

## ICCES Newsletter June 2013

### FILING FEES

Chief Justice Directive 12-02 is the Order that temporarily reduced statutory filing fees in January, 2012. Filing fees will return to the full statutory amounts effective July 1, 2013.

Both JDF1 forms (fees applicable now and fees affective July 1, 2013) will be posted on the forms page through June 30th. Additionally, information will be sent to the Colorado Bar Association and to all registered ICCES users. Click [FILING](#) Fees to view filing fee information.

### ADDING DOCUMENT TITLES IN ICCES

The Manage Filing screen has an editable Title section to assist users in complying with CJD 11-01 (IX) which says, "Any document submitted through the E-Filing system must bear a Document Title that is descriptive of the contents of that document. For example, a document titled "XYZ Plaintiff's Motion for Summary Judgment on Claims 1 and 2 Against Third Party Defendant ABC Corporation" is appropriate. That same document simply bearing the title "Motion" is not appropriate."

#### New Feature

An asterisk next to a Filing ID on the Register of Actions screen means the filing is pending in clerk review at the court.

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**Q:** What happens to an organization's court case when an attorney of record leaves the organization?

**A:** For cases filed into through ICCES, both the attorney and organization retain case access in ICCES until one of the following actions takes place:

1. The transferring attorney keeps the case by the filing of a Notice of Change of Address into the case.
2. The organization keeps the case by the filing of a Substitution of Counsel into the case.
3. Both the attorney and the organization are removed from the case by the filing of a Motion to Withdraw or Notice of Withdrawal.

\* \* \*

**Q:** How do I enter an appearance or substitute counsel on a case in ICCES?

**A:** Select *File Into Existing Case* on the Home screen or under the Filing tab.

1. Enter the county and case number. Choose an Entry of Appearance or Substitution of Counsel from the document menu.
2. On the Select Filing Parties screen, click the Add link next to the appropriate case party, and choose the attorney name from the drop down menu.
3. Press the Save button, upload the document and submit the filing. Clerk Review will add or substitute counsel as requested.



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”.



### **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 on the Home screen to create a new one. Click the Forgot Password button; enter your e-mail, and then answer your own personal security question. Also, if you are not the administrator for your organization, you may contact the administrator for your organization and ask to have it reset for you.

### **Live support hours (all times MST)**

Weekdays (Monday-Friday): 7:00am to midnight.

Weekends (Saturday-Sunday): 8:00am to 5:00pm

*\*Please note that we have staff on-call and monitoring the system 24/7, 365 days a year for system outages and emergencies.*