

ICCES Newsletter April 2013

ICCES Courtesy Alert E-mail

You may opt to receive a courtesy e-mail notification when ICCES delivers an Alert to your online Alerts box.

It is important to note that this e-mail is a courtesy: the e-mail **does not** constitute official service or notice on a user. Under ICCES's Terms and Conditions of Use, you always are responsible for checking your online Alerts box to determine whether service has been provided, or to confirm whether a document has been accepted or rejected by a court. If you opt to receive a courtesy e-mail for your Alerts, these are the four courtesy e-mails you will receive:

- **New Case Accepted E-mail:** The court has accepted a new case you filed. The attorney or staff assistant who submitted the new case to the court will receive this e-mail.
- **E-Service Alert:** A document is E-Served to an attorney. The designated attorney will receive this e-mail.
- **Rejected Filing Alert:** The court rejected a filing. The attorney or staff assistant who submitted the filing to the court will receive this e-mail.
- **Courtesy Copy Alert:** Someone filed a new case and E-Served a registered ICCES user with a copy of the documents filed in the new case (not common). The designated recipient will receive the e-mail.



Rule Rule Reminder:

Per C.R.C.P. 10 (d) (I) "All documents shall use margins of 1 1/2 inches at the top of each page, and 1 inch at the left, right, and bottom of each page. Except for the caption, a left-justified margin shall be used for all material."

When this rule is not followed, the court stamp/seal on the issued writ does not appear in the correct location in the caption area, and covers the case number and other areas of the writ.



Q: When I have a question, how do I know if I should contact the court or ICCES support?

A: If you do not understand why a filing was rejected or have other questions about when your filing will be reviewed, please contact the court. If you are unsure about how to use ICCES to e-file, or you see something you didn't expect to see during the e-filing process, contact ICCES support.

Q: How can I file a proposed order in editable format if ICCES converts my document to a PDF?

A: ICCES saves the original document filed by the user and then creates a PDF. There are 2 copies of each document when a filing is submitted to the court. One is the original, and the other is a PDF created by ICCES. ICCES doesn't change what is filed; ICCES simply makes an extra copy in PDF format. Find original document and PDF links on the ICCES Manage Filing, Review & Submit and Filing ID screens.



The Office of the State Court Administrator, where ICCES is located, has moved. The new address is 1300 Broadway, Denver, CO 80202, Suite 1100.



To find out what features ICCES will be adding to the system, visit the Judicial website at <http://www.courts.state.co.us/icces/releases>. This will provide you with information about what features and fixes have gone into prior releases as well as what is coming next. Use the navigation on the left hand side to see “Future Enhancements”.



The 5th, 6th, 9th and 22nd Judicial Districts will be available for e-filing through ICCES on May 6, 2013. It is important to note that ICCES is currently live in the 1st, 2nd, 3rd, 7th, 8th, 10th, 11th, 12th, 13th, 14th, 15th, 16th, 17th, 19th and 20th Judicial Districts.

You will only be able to file, serve and view documents from these counties. To learn about when other districts will be available, please visit the [rollout schedule](#). If you are new to ICCES, please review what is [new and different](#).



Activating attorney accounts

It is extremely important that all attorneys in your organization activate their accounts in ICCES. Until these accounts are active, the attorney cannot be e-served. Case security is also tied to your attorney accounts, so if attorneys in your organization have not activated their accounts, your organization may not have access to the appropriate cases, even though they may be active attorneys on the case.



Resetting your password

If you have forgotten your password, you may use the “Forgot Password?” feature from the home page to create a new password. All you need to do is enter your e-mail and enter in the answer to your own personal security question. Also, if you are not the administrator for your organization, you may go to the administrator to have them reset the password for you.