

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF IOWA**

Administrative Procedures for Filing, Signing, Verifying,
and Maintaining Pleadings and Other Papers in the
Electronic Case Filing (ECF) System

Effective Date of Revisions
February 16, 2012
ADMINISTRATIVE PROCEDURES

I. ELECTRONIC CASE MANAGEMENT/ELECTRONIC CASE FILING

Case Management/Electronic Case Filing System (CM/ECF)

The United States Bankruptcy Court for the Northern District of Iowa (hereinafter “court”) has assigned all of its pending and future cases to the Case Management/Electronic Case Filing System (hereinafter “CM/ECF System”). The CM/ECF System allows, accepts and routes remote filing(s) via Internet access to the court’s electronic court file.

II. SCOPE OF ELECTRONIC FILING

1. Designation of Cases

The court has designated that all chapters and proceedings shall be assigned to the CM/ECF System. Except as otherwise provided by these procedures, all pleadings or other papers required to be filed with the court in connection with a case assigned to the System must be electronically filed

2. Electronic Filing Initiative Participation

1. Attorneys admitted to the bar of this court (including those admitted *pro hac vice*) who file, on the average, in excess of eleven (11) pleadings or other papers within a calendar year (excluding Proofs of Claim), **shall** register as Filing Users of the court’s CM/ECF System.
2. Attorneys meeting the criteria as set forth in paragraph 2-1 of this section, who are experiencing exigent circumstances that preclude their effective/efficient use of the court’s CM/ECF System, may petition the court for relief from participation as a Filing User. The court will address these petitions/requests on a case-by-case basis.
3. Attorneys admitted to the bar of this court (including those admitted *pro hac vice*) who file, on the average, eleven (11) or less pleadings or other papers within a calendar year, are excused from mandatory participation as a Filing User of the court’s CM/ECF System.
4. Pursuant to the Court’s Standing Order #3, attorneys who meet the criteria for required participation in electronic filing, but continue to file pleadings and other papers conventionally (over the counter or via U.S. Mail delivery), and attorneys who are registered Filing Users of the CM/ECF System who continue to file pleadings and other papers conventionally (over the counter or via U.S. Mail delivery) will be sanctioned at a cost of \$25 for each pleading or paper filed conventionally.
5. Once registered, an attorney may withdraw from participation in the System only for cause, on order of the court.

6. United States trustees and their assistants, private trustees, and others as the court deems appropriate, shall register as Filing Users of the court's CM/ECF System.

3. Registration

1. A registration form, as approved by the Clerk of the Court, shall be submitted for each attorney or other individual required/wishing to participate in the court's electronic filing initiative.
2. The court's CM/ECF System currently supports three types of electronic filing profiles. The information required for registration of each profile type is indicated below:
 - a. Filing Profile (*Attorneys who regularly practice before the court and are required to participate in the court's electronic case filing initiative*) - Name, address, telephone number, Internet e-mail address, and, in the case of an attorney, a declaration that the attorney is admitted to the bar of this court.
 - b. Filing Agent Profile (*Individuals within the employ of a case trustee who have been authorized by that trustee to effect filings on that trustee's behalf*) - Filing Agent's name, address, telephone number, Internet e-mail address, and name of attorney on whose behalf the Filing Agent will be effecting filings within the System.
 - c. Creditor/Limited Filing Profile (*Creditor representatives that the court deems appropriate and attorneys for creditors*) - Name, address, telephone number, and Internet e-mail address. Note: *System access for this user type will be limited to filing of papers for which no filing fee is assessed (including claims and transfer of claims).*
3. All registration forms shall be mailed or delivered to the court's CM/ECF Help Desk in the Cedar Rapids clerk's office, at the address provided on the form.

4. Passwords

1. Prior to the issuance of a password for electronic filing with the court's CM/ECF system, registering filers will be required to complete the court's [Interactive Training modules](#), available through the court's public website.
2. The unique user name and password issued to each registered filer, regardless of filing profile type, identifies the person upon login and constitutes the signature of the registered filer.
 - a. The user name and password issued to Filing Agents constitutes the signature of the registered Filer for whom they have been authorized to

effect filings, therefore the user name and password for a Filing Agent must be used exclusively by the Filing Agent authorized by the represented registered filer.

3. Registered filers must protect and secure the login and password issued by the court, and must not knowingly permit the login and password to be used by anyone who is not authorized to file. The registered filer must immediately notify the court if misuse of a password is suspected.
4. Registered Filers have been afforded access within the System to change their initial live system password to a password of their choice/convenience. This is accomplished by the attorney/registered Filing User accessing the "Change Your Password" option of the System's Utilities Menu.
5. Once registered, an attorney may withdraw from participation in the CM/ECF System only for cause and on order of the court. The registered attorney shall provide a copy of the court order to the CM/ECF Help Desk. Upon receipt of the court order, the CM/ECF Help Desk will initiate a procedure approved by the clerk governing the withdrawal of the registered attorney from participation in the System. Once the registered attorney has met all of the requirements set forth in the procedure, the CM/ECF Help Desk will immediately cancel the registered attorney's password and will delete the registered attorney from any applicable electronic service list. The registered attorney still must follow the procedure set out in LR 2091-1 to withdraw as counsel of record in any case or proceeding.
6. Filing Agents Passwords
 - a. A registered Filer who has authorized employees to serve as Filing Agents must immediately notify the court if a Filing Agent is no longer authorized to act in that capacity.
 - b. Filing Agents shall abide by all the requirements set out in the Local Bankruptcy Rules and the Administrative Guide to Practice and Procedure currently in effect, and any changes or additions that later may be made.
 - c. The court may revoke a Filing Agent's login and password and, therefore, authority and ability to electronically file documents for cause, including failure to comply with any provisions of these Administrative Procedures, failure to adequately protect the Filing Agent password, failure to comply with the provisions of the Local Bankruptcy Rules and/or Standing Orders of the court, or other misuse of the electronic case filing system.

III. ELECTRONIC FILING AND SERVICE OF DOCUMENTS

1. Filing

1.

- a. Except as expressly provided for in paragraph IV.3.1 below or where exceptional circumstances prevent an attorney from filing electronically, all papers required to be filed with the court in connection with a case assigned to the system shall be electronically filed on the System.
- b. Sanctions will be imposed, at a cost of \$25 per pleading for each occurrence of a conventional filing (over the counter or via U.S. Mail delivery), by a registered Filer of the CM/ECF System.
- c. Filers shall serve one copy each of the petition, statement, schedules, and all attachments on the case trustee within seven (7) days after filing the papers with the court.
- d. Every paper filed electronically in the CM/ECF System, with the exception of court ordered sealed documents, will generate a "Notice of Electronic Filing," in a form approved by the clerk. Papers filed in the CM/ECF System which initiate the case opening process will generate a "Notice of Electronic Case Filing," in a form approved by the clerk.
- e. Electronic transmission of a paper to the CM/ECF System consistent with these administrative procedures, together with the transmission of a Notice of Electronic Filing from the court, constitutes filing of the document for all purposes of the Federal Rules of Bankruptcy Procedure and the Local Rules of this court, and constitutes entry of the document on the docket kept by the clerk under Fed.R.Bankr.P. 5003.
- f. When a paper has been filed electronically, the official record is the electronic recording of the paper as stored by the court, and the filing party is bound by the paper as filed. Except in the case of papers first filed in paper form and subsequently submitted electronically, a paper filed electronically is deemed filed at the date and time stated on the Notice of Electronic Filing from the court.
- g. Filing a paper electronically does not change the filing deadline for that paper. Unless notice has been given of an earlier time deadline, filing must be completed before midnight in order to be considered timely filed that day.
- h. Parties without legal representation are not required to electronically file pleadings or other papers in a case, but they must adhere to the requirements set forth in the notice dealing with conventional filings.

2. All papers should be separately filed, shown and related to the pleading to which they refer, with the exception that exhibits may be electronically filed together as an attachment under the docket number of the supported document.
3. Before filing a scanned paper with the court, a Filer must verify its legibility.
4. Exhibits/Attachments to documents
 - a. Attachment(s) to Papers - Filers must submit in electronic form all papers referenced as exhibits or attachments, unless the court permits or requires conventional filing.
 - b. Voluminous (Large Electronic File) Exhibits – In lieu of filing voluminous exhibit/attachment files with the court (i.e. supporting documentation to a Proof of Claim), a Registered Filer shall file **ONLY** an excerpt of the referenced documents that is directly relevant to the matter under consideration by the court. Excerpted material must be clearly and prominently identified as such. Filing Users who file excerpts of documents as exhibits or attachments do so without prejudice to their right to timely file additional excerpts or the complete document.
 - (1) Registered filers of the CM/ECF System shall be responsible for maintaining complete documents/voluminous exhibits represented by excerpted materials filed with the court and shall make said documents/exhibits available upon request.
 - c. Responding parties may timely file the complete document or additional excerpts which they believe are relevant. The court may require parties to file additional excerpts or the complete document.
 - d. Trial Exhibits - Pursuant to Section III. 4.d. of these procedures, trial exhibits are to be submitted to the court via conventional (non-electronic) means. No other documents/papers will be accepted via conventional means from Registered Users of the System.
5. Hyperlinks in Filed Documents
 - a. Electronically filed documents may contain **only** the following types of hyperlinks:
 - (1) Hyperlinks to other portions of the same document (bookmarks);
 - (2) Hyperlinks to a previously filed document in the same case or another case that resides in the CM/ECF system (including appellate and district cases); and

- (3) Hyperlinks contained in any official bankruptcy form, as approved by the Judicial Conference and made available on either the U.S. Court's website, the court's public website, or through a bankruptcy preparation software package's version of the official form. (For example: Official Bankruptcy Form B22A contains a hyperlink to the United States Trustee's website.)
 - b. The court accepts no responsibility for, and does not endorse, any product, organization, or content at any hyperlinked site, or at any site to which that site may be linked. The court accepts no responsibility for the availability or functionality of any hyperlink.
- 6. Expedited Matters
 - a. A Filer shall immediately notify appropriate court staff by telephone when a request for an expedited hearing or relief is filed on the CM/ECF System.
- 7. Entry of Court Issued Papers
 - a. All orders, decrees, judgments, and proceedings of the court will be filed electronically by the court or court personnel, which will constitute entry on the docket kept by the clerk under Fed.R.Bankr.P. 5003 and 9021.
 - b. Any order or other court-issued document filed electronically without the original signature of a judge or clerk, to include "text-only" orders, has the same force and effect as if the judge or clerk had signed a paper copy of the order and it had been entered on the docket in a conventional manner.
 - c. The court may sign, seal and issue a summons electronically, although a summons may not be served electronically.

2. Service

- 1. Registration as a Filer in the court's CM/ECF System constitutes: (1) waiver of the right to receive notice by first class mail and consent to receive notice electronically; and (2) waiver of the right to service by personal service or first class mail and consent to electronic service, except with regard to service of a summons and complaint under Fed.R.Bankr.P. 7004. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment under Fed.R.Bankr.P. 9022.
- 2. Whenever a pleading or other paper is filed electronically in accordance with these procedures, the CM/ECF System will automatically generate a "Notice of Electronic Filing" at the time of docketing. Electronic service of the "Notice of

Electronic Filing” upon a registered Filer constitutes service or notice of the filed document. Parties not deemed to have consented to electronic service of notice are entitled to service of a paper copy of any electronically filed pleading or other paper. Service must be made by the filing party according to the Federal Rules of Bankruptcy Procedure and the Local Rules.

3. Immediately upon the entry of an order or judgment by the court, the CM/ECF System will transmit to registered Filers in the case, in electronic form, a Notice of Electronic Filing. Electronic transmission of the Notice of Electronic Filing constitutes the notice required by Fed.R.Bankr.P. 9022. The clerk must give notice to a person who has not consented to electronic service in paper form in accordance with the Federal Rules of Bankruptcy Procedure.
4. Affidavits/Certificate of Service - A certificate of service must be included with all papers filed electronically, indicating that service was accomplished.
5. Service of Papers Filed Conventionally with the Court – Pleadings or other papers which are filed conventionally shall be served on those parties entitled to notice in accordance with the Federal Rules of Bankruptcy Procedure and the Local Bankruptcy Rules except as otherwise provided by order of the court.

3. Signatures

1. The log-in and password required for submission of documents to the CM/ECF System serve as the registered Filer's signature on all electronic documents filed with the court. They also serve as a signature for purposes of Fed.R.Bankr.P. 9011, the Federal Rules of Bankruptcy Procedure, the Local Rules of this court, and any other purpose for which a signature is required in connection with proceedings before the court.
2. Electronically filed papers must include a signature block and must set forth the name, address, telephone number, internet e-mail address, and the attorney's Iowa bar registration number, if applicable. In addition, the name of the registered Filer under whose log-in and password the document is submitted must be preceded by an “/s/” and typed in the space where the signature would otherwise appear. The pleading or other paper electronically filed shall also indicate a signature with the party's name typed in full, e.g. /s/ Jane Doe.
3. Papers requiring signatures of more than one party must be electronically filed by either (1) submitting a scanned paper containing all necessary signatures; (2) representing the consent of the other parties on the paper; (3) identifying on the paper the parties whose signatures are required and by the submission of a notice of endorsement by the other parties no later than seven (7) days after filing; or (4) in any other manner approved by the court.

An attorney filer's electronic signature on papers filed with the court serves as certification that he/she has received a signed paper copy of the Statement of Social Security Number from the debtor(s) they represent, and shall retain such signed statement(s) in accordance with Paragraph III-5 of these procedures.

4. Protection of Personal Privacy

1. In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all documents and pleadings filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court or required by statute, the Federal Rules of Bankruptcy Procedure or the Official Bankruptcy Forms:
 - a. **Social Security numbers.** If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.
 - b. **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used. On Schedule I of Official Bankruptcy Form 6, list relationship and age of the debtor's dependents (i.e., son, age 6).
 - c. **Dates of birth.** If an individual's date of birth must be included in a pleading, only the year should be used. On Schedule I of Official Bankruptcy Form 6, list the age of each of the debtor's dependents.
 - d. **Financial account numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used. (On Schedules D, E, and F of Official Bankruptcy Form 6, debtors, if they so choose, may include their full account numbers to assist the trustee and creditors, as long as they have been informed that the account number will become public record immediately upon filing.)
2. Papers electronically filed which commence a bankruptcy case shall not include the debtor's full nine digit social security number. NOTE: Only the last four digits of the debtor's social security number shall be displayed in any PDF attachment electronically submitted to the court. As part of the case opening process, attorney filers shall enter the debtor's full nine digit social security number(s) directly into the system, but this information will not be available for public access.
3. The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review each document for compliance with redaction requirements.

4. Sealed Documents

- a. A motion to file paper(s) under seal shall be filed electronically, unless prohibited by law. The order of the court authorizing the filing of such paper(s) under seal shall be entered electronically by the clerk's office or the presiding judge and it shall indicate that the motion to file papers under seal has been granted or denied in accordance with Paragraph III-7 above. Immediately upon the entry of an order authorizing the filing of a paper under seal, the moving party will be permitted, by the CM/ECF system to file the document electronically, under seal and removed from public access.
- b. In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may file an unredacted version of the document under seal, or file a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its (their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list must be filed under seal, and may be amended as of right.
- c. The court may require a party to file a redacted copy of any document filed under seal, for access in the public file.
- d. Most sealed filings do not produce a Notice of Electronic Filing, and therefore, service by the filer of any sealed document by an alternate method is required.

5. Retention

A paper that is electronically filed and which requires an original signature other than that of the registered Filer must be maintained in paper form by the registered Filer until five (5) years after the case is closed. The Filer must provide original papers for review upon request.

6. Fees Payable to the Clerk

1. All applicable filing fees shall be paid by approved credit card or ACH payment, via the CM/ECF internet credit card payment module.
2. Petitions filed *In Forma Pauperis* shall be accompanied by an application to waive filing fees at the time of filing.

3. Registered Filers shall serve one copy each of the application to waive filing fees (along with the petition, statement, schedules, and all attachments as required in paragraph III1c of these procedures) on the U.S. trustee and case trustee within seven (7) days after filing the papers with the court.
4. If a petition is filed *In Forma Pauperis*, and the application is subsequently denied by Order of the Court, Filers shall be ordered to pay all applicable filing fees either:
 - a. in full, within fourteen (14) days of the entry of the order denying; or
 - b. pursuant to the installment payment schedule that has been clearly defined in the order denying.
Note: Installment payments and payments in full originating from an order denying *In Forma Pauperis* status must be made conventionally, directly to the Clerk's Office.

If payment of fees is not received pursuant to the Order of the Court, the case shall be dismissed.

5. Refund of filing fees paid in error - The authority to approve a refund is a judicial determination. This authority has been delegated to the Clerk of Court for processing only those refunds associated with systems' communication errors and payments/events for which the Clerk has no statutory authority to accept fees (paragraphs 5b and 5c below, respectively).
 - a. If a filing user enters a duplicate event which results in an additional payment, a refund will not be issued without an order of the court.
 1. Requests for refunds should be made by motion to the Court.
 2. Upon receipt of an order to refund filing fees, the Clerk's Office will process the refund through the electronic credit card system, or issue a check pursuant to Court order.
 3. The financial deputy will contact the affected attorney to advise of the refund.
 - b. If an erroneous payments resulting from technical systems communication failure occurs, a refund may be issued.
 1. The Clerk shall authorize the financial deputy to refund the erroneous payment.
 2. The financial deputy will process the refund through the electronic credit card system or issue a check directly to the Filer.

3. The financial deputy will contact the affected attorney to advise of the refund.
- c. If a payment is received that the clerk's office does not have the authority to accept, a refund must be issued.
1. The Clerk shall authorize the financial deputy to refund the erroneous payment.
 2. The financial deputy will process the refund through the electronic credit card system, issue a check (for cash or ACH receipts) or void and return the check/money order.
 3. The financial deputy will contact the affected attorney to advise of the refund.

In the event that a particular Filing User continues to make repeated mistakes when submitting fees and requesting refunds, the Court shall consider remedial actions such as issuing an order to show cause why further requests should be considered.

7. Orders

1. Proposed Orders - In order to facilitate the entry of an order, the party presenting a proposed order shall e-mail said order as an attachment in Portable Document Format (PDF) to designated clerk's staff, together with any attachment, exhibit or related paper to be electronically entered in connection therewith.
2. All signed orders (including, without limitation, orders to show cause) shall be entered electronically by the clerk's office or presiding judge in the case.
3. Any order filed electronically by the court without the original signature of a judge, to include a text only order entry, has the same force and effect as if the judge had affixed the judge's signature to a paper copy of the order and it had been entered on the docket in a conventional manner.
4. All requirements under L.R. 9036-1 with regard to the list of parties, copies of orders, and envelopes must be followed, unless the party to be served is a registered user of the System. Registered users have agreed to electronic notice/service, therefore an envelope is not required.

8. Docketing of Pleadings or Other Papers

1. The person electronically filing a pleading or other paper shall docket the pleading or paper by selecting the appropriate event from the categories contained in the CM/ECF System.
2. The person electronically filing/docketing a Chapter 7 petition for an individual debtor shall select the “Presumed Abuse” designator appropriate for the case being filed (Presumption Arises/Presumption Does Not Arise) and ensure that the designator selected matches the box checked on the Means Test form (Form B22), which is required to be filed with the petition. **Note:** The Clerk’s Notice Re: Presumption of Abuse shall report the designator selected at time of docketing. Registered users who fail to ensure that the designator matches Form B22 as filed must take affirmative action to correct the Clerk’s Notice (file rebuttal paperwork or notification of abuse through an amended B22).

IV. PUBLIC ACCESS TO THE SYSTEM DOCKET

1. Internet Access without a Password

Internet access to the CM/ECF System from court’s internet web site is not available without a PACER login and password. A PACER login and password can be secured by contacting the PACER Service Center to establish an account. Registration may be made online at <http://pacer.psc.uscourts.gov> or by calling the PACER Service Center at (800) 676-6856 or (210) 301-6440. Such access to the system through the court’s web site will permit retrieval of the docket sheet and documents, but will not permit filing of papers. Access to the CM/ECF System through PACER login will be on a “read-only” basis.

In connection with the filing of any papers in a case or proceeding assigned to the court’s CM/ECF system, any person may apply by motion for an order limiting electronic access to or prohibiting the electronic filing of certain specifically-identified materials on the grounds that such material is subject to privacy interests and that electronic access or electronic filing in the action is likely to prejudice those privacy interests.

Information posted on the System must not be downloaded for uses inconsistent with the privacy concerns of any person.

2. Public Access at the Court

The public will have electronic access in the clerk’s office for viewing the documents and docket record filed in the CM/ECF System during regular business hours, Monday through Friday.

3. Technical Failures

1. In the event of a technical failure of the system, a registered Filer shall contact the appropriate divisional office and speak with a deputy clerk to confirm that the CM/ECF System is not accessible, and state why an immediate filing is necessary. The Filer will make suitable arrangements for the filing to take place conventionally.
2. A Filer whose filing is made untimely as the result of a technical failure may seek appropriate relief from the court.

4. Certified Copies

Certified copies of electronically filed papers may be obtained at the clerk's office during regular business hours Monday through Friday. The fee for copying and certification will be in accordance with the fee charged under 28 U.S.C. § 1930.

CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF) SYSTEM FILING PROFILE REGISTRATION FORM

*Registration for a PACER account may occur online at <http://pacer.psc.uscourts.gov/> or by calling 1-800-676-6856.

Other District(s) in Which
Certified (CM/ECF):

Signature of Authorizing Attorney: _____

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This access is for use only in ECF cases filed in the U.S. Bankruptcy Court for the Northern District of Iowa. It may be used to file and to view electronic papers, docket sheets, and reports. **Note:** A PACER account is necessary for this access (see above for registration information).
2. At this time, the hardware and software requirements for filing, viewing, and retrieving case papers are: a personal computer (Pentium minimum) running a standard platform (such as Windows XP, 2000, Macintosh or Linux), an Internet provider, Microsoft Internet Explorer 5.5 or higher, and Adobe Acrobat 5.0 or higher Reader and Writer software to convert documents from a word processor format to a portable document format (pdf). Filing attorneys are responsible for ensuring system/software compatibility with the ECF system. Updated software requirements are available at www.ianb.uscourts.gov
3. Pursuant to Federal Rule of Civil Procedure 11, Federal Rule of Bankruptcy Procedure 9011, and Local Bankruptcy Rule 5005-1(C)(4), every pleading, motion, and other paper (except lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record. Signatures on papers submitted to the court that do not contain the original/facsimile signature shall be indicated by “/s/” and the typed name of the person signing. For example, attorney Jane Smith’s signature would be noted by “/s/ Jane Smith” on the signature line. Additionally, the ECF user’s password shall constitute the user’s signature. Therefore, a user must protect and secure the password. If there is any reason to suspect the password has been compromised, it is the duty of the user to immediately change his/her login and/or password. After doing so, the user should contact the ECF Help Desk at (319) 286-2203 to report the suspected password compromise.
4. Registration shall constitute a request and an agreement to receive service of pleadings and other papers electronically pursuant to FRBP 9036, where service of pleadings and other papers is otherwise permitted by first-class mail, postage prepaid.
5. I understand that by making application for a password, I agree to abide by all of the rules and regulations in the Administrative Procedures for Filing, Signing, Maintaining and Verifying Pleadings and Papers currently in effect, and any changes or additions that may be made to such Administrative Procedures in the System.

Applicant’s Signature

Last 4 Digits of SS# (for security purposes)

Please return this form to the CM/ECF Help Desk at the following address:

Cedar Rapids

U.S. Bankruptcy Court
Attn: ECF Account Maintenance
111 Seventh Ave SE, Box 15
Cedar Rapids, IA 52401