

HOW TO FILE A FINANCIAL AFFIDAVIT (CJA 23)

7/25/2024

WHAT

The Northern District of Iowa no longer requires the financial affidavit (CJA 23) to be submitted to the ecfmail box, and the document will no longer require a judge's signature. Counsel for the party will E-file the financial affidavit (CJA 23) in CM-ECF.

[Financial Affidavit \(CJA 23\) Form](#)

HOW TO FILE

1. Complete the financial affidavit and have it signed by the client.
2. File as follows:
 - Criminal tab
 - Sealed Document o Docket Text Public menu
 - Sealed Other Documents – Docket Text Public
 - Financial Affidavit CJA23 (SEALED) DTP event
 - Next
 - Enter the case number
 - Next
 - Next
 - Attach the completed financial affidavit as the main document
 - Next
 - Select the party you are filing on behalf of
 - Next
 - Next
 - Do not add anything to the available text box
 - Next
 - Next

The financial affidavit is filed sealed. The text will appear on the docket, but only the filer and the court will have access to the document.