



ICCES Attorney Training Manual

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Table of Contents

LOGIN / REGISTER ORGANIZATION.....	2
NAVIGATION BAR	4
HOME PAGE	5
ALERTS.....	7
CASES	10
RECENT ACTIONS	26
SCHEDULE	29
MY DOWNLOADS	31
NOTIFICATIONS	34
FILING	42
DRAFTS	42
FILE INTO AN EXISTING TRIAL COURT CASE	44
FILE INTO AN EXISTING APPEALS CASE.....	61
FILE NEW TRIAL COURT CASE.....	77
SCHEDULED FILINGS.....	112
MANAGE BATCH FILINGS.....	114
SEARCH	119
QUICK SEARCH.....	119
ADVANCED SEARCH	120
RESOURCES.....	123
MY ACCOUNT	126
PREFERENCES	126
MY PROFILE	129
RESET PASSWORD	130
LOGOUT	131
ADMINISTRATOR	132
ADD USER(S) TO AN ORGANIZATION.....	132
INDIVIDUAL REGISTRATION PROCESS.....	133
MODIFY AN ORGANIZATION	134
MODIFY A USER ACCOUNT	135

LOGIN / REGISTER ORGANIZATION

The image shows a 'SIGN IN' form. At the top left is the title 'SIGN IN'. Below it, there are two input fields: 'Email:' and 'Password:'. To the right of the 'Email:' field is a link that says 'Create account'. To the right of the 'Password:' field is a link that says 'Forgot Password?'. At the bottom center is a blue button labeled 'Sign In'. Three red boxes with numbers are overlaid on the form: box 1 points to the 'Email:' label, box 2 points to the 'Sign In' button, and box 3 points to the 'Create account' link.

1. Enter your email address and password. Press the “Sign-In” button.
2. If you forgot your password, press “Forgot Password” link and follow the instructions on the screen.

The image shows a 'FORGOT PASSWORD INSTRUCTIONS' form. At the top left is the title 'FORGOT PASSWORD INSTRUCTIONS'. Below it, there is a red asterisk followed by the text '* Required Field'. Then, there are three numbered instructions: 1. Insert your e-mail. 2. Press the retrieve my security question button. 3. Password reset instructions will be e-mailed to you. Below the instructions is a red asterisk followed by the text '*E-mail:' and an input field. At the bottom center is a blue button labeled 'Retrieve my Security Question'.

3. If you have not registered your organization, click the Create account link.

The image shows a 'Select your account type:' form. At the top left is the title 'Select your account type:'. Below it, there are five radio button options, each with a description to its right:

- ☐ **Law Firm** Firm or sole practitioner licensed to practice law in Colorado.
- ☐ **Government Agency** City, county, state, and federal agencies.
- ☐ **Private Agency** 3rd Party Filer or collection agency partnered with a Colorado law firm.
- ☐ **Pro Hac Vice** Out-of-state attorney admitted to practice with a Colorado attorney sponsor.
- ☐ **Self-Represented** Persons representing themselves in small claims cases only.

 At the bottom center, there are two blue buttons: 'Cancel' and 'Continue'.

- a. The user will be taken to a screen that gives you a description of the various account types. Select the appropriate option and press “Continue” button.

Enter your business information

*Required Field

*Organization Name:

*Address:

*City:

*State/Province: Colorado

*Zip Code:

*Country: United States

*Phone Number:

*Validating Attorney Registration Number:

*Enter text from below:

The validating attorney registration number is the attorney that is authorizing the activation c

w z y v n m p

1. Based on the selection made complete all required information (A red asterisk means the information is required) and press the “Continue” button.

Add users to your business

(At least one user must be designated as an administrator and one user must be designated as a billing contact)

*Required Field

Attorney Registration Number:

*First Name:

Middle Name:

*Last Name:

Suffix:

*Email:

☐ This person is authorized to be an administrator for your organization.

☐ This person is authorized to be a billing contact for your organization.

Last Name	First Name	Email	Bar Number	Administrator	Billing Contact	Remove User
No results were found.						

Adding User Accounts

One or more users can be added on this screen, fill out all required fields. (Additional users can be added or removed by an administrator once the organization is registered). At least one administrator and one billing contact need to be designated, these designations can be one individual or separate individuals.

1. When entering an attorney registration number, select the search button to populate the information.
2. An e-mail will be sent to each user added with account activation instructions.

Activating Attorney Accounts

It is extremely important that all attorneys in your organization activate their ICCES accounts. Until these accounts are activated, the attorney cannot be e-served and filings made on their behalf cannot be submitted.

Case security is also tied to attorney accounts. If attorneys in your organization do not have activated accounts, your organization may not have access to the appropriate cases, even though those attorneys may be listed as attorneys of record on the case.



NAVIGATION BAR

Welcome to the Integrated Colorado Courts E-Filing System (ICCES). The navigation bar on the top of the screen provides the ability to move through the ICCES system. Here is an overview of available options on the navigation bar:

Home: View important information through [Alerts](#). Monitor specific cases or an entire organization's cases through [Cases](#). Your recent filing activity is available through [Recent Actions](#). Review your upcoming court dates through [Schedule](#). From your Alerts, Recent Actions, Case History or Advanced Search Results, you can download mass documents and access them from [My Downloads](#). Your organization's cases can be quickly accessed from the home page using the [Quick Search](#) feature. Easy access to [File a New Case](#) or [File into an Existing Case](#) is available through the folder icons on the home page.

Filing: [File a New Case](#), [File into an Existing Case](#), continue a [Draft](#) or [Manage Batch Filings](#) on the Filing screen. [Scheduled Filings](#) can also be viewed or edited on the Filing screen.

Search: Quickly search through cases with [Quick Search](#), or perform an [Advanced Search](#) on all ICCES e-filed cases.

Resources: Access important [Resources](#) for customer support, court fees, frequently asked questions, and links to court-related websites.

My Account: Make changes to account information through [My Profile](#), or reset a password through [Reset Password](#). Also set e-mail and alert preferences through [Preferences](#).

Administrator: Administrators can manage their organization on this screen through the following links: "Add a User," "Modify an Organization," or "Modify a User."

Logout: Logout of the ICCES system. For security purposes, ICCES times the user out after two (2) hours of inactivity. It is also important to ***always logout*** once work is complete.

HOME PAGE

The Home page is the location where each user lands after logging into ICCES.

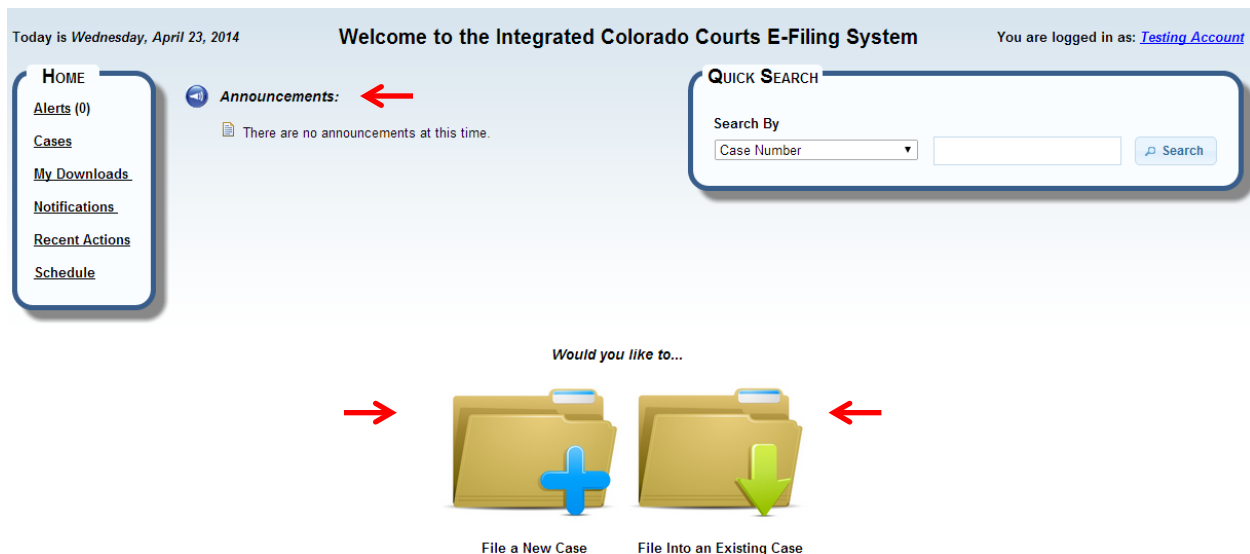


At the top of the Home page there is a display listing:

- Today's date.
- Login name.



On the left, there is a menu to access hyperlinks for Alerts, Cases, My Downloads, Notifications, Recent Actions, and Schedule.



Current program announcements and updates display in the center of the Home page.

Folder icons are available for “File a New Case” or “File into an Existing Case.” Select the appropriate icon.



The [Quick Search](#) feature on the Home page provides fast searches of cases by Attorney Name, Attorney Registration Number, Business Name, Case Number, Document ID, Filing ID or Person’s Name.

Note: A quick search for a Probate or Suppressed case can only be done if the user is a party to said case.

ALERTS

“Alerts” is an inbox displaying e-filed document items e-served by the court, or by another case party.

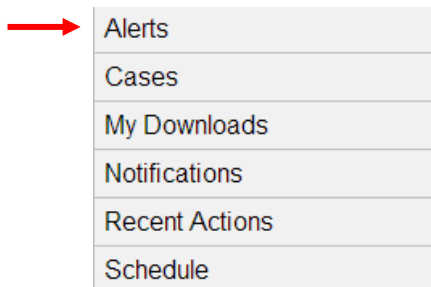
- When the court reviews and accepts a new e-filed case, it displays as “New Case Accepted.”
- If any e-filed item is reviewed and subsequently rejected by the court, it displays in the alerts inbox as “Rejected.”
- Serve-only documents also display in alerts, and are displayed as “Service.”
- Courtesy copies of documents e-served from a new case filing display in alerts as “Courtesy Copy.”

To forward or copy your alerts to another member of your organization, go to Preferences under the My Account Tab.

ALERTS – HOW TO FIND



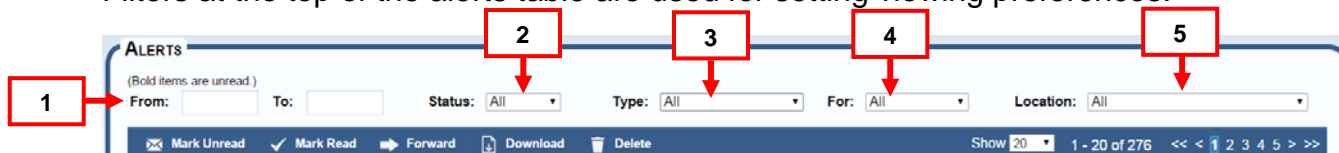
From the Home screen, click the “Alerts” hyperlink from the page menu, or



From the Home screen, hover over the “Home tab” and select “Alerts” from the menu.

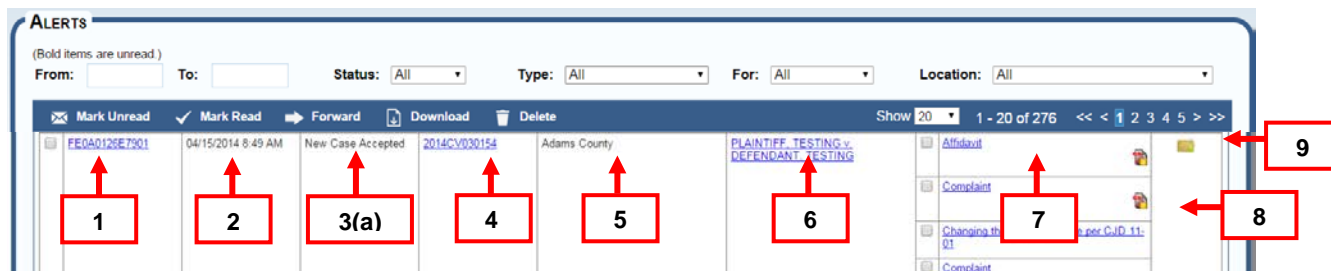
ALERTS – FILTERS

Filters at the top of the alerts table are used for setting viewing preferences.



1. **From:** and **To:** These date boxes provide viewing for a date range. Click inside each date box to select a specific date from the pop-up calendar.
2. **Status:** Provides choices for viewing as status of All, Read or Unread alerts. Click the arrow to select.
3. **Alert Type:** There are choices for viewing alert types including - All, Courtesy Copy, New Case Accepted, Rejected or Service. Click the arrow and select.
4. **For:** Filter by users within your organization.
5. **Location:** Choose an alert view for one or all court locations. Click the down arrow to select the desired court location from the list.

ALERTS – TABLE COLUMNS



1. **Filing ID:** Is a unique number that identifies a single e-filing transaction consisting of one or more e-filed documents.
2. **Received Date:** This column displays the date an Alert was received.
3. **Type:** An alert type “New Case Accepted” displays whenever a new case is accepted by the court. Served items display as a “Service” alert type and courtesy copies display as “Courtesy Copy.” An alert type of “Rejected” displays whenever the court rejects an e-filed item.
 - a. If an e-filed item is rejected, the reason displays as hover help.

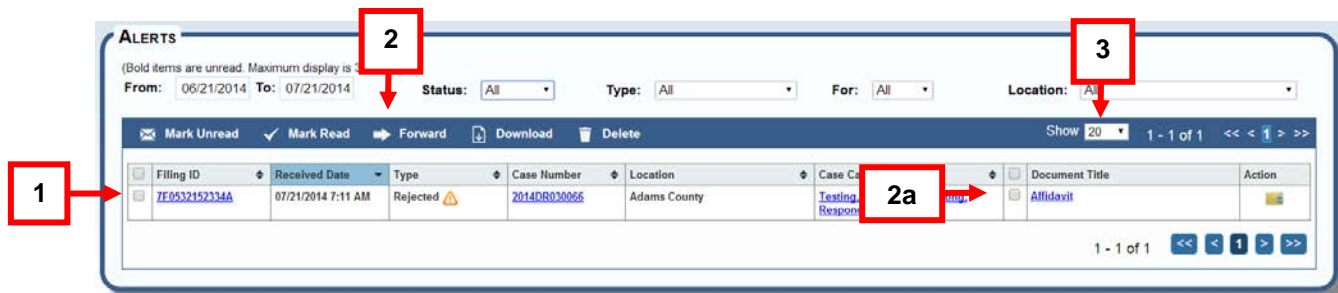
View hover help by passing your mouse over the orange caution triangle next to a rejected item in the “Type” column. Click on the orange caution triangle for a larger view of the rejected reason.

Note: The court may only reject a filing based on CJD 11-01.

4. **Case Number:** Each case is assigned a case number as it relates to a selected court location. Case numbers for accepted cases display as hyperlinks. View case history by clicking on the case number hyperlink.
5. **Location:** The location column identifies where a case or document was e-filed.
6. **Case Caption:** This column displays the caption as accepted or created by the court. If it is an existing case or a new case that has been accepted, it displays as a hyperlink. View case information by clicking on the case caption hyperlink.
7. **Document Title:** The title of a filed document.
 - a. View Document: Click the hyperlink to display the PDF document.
8. **Redacted Document Icon:** This will display only if the original document that was filed has been redacted and uploaded by the court. Click on the icon to view the redacted version of the original document.
9. **Action:** A user can take action on a filing by clicking the icon folder image.
 - When you select the icon for “File into this case” for a New Case, Courtesy Copy, or Service item, ICCES launches you into the File Into Existing Case file builder so you can file a new document in that case.
 - When you select the icon for “Re-file this filing” for an item Rejected in an existing case, ICCES rebuilds the filing starting from the “Select Filing Party(ies)” screen. Edit the filing information or document and re-submit to the court.
 - When you select the icon for “File into this case” for a new case the court rejected, ICCES will ask you to verify the county, return date, and time. ICCES will ask for a return date and time only if they apply to the case type.

ALERTS – TOOLBAR - MANAGING ALERTS

The alerts screen is similar to an e-mail inbox. Table items can be marked as read or unread. Alert items can also be removed or downloaded.



1. Select the Alert item(s) by clicking in the check box next to the item(s). Clicking the checkbox at the top selects all items in the table.
2. Select one of the menu bar options: *Mark Unread*, *Mark Read*, *Forward*, *Download* or *Delete*.
 - a. The download feature can also be used in conjunction with the checkboxes next to the document(s) user wishes to download.
3. **Show:** View 20, 50 or 100 cases per page. Click the arrow and select a viewing preference.

CASES

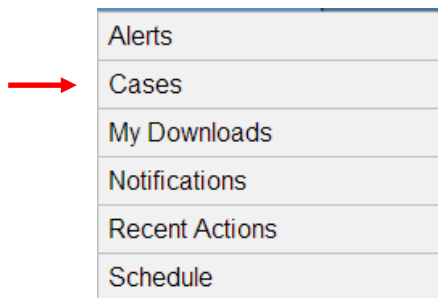
The Cases page displays a listing of an organization's court cases. Cases display in this list only if:

1. The login e-mail address is associated to an organization's cases, or
2. The login e-mail address has successfully filed a document into the case through ICCES.

CASES – HOW TO FIND



From the Home screen, click on the “Cases” link from the screen menu, or



From the Home screen, hover over the “Home” tab and select “Cases” from the menu.

This screen features a view for an organization’s ICCES cases and another for listing monitored cases and purchased cases. Click on specific tab to view.

CASES – ORGANIZATION CASES – FILTERS

This screen populates an organization’s cases that are connected to ICCES filings.



1. **Location:** A user can opt to view a specific court location or all court locations. Click the arrow for a list of available court locations, and select.
2. **Case Year:** This will enable a user to search for all cases for a specific year.
3. **Case Class:** A user can filter from the box for a specific case class. Click the arrow for a list of cases classes and select.
4. **Attorney:** This box displays all attorneys within an organization. Click the arrow for a list of attorneys. Highlight and click to select.
5. **Show:** View 20, 50 or 100 cases per page. Click the arrow and select a viewing preference.

CASES – ORGANIZATION TABLE COLUMNS



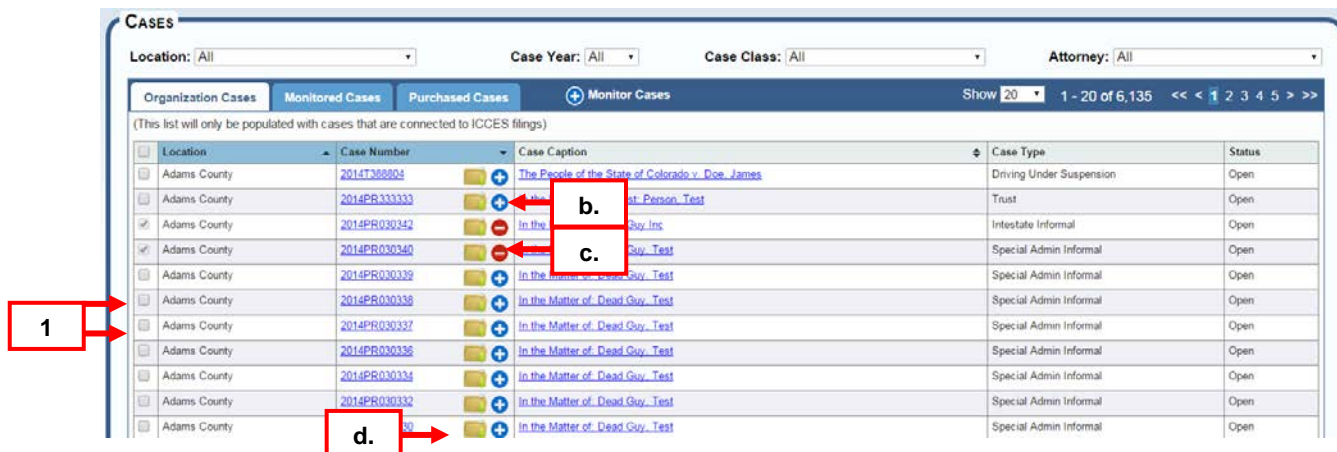
The screenshot shows a web application interface for viewing cases. At the top, there are filters for Location (Adams County), Case Year (All), Case Class (District Civil), and Attorney (All). Below these are tabs for Organization Cases, Monitored Cases, Purchased Cases, and Monitor Cases. A table of cases is displayed with the following columns: Location, Case Number, Case Caption, Case Type, and Status. Red boxes and arrows highlight the first five columns: 1. Location, 2. Case Number, 3. Case Caption, 4. Case Type, and 5. Status.

Location	Case Number	Case Caption	Case Type	Status
Adams County	2014CV031202	Test Plaintiff v. Test Defendant	Other	Open
Adams County	2014CV031200	Bob Tom v. Bob Jan	Fraud	Open
Adams County	2014CV031198	19 et al v. A et al	Breach of Contract	Open
Adams County	2014CV031196	Test Guy Pff v. Test Guy Rsp	Breach of Contract	Open
Adams County	2014CV031195	Testing Person v. Testing Respondent	Breach of Contract	Open
Adams County	2014CV031192	Douglass Mark v. Jbhs Firm	Disclaimer	Open
Adams County	2014CV031191	Jbhs Firm v. Last Person Last	Breach of Contract	Open
Adams County	2014CV031190	Jbhs Firm et al v. A Person A et al	Breach of Contract	Open
Adams County	2014CV031189	Jbhs Firm v. Rof Gbi	Breach of Contract	Open
Adams County	2014CV031188	Jbhs Firm v. A Person A	Breach of Contract	Open
Adams County	2014CV031187	Jbhs Firm v. A Person A	Breach of Contract	Open

Click the down arrow on any column header to sort for a viewing preference.

1. **Location:** The location column identifies where a case was filed.
2. **Case Number – Organization Cases:** Each case is assigned a case number as it relates to a selected court location. Case numbers in this table display as hyperlinks. View case history by clicking on the case number hyperlink.
3. **Case Caption:** This column displays the caption as accepted or created by the court. Case caption in this table display as hyperlinks. View case information by clicking on the case caption hyperlink.
4. **Case Type:** The case type column displays a case type as it relates to a case class. Ex., a breach of contract is a type of case in the civil case class.
5. **Status:** View a case status, open or closed.

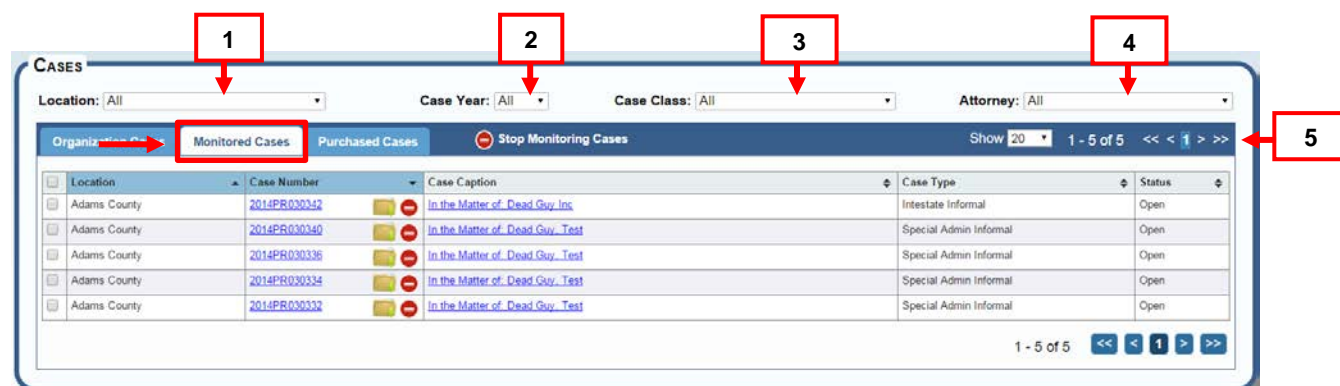
CASES – ORGANIZATION ICON SYMBOLS



1. Place multiple cases in monitored status by selecting the desired checkboxes.
 - a. Press the plus button “Monitored Cases” in the toolbar.
 - b. Click the plus icon to place a case into monitored status. The case is added to the monitored cases table, but now displays with a minus icon.
 - c. Click the minus icon, and the case is removed from monitored status and redisplayed with a plus icon.
 - d. Click the file folder icon and ICCES opens a screen to file into this existing case. ICCES pre-populates the county and case number fields.

CASES – MONITORED CASES – FILTERS

Monitored Cases displays a table of cases that were added when a user previously opted to monitor a case. Any case can be placed in monitored status.



If you want to monitor a case outside your organization, search the desired case using the Advanced Search feature. Click the Search tab and then select Advanced Search.

- a. Locate the case from “Advanced Search Results.”

- i. Click the plus icon to the right of the case number. The case will be added to your monitored cases list. There is a fee associated with viewing a monitored case outside your organization but there is no fee to place any case in monitored status.
 - b. If the case is within your organization, locate the correct case from “Quick Search Results.”
 - ii. Click the case number hyperlink, and then click the plus icon on the “Case History” page. The case will be added to the monitored cases list in your account.
1. **Location:** A user can opt to view a specific court location or all court locations. Click the arrow for a list of available court locations and select.
2. **Case Year:** This will enable a user to search for all cases for a specific year.
3. **Case Class:** A user can filter from the box for a specific case class. Click the arrow for a list of cases classes and select.
4. **Attorney:** This box displays all attorneys within an organization. Click the arrow for a list of attorneys. Highlight and click to select.
5. **Show:** View 20, 50 or 100 cases per page. Click the arrow and select a viewing preference

CASES – MONITORED CASES TABLE

Location	Case Number	Case Caption	Case Type	Status
Adams County	2014PR030342	In the Matter of: Dead Guy, Inc.	Intestate Informal	Open
Adams County	2014PR030340	In the Matter of: Dead Guy, Test	Special Admin Informal	Open
Adams County	2014PR030336	In the Matter of: Dead Guy, Test	Special Admin Informal	Open
Adams County	2014PR030334	In the Matter of: Dead Guy, Test	Special Admin Informal	Open
Adams County	2014PR030332	In the Matter of: Dead Guy, Test	Special Admin Informal	Open

Click the down arrow on any column header to sort for a viewing preference.

1. **Location:** The location column identifies where a case was filed.

2. **Case Number – Monitored Cases:** Each case is assigned a case number as it relates to a selected court location. Case numbers in this table display as hyperlinks. View case history by clicking on the case number hyperlink.
 - If a case is highlighted in red it is either suppressed or limited access.
3. **Case Caption:** This column displays the caption as accepted or created by the court. Case caption in this table display as hyperlinks. View case information by clicking on the case caption hyperlink.
4. **Case Type:** The case type column displays a case type as it relates to a case class. Ex., a breach of contract is a type of case in the civil case class.
5. **Status:** View a case status, closed or open.

CASES – MONITORED CASES ICON SYMBOLS

The screenshot shows the 'CASES' interface with the 'Monitored Cases' tab selected. The table displays the following data:

Location	Case Number	Case Caption	Case Type	Status
Adams County	2014PR030336	In the Matter of: Dead Guy, Inc.	Intestate Informal	Open
Adams County	2014PR030334	In the Matter of: Dead Guy, Inc.	Special Admin Informal	Open
Adams County	2014PR030332	In the Matter of: Dead Guy, Inc.	Special Admin Informal	Open

1. Click the file folder icon and ICCES opens a screen to file into this existing case. ICCES pre-populates the county and case number fields.
2. Click the minus icon to remove a case from monitored status.
3. Remove multiple cases from monitored status by selecting the appropriate checkboxes.
 - a. Press the “Stop Monitoring Cases” button.

CASES – PURCHASED CASES COLUMNS AND ICONS

The screenshot shows the 'CASES' interface with the 'Purchased Cases' tab selected. The table displays the following data:

Date Purchased	Expiration Date	Location	Case Number	Case Caption	Status
10/20/2014 10:15 AM	11/03/2014 11:59 PM	Adams County	2014PR030577	Testing, Petitioner And Testing, Respondent	Open
10/16/2014 12:25 PM	10/30/2014 11:59 PM	Adams County	2014PR000200	Doe, John V. Biz Inc	Open
10/16/2014	10/30/2014	Adams County	2014PR000200	Prone, S. Biz Inc	Open
10/16/2014	10/30/2014	Adams County	2014PR000200	Zigler, J. Biz Inc	Open

Click the down arrow on any column header to sort for a viewing preference.

1. **Date Purchased:** This column displays the date a case was purchased by the organization.
2. **Expiration Date:** This is the date and time in which the purchase expires and access is no longer available.
3. **Location:** The location column identifies where a case was filed.
4. **Case Number:** Each case is assigned a case number as it relates to a selected court location. Case numbers in this table display as hyperlinks. View case history by clicking on the case number hyperlink.
 - a. Click the file folder icon and ICCES opens a screen to file into this existing case. ICCES pre-populates the county and case number fields.
 - b. Click the plus icon to place a case into monitored status. The case is added to the monitored cases table, but now displays with a minus icon.
 - i. Click the minus icon, and the case is removed from monitored status and redisplays with a plus icon.
 - ii. If the purchase expires and is still being monitored, the case will display on the monitored case tab, but if the user tries to access the case, they will need to repurchase in order to view again.
5. **Case Caption:** This column displays the caption as accepted or created by the court. Case caption in this table display as hyperlinks. View case information by clicking on the case caption hyperlink.

FILING ID

The Filing ID screen displays detailed information about all e-filing transactions within a case. The screen includes the following information sections:

- Filing ID Basic Information
- Document Information
- Service Information

The screenshot shows the 'FILING ID BASIC INFORMATION' section of a case. It contains the following fields:

- Case Number:** 2014DR030577 (with a file folder icon and a plus icon)
- Case Caption:** Testing, Petitioner and Testing, Responder
- Court Location:** Adams County
- Filing ID:** B3B0807976C30
- Filing Date:** 10/20/2014
- Fees Assessed:** \$0.00
- Filing Party(ies):** Petitioner Testing
- Filing Organization:** Tracy Bleas Law Firm
- Filing Authorized By:** TracyLaw A Blea

Numbered callouts (1-9) and labels (A, B) point to specific elements:

- 1: FILING ID BASIC INFORMATION header
- 2: Case Number field
- 3: Case Caption field
- 4: Filing ID field
- 5: Filing Date field
- 6: Fees Assessed field
- 7: Filing Party(ies) field
- 8: Filing Organization field
- 9: Filing Authorized By field
- A: Plus icon next to Case Number
- B: File folder icon next to Case Number

FILING ID – HOW TO FIND

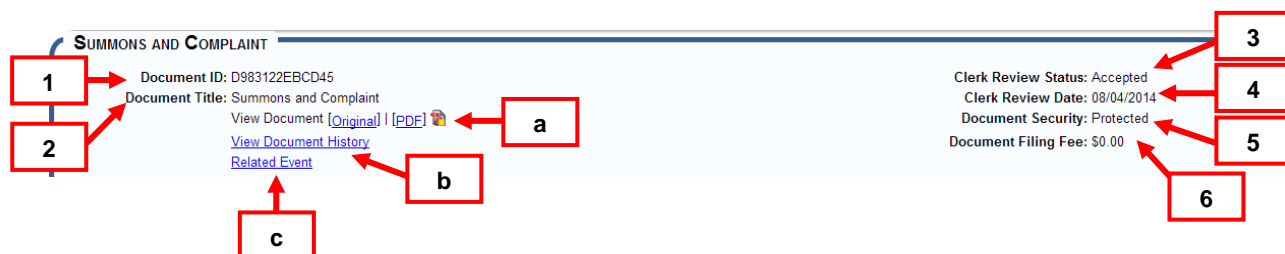
Click on a Filing ID link in Alerts, Recent Actions, Search Results or Case History.

FILING ID BASIC INFORMATION:

1. **Case Number:** Each submitted case is assigned a case number as it relates to a selected court location. Click the case number hyperlink to access the Case History/Register of Actions screen.
2. **Case Caption:** Prior to Clerk Review, N/A displays in Case Caption field. After the case is accepted in Clerk Review case caption displays as a link. View case information by clicking on the case caption link.
3. **Location:** Identifies the court location where a case was filed.
4. **Filing ID:** Is a unique number that identifies a single e-filing transaction consisting of one or more e-filed documents.
5. **Filing Date:** Identifies the calendar date when the e-filing was submitted through ICCES.
6. **Fees Assessed:** Total fees assessed for the filing.
7. **Filing Party(ies):** The party(ies) filing the document(s).
8. **Filing Organization:** The name of the organization submitting the filing.
9. **Filing Authorized By:** The attorney of record or filing attorney.
 - A. Click the file folder icon and ICCES opens a screen to file into this existing case. ICCES pre-populates the county and case number fields.
 - B. Click the plus icon to add this case to the “Monitored Cases” tab.

For more information, see [Monitored Cases](#).

DOCUMENT INFORMATION



1. **Document ID:** Is a unique number assigned to a single e-filed document.
2. **Document Title:** The title of a filed document.
 - a. **View Document:** Click the hyperlink to display the original or PDF document. Click on the icon to view the redacted version of the document.
 - b. **View Document History:** Click the hyperlink to open a new window displaying further document details. (See [View Document History](#))

- c. **Related:** If the document has a document related, click on the hyperlink to view the related document.
3. **Clerk Review Status:** Serve only documents display as “Served.” All other submitted documents prior to the clerk review display the status as “submitted.” After clerk review, the “submitted” status documents reflect either “Accepted,” or “Rejected.”
4. **Clerk Review Date:** In this field, the date displays as N/A until it is reviewed by the e-filing review clerk. After the document goes through the clerk review process, a valid date displays reflecting the clerk review date.
5. **Document Security:** Prior to clerk review, the document security displays the selected security setting entered in ICCES by the filing party. After clerk review, the setting may change depending on the document, and will then display the new setting (if any) entered by the review clerk.
6. **Document Filing Fee:** Identifies the statutory filing fee for the document.

[View Document History](#)

Click this link to view document details.

1									
2	Case Number: 2013DR030055								
3	Case Caption: N/A								
	Court Location: Adams County								

1. **Case Number:** Each submitted case is assigned a case number as it relates to a selected court location.
2. **Case Caption:** Displays the names of the parties for cases accepted through the court clerk review process. Displays as N/A if the case is in submitted status.
3. **Court Location:** Identifies the court location where a case was filed.
4. **Document ID:** Is a unique number assigned to a single e-filed document.
5. **Submitted by:** The ICCES user submitting the filing.

DOCUMENT HISTORY TABLE

Document History

Case Number: 2013DR030055

Case Caption: N/A

Court Location: Adams County

Document ID: DD953FE18FE2D

Submitted By: Tracylawfirm1 Testing

Date Filed	Document Filing Fee	Status	Review Clerk	Clerk Phone Number	Document	Document Title	Document Security	Court Comments
06/16/2014	\$0.00	Rejected	Kayla Lipscomb	303-123-4567	Petition - Dissolution w/Children	Petition - Dissolution w/Children	Public	
08/07/2013	\$0.00	Submitted	N/A	N/A	Petition - Dissolution w/Children	Petition - Dissolution w/Children	Public	N/A

Close

- Date Filed:** The calendar date the filing was submitted.
- Document Filing Fee:** Identifies the statutory filing fee for the document.
- Status:** Serve only documents display as “Served.” All other submitted documents prior to the clerk review display the status as “Submitted.” After clerk review, the “submitted” status documents reflect either “Accepted,” or “Rejected.”
 - The information triangle icon identifies a document as rejected. Hover over the information icon, or click it for an enlarged view.
- Review Clerk:** The name of the review clerk at the court.
- Clerk Phone Number:** If a document is rejected during the clerk review process, the clerk must provide a contact phone number.
- Document:** The document identifies the document name as listed in the court’s case management system.
- Document Title:** The title of a filed document.
- Document Security:** Prior to clerk review, the document security displays the selected security setting entered in ICCES by the filing party. After clerk review, the setting may change depending on the document, and will then display the new setting (if any) entered by the review clerk.
- Court Comments:** Comments if any are entered by the court review clerk.
- Close:** Clicking the button closes the window and returns the user to the Filing ID screen.

Service Information

If a **Service Information** section displays on the Filing ID page, it means the user filed a document in an existing case and requested service through ICCES.

The screenshot shows a window titled "SERVICE INFORMATION". A red box labeled "A" points to the title bar. The window contains the following fields:

- 1**: A red box pointing to the "View E-Service Transaction History" hyperlink.
- 2**: A red box pointing to the "Party Served: Josh Buell" field.
- 3**: A red box pointing to the "Party Type: N/A" field.
- 4**: A red box pointing to the "Attorney: Buell and Associates PA" field.
- 5**: A red box pointing to the "Organization: Buell and Associates PA" field.
- 6**: A red box pointing to the "Total Service Fees: \$7.50" field.
- 7**: A red box pointing to the "Service Method: E-Service" field.
- 8**: A red box pointing to the "Date Sent: 08/29/2014" field.

SERVICE INFORMATION: (Note: File into Existing Case Display only)

- A. **View E-Service Transaction History:** Click the hyperlink in the Service Information section to view e-service transaction information.
See [E-Service Transaction History](#).
1. **Party Served:** The named served recipient.
2. **Party Type:** The party type is plaintiff, petitioner, defendant, respondent etc.
3. **Address:** The address of the served party entered into ICCES by the user.
4. **Attorney:** The name of the attorney served on behalf of a party they represent. N/A displays if person is not an attorney.
5. **Organization:** The name of the organization for the attorney being served. N/A displays if served person is not part of an organization.
6. **Service Fee:** There are service fees from ICCES and the mail vendor for US Mail, Certified Mail and E-Service.
 - US Mail and Certified Mail fees are assessed per standard fees from the US Postal Service, and include service fees from ICCES, and the mail vendor.
 - E-Service Fees are assessed by ICCES per Filing ID
 - There is one ICCES e-service fee per Filing ID no matter how many recipients are being e-served
7. **Service Method:** Indicates US Mail, Certified Mail or E-Service.
 - E-Service Transaction History link displays for any e-served recipient.
8. **Date Sent:** This information is sent to ICCES from the mail vendor and identifies the date the documents were mailed via the US Postal Service.
 - Submitted documents are scheduled for mailing the next business day based on US Postal Service business days.
 - E-service takes place immediately.

E-SERVICE TRANSACTION HISTORY WINDOW

If a recipient was e-served, view details by clicking the [View E-Service Transaction History](#) link in the Filing ID Service Information section

E-Service Transaction History		
<div> <div>1</div> <div>2</div> </div> <div> Case Number: 2014CV031192 Filing ID: 23A50FDD707ED </div> <div>Show 20 Per Page</div>		
ICCES User	Organization	Date/Time Read
Other Organization User(s)	Tracy Bleas Law Firm	10/02/2014 9:21 AM
Testing: Tracylawfirm	Tracy Bleas Law Firm	02/05/2015 11:14 AM
<div> <div>3</div> <div>4</div> <div>5</div> </div> <div> <div><</div> <div>1</div> <div>></div> <div>>></div> </div>		
<div> <div>Print</div> <div>Close</div> </div>		

1. **Case Number:** Each submitted case is assigned a case number as it relates to a selected court location.
2. **Filing ID:** Is a unique number that identifies a single e-filing transaction consisting of one or more e-filed documents.
3. **ICCES User:** ICCES user that has viewed the Alert.
4. **Organization:** The name of the organization for the served recipient. N/A displays if served person is not part of an organization.
5. **Date/Time Read:** Pinpoints the date/time the filing was opened by recipient.

COURTESY COPIES

If a **Courtesy Copies** section displays on the Filing ID page, it means the filing was a new case, and the user asked ICCES to provide courtesy copies to select recipients.

COURTESY COPIES		
<div> <div>1</div> <div>2</div> <div>3</div> </div> <div> Party: business Party Type: Respondent Address: 1234 main st anywhere, CO, US 80808 </div> <div> <div>4</div> <div>5</div> </div> <div> Attorney: N/A Organization: N/A </div> <div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> </div> <div> Total Service Fees: \$6.94 Service Method: Regular Mail Date Service Requested: 03/07/2013 Date Mailed: Pending </div>		

1. **Party:** The named recipient for the courtesy copy.
2. **Party Type:** The party type is plaintiff, petitioner, defendant, respondent etc.
3. **Address:** The address of the recipient entered into ICCES by the user.
4. **Attorney:** The name of the attorney served on behalf of a party they represent. N/A displays if served person is not an attorney.
5. **Organization:** The name of the organization for the served recipient. N/A displays if served person is not part of an organization.
6. **Service Fees:** Fees incurred for service of courtesy copy.
7. **Service Method:** Indicates US Mail, Certified Mail or E-Service.

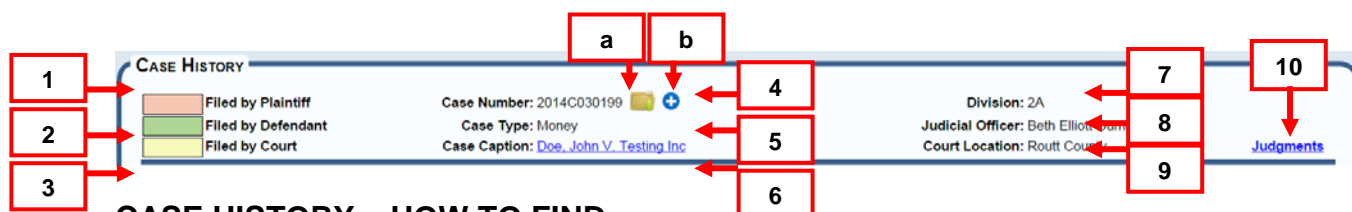
8. **Date Service Requested:** Date filing party requested pleading be served for courtesy copy.
9. **Date Mailed:** Date pleading was mailed by mail vendor.

CASE HISTORY / REGISTER OF ACTIONS / SERVE ONLY DOCUMENTS

Basic case information displays on the Case History / Register of Actions / Serve Only Documents screen.

The Case History section view displays a color coding chart for filing party. Case number, case type and case caption for a case display in the center, and the assigned division, judicial officer and court location are on the right.

Top Section View:



CASE HISTORY – HOW TO FIND:

Click on a Case Number link in any table (Alerts, Recent Actions, Cases, Search Results or the Filing ID screen).

1. **Color Code - Coral** – Filed by Plaintiff, Petitioner, Applicant, Appellant, etc.
2. **Color Code - Green** – Filed by Defendant, Respondent, Opposer, Appellee etc.
3. **Color Code - Yellow** – Filed by Court.
4. **Case Number:** Each submitted case is assigned a case number as it relates to a selected court location.
 - a. Click the file folder icon. The File Builder opens so you can file into this existing case.
 - b. Click the plus icon to add this case to the “Monitored Cases” tab.

For more information, see [Monitored Cases](#).

5. **Case Type:** The case type displays a case type as it relates to a case class. Ex., a breach of contract is a type of case in the civil case class.
6. **Case Caption:** This displays the caption as accepted or created by the court. Click the hyperlinked case caption to view case information.

Case Information

Case Number: 2014DR030316 **Division:** 1

Case Type: Dissolution of Marriage **Judicial Officer:** Emily Elizabeth Anderson

Case Caption: Test, Petitioner and Respondent, Testing **Court Location:** Adams County

Party Status: All

Party Name	Party Type	Party Status	Attorney Name
Petitioner Test	Petitioner		Tracy A Blea (Tracy Testing Law Firm)
Testing Respondent	Respondent		Leo Louis Finkelstein (JBITS Firm) Ronald Jay Cohen (Tracys Third Private Firm)

a

Print Close

a. Click "Close" to exit or to print case information click "Print".

7. **Division:** The division within a court location where the case is assigned.

8. **Judicial Officer:** The judicial officer assigned to the case.

9. **Court Location:** The location identifies where a case was filed.

If the case is an appeal case with a referring trial court or other type of referring location, will display in the case history information in the right corner

CASE HISTORY

Filed by Appellant Case Number: 2013CA101010 Court Location: Court of Appeals
 Filed by Appellee Case Type: Civil - Agency Referring Case Number: 2012PR12 - Adams County
 Filed by Court Case Caption: TEST PROBATE APPEALS CASE

10. **Judgments:** Click the judgment hyperlink to display judgment details.

Judgments

PROPOSED JUDGMENTS

Creditor(s)	Debtor(s)	Fee Type	Amount
City And County of Denver A Municipal Co	Barney Rubble	PRINCIPAL	\$716.79
		COURT COSTS	\$0.00
		ATTORNEY FEES	\$400.00
		INTEREST	\$0.00
		Total	\$1116.79

a

Close

a. Click "Close" button to exit and return to case history.

REGISTER OF ACTIONS / SERVE ONLY DOCUMENTS

The bottom section of the screen has three tabs, i.e. Register of Actions, Serve Only Documents and Case Schedule. The Register of Actions view displays general case activity.

Bottom Section View:

CASE HISTORY

Filed by Plaintiff
Filed by Defendant
Filed by Court

Case Number: 2015C030109
Case Type: Money
Case Caption: City of Denver v. Foco, Joe

Division: 1
Judicial Officer: Emily Elizabeth Anderson
Court Location: Adams County

[Printable Version](#) * Pending Acceptance by the Court

Register of Actions | Serve Only Documents | Case Schedule | Download

Filing ID	Date Filed	Authorizer	Organization	Filing Party	Document	Document Title	Document Security
7D48DE6697A1F	05/11/2015 9:11 AM	Sherry Ad...	CITY AND COUNTY OF DENVER	CITY AND COUNTY OF DENVER	Exhibits Filed (Related Document)	Exhibit	Protected
					Return of Service (Document)	Return of Service	Suppressed
					Complaint (Document)	Complaint	

1 - 1 of 1

Filing ID

30A3844Y284JS2*

[Printable Version](#) * Pending Acceptance by the Court

REGISTER OF ACTIONS – HOW TO FIND:

Click on a Case Number link in any table (Alerts, Recent Actions, Cases, Search Results, Scheduled Filings or Filing ID screen).

A. **Printer Friendly Version:** Click this and a printable version of the Register of Actions displays. Select Print from the print window.

- Filing ID:** Is a unique number that identifies a single e-filing transaction consisting of one or more e-filed documents. *If there is an asterisk next to the filing ID, this indicates that the filing is pending acceptance by the court.*
- Date Filed:** Identifies the calendar date when the filing was submitted.
- Authorizer:** The attorney of record or filing attorney authorizing the filing.
- Organization:** The name of the organization submitting the filing.
- Filing Party(ies):** The party(ies) filing the document(s).
- Document:** The document identifies the document name as listed in the court's case management system.

7. **Redacted Document Icon:** This icon will display only if the original document that was filed has been redacted and uploaded by the court. Click on the icon to view the redacted version of the original document.
8. **Document Title:** The title of a filed document.
9. **Document Security:** Displays suppressed, public, sealed or protected per clerk review of the document.
10. **Download Button:** This works in conjunction with the checkboxes located to the left of both the filing ID and each individual document. Any downloaded documents will be sent to the “My Downloads” queue.
 - a. To download a single e-filing transaction which may consist of one or more e-filed documents, select the checkbox to the left of the filing ID. This will automatically check all the documents within that filing. Press the “Download Document(s)” button.
 - b. To download a specific document(s) select the checkbox to the left of the “Event” itself and press the “Download Document(s)” button.

SERVE ONLY DOCUMENTS

The Serve Only Documents view displays case activity for serve only documents.

SERVE ONLY DOCUMENTS – HOW TO FIND:

Click on a Case Number link in any table (Alerts, Recent Actions, Cases, Search Results, Scheduled Filings or Filing ID screen) and then select the Serve Only Documents tab.

(Columns and Function are identical to the Register of Actions tab)

Printable Version * Pending Acceptance by the Court

Register of Actions

Serve Only Documents

Case Schedule

Download

Show 20

1 - 1 of 1

<< < 1 > >>

Filing ID	Date Filed	Authorizer	Organization	Filing Party	Event	Document Title	Document Security
CA1AFCR0559A	10/09/2014 11:34 AM	Tracya Pickle	JBITS Firm	Bank of America	<input type="checkbox"/> Affidavit	Affidavit	Public

1 - 1 of 1<< < 1 > >>

CASE SCHEDULE

The Case Schedule view displays hearing(s) that are scheduled for this specific case.

Printable Version * Pending Acceptance by the Court

Register of Actions

Serve Only Documents

Case Schedule

Show 201 - 1 of 1<<<1>>>

Date	Time	Location	Courtroom	Type of Hearing	Status	Judicial Officer	Length/Unit
08/20/2014	9:00 AM	Routt County	2B	Return Date on Summons		Beth Elliott-Dumler	1 H

1 - 1 of 1<<<1>>>

1

2

3

4

5

6

7

8

1. **Date of Hearing:** Date hearing is scheduled to take place.
2. **Time of Hearing:** Time hearing is scheduled to take place.
3. **Location:** Court location hearing is scheduled to take place.
4. **Courtroom:** Courtroom in the location hearing is scheduled to take place.
5. **Type:** Identifies the type of hearing scheduled with the Court. Ex: Jury Trial
6. **Status:** Status of hearing, blank indicates hearing is pending.
7. **Judicial Officer:** Judicial Officer currently scheduled to hear case.
8. **Length/Unit:** Length of time case is scheduled to last, i.e. 1 H (hour), 1 D (day)

RECENT ACTIONS

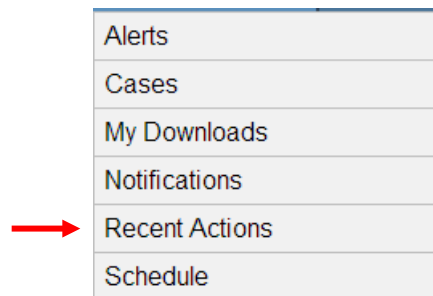
Recent Actions shows e-filing activity from the past twenty-one (21) days.

Recent Actions – How to Find



From the Home screen, click the “Recent Actions” link from the page menu, or

From the Home screen, hover over the “Home” tab and select “Recent Actions.”

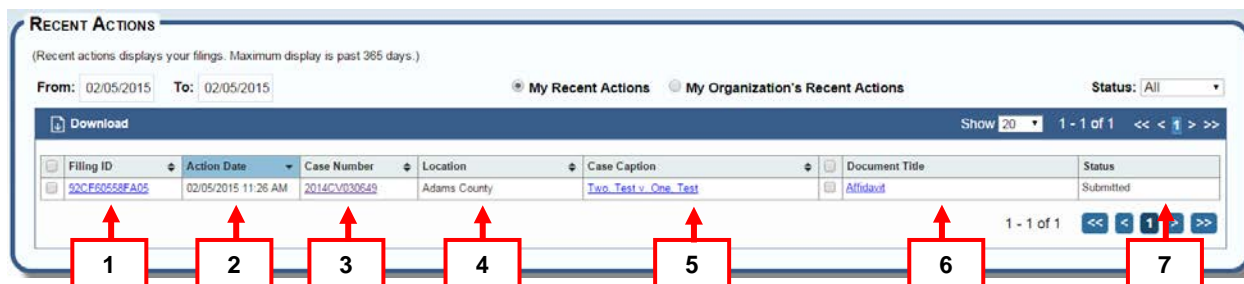


RECENT ACTIONS – FILTERS



1. **From:** and **To:** These date boxes provide a 21 day date range. Click inside either date box to select a specific date from the pop-up calendar.
2. **My Recent Actions:** Click to select. Screen displays recent actions for the logged in user.
3. **My Organization's Recent Actions:** Click to select. Screen displays recent actions for all users within an organization.
4. **Status:** Indicates the status before and after submitted to the court. Status can include Accepted, Rejected and Submitted.

RECENT ACTIONS – TABLE COLUMN



1. **Filing ID:** Is a unique number that identifies a single e-filing transaction consisting of one or more e-filed documents. Click the hyperlink to view Filing ID details.

2. **Action Date:** This column identifies the date and time the transaction took place.
3. **Case Number:** Each case is assigned a case number as it relates to a selected court location. Case numbers that have been accepted by the court's review clerk display as hyperlinks. Rejected or submitted case numbers are not hyperlinked. View case history by clicking on a case number hyperlink. Case history is not available for cases without a hyperlink (rejected or submitted).
4. **Location:** This column identifies the court location where a case or document was e-filed.
5. **Case Caption:** This displays the caption as accepted or created by the court. Click the hyperlinked case caption to view case information.
6. **Document Title:** The document event identifies the document name as listed in the court's case management system.
7. **Status:** This is a current status for all filings submitted through ICCES.
 - Status choices display as "Accepted" or "Rejected" after the court has reviewed the filing.
 - "Submitted" displays for filings that have not gone through the court's clerk review process.
 - If the filing is a serve-only, the status shows "Served."

RECENT ACTIONS – Toolbar - Download

The screenshot shows the 'RECENT ACTIONS' interface. At the top, there's a toolbar with a 'Download' button (1), a date range filter (2) set to 'From: 02/05/2015 To: 02/05/2015', and a status dropdown (3) set to 'All'. Below the toolbar is a table with columns: Filing ID, Action Date, Case Number, Location, Case Caption, Document Title, and Status. The first row shows a filing ID '527C31212C213' with a checkbox (4) next to it. The second row shows a filing ID '92CF90558FA05' with a checkbox next to it. The table also includes pagination controls at the bottom right showing '1 - 2 of 2'.

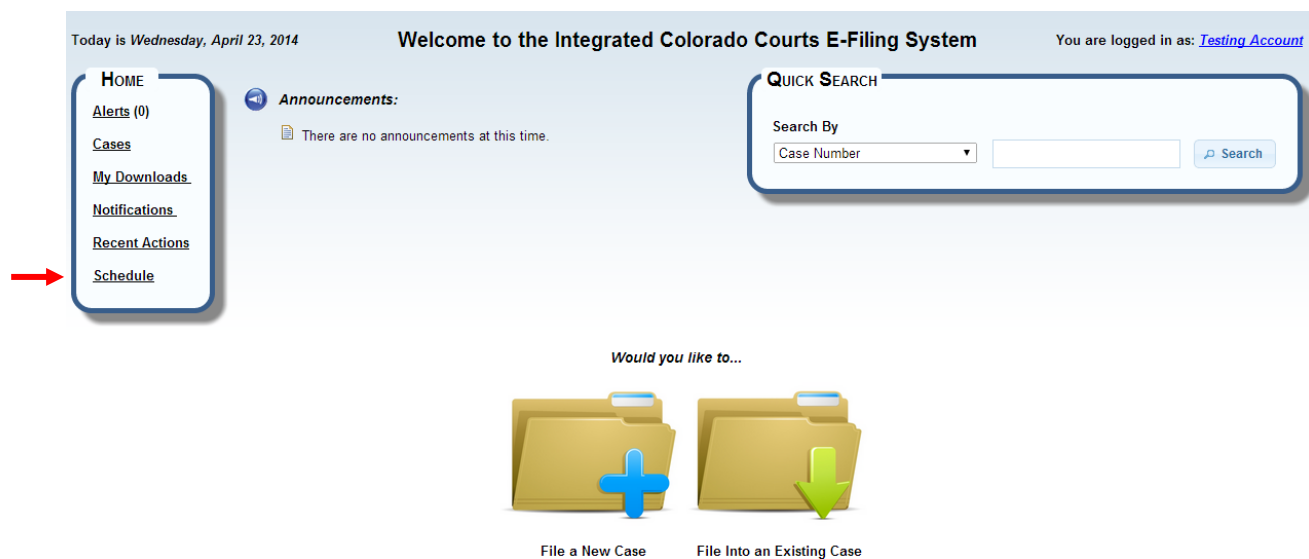
1. The "Download" option allows the user to download one or more documents from the Recent Actions Screen.
2. To download documents in an entire filing, select the checkbox next to the Filing ID. All the documents within that filing ID below the Event column will auto check. Press the "Download" button (1). Your request will be sent to the "Pending" queue of the "My Downloads" screen.

3. To download specific documents from one or more filing, select the checkbox next to document listed below the “Event” column and then select the “Download Document(s)” option.
4. **Show:** View 20, 50 or 100 cases per page. Click the arrow and select a viewing preference.

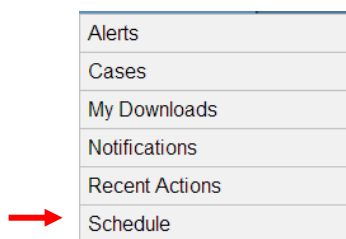
SCHEDULE

Upcoming court dates for e-filed cases display through the “Schedule” hyperlink. The default display is 7 business days however the maximum schedule display is 30 days.

Schedule – How to Find

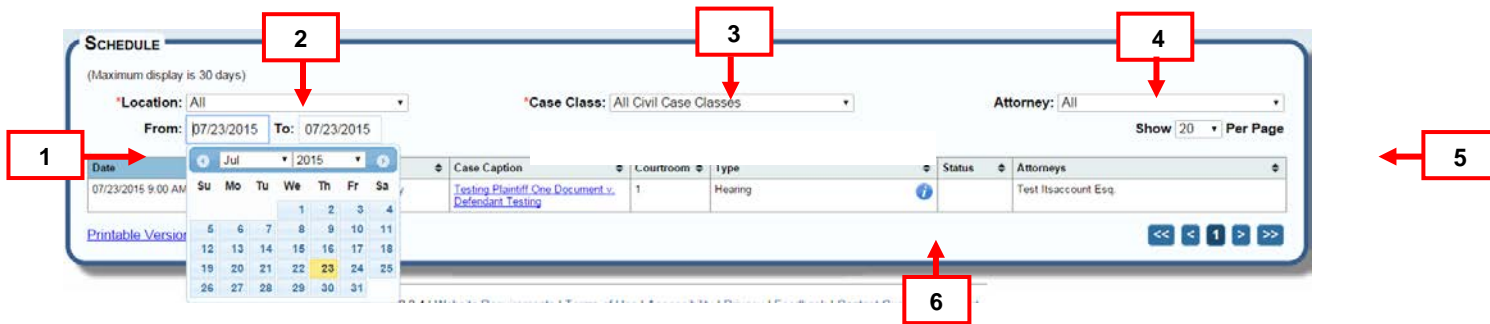


From the Home screen, click the “Schedule” link from the page menu, or



From the Home screen, hover over the **Home** tab and select “Schedule.”

SCHEDULE – FILTERS



1. **From: and To:** These date boxes display a maximum 30-day date range schedule view. Click inside the “To” date box to select a date range 30 days or less from the pop-up calendar.
2. **Location:** Find a location to view a schedule for any or all court locations. Click the arrow, highlight and select.
3. **Case Class:** Filter from the box for a specific case class or classes. Click the arrow for a list of cases classes and select.
4. **Attorney:** This box displays all attorneys within an organization. Click the arrow for a list of attorneys. Highlight and click to select.
5. **Show:** View 20, 50 or 100 cases per page. Click the arrow and select a viewing preference.
6. **Informational Icon:** This will display if the court has added any additional information regarding the scheduled event.

SCHEDULE – TABLE COLUMNS

The screenshot shows a web application interface for a 'SCHEDULE' table. At the top, there are filters for 'Location' (set to 'All'), 'Case Class' (set to 'All Civil Case Classes'), and 'Attorney' (set to 'All'). Below these are date range selectors 'From: 07/23/2015' and 'To: 07/23/2015', and a 'Show 20 Per Page' dropdown. The table itself has columns: Date, Case Number, Location, Case Caption, Courtroom, Type, Status, and Attorneys. A single row is visible with the following data: Date: 07/23/2015 9:00 AM, Case Number: 2015CV30018, Location: Adams County, Case Caption: Testing Plaintiff One Document v. Defendant Testing, Courtroom: 1, Type: Hearing, Status: (with an information icon), and Attorneys: Test Itsaccount Esq. Below the table is a 'Printable Version' link. Red boxes with numbers 7 through 15 are placed below the table, with arrows pointing to the corresponding columns: 7 points to the Date column, 8 points to the Printable Version link, 9 points to the Case Number column, 10 points to the Location column, 11 points to the Case Caption column, 12 points to the Courtroom column, 13 points to the Type column, 14 points to the Status column, and 15 points to the Attorneys column.

Date	Case Number	Location	Case Caption	Courtroom	Type	Status	Attorneys
07/23/2015 9:00 AM	2015CV30018	Adams County	Testing Plaintiff One Document v. Defendant Testing	1	Hearing		Test Itsaccount Esq.

7. **Date & Time:** This column displays a court date and time.
8. **Printable Version:** This will allow a user to print a schedule of court dates for the specific date range selected.
9. **Case Number:** The assigned case number for the court date displays in the case number column. Case numbers display as hyperlinks. View case history by clicking on the case number hyperlink.
10. **Location:** Shows the court location.
11. **Case Caption:** Displays the case caption of the case for the scheduled event.
12. **Courtroom:** Shows the courtroom for the scheduled event.
13. **Type:** Displays the type of scheduled event.
14. **Status:** The status column displays an outcome for a court date (hearing).
 - Ex. When a hearing is held, the court updates the status and “Held” is displayed in the status column. When a hearing is continued, the court updates the status and “Continued” is displayed in the status column.
15. **Attorney:** Displays the name(s) of the attorney(s) assigned to the case.

MY DOWNLOADS

My Downloads page displays requested downloads from Alerts, Recent Actions, Case History and Advanced Search results. A user can view Pending, Ready for Download and Expired requested downloads.

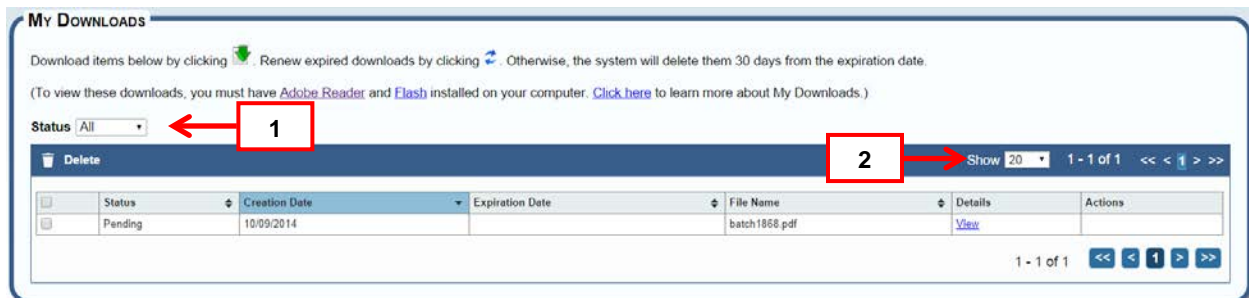


From the Home Screen, click the My Downloads hyperlink from the page menu, or



From the Home screen, hover over the **Home** tab and select “My Downloads.”

MY DOWNLOADS – FILTERS

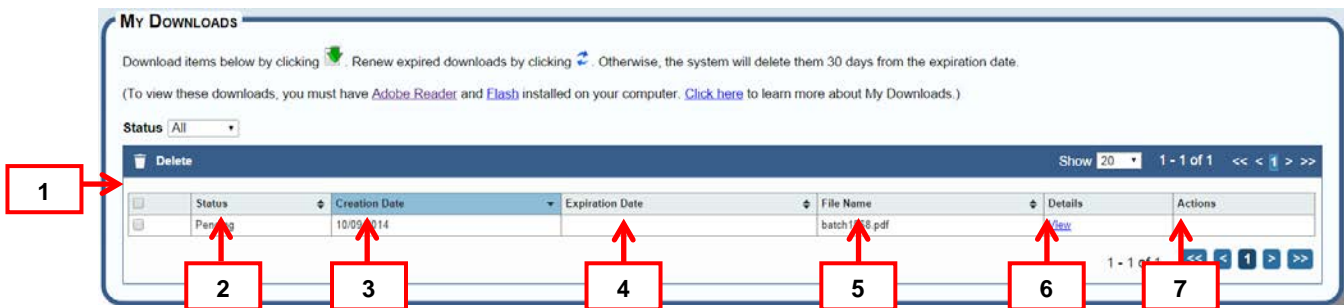


1. Status Options: Defaults to “All”.

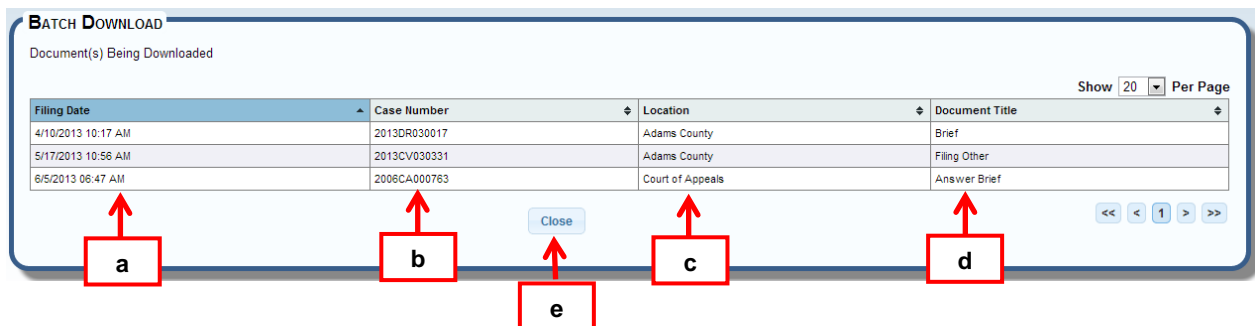
- Expired: Request for documents download has expired, but can be re-requested within 30 days by selecting the refresh button. This is so the user does not have to make a second request for the same information.
- Pending: Requested documents, not yet ready to download.
- Ready: Requested documents ready to be downloaded.

2. **Show:** View 20, 50 or 100 scheduled dates per page. Click the arrow and choose a viewing preference.

MY DOWNLOADS – TABLE COLUMNS, CANCEL BUTTON



1. **Select checkboxes:** Used in conjunction with “Delete” button on toolbar. Select a checkbox of download batch you wish to remove and then select the “Delete” button to remove.
2. **Status:** Indicates status of download; pending, ready or expired.
3. **Creation Date:** Date download requested.
4. **Expiration Date:** Date requested download Expires:
5. **File Name:** Automated batch number.
6. **Details:** Link to view what was requested in specific download.
 - a. Filing date of document requested.
 - b. Case number.
 - c. Location.
 - d. Document title.
 - e. Select close button to return to pending queue.

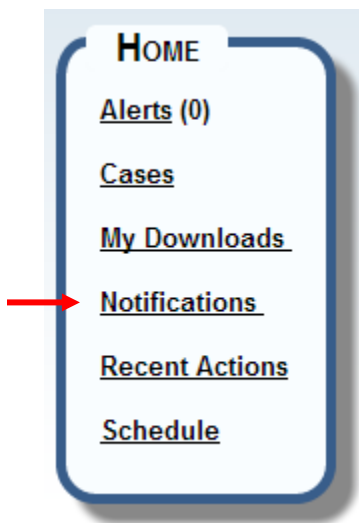


7. **Actions:** Icon to download/save requested batch.

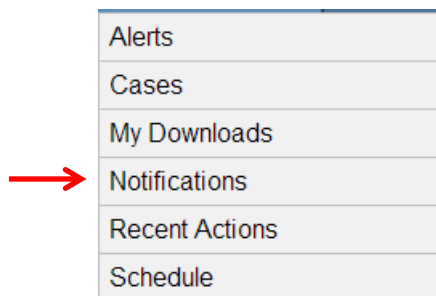
NOTIFICATIONS

Notifications allows you to define a specific set of conditions—court location, case class, case type, or document type, among others— for ICCES to watch for and collect matching documents, and even trigger an e-mail to you if a document matching those conditions is filed. Court Location and Case Class are required in your rule definitions, but you must also designate at least one other definition for ICCES to observe from the remaining options (Case Type, Event Type, Document Title, Party, Attorney/Judicial Officer).

Each organization may set up to 30 rule sets without charge. To view the pricing model, go to: <http://www.courts.state.co.us/userfiles/file/ICCES%20Pricing%20Model%20Sheet.pdf>

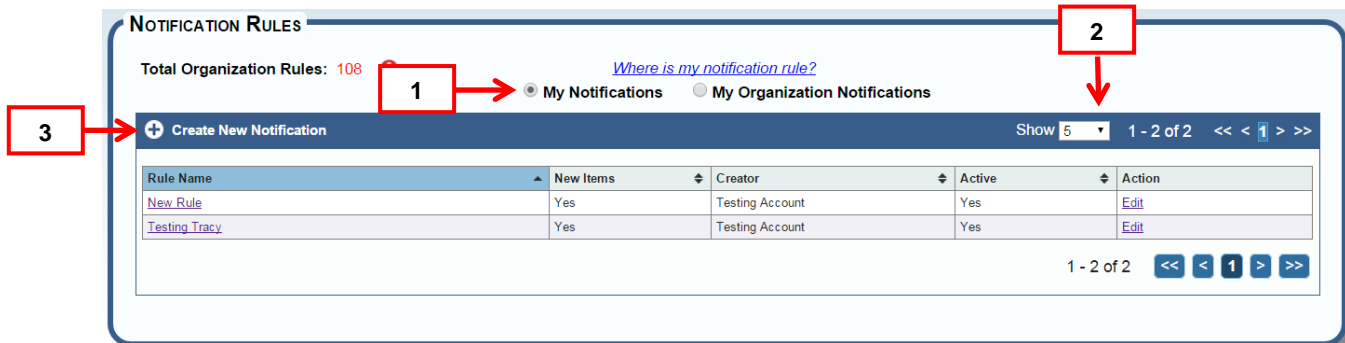


From the Home Screen, click the Notifications hyperlink from the page menu, or



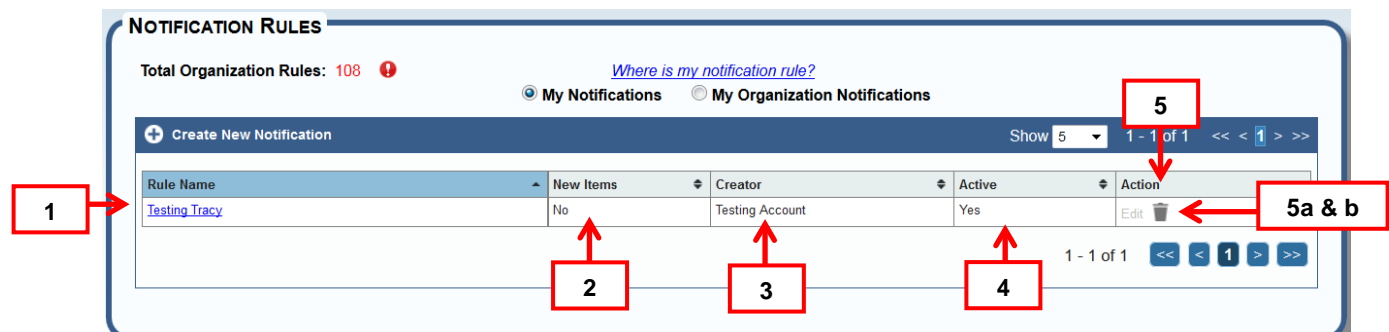
From the Home screen, hover over the **Home** tab and select “Notifications”

NOTIFICATIONS – NOTIFICATION RULES



1. **My Notifications/My Organization's Notifications:** Defaults to My Notifications.
2. **Show:** View 5, 20, 50 or 100 notification rules per page. Click the arrow and choose a viewing preference.
3. **Create New Notification:** Opens a screen where you can define your notification rules.

NOTIFICATION RULES – TABLE COLUMNS



1. **Name:** Unique name assigned by the notification rule creator. Click on a row to open a list of documents filed that match the rule.
 - a. Rules that are not being shared with you will be inaccessible from this screen. An administrator or the creator of the rule can grant you access.
2. **New Items:** Indicates whether or not new items meeting your criteria have been filed.
3. **Creator:** The user who created the set of rules for that particular notification.
4. **Active:** Whether or not the rule is actively searching for incoming items.
5. **Action:**
 - a. **Edit:** Allows the creator of the rule or an administrator to make changes to that rule.
 - b. **Trash Can:** Allows the creator of the rule or an administrator to delete a rule.

NOTIFICATIONS – LIST

Clicking on a row in the Notification Rules will open a list of documents filed that match the rule.

NOTIFICATIONS - ICCES CW DO NOT DELETE

(Bold items are unread. Maximum display is 180 days.)

From: 06/23/2015 To: 07/23/2015 Status: All

Mark Unread Mark Read Delete Show 5 1 - 2 of 2 << < 1 > >>

Filing ID	Filing Date	Case Number	Court Location	Case Caption	Document Title	Authorizer(s)
FE3BDE04D582A	07/01/2015 8:29 AM	2014CW003038	Routt County	In the Interest of: Test Business	Motion in Limine	David A Gilbert
N/A(Details)	06/29/2015 12:00 AM	2015CW0099999	Weld County	In the Interest of: Boone, Shannon Kelly ESQ	Letter	N/A

1 - 2 of 2 < > >>

- Date Range:** Shows the most recent notification items within a 30-day range. Will display a maximum of 180 days.
- Status:** Filters the list to show All, Read, or Unread items only.
- Action Toolbar:** Allows the user to select a notification and select an action of Mark Unread, Mark Read or Delete. Also has the option to view of 5, 20, 50 or 100 items per page.
- Filing ID:** Is a unique number that identifies a single e-filing transaction consisting of one or more e-filed documents. Click to view detailed filing information.
- Checkboxes:** Select all items, or individually select items.
- Date:** Displays the date a document was filed.
- Case Number -- Notifications:** Each case is assigned a case number as it relates to a selected court location. Case numbers in this table display as hyperlinks. View the case history by clicking on the case number hyperlink.
- Location:** Displays where a case was filed.
- Case Caption:** Displays the caption as accepted or created by the court. Case caption in this table will display as a hyperlink. View party information by clicking on the case caption hyperlink.
- Document Title:** The title of a filed document.
- Authorizer:** The attorney of record, filing attorney or judicial officer authorizing the filing.

NOTIFICATIONS – CREATE

NOTIFICATION RULES

Total Organization Rules: 108

[Where is my notification rule?](#)

☒ My Notifications ☐ My Organization Notifications

1 → [+ Create New Notification](#)

Show 5 1 - 2 of 2 << < 1 > >>

Rule Name	New Items	Creator	Active	Action
New Rule	Yes	Testing Account	Yes	Edit 2
Testing Tracy	Yes	Testing Account	Yes	Edit

1 - 2 of 2 << < 1 > >>

To establish the rules or conditions for which you would like ICCES to collect documents:

1. Click on the “Create Notification” button on the Notification Rules screen.
2. You can edit existing rules by clicking on the “Edit” link in the Action column.

NOTIFICATIONS – SETUP

NOTIFICATION SETUP

* Required Field

1 → *Notification Name:

2 → Notification Status: ☒ Active ☐ Inactive

4 → Share Notification: -- Select User -- **4a**

4b → [Add](#)

Name	Remove
Jon Attorney	Remove 4c

<< < 1 > >>

1. **Notification Name:** Enter a descriptive label for your set of rules.
2. **Notification Status:** Enable or Disable a rule set.
3. **Share Notification:** You may choose to share a rule set with users in your organization. You can repeat this process for multiple users.
 - a. Select a user by pressing on the arrow.
 - b. Press the “Add” button.
 - c. Clicking on the “Remove” link will un-share the rule set from that user.

Case Information

You can tell ICCES to look for future documents based on information you have about a case or cases you are interested in using the Case Information section. ICCES will only look for documents in cases that specifically match your rules.

The screenshot shows the 'CASE INFORMATION' section of a web application. At the top, there are two radio buttons: 'Case Details' (selected) and 'Case Number'. A red box labeled '1' points to the 'Case Details' radio button. Below this, there is a section for '*Court Location:' with a dropdown menu showing '-- Select a court location --' and an 'Add' button. A red box labeled '2a' points to the dropdown arrow. Below the dropdown is a table with two columns: 'Location' and 'Remove'. The table contains two rows: 'Adams County' and 'Denver County - District'. A red box labeled '2b' points to the 'Remove' link in the 'Adams County' row. Below the table are navigation buttons: '<<', '<', '1', '>', and '>>'. Below the court location section is a section for '*Case Class:' with a dropdown menu showing 'District Civil'. A red box labeled '3' points to the dropdown arrow. Below this is a section for 'Case Type:' with a dropdown menu showing '-- Select a case type --' and an 'Add' button. A red box labeled '4a' points to the dropdown arrow. Below the dropdown is a table with two columns: 'Type' and 'Remove'. The table contains one row: 'Breach of Contract'. A red box labeled '4b' points to the 'Remove' link in the 'Breach of Contract' row. Below the table are navigation buttons: '<<', '<', '1', '>', and '>>'.

1. **Case Details:** This option allows you to set broad case-related rules regarding the type of documents you would like to be notified about.
2. **Court Location:** Select the court location(s) for your rule.
 - a. Select a location by pressing on the arrow then pressing "Add."
 - b. You may remove unwanted locations by clicking on the "Remove" link.
3. **Case Class:** Select a case class for your rule.
4. **Case Type:** Select the case type(s) for your rule.
 - a. Select a location by pressing on the arrow then pressing "Add."
 - b. You may remove unwanted locations by clicking on the "Remove" link.
5. **Case Number:** This option allows you to set a rule revolving around a specific existing case.

CASE INFORMATION

☐ Case Details ☒ Case Number

*Court Location: Adams County

*Case Number: 2013CV30003

[2013CV30003 - Test1, Test1 v. Test2, Test2 et al](#)

Annotations: 5 points to the CASE INFORMATION header; 5a points to the Court Location dropdown arrow; 5b points to the Case Number input field; 5c points to the case history link.

- Set the court location by pressing the arrow.
- Enter a valid case number and press the “Add” button.
- If you have entered a valid case which you have access to, it will populate below the case number field as a link where you can view the case history by clicking on the case number or the case parties by clicking on the case caption.

Document Information

Additionally, you can further focus your rule set by adding document-specific conditions for ICCES to look out for. For example, selecting “Affidavit” will only notify you when an affidavit is filed. If you enter information for Document Title as well, such as “Doc 2,” then ICCES will only notify you if an affidavit with the exact title “Doc 2” is filed.

DOCUMENT INFORMATION

Document: Affidavit

Document Title: Doc 2

Add

Document	Document Title	Remove
Affidavit	Doc 1	Remove

Annotations: 1 points to the Document dropdown arrow; 2 points to the Document Title input field; 3 points to the Add button; 4 points to the Remove link in the table.

- Event Type:** Select an event type by pressing on the arrow.
- Document Title:** Enter the exact title of the incoming document.
- Add:** Press the “Add” button to set your rule, which may consist of only an event type or document title or a combination. The rule will be displayed in the table below.
- Remove:** Remove a document rule by clicking on the “Remove” link.

Party Information

You can also continue to refine your rule set by adding case party-specific conditions in the Party Information section. ICCES will only notify you if the document is filed by the party(ies) you have defined in your rule.

The screenshot shows the 'PARTY INFORMATION' section of a web interface. It includes a 'Party Type' dropdown menu (labeled 1) currently set to 'Petitioner'. Below it are text input fields for 'First Name' (containing 'Testing', labeled 2) and 'Last Name' (containing 'Petitioner', labeled 2). An 'Add' button (labeled 3) is to the right of the 'Last Name' field. Below these fields is a table with four columns: 'Party Type', 'First Name', 'Last Name', and 'Remove'. The table contains two rows: one for 'Defendant' with 'Test' as the first name and 'Defendant' as the last name, and another for 'Plaintiff' with empty fields. The 'Remove' column contains links labeled 'Remove' (labeled 4). At the bottom of the form are navigation buttons: '<<', '<', '1', '>', and '>>'.

Party Type	First Name	Last Name	Remove
Defendant	Test	Defendant	Remove
Plaintiff			Remove

1. **Party:** Select the Party Type associated with a future filing by pressing the arrow.
2. **Last Name, First Name:** You may supplement the Party Type by adding the party's first and last name. If you choose to do so, you must enter at least a last name.
3. **Add:** Press the "Add" button to set your rule, which may consist of only a party type, or a last name, or last name and first name, or a combination of type and name. The rule will be displayed in the table below.
4. **Remove:** Remove a party rule by clicking on the "Remove" link.

Attorney/Judicial Officer

You can set your rule to search by a specific attorney or judicial officer by registration number or name.

The screenshot shows the 'ATTORNEY / JUDICIAL OFFICER' section of a web interface. It includes a 'Bar Number' text input field (labeled 1), which is currently empty. Below it are text input fields for 'First Name' (containing 'Roger', labeled 2) and 'Last Name' (containing 'Pimentel', labeled 2). A 'Search' button (labeled 3) is to the right of the 'Last Name' field. Below these fields is a table with four columns: 'Bar Number', 'First Name', 'Last Name', and 'Remove'. The table contains one row: '40405' as the bar number, 'Matthew' as the first name, and 'Aguero' as the last name. The 'Remove' column contains a link labeled 'Remove' (labeled 4). At the bottom of the form are navigation buttons: '<<', '<', '1', '>', and '>>'.

Bar Number	First Name	Last Name	Remove
40405	Matthew	Aguero	Remove

1. **Bar Number:** Enter the bar number of the authorizing attorney or judicial officer of a future document.
2. **Last Name, First Name:** If you do not know the bar number of the authorizing attorney or judicial officer, you may enter a name instead. If you choose to do so, you must enter at least a last name.
3. **Search:** Once you have entered either a bar number or name, press the “Search” button to launch a results screen.

ATTORNEY / JUDICIAL OFFICER SEARCH

Bar Number:

First Name:

Last Name:

<input type="checkbox"/>	Bar Number	First Name	Last Name
<input checked="" type="checkbox"/>	40405	Matthew	Aguero
<input type="checkbox"/>	38061	Roger	Pimentel

- a. You can alter your attorney/judicial officer search terms on the search screen.
 - b. You can select multiple authorizers from the list using the checkboxes.
 - c. Press “Add” to set your rule, which will be displayed in the table on the previous screen.
4. **Remove:** Remove an attorney/judicial officer rule by clicking on the “Remove” link.

Once you have completed setting or editing your rules, press the “Save” button at the bottom of the screen to establish your rule set, or any changes you have made. You may also delete an existing rule from this screen.

FILING

The “Filing” page displays hyperlinks for Drafts, File into an Existing Case, File New Case and Scheduled Filings from the page menu.

Registered batch file organizations have a Manage Batch Filing hyperlink on the Filing page menu.

The screenshot shows the top navigation bar with links: Home, Filing, Search, Resources, My Account, Administrator, and Logout. Below this, the 'FILING' page menu is on the left, containing links for Drafts, File into an Existing Case, File New Case, and Scheduled Filings. The main content area, titled 'FILING PAGE', contains instructions: 'Select Draft(s) to review or edit your unfinished document.', 'Click on File into an Existing Case, to e-file a document into an existing appellate, county civil, district civil, probate, small claims or water case.', 'Choose File New Case, to e-file a new case with the court.', and 'Manage your scheduled filings by clicking on Scheduled Filings.'

DRAFTS

The Drafts screen displays a table of unfinished **ICCES** e-filing activity. Any unfinished filing is automatically saved by ICCES into Drafts.

DRAFTS – HOW TO FIND

This screenshot is identical to the one above, but a red arrow points to the 'Drafts' link in the 'FILING' page menu on the left side of the interface.

From the Filing screen, click the Drafts hyperlink from the page menu, or

This screenshot shows a dropdown menu with four options: Drafts, File into an Existing Case, File New Case, and Scheduled Filings. A red arrow points to the 'Drafts' option at the top of the list.

Hover over the **Filing** tab to choose the Drafts menu option.

DRAFTS – TOOLBAR

The screenshot shows the 'DRAFTS' section of the interface. At the top is a toolbar with a 'Delete' button (callout 1) and a 'Show 20' dropdown. Below the toolbar is a table with columns: Continue Filing, Filing ID, Date Started, Date Updated, Filing Type, Case Number, Location, and Case Caption. The table contains three rows of draft data. At the bottom right of the table is a pagination control showing '1 - 3 of 3' and navigation buttons (callout 2).

Continue Filing	Filing ID	Date Started	Date Updated	Filing Type	Case Number	Location	Case Caption
Continue	5806F323E8E93	10/20/2014 7:12 AM	10/20/2014 7:12 AM	County Civil - Forcible Entry and Detainer	2012C000022	Adams County	Presidio Apts V. Mendoza, Santiago Et Al
Continue	607D79CFA7D3D	10/17/2014 7:51 AM	10/17/2014 8:12 AM	County Civil - Name Change	New	Adams County	N/A
Continue	0792F3DCD1BDD	10/16/2014 9:58 AM	10/16/2014 9:58 AM	Court of Appeals - Civil - Agency	2013CA00010	Court of Appeals	Gagsdagsda

1. **Delete Button:** Allows user to delete existing drafts. Works in conjunction with the check boxes.
2. View 20, 50 or 100 scheduled dates per page. Click the arrow and select a viewing preference.

DRAFTS – TABLE COLUMN

The screenshot shows a web application titled "DRAFTS" with a "Delete" button and a table of draft filings. The table has columns for Continue Filing, Filing ID, Date Started, Date Updated, Filing Type, Case Number, Location, and Case Caption. Three rows of data are visible. Red boxes with numbers 3 through 11 point to various elements: 3 points to the 'Delete' button, 4 points to the 'Continue Filing' link, 5 points to the 'Filing ID', 6 points to the 'Date Started', 7 points to the 'Date Updated', 8 points to the 'Filing Type', 9 points to the 'Case Number', 10 points to the 'Location', and 11 points to the 'Case Caption'.

Continue Filing	Filing ID	Date Started	Date Updated	Filing Type	Case Number	Location	Case Caption
Continue	5806F323E8E93	10/20/2014 7:12 AM	10/20/2014 7:12 AM	County Civil - Forcible Entry and Detainer	2012C000022	Adams County	Presidio Apts V. Mendoza, Santiago Et Al
Continue	607D79C67D3D	10/17/2014 7:51 AM	10/17/2014 8:01 AM	County Civil - Name Change	New	Adams County	N/A
Continue	D792F3D021BDD	10/16/2014 9:51 AM	10/16/2014 9:51 AM	Court of Appeals - Civil - A	2013C000016	Court of Appeals	Gaosdagsda

3. **Check Boxes:** Allows user to remove one or more drafts in conjunction with the Delete Button.
4. **Continue Filing:** A hyperlink displaying a previously saved filing. Click the hyperlink to continue a saved draft.
5. **Filing ID:** Is a unique number that identifies a single e-filing transaction consisting of one or more e-filed documents.
6. **Date Started:** The date the saved ICCES filing was started.
7. **Date Updated:** Displays a date the saved filing was edited and re-saved.
8. **Filing Type:** This column displays the county and case type details of a draft.
9. **Case Number:** Each submitted case is assigned a case number as it relates to a selected court location.
 - The Drafts table displays case number as a hyperlink if the case is an existing case. Selecting the hyperlink will take user to the Case History Screen.
 - If a new case is saved in Drafts, a case number will not display because the case has not been formally submitted through ICCES.
10. **Location:** Cases and documents filed through ICCES are submitted through a court location. This column identifies the location.
11. **Case Caption:** If the case exists, this column displays the caption as accepted or created by the court. Case caption in this table display as hyperlinks. View case information by clicking on the case caption hyperlink. A draft of a new case will not display a case caption.

FILE INTO AN EXISTING TRIAL COURT CASE

Choose the “File into an Existing Case” option to e-file a new document into an existing court case through ICCES.

File into an Existing Case – How to Find

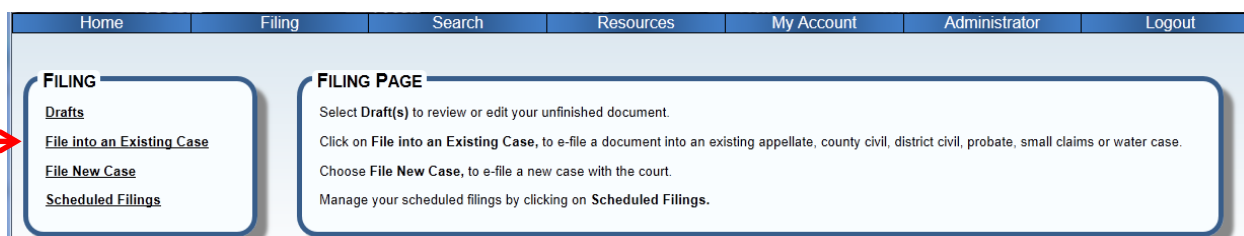


File Into an Existing Case

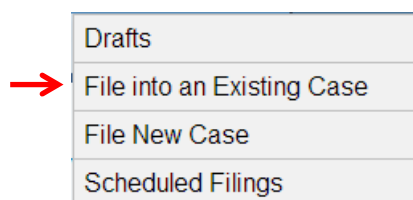
From the Home page, click the file folder.



or click the folder on Filing ID, Case History or Search results screens.



On the Filing screen, click the File into Existing Case hyperlink from the page menu or,



Hover over the **Filing** tab to choose the **File into an Existing Case** menu option.


FILE INTO EXISTING TRIAL COURT CASE – BUILD FILING

FILE BUILDER

The screenshot shows the 'BUILD FILING' and 'CONFIRM FILING' sections of a web application. The 'BUILD FILING' section has a 'Required Field' label. It contains the following elements:

- 1. A dropdown menu for '1. Select a court location' with 'Routt County' selected.
- 2. A text input field for '2. Case Number:' containing '2015CV30001'.
- 3. A 'Search' button.
- 4. A checkbox for '3. This is a serve-only filing'.
- 5 & 5a. A list of document types for '4. Choose document(s) to file': Answer w/Jury Demand, Answer, Cross/Counter and 3rd Party Complaint, Answer, Cross/Counter, 3rd Party Comp, Jury Demand, Bankruptcy Notice, Bill of Costs, Brief.
- 6. A blue arrow button to add documents.
- 9. A 'Clear' button.

The 'CONFIRM FILING' section shows the case '2015CV030001 - Test1 v. Test2' with a trash icon and the text 'Affidavit Brief'. A 'Continue' button is at the bottom right.

1. Select a court location.
 - a. Note: If you clicked a file folder  within the application, the court location pre-populates the box.
2. Enter a case number (Year “20XX,” Class “CA or SC,” Sequence “123456”).
 - a. If you clicked a file folder within the application, the case number pre-populates the box.
3. Click the “Search” button to find the existing case.
 - o If the case does not exist, an information message displays.

The screenshot shows the 'BUILD FILING' section with a message: "No results were found for your criteria." The form fields are the same as in the previous screenshot, but the 'Search' button is highlighted.

4. If the case exists, you have the option to select if this is a serve-only filing. Select the serve-only filing checkbox. This will allow you to select serve-only documents in addition to the documents already available.
5. The option to choose document(s) to file will display.
 - a. Choose documents to file from the list. Hold down the control key (Ctrl) to select more than one document.
6. Press the blue arrow button. The document(s) will display on the right side in “Confirm Filing” section.

7. Click the trash can icon to remove a document from the “Confirm Filing” section.
8. Press Continue.
9. Press *Clear* to re-set all selections on this screen.

PROGRESS BAR

Moving past the Build Filing screen, note the Progress Bar at the top of the page. Click on any section to navigate to that screen.



FILE INTO EXISTING TRIAL COURT CASE - REVIEW FILING PARTIES

SELECT FILING PARTY(IES)
(Select all that apply)
Adams County, [2013CV030351](#) - Jon Jones Fight School et al v. Chael Sonnen Fight School
Party Status: Active Show 20 Per Page

<input checked="" type="checkbox"/> Party	Type	Status	Attorney
<input type="checkbox"/> Chael Sonnen Fight School	Defendant		Self-Represented Add
<input checked="" type="checkbox"/> Jon Bones Jones	Plaintiff		Jon Libid (JBITS Firm) Add
<input checked="" type="checkbox"/> Jon Jones Fight School	Plaintiff		Jon Libid (JBITS Firm) Add

<< < 1 > >>

1. The party that the user is associated with will auto select. If filing a new pleading and not yet associated to a party, you must complete step “2” and add counsel to that party. Once added, the box will auto check as filing party.
2. To add an attorney to a party, click the “Add” link in the “Attorney” column.

Add Attorney(s) To A Party

For Joffrey Baratheon Respondent

New Attorney: --Select Attorney-- 3

Attorney Name
Tracylawfirm1 Testing

a

Save Cancel

3. Select an attorney from the dropdown list, and click “Save.”
 - a. If the incorrect attorney is selected, the option to remove is available.

SELECT FILING PARTY(IES)

(Select all that apply)

Douglas County, [2014DR030061](#) - Tyrell, Margaery and Baratheon, Joffrey

Party Status: Active

Show 20 Per Page

Party	Type	Status	Attorney
<input checked="" type="checkbox"/> Joffrey Baratheon	Respondent		Tracylawfirm1 Testing (Tracy Testing Law Firm) Add
<input type="checkbox"/> Margaery Tyrell	Petitioner		John M Case (Moar Cases) Add

5

4

Save and Close Cancel Filing Continue

4. Click **Continue**.

5. Every screen on the File Builder features “Save and Close” and “Cancel Filing” buttons. “Save and Close” moves the item to “Drafts.” The “Cancel Filing” option closes the File Builder and does not save the filing.

FILE INTO EXISTING TRIAL COURT CASE – MANAGE FILING – SECURITY, UPLOADING, AND ADDING EVENT

This section displays how to add, edit, upload and relate documents.

MANAGE FILING

* Required Field

Douglas County, [2014DR030061](#) - Tyrell, Margaery and Baratheon, Joffrey

Upload successful!

* Document [Affidavit \[PDF\]](#) 3b

Motion

1

1a

* Document Title CJD 11-01(IX) requires descriptive title.

Affidavit

[Complete a descriptive title here]

Security Public

Public

Upload Options \$0.00

Upload Options \$0.00

Add Document Add

Total Upload: 0.25 MB of 50 MB limit.

Max Document Size: 3.0 MB

ICCES supports the following file types: doc, docx, gif, html, jpeg, msd, odp, odt, pdf, pjpeg, png, ppt, pptx, rtf, text, tiff, wp, wpd, xls, xlsx, xpng.

5

4

6

Save and Close Cancel Filing Continue

1. The **Document Title can be edited** if needed or required.
 - a. Chief Justice Directive 11-01(IX) requires descriptive document titles. ICCES will highlight titles that need further description in red.

Document Security

This Affidavit should be available to

2a

☐ Everyone - **Public**
☒ Case parties and served parties - **Suppressed**
☐ The court only - **Sealed**

You have changed the default security for this document and must provide a reason below for the court.

2b

Save Close

2. To change the security default of “Public” click on the security link under *Security. (Certain documents have a default level of security higher than “Public” and will prevent you from lowering that status)
 - a. The available security levels, from least to most restrictive are:
 - Public: Any user can view the document.
 - Protected/Suppressed: Parties to the case can view a suppressed document.
 - Restricted/Private: Only the filing party and served parties can view a restricted/private document.
 - Sealed: Only the court will be able to view the contents of a sealed document. No other party including parties to the case have viewing access to a sealed document.
 - b. If the security is changed from the default selection a reason for the security change will be required for the court. Selected security is not official until accepted by the court.
3. Click the upload button to upload a document. Double click the document from your folder, or highlight it and press “Open.”
 - a. A green status bar flashes confirming your upload.
 - b. The document under “*Document” label becomes a link. Click the name of the link to bring up the original filing format, ex: if word document was filed, OR click the “PDF” link to review the document in PDF format.
4. Include any missed filings by clicking the arrow in the “Add Document” box. Highlight and select the additional document, and click the “Add” button to add it.
 - a. Repeat step 3 to upload.
5. Every screen on the File Builder features “Save and Close” and “Cancel Filing” options. “Save and Close” moves the item to Drafts. The “Cancel Filing” option closes the File Builder and does not save the filing.
6. Press “Continue.”

MANAGE FILING – CHANGE, RELATE AND REMOVE DOCUMENTS

The screenshot shows the 'MANAGE FILING' interface for Douglas County, case 2014DR030061. It includes fields for Document Title (Affidavit), Security (Public), and Statutory Fee (\$0.00). A red box labeled '1' points to the 'Options' menu next to the 'Upload' button. Another red box labeled 'a' points to the 'Change' option within the 'Options' menu. The interface also shows a 'Document' dropdown menu with 'Affidavit' selected, a 'Motion' section, and a 'Total Upload' limit of 0.25 MB of 50 MB.

1. To change a document type entered incorrectly, click the options menu next to the upload button.

a. Choose **Change**.

The 'Change Document' dialog box is shown, prompting the user to select a document from a dropdown menu. The dropdown menu currently shows 'Brief'. A red box labeled 'b' points to the dropdown arrow. Below the dropdown are 'Save' and 'Close' buttons.

- b. From the pop up, select a new document from the dropdown and click “Save” to make the change or “Close” to cancel.

WARNING: If a document was uploaded to match the original document selected, make sure the correct document matches the change that is made. If you need to re-upload a corrected document, select upload to overwrite the existing uploaded document.

The screenshot shows the 'MANAGE FILING' interface for Douglas County, case 2014DR030061. It includes fields for Document Title (Affidavit), Security (Public), and Statutory Fee (\$0.00). A red box labeled '2' points to the 'Options' menu next to the 'Upload' button. Another red box labeled '2a' points to the 'Relate' option within the 'Options' menu. The interface also shows a 'Document' dropdown menu with 'Affidavit' selected, a 'Motion' section, and a 'Total Upload' limit of 0.25 MB of 50 MB.

2. Relate a document to an existing case filing, by clicking options menu next to the upload button.

- a. Choose **Relate** from the options.

3 →

3a →

3b →

3c →

Filing Date	Filing ID	Filing Party(ies)	Organization	Document	Document Title
02/05/2015	111BD60B21DFE (Pending Filing)	N/A	N/A	Affidavit	Affidavit
02/05/2015	111BD60B21DFE (Pending Filing)	N/A	N/A	Motion	Motion
04/25/2014	1740E6E4FCF7A	Margaery Tyrell	M	Petition - Dissolution w/out Children	Petition - Dissolution w/out Children

3. A Relate Document table displays listing all case filing events. Click the checkbox to relate an item.
 - a. Filter the table from the filing date. Click in the date range boxes to select.
 - b. Filter the table for case documents. Click the arrow, highlight and select a document(s).
 - c. Click the “Save” button to save. The “Close” button cancels the screen without saving changes.

MANAGE FILING

* Required Field
Douglas County, [2014DR030061](#) - Tyrell, Margaery and Baratheon, Joffrey

* Document
[Affidavit](#) [PDF]
Motion

* Document Title ! [CJD 11-01\(X\)](#) requires descriptive title.
Affidavit
[Complete a descriptive title here]

Security i
Public + Upload
Public + Upload

4 →

Options
Change
Relate
Remove

Fee
\$0.00
\$0.00

Add Document + Add

Total Upload: 0.25 MB of 50 MB limit.
Max Document Size: 3.0 MB
ICCES supports the following file types: doc, docx, gif, html, jpeg, mscd, odp, odt, pdf, pjpeg, png, ppt, pptx, rtf, text, tiff, wp, wpd, xls, xlsx, xpng.

Save and Close Cancel Filing Continue **5** →

4. Remove any document from the Manage Filing screen (Does not include initiating documents for File New Case) by clicking the options menu next to the upload button and selecting **Remove**. If a document is related to a main document, it will also be removed.
5. Once all documents have been uploaded, press Continue.

FILE INTO EXISTING TRIAL COURT CASE – SERVICE

Service has two sections.

E-Service: Parties who are represented by counsel and have an ICCES account.

U.S. Mail: Party(ies) to the case that do not have an ICCES account.

1 →

SERVICE

Adams County, [2015CV030011](#) - Testing, Plaintiff v. Defendant, Testing et al

☐ I will serve the documents on my own and do not need ICCES to complete service. I acknowledge that C.R.C.P. Rule 121, Section 1-26(6) requires E-Service on parties who have subscribed to ICCES.

Party Status: All

E-Service

<input checked="" type="checkbox"/> Name	Type	Status	Attorney	Organization
<input checked="" type="checkbox"/> Testing Defendant	Defendant		Ian Vincent O'Neill	JBITS Firm customer 1354 name change test

U.S. Mail Service

<input type="checkbox"/> Name	Type	Status	Attorney	Mailing Address
<input type="checkbox"/> Additional Testing	Defendant		Self-Represented	N/A

[Add Other Recipient](#)

[Save and Close](#) [Cancel Filing](#) [Continue](#)

1. If you **do not** want ICCES to e-serve or mail documents, check the “I will serve the documents on my own and do not need ICCES to complete service” checkbox at the top of the Service list.

2 & 2(a) →

SERVICE

Adams County, [2015CV030011](#) - Testing, Plaintiff v. Defendant, Testing et al

☐ I will serve the documents on my own and do not need ICCES to complete service. I acknowledge that C.R.C.P. Rule 121, Section 1-26(6) requires E-Service on parties who have subscribed to ICCES.

Party Status: All

E-Service

<input checked="" type="checkbox"/> Name	Type	Status	Attorney	Organization
<input checked="" type="checkbox"/> Testing Defendant	Defendant		Ian Vincent O'Neill	JBITS Firm customer 1354 name change test

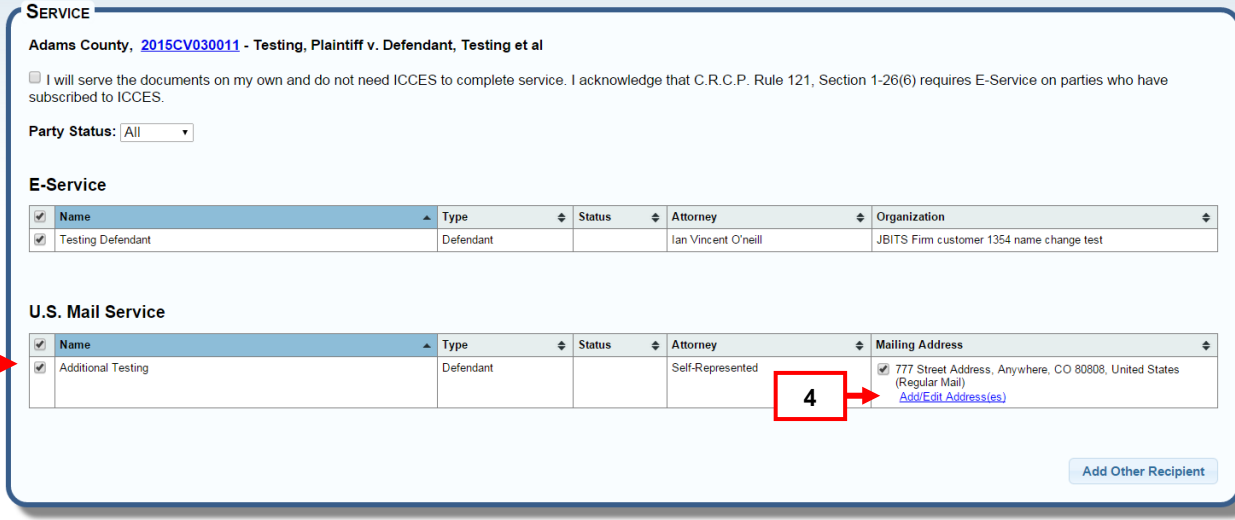
U.S. Mail Service

<input type="checkbox"/> Name	Type	Status	Attorney	Mailing Address
<input type="checkbox"/> Additional Testing	Defendant		Self-Represented	N/A

[Add Other Recipient](#)

[Save and Close](#) [Cancel Filing](#) [Continue](#)

2. If the box remains unchecked, e-service will auto-select for you if there are any parties that are represented by counsel and if counsel has an ICCES account.
 - a. To deselect all parties, select the checkbox at the top of the checkbox column, or deselect one party at a time by unchecking the box next to the user's name.



SERVICE

Adams County, [2015CV030011](#) - Testing, Plaintiff v. Defendant, Testing et al

☐ I will serve the documents on my own and do not need ICCES to complete service. I acknowledge that C.R.C.P. Rule 121, Section 1-26(6) requires E-Service on parties who have subscribed to ICCES.

Party Status: All

E-Service

<input checked="" type="checkbox"/>	Name	Type	Status	Attorney	Organization
<input checked="" type="checkbox"/>	Testing Defendant	Defendant		Ian Vincent O'Neill	JBITS Firm customer 1354 name change test

U.S. Mail Service

<input checked="" type="checkbox"/>	Name	Type	Status	Attorney	Mailing Address
<input checked="" type="checkbox"/>	Additional Testing	Defendant		Self-Represented	<input checked="" type="checkbox"/> 777 Street Address, Anywhere, CO 80808, United States (Regular Mail) Add/Edit Address(es)

[Add Other Recipient](#)

[Save and Close](#) [Cancel Filing](#) [Continue](#)

3. To select a party to mail, check the box next to the party name.
 - a. If the party has an address on file with the court, the address will display and auto-check if you are a party to the case. An official court address cannot be edited, but the mailing method can be changed to Certified mail.
4. To change regular mailing to certified mailing, select the “Add/Edit Address(es)” link to the right of the party name.



Address

* Required Field

Additional Testing

Mailing Method: ☒ Regular Mail ☐ Certified Mail

777 Street Address
Anywhere, CO 80808, United States

Official Address on Record at the Court

[Add Additional Address](#)

[Save and Close](#) [Cancel](#)

5. A pop up will appear “Regular Mail” is auto-selected. Change by selecting radio button for Certified Mailing and press “Save and Close”.
6. If adding an additional address, select the “Add Additional Address” link.

Address

* Required Field

Additional Testing

*Mailing Method: ☐ Regular Mail ☒ Certified Mail

777 Street Address
Anywhere, CO 80808, United States

Official Address on Record at the Court

Additional Address: * Address Line 1: 222 Main St **7a** → [Add Address](#)

7 → Address Line 2:

* City: Anywhere

* State/Province: Colorado ▼

* Zip Code: 80808

* Country: United States ▼

7b → [Save and Close](#) [Cancel](#)

7. Fill out all required fields:

- a. To add more than one, select “Add Address” button. This will also allow you to edit address just added.

Address

* Required Field

Additional Testing

*Mailing Method: ☐ Regular Mail ☒ Certified Mail

777 Street Address
Anywhere, CO 80808, United States

Official Address on Record at the Court

222 Main St
Anywhere, CO 80808, United States

[Edit Address](#)

[Add Additional Address](#)

[Save and Close](#) [Cancel](#)

- b. OR Press “Save and Close” to add address and go back to the service screen.

SERVICE

Adams County, 2015CV030011 - Testing, Plaintiff v. Defendant, Testing et al

☐ I will serve the documents on my own and do not need ICCES to complete service. I acknowledge that C.R.C.P. Rule 121, Section 1-26(6) requires E-Service on parties who have subscribed to ICCES.

Party Status: All ▼

E-Service

Name	Type	Status	Attorney	Organization
Testing Defendant	Defendant		Ian Vincent O'Neill	JBITS Firm customer 1354 name change test

U.S. Mail Service

Name	Type	Status	Attorney	Mailing Address
Additional Testing	Defendant		represented	<input type="checkbox"/> 777 Street Address, Anywhere, CO 80808, United States (Certified Mail) <input checked="" type="checkbox"/> 222 Main St, Anywhere, CO 80808, United States (Certified Mail) Add/Edit Addresses

8 →

[Add Other Recipient](#)

[Save and Close](#) [Cancel Filing](#) [Continue](#)

8. The last address added will auto-check. If multiple addresses needed for mailing, check any additional addresses listed.

To include a Custom Recipient, click the “Add Another Recipient” button in the service screen. Add Other Recipient means an e-filer can ask ICCES to either mail or e-serve filings to another person whose name does not display on the Service screen.

The screenshot shows a web form titled "Add Other Recipient". At the top, there is a section for "Required Field" with two radio buttons: "Custom Recipient" (selected) and "E-File User". Below this is a text input field for "Recipient Name". A horizontal line separates this from the "Mailing Method" section, which has two radio buttons: "Regular Mail" (selected) and "Certified Mail". Below the mailing method are three text input fields for "Address Line 1", "Address Line 2", and "City". Below these are two dropdown menus for "State/Province" (currently showing "Colorado") and "Country" (currently showing "United States"). At the bottom of the form are three buttons: "Save and Add Another", "Save", and "Cancel".

Callouts in the image:

- a**: Points to the "Custom Recipient" radio button.
- b**: Points to the "Recipient Name" text input field.
- c**: Points to the "Regular Mail" radio button under "Mailing Method".
- d**: Points to the "City" text input field.
- e**: Points to the "Save and Add Another" button.

For a custom recipient:

- a. Click the “Custom Recipient” radio button.
- b. Enter the recipient name.
- c. Select “Mailing Method” of either “Certified Mail” or “US Mail.”
- d. Enter the mailing address.
- e. To save the information press “Save”, to exit and cancel click “Cancel”. To continue adding additional recipients, click “Save and Add Another”.

The screenshot shows a web form titled "Add Other Recipient". At the top, there is a header bar with the title. Below the header, there is a section for selecting the recipient type, with two radio buttons: "Custom Recipient" and "E-File User". The "E-File User" option is selected. Below this, there are two text input fields: "First Name" and "Last Name". The "Last Name" field is marked with an asterisk, indicating it is a required field. To the right of these fields is a "Search" button. Below the search fields, there is a table with three columns: "User Name", "E-mail", and "Organization". The "User Name" column is currently selected, and it displays the text "No results found." Below the table, there are three buttons: "Save and Add Another", "Save", and "Cancel".

Annotations on the form:

- f**: Points to the "E-File User" radio button.
- g**: Points to the "Last Name" input field.
- h**: Points to the "User Name" column header in the search results table.
- i**: Points to the "No results found." text in the search results table.

For an e-file user:

- f. Click the "E-file User" radio button.
- g. Enter, at minimum, the user's last name and press "Search."
- h. Select the ICCES user name from the search result list.
- i. To save the information press "Save", to exit and cancel click "Cancel". To continue adding additional recipients, click "Save and Add Another".

REVIEW AND SUBMIT

Review and submit is a summary of the current filing.

REVIEW AND SUBMIT

Adams County, [2012CV500713](#) - Test, Test V. Testthisbusiness

A

Review all information on this page before clicking the **Submit** button. Please verify your uploaded documents are correct for this filing. If you need to make changes, click the appropriate **Edit** button. Once you are satisfied with the information, click **Submit**.

FILING PARTY(IES)

Party	Type	Status	Attorney	Edit
Test Test	Plaintiff		Julie Christine Hoskins (JBITS Firm)	1

DOCUMENTS

Document ID	Event	Title	Security	Related Document(s)	Edit
56B1D96E440F0	Affidavit [PDF]	Affidavit	Suppressed	No	1b
900A187628A91	Letter [PDF]	Letter	Public	Yes	1a
9A6CF41FCF8FD	Certificate [PDF]	Certificate	Public	Yes	

SERVICE

Party	Type	Status	Attorney	Organization	Method	Edit
Tracysa Blea	N/A	N/A	N/A	JBITS Firm	E-Service	1

A. The county, case number and case caption display on the first line.

- Edit Buttons:** Review the Filing Party(ies), Documents, and Service sections. Click the “Edit” button on the right in any of these sections to change or update information.

Party
Test Test

RELATED EVENT(S)

Show 5 Per Page

Filing Date	Filing ID	Filing Party(s)	Event	Document Title
07/10/2013		Eloise Cohen	Record Unsealed/Unsuppressed	Record Unsealed/Unsuppressed

<< < 1 > >>

Close

- If the “Relate” option was selected in the “Manage Filing” screen, the column “Related Document(s)” will have a “Yes” link to allow the user to confirm the related document(s).

Document Security Change Reason

Affidavit

Sensitive information enclosed

Close

- b. If the Security was changed from the default in the manage filing screen, the column “Security” will have the new security setting and a “Note” icon to allow the user to confirm the reason for the security change.

SUBMISSION OPTIONS

2

→

***Submit Options:** Do not submit to the court, serve selected parties.

☒ Submit now
 ☐ Submit on

***Authorizer:**
 Angie Pickle Guenther
 Brian Medina
 Cathy Law Firm Pickle Account (inactive)
 Chad Pickle Cornelius (inactive)
 Chris Pickle Meints

(Hold down Control key and click each line to select more than one)

***Attorney Role:** Private Attorney

2. There are two Submit Options choices for submitting a filing(s) into an existing case.
- Submit to the court and serve selected parties:** This will submit your filing to the court for clerk review.
 - Do not submit to the court, serve selected parties:** This will submit your filing as a serve only filing. This filing will not go to the court.

SUBMISSION OPTIONS

3

→

***Submit now:** ☒ Submit now ☐ Submit on

Note To Clerk:

***Authorizer:**
 Angie Pickle Guenther
 Brian Medina
 Cathy Law Firm Pickle Account
 Chad Pickle Cornelius
 Chris Pickle Meints

(Hold down Control key and click each line to select more than one)

***Attorney Role:** Private Attorney

3. Leave “Submit now” selected to send the filing immediately.

57

SUBMISSION OPTIONS

*Submit Options: 4 Submit to the court; serve selected parties.

☐ Submit now ☒ Submit on b

*Authorizer: a

- Angie Pickle Guenther
- Brian Medina
- Cathy Law Firm Pickle Account
- Chad Pickle Cornelius (inactive)
- Chris Pickle Meints

(Hold down Control key and click each line to select more than one)

*Attorney Role: Private Attorney

4. To delay a filing to the court or to delay a “serve only” submission, postpone submitting by clicking the “Submit On” button.

a. Select a future date from the pop up date box.

b. Enter the time of day. The filing will be saved in [Scheduled Filings](#).

SUBMISSION OPTIONS

*Submit Options: Submit to the court and serve selected parties.

☐ Submit now ☒ Submit on

Note To Clerk: 5

*Authorizer: 6

- Angie Pickle Guenther
- Brian Medina
- Cathy Law Firm Pickle Account (inactive)
- Chad Pickle Cornelius (inactive)
- Chris Pickle Meints

(Hold down Control key and click each line to select more than one)

*Attorney Role: Private Attorney 6a

5. Enter any *helpful* notes the court may need to process the filing.

6. Select the “Authorizer(s)” from your organization.

a. Choose “Attorney Role.”

BILLING INFORMATION

☐ This filing is exempt from filing fees per [CJD 06-01](#)

☐ This filing is exempt from filing fees per [CJD 98-01](#), or I am filing as court appointed counsel.

Purchase Details:

*Statutory Filing Fees: \$0.00

E-Filing Fees: \$6.00

Service Fees: \$7.50

Total Fees: \$13.50

*These fees may be modified by the court prior to acceptance if the documents filed do not match the estimated statutory filing fees.

Billing Reference: 8 AC161834

10 Save and Close Cancel Filing 9 Submit

7. If the filing is exempt from fees per Chief Justice Directive 06-01 or 98-01, select the appropriate box. Select link to view CJD.

8. Enter any "Billing Reference" i.e. a specific organization billing reference.
9. Click "Submit" to complete your filing.
10. "Save and Close" saves the filing in "Drafts" so it can be finished later. Click "Drafts" on the "Filing" screen to resume the filing. Click "Cancel Filing" to exit and cancel the filing completely.

Upon submission, a message to either go “Back to Review” filing, or “Continue Submission” will appear. Once submitted, the filing cannot be removed by ICCES or the user. The court must be contacted for further action.

Confirm Submission

Before submitting your filing, please ensure that you uploaded the correct documents into this case. If you need to make any changes to your filing, click the **Back to Review** button. Use the **Edit** buttons on the right of each section to modify your filing.

If all information on the Review and Submit screen is correct, you may submit your filing by clicking on the **Continue Submission** button. If you need to edit or cancel this filing, go the Filing page and click the **Scheduled Filings** link. This filing will not be submitted to the court until the scheduled filing date. Your filing cannot be modified once it is submitted to the court. If you chose to have ICCES provide service, those copies will not be delivered to your selected recipients until the scheduled filing date.

[Back to Review](#)[Continue Submission](#)

A confirmation page will then be available to print for the user’s record. (partial page)

[Close](#)[Print](#)

Filing Information:
Filing ID: 6290565B356F9
Court Location: Douglas County
Case Number: 2014DR030061
Case Caption: Tyrell, Margaery And Baratheon, Joffrey
Scheduled Date: 09/08/2014 2:00 AM
Submitted By: Tracya Blea

FILE INTO AN EXISTING APPEALS CASE

Choose the “File into an Existing Case” option to e-file a new document into an existing court case through ICCES.

File into an Existing Appeals Case – How to Find

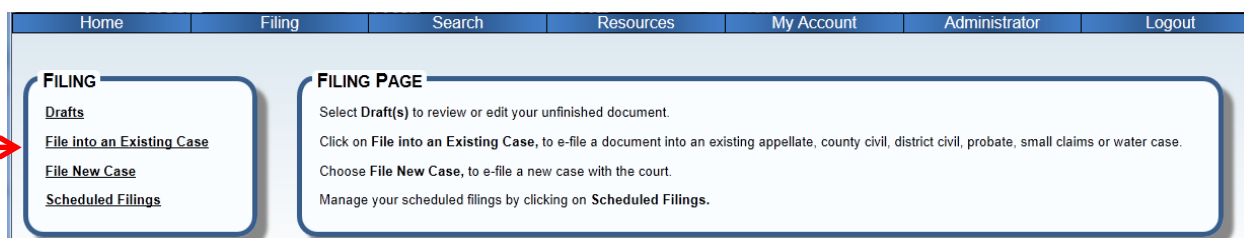


File Into an Existing Case

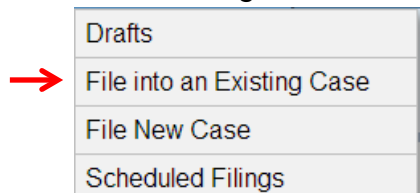
From the Home page, click the file folder.



or click the folder on Filing ID, Case History or Search results screens.



On the Filing screen, click the File into Existing Case hyperlink from the page menu or,



Hover over the **Filing** tab to choose the **File into an Existing Case** menu option.

FILE INTO EXISTING APPEALS CASE – BUILD FILING

FILE BUILDER

The screenshot shows a two-panel interface. The left panel, titled 'BUILD FILING', contains several required fields and a search button. The right panel, titled 'CONFIRM FILING', shows a list of documents to be filed and a 'Continue' button. Red boxes with numbers 1 through 9 point to specific elements: 1 points to the 'Court of Appeals' dropdown; 2 points to the 'Case Number' input field containing '2013CA5000'; 3 points to the 'Search' button; 4 points to the 'This is a serve-only filing' checkbox; 5 & 5a point to the 'Choose document(s) to file' section, specifically the 'Document to File' dropdown; 6 points to the blue arrow button next to the 'Document Type' dropdown; 7 points to the trash can icon in the 'Confirm Filing' section; 8 points to the 'Continue' button; and 9 points to the 'Clear' button at the bottom left.

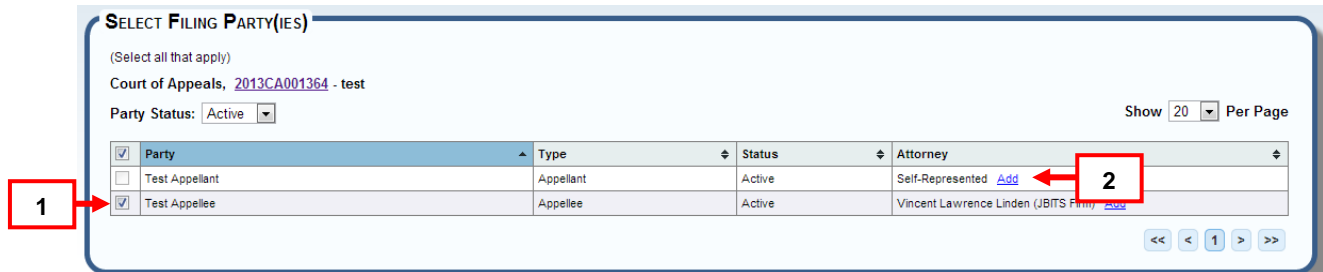
1. Select a court location.
 - a. Note: If a file folder is clicked within the application, the court location pre-populates the field.
2. Enter a case number (Year “20XX,” Class “CA or SC,” Sequence “123456”).
 - a. If a file folder is clicked within the application, the case number pre-populates the field.
3. Click the “Search” button to find the existing case.
 - o If the case does not exist, an information message displays.
4. If the case exists, you have the option to select if this is a serve-only filing. Select the serve-only filing checkbox. This will allow you to select serve-only documents in addition to the documents already available.
5. The option to choose document(s) to file will display.
 - a. Choose document to file from the list. “Document to File” is required, “Document Type” is optional.
6. Press the blue arrow button. The document will display on the right side in “Confirm Filing” section. Add as many documents as needed.
7. Click the trash can icon to remove a document from the “Confirm Filing” section.
8. Press Continue.
9. Press *Clear* to re-set all selections on this screen.

PROGRESS BAR

Moving past the Build Filing screen, note the Progress Bar at the top of the page. Click on any section to navigate to that screen.



FILE INTO EXISTING APPEALS CASE - REVIEW FILING PARTIES

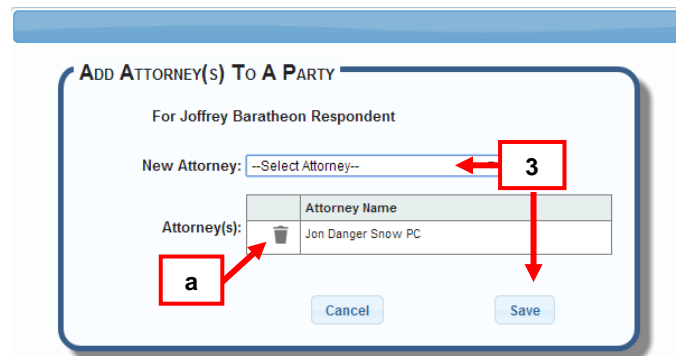


SELECT FILING PARTY(IES)
(Select all that apply)
Court of Appeals, [2013CA001364](#) - test
Party Status: Active Show 20 Per Page

<input checked="" type="checkbox"/> Party	Type	Status	Attorney
<input type="checkbox"/> Test Appellant	Appellant	Active	Self-Represented Add
<input checked="" type="checkbox"/> Test Appellee	Appellee	Active	Vincent Lawrence Linden (JBITS Firm) Add

*1. The party that the user is associated with will auto select. If filing a new pleading and not yet associated to a party, you must complete step “2” and add counsel to that party. Once added, the box will auto check as filing party.

2. To add an attorney to a party, click the “Add” link in the “Attorney” column.

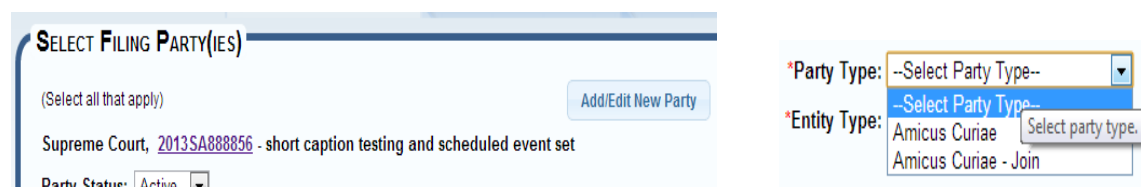


ADD ATTORNEY(S) TO A PARTY
For Joffrey Baratheon Respondent
New Attorney: --Select Attorney--
Attorney(s): Jon Danger Snow PC
Cancel Save

3. Select an attorney from the dropdown list, and click “Save.”

a. If the incorrect attorney is selected, the option to remove is available.

*** For Supreme Court case types of SA or SC, on the “Select Filing Party” screen the option to add a party type of: “Amicus Curiae” or “Amicus Curiae-Join” is available.**



SELECT FILING PARTY(IES)
(Select all that apply) Add/Edit New Party
Supreme Court, [2013SA888856](#) - short caption testing and scheduled event set
Party Status: Active

*Party Type: --Select Party Type--
*Entity Type: --Select Party Type--
Amicus Curiae
Amicus Curiae - Join

SELECT FILING PARTY(IES)

(Select all that apply)

Court of Appeals, [2013CA001364](#) - test

Party Status: Active

Show 20 Per Page

<input checked="" type="checkbox"/>	Party	Type	Status	Attorney
<input type="checkbox"/>	Test Appellant	Appellant	Active	Self-Represented Add
<input checked="" type="checkbox"/>	Test Appellee	Appellee	Active	Vincent Lawrence Linden (JIBITS Firm) Add

5

Save and Close Cancel Filing

4 Continue

4. Click **Continue**.

5. Every screen on the File Builder features “Save and Close” and “Cancel Filing” buttons. “Save and Close” moves the item to “Drafts.” The “Cancel Filing” option closes the File Builder and does not save the filing.

FILE INTO EXISTING APPEALS CASE – MANAGE FILING – SECURITY, UPLOADING, AND ADDING DOCUMENT(S)

This section displays how filings are added, edited, uploaded and related.

MANAGE FILING

* Required Field

Court of Appeals, [2013CA005000](#) - Chris V. Shannon

Upload successful!

* Event

[Advisory Copy \[PDF\]](#)

[Amicus Brief \[PDF\]](#)

5 1

* Document Title

Advisory Copy

Amicus Brief

Security

Public

Public

Upload Options

Upload Options

Statutory Fee

\$0.00

\$0.00

Add Event

Add Event Type

Add

6

7

Total Upload: 0.51 MB of 50 MB limit.

Max Document Size: 5.0 MB

ACES supports the following file types: doc, docx, gif, html, jpeg, mscd, odp, odt, pdf, pipeg, png, ppt, pptx, rtf, text, tiff, wp, wpd, xls,xlsx, xpng.

Save and Close Cancel Filing

8 Continue

1. The Document Title **can be edited** if needed.
2. To change the security default of “Public” click on the security link under *Security. (Certain documents have a default level of security higher than “Public” and will prevent you from lowering that status) Selected security is not official until accepted by the court. *A note to the clerk in “Review in Submit” screen is advisable if security is changed.*

The available security levels, from least to most restrictive are:

- Public: Any user can view the document.
- Protected/Suppressed: Parties to the case can view a suppressed document.

- Restricted/Private: Only the filing party and served parties can view a restricted/private document.
 - Sealed: Only the court will be able to view the contents of a sealed document. No other party including parties to the case have viewing access to a sealed document.
3. To upload a document, click the upload button. Double click the document from your folder list, or highlight it and press “Open.”
 4. A green status bar flashes confirming your upload.
 5. The document under *Document is now a link. Click the link to review the document.
 6. Include any missed filings by clicking the arrow in the “Add Event” box. Highlight and select the new filing event, and click the “Add” button.
 - a. Repeat step 3 to upload.
 7. Every screen on the File Builder features “Save and Close” and “Cancel Filing” options. “Save and Close” moves the item to Drafts. The “Cancel Filing” option closes the File Builder and does not save the filing.
 8. Press “Continue.”

MANAGE FILING – CHANGE EVENT, RELATE AND REMOVE DOCUMENTS

The screenshot displays the 'MANAGE FILING' interface. At the top, it shows a required field for the Court of Appeals case '2013CA005000 - Chris V. Shannon'. Below this, there are two document entries: 'Advisory Copy [PDF]' and 'Amicus Brief [PDF]'. Each entry has a 'Document Title' field and a 'Security' dropdown set to 'Public'. To the right of each document is an 'Upload' button and an 'Options' button. A red box labeled '1' points to the 'Options' button for the 'Advisory Copy'. A second red box labeled '1a' points to the 'Change Event' option in the dropdown menu that appears when the 'Options' button is clicked. At the bottom of the interface, there are buttons for 'Save and Close', 'Cancel Filing', and 'Continue'. A status bar at the bottom indicates 'Total Upload: 0.51 MB of 50 MB limit' and 'Max Document Size: 5.0 MB'. A note at the very bottom states: 'ICCES supports the following file types: doc, docx, gif, html, jpeg, mscd, odp, odt, pdf, pjpeg, png, ppt, pptx, rtf, text, tiff, wp, wpd, xls, xlsx, xpng.'

1. To change an event type, click the option menu next to the upload button.
 - a. Choose **Change Event**.

- b. From the pop up, select a new event from the dropdown and click “Save” to make the change or “Close” to cancel.

WARNING: If a document has previously been uploaded and an event was changed, the document will remain and not be removed. Ensure the document matches the event you wish to file.

2. Relate a document to an existing case filing, by clicking the options menu next to the upload button.
 - a. Choose **Relate** from the table of case filing event items.

Relate Document

RELATE DOCUMENT

Document Being Related: **3a** Affidavit **3b**

(Select all that apply)

Date Range: to Event: All Show 5 Per Page

<input type="checkbox"/>	Filing Date	Filing ID	Filing Party(ies)	Organization	Event	Document Title
<input type="checkbox"/>	10/23/2014	DC1E591C72BAB (Pending Filing)	N/A	N/A	Affidavit	Affidavit
<input type="checkbox"/>	10/23/2014	DC1E591C72BAB (Pending Filing)	N/A	N/A	Brief	Brief - test
<input type="checkbox"/>	05/02/2014	3B7BE05197F43	Harry Reid	JBITS Firm	Petition - Dissolution w/out Children	Petition - Dissolution w/out Children

3 **4**

<< < 1 > >>

Close Save

3. A Relate Document table displays listing all case filing events. Click the checkbox to relate an item.
 - a. Filter the table from the filing date. Click in the date range boxes to select.
 - b. Filter the table for case events. Click the arrow, highlight and select an event.
4. Click the “Save” button to save. The “Close” button cancels the screen without saving changes.

MANAGE FILING

* Required Field
Court of Appeals, [2013CA005000](#) - Chris V. Shannon

* Event
[Advisory Copy \[PDF\]](#)
[Amicus Brief \[PDF\]](#)

* Document Title
Advisory Copy
Amicus Brief

Security **Public** **Public**

Upload Options

Statute **00**

Change Event
Relate
Remove

Add Event

Add Event Type

Total Upload: 0.51 MB of 50 MB limit.
Max Document Size: 5.0 MB

ICCES supports the following file types: doc, docx, gif, html, jpeg, mscd, odp, odt, pdf, pipeg, png, ppt, pptx, rtf, text, tiff, wp, wpd, xls, xlsx, xpng.

Save and Close Cancel Filing **6** Continue

5. Remove any document from the Manage Filing screen (Does not include initiating documents for File New Case) by clicking the options menu to the upload button.
 - a. Choose **Remove** from the table of case filing event items. If a document is related to a main document, it will also be removed.
6. Once all documents have been uploaded, press **Continue**.

FILE INTO EXISTING APPEALS CASE – SERVICE

Service has three sections.

E-Service: Parties who are represented by counsel and have an ICCES account.

U.S. Mail: Party(ies) to the case that do not have an ICCES account.

Email Service: For the service of Appeals Clerks.

1 →

SERVICE

Court of Appeals, [2014CA112233](#) - People vs. Animals

☐ I will serve the documents on my own and do not need ICCES to complete service.

Party Status: All ▾

E-Service

<input checked="" type="checkbox"/>	Name	Type	Status	Attorney	Organization
<input checked="" type="checkbox"/>	The People of the State of Colorado	Appellant	Active	John Richard Connell	JBITS Law Firm

U.S. Mail Service

<input type="checkbox"/>	Name	Type	Status	Attorney	Mailing Address
<input type="checkbox"/>	Walter Beckman	Defendant-Appellee	Active	Self-Represented	N/A

Email Service

<input type="checkbox"/>	Name	Type	Status	Attorney	Organization
No results were found.					

[Add Other Recipient](#)

[Save and Close](#) [Cancel Filing](#) [Continue](#)

1. If you **do not** want ICCES to e-serve or mail documents, check the “I will serve the documents on my own and do not need ICCES to complete service” checkbox at the top of the Service list.

SERVICE

Court of Appeals, [2014CA112233](#) - People vs. Animals

☐ I will serve the documents on my own and do not need ICCES to complete service.

Party Status: All

E-Service

<input checked="" type="checkbox"/>	Name	Type	Status	Attorney	Organization
<input checked="" type="checkbox"/>	The People of the State of Colorado	Appellant	Active	John Richard Connell	JBITS Law Firm

U.S. Mail Service

<input type="checkbox"/>	Name	Type	Status	Attorney	Mailing Address
<input type="checkbox"/>	Walter Beckman	Defendant-Appellee	Active	Self-Represented	N/A

Email Service

<input type="checkbox"/>	Name	Type	Status	Attorney	Organization
No results were found.					

[Add Other Recipient](#)

[Save and Close](#) [Cancel Filing](#) [Continue](#)

2. If the box remains unchecked, e-service will auto-select for you if there are any parties that are represented by counsel and if counsel has an ICCES account.
 - a. To deselect all parties, select the checkbox at the top of the checkbox column, or deselect one party at a time by unchecking the box next to the user's name.

SERVICE

Adams County, [2015CV030011](#) - Testing, Plaintiff v. Defendant, Testing et al

☐ I will serve the documents on my own and do not need ICCES to complete service. I acknowledge that C.R.C.P. Rule 121, Section 1-26(6) requires E-Service on parties who have subscribed to ICCES.

Party Status: All

E-Service

<input checked="" type="checkbox"/>	Name	Type	Status	Attorney	Organization
<input checked="" type="checkbox"/>	Testing Defendant	Defendant		Ian Vincent O'Neill	JBITS Firm customer 1354 name change test

U.S. Mail Service

<input checked="" type="checkbox"/>	Name	Type	Status	Attorney	Mailing Address
<input checked="" type="checkbox"/>	Additional Testing	Defendant		Self-Represented	<input checked="" type="checkbox"/> 777 Street Address, Anywhere, CO 80808, United States (Regular Mail) Add/Edit Address(es)

[Add Other Recipient](#)

[Save and Close](#) [Cancel Filing](#) [Continue](#)

3. To select a party to mail, check the box next to the party name.
 - b. If the party has an address on file with the court, the address will display and auto-check. An official court address cannot be edited, but the mailing method can be changed to certified mailing.

4. To change regular mailing to certified mailing, select the “Add/Edit Address(es)” link to the right of the party name.

Address

* Required Field

Additional Testing

*Mailing Method: ☒ Regular Mail ☐ Certified Mail

777 Street Address
Anywhere, CO 80808, United States

Official Address on Record at the Court

[Add Additional Address](#)

Save and Close Cancel

5. A pop up will appear “Regular Mail” is auto-selected. Change by selecting radio button for “Certified Mailing” and press “Save and Close”.
6. If adding an additional address, select the “Add Additional Address” link.

Address

* Required Field

*Mailing Method: ☒ Regular Mail ☐ Certified Mail

Additional Address:

* Address Line 1: 555 main st

Address Line 2:

* City: anywhere

* State/Province: Colorado

* Zip Code: 80808

* Country: United States

[Add Address](#)

Save and Close Cancel

7. Fill out all required fields:
 1. To add more than one, select “Add Address” button. This will also allow you to edit address just added.

Address

* Required Field

Additional Testing

*Mailing Method: ☐ Regular Mail ☒ Certified Mail

777 Street Address
Anywhere, CO 80808, United States

222 Main St
Anywhere, CO 80808, United States

[Edit Address](#)

[Add Additional Address](#)

Save and Close Cancel

2. OR Press “Save and Close” to add address and go back to the service screen.

SERVICE

Court of Appeals, [2014CA112233](#) - People vs. Animals

☐ I will serve the documents on my own and do not need ICCES to complete service.

Party Status: All ▾

E-Service

<input checked="" type="checkbox"/> Name	Type	Status	Attorney	Organization
<input checked="" type="checkbox"/> The People of the State of Colorado	Appellant	Active	John Richard Connell	JBITS Law Firm

U.S. Mail Service

<input checked="" type="checkbox"/> Name	Type	Status	Attorney	Mailing Address
<input checked="" type="checkbox"/> Walter Beckman	Defendant-Appellee	Active	Self-Represented	<input type="checkbox"/> 555 main st, anywhere, CO 80808, United States (Regular Mail) <input checked="" type="checkbox"/> 555 main st, anywhere, CO 80808, United States (Regular Mail) Add/Edit Address(es)

Email Service

<input type="checkbox"/> Name	Type	Status	Attorney	Organization
No results were found.				

8a → [Add Other Recipient](#)

Save and Close Cancel Filing Continue

8. The last address added will auto-check. If multiple addresses needed for mailing, check any additional addresses listed.

a. To add an appeals clerk, Select “Add Another Recipient”.

Add Other Recipient

* Required Field

☐ Custom Recipient ☐ E **9** → ☒ Appeals Clerk

Appeals Clerk:

---Select Appeals Clerk---

Adams County - Angie Guenther

Adams County - Mario Domenico

Adams County - Neena Kumpati

Adams County - Shannon Boone

Adams County - Tracy Blea

Court of Appeals - SCAO TEST - Jeremy

Pueblo County - Marie Olson

Pueblo County - TRN JPODTRAIN61

9a → [Save and Add Another](#) [Save](#) [Cancel](#)

9. Select the “Appeals Clerk” radio button and select from the dropdown

a. To save the information press “Save”, to exit and cancel click “Cancel”. To continue adding additional recipients, click “Save and Add Another”.

To include an Additional Recipient, click the “Add Another Recipient” button in the service screen. Add Other Recipient means an e-filer can ask ICCES to either mail or e-serve filings to another person whose name does not display on the Service screen.

The screenshot shows a web form titled "Add Other Recipient" with a blue header bar. Below the header, there is a section for "Required Field" with three radio buttons: "Custom Recipient" (selected), "E-File User", and "Appeals Clerk". A red box labeled 'a' points to the "Custom Recipient" radio button. Below this is a text input field for "Recipient Name:" with a red box labeled 'b' pointing to it. A horizontal line separates this from the "Mailing Method:" section, which has two radio buttons: "Regular Mail" (selected) and "Certified Mail". A red box labeled 'c' points to the "Regular Mail" radio button. Below this are three text input fields for "Address Line 1:", "Address Line 2:", and "City:". A red box labeled 'd' points to the "Address Line 2:" field. Below these is a dropdown menu for "State/Province:" with "Colorado" selected. Below that is a text input field for "Zip Code:". Below that is a dropdown menu for "Country:" with "United States" selected. A red box labeled 'e' points to the "Country:" dropdown menu. At the bottom of the form are three buttons: "Save and Add Another", "Save", and "Cancel".

For a custom recipient:

- a. Click the “Custom Recipient” radio button.
- b. Enter the recipient name.
- c. Select “Mailing Method” of either “Regular Mail” or “Certified Mail”.
- d. Enter the mailing address.
- e. To save the information press “Save”, to exit and cancel click “Cancel”. To continue adding additional recipients, click “Save and Add Another”.

Add Other Recipient

* Required Field

☐ Custom Recipient
 ☒ E-File User
 ☐ Appellate Clerk

First Name
 Last Name

User Name
 E-mail
 Organization

No results were found.

For an e-file user:

- f. Click the “E-file User” radio button.
- g. Enter the user’s last name and press “Search.”
- h. Select the ICCES user name from the search result list.
- i. To save the information press “Save”, to exit and cancel click “Cancel”. To continue adding additional recipients, click “Save and Add Another”.

REVIEW AND SUBMIT

Review and submit is a summary of the current filing.

REVIEW AND SUBMIT

Court of Appeals, [2014CA030000](#) - Thick Client V Icces

Review all information on this page before clicking the **Submit** button. Please verify your uploaded documents are correct for this filing. If you need to make changes, click the appropriate **Edit** button. Once you are satisfied with the information, click **Submit**.

FILING PARTY(IES)

Party	Type	Status	Attorney
The People Of The State Of Colorado	Plaintiff-Appellee	Active	Julie Kreutzer (JBITS Firm)

DOCUMENTS

Document ID	Event	Title	Security	Related Document(s)
9E83B5E9C05B9	Affidavit [PDF]	Affidavit	Public	Yes

SERVICE

Party	Type	Status	Attorney	Organization	Method
Tracy Blea	N/A	N/A	N/A	JBITS Firm	E-Service

A. The county, case number and case caption display on the first line.

1. **Edit Buttons:** Review the Filing Party(ies), Documents, and Service sections. Click the “Edit” button on the right in any of these sections to change or update information.

Filing Date	Filing ID	Filing Party(s)	Event	Document Title
02/24/2014	15EAD484B7740	The People of the State of Colorado	Petition	Affidavit

- a. If the “Relate” option was selected in the manage filing screen, the column “Related Document(s)” will have a “Yes” link to allow the user to confirm the related document(s).

2 → *Submit Options: Do not submit to the court; serve selected parties.

☒ Submit now ☐ Submit on

*Authorizer: Angie Pickle Guenther
Brian Medina
Cathy Law Firm Pickle Account (inactive)
Chad Pickle Cornelius (inactive)
Chris Pickle Meints

*Attorney Role: Private Attorney

(Hold down Control key and click each line to select more than one)

2. There are two Submit Options choices for submitting a filing(s) into an existing case.
 - a. **Submit to the court and serve selected parties:** This will submit your filing to the court for clerk review.
 - b. **Do not submit to the court, serve selected parties:** This will submit your filing as a serve only filing. This filing will not go to the court.

3 → *Submit Options: Do not submit to the court; serve selected parties.

☒ Submit now ☐ Submit on

*Authorizer: Angie Pickle Guenther
Brian Medina
Cathy Law Firm Pickle Account (inactive)
Chad Pickle Cornelius (inactive)
Chris Pickle Meints

*Attorney Role: Private Attorney

(Hold down Control key and click each line to select more than one)

3. Leave “Submit now” selected to send the filing immediately.

SUBMISSION OPTIONS

*Submit Options: b

4 ☐ Submit now ☒ Submit on

*Authorizer: a

Angie Pickle
Brian Medina
Cathy Law Firm Pickle Account
Chad Pickle Cornelius (inactive)
Chris Pickle Meints
(Hold down Control key and click)

May 2016

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*Attorney Role:

4. To delay a filing to the court or to delay a “serve only” submission, postpone submitting by clicking the “Submit On” button.

a. Select a future date from the pop up date box.

b. Enter the time of day. The filing will be saved in [Scheduled Filings](#).

SUBMISSION OPTIONS

*Submit Options: 6a

5 ☐ Submit now ☒ Submit on

Note To Clerk:

*Authorizer: 6

Angie Pickle Guenther
Brian Medina
Cathy Law Firm Pickle Account (inactive)
Chad Pickle Cornelius (inactive)
Chris Pickle Meints
(Hold down Control key and click each line to select more than one)

*Attorney Role:

5. Enter any *helpful* notes the court may need to process the filing.

6. Select the “Authorizer(s)” from your organization.

a. Choose “Attorney Role.”

BILLING INFORMATION

6 ☐ This filing is exempt from filing fees per [CJD 06-01](#)

☐ This filing is exempt from filing fees per [CJD 98-01](#), or I am filing as court appointed counsel.

Purchase Details:

*Statutory Filing Fees: \$0.00
E-Filing Fees: \$6.00
Service Fees: \$7.50
Total Fees: \$13.50

*These fees may be modified by the court prior to acceptance if the documents filed do not match the estimated statutory filing fees.

7 Billing Reference:

9

8

7. If the filing is exempt from fees per Chief Justice Directive 06-01 or 98-01, select the appropriate box.
8. Enter any "Billing Reference" i.e. a specific organization billing reference.
9. Click "Submit" to complete your filing.
10. "Save and Close" saves the filing in "Drafts" so it can be finished later. Click "Drafts" on the "Filing" screen to resume the filing. Click "Cancel Filing" to exit the filing completely.

FILE NEW TRIAL COURT CASE

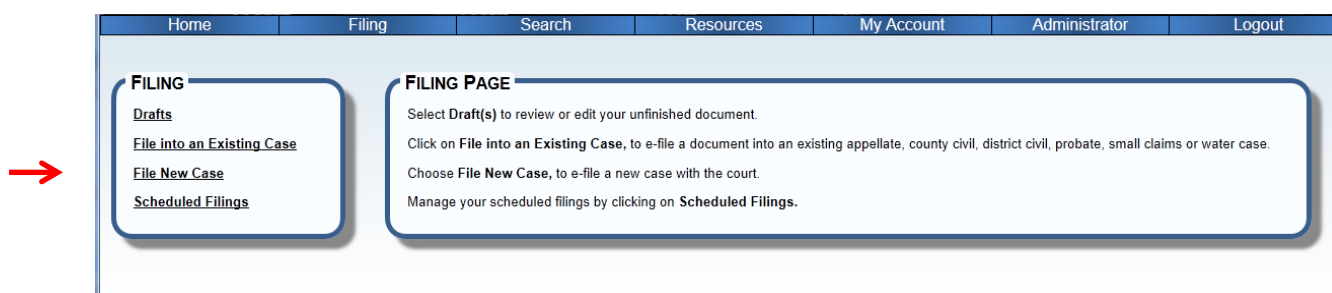
Choose the File New Case option to e-file a new case through ICCES.

FILE NEW CASE– HOW TO FIND

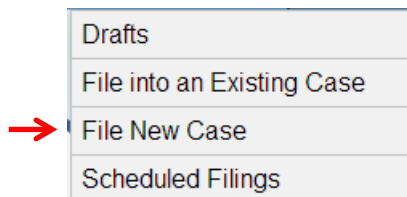


File a New Case

Click the file folder on the Home page, or



From the Filing screen, click the File a New Case hyperlink from the page menu, or



Hover over the **Filing** tab to choose a menu option.

FILE A NEW CASE – BUILD FILING

The screenshot shows a web form titled "FILE NEW CASE". Below the title is the question "What type of case would you like to file?". There are seven buttons arranged in two columns: "County Civil", "District Civil", "Domestic / Family" on the left, and "Probate", "Water", "Court of Appeals", "Supreme Court" on the right. A red box with the number "1" and an arrow points to the "District Civil" button.

1. Click on the type of case trial court case you wish to file.

This screenshot shows the same "FILE NEW CASE" form, but with the "Domestic / Family" button highlighted in red. To the right, a new section titled "DOMESTIC / FAMILY" is visible. It contains a "*Required Field" label and two dropdown menus: "*Court Location: --Select--" and "*Case Type: --Select--". A red box with the number "2" and an arrow points to the "Court Location" dropdown, a red box with the number "3" and an arrow points to the "Case Type" dropdown, and a red box with the number "4" and an arrow points to a "Continue" button at the bottom right of this section.

FILE NEW TRIAL COURT CASE – CASE CLASS, COURT LOCATION AND CASE TYPE

2. Click the arrow in the drop down list to display a list of choices. Highlight to select a "Court Location."
3. Click the arrow in the drop down list to display a list of choices. Highlight to select a "Case Type."
4. Press "Continue."

FILE NEW TRIAL COURT CASE – MANAGE CASE PARTIES

PARTY

* Required Field

Party Information

5 → *Party Type: --Select Party Type--

6 → *Entity Type: --Select Entity Type--

Address Unknown: ☐

Address Type: --Select Address Type--

Address Line 1:

Address Line 2:

City:

State/Province: Colorado

Zip Code:

Country: United States

E-Mail:

Phone Type: --Select Phone Type--

Phone Number:

Parties Added

5. Select “Party Type” from dropdown list.

6. Select “Entity Type” from dropdown list.

PARTY

* Required Field

Party Information

*Party Type: Petitioner

*Entity Type: Person

7 → *First Name: Jones

Middle Name:

*Last Name: John

Suffix:

Add Alias: None

9 →

Date of Birth:

Social Security:

8 → Attorney: --Select Attorney--

[Remove](#) Service Attorney

Address Unknown: ☐

Address Type: --Select Address Type--

Address Line 1:

Address Line 2:

City:

State/Province: Colorado

Zip Code:

Country: United States

E-Mail:

Phone Type: --Select Phone Type--

Phone Number:

[Add Party](#)

Parties Added

● Jones John PET

7. Add all available party information. DOB and SSN will display for the court but not in ICCES.

8. Select an attorney.

- The option to remove attorney is below the dropdown list.

9. If an Alias needs to be added, click the “Add Alias” button.

- The option to “edit” an existing alias is below the “Add Alias” button.

The screenshot shows a form titled "Add Alias". It has the following fields and annotations:

- a** points to the ***Alias Type:** dropdown menu, which currently shows "Also Known As".
- b** points to the ***Entity Type:** dropdown menu, which currently shows "Person".
- c** points to the ***First Name:**, **Middle Name:**, and ***Last Name:** input fields.
- d** points to the **Save** and **Cancel** buttons at the bottom.

- a. Select "Alias Type."
- b. Select "Entity Type."
- c. Complete all required fields.
- d. Click the "Save" button, or click "Cancel" to exit "Add Alias" screen.

The screenshot shows a form titled "PARTY". It has the following sections and annotations:

- Party Information:** Contains fields for *Party Type, *Entity Type, *First Name, Middle Name, *Last Name, Suffix, Add Alias, Date of Birth, Social Security, and Attorney.
- Address:** Contains fields for Address Unknown, Address Type, Address Line 1, Address Line 2, City, State/Province, Zip Code, Country, E-Mail, Phone Type, and Phone Number.
- Parties Added:** A list on the right showing "Jones John" with a status of "PET". A red box labeled **10a** points to this list.
- Add Party:** A button at the bottom right. A red box labeled **10** points to this button.

10. Once Party information is added, select the Add Party Button.
 - a. Parties will appear under "Parties Added" on the right side.

PARTY

* Required Field

Party Information		Parties Added	
*Party Type: Respondent	Address Unknown: <input type="checkbox"/>	<input type="radio"/> Jones John	PET
*Entity Type: Person	Address Type: --Select Address Ty	<input checked="" type="radio"/> Jones Jane	RSP
*First Name: Jones	Address Line 1:		
Middle Name:	Address Line 2:		
*Last Name: Jane	City:		
Suffix:	State/Province: Colorado		
<input type="button" value="Add Alias"/> None	Zip Code:		
Date of Birth:	Country: United States		
Social Security:	E-Mail:		
Attorney: --Select Attorney--	Phone Type: --Select Phone Type--		
	Phone Number:		
<input type="button" value="a"/> <input type="button" value="Remove"/> <input type="button" value="Save"/>			
		<input type="button" value="b"/> <input type="button" value="Continue"/>	

11. To edit or remove a party, select the radio button next to the party to edit. The Information previously added will fill in the fields and edits can begin.

- Once all information has been edited, select the "Save" button (or "Remove to remove party)
- Once all parties are added, select the "Continue" button to proceed.

FILE NEW TRIAL COURT CASE – FILE BUILDER

BUILD FILING		CONFIRM FILING	
* Required Field			
1. Select initiating document		Petition - Dissolution w/out Children <input type="radio"/> 3a	
Petition - Dissolution w/out Children		Affidavit	
2. Choose document(s) to file		3b	
Additional Designation of Record Advisory Notice - NAPF Affidavit Affidavit - Decree w/o Appearance Affidavit - Financial Affairs Application - Court Appointed Counsel ADR Cert of Completion	3	4	
(Hold down Control key and click each line to select more than one)		Continue	

- Select the initiating document.
- To include additional documents for filing, select from the "Choose document(s) to file" list box.
- Press the blue arrow.
 - The initiating document as well as any additional documents will display in "Confirm Filing."

- b. The option to remove any additional document(s) is available. Click on the *trash can* icon.

4. Click “Continue” button.

FILE NEW TRIAL COURT CASE – REVIEW FILING PARTIES

Party	Type	Status	Attorney
<input type="checkbox"/> Respondent Testing Edit	Respondent	Active	Self-Represented
<input checked="" type="checkbox"/> Testing Jones Edit	Petitioner	Active	Tracya A Blea (JBITS Firm)

1. ICCES identifies the filing party(ies) by placing a checkmark next to the name in the table. If there is more than one filing party, each entry will be pre-populated with a check mark.
2. Edit party information or attach a forgotten attorney to a party by clicking the “Edit” link next to the party name. The original party screen displays for making edits. When edits are complete, press “Save” and then “Continue.”
3. The option to add a new party is available by clicking the “Add/Edit New Party” button where a new party screen displays for entering new party details. When entry is finished, press “Add Party,” and then click the “Continue” button.
4. Every screen in the ICCES File Builder features “Save and Close” and “Cancel Filing” buttons. “Save and Close” moves the item to Drafts. The “Cancel Filing” option closes the File Builder and does not save the filing.
5. Click “Continue” button.

FILE NEW TRIAL COURT CASE – MANAGE FILING – SECURITY, UPLOADING, AND ADDING EVENT

This section displays how filings can be added, edited and uploaded.

MANAGE FILING

* Required Field

* Event
[Petition - Dissolution w/out Children \[PDF\]](#)
[Motion \[PDF\]](#)

Document Title CJD 11-01(IX) requires descriptive title.
 Petition - Dissolution w/out Children
 [Complete a descriptive title here]

Security
 Public

Upload Options ▾

Statutory Fee
 \$230.00
 \$0.00

Add Event ▾ **Add**

Total Upload: 0.51 MB of 50 MB limit.
Max Document Size: 5.0 MB

CCES supports the following file types: doc, docx, gif, html, jpeg, mscd, odp, odt, pdf, pipeg, png, ppt, pptx, rtf, text, tiff, wp, wpd, xls, xlsx, xpng.

Save and Close **Cancel Filing** **Continue**

1. The **document title can be edited** if needed or required.
 - a. Chief Justice Directive 11-01(IX) requires descriptive document titles. ICCES will highlight titles that need further description in red.

Document Security

DOCUMENT SECURITY

This [Entry of Appearance](#) should be available to

☐ Everyone - **Public**
☒ Case parties only - **Suppressed**
☐ The court only - **Sealed**

You have changed the default security for this document and must provide a reason below for the court.

Close **Save**

2. To change the security default of “Public” click on the security link under *Security. (Certain documents have a default level of security higher than “Public” and will prevent you from lowering that status)
 - a. The available security levels, from least to most restrictive are:
 - Public: Any user can view the document.
 - Suppressed: Parties to the case can view a suppressed document.
 - Restricted/Private: Only the filing party and served parties can view a restricted/private document.
 - Sealed: Only the court will be able to view the contents of a sealed document. No other party including parties to the case have viewing access to a sealed document.

- b. If the security is changed from the default selection a reason for the security change will be required for the court. Selected security is not official until accepted by the court.
3. Click the upload button to upload a document. Double click the document from your folder list, or highlight it and press "Open."
 - a. A green status bar flashes confirming your upload.
 - b. The documents under *Event are now a link. Click the event link to review the document. Note: Each document must be uploaded separately.
4. Include any missed filings by clicking the arrow in the "Add Event" box. Highlight and select the new filing event, and click the "Add" button to add additional event.
 - a. Repeat step 3 to upload.
5. Every screen on the File Builder features "Save and Close" and "Cancel Filing" options. "Save and Close" moves the item to "Drafts." The "Cancel Filing" option closes the File Builder and does not save the filing.
6. Press "Continue."

MANAGE FILING – CHANGE EVENT, RELATE AND REMOVE DOCUMENTS

1. To change an event type entered incorrectly, click the Options menu.
 - a. Choose **Change Event**.

- b. From the pop up, select a new event from the dropdown and

click “Save” to make the change or “Close” to cancel.

WARNING: If a document was uploaded to match the original document selected, make sure the correct document matches the change that is made. If you need to re-upload a corrected document, select upload to overwrite the existing uploaded document.

2. Relate a document by selecting the Options menu.
 - a. Choose Relate.

<input type="checkbox"/>	Filing Date	Filing ID	Filing Party(ies)	Organization	Event	Document Title
<input type="checkbox"/>	10/23/2014	F5E05A95FE446 (Pending Filing)	N/A	N/A	Petition - Dissolution w/out Children	Petition - Dissolution w/out Children
<input type="checkbox"/>	10/23/2014	F5E05A95FE446 (Pending Filing)	N/A	N/A	Affidavit	Affidavit

3. A Relate Document table displays listing all case filing events added in the filing. Click the checkbox to relate an item.
 - a. Filter the table from the filing date. Click in the date range boxes to select.
 - b. Filter the table for case events. Click the arrow, highlight and select an event.
4. Click the “Save” button to save. The “Close” button cancels the screen without saving changes.

5. Remove any document from the Manage Filing screen (Does not include initiating documents for File New Case) by clicking the Options.
 - a. Select **Remove**. If a document is related to main document, it will also be removed.
6. Once all documents have been uploaded, press **Continue**.

FILE NEW TRIAL COURT CASE - COURTESY COPIES

1. Sending courtesy copies of e-filed documents in a new case filing is a courtesy. (Note: the delivery of courtesy copies through ICCES does not constitute service of process as required by C.R.C.P. 4)

Leave the checkmark in the “I do not wish to send courtesy copies through ICCES” checkbox if courtesy copies are not requested.

2. To change regular mailing to certified mailing, select the “Add/Edit Address(es)” link to the right of the party name.

The screenshot shows the 'Address' form. At the top, there's a header 'Address' and a note '* Required Field'. Below that is the 'Additional Testing' section. Under 'Mailing Method', there are two radio buttons: 'Regular Mail' (selected) and 'Certified Mail'. Below this, the address '777 Street Address, Anywhere, CO 80808, United States' is displayed, with a note 'Official Address on Record at the Court'. At the bottom, there's a link 'Add Additional Address' and two buttons: 'Save and Close' and 'Cancel'. Red boxes with numbers 3 and 4 point to the 'Mailing Method' and 'Add Additional Address' respectively.

3. A pop up will appear “Regular Mail” is auto-selected. Change by selecting radio button for Certified Mailing and press “Save and Close”.
4. If adding an additional address, select the “Add Additional Address” link.

The screenshot shows the 'Address' form with the 'Additional Address' section expanded. It includes fields for 'Address Line 1' (222 Main St), 'Address Line 2', 'City' (Anywhere), 'State/Province' (Colorado), 'Zip Code' (80808), and 'Country' (United States). There are radio buttons for 'Regular Mail' and 'Certified Mail' (selected). A blue 'Add Address' button is to the right of the 'Address Line 1' field. Below the form, there are 'Save and Close' and 'Cancel' buttons. Red boxes with numbers 5, 5a, and 5b point to the 'Additional Address' label, the 'Add Address' button, and the 'Save and Close' button respectively.

5. Fill out all required fields:
 - a. To add more than one, select “Add Address” button. This will also allow you to edit address just added.

The screenshot shows the 'Address' form with the 'Additional Address' section. It lists two addresses: '777 Street Address, Anywhere, CO 80808, United States' and '222 Main St, Anywhere, CO 80808, United States'. Next to the second address is a red circle highlighting the 'Edit Address' link. Below the list is a link 'Add Additional Address' and two buttons: 'Save and Close' and 'Cancel'.

- b. OR Press “Save and Close” to add address and go back to the service screen.

COURTESY COPIES

☐ I do not wish to send courtesy copies through ICCES.

Note: the delivery of courtesy copies through ICCES does not constitute service of process as required by C.R.C.P. 4.

E-Service

Name	Type	Status	Attorney	Organization
No results were found.				

U.S. Mail Service

Name	Type	Status	Attorney	Mailing Address
<input checked="" type="checkbox"/> Judicial Testing	Defendant		Self-Represented	<input type="checkbox"/> 555 Main St, Anywhere, CO 80808, United States (Regular Mail) <input checked="" type="checkbox"/> 777 Main St, Anywhere, CO 80808, United States (Regular Mail) Add/Edit Address(es)

[Add Other Recipient](#)

[Save and Close](#) [Cancel Filing](#) [Continue](#)

6. The last address added will auto-check. If multiple addresses needed for mailing, check any additional addresses listed.

To include an Additional Recipient, click the “Add Another Recipient” button in the service screen. Add Other Recipient means an e-filer can ask ICCES to either mail or e-serve filings to another person whose name does not display on the Service screen.

Add Other Recipient

* Required Field

☒ Custom Recipient ☐ E-File User

a → * Recipient Name:

b → * Mailing Method: ☒ Regular Mail ☐ Certified Mail

c → * Address Line 1:
Address Line 2:

d → * City:

* State/Province: Colorado

* Zip Code:

* Country: United States **e** →

[Save and Add Another](#) [Save](#) [Cancel](#)

For a custom recipient:

- a. Click the “Custom Recipient” radio button.

- b. Enter the recipient name.
- c. Select “Mailing Method” of either “Certified Mail” or “US Mail.”
- d. Enter the mailing address.
- e. To save the information press “Save”, to exit and cancel click “Cancel”. To continue adding additional recipients, click “Save and Add Another”.

The screenshot shows a web form titled "Add Other Recipient". At the top, there is a header bar with the title. Below the header, there is a section for "Required Field" with two radio buttons: "Custom Recipient" and "E-File User". The "E-File User" option is selected. Below the radio buttons, there are two text input fields: "First Name" and "Last Name". The "Last Name" field is marked with an asterisk. To the right of the "Last Name" field is a "Search" button. Below the input fields, there is a table with three columns: "User Name", "E-mail", and "Organization". The table is currently empty, and the text "No results found." is displayed in the center. Below the table, there are three buttons: "Save and Add Another", "Save", and "Cancel".

Annotations on the form:

- f. Points to the "E-File User" radio button.
- g. Points to the "Last Name" input field.
- h. Points to the "User Name" column header in the search results table.
- i. Points to the "No results found." text in the search results table.

For an e-file user:

- f. Click the “E-file User” radio button.
- g. Enter the user’s last name and press “Search.”
- h. Select the ICCES user name from the search result list.
- i. To save the information press “Save”, to exit and cancel click “Cancel”. To continue adding additional recipients, click “Save and Add Another”.

REVIEW AND SUBMIT

Review and Submit screen is a summary of the new case filing.

REVIEW AND SUBMIT

Adams County, District Civil (Breach of Contract)

A

Review all information on this page before clicking the *Submit* button. Please verify your uploaded documents are correct for this filing. If you need to make changes, click the appropriate *Edit* button. Once you are satisfied with the information, click *Submit*.

PARTY(IES)

Party	Type	Status	Status
Test Defendant	Defendant	Active	Self-Represented
Test Plaintiff	Plaintiff	Active	Jon Pickle Attorney (JBITS Firm)

Edit

1

FILING PARTY(IES)

Party	Type	Status	Attorney
Test Plaintiff	Plaintiff	Active	Jon Pickle Attorney (JBITS Firm)

Edit

1

DOCUMENTS

1b

Document ID	Event	Title	Security	Related Document(s)
C7705A3F586DC	Complaint [PDF]	Complaint	Suppressed	No
49B3B0C529882	Affidavit [PDF]	Affidavit	Public	Yes
CE9AF8B786CF9	Certificate [PDF]	Certificate	Public	Yes

Edit

1

COURTESY COPIES

Party	Type	Status	Attorney	Organization	Method
Tracysa Blea	N/A	N/A	N/A	JBITS Firm	E-Service

Edit

1

A. The county, case class and case type display.

- Review the Filing Party(ies), Documents, and Courtesy Copies sections. Click the “Edit” button on the right of each section to change or update information.

RELATED EVENT(S)

Show 5 Per Page

Filing Date	Filing ID	Filing Party(s)	Event	Document Title
03/10/2014	42AE8C505B1EF (Pending Filing)	N/A	Affidavit	Affidavit

<< < 1 > >>

Close

- If the “Relate” option was selected in the manage filing screen, the column “Related Document(s)” will have a “Yes” link to allow the user to confirm the related document(s).

Document Security Change Reason

Affidavit

Sensitive information enclosed

- If the Security was changed from the default in the manage filing screen, the column “Security” will have the new security setting and a “Note” icon to allow the user to confirm the reason for the security change.

SUBMISSION OPTIONS

*Submit Options: 2 ☒ Submit now ☐ Submit on

Note To Clerk:

*Authorizer:

Angie Pickle Guenther
 Brian Medina
 Cathy Law Firm Pickle Account
 Chad Pickle Cornelius
 Chris Pickle Meints

(Hold down Control key and click each line to select more than one)

*Attorney Role:

Private Attorney

2. Leave “Submit now” selected to send the filing immediately.

SUBMISSION OPTIONS

*Submit Options: ☐ Submit now 3 ☒ Submit on

08:00 AM

b

Note To Clerk:

*Authorizer:

Angie Pickle Guenther
 Brian Medina
 Cathy Law Firm Pickle A
 Chad Pickle Cornelius
 Chris Pickle Meints

(Hold down Control key and click

Oct
2014

Su	Mo	Tu	We	Th	Fr	Sa
	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

a

*Attorney Role:

Private Attorney

3. To delay a filing to the court or to delay a “serve only” submission, postpone submitting by clicking the “Submit On” button.
 - a. Select a future date from the pop up date box.
 - b. Enter the time of day. The filing will be saved in [Scheduled Filings](#).

92

SUBMISSION OPTIONS

*Submit Options: ☐ Submit now ☒ Submit on 10/31/2014 08:00 AM ▼

Note To Clerk:

*Authorizer:
 Brian Medina
 Cathy Law Firm Pickle Account
 Chad Pickle Cornelius
 Chris Pickle Meints
 (Hold down Control key and click each line to select more than one)

*Attorney Role:

4. Enter any *helpful* notes the court may need to process the filing.
5. Select the “Authorizer(s)” from your organization.
 - a. Choose “Attorney Role.”

BILLING INFORMATION

☐ This filing is exempt from filing fees per [CJD 06-01](#)

☐ This filing is exempt from filing fees per [CJD 98-01](#), or I am filing as court appointed counsel.

Purchase Details:
 *Statutory Filing Fees: \$327.00
 E-Filing Fees: \$6.00
 Service Fees: \$0.00
 Total Fees: \$333.00
 *These fees may be modified by the court prior to acceptance if the documents filed do not match the estimated statutory filing fees.

*Billing Reference:

Save and Close Cancel Filing

Submit

6. If the filing is exempt from fees per Chief Justice Directive 06-01 or 98-01, select the appropriate box.
7. Enter any “Billing Comments” i.e. an organization billing reference.
8. Click “Submit” to complete your filing.
9. “Save and Close” saves the filing in “Drafts” so it can be finished later. Click “Drafts” on the “Filing” screen to resume the filing. Click “Cancel Filing” to exit the filing completely.

FILE NEW APPEALS COURT CASE

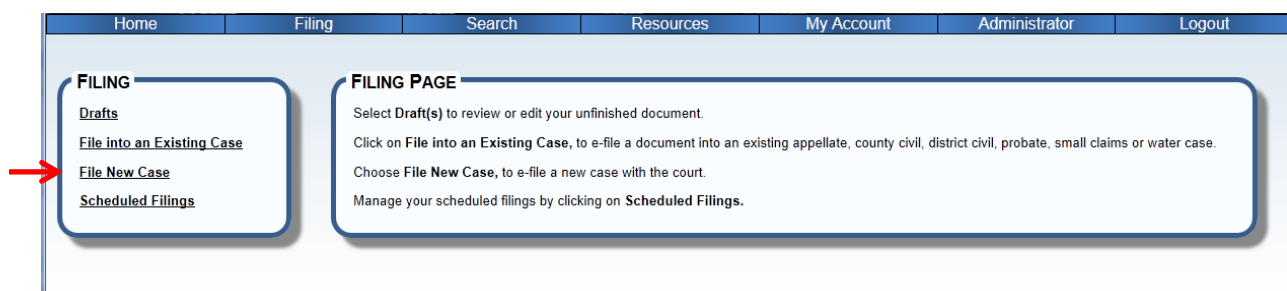
Choose the File New Case option to e-file a new case through ICCES.

FILE NEW CASE– HOW TO FIND

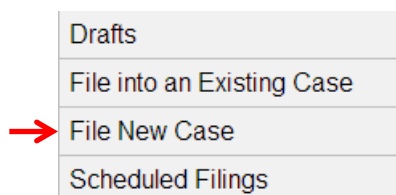


File a New Case

Click the file folder on the Home page, or



From the Filing screen, click the File a New Case hyperlink from the page menu, or



Hover over the **Filing** tab to choose a menu option.

FILE A NEW CASE – BUILD FILING

FILE NEW CASE

What type of case would you like to file?

Buttons: County Civil, District Civil, Domestic / Family, Probate, Water, Court of Appeals, Supreme Court.

A red box with the number 1 and an arrow points to the 'Court of Appeals' button.

1. Select the Type of appeal you would like to file.

COURT OF APPEALS

*Required Field

2. Click the arrow in the drop down list to display a list of choices. Highlight to select a "Case Class."

3. Click the arrow in the drop down list to display a list of choices. Highlight to select a "Case Type."

4. Click the arrow in the drop down list to display a list of choices. Highlight to select a "Location."

5. Case Number: [] [] [] [+]

6. Additional Referring Case [+] Continue

Referring cases: 2012CV34 - Adams County

2. Click the arrow in the drop down list to display a list of choices. Highlight to select a "Case Class."
 - a. Court of Appeals defaults as there is only one case class.
 - b. Supreme Court has other options.
3. Click the arrow in the drop down list to display a list of choices. Highlight to select a "Case Type."
4. To add a referring case, click the arrow in the drop down list to display a list of locations, highlight to select a "Location."

5. Case Number: If the referring case is a trial court location, enter the case number from that trial court. Case year, case class and sequence number.
 - a. Click the blue arrow button to display the case caption.
 - b. If the referring case is not a trial court location, once the location is selected, at minimum a sequence number is required in the case number field.
6. Press "Continue."

FILE NEW APPEALS COURT CASE – MANAGE CASE PARTIES

If a referring case from a lower court is entered, the party information will import from that case.

PARTY

* Required Field

Party Information

*Party Type: Plaintiff-Appellee

*Entity Type: Business

*Party Name: Snow White Collections Llc

Add Alias: None

Attorney: --Select Attorney--

Address Unknown: ☒

Address Type: --Select Address Type--

Address Line 1:

Address Line 2:

City:

State/Province: Colorado

Zip Code:

Country: United States

E-Mail:

Phone Type: --Select Phone Type--

Phone Number:

Remove Save

Parties Added

2013CV030030 - Adams County

☒ Snow White Collections Llc PAE

☐ Asdf DAE

Continue

ADD PARTIES TO NEW APPEALS COURT CASE – MANAGE CASE PARTIES

PARTY

* Required Field

Party Information

1 → *Party Type: Applicant

2 → *Entity Type: Person

*First Name:

Middle Name:

*Last Name:

Suffix:

None

Date of Birth:

Social Security:

Attorney: --Select Attorney--

Address Unknown: ☒

Address Type: --Select Address Type--

Address Line 1:

Address Line 2:

City:

State/Province: Colorado

Zip Code:

Country: United States

E-Mail:

Phone Type: --Select Phone Type--

Phone Number:

Parties Added

2013CV030030 - Adams County

<input checked="" type="radio"/> Snow White Collections Llc	PAE
<input type="radio"/> Asdf	DAE

1. Select “Party Type” from dropdown list.
2. Select “Entity Type” from dropdown list.

PARTY

* Required Field

Party Information

3 → *Party Type: Applicant

*Entity Type: Person

*First Name:

Middle Name:

*Last Name:

Suffix:

None

4 → Date of Birth:

Social Security:

5 → Attorney: --Select Attorney--

Address Unknown: ☒

Address Type: --Select Address Type--

Address Line 1:

Address Line 2:

City:

State/Province: Colorado

Zip Code:

Country: United States

E-Mail:

Phone Type: --Select Phone Type--

Phone Number:

Parties Added

2013CV030030 - Adams County

<input checked="" type="radio"/> Snow White Collections Llc	PAE
<input type="radio"/> Asdf	DAE

3. Add all available party information. DOB and SSN will display for the court but not in ICCES.
4. Select an attorney (where applicable).
 - The option to remove attorney will appear below the dropdown list.
5. If an Alias needs to be added, click the “Add Alias” button.
 - The option to “edit” an existing alias is below the “Add Alias” button.

The screenshot shows the 'Add Alias' form. It includes the following fields and annotations:

- a**: Points to the ***Alias Type** dropdown menu, which is currently set to 'Also Known As'.
- b**: Points to the ***Entity Type** dropdown menu, which is currently set to 'Person'.
- c**: Points to the ***First Name**, **Middle Name**, and ***Last Name** input fields.
- d**: Points to the **Save** and **Cancel** buttons at the bottom of the form.

- a. Select "Alias Type."
- b. Select "Entity Type."
- c. Complete all required fields.
- d. Click the "Save" button, or click "Cancel" to exit "Add Alias" screen.

The screenshot shows the 'PARTY' form. It includes the following sections and annotations:

- a**: Points to the **Add Party** button at the bottom right of the form.
- 10**: Points to the **Add Party** button at the bottom right of the form.

The form is divided into two main sections:

- Party Information**: Contains fields for *Party Type, *Entity Type, *First Name, Middle Name, *Last Name, Suffix, Add Alias, Date of Birth, Social Security, Attorney, Address Unknown, Address Type, Address Line 1, Address Line 2, City, State/Province, Zip Code, Country, E-Mail, Phone Type, and Phone Number.
- Parties Added**: A list of parties added, including Jane Doe (APP), 2013CV030030 - Adams County, John Smith (AP), and Asdf (DAE).

10. Once Party information is added, select the Add Party Button.
 - a. Parties will appear under "Parties Added" on the right side.

PARTY

* Required Field

Party Information

*Party Type: Defendant-Appellee

*Entity Type: Business

*Party Name: Asdf

Add Alias: None

Attorney: --Select Attorney--

Address Unknown: ☒

Address Type: --Select Address Type--

Address Line 1:

Address Line 2:

City:

State/Province: Colorado

Zip Code:

Country: United States

E-Mail:

Phone Type: --Select Phone Type--

Phone Number:

Parties Added

☐ Jane Doe APP

☒ 2013CV030030 - Adams County

☐ John Smith AP

☒ Asdf DAE

11 →

a → Remove Save

b → Continue

11. To edit or remove a party, select the radio button next to the party to edit, this includes any parties that were part of the referring case. The information previously added will fill in the fields and edits can begin.

- a. Once all information has been edited, select the save button (or remove to remove party).
- b. Once all parties are added/edited, select the “Continue” button to proceed.

FILE NEW APPEALS COURT CASE – FILE BUILDER

BUILD FILING

* Required Field

1. Select initiating document

Notice of Appeal

Extension of Time-Notice of Appeal

2. Choose document(s) to file

Select document

Select document type

1 →

2 →

a →

b →

CONFIRM FILING

Notice of Appeal-Extension of Time-Notice of Appeal

☒ Affidavit

☒ Advisory Copy-Dismiss

3a →

3 →

4 → Continue

1. Select the initiating document.
 - a. “Document Type” is an option and not required.
 - b. Press the blue arrow.
2. To include additional documents for filing, select from the “Choose document(s) to file” list box.
 - a. “Document Type” is an option.
 - b. Press the blue arrow.

3. The initiating document as well as any additional documents will display in “Confirm Filing.”
 - a. The option to remove any additional document(s) is available. Click on the *trash can* icon.
4. Click “Continue” button.

FILE NEW APPEALS COURT CASE – REVIEW FILING PARTIES

SELECT FILING PARTY(IES)
(Select all that apply)

Show 20 Per Page

Party	Type	Status	Attorney
<input checked="" type="checkbox"/> Jane Doe Edit	Appellant	Active	Self-Represented
<input checked="" type="checkbox"/> St Of Colo Edit	Plaintiff-Appellee	Active	Tracyattorney Blea (JBITS Firm)
<input type="checkbox"/> Testing Additional Edit	Applicant	Active	Self-Represented

<< < 1 > >>

Save and Close Cancel Filing

Continue

1. ICCES identifies the filing party(ies) by placing a checkmark next to the name in the table. If there is more than one filing party, each entry will be pre-populated with a check mark.
2. Edit party information or attach a forgotten attorney to a party by clicking the “Edit” link next to the party name. The original party screen displays for making edits. When edits are complete, press “Save” and then “Continue.”
3. The option to add a new party is available by clicking the “Add/Edit New Party” button where a new party screen displays for entering new party details. When entry is finished, press “Add Party,” and then click the “Continue” button.
4. Every screen in the ICCES File Builder features “Save and Close” and “Cancel Filing” buttons. “Save and Close” moves the item to Drafts. The “Cancel Filing” option closes the File Builder and does not save the filing.
5. Click “Continue” button.

FILE NEW APPEALS COURT CASE – MANAGE FILING – SECURITY, UPLOADING, AND ADDING EVENT

This section displays how filings can be added, edited and uploaded.

The screenshot shows the 'MANAGE FILING' interface. At the top, a green status bar indicates 'Upload successful!'. Below this, there are two sections: '* Event' and '* Document Title'. The '* Event' section lists 'Notice of Appeal-Extension of Time-Notice of Appeal [PDF]' and 'Affidavit [PDF]'. The '* Document Title' section shows 'Notice of Appeal-Extension of Time-Notice of Appeal' and 'Affidavit'. To the right of the document titles, there is a 'Security' column with 'Public' links and 'Upload' buttons. Further right is a 'Statutory Fee' column with '\$223.00' and '\$0.00'. At the bottom, there are 'Add Event' and 'Add Event Type' dropdowns, an 'Add' button, and a 'Total Upload' status. The interface also includes 'Save and Close' and 'Cancel Filing' buttons at the bottom left, and a 'Continue' button at the bottom right.

1. The Document Title **can be edited** if needed.
2. To change the security default of “Public” click on the security link under *Security. (Certain documents have a default level of security higher than “Public” and will prevent you from lowering that status) Selected security is not official until accepted by the court. A note to the clerk in “Review in Submit” screen is advisable if security is changed.

The available security levels, from least to most restrictive are:

- Public: Any user can view the document.
 - Suppressed: Parties to the case can view a suppressed document.
 - Sealed: Only the court will be able to view the contents of a sealed document. No other party including parties to the case have viewing access to a sealed document.
3. Click the upload button to upload a document. Double click the document from your folder list, or highlight it and press “Open.”
 - a. A green status bar flashes confirming your upload.
 - b. The documents under *Event are now a link. Click the event link to review the document. Note: Each document must be uploaded separately.
 4. Include any missed filings by clicking the arrow in the “Add Event” field. Highlight and select the new filing event, and click the “Add” button to add additional event.
 - Repeat step 3 to upload.

5. Every screen on the File Builder features “Save and Close” and “Cancel Filing” options. “Save and Close” moves the item to “Drafts.” The “Cancel Filing” option closes the File Builder and does not save the filing.
6. Press “Continue.”

MANAGE FILING – CHANGE EVENT, RELATE AND REMOVE DOCUMENTS

The screenshot shows the 'MANAGE FILING' interface. On the left, there are links for 'Event' (Notice of Appeal-Extension of Time-Notice of Appeal [PDF]) and 'Affidavit' [PDF]. In the center, there are two document upload sections. The first section is for 'Document Title' (Notice of Appeal-Extension of Time-Notice of Appeal) and the second is for 'Affidavit'. Each section has an 'Upload' button and an 'Options' dropdown menu. A red box labeled '1' points to the 'Options' dropdown menu for the first document. A red box labeled '1a' points to the 'Change Event' option in the dropdown menu. Below the upload sections, there are fields for 'Add Event' and 'Add Event Type', and an 'Add' button. At the bottom, there is a 'Total Upload' section showing '0.51 MB of 50 MB limit' and 'Max Document Size: 5.0 MB'. A note at the bottom states: 'ICCES supports the following file types: doc, docx, gif, html, jpeg, mscd, odp, odt, pdf, pjpeg, png, ppt, pptx, rtf, text, tiff, wp, wpd, xls, xlsx, xpng.'

1. To change an event type entered incorrectly, click the options menu next to the Upload button.
 - a. Choose **Change Event**.

The screenshot shows the 'Change Event' dialog box. It has a title bar 'Change Event' and a section 'CHANGE EVENT' with the instruction '(Select an Event in the dropdown and click "Save".)'. Below this, there is a dropdown menu labeled 'Event:' with the current selection 'Additional Designation of Record'. A red box labeled '1b' points to the dropdown arrow. At the bottom, there are 'Close' and 'Save' buttons.

- b. From the pop up, select a new event from the dropdown and click “Save” to make the change or “Close” to cancel.

WARNING: If a document was uploaded to match the original document selected, make sure the correct document matches the change that is made. If you need to re-upload a corrected document, select upload to overwrite the existing uploaded document.

MANAGE FILING

* Required Field

* Event
[Notice of Appeal-Extension of Time-Notice of Appeal \[PDF\]](#)
[Affidavit \[PDF\]](#)

* Document Title
 Notice of Appeal-Extension of Time-Notice of Appeal
 Affidavit

Security **Public**
 Public

2 **Options**

2a **Statutory Fee**
 \$0.00

Change Event
 Relate
 Remove

Add Event
 Add Event Type

Total Upload: 0.51 MB of 50 MB limit.
 Max Document Size: 5.0 MB

ICCES supports the following file types: doc, docx, gif, html, jpeg, mscd, odp, odt, pdf, pipeg, png, ppt, pptx, rtf, text, tiff, wp, wpd, xls, xlsx, xpng.

2. Relate a document to an existing case filing, by clicking options menu next to the Upload button.
 - a. Choose **Relate**.

Relate Document

RELATE DOCUMENT

Document Being Relate **3a** on - Dissolution w/out Chi **3b**
 (Select all that apply)

Date Range: | | to | | Event: All Show 5 Per Page

<input type="checkbox"/>	Filing Date	Filing ID	Filing Party(ies)	Organization	Event	Document Title
<input type="checkbox"/>	10/23/2014	F5E05A95FE446 (Pending Filing)	N/A	N/A	Petition - Dissolution w/out Children	Petition - Dissolution w/out Children
<input type="checkbox"/>	10/23/2014	F5E05A95FE446 (Pending Filing)	N/A	N/A	Affidavit	Affidavit

3

4

Close Save

3. A Relate Document table displays listing all case filing events. Click the checkbox to relate an item.
 - a. Filter the table from the filing date. Click in the date range boxes to select.
 - b. Filter the table for case events. Click the arrow, highlight and select an event.
4. Click the “Save” button to save. The “Close” button cancels the screen without saving changes.

MANAGE FILING

* Required Field

* Event
[Notice of Appeal-Extension of Time-Notice of Appeal \[PDF\]](#)
[Affidavit \[PDF\]](#)

* Document Title
 Notice of Appeal-Extension of Time-Notice of Appeal
 Affidavit

Security *i*
 Public
 Public

Upload Options
 Upload Options

Statutory Fee
 \$223.00

Change Event
 Relate
 Remove

Add Event
 Add Event Type

Add

Total Upload: 0.51 MB of 50 MB limit.
 Max Document Size: 5.0 MB

ICCES supports the following file types: doc, docx, gif, html, jpeg, mscd, odp, odt, pdf, pipeg, png, ppt, pptx, rtf, text, tiff, wp, wpd, xls, xlsx, xpng.

Save and Close Cancel Filing Continue

5. Remove any document from the Manage Filing screen (Does not include initiating documents for File New Case) by clicking the options menu next to the Upload button.

- a. Choose **Remove**. If a document is related to a main document, it will also be removed.

6. Once all documents have been uploaded, press **Continue**.

FILE NEW APPEALS COURT CASE – SERVICE

Service has three sections.

E-Service: Parties who have an ICCES account.

U.S. Mail: Party(ies) to the case that do not have an ICCES account.

Email Service: For the service of Appeals Clerks.

SERVICE

☒ I will serve the documents on my own and do not need ICCES to complete service.

Note: Service must be completed as required by CAR 25.

Save and Close Cancel Filing Continue

1. Sending copies of e-filed documents in a new case filing is a courtesy for a new case filing.
 (Note: Service must be completed as required by CAR 25)

Leave the checkmark in the “I will serve the documents on my own and do not need ICCES to complete service.” if you **do not** want courtesy copies sent through ICCES.

2 →

SERVICE

☐ I will serve the documents on my own and do not need ICCES to complete service.
Note: Service must be completed as required by CAR 25.

E-Service

<input type="checkbox"/>	Name	Type	Status	Attorney	Organization
No results were found.					

U.S. Mail Service

<input checked="" type="checkbox"/>	Name	Type	Status	Attorney	Mailing Address
<input checked="" type="checkbox"/>	Testing Person	Appellee		Self-Represented	<input checked="" type="checkbox"/> 888 Main St, Anywhere, CO 80808, United States (Regular Mail) Add/Edit Address(es)

Email Service

<input type="checkbox"/>	Name	Type	Status	Attorney	Organization
No results were found.					

[Add Other Recipient](#)

[Save and Close](#) [Cancel Filing](#) [Continue](#)

- In order for ICCES to mail courtesy copies, uncheck the “I will serve the documents on my own and do not need ICCES to complete service”. The screen will expand to show the parties in the case.

3 →

SERVICE

☐ I will serve the documents on my own and do not need ICCES to complete service.
Note: Service must be completed as required by CAR 25.

E-Service

<input type="checkbox"/>	Name	Type	Status	Attorney	Organization
No results were found.					

U.S. Mail Service

<input checked="" type="checkbox"/>	Name	Type	Status	Attorney	Mailing Address
<input checked="" type="checkbox"/>	Testing Person	Appellee		Self-Represented	<input checked="" type="checkbox"/> 888 Main St, Anywhere, CO 80808, United States (Regular Mail) Add/Edit Address(es)

Email Service

<input type="checkbox"/>	Name	Type	Status	Attorney	Organization
No results were found.					

[Add Other Recipient](#)

[Save and Close](#) [Cancel Filing](#) [Continue](#)

- Check the parties you want to mail a courtesy copy to either individually or if all parties, select the checkbox at the top of the checkbox column. The default does not check any recipients. If the checkbox remains unchecked, ICCES will not mail courtesy copies.

SERVICE

☐ I will serve the documents on my own and do not need ICCES to complete service.

Note: Service must be completed as required by CAR 25.

E-Service

Name	Type	Status	Attorney	Organization
No results were found.				

U.S. Mail Service

Name	Type	Status	Attorney	Mailing Address
<input checked="" type="checkbox"/> Testing Person	Appellee		Self-Represented	<input checked="" type="checkbox"/> 888 Main St, Anywhere, CO 80808, United States (Regular Mail) Add/Edit Address(es)

Email Service

Name	Type	Status	Attorney	Organization
No results were found.				

[Add Other Recipient](#)

[Save and Close](#) [Cancel Filing](#) [Continue](#)

- If an address was added while adding the party, the address will auto-check. This address cannot be edited unless you go back to the party screen and select edit, however you can change the mailing method to "Certified Mail".
- To change regular mailing to certified mailing, select the "Add/Edit Address(es)" link to the right of the party name.

Address

* Required Field

Additional Testing

Mailing Method: ☒ Regular Mail ☐ Certified Mail

777 Street Address
Anywhere, CO 80808, United States

Official Address on Record at the Court

[Add Additional Address](#)

[Save and Close](#) [Cancel](#)

- A pop up will appear "Regular Mail" is auto-selected. Change by selecting radio button for Certified Mailing and press "Save and Close".
- If adding an additional address, select the "Add Additional Address" link.

Address

* Required Field

Additional Testing

*Mailing Method: ☐ Regular Mail ☒ Certified Mail

777 Street Address
Anywhere, CO 80808, United States

Official Address on Record at the Court

Additional Address: * Address Line 1: 222 Main St **8a** → Add Address

8 → Address Line 2:
 * City: Anywhere
 * State/Province: Colorado
 * Zip Code: 80808
 * Country: United States

8b → Save and Close Cancel

8. Fill out all required fields:

- a. To add more than one, select “Add Address” button. This will also allow you to edit address just added.

Address

* Required Field

Additional Testing

*Mailing Method: ☐ Regular Mail ☒ Certified Mail

777 Street Address
Anywhere, CO 80808, United States

Official Address on Record at the Court

222 Main St
Anywhere, CO 80808, United States

Edit Address

Add Additional Address

Save and Close Cancel

- b. OR Press “Save and Close” to add address and go back to the service screen.

SERVICE

☐ I will serve the documents on my own and do not need ICCES to complete service.

Note: Service must be completed as required by CAR 25.

E-Service

Name	Type	Status	Attorney	Organization
No results were found.				

U.S. Mail Service

Name	Type	Status	Attorney	Mailing Address
<input checked="" type="checkbox"/> Testing Person	Appellee		Self-Represented	<input type="checkbox"/> 888 Main St, Anywhere, CO 80808, United States (Regular Mail) <input checked="" type="checkbox"/> 333 Main St, Anywhere, CO 80808, United States (Regular Mail) Add/Edit Address(es)

Email Service

Name	Type	Status	Attorney	Organization
No results were found.				

Add Other Recipient

Save and Close Cancel Filing Continue

9. The last address added will auto-check. If multiple addresses needed for mailing, check any additional addresses listed.

To include an Additional Recipient, click the “Add Another Recipient” button in the service screen. Add Other Recipient means an e-filer can ask ICCES to either mail or e-serve filings to another person whose name does not display on the Service screen.

The screenshot shows a web form titled "Add Other Recipient". At the top, there is a section for "Required Field" with two radio buttons: "Custom Recipient" (selected) and "E-File User". Below this is a text input field for "Recipient Name". A horizontal line separates this from the "Mailing Method" section, which has two radio buttons: "Regular Mail" (selected) and "Certified Mail". Below the mailing method are three text input fields for "Address Line 1", "Address Line 2", and "City". These are followed by a dropdown menu for "State/Province" (currently showing "Colorado"), a text input field for "Zip Code", and another dropdown menu for "Country" (currently showing "United States"). At the bottom of the form are three buttons: "Save and Add Another", "Save", and "Cancel". Red boxes with letters a through e and arrows point to specific elements: 'a' points to the "Custom Recipient" radio button, 'b' points to the "Recipient Name" field, 'c' points to the "Regular Mail" radio button, 'd' points to the "City" field, and 'e' points to the "Save and Add Another" button.

For a custom recipient:

- a. Click the “Custom Recipient” radio button.
- b. Enter the recipient name.
- c. Select “Mailing Method” of either “Certified Mail” or “US Mail.”
- d. Enter the mailing address.
- e. To save the information press “Save”, to exit and cancel click “Cancel”. To continue adding additional recipients, click “Save and Add Another”.

Add Other Recipient

ADD OTHER RECIPIENT f

* Required Field

☐ Custom Recipient
 ☒ **E-File User**
☐ Appeals Clerk
 g

First Name
 g * Last Name

User Name	E-mail	Organization
<input type="checkbox"/> TracyLawAsst Blea	tracylawasst@gmail.com	Tracy Bleas Law Firm
<input type="checkbox"/> TracyLaw Blea	tracybleaatorney@gmail.com	Tracy Bleas Law Firm
<input type="checkbox"/> Tracyattorney Blea	tracyblea@gmail.com	JBITS Firm
<input type="checkbox"/> TracyADMIN Blea	tracy.blea@judicial.state.co.us	N/A
<input type="checkbox"/> Tracy Blea	tracyblea@hotmail.com	N/A
<input checked="" type="checkbox"/> h Tracy Blea	tracy.blea48@gmail.com	JBITS Firm
<input type="checkbox"/> Tracy Blea	tracy.blea2@judicial.state.co.us	N/A

i

For an e-file user:

- f. If e-service is needed, click the “E-File User” radio button.
- g. Enter the user’s last name and press “Search.”
- h. Select the ICCES user name from the search result list.
- i. To save the information press “Save”, to exit and cancel click “Cancel”. To continue adding additional recipients, click “Save and Add Another”.

Add Other Recipient

ADD OTHER RECIPIENT j

* Required Field

☐ Custom Recipient
 ☐ E-File User
 ☒ **Appeals Clerk**
k

Appeals Clerk: k

l

For an appeals clerk:

- j. For service of a document to a designated appeals clerk, select “Appeals Clerk” radio button.
- k. Select the Appeals clerk for the dropdown menu.
- l. To save the information press “Save”, to exit and cancel click “Cancel”. To continue adding additional recipients, click “Save and Add Another”.

REVIEW AND SUBMIT

Review and Submit screen is a summary of the new case filing.

REVIEW AND SUBMIT

Court of Appeals, Court of Appeals (Civil - Agency) **A**

Review all information on this page before clicking the **Submit** button. Please verify your uploaded documents are correct for this filing. If you need to make changes, click the appropriate **Edit** button. Once you are satisfied with the information, click **Submit**.

PARTY(IES)

Party	Type	Status	Status
Asdf	Defendant-Appellee	Active	Tracy A Blea (JBITS Firm)
Snow White Collections Llc	Plaintiff-Appellee	Active	Self-Represented

FILING PARTY(IES)

Party	Type	Status	Attorney
Asdf	Defendant-Appellee	Active	Tracy A Blea (JBITS Firm)

DOCUMENTS

Document ID	Event	Title	Security	Related Document(s)
6A96A80EA609D	Notice of Appeal [PDF]	Notice of Appeal	Public	No
8427DB5683371	Affidavit [PDF]	Affidavit	Public	Yes
E53D1A1F943F6	Bill of Costs [PDF]	Bill of Costs	Public	Yes

SERVICE

Party	Type	Status	Attorney	Organization	Method
No results were found.					

A. The case class and case type display.

1. Review the Filing Party(ies), Documents, and Courtesy Copies sections. Click the “Edit” button on the right of each section to change or update information.

RELATED EVENT(s)

Show 5 Per Page

Filing Date	Filing ID	Filing Party(s)	Event	Document Title
02/24/2014	15EAD484B7740	The People of the State of Colorado	Petition	Affidavit

Close

- a. If the “Relate” option was selected in the manage filing screen, the column “Related Document(s)” will have a “Yes” link to allow the user to confirm the related document(s).

SUBMISSION OPTIONS

*Submit Options: **2** ☒ Submit now ☐ Submit on

Note To Clerk:

*Authorizer:
 Angie Pickle Guenther
 Brian Medina
 Cathy Law Firm Pickle Account
 Chad Pickle Cornelius
 Chris Pickle Meints
 (Hold down Control key and click each line to select more than one)

*Attorney Role: Private Attorney

2. Leave “Submit now” selected to send the filing immediately.

SUBMISSION OPTIONS

*Submit Options: ☐ **3** ☒ Submit on 08:00 AM **b**

Note To Clerk:

*Authorizer:
 Angie Pickle Guenther
 Brian Medina
 Cathy Law Firm Pickle A
 Chad Pickle Cornelius
 Chris Pickle Meints
 (Hold down Control key and click

a

*Attorney Role: Private Attorney

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3. To delay a filing to the court or to delay a “serve only” submission, postpone submitting by clicking the “Submit On” button.

a. Select a future date from the pop up date box.

b. Enter the time of day. The filing will be saved in [Scheduled Filings](#).

SUBMISSION OPTIONS

*Submit Options: ☐ Submit now ☒ Submit on 10/31/2014 08:00 AM

Note To Clerk: Please check for related cases.

4 **5** *Authorizer:
 Angie Pickle Guenther
 Brian Medina
 Cathy Law Firm Pickle Account
 Chad Pickle Cornelius
 Chris Pickle Meints
 (Hold down Control key and click each line to select more than one)

*Attorney Role: Private Attorney **5a**

4. Enter any *helpful* notes the court may need to process the filing.

5. Select the “Authorizer(s)” from your organization.

a. Choose “Attorney Role.”

The screenshot shows a 'BILLING INFORMATION' form. Callout 6 points to two checkboxes: 'This filing is exempt from filing fees per CJD 06-01' and 'This filing is exempt from filing fees per CJD 98-01, or I am filing as court appointed counsel.' Callout 7 points to the '*Billing Reference:' text input field. Callout 8 points to the 'Submit' button. Callout 9 points to the 'Save and Close' button. The form also displays 'Purchase Details' with fees: *Statutory Filing Fees: \$327.00, E-Filing Fees: \$6.00, Service Fees: \$0.00, Total Fees: \$333.00. A note states: '*These fees may be modified by the court prior to acceptance if the documents filed do not match the estimated statutory filing fees.'

6. If the filing is exempt from fees per Chief Justice Directive 06-01 or 98-01, select the appropriate box.
7. Enter any “Billing Comments” i.e. an organization billing reference.
8. Click “Submit” to complete your filing.
9. “Save and Close” saves the filing in “Drafts” so it can be finished later. Click “Drafts” on the “Filing” screen to resume the filing. Click “Cancel Filing” to exit the filing completely.

SCHEDULED FILINGS

Scheduled Filings displays a table of delayed filing items, and is populated from choosing “Submit on” in the Submission Options section of the Review and Submit screen for either File into Existing Case or File New Case.

SCHEDULED FILINGS - HOW TO FIND

The screenshot shows the 'FILING PAGE' with a navigation menu on the left. A red arrow points to the 'Scheduled Filings' link in the menu. The main content area has instructions: 'Select Draft(s) to review or edit your unfinished document.', 'Click on File into an Existing Case, to e-file a document into an existing appellate, county civil, district civil, probate, small claims or water case.', 'Choose File New Case, to e-file a new case with the court.', and 'Manage your scheduled filings by clicking on Scheduled Filings.'

From the Filing screen, click the “Scheduled Filings” link from the page menu, or

Drafts
File into an Existing Case
File New Case
Scheduled Filings

Hover over the “Filing” tab and select “Scheduled Filings.”

SCHEDULED FILINGS – TOOLBAR



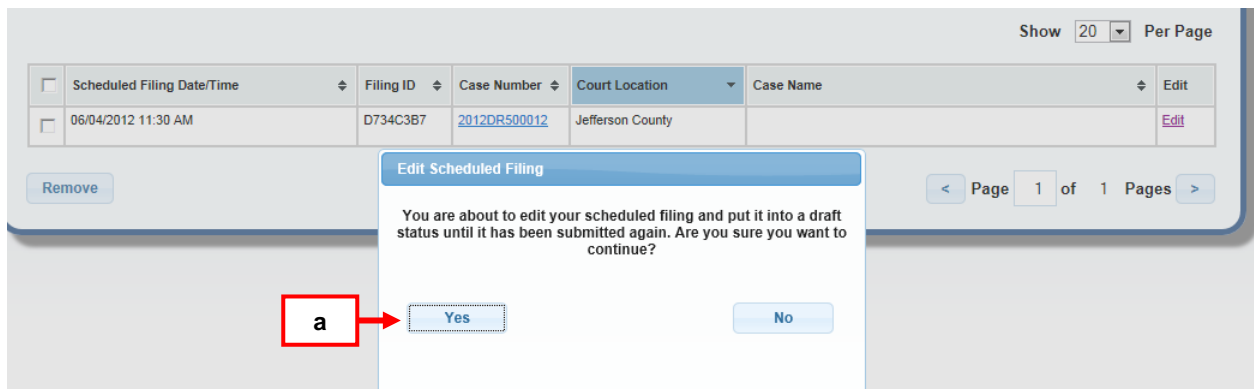
1. **Show:** View 20, 50 or 100 scheduled filings per page. Click the arrow and select a viewing preference.

SCHEDULED FILINGS - TABLE

Scheduled Filing Date/Time	Filing ID	Case Number	Court Location	Case Caption	Edit
09/08/2014 02:00 AM	6299565B356F9	2014DS030061	Douglas County	Tyrell, Margary And Baratheon, Joffrey	Edit

1. **Scheduled Filing Date and Time:** This column displays the date an e-filed item is scheduled to be filed with the court or served.
2. **Filing ID:** Is a unique number that identifies a single e-filing transaction consisting of one or more e-filed documents. Click the hyperlink to view Filing ID details.
3. **Case Number:** Each case is assigned a case number as it relates to a selected court location. Case numbers for accepted cases display as hyperlinks. View case history by clicking on the case number hyperlink.
4. **Court Location:** The location column identifies where a case or document will be e-filed.
5. **Case Caption:** This column displays the case caption as accepted by the court. If the filing is new, no case caption will display.

6. **Edit:** Click the “Edit” link on any line item to edit a scheduled filing. When “Edit” is clicked, a pop-up message displays.



- a. Clicking the “Yes” button displays the “Review and Submit” screen and removes the filing from scheduled filing status.

- Any item on “Review and Submit” can always be edited. The option to “Submit now” or change the “Submit on” date is also available.

7. **Remove:** To remove one or more line items in the table, check the box next to the scheduled date and then click the “Delete” button to permanently remove the item(s) from ICCES.

MANAGE BATCH FILINGS

In order to Batch File, a user or an organization must contact ICCES support at iccessupport@judicial.state.co.us to be added as a batch filer.

Displays “Pending,” “Processing” and “Completed” tables of batch filing items, and is **available only for authorized organizations**.

MANAGE BATCH FILINGS - HOW TO FIND



From the Filing screen, click the “Manage Batch Filings” link from the page menu, or

Drafts
File into an Existing Case
File New Case
Scheduled Filings
Manage Batch Filings

Hover over the “Filing” tab to choose the “Manage Batch Filing” menu option

MANAGE BATCH FILINGS – FILTER

MANAGE BATCH FILINGS

☒ Processing
 ☐ Pending Authorization
 ☐ Completed

These batches have been initialized and are processing for final authorization.

Show

10

entries

Batch ID:	Creation Date/Time:	Location:	Batch Details:	Status:	Queue Position:
11	5/4/2012 09:20 AM MDT	Conejos County	asdf	Initialized	1
12	5/4/2012 09:20 AM MDT	Costilla County	asdf	Initialized	2
13	5/4/2012 09:20 AM MDT	Crowley County	asdf	Initialized	3

First

Previous

1

Next

Last

- Show:** View 10, 25 or 50 scheduled filings per page. Click the arrow and select a viewing preference

MANAGE BATCH FILINGS – PROCESSING

1 → **MANAGE BATCH FILINGS**

Processing Pending Authorization Completed Errors

These batches have been initialized and are processing for final authorization.

Show 20 entries

Batch ID	File Name	Creation Date/Time	Location	Batch Details	Status	Queue Position
11	FILENAME 11	10/17/2012 15:47 PM MDT	Conejos County	asdf	Validating	1
12	FILENAME 12	10/17/2012 15:47 PM MDT	Costilla County	asdf	Validating	2
13	FILENAME 13	10/17/2012 15:47 PM MDT	Crowley County	asdf	Validating	3

<< < 1 > >>

- Processing:** Displays batches that are initialized on ICCES, and are processing for final authorization. Each batch has a queue position. Once a batch is finished processing, it disappears from this screen and loads into the “Pending Authorization” screen.

MANAGE BATCH FILINGS – PENDING AUTHORIZATION

1 → **MANAGE BATCH FILINGS**

Pending Authorization Completed Errors

To authorize multiple batches at once, click the checkbox next to each Batch Id below. Click a Batch ID hyperlink to authorize that individual batch.

☐ Select All

Show 20 entries

Batch ID	File Name	Creation Date/Time	Location	Batch Details	Status
<input checked="" type="checkbox"/> 1	FILENAME 1	4/4/2012 11:47 AM MDT	Chaffee County	asdf	Pending Authorization
<input checked="" type="checkbox"/> 2	FILENAME 9	5/4/2012 11:48 AM MDT	Alamosa County	asdf	Pending Authorization
<input type="checkbox"/> 3	FILENAME 8	5/4/2012 14:33 PM MDT	Arapahoe County	asdf	Pending Authorization
<input type="checkbox"/> 4	FILENAME 7	5/4/2012 13:27 PM MDT	Archuleta County	asdf	Pending Authorization
<input type="checkbox"/> 5	FILENAME 6	5/4/2012 13:31 PM MDT	Baca County	asdf	Pending Authorization
<input type="checkbox"/> 5B14C16	07-TESTINTOEXISTINGEXEMPT4	4/17/2013 14:40 PM MDT	Boulder County	TESTINTOEXISTINGEXEMPT4	Pending Authorization
<input type="checkbox"/> 6	FILENAME 10	5/4/2012 11:48 AM MDT	Adams County	asdf	Pending Authorization
<input type="checkbox"/> 7	FILENAME 5	8/4/2012 14:54 PM MDT	Bent County	asdf	Pending Authorization
<input type="checkbox"/> 8	FILENAME 4	7/4/2012 11:45 AM MDT	Boulder County	asdf	Pending Authorization
<input type="checkbox"/> 9	FILENAME 3	6/4/2012 11:45 AM MDT	Cheyenne County	asdf	Pending Authorization

<< < 1 2 > >>

3 → **SUBMISSION OPTIONS**

*Primary Attorney:

*Authorizer:

*Attorney Role:

(Hold down Control key and click each line to select more than one)

6 Cancel Batch(es) **7** Submit Batch(es)

- Pending Authorization:** This is a table of batches initialized on ICCES from the “Processing” screen. Items in this table are pending authorization.
- To authorize a single/multiple batch(es), click the appropriate checkbox(es).
- The “Submission Options” section is inactive until a batch item is selected.
- After a batch item is selected, select the primary attorney in the “Submission Options” section by clicking on the arrow. This is a required field.

- Choose “Authorizer(s)” from the authorizer list and “Attorney Role.” These are required fields.
- Remove a batch by clicking in the checkbox next to the Batch ID and then click the “Cancel Batch(es)” button.
- If one or multiple batches are requested, click the “Submit Batches” button to submit and display a receipt page.

MANAGE BATCH FILINGS – COMPLETE – RECEIPT (MULTIPLE BATCHES)

You have submitted these batches to the courts. Your filings will not be completed until the court has approved your submissions. You will receive an e-mail alert from the court once your filings have been reviewed.

Show 20 entries

Batch ID	Submission Status	Authorized Date	Location	Batch Details	Authorizer(s)
2E22AB28AEA76	PEND	3/12/2014 11:40 AM MDT	Routt County	2014CNewJonny6.zip	Jon Danger Snow PC
660CA3ED61BC3	PEND	3/12/2014 11:40 AM MDT	Routt County	2014CNewJonah7.zip	Jon Danger Snow PC

<< < 1 > >>

Return to Manage Batch Filings Print this Page

- Click “Return to Manage Batch Filings” to return and review or submit additional batches.
- Click “Print this page” to print a receipt.

REVIEW AND SUBMIT BATCH FILING

Batch ID: 58E45D9695D85 Statutory Fees: \$0.00
 Court Location: Routt County Online Fees: \$0.00
 Submission Date: 3/12/2014 11:40 AM MDT Total Fees: \$0.00
 Details: 2014CEXJonsson3

BATCH DETAILS

1 2

Billing Reference	Filing ID	Case Number	Event	Title	Remove
11004031	B434E5ADE446E	2014C030131	Exhibits Filed	Exhibit	
			Return of Service	Return of Service Service Description: PERSONALLY SERVED DEFENDANT	
			Summons and Complaint	Summons and Complaint	

3

SUBMISSION OPTIONS

*Primary Attorney: Jon Danger Snow PC
 *Authorizer: Jon Danger Snow PC Samwell Banana Tarly
 *Attorney Role: Private Attorney

4

(Hold down Control key and click each line to select more than one)

5 6 7

Return to Manage Batch Filings Cancel Batch Submit Batch

MANAGE BATCH FILINGS – REVIEW AND SUBMIT (SINGLE BATCHES)

This page displays when a user authorizes a single batch in the pending authorization queue.

- Batch documents can be viewed. Click on the event hyperlink.
- A filing can also be removed. Click on the trash can icon.

3. Select the “Primary Attorney” in the “Submission Options” section by clicking on the arrow and choosing a primary attorney from the list. This is a required field.
4. Choose “Authorizer(s)” from the authorizer list and “Attorney Role.” These are required fields.
5. Click the “Return to Manage Batch Filings” button if needed.
6. Click “Cancel Batch” to cancel the action.
7. Click the “Submit Batch” button.

MANAGE BATCH FILINGS - TABLE COLUMN

MANAGE BATCH FILINGS

Processing Pending Authorization Completed Errors

These batches have been initialized and are processing for final authorization.

Show 20 entries

Batch ID	File Name	Creation Date/Time	Location	Batch Details	Status	Queue Position
11	FILENAME 11	10/11/2012 19:20 PM MDT	Conejos County	asdf	Validating	1
12	FILENAME 12	10/11/2012 19:20 PM MDT	Costilla County	asdf	Validating	2
13	FILENAME 13	10/11/2012 19:20 PM MDT	Crowley County	asdf	Validating	3
7300004A	30 - BrianCountyCivl03Exempt.zip	10/25/2012 15:09 PM MDT	Jefferson County	BrianCountyCivl03Exempt	Validating	4
	30 - MarkCountyCivl04Exempt	10/25/2012 16:50 PM MDT	Jefferson County	MarkCountyCivl04Exempt	Validating	5

1. **Batch ID:** The unique ID assigned to a batch filing.
2. **Submission Date and Time:** The date a batch was submitted to ICCES for processing.
3. **Location:** The Location column identifies where a case or document was e-filed.
4. **Batch Details:** The descriptor of a batch filing, which is entered by the filing firm.
5. **Status:** This column displays the status of the batch filing.
 - o Initialized,
 - o Pending authorization
 - o Complete, documents pending
 - o Complete, all documents reviewed
6. **Queue Position:** The location of the filing item in the batch filing queue. Each batch has a queue position.

SEARCH

QUICK SEARCH

The Quick Search feature provides fast searches from either the Home or Search screens by Business Name, Case Number, Document ID, Filing ID or Person's Name.

Note: Quick Search Probate and Suppressed case types using a case number only. Accessing the Case History/Register of Actions for Probate cases is available only to attorneys and organizations attached to the case.

QUICK SEARCH - HOW TO FIND

Access "Quick Search" by clicking the "Home" or "Search" tab.

The screenshot shows the 'QUICK SEARCH' section of the application. A dropdown menu labeled 'Search By' is open, showing options: Case Number, Attorney Name, Attorney Registration Number, Business Name, Case Number (highlighted), Document ID, Filing ID, and Person's Name. Callout 'a' points to this dropdown. To the right, there is a text input field and a 'Search' button. Callout 'b' points to the 'Search' button.

- a. Click the arrow to view and select search choices.
- b. Complete the appropriate fields and press the "Search" button.

QUICK SEARCH RESULTS – SEARCH CRITERIA DISPLAY, FILTER AND TABLE COLUMNS

The screenshot shows the 'SEARCH RESULTS' page. Callout 1 points to the 'Search Criteria' section, which displays 'Case Number Search: 2014DR030051' and 'Search Options: All Court Cases'. Callout 2 points to the 'Show' dropdown menu, which is set to '20'. Callout 3 points to the 'Case Number' column header. Callout 4 points to the 'Location' column header. Callout 5 points to the 'Case Caption' column header. Callout 6 points to the 'Date Filed' column header. Callout 7 points to the 'Status' column header. The table below shows three results:

Case Number	Location	Case Caption	Date Filed	Status
2014DR030051	Douglas County	Tynell, Margery and Rarathorn, Jeffrey	04/25/2014	Open
2014DR030051	Jefferson County	Aron, Jon and Aron, Lisa	04/25/2014	Open
2014DR030051	Rowitt County	Jlots, Firm and Respondent, Test	04/24/2014	Open

1. **Search Criteria Display:** Outlines the details of the search request.
2. **Show:** View 20, 50 or 100 scheduled filings per page. Click the arrow and select a viewing preference.
3. **Case Number:** A hyperlinked number assigned to the case as it relates to the court location. View case history by clicking on the case number hyperlink.

- a. **File Folder icon:** Click to file into the existing case
- b. **Monitor icon:** Click to move case to monitored cases list.
4. **Location:** Displays court location of the case.
5. **Case Caption:** This displays the caption as accepted or created by the court. Click the hyperlinked case caption to view case information.
6. **Date Filed:** Shows the filing date for the case.
7. **Status:** Lists all case statuses.

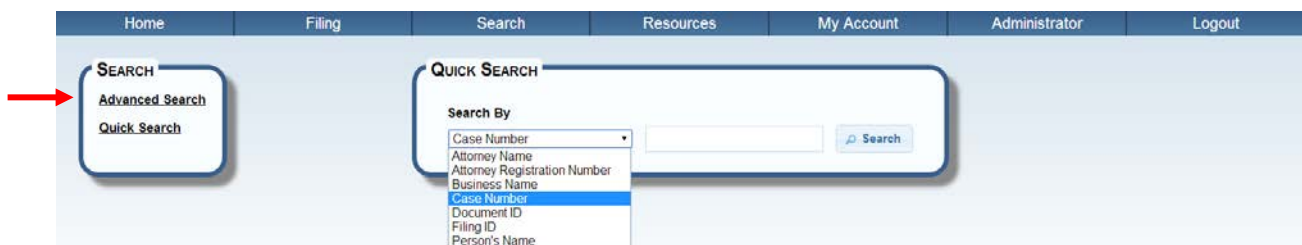
ADVANCED SEARCH

ICCES Advanced Search is available for searching cases in “live” judicial district locations.

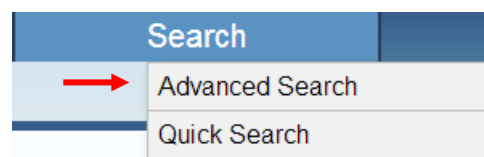
The [Advanced Search](#) feature provides detailed searches by Case Number, Court Location, Case Class, Event, Document Title, Date Range and Party Name Search. There are document option filters and specific search options available.

Search Probate or Suppressed cases by entering a case number only. Accessing the Case History/Register of Actions for Probate cases is available only to attorneys and organizations attached to the case.

ADVANCED SEARCH – HOW TO FIND



From the Search screen, click the “Advanced Search” link from the page menu, or



Hover over the “Search” tab to choose the “Advanced Search” menu option.

ADVANCED SEARCH – SEARCH FIELDS

The screenshot shows the 'ADVANCED SEARCH' interface. It includes several input fields and dropdown menus. Red boxes with numbers 1 through 11 point to specific elements: 1 points to the 'Case Number' text box; 2 points to the 'Court Location' dropdown menu; 3 points to the 'Case Class' dropdown menu; 4 points to the 'Event' dropdown menu; 5 points to the 'Document Title' text box; 6 points to the 'Date Range' text boxes; 7 points to the 'PARTY NAME SEARCH' section; 8 points to the 'Location Options' radio buttons; 9 points to the 'Document Options' radio buttons; 10 points to the 'Search Options' radio buttons; and 11 points to the 'Search' button at the bottom right.

1. **Case Number:** Enter the full four digit year, the case class and case number sequence. Ex: 2012 CV 50000.
2. ***Court Location:** Select “All” or the click the appropriate court location.
3. ***Case Class:** Select “All” or click the appropriate case class.
4. ***Event:** Select “All” or a specific court event.
5. **Document Title:** Enter all or a portion of the document title.
6. ***Date Range:** Enter a filing date range.
7. **Party Name Search:** Not applicable unless the option for a Business, Person or Judicial Officer is selected. If one of these options is chosen, complete the required fields.
8. ***Location Options:** Select the appropriate location option to narrow search results.
9. ***Document Options:** Select the appropriate document option to narrow search results.
10. ***Search Options:** Select the appropriate search case option to narrow search results. Choosing All Court Cases is the recommended choice.
11. **Search Button:** Press to view search results.

ADVANCED SEARCH RESULTS – SEARCH CRITERIA DISPLAY, FILTER AND TABLE COLUMNS

The screenshot shows the 'SEARCH RESULTS' interface. Callout 1 points to the 'Search Criteria' section, which includes filters for Court Location (Adams County), Case Class (County Civil), Document Options (All Documents), Search Options (All Court Cases), Location Options (Trial Courts Only), and date ranges (From Date: 10/23/2012, To Date: 10/23/2014). Callout 2 points to the 'Show 20 Per Page' dropdown. Callout 3 points to the 'Filing ID' column header. Callout 4 points to the 'Date Filed' column header. Callout 5 points to the 'Case Number' column header. Callout 'a' points to a file folder icon in the Case Number column. Callout 'b' points to a monitor icon in the Case Number column. Callout 6 points to the 'Location' column header. Callout 7 points to the 'Case Caption' column header. Callout 8 points to the 'Authorizer' column header. Callout 9 points to the 'Organization' column header. Callout 10 points to the 'Event' column header. Callout 11 points to the 'Document Title' column header.

Filing ID	Date Filed	Case Number	Location	Case Caption	Authorizer	Organization	Event	Document Title
N/A (Details)	10/20/2014 12:59 PM	2015C003888	Adams County	Alpine Credit, Inc. v. Schulte, Geo. William	EMILY ELIZABETH ANDERSON	N/A	Order	Test

1. **Search Criteria Display:** This is an outline of the details requested in Advanced Search screen options.
2. **Show:** View 20, 50 or 100 results per page. Click the arrow and select a viewing preference.
3. **Filing ID:** Is a unique number that identifies a single e-filing transaction consisting of one or more e-filed documents. Click the hyperlink to view Filing ID details.
4. **Date Filed:** Displays the date the case or document was filed with the court.
5. **Case Number:** Each case is assigned a case number as it relates to a selected court location. Case numbers display as hyperlinks. View case history by clicking the case number hyperlink.
 - a. **File Folder icon:** Click to file into the existing case
 - b. **Monitor icon:** Click to move case to monitored cases list.
6. **Location:** This column identifies where a case or document was e-filed.
7. **Case Caption:** This displays the caption as accepted or created by the court. Click the hyperlinked case caption to view case party information.
8. **Authorizer:** The attorney authorizing the filing.
9. **Organization:** Identifies the ICCES Organization.
10. **Event:** The document event identifies the document name.
11. **Document Title:** Details the document's title.

RESOURCES

RESOURCES – HOW TO FIND

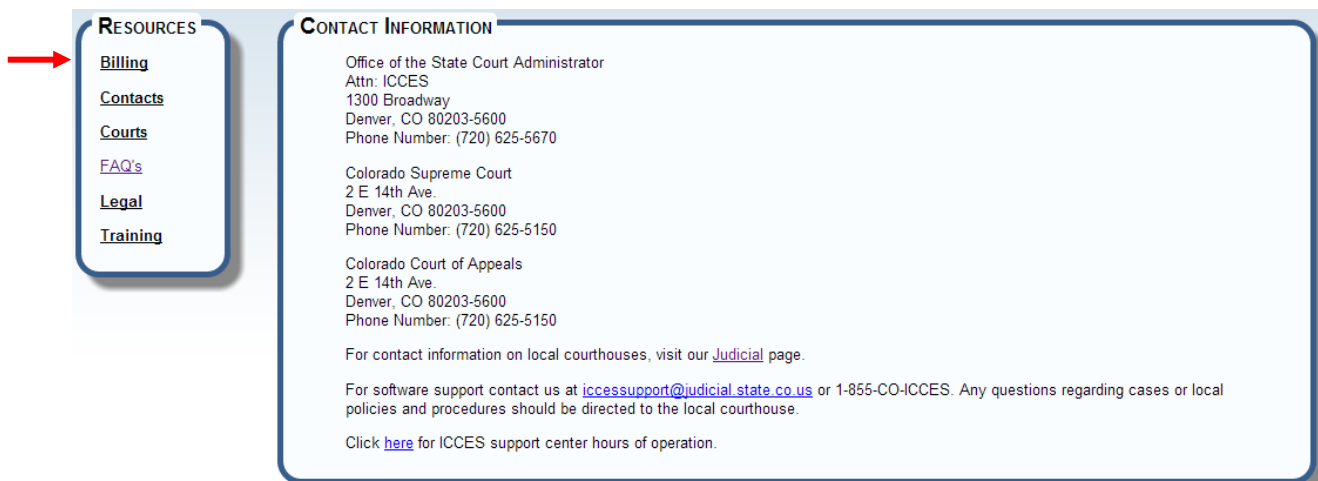
Resources

Click Resources from the menu bar.

Billing
Contacts
Courts
FAQ's
Legal
Training

Hover over the Resources tab and choose a specific option from the drop down menu.

CONTACT INFORMATION



RESOURCES

- [Billing](#)
- [Contacts](#)
- [Courts](#)
- [FAQ's](#)
- [Legal](#)
- [Training](#)

CONTACT INFORMATION

Office of the State Court Administrator
Attn: ICCES
1300 Broadway
Denver, CO 80203-5600
Phone Number: (720) 625-5670

Colorado Supreme Court
2 E 14th Ave.
Denver, CO 80203-5600
Phone Number: (720) 625-5150

Colorado Court of Appeals
2 E 14th Ave.
Denver, CO 80203-5600
Phone Number: (720) 625-5150

For contact information on local courthouses, visit our [Judicial](#) page.

For software support contact us at iccessupport@judicial.state.co.us or 1-855-CO-ICCES. Any questions regarding cases or local policies and procedures should be directed to the local courthouse.

Click [here](#) for ICCES support center hours of operation.

BILLING INFORMATION

RESOURCES

- [Billing](#)
- [Contacts](#)
- [Courts](#)
- [FAQ's](#)
- [Legal](#)
- [Training](#)

BILLING INFORMATION

[Service Fees](#)

[Colorado Statutory Fees](#)

Colorado Interactive [W9 Form](#)

To access invoices and make payments visit the ICCES Colorado.gov website at <https://www.colorado.gov/ices/billing>.

For help, please reference the [Billing and Invoice User Guide](#).

Organizations will be billed monthly and receive their invoice via e-mail.

Payment Options

- Automatic clearing house (ACH) withdrawal
- Physical check
 - If you are mailing payments, please send remittance to the Lock Box Address:
Attn: Colorado Interactive
PO Box 974581
Dallas, TX 75397-4581
- Credit Card - Credit card payments will have an additional 3% charge to the invoice.

Contact Billing Support

Hours: Monday - Friday 8:00 am to 5:00 pm MT
Phone: 303-534-2468 x 0 or Toll free: 1-800-970-3468 x 0
Email: support@www.colorado.gov
Live Chat: <http://www.colorado.gov/livechat>

The Billing screen has a link for Service Fees, Colorado Statutory Fees and a link for accessing a PDF of Form W-9.

Reference information is available by clicking the Billing and Invoice User Guide link.

Payments can be made using ACH, Credit Card or Physical Check. A mailing address for mailing payments is listed on this screen.

COURT INFORMATION

RESOURCES

- [Billing](#)
- [Contacts](#)
- [Courts](#)
- [FAQ's](#)
- [Legal](#)
- [Training](#)

COURT INFORMATION

The following information is available from our [Colorado State Judicial Branch](#) website:

- Division setting dates and times
- Civil return calendar
- Rule 120 calendar
- Courthouse address, hours and phone numbers
- CFIT classes
- Local policies and procedures

Americans with Disabilities Act

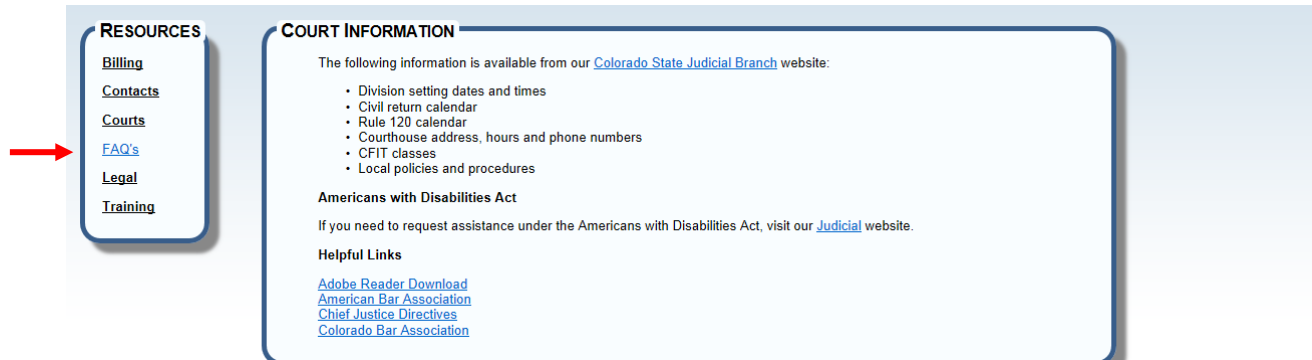
If you need to request assistance under the Americans with Disabilities Act, visit our [Judicial](#) website.

Helpful Links

- [Adobe Reader Download](#)
- [American Bar Association](#)
- [Chief Justice Directives](#)
- [Colorado Bar Association](#)

The Court Information screen provides a link to the Colorado Judicial Website. Other helpful links are posted including ADA information.

FAQs



RESOURCES

- [Billing](#)
- [Contacts](#)
- [Courts](#)
- [FAQ's](#)
- [Legal](#)
- [Training](#)

COURT INFORMATION

The following information is available from our [Colorado State Judicial Branch](#) website:

- Division setting dates and times
- Civil return calendar
- Rule 120 calendar
- Courthouse address, hours and phone numbers
- CFIT classes
- Local policies and procedures

Americans with Disabilities Act

If you need to request assistance under the Americans with Disabilities Act, visit our [Judicial](#) website.

Helpful Links

- [Adobe Reader Download](#)
- [American Bar Association](#)
- [Chief Justice Directives](#)
- [Colorado Bar Association](#)

This screen loads a PDF of current ICCES Frequently Asked Questions.

LEGAL INFORMATION



RESOURCES

- [Billing](#)
- [Contacts](#)
- [Courts](#)
- [FAQ's](#)
- [Legal](#)
- [Training](#)

LEGAL INFORMATION

- [Terms and Conditions](#)
- [Privacy Policy](#)

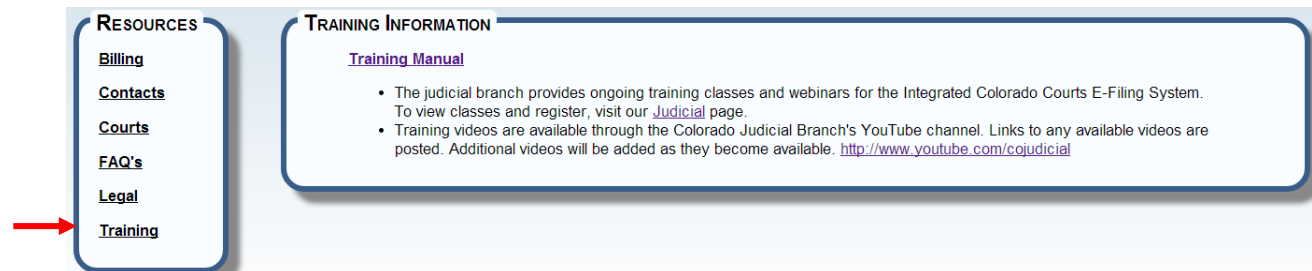
Chief Justice Directives

- [Chief Justice Directive 98-01](#)
 - Costs that may be waived for indigent petitioners
 - Waived fees for indigent petitioners
- [Chief Justice Directive 06-01](#)
 - Waiver of court fees for public entities
- [Chief Justice Directive 08-02](#)
 - Cost recovery fees for maintaining the technical infrastructure to support e-filing of court documents
- [Chief Justice Directive 11-01](#)
 - Statewide electronic filing standards
 - Standards for rejecting documents

There are links for relevant Chief Justice Directives for waiving fees or statewide e-filing standards.

ICCES Terms and Conditions and the Colorado Judicial Privacy Policy links are also included.

TRAINING INFORMATION



RESOURCES

- [Billing](#)
- [Contacts](#)
- [Courts](#)
- [FAQ's](#)
- [Legal](#)
- [Training](#)

TRAINING INFORMATION

- [Training Manual](#)

- The judicial branch provides ongoing training classes and webinars for the Integrated Colorado Courts E-Filing System. To view classes and register, visit our [Judicial](#) page.
- Training videos are available through the Colorado Judicial Branch's YouTube channel. Links to any available videos are posted. Additional videos will be added as they become available. <http://www.youtube.com/cojudicial>

Training provides a link to the electronic Training Manual and Colorado Judicial training videos from the YouTube link.

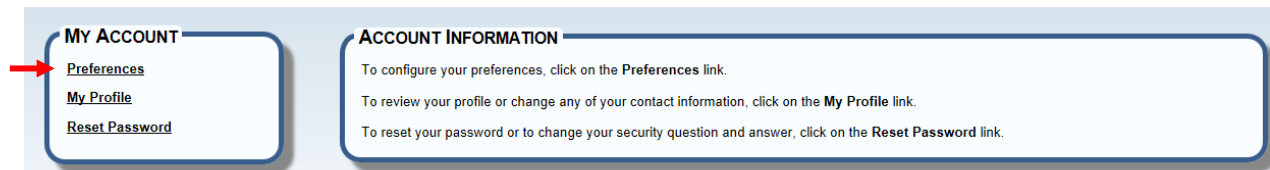
MY ACCOUNT

The “My Account” section features an e-mail and alert preference screen, a profile page and password reset functionality.

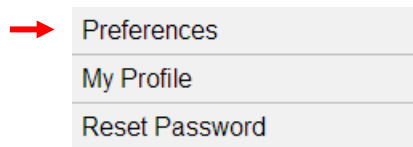
PREFERENCES

This page features options for receiving, copying or forwarding e-mail or alert notifications.

PREFERENCES – HOW TO FIND

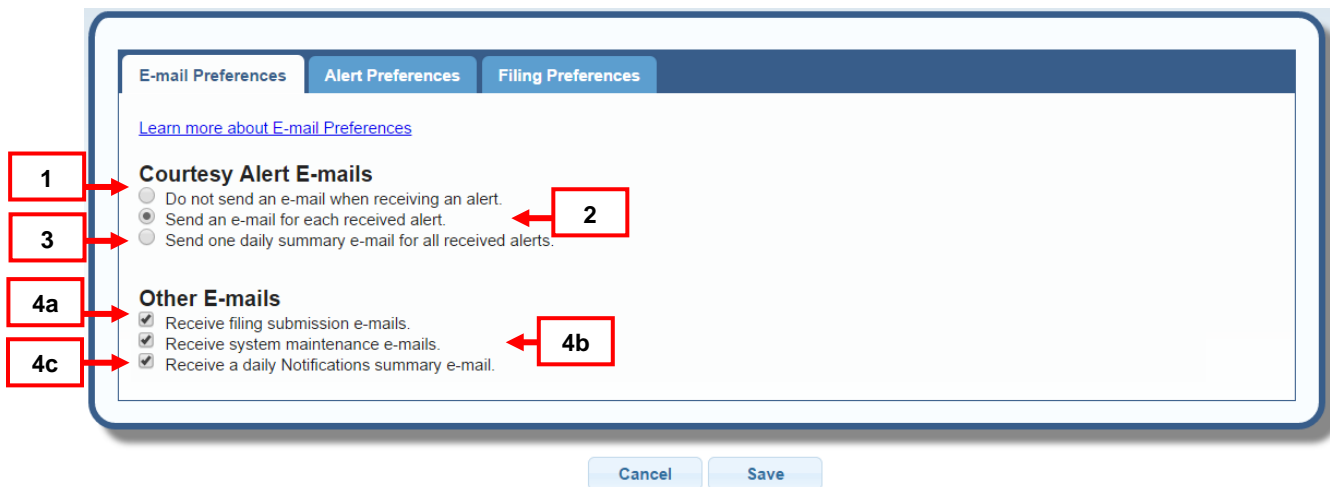


From the My Account screen, click on “Preferences” from the page menu or,



Hover over the “My Account” tab to choose the “Preferences” menu option.

E-MAIL PREFERENCES



1. Click so ICCES will not send any e-mail notice of alert items.
2. Click to ask ICCES to send an e-mail notice of each alert item.
3. Click to ask ICCES to send one (1) daily e-mail notice of all alert items.
4. (a) Check to receive filing submission e-mails.
(b) Check to receive system maintenance e-mails.

(c) Check to receive one (1) daily Notification summary e-mail. (If applicable)

ALERT REFERENCES

The screenshot shows the 'Alert Preferences' tab of a settings window. It includes a link to 'Learn more about Alert Preferences', two dropdown menus for selecting recipients and senders, a table of alert references, and a 'Remove Selected' button. Numbered callouts point to specific elements: 5 points to the first dropdown, 6 to the second, 7 to the table, and 8 to the 'Remove Selected' button.

E-mail Preferences **Alert Preferences** **Filing Preferences**

[Learn more about Alert Preferences](#)

5 → Send a copy of my alerts to: -- Select recipient --

6 → Receive a copy of alerts from: -- Select sender --

7 →

<input type="checkbox"/> Sending Party		Receiving Party
<input type="checkbox"/> TracySA Blea	is sending alerts to	TracyATY Blea
<input type="checkbox"/> Alicia Avila	is sending alerts to	TracySA Blea

8 → **Remove Selected**

Cancel **Save**

5. Send a copy of a new alert to another user in your organization.
6. Receive a copy of a new alert from another user within your organization.
7. Table displays names of users within an organization designated to send or receive alerts.
8. Click checkbox(es) in the table and then press the Remove Selected button to remove Alert Preferences.

FILING PREFERENCES

The screenshot shows the 'Filing Preferences' window with the following elements and callouts:

- 9**: Points to the 'New Case Filings' section header.
- 10**: Points to the first checkbox 'Always use [dropdown] as the default location for each filing'.
- 11**: Points to the second checkbox 'Always use [dropdown] as the default attorney for each [dropdown]'.
- 12**: Points to the third checkbox 'Always use my organization as the first [dropdown]'.
- 12a**: Points to the 'Add Party' button.
- 12b**: Points to the 'Petitioner Type' dropdown menu.
- 13**: Points to the list of attorneys under 'Submission Options'.
- 14**: Points to the 'Save' button at the bottom.

This section provides the ability to preset attorney information and party type defaults so the information on the party screen pre-populates when filing a new case.

9. Click to always use the same court location when filing a new case.
10. Click to always use a specific attorney name (box 1) when a party type is selected in (box 2).
11. Click and select to auto-populate my organization as the first party type.
12. Select checkbox to always use a specifically named party as the default entity type.
 - a. Select select the “Add Party” button, complete the party information and save.

The 'Add Party' dialog box contains the following fields:

- Entity Type:** --Select Entity Type--
- Address Type:** --Select Address Type--
- Address Line 1:** [Text Field]
- Address Line 2:** [Text Field]
- City:** [Text Field]
- State/Province:** Colorado
- Zip Code:** [Text Field]
- Country:** United States

Buttons: Cancel, Save

- b. Select the desired party party from the dropdown to default as the entity type for each new filing. More than one party name can be added to the table however, only one party can be used at one time as the default entity.

13. Check the box and select from the combo box to auto-populate the authorizing attorney(s) each time a filing is submitted. (hold the down the control key to select more than one)

14. Press the Save button to save all changes in Preferences.

MY PROFILE

Update personal information on the My Profile page.

MY PROFILE – HOW TO FIND

MY ACCOUNT

- [Preferences](#)
- [My Profile](#)
- [Reset Password](#)

ACCOUNT INFORMATION

To configure your preferences, click on the [Preferences](#) link.

To review your profile or change any of your contact information, click on the [My Profile](#) link.

To reset your password or to change your security question and answer, click on the [Reset Password](#) link.

From the My Account screen, click on “My Profile” from the page menu or,

Preferences

My Profile

Reset Password

Hover over the “My Account” tab to choose the “My Account” menu option.

MY PROFILE – OPTIONS

My PROFILE

*Required Field

Your Account was successfully updated.

1a Account Type: [Attorney](#)

1b *Email: tracypvtlawfirm@judicial.state.co.us

1c *First Name: Tracy

1d *Last Name: SOLO

2 Organization Name: [Tracys Private Law Firm](#)

2a Administrator(s): Tracy BleaSOLO tracypvtlawfirm@judicial.state.co.us

3 Save

Cancel Save

1. The following fields are editable:
 - a. E-mail
 - b. Attorney Role (this field will not display if the user is a Staff Assistant)
 - c. First, Middle, Last Name and Suffix.
 - d. Phone and Fax Number
2. Lists the Organization Name and the Administrator(s).
 - a. To send an e-mail to an administrator, click on the e-mail hyperlink. This opens a new e-mail in a second window.

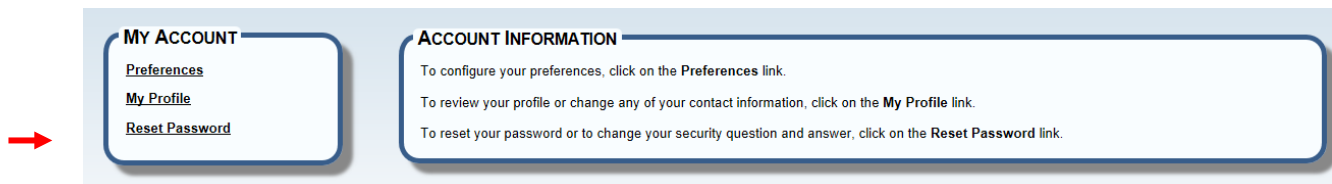
Administrator(s): Tracy BleaSOLO tracypvtlawfirm@judicial.state.co.us

3. Click the “Save” button after any changes are made, or press “Cancel” to exit “My Profile.”

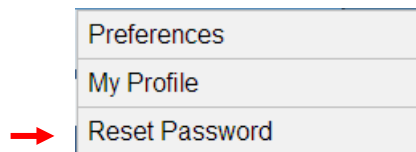
RESET PASSWORD

Also featured on the Reset Password screen is an option to re-select a new security question and answer.

RESET PASSWORD – HOW TO FIND



From the My Account screen, click on “Reset Password” from the page menu or,



Hover over the “My Account” tab to choose the “Reset Password” menu option.

RESET PASSWORD

*Required Field

1 → *New Password:

2 → *Retype Password:

2a → **REQUIREMENTS**

- 1 Uppercase Letter
- 1 Lowercase Letter
- 1 Number
- 1 Special Character !@#%*()
- 8-15 Characters

SECURITY QUESTION

3 → *Security Question: What is the name of your favorite actor? ▼

3a → *Answer: MD

4 → **Save**

Cancel **Save**

1. Enter a new password.
2. Re-enter the new password.
 - a. A password must contain 1 uppercase letter, 1 lowercase letter, 1 number, 1 special character and at minimum of 8 characters with a maximum of 15 characters.
3. Select a security question.
 - a. Enter an answer.
4. Click the “Save” button after any changes are made, or press “Cancel” to exit this screen.

LOGOUT



Select Logout from the Navigation Bar to properly exit the system and close your ICCES session.


For security reasons, it is important to ***always logout*** of ICCES once your session is finished.

ADMINISTRATOR

JBITS FIRM

Add pre-authorized users to this organization.

*Required Field

Attorney Registration Number: 

*First Name:

Middle Name:

*Last Name:

Suffix:

*Email:

*Is this person authorized to be an administrator for your organization's account?

☐ Yes ☒ No

Last Name	First Name	Email	Attorney Registration Number	Attorney Role	Administrator	Remove User
You have no New Users at this time						

An email will be sent to the pre-authorized user(s) with their temporary password.

ADD USER(S) TO AN ORGANIZATION

- Select Add Users from the Administrator tab on the Menu Bar
- Adding an Attorney
 - Enter the Attorney Registration Number and click the Blue Arrow. This will pull the attorney information from ATR. If no information is returned, this attorney does not have an ACTIVE status with ATR and you will not be able to create an attorney account.
 - Select the Attorney Role that applies to this attorney
 - Enter the first name, last name and email address of the new user
 - Determine if this user will be an Administrator (Note: radio button is defaulted to NO)
- Adding a Staff Assistant
 - Enter the first name, last name and email address of the new user
 - Determine if this user will be an Administrator (Note: radio button is defaulted to NO)
- Click Add User button

- The name of the new user will appear in the table. Continue to enter the all the new users for your organization and the table will build dynamically. Any entry may be removed from the list by clicking the trash can under the Remove User column.
- Click the Save and Close button
 - An email will be sent to the pre-authorized user(s) with instructions to activate their account.

INDIVIDUAL REGISTRATION PROCESS

- A new user will receive an email from ICCES with a hyperlink to activate their account.
- User will click on the hyperlink contained within the email (this process will activate their account)
- User must accept the Terms and Conditions to continue
- User is directed to the Reset Password page
 - A new password must be entered
 - The user must select a Security Question and Answer
- Registration process completed
- The Administrator will be directed to the Modify Organization screen to enter the contact information for the organization. This is a required step and the administrator will not have access until it is complete.

The screenshot shows the ICCES Administrator interface. The top navigation bar includes links for Home, Filing, Search, Resources, My Account, Administrator, and Logout. On the left, the 'ADMINISTRATOR' menu is expanded, showing options for Add User, Billing, Modify Organization, and Modify User. The main content area is titled 'MODIFY ORGANIZATION' and contains a form with the following fields:

- Organization Name:** Test Law Firm
- Organization Type:** Law Firm
- *Address:** 1300 Broadway, Suite 1100
- *City:** Denver
- *State/Province:** Colorado
- *Zip Code:** 80203
- *Country:** United States
- *Phone Number:** 7206255670
- Fax Number:**
- *Billing Contact(s):** Test Account2 (with links to Remove Test Account1 and Remove Test Account2)
- ☐ Mandatory Billing Reference
- Administrator(s):** Test Account1 (with email address testaccount2@judicial.state.co.us)

At the bottom of the form are 'Cancel' and 'Save' buttons.

MODIFY AN ORGANIZATION

- Select Modify Organization from the Administrator tab on the Menu Bar
- Make any changes to the address, phone number and fax number and click Save
- Billing Contact – this is a dropdown box that has all the users at the organization. At any time you may change the name of the billing contact.
 - You may have up to two billing contacts for your organization.
 - Billing contacts will be notified when an invoice is ready to be paid.
- Administrator(s) – the name of the administrator(s) will be listed along with their email address
 - The email address is a hyperlink that will open an email to that administrator in a second window.

ADMINISTRATOR

- [Add User](#)
- [Billing](#)
- [Modify Organization](#)
- [Modify User](#)

MODIFY USER

*Required Field

*First Name: [Delete User](#)

Middle Name:

*Last Name:

Suffix:

Phone Number:

*Email :

☒ Email Confirmed [Resend Email Confirmation](#)

Account Type:

Attorney Registration Number:

*Attorney Role:

*Account Status:

Disabled Reason:

Administrator:

Security Question:

Answer:

Password: [Reset Password](#)

MODIFY A USER ACCOUNT

- Select Modify User from the Administrator tab on the Menu Bar
- Search for the name of the user and double click on their name in the search results table
- Make any changes to the name and email information and click Save
- Email Confirmed Checkbox
 - If this is checked the user has received an email from ICCES, clicked on the hyperlink for ICCES and completed the registration process
 - If this is not checked the user has not completed the registration process and activated their user account.
- Click the Resend Email Confirmation hyperlink to resend an email that contains the hyperlink for ICCES and a temporary password
 - An administrator may check the Email Confirmed checkbox to force activation. This is not recommended. It is important to confirm the user is receiving emails from ICCES and completed the registration process.
- The Attorney Role is a field that will only appear if the user is registered as an attorney. The attorney role may be changed and will be reflected on the My Profile page of their account. This will populate the Attorney Role field on the Review and Submit page of the file builders.
- The Security Question and Answer may not be changed by an administrator.
- An administrator may give a temporary password

- The temporary password may be typed into the Password field or the Reset Password hyperlink may be clicked and ICCES will send an email to the user with password reset instructions.
 - Once a user logs in with the temporary password or via the emailed reset password link the user will be directed to the Reset Password screen under My Account and they will be required to change their password before using ICCES.
- To delete a user from ICCES click the Delete Account hyperlink. You will be prompted with a pop-up to verify the deletion of this account.