to those required in Iowa and the applicant has passed the written examination administered by the board pursuant to rule 46.5(2), unless the applicant is ineligible for certification based on other grounds, such as the applicant's disciplinary or criminal background.

46.17(5) If the board determines that the certification requirements in the jurisdiction in which the applicant is certified are not substantially equivalent to those required in Iowa, the board will promptly inform the applicant of the additional experience, education, or examinations required for certification in Iowa.

46.17(6) An applicant who is aggrieved by the board's decision to deny an application for a reciprocal certificate may request a contested case (administrative hearing) and may participate in a contested case by telephone. A request for a contested case must be made within 30 days of issuance of the board's decision.

46.17(7) The certification requirements of another jurisdiction are substantially equivalent to those of Iowa, if in that jurisdiction an individual must demonstrate by examination, administered by the licensing authority of the jurisdiction, proficiency in stenographic shorthand equivalent to the standard of the National Court Reporters Association for the earned designation of Registered Professional Reporter or the standard of the National Verbatim Reporters Association for the earned designation of Certified Verbatim Reporter.

[Court Order October 15, 2015; December 13, 2017, effective January 1, 2018; November 13, 2023, effective July 1, 2024]

CHAPTER 52
RULES OF PROCEDURE OF THE STATE OF IOWA COMMISSION ON JUDICIAL QUALIFICATIONS

CHAPTER 52
RULES OF PROCEDURE OF THE STATE OF IOWA COMMISSION ON JUDICIAL QUALIFICATIONS

Rule 52.1 Authorization and scope. The rules in this chapter are adopted pursuant to Iowa Code section 602.2105. They apply to all proceedings, functions, and responsibilities of the commission.
[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.2 Definitions. In this chapter unless the content or subject matter otherwise requires:

"Chairperson" means the presiding officer of the commission and includes the chairperson of the commission, the vice chairperson, or any acting chairperson designated by the commission to preside in the absence of the chairperson.

A *"charge"* is the written specification by which formal proceedings are instituted pursuant to Iowa Code section 602.2104.

"Commission" means the commission on judicial qualifications.

A *"complaint"* shall be any written communication to the commission which indicates a violation of Iowa Code section 602.2106(3).

"Employee" means an officer or employee of the judicial branch, except a judicial officer subject to the jurisdiction of the commission.

"Judicial officer" means a supreme court justice, a court of appeals judge, a district court judge, a district associate judge, associate juvenile judge, associate probate judge, or magistrate of this state subject to the jurisdiction of the commission.

"Oath" is synonymous with "affirmation" and *"swear"* is synonymous with "affirm."

"Shall" is mandatory and *"may"* is permissive.
[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.3 Officers and staff.

52.3(1) The commission shall elect a chairperson and a vice chairperson to serve for the calendar year and until successors are elected.

52.3(2) The state court administrator or designee of the state court administrator shall be executive secretary of the commission.

52.3(3) The commission may employ such additional investigative personnel as it deems necessary.

52.3(4) The commission may employ or contract for the employment of legal counsel. However, the attorney general shall prosecute the charge(s) before the commission on behalf of the state.
[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.4 Replacement of interested judicial member.

52.4(1) If the judicial member of the commission is the subject of a complaint before the commission under rule 52.9, the chief justice of the supreme court shall appoint a district judge of another judicial district to the commission until the person charged is exonerated, or for the unexpired portion of the term if the person charged is not exonerated.

52.4(2) If the judicial member of the commission is a resident judge of the same judicial district as the judicial officer who is the subject of a complaint before the commission under rule 52.9, the chief justice of the supreme court shall appoint a district judge of another judicial district to the commission to act as the judicial member during that proceeding. However, if the judicial member recuses himself or herself from the matter prior to the commission acting on the complaint, and a quorum is present to act on the matter, the judicial member shall not be replaced by the chief justice of the supreme court, unless formal proceedings under rule 52.12 are commenced.

52.4(3) The executive secretary shall notify the chief justice of the supreme court of any need for such replacement appointment.
[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.5 Confidentiality.

52.5(1) Notwithstanding the provisions of Iowa Code chapters 21 and 22, all records, papers, proceedings, meetings, and hearings of the commission shall be confidential, unless the commission applies to the supreme court to retire, discipline, or remove a judicial officer or employee.

52.5(2) If the commission applies to the supreme court to retire, discipline, or remove a judicial officer or employee, the following records and papers shall become public documents:

a. The initial complaint(s).

b. The notice of charge(s) filed by the commission initiating the charge(s) against the judicial member or employee.

c. All pleadings, motions and discovery filed with the commission after the notice of charge(s).

d. A transcript of any hearing of the commission that was made by a certified shorthand reporter.

e. All exhibits admitted at any hearing of the commission.

f. The application of the commission made to the supreme court.

52.5(3) Any records and papers contained in the commission's investigation file shall remain privileged and confidential and are not subject to discovery, subpoena, or other means of legal compulsion for their release to a person other than the judicial officer, employee, the attorneys, or the attorneys' agents involved in the proceeding before the commission. The judicial officer, employee, the attorneys, or the attorneys' agents involved in the proceeding before the commission shall not disclose any records and papers contained in the commission's investigation file to any third parties unless disclosure is required in the prosecution or defense of the charges. The records and papers contained in the commission's investigation file shall not be admissible in evidence in a judicial or administrative proceeding other than the formal commission proceeding under rule 52.12.

52.5(4) Every witness in every proceeding under this chapter shall swear or affirm to tell the truth, and not to disclose the existence of the proceedings or the identity of the judicial officer or employee until the proceeding is no longer confidential under these rules.

52.5(5) All communications, papers, and materials concerning any complaint which may come into the hands of a commission member shall remain confidential and the member shall keep the same in a safe and secure place.

52.5(6) All statements, communications, or materials received by any person investigating any complaint on behalf of the commission shall be confidential.

52.5(7) The executive secretary, chairperson or a member of the commission designated by the chairperson may issue one or more clarifying announcements when the subject matter of a complaint or charge(s) is of broad public interest and failure to supply information on the status and nature of the formal proceedings could threaten public confidence in the administration of justice. No other member of the commission shall make any public statement concerning any matter before the commission without prior approval of the commission.

52.5(8) Nothing in this chapter shall prohibit the commission from releasing any information regarding possible criminal violations to appropriate law enforcement authorities, wherever located, or any information regarding possible violations of the Iowa Rules of Professional Conduct to the Iowa Supreme Court Attorney Disciplinary Board.

[Court Order November 9, 2001, effective February 15, 2002; April 20, 2005, effective July 1, 2005]

Rule 52.6 Meetings. The commission shall meet at least once in each calendar quarter. Meetings may be held by telephone conference or at such place as the chairperson may designate if no member of the commission objects. If there is an objection by a member of the commission to holding a meeting by telephone conference or at a place other than the Iowa Judicial Branch Building in Des Moines, the meeting shall be held at the Iowa Judicial Branch Building in Des Moines. Special meetings may be called by the chairperson or at the request of three or more members of the commission.

[Court Order November 9, 2001, effective February 15, 2002; April 9, 2003]

Rule 52.7 Quorum. A quorum for the transaction of business by the commission shall consist of four members. Only members present may vote. Members participating in a telephone conference shall be deemed to be present at the meeting.

[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.8 Minutes. Minutes shall be kept of each meeting of the commission and shall record the action taken, the names of those present, and any other matter that the commission may deem appropriate. The minutes shall be confidential.
[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.9 Complaints.

52.9(1) A complaint shall be in writing but may be simple and informal. It shall be mailed to or filed with the executive secretary of the commission.

52.9(2) The executive secretary shall promptly acknowledge receipt of any writing and transmit a copy of the writing to each member of the commission.

52.9(3) A complaint may be initiated by the commission's own motion. A separate writing signed by the chairperson shall be filed with the commission if the complaint was initiated on the commission's own motion. This filing shall constitute the complaint.
[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.10 Initial inquiry.

52.10(1) Upon receipt of a complaint a determination shall be made whether or not the complaint is of substantial nature and involves matters which could be grounds for a charge within the jurisdiction of the commission to make application to the supreme court:

a. To retire a judicial officer or employee for permanent physical or mental disability which substantially interferes with the performance of his or her duties.

b. To discipline or remove a judicial officer or employee for persistent failure to perform duties, habitual intemperance, willful misconduct in office, conduct which brings the judicial office into disrepute, or a substantial violation of the canons of judicial ethics.

52.10(2) If the commission finds the complaint on its face is clearly unfounded, frivolous, or could not be the basis for a charge within the jurisdiction of the commission, the complaint shall be dismissed with notice to the complainant.

52.10(3) If the commission finds the complaint on its face is substantial, and, if true, would warrant application to the supreme court the commission may formulate a charge and institute formal proceedings, without any further inquiry or investigation.

52.10(4) Upon the making of the determination provided in rule 52.10(1), when the commission has received a complaint or initiated a complaint on its own motion, the commission or the chairperson may direct that an additional inquiry be made by the executive secretary, or a commission member. The chairperson of the commission may further direct that the judicial officer or employee about whom a complaint has been made be notified that a complaint has been received, and of the substance of the complaint. When such notice is directed it shall advise the judicial officer or employee that the matter is in a preliminary stage and is not the subject of a formal investigation under rule 52.11(1), nor is the notice intended to be notice required under rule 52.11(2) of the commission. In such circumstances the judicial officer or employee shall be notified that because of the substance of the complaint or the commission's concern, the commission or chairperson feels that it would be desirable for the judicial officer or employee to provide in writing a report to the commission concerning matters referred to in the notice, and that it is requested, but not required, that the judicial officer or employee give to the commission such report.

52.10(5) The commission or the chairperson may request the complainant to clarify the complainant's original statement to furnish additional information, to disclose sources of information, or to verify by affidavit statements of fact within the complainant's knowledge.

52.10(6) The commission or the chairperson may also initiate inquiries of other sources.

52.10(7) The commission shall dismiss the complaint and so inform the complainant if the initial inquiry confirms the fact that the complaint is clearly unfounded, frivolous, or could not be the basis for a charge within the jurisdiction of the commission. If the judicial officer or employee has been given notice of the initial inquiry as contemplated in rule 52.10(4), the judicial officer or employee shall likewise be informed of the dismissal of the complaint.

52.10(8) If after the initial inquiry the complaint appears to be substantiated in whole or in part but does not warrant application to the supreme court the commission may dispose of the complaint informally by conference with or communication to the judicial officer or employee. The complainant shall be notified of such action.

52.10(9) The commission shall direct that an investigation of the complaint be made if the initial inquiry indicates that the complaint may constitute a charge within the commission's jurisdiction and formal proceedings have not been initiated.

52.10(10) The commission may formulate a charge and institute formal proceedings if the initial inquiry indicates that the matter investigated appears to be substantiated and, if true, would warrant application to the supreme court.

[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.11 Investigation and disposition.

52.11(1) The commission may direct an investigation on its own motion, without any initial inquiry under rule 52.10.

52.11(2) The judicial officer or employee involved shall be notified of the investigation and the nature of the complaint. The commission in its discretion may disclose the name of the complainant or that the investigation is on the commission's own motion. Notification shall be by prepaid certified or registered mail marked "confidential" and addressed to the judicial officer's chambers, employee's business address or last known residence of the judicial officer or employee. The judicial officer or employee may be requested to provide in writing a report to the commission concerning matters referred to in the complaint. The judicial officer or employee shall be notified that it is not mandatory that the judicial officer or employee provide such report.

52.11(3) In the event the investigation indicates that the complaint has merit, then the commission in its discretion may grant to the judicial officer or employee an opportunity to present to the commission such information relevant to the complaint as the judicial officer or employee may desire to submit.

52.11(4) The commission shall dismiss the complaint and so inform the judicial officer or employee and the complainant if the investigation shows it to be groundless.

52.11(5) After the investigation, if the complaint appears to be substantiated in whole or in part but does not warrant application to the supreme court, the commission may dispose of the complaint informally by conference with or communication to the judicial officer or employee. The complainant shall be notified of such action.

52.11(6) The commission shall formulate a charge and institute formal proceedings if the investigation indicates that the matter investigated appears to be substantiated and, if true, would warrant application to the supreme court.

[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.12 Formal proceedings.

52.12(1) The service of the notice of charge(s) shall constitute the commencement of formal proceedings against a judicial officer or employee.

52.12(2) Formal proceedings to inquire into a charge shall be entitled "Before the Commission on Judicial Qualifications, State of Iowa. Inquiry Concerning (name of judicial officer or employee)."

52.12(3) The notice of charge(s) shall specify the charge(s) against the judicial officer or employee with a concise, general summary of the alleged facts on which it is based, and shall state the time and place of hearing. The hearing shall be held in the county where the judicial officer or employee resides unless the commission and the judicial officer or employee agree to a different location.

52.12(4) The notice of charge(s) shall be signed by the chairperson of the commission or on the chairperson's behalf by the executive secretary of the commission pursuant to the express direction of the chairperson.

52.12(5) The notice of charge(s) shall be sent by prepaid certified or registered mail addressed to the judicial officer or employee at the judicial officer's or employee's residence and marked "confidential," at least 20 days prior to the time set for the hearing.

52.12(6) A copy of the complaint upon which the notice of charge(s) is based and the complete investigative file shall be sent to the judicial officer or employee with the notice of charge(s). The investigative file of the commission does not include the recommendations of the attorney general to the commission. The recommendations of the attorney general to the commission are privileged and are not to be transmitted.

[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.13 Answer. Within 15 days after service of the notice of formal proceedings, the judicial officer or employee may file a verified answer at the office of the commission in the Iowa Judicial Branch Building in Des Moines.
[Court Order November 9, 2001, effective February 15, 2002; April 9, 2003]

Rule 52.14 Allowable motions — prehearing conference.
52.14(1) The following prehearing motions may be filed:
a. A judicial officer or employee may request that the hearing be held at a place other than the county where the judicial officer or employee resides. Such motion shall be contained in the answer or filed with the commission in the time for filing an answer. The chairperson or a member of the commission designated by the chairperson shall have authority to rule on this motion. A hearing need not be held prior to entering a ruling. Any hearing may be held telephonically and without a record being made of the hearing.
b. Either party may file a motion regarding discovery disputes which shall be governed by rule 52.15.
c. Either party may request a prehearing conference. The chairperson or a member of the commission designated by the chairperson may conduct the prehearing conference. The prehearing conference may be held telephonically and without a record being made of the hearing. The commission on its own motion may require a prehearing conference.
d. Either party may file a motion for a continuance which may be granted pursuant to rule 52.16.
52.14(2) The commission will not consider any other prehearing motions or applications.
52.14(3) The commission will not consider any dispositive motions prior to the close of all the evidence of a hearing.
52.14(4) The action of the chairperson or a single member of the commission designated by the chairperson under rule 52.14, 52.15 or 52.16 may be reviewed by the commission on its own motion or a motion of a party. A motion by a party for review of an action of the chairperson or a single member of the commission designated by the chairperson shall be served and filed within ten days after the filing of the challenged order.
[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.15 Discovery.
52.15(1) In any formal proceeding taken by the commission, discovery shall be permitted as provided in Iowa Rs. Civ. P. 1.501 to 1.517 inclusive; 1.701 and 1.702; and in 1.714 to 1.717. The judicial officer or employee against whom a notice of charge(s) has been filed, in addition to the restriction stated in Iowa R. Civ. P. 1.503(1), shall not be required to answer an interrogatory pursuant to Iowa R. Civ. P. 1.509, a request for admission pursuant to Iowa R. Civ. P. 1.510, a question upon oral examination pursuant to Iowa R. Civ. P. 1.701, or a question upon written interrogatories, pursuant to Iowa R. Civ. P. 1.710, if the answer would be self-incriminatory. In addition thereto, evidence and testimony may be perpetuated as provided in Iowa Rs. Civ. P. 1.721 to 1.728.
52.15(2) The time to respond to any discovery allowed under rule 52.15(1) shall be 15 days, regardless of time allowed by the Iowa Rules of Civil Procedure.
52.15(3) All discovery shall be timed so that it is completed, including the time to receive responses to all propounded discovery, no later than 50 days after service of the notice of charge(s).
52.15(4) All motions or applications pertaining to discovery shall be filed with the commission as soon as practicable. The chairperson or a member of the commission designated by the chairperson shall have authority to rule on any motions or applications. A hearing need not be held prior to entering a ruling. Any hearing may be held telephonically and without a record being made of the hearing.
[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.16 Continuances. The commission may grant reasonable continuances but only upon written application supported by affidavit. The motion for continuance shall be filed with the commission as soon as the reason for continuance becomes apparent to the movant. The chairperson or a member of the commission designated by the chairperson shall have authority to

rule on any motion for continuance. A hearing need not be held prior to entering a ruling. Any hearing may be held telephonically and without a record being made of the hearing.
[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.17 Final hearing.
52.17(1) The commission may proceed with the final hearing at the time and place set, whether or not the judicial officer or employee has filed an answer or appears at the hearing.
52.17(2) The chairperson of the commission shall preside over and conduct the final hearing. The presentation of evidence shall conform to the Iowa Rules of Civil Procedure and the Iowa Rules of Evidence insofar as such rules may be applicable to cases tried in equity.
52.17(3) All evidence received shall be taken only on oath or affirmation.
52.17(4) The attorney general, on behalf of the state, shall present the case in support of the charge(s) before the commission.
52.17(5) A complete record of the evidence shall be made by a certified shorthand reporter.
[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.18 Procedural rights of judicial officer or employee.
52.18(1) The judicial officer or employee may defend and shall have the right to participate in the proceedings in person and by counsel, to cross-examine, to be confronted by witnesses, and to present evidence in accordance with the Iowa Rules of Civil Procedure and the Iowa Rules of Evidence.
52.18(2) A judicial officer shall continue judicial duties during the pendency of any complaint, charge(s), investigation, or formal proceeding unless otherwise ordered by the commission. An employee shall continue his or her duties during the pendency of any complaint, charge(s), investigation, or formal proceeding unless otherwise ordered by the commission.
[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.19 Amendment to notice of charge(s) or answer. Amendments shall be governed by the Iowa Rules of Civil Procedure.
[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.20 Subpoena power.
52.20(1) The commission shall have subpoena power during any investigation conducted on its behalf compelling the appearance of persons or the production of documents before the person designated to conduct the investigation on behalf of the commission.
[Court Order November 9, 2001, effective February 15, 2002]
52.20(2) The commission shall have subpoena power on behalf of the state and the judicial officer or employee compelling the appearance of persons or the production of documents during discovery and the final hearing.
52.20(3) Disobedience of the commission's subpoena shall be punishable as contempt in the district court in and for the county in which the hearing is to be held or where the investigation is being conducted.
52.20(4) Any application for a subpoena shall be made to the commission's executive secretary or chairperson.
[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.21 Privilege in defamation actions. The making of charges before the commission, the giving of evidence or information before the commission or to its investigator and the presentation of transcripts, extensions of evidence, briefs, and arguments in the supreme court shall be privileged in actions for defamation.
[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.22 Physical or mental examinations. Where a judicial officer's or employee's physical or mental health is in issue, the commission may order the judicial officer or employee to submit to a physical or mental examination by a duly licensed health care professional designated by the commission. The failure of the judicial officer or employee to submit to a physical or mental examination ordered by the commission may be considered by the commission, unless it appears that such failure was due to circumstances beyond the control of the judicial officer or employee.
[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.23 Compensation of witnesses. Each witness compelled to attend any proceedings under this chapter, other than an officer or employee of the state or a political subdivision, shall receive for attendance the same fees and mileage allowed by law to a witness in a civil case, payable from the commission's funds.
[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.24 Findings and determination by commission.

52.24(1) In accordance with its findings on the evidence at the hearing, the commission shall dismiss the charge(s) or make application to the supreme court to retire, discipline, or remove the judicial officer or employee. A copy of the application shall be sent to the judicial officer or employee by prepaid certified or registered mail. Copies shall also be provided to the attorneys of record.

52.24(2) Any application by the commission to the supreme court or any action by the commission which affects the final disposition of a complaint shall require the affirmative vote of at least four commission members who were present at the hearing.

52.24(3) Any person filing a complaint with the commission shall be notified by ordinary mail of its final disposition.
[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.25 Application to supreme court. If the commission makes application to the supreme court to retire, discipline, or remove a judicial officer or employee, it shall promptly file in the supreme court all items set forth in rule 52.5(2).
[Court Order November 9, 2001, effective February 15, 2002]

Rule 52.26 Letters of caution and warning. In some cases, the commission may conclude that a judicial officer's or employee's conduct has been questionable but does not amount to misconduct, or that misconduct of a very minor nature has occurred which does not warrant formal discipline. In these cases, the commission may inform the judicial officer or employee that no present formal disciplinary action will be taken but that the judge should avoid similar conduct in the future.
[Court Order November 9, 2001, effective February 15, 2002]

Historical notes from Third Edition of the Iowa Court Rules:

[Court Order December 26, 1985, effective February 3, 1986; April 30, 1987, effective June 1, 1987; August 31, 1987, effective October 1, 1987; January 10, 1990; July 5, 2000]

CHAPTER 70
IOWA RULES OF JUVENILE COURT SERVICES DIRECTED PROGRAMS

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CHAPTER 70
IOWA RULES OF JUVENILE COURT SERVICES DIRECTED PROGRAMS

PREAMBLE

[1] Iowa Code section 232.192 (as enacted by HF 2507, effective July 1, 2023) provides that juvenile court services shall administer "early intervention and follow-up programs." Historically, the legislature has appropriated funds for such programs using the term "juvenile delinquent graduated sanctions services." These rules are intended to effectuate Iowa Code section 232.192 and apply to the appropriation historically termed "juvenile delinquent graduated sanctions services."

[2] These rules prescribe services for eligible children from funds appropriated specifically for juvenile court services directed programs. The state court administrator, the director of juvenile court services, and the chief juvenile court officers have primary responsibility for the administration of early intervention and follow-up programs/graduated sanctions and noncontracted/court-ordered services for eligible children. These funds may also be used to enhance the education and performance of those employees who are directly involved with the clients and their programs.

[3] These rules, pursuant to the authority granted in the Iowa Code and annual appropriations acts, prescribe the relationship between the state court administrator, the director of juvenile court services, and the chief juvenile court officer from each judicial district in the administration of the funds for the juvenile court services directed programs. These rules establish the criteria for the allocation of funds and the procedures for the administration, eligibility, contracting, billing and payment, application, and service delivery for early intervention and follow-up programs/graduated sanctions and noncontracted/court-ordered services. In addition, these rules detail expenses that are eligible for reimbursement from the noncontracted/court-ordered service allocation as well as the expenses that are ineligible for reimbursement. The lists are intended to be exhaustive.

[4] The early intervention and follow-up programs/graduated sanctions services are services to be provided to children adjudicated delinquent and to children who have been referred to juvenile court services for a delinquency violation or who have exhibited behaviors that put them at risk of a juvenile delinquency referral. The services are directed to enhance personal adjustment to help the children transition into productive adulthood and to prevent or reduce criminal charges, out-of-home placement, and recidivism. The services are provided in the child's home community whenever feasible. These services may be provided in an individual or group setting and can include, but are not limited to, supervised educational support and treatment and outreach services to eligible children who are experiencing social, behavioral, or emotional problems that put them at risk of involvement with the juvenile justice system. This mix of services allows the flexibility to tailor treatment and services to meet the specific needs of the child. A program for a child may be funded from multiple sources, but the funding sources may not duplicate or overlap. The components and activities shall be outlined in the contract. Services offered may provide individualized and intensive interventions to assist a child in establishing positive behavior patterns and to help the child maintain accountability in a community-based setting.

DIVISION I
DEFINITIONS

Rule 70.101 Definitions.

70.101(1) *At risk.* "At risk" means that a child has been referred to juvenile court services for a delinquency violation or has exhibited behaviors likely to result in a juvenile delinquency referral.

70.101(2) *Audit.* "Audit" means an official examination and verification of financial accounts and records by the office of the auditor of state.

70.101(3) *Case file.* "Case file" means an electronic file that includes referral information, information generated during assessment, documentation of court proceedings, other eligibility determinations, case plans, and case reports, including quarterly progress reports. Case files of providers also include records of provider–child contact that document provision of services.

70.101(4) *Chief juvenile court officers.* "Chief juvenile court officers" are defined under Iowa Code section 602.1217.

70.101(5) *Child.* "Child" means a person under 18 years of age. "Child" also includes a person up to 19 1/2 years of age when (1) the person is adjudicated delinquent and the dispositional order is entered while the person is 17 years of age (in which case, the order terminates 18 months after the date of disposition), or (2) the person, as an adult, has been transferred to the jurisdiction of the juvenile court and is adjudicated as having committed a delinquent act before becoming an adult (in which case, the dispositional order automatically terminates 18 months after the last date upon which jurisdiction could attach). Also included is a juvenile who has been adjudicated by the court to have committed a delinquent act upon the child reaching 18 years of age until the child is 21 years of age if the child and juvenile court services determine the child should remain under the guidance of juvenile court services.

70.101(6) *Contract compliance review.* "Contract compliance review" means official examination and verification of contractual and financial records conducted virtually and asynchronously. A virtual contract compliance review meets the annual contract review requirements so long as client records are available to be securely reviewed.

70.101(7) *Director of juvenile court services.* "Director of juvenile court services" means the position responsible for the day-to-day management of juvenile court services statewide initiatives, including federal programs; this position serves as a liaison with other departments and agencies.

70.101(8) *Early intervention and follow-up programs/graduated sanctions services.* "Early intervention and follow-up programs/graduated sanctions services" means services to be provided to children adjudicated delinquent and to children who have been referred to juvenile court services for a delinquency violation or who have exhibited behaviors that put them at risk of a juvenile delinquency referral. The services are directed to enhance personal adjustment to help the children transition into productive adulthood and to prevent or reduce criminal charges, out-of-home placement, and recidivism and to ensure community safety.

70.101(9) *Eligible child.* "Eligible child" means a child who has been adjudicated delinquent, is at risk, or has been identified by the chief juvenile court officer as eligible for early intervention and follow-up programs/noncontracted/court-ordered or juvenile delinquent graduated sanction services.

70.101(10) *Juvenile court officer.* "Juvenile court officer" means a person appointed as a juvenile court officer or a chief juvenile court officer under Iowa Code section 602.7202.

70.101(11) *Juvenile justice service plan.* "Juvenile justice service plan" means an annual plan developed by each chief juvenile court officer which accounts for expenditure of the district's annual allocation and provision for service to the eligible children in their district.

70.101(12) *Noncontracted/court-ordered services.* "Noncontracted/court-ordered services" means the defined or specific care and treatment ordered by the court for an eligible child and for which no other payment source is available to cover the cost or the defined or specific care and treatment for an eligible child for which a service contract does not otherwise exist.

70.101(13) *On-site review.* "On-site review" means an official examination and verification of contractual and financial records conducted at the location where the clients are served, where the client and financial records are stored, or both.

70.101(14) *Provider.* "Provider" means a public agency, including a school district or government unit, or a private agency, organization, or eligible individual authorized to do business in the state. The provider is also known as the "claimant."

70.101(15) *State court administration.* "State court administration" refers generally to positions responsible for various statewide functions, including, but not limited to, the state court administrator, director of finance, and director of juvenile court services.

70.101(16) *State court administrator.* "State court administrator" is defined under Iowa Code section 602.1101.

70.101(17) *Supportive enhancements.* "Supportive enhancements" means a category of services, real goods, or incentives matched to the risk needs of a child that support a child to reduce or eliminate delinquent or at-risk behavior.

[Court Order December 2, 2022, effective July 1, 2023]

Rules 70.102 to **70.200** Reserved.

DIVISION II
GENERAL PROVISIONS

Rule 70.201 Appropriation and allocation of funds. Pursuant to the authority granted in Iowa Code chapters 232 and 602 and the annual appropriations acts, the judicial branch, represented by the state court administrator, the director of juvenile court services, and the chief juvenile court officers, are each charged with specific responsibilities for funding, administering, and ensuring the provision of juvenile court services directed programs.

70.201(1) The funds shall be appropriated to the judicial branch for allocation by the state court administrator and the director of juvenile court services for the payment of the expenses of juvenile court services directed programs, including administration of these services.

a. The state court administrator and director of juvenile court services shall base the allocation of each district's respective portion of funds on the statewide population of children as reported in current census data.

b. The source of the census data shall be determined and agreed upon by the state court administrator and the director of juvenile court services.

70.201(2) State court administration shall allocate a set-aside amount up to, but not to exceed, 20 percent of the total appropriation for early intervention and follow-up programs/graduated sanctions services for state court administration to pay the administrative costs related to administering these allocated funds.

70.201(3) The annual budget tracking form, with estimated or actual transfers outside the judicial branch, shall be updated a minimum of twice annually.

70.201(4) The ongoing budget tracking form shall be updated monthly for all obligated costs and expenditures by the end of the succeeding month.

[Court Order December 2, 2022, effective July 1, 2023]

Rule 70.202 Allocation of Title IV-E Prevention Service reimbursement funds. Funds received as reimbursement for Title IV-E Prevention Service Programs shall be allocated to the judicial districts in the same ratio as the expenditure of funds for prevention services within each district after the maintenance of effort requirement has been met.

[Court Order December 2, 2022, effective July 1, 2023]

Rule 70.203 Availability of funds. The judicial branch shall monitor the availability of funds throughout the state fiscal year.

70.203(1) The state court administrator, the director of juvenile court services, and the chief juvenile court officers shall reallocate funds as needed to ensure the availability of services on a statewide basis throughout the state fiscal year.

70.203(2) If funding for early intervention and follow-up programs/graduated sanctions and noncontracted/court-ordered services are exhausted in any district, the respective services within that district shall be discontinued.

70.203(3) The chief juvenile court officer shall be responsible for communicating this information.

[Court Order December 2, 2022, effective July 1, 2023]

Rule 70.204 Transfer of funds. Allocated funds may be transferred to a decategorization governance board or to other government agencies or departments.

70.204(1) The state court administrator and the director of juvenile court services will determine transfers for state-level projects.

70.204(2) Each chief juvenile court officer may transfer funds from the officer's own district allocation.

70.204(3) All transfers are dependent upon availability of funds.

70.204(4) Fund transfers will identify any specific usage, and reporting requirements, as well as any limitations related to the funds. The receiving entity must agree to the usage, and reporting requirements, as well as any spending limitations prior to acceptance of any funds transfer.

[Court Order December 2, 2022, effective July 1, 2023]

Rule 70.205 Administration of juvenile court services programs within each judicial district. Each chief juvenile court officer is responsible for the administration of the early intervention and follow-up programs/graduated sanctions and noncontracted/court-ordered service funds within the officer's judicial district. The chief juvenile court officer shall purchase services on behalf of eligible children within the officer's judicial district.

70.205(1) *Planning for service needs.*

a. Each chief juvenile court officer shall develop a process for determining:

(1) The service needs of the children within the officer's district.

(2) The mix of services to be provided to best meet the identified needs within the district.

b. Each chief juvenile court officer shall develop a draft juvenile justice service plan for the officer's judicial district that accounts for the expenditure of their annual allocation for the new state fiscal year.

(1) The draft annual plan must be submitted to the state court administrator by September 15 for the current state fiscal year.

(2) The state court administrator shall approve or recommend changes to each district's draft annual plan by September 30 for the current state fiscal year.

c. The chief juvenile court officers, in conjunction with the director of juvenile court services, shall develop the juvenile justice service plan guidance and shall review and make adjustments to this guidance annually. At a minimum, this guidance shall address:

(1) Community safety.

(2) Matching service type and dosage to risk level.

(3) Recidivism.

(4) Evidence-based services.

(5) Promising practices.

(6) Racial and ethnic disparities.

(7) Reentry.

(8) Cross-over practices.

d. The juvenile court services quality improvement staff shall evaluate and ensure the quality and effectiveness of the services being provided.

e. The chief juvenile court officer shall make recommendations concerning changes that are needed to ensure that children and families receive the services necessary to meet the unique needs of the officer's judicial district.

70.205(2) *Eligible providers.*

a. The chief juvenile court officer shall purchase services from public or private agencies, organizations, or eligible individuals.

b. To be eligible to provide services, an organization or individual shall meet the following criteria:

(1) Submit a completed Form W-9; and

(2) Have a federal identification number; or

(3) Have a social security number for which the state accounting enterprise has determined that an employee–employer relationship with the state does not exist; or

(4) Be paid an amount during a state fiscal year that does not exceed $1,000 plus allowable expenses such as meals, lodging, and mileage per state fiscal year as determined according to state accounting enterprise procedure 210.102.

70.205(3) *Allowable costs.*

a. The administrative and program requirements of these rules include those costs specified below:

(1) Reimbursement for mileage, meals, and lodging expenses involved in the transportation of the child shall not exceed the lower of the rates set by the judicial branch or the provider's customary rate, unless the transportation is provided by a public officer or employee.

(2) A public officer or employee, other than a state officer or employee, is entitled to be reimbursed for expenses.

(3) Fees and expenses as specified in Iowa Code section 331.655 when the court order specifies that the public officer or employee shall provide transportation. The allowable expenses for which sheriffs may be reimbursed are found in Iowa Code section 70A.9.

(4) Expenses approved by the chief juvenile court officer when the court order does not specify that the public officer or employee shall provide transportation.

b. A provider with a service contract for a similar service shall be reimbursed at the rate of the purchase of service contract. A provider that does not have a service contract shall be reimbursed at a rate comparable to the rate reimbursed to providers that have service contracts.

c. Funds for early intervention and follow-up programs/graduated sanctions and noncontracted/court-ordered services shall not be used in lieu of private insurance.

70.205(4) *Contract development.* The chief juvenile court officer shall have the responsibility to initiate contracts for services. All service contracts must follow the Judicial Branch procurement policy.

a. Each chief juvenile court officer shall be responsible to develop contracts within the officer's judicial district with each provider selected through the process.

b. The chief juvenile court officer, the provider, and state court administration shall sign the contract.

c. The chief juvenile court officer or designee is responsible for distributing a copy of the signed contract, amendment, or renewal letter to the provider.

d. Contract amendments shall be prepared whenever there is a change in the amount of contracted dollars, contract duration, program description, or any other terms of the contract.

(1) Any party to the contract may request an amendment to the contract. The provider may request a contract amendment through the chief juvenile court officer.

(2) The chief juvenile court officer, the provider, and state court administration shall sign all contract amendments.

e. Prior to the contract being signed, the state accounting enterprise must determine that no employer–employee relationship with the state exists. A vendor must either:

(1) Have a valid, assigned state accounting enterprise number.

(2) Follow the steps to be assigned a state accounting enterprise control number as outlined in state accounting enterprise procedure 240.102.

70.205(5) *Contract content.*

a. Contracts for purchasing services shall be developed using contract forms approved as to legal form by state court administration.

b. The contract shall:

(1) Note the deliverables, performance measures, and payment methodology.

(2) Describe the process the provider shall follow to complete and submit claims for payment.

c. The contract shall not guarantee a specific amount of utilization.

d. A minimum and a maximum number of participants may be established.

[Court Order December 2, 2022, effective July 1, 2023]

Rule 70.206 Billing and payment. The chief juvenile court officer shall ensure that billing and payment are in compliance with judicial branch requirements and the requirements of the accounting policies and procedures manual of the administrative services state accounting enterprise. A claim that meets the requirements of these rules becomes a state liability on the date of the claim's accrual. The date of a claim's accrual is the date the service was provided, the end of the agreed-upon billing interval specified in the contract, or the date of a determination of liability for the claim.

70.206(1) *Claim forms and instructions.* The instructions and forms used for billing shall be available to all providers electronically.

a. For claims for noncontracted/court-ordered services:

(1) The provider shall prepare a claim for noncontracted/court-ordered services on Form GAX, General Accounting Expenditure. An original, itemized invoice may accompany a Form GAX in lieu of a claimant's original signature.

(2) The provider shall ensure receipt of a referral from juvenile court services for all noncontracted/court-ordered services and the applicable court order prior to commencement of services as required. The provider shall submit the noncontracted/court-ordered service referral, as applicable, and court order, as applicable, with the GAX form, and/or itemized invoice for payment.

b. For claims for contracted services:

(1) The provider shall prepare a claim for contracted services on Form GAX, General Accounting Expenditure. An original, itemized invoice may accompany a Form GAX in lieu of a claimant's original signature.

(2) The provider shall ensure receipt of a referral from juvenile court services for all contracted services, as applicable. The provider shall also submit the referral along with an

approved invoice and a copy of the provider's list of the eligible children for whom the claim is made. The document submitted shall include the name of each child and the number of units of service provided to that child each month, as required by the individual contract.

70.206(2) *Preparation of a claim.* The Form GAX, General Accounting Expenditure, with an original claimant signature or an original, itemized invoice, shall be submitted with all claims.

a. The Form GAX submitted shall not include claims for more than one state fiscal year.

b. The provider, as vendor, must enter on the Form GAX:

(1) The vendor code.

(2) The vendor's name and mailing address.

(3) The vendor's service month(s).

(4) A short description of the item or service that was purchased.

(5) A claimant original signature of the provider unless an original invoice is submitted.

70.206(3) *Support of a claim.*

a. The provider bears ultimate responsibility for the completeness and accuracy of each claim submitted.

b. The provider must maintain a record of the dates and times during which each service was provided for each eligible child.

c. The provider's record must correspond to the units billed, as applicable.

70.206(4) *Submittal of claims to juvenile court services.*

a. Providers shall submit claims to the contract administrator responsible for each contract. The provider shall submit the original Form GAX or original invoice and any required documented support of the claim.

(1) Claims shall be submitted timely to allow the contract administrator to submit the claim for payment within 90 calendar days of the date of the claim's accrual.

(2) To ensure payment from funds appropriated for the state fiscal year, claims shall be submitted timely to allow the contract administrator to submit the claim for payment within 45 calendar days of state fiscal year end, June 30.

70.206(5) *Review and approval of claims.*

a. The chief juvenile court officer is responsible for accuracy and disposition of claims. The contract administrator shall verify the accuracy of the provider's billings and submit the claims to the chief juvenile court officer for review and approval.

(1) Juvenile court services staff may complete the Form GAX when the provider submits an original invoice or may enter any required missing information to the Form GAX.

(2) To approve the claim, the chief juvenile court officer or designee shall sign the Form GAX in the space titled "order approved by." The signature shall be deemed as certification that the billed expenses were incurred, amounts are correct, and payment should be made.

70.206(6) *Claim records.* The chief juvenile court officer or approved administrator shall have the responsibility for retention of records, maintenance of records, and authorized access to records. Electronic record retention is acceptable.

a. Juvenile court services shall retain one copy of the claim and supporting documentation as submitted for payment as well as any additional required supporting documentation submitted to juvenile court services by the provider. The copy of the Form GAX and supporting documentation, as well as any additional required supporting documentation submitted to juvenile court services by the provider, are subject to audit.

b. During the required retention period, all records and knowledgeable personnel must be accessible and available for the review or audit. All documents related to each other must be appropriately attached and organized in a manner that provides easy access.

70.206(7) *Claim payment.*

a. The judicial branch shall reimburse providers for costs when claims are submitted according to the required procedures.

b. The judicial branch shall process a claim through the state appeal board's processes for approving outdated invoices when the judicial branch receives the claim after August 31 for the previous state fiscal year.

[Court Order December 2, 2022, effective July 1, 2023]

Rule 70.207 Record keeping. The provider and juvenile court services shall maintain financial and service records for a period of seven years following termination of services. The records are subject to review and/or audit.

70.207(1) *Record keeping requirements.*

a. Each provider shall maintain all the financial and service records used to submit or substantiate claims for reimbursement, including court orders as required and lists of the children served. The provider bears the ultimate responsibility for the completeness and accuracy of the claim submitted as set forth in these rules.

b. Each provider shall maintain all the corresponding service and financial information necessary to document the provision of the service as agreed upon in the contract. Each provider shall maintain a case file that documents the provision of the contracted service for each individual child for whom a claim is made.

c. Each juvenile court officer shall maintain within the case file all referrals for both noncontracted/court-ordered and contracted services as required. Each juvenile court officer shall ensure provider updates are recorded within the case file. Each juvenile court officer shall ensure the case file includes all the corresponding service information necessary to document that the contracted service was provided.

d. Each chief juvenile court officer shall ensure that a court order supports the payment of any claim paid for noncontracted/court-ordered services as required by these rules.

e. Each chief juvenile court officer shall ensure that the district is accountable for payments, receipts, and retention of records as established by these rules.

70.207(2) *Access to records.* Each provider of these services shall make available upon request to juvenile court services, the department of inspections and appeals, or the office of the auditor of state the service and financial records used to support or substantiate claims for reimbursement, including court orders and lists of children served. The records shall be subject to review and audit by juvenile court services, the department of inspections and appeals, or the office of the auditor of state.

[Court Order December 2, 2022, effective July 1, 2023]

Rule 70.208 Annual contract compliance review.

70.208(1) *General requirements.*

a. The contract administrators shall complete annual contract compliance reviews of all service contracts which meet the minimum thresholds to ensure contractual and fiscal requirements are met.

b. The contract administrator who oversees each contract shall not conduct the annual contract compliance review on any contracts administrated.

70.208(2) *Schedule.* The contract administrator shall notify each chief juvenile court officer of the contracts which meet the threshold at which a review must be conducted. The contract administrators shall coordinate to determine the list of providers which require a review for those services shared across multiple districts.

a. Annual contract compliance reviews are required for any provider having one or more contracts with one or more judicial districts when the total annual value of all contracts is $100,000 or more.

b. Annual contract compliance reviews are required for each new provider who has not previously contracted with the judicial district during the first year of the provider's contract with the district when the total annual value of the provider's contracts with the judicial district is $50,000 or more.

c. Additional contract compliance reviews are optional but may be required or requested by state court administration or the chief juvenile court officer for the providers, other than those described in subrules 70.208(1)-(2), based on factors such as:

(1) Length of time the provider has been in business.

(2) Amount of time the provider has offered the services being purchased.

(3) Type of service or program being purchased.

(4) Amount of money involved in the contract.

(5) Whether other governmental entities contract with the provider.

(6) Findings from previous contract compliance review by the district or other entities such as the office of the auditor of state.

70.208(3) *Location.* A virtual contract compliance review meets the annual contract compliance review requirements so long as client records are available to be securely reviewed. Alternately, on-site reviews may take place at the sites where the program is operated if deemed necessary by the contract administrator, the chief juvenile court officer, or state court administration.

70.208(4) *Scope.*

a. The contract compliance review shall include review of the provider's service and financial records, including the client case files, to ensure that the records contain the required documentation of the provision of the contracted service.

b. At a minimum, the reviews shall include:

(1) Documentation of direct contact with the client.

(2) Review of referral for service, service billings, payments, and documentation of delivery of service.

(3) Documentation that the provider meets contract requirements.

(4) Solicitation and incorporation of input from juvenile court officers referring to service contracts to determine if needs are being met.

70.208(5) *Repayment.* The judicial branch may seek repayment of claims paid for noncovered services or for services for which documentation is not established.

a. The chief juvenile court officer shall notify the provider in writing that a repayment is due. The written notice shall identify:

(1) The claims.

(2) The amounts of the claims that are not documented or substantiated.

(3) The amount of the repayment requested.

b. The provider shall repay the judicial branch the difference between the amount received and the amount established through the review, not to exceed the amount paid by the state, when:

(1) The provider, upon review, fails to verify or document the provision of covered services or costs in the amount for which a claim was paid or when the review confirms claims paid for noncovered services.

(2) Juvenile court services or the judicial branch makes a request for repayment.

c. If the provider does not make payment within 60 days, the chief juvenile court officer shall submit to state court administration a copy of the notice to the provider for state court administration's review and further action, if necessary.

70.208(6) *Reporting.* Each contract administrator shall submit the standardized annual contract compliance review form for each contract the administrator has reviewed to the chief juvenile court officer for the district of the assigned contract and to state court administration.

a. The annual reports shall be submitted by December 31 following the end of the state fiscal year. This date may be extended upon the written request of the chief juvenile court officer to state court administration.

b. The annual report shall include a summary of the findings of the reviews conducted during the state fiscal year.

70.208(7) *Formal audit by the office of the auditor of state.* All judicial branch employees must report any suspected fraud to state court administration immediately. The state court administrator or the judicial branch director of finance may request a formal audit by the office of the auditor of state.

[Court Order December 2, 2022, effective July 1, 2023]

Rules 70.209 to **70.300** Reserved.

DIVISION III
NONCONTRACTED/COURT-ORDERED SERVICES

Rule 70.301 Juvenile court services responsibilities. The chief juvenile court officer shall purchase noncontracted/court-ordered services for eligible children.

70.301(1) The chief juvenile court officer shall ensure the services fall within the defined allowable services and that there are sufficient funds in the district's allocation to pay for all noncontracted/court-ordered services.

70.301(2) Any services that are provided without the signed approval of the chief juvenile court officer or approved administrator may be denied payment unless there is an emergency or after-hours situation and no other provision exists for handling the emergency or after-hours situation or transport.

70.301(3) A district or juvenile court shall not order any service that is a charge upon the state pursuant to Iowa Code section 232.141 if there are insufficient noncontracted/court-ordered services funds available in the district allocation to pay for the service.

70.301(4) The chief juvenile court officer shall encourage responsible use of noncontracted/court-ordered service funds such that there are sufficient funds during the entire year to pay for all noncontracted/court-ordered services.

a. The chief juvenile court officer shall establish service priorities for spending the noncontracted/court-ordered services funds allocated to the district.

b. The chief juvenile court officer shall inform state court administration of potential shortfalls in the district's allocation and shall request a transfer of funds between the districts as prudent.

70.301(5) The chief juvenile court officer shall notify the state court administrator and the chief judge of the district in the event that the noncontracted/court-ordered services funds for the judicial district are exhausted.

[Court Order December 2, 2022, effective July 1, 2023]

Rule 70.302 Noncontracted/court-ordered service application process. The chief juvenile court officer or approved administrator shall determine the need for each service.

70.302(1) Any party intending to request noncontracted/court-ordered service funds shall complete an application and receive approval for the funding request from the chief juvenile court officer or approved administrator, with the exception of drug testing, drug testing supplies, court-ordered transportation, and global positioning system monitors.

70.302(2) If an application for noncontracted/court-ordered services and/or a court order is not available, a consent decree, a global positioning system monitoring agreement, a condition of supervision agreement, or an informal or formal probation agreement must be contained within the case file.

70.302(3) The application form with instructions shall be available upon request from the office of each chief juvenile court officer.

70.302(4) The chief juvenile court officer or approved administrator shall approve or disapprove the request for funds and shall sign and return the application to the referring juvenile court officer.

a. If the request is disapproved, the decision is final.

b. If the request is approved, the service plan may be presented to the court for a court order to be issued for the services.

70.302(5) The applicant shall have verified that there are no other alternative funding sources for the service.

70.302(6) The chief juvenile court officer or approved administrator may establish procedures for handling emergency or after-hours situations and for the handling of transports.

70.302(7) *Use of other funding sources.*

a. The chief juvenile court officers shall ensure that the funds allocated for noncontracted/court-ordered services are spent only after all other reasonable actions have been taken to use other funding sources.

b. Services are not eligible for reimbursement when another payment source is available.

c. Medical cost sharing for the one-time payment per court order of a deductible amount or a coinsurance amount for treatment specified in a court order is an allowable expense that may be paid through the noncontracted/court-ordered services fund when insurance or Medicaid is then available to pay the remainder of the cost.

d. The date of a medical claim's accrual for reimbursement through noncontracted/court-ordered services is the date the claim becomes a state liability. For example, a claim becomes a state liability on:

(1) The date of a court order for a contested claim; or

(2) The date of a determination by Medicaid or private insurance that Medicaid or private insurance denies partial or full payment for care and treatment for which an application has been approved.

70.302(8) *Allowable rates.* The chief juvenile court officer or approved administrator shall negotiate a reimbursement rate with the provider to obtain the service at a reasonable cost based on available community or statewide rates.

[Court Order December 2, 2022, effective July 1, 2023]

Rule 70.303 Expenses. The following lists include expenses that are either eligible or ineligible for reimbursement from the noncontracted/court-ordered services fund and are intended to be exhaustive. Billings for services not listed below shall not be paid except as provided in subrule 70.303(3).

70.303(1) *Reimbursable expenses.* The expenses for which reimbursement shall be made include:

a. Transportation expenses, including those incurred in transporting a child to or from a place designated by the court, including mileage, lodging, and meals.

b. Medical cost sharing for payment of deductibles or coinsurance when Medicaid or private insurance is then available to pay the remainder of the cost.

c. The expense of care or treatment ordered by the court whenever the child is placed by the court with someone other than the parents or whenever the child is given a physical or mental examination or treatment under order of the court, including treatment referenced under a consent decree. Care and treatment expenses for which no other provision for payment is made by law that shall be reimbursable include:

(1) Individual services for the child separate from a family's treatment plan.

(2) Diagnosis and evaluation on an outpatient basis unless the diagnosis and evaluation are provided by a person or agency with a contract with the judicial branch for that service for which the child is eligible.

(3) An evaluation of a child in a residential facility.

(4) Inpatient (hospital) evaluation of a child previous to disposition.

(5) Medical treatment for a child when the medical treatment is court-ordered, except when the child is in a detention facility.

(6) Drug treatment, testing, testing supplies, and care for a child.

(7) In-home supervision and monitoring, including global positioning system monitoring, and alternatives to shelter care unless a person or agency has a contract with the judicial branch to provide the service for which the child is eligible.

(8) One-to-one supervision of a child not in a detention facility unless the service is provided by a person or agency with a contract with the judicial branch for that service for which the child is eligible.

(9) Physical or mental examinations ordered pursuant to Iowa Code section 232.49, except those set forth in paragraph 70.303(2)(b) or those eligible for payment pursuant to Iowa Code chapter 249A.

d. Expenses for educational testing or programs related to a high school equivalency test (HiSET) or equivalent or for credit hours when the expenses are not required to be paid by the state.

e. Expenses for a child meant to serve as a diversionary tool for children at risk of further involvement with the juvenile justice system, which may include:

(1) Drug treatment, testing, testing supplies, and care for a child.

(2) Educational programming used as a deterrent for at-risk and delinquent children, unless the service is provided by a person or agency with a contract with the judicial branch for that service for which the child is eligible.

(3) In-home supervision and monitoring, including global positioning system monitoring, and alternatives to shelter care, unless a person or agency has a contract with the judicial branch to provide the service for which the child is eligible.

70.303(2) *Expenses not eligible for reimbursement.* Expenses that are excluded from reimbursement from noncontracted/court-ordered service funds because another source is available to pay for the service include:

a. Foster care and shelter care. *See* Iowa Code section 234.35.

b. All charges for which the county is obligated by statute to pay including:

(1) Care and treatment of patients by any state mental health institute. *See* Iowa Code section 230.20(5).

(2) Care and treatment of patients by either of the state resource centers or by any other facility established under Iowa Code chapter 222. *See* Iowa Code section 222.60.

(3) Care and treatment of patients by the psychiatric hospital in Iowa City. *See* Iowa Code ch. 225.

(4) Care and treatment of persons at the alcoholic treatment center in Oakdale or any other facility as provided in Iowa Code chapter 125. *See* Iowa Code section 125.44.

(5) Clothing and medical or other service provided to persons at the Iowa Braille and Sight Saving School, the Iowa School for the Deaf, or the University of Iowa Stead Family Children's

Hospital for which the county becomes obligated to pay pursuant to Iowa Code sections 263.12, 269.2, and 270.4.

(6) Expenses for detention in a facility used for detention. *See* Iowa Code section 232.142.

(7) Care and treatment of persons placed in a county hospital, county care facility, a health care facility as defined in Iowa Code section 135C.1(8), or any other public or private facility in lieu of admission or commitment to a state mental health institute, state resource center, or other facility established pursuant to Iowa Code chapter 222. *See* Iowa Code section 222.50.

(8) Child abuse photos and X rays. *See* Iowa Code section 232.77.

(9) Any expenses set forth in Iowa Administrative Code subrule 441—151.22(1) that qualify for payment pursuant to Iowa Code chapter 249A.

(10) Expense of a child sexual abuse examination. *See* Iowa Code section 915.41.

(11) Expense of child daycare. *See* Iowa Code section 234.6.

(12) Expense of in-home treatment services. *See* Iowa Admin. Code chs. 441—78-79, 83.

(13) Expense of homemaker-home health aide services. *See* Iowa Admin. Code ch. 641—80.

(14) Expenses for all educational testing or programming required to be paid by the state, except for children who attend an on-campus school in an out-of-state facility and who are not weighted as special education students. *See* Iowa Code ch. 256.

(15) Expenses, except for the allowable medical cost sharing, for all court-ordered counseling and treatment for adults, including individual, marital, mental health, substance use disorder, and group therapy. Payment source is private insurance, Medicare, Medicaid, or other resources consistent with Medicaid and social services eligibility and Iowa Code chapter 249A.

(16) Expenses, except for the allowable medical cost sharing, for psychiatric medical institutions for children (PMIC). Payment source is private insurance, Medicare, Medicaid, or other resources consistent with Medicaid and social services eligibility and Iowa Code chapter 249A.

70.303(3) *Services not listed.* If a court orders a service not currently listed in subrule 70.303(1), the chief juvenile court officer or approved administrator shall review the order and shall consult with state court administration. If reimbursement for the service expense is not in conflict with current law and meets the criteria for payment by noncontracted/court-ordered service funding, the chief juvenile court officer or approved administrator shall authorize reimbursement to the provider.

70.303(4) *Appeals.* If services are court-ordered, children who have been adversely affected by decisions made by the juvenile court and their parents or guardians may appeal through procedures established pursuant to Iowa Code section 232.133.

[Court Order December 2, 2022, effective July 1, 2023; January 26, 2024]

Rules 70.304 to **70.400** Reserved.

DIVISION IV
EARLY INTERVENTION AND FOLLOW-UP PROGRAMS/GRADUATED SANCTIONS SERVICES

Rule 70.401 Service eligibility. Children shall be eligible for services without regard to individual or family income when they are adjudicated delinquent or a juvenile court officer or other approved referral entity determines they are at risk and in need of contracted services.

70.401(1) Juvenile court services shall maintain in the child's case file documentation of the child's adjudication or at-risk status as well as the child's need for services, as applicable.

70.401(2) The chief juvenile court officer shall establish written procedures for screening and approving referrals for services and make the procedures available to the district's juvenile court officers and other approved referral entities.

70.401(3) The juvenile court officer shall determine the child to be in need of services as evidenced by one or more of the following situations:

a. Schools, parents, or community organizations, due to complaints of delinquent activities or activities that put a child at risk of involvement in the juvenile justice system, indicate the need for intervention and guidance of the child.

b. A petition has been filed alleging delinquent behavior.

c. Juvenile court services action has been initiated including, but not limited to, diversion, informal adjustment agreements, and adjudication and disposition proceedings, including consent decrees.

70.401(4) The chief juvenile court officer may approve services for up to six consecutive months at a time, except that service approval shall not extend beyond the current state fiscal year unless a contract is in effect to assume the cost for the services provided in the next state fiscal year. The referring officer shall reevaluate the child's eligibility and need for these services in accordance with procedures established by the respective juvenile court services district.

70.401(5) Referrals shall not be made or accepted when funds for the program are not available; the chief juvenile court officer shall inform referring entities when program funds are no longer available.

70.401(6) Each chief juvenile court officer may approve follow-up services for a child adjudicated to have committed a delinquent act upon the child reaching 18 years of age until the child is 21 years of age, as indicated in Iowa Code section 232.8(5)(a).

70.401(7) *Service components.*

a. Services may include, but are not limited to, the following components:

(1) Cognitive-behavioral therapy.

(2) Group counseling.

(3) Mentoring.

(4) Behavioral contracting or contingency management.

(5) Family counseling, including child and parent relationships and parenting skills.

(6) Family crisis counseling.

(7) Mixed counseling.

(8) Social skills training.

(9) Challenge programs.

(10) Mediation.

(11) Restitution or community service.

(12) Remedial academic program.

(13) Individual counseling.

(14) Job-related training, including job-seeking skills, as well as training for specific jobs and on-the-job training experiences.

(15) Personal skills, including anger management, stress reduction, and self-esteem.

(16) Problem solving.

(17) Accountability and acceptance of responsibility.

(18) Victim empathy and self-advocacy.

(19) Activities of daily living and time management.

(20) School attendance and truancy issues.

(21) Violence prevention.

b. The contract must specify what is required of the provider, including transportation services, as needed.

c. Services may be co-located with school programs. Although the costs of the state-funded educational programming shall not be funded through the early intervention and follow-up programs/graduated sanctions appropriation, programs shall be developed so that there is close coordination between the treatment and the state-funded educational components.

[Court Order December 2, 2022, effective July 1, 2023]

Rule 70.402 Reporting requirements.

70.402(1) Providers of services shall submit all reports on each child receiving services to the assigned juvenile court officer, or other juvenile court services staff, at intervals specified in the contract. All required reports may be electronic, including, but not limited to, treatment plans, case updates, and progress reports, and shall include all required components specified in the contract.

70.402(2) The juvenile court officer shall file provider reports in the child's electronic case file.

70.402(3) Additional reports may be required when requested by the juvenile court judge or the child's juvenile court officer.

70.402(4) Any school-based program shall have established procedures for communication and for maintaining records on individual children receiving assistance. The procedure shall include methods for the timely communication of critical information to juvenile court services

and school officials, assurances that child abuse allegations shall be reported promptly in accordance with applicable Iowa statutes, and systems to safeguard the confidentiality of the child's records.
[Court Order December 2, 2022, effective July 1, 2023]

Rule 70.403 Contracted services referral process.
70.403(1) *Referral requirements.* The juvenile court officer or other approved referral source shall:
a. Determine which service provider can best meet the child's needs.
b. Complete the referral form, as applicable, and follow the district's referral approval process.
c. Assist in the child's transition to receive the service.
d. Follow up after the service has been provided.
70.403(2) *Monitoring of service delivery.* The juvenile court officer, or other approved referral source, shall monitor the delivery of services to children for whom the referral was made.
a. The juvenile court officer, or other approved referral source, shall review provider progress reports and maintain contact with the child, the child's family, the provider, and other community agencies to adequately assess the child's progress and need for service.
b. The referring juvenile court officer, the provider, the child, or the child's representatives may report problems in service delivery to the chief juvenile court officer or designee.
70.403(3) *Payment methodology.* Rates for services shall be established through a service contract between the provider and the chief juvenile court officer based on the provider's proposed budget. Rates may vary among providers for various types of services. The payment methodology and contract maximum shall be specified in the contract.
70.403(4) *Provider standards.* Providers shall have a contract with juvenile court services for services and agree to abide by all contract requirements, including, but not limited to, reporting, payment methodology, record retention, and billing and payment procedures. Providers of these services shall meet all of the following conditions:
a. Be selected and approved by the chief juvenile court officer or designee within each judicial district to provide the contracted services.
b. Use staff who, in the opinion of the chief juvenile court officer, have the necessary training and qualifications to provide quality services.
c. Make any changes to curriculum as requested by the chief juvenile court officer or designee.
d. Provide services to eligible children in the settings most suited to each child's needs.
70.403(5) *Performance and outcome measures.*
a. Each contract shall detail expected performance measures for the services provided.
b. Each contract shall detail expected outcomes of the service requirements for each child.
c. The provider shall report data as required in the service contract.
d. Juvenile court services shall determine preservice and postservice measures needed to track and record outcomes.
[Court Order December 2, 2022, effective July 1, 2023]

Rule 70.404 Supportive enhancements. A funding application or referral for services or goods shall be completed by the referring juvenile court officer and include language to indicate how the services or goods reduce the risk factors of the eligible child. See monitoring of service delivery, provider standards, and outcome measures in subrules 70.403(2), (4), and (5).
70.404(1) *Types of supportive enhancements.* Supportive enhancements are individualized to address the child's needs, including:
a. Living environment.
b. Accountability.
c. Basic needs.
d. Safety.
e. Social needs.
f. Educational needs.
g. Cultural needs.
70.404(2) *Service eligibility.* The eligible child shall be qualified for supportive enhancements without regard to individual or family income when the child is adjudicated delinquent or is determined by a juvenile court officer, or other approved referral entity, to be at risk and to be in need of the services or goods.

a. Juvenile court services shall maintain in the child's case file documentation, including the funding application or referral for services or goods, including language to indicate how the services or goods shall reduce the risk factors of the child, as well as the child's adjudication or at-risk status.

b. The chief juvenile court officer shall establish written procedures for screening and approving funding applications or referrals for supportive enhancements and make the procedures available to the district's juvenile court officers or other approved referring entities.

c. The chief juvenile court officer may approve supportive enhancements for up to six consecutive months at a time, except that service approval shall not extend beyond the current state fiscal year unless a contract is in effect to assume the cost for the services provided in the next state fiscal year. The referring officer shall reauthorize the child's eligibility and need for these services in accordance with the procedures established by the respective juvenile court services district.

d. Referrals shall not be made or accepted when funds for the program are not available; the chief juvenile court officer shall inform referring entities when program funds are no longer available.

70.404(3) *Service components.* Supportive enhancements are to complement other services or interventions for a child served by the juvenile court services or other provider. These supports allow juvenile court services to intervene immediately with a support or incentive that is expected to reduce misbehavior or truancy and will lead to improved outcomes.

a. Alternative funds or services shall be utilized prior to supportive enhancements, when available.

b. Supportive enhancements may include, but are not limited to:

(1) Education-related services.

(2) Restitution.

(3) Crisis intervention.

(4) Transportation.

(5) Clothing and grooming supplies.

(6) Enrollment for prosocial activities.

(7) Other expenses as approved by the chief juvenile court officer.

70.404(4) *Application process.* An application for supportive enhancements is required and must state all of the following:

a. Purpose of the purchase.

b. Benefit to the child.

c. Intent to reduce criminogenic risk factors.

d. A statement that there is no other funding source available for these goods or services.

e. Verification that the child meets eligibility requirements defined in these rules.

70.404(5) *Program requirements.*

a. For purchases valued over $10, the chief juvenile court officer or designee must approve an application prior to purchase of the goods or services.

b. For purchases valued $10 or under, it is strongly encouraged to have the application approved prior to receipt of the goods or services by the child. It is allowable to have only verbal or written approval by a supervisor and obtain formal approval of the application after the child receives the goods or services in certain situations.

c. All gift cards must be tracked using a tracking number and linked to the child receiving the card.

d. Recipient signoff is required and may consist of an email, letter, note, or other document signed by the child or the child's guardian confirming receipt of the goods or services.

e. The hourly reimbursement rate for community service restitution is set by the chief juvenile court officers and reviewed annually.

f. A maximum annual cap for restitution for any one child is set by the chief juvenile court officers and reviewed annually. The referring juvenile court officer must request an exception to this policy for each child, as applicable.

70.404(6) *Rate setting.* Rates for supportive enhancements shall be established through a contract between the provider and the chief juvenile court officer. Rates may vary.

[Court Order December 2, 2022, effective July 1, 2023]

These rules are intended to implement Iowa Code section 232.192.

CHAPTER 71
UNIFORM FAMILY LAW ARBITRATION RULES

CHAPTER 71
UNIFORM FAMILY LAW ARBITRATION RULES

Rule 71.1 Scope and applicability.

71.1(1) *Scope.* The rules in this division apply to court proceedings arising from family law arbitration proceedings taken pursuant to the Iowa Uniform Family Law Arbitration Act in Iowa Code chapter 598A (Act).

71.1(2) *Controlling law.* If there is a conflict between the court rules in this division and the provisions of chapter 598A, Iowa Code chapter 598A controls.

[Court Order June 30, 2026, effective July 1, 2026]

Rule 71.2 Proceedings in arbitration.

71.2(1) *Filing petition with court.* The court cannot take any action affecting the parties or the arbitration process unless a petition is filed with the court pursuant to Iowa Code chapter 598, 600B, or 600C.

71.2(2) *Existing contested case.* Parties in a family law court proceeding may opt in to arbitration proceedings under the Act upon filing a notice of arbitration action with the court.

71.2(3) *Filing petition post arbitration proceedings.* If the parties complete arbitration without having filed a petition, the parties must file a petition and notice of arbitration before the court may enter final judgment on the case.

71.2(4) *Required form.* Parties must use the Notice of Arbitration Action Under Iowa Code Chapter 598A in Iowa Court rule 71.10—Form 1 of this chapter to opt in to family law arbitration proceedings under the Act.

71.2(5) *Suspension of court proceedings.* Upon filing of a notice of arbitration action, the court proceedings and established court deadlines will be suspended pending conclusion of the arbitration proceedings or request of a party or parties.

[Court Order June 30, 2026, effective July 1, 2026]

Rule 71.3 Requirements for entry of final order or decree.

71.3(1) *Child custody or visitation matters.* Before the court may enter a final order or decree in an action involving child custody or visitation issues, the parties must demonstrate satisfaction of the requirements of Iowa Code section 598.15.

71.3(2) *Waiting period before decree.* Before the court may enter a final order or decree in any action brought pursuant to Iowa Code chapter 598, 600B, or 600C, the parties must demonstrate satisfaction of the requirements of Iowa Code section 598.19.

[Court Order June 30, 2026, effective July 1, 2026]

Rules 71.4 to **71.9 Reserved.**

Rule 71.10 Forms for uniform family law arbitration actions. All parties using the arbitration procedures of the Iowa Uniform Family Law Arbitration Act must use the forms listed in this rule.

Form 1: Notice of Family Law Arbitration Action

Rule 71.10—Form 1: ***Notice of Family Law Arbitration Action***

Note: When filing this Notice using the Iowa Judicial Branch Electronic Filing system, select **Family Law Arbitration Filing** in the **Document Category** box and then in the **Document Type** box select **Notice of Arbitration – Family Law.**

In the Iowa District Court for ____________________County
County where your case is filed

Upon the Petition of ________________________ **Petitioner** *Full name: first, middle, last* and concerning ________________________ **Respondent** *Full name: first, middle, last*	Case no.____________________ **Notice of Family Law Arbitration Action** Iowa Code chapter 598A

1. The parties entered into an agreement to arbitrate under Iowa Code §598A.5 on:

   __________ ________, 20___.
   Month *Day* *Year*

2. The parties have completed arbitration: ☐ Yes ☐ No
   Check Yes *or* No

Oaths and signatures

If a party is represented by an attorney, the attorney must sign the appropriate oath below. If a party is self-represented or does not have an attorney, that party must sign the appropriate oath below.

A. Petitioner's or Petitioner's Attorney's oath and signature

I, ______________________________, have read this Notice of Family Law Arbitration
Print Petitioner's or Attorney's name
Action and I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the information I have provided in this Notice is complete and accurate.

__________ ________, 20____ ______________________________
Month *Day* *Year* *Petitioner's or Petitioner's Attorney's signature*

____
Name of law firm, if applicable

____
Mailing address

________________ __________ __________
City *State* *ZIP code*

(_____) ____________________
Phone number

________________ ________________
Email address *Additional email address, if applicable*

Rule 71.10—Form 1: *Notice of Family Law Arbitration Action,* continued

B. Respondent's or Respondent's Attorney's oath and signature

I, ____________________________, have read this this Notice of Family Law Arbitration Action
Print Respondent's or Attorney's name
and I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the information I have provided in this Notice is complete and accurate.

____________ ________, 20_____ ____
Month *Day* *Year* *Respondent's or Respondent's Attorney's signature*

____
Name of law firm, if applicable

____
Mailing address

______________________ ______________ ______________
City *State* *ZIP code*

(________)______________________
Phone number

______________________ ______________________
Email address *Additional email address, if applicable*

Clerk to provide copies to Court Administration.

[Court Order June 30, 2026, effective July 1, 2026]