



ICCES Registration Instructions for Pro Hac Vice Attorneys

Out-of-state attorneys admitted pro hac vice may register to use ICCES. See *C.R.C.P. Rule 221*; *C.R.C.P. Rule 121, §1-26(3)(a)*; and *C.R.C.P. 305.5(c)(1)*.

Before registering to use ICCES, out-of-state attorneys not licensed to practice law in Colorado must first be admitted pro hac vice and have a court order approving such admission. Motions for pro hac vice admission must be filed through your Colorado attorney sponsor.

Once you submit your pro hac vice motion and a judge enters an order granting it, follow the steps below to register for ICCES.

Step 1: Visit <https://www.jbits.courts.state.co.us/icces/web/login.htm> and click "Register."

A screenshot of a web interface for logging in and registering. At the top left, the word "LOGIN" is displayed in a dark blue box. Below it, the text "* Required Field" is shown. There are two input fields: one for "*Email:" and one for "*Password:". Below the email field is a "Sign In" button, and below the password field is a "Forgot Password?" button. At the bottom center of the form area is a "Register" button.

Step 2: Click “Register” under Register for an Organization, Attorney or Staff Account.

<p style="text-align: center;">Register for a Personal, Non-Attorney Account</p> <p>A personal account will provide self-represented users access to the following ICCES features:</p> <ul style="list-style-type: none"> • The ability to e-file small claims cases in Adams and Jefferson counties. • Receive e-served documents on appellate, civil, domestic, probate, or water cases. • Receive e-served courtesy copies on appellate, civil, domestic, probate, or water cases. • Search e-filed cases in ICCES. • View public e-filed documents in ICCES. <p style="text-align: center;">Register</p>	<p style="text-align: center;">Register for an Organization, Attorney or Staff Account</p> <p>Before registering, please check to see if your office already has an account. If you are uncertain contact software support at 1-855-CO-ICCES.</p> <p>You will need the following information to register:</p> <ul style="list-style-type: none"> • The bar number of the authorizing attorney for your organization. • The name and e-mail address of the administrator and billing contact. • The name and e-mail address for each user needing an account. • The bar number of any attorney needing an account. <p style="text-align: center;">Register</p>
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Step 3: Enter your Organization Name and select “Private Agency” as your Organization Type. LEAVE THE ATTORNEY REGISTRATION FIELDS BELOW BLANK. Fill out the remaining required fields (*) and click “Register” at the bottom of the page.

*Required Field

***Organization Name:**

***Organization Type:**

Administrator

Attorney Registration Number: [Search](#)

***First Name:**

Middle Name:

***Last Name:**

Suffix:

***Email:**

Billing Contact

Billing contact same as above

Attorney Registration Number: [Search](#)

First Name:

Middle Name:

Last Name:

Suffix:

Email:

Validating Attorney Registration Number: [?](#)

[Register](#)

Step 4: Complete the ICCES Supplemental User Agreement for Pro Hac Vice Counsel at the end of these instructions. Be sure to include a PHV number on the agreement. For information about getting a PHV number, please contact the Colorado Supreme Court Attorney Registration Office

at 303-928-7800. This Agreement must be signed by both you and your Colorado attorney sponsor.

Step 5: E-mail ICCESsupport@judicial.state.co.us (1) a scanned copy of the fully executed ICCES Supplemental User Agreement *and* (2) a scanned copy of the court order granting pro hac vice admission. The ICCES Customer Support Center will then complete your ICCES registration.

When the Support Center completes your ICCES registration, you will be able to electronically file and serve through ICCES using your Colorado attorney sponsor as the authorizer for all filings. Under the terms of the ICCES Supplemental User Agreement, you may only use ICCES to file and serve documents in the case in which the Court has issued an order granting you to appear pro hac vice.



COLORADO JUDICIAL DEPARTMENT
Integrated Colorado Courts E-Filing System
SUPPLEMENTAL USER AGREEMENT FOR PRO HAC VICE COUNSEL
Last Updated: 12/19/2013

This Supplemental User Agreement is the mutual understanding of the Colorado Judicial Department (“Judicial Department”), _____ Pro Hac Vice Counsel (“PHV Counsel”), and the undersigned Colorado associate attorney (“Colorado Subscriber”) regarding the authorization of PHV Counsel and his or her personnel to file documents through the Integrated Colorado Courts E-Filing System (“ICCES”).

- 1) The Colorado Subscriber hereby authorizes PHV Counsel to file court documents on its behalf through the ICCES system.
- 2) Colorado Subscriber and PHV Counsel understand that this Supplemental Agreement only authorizes PHV Counsel to file and serve documents through the ICCES system in Colorado state court proceedings in which both PHV Counsel and the Colorado Subscriber have complied with all provisions of Rule 221 of the Colorado Rules of Civil Procedure.
- 3) PHV Counsel shall pay all applicable ICCES Service Fees and Court Fees associated with the filing of documents on behalf of the Colorado Subscriber through the ICCES system.
- 4) If PHV Counsel fails to pay the fees specified in Section 3 of this Agreement, the undersigned Colorado Subscriber agrees to be responsible for payment. Failure to pay may result in but not be limited to the following penalties against PHV Counsel or Colorado Subscriber: account deactivation, interest and late fees, report to Attorney Regulation and/or legal action.
- 5) The Colorado Subscriber and PHV Counsel will be bound by the ICCES User Agreement located at <https://www.jbits.courts.state.co.us/icces/documents/terms.pdf>.
- 6) At the conclusion of the proceeding in which PHV Counsel has been admitted, or in the event PHV Counsel or Colorado Subscriber withdraws from the proceeding in which PHV Counsel has been admitted, PHV Counsel or Colorado Subscriber must terminate this Agreement. Subject to approval as provided below, Colorado Subscriber or PHV Counsel may terminate this Agreement by providing written notice to the Judicial Department. All fees must be paid to ICCES before the Judicial Department approves any termination hereunder.

If you agree with the terms of this Supplemental User Agreement, sign below, e-mail a scanned version of the signed original to ICCESSupport@judicial.state.co.us, and retain the signed original on file.

[Pro Hac Vice Counsel]

Attorney Name Printed: _____

Colorado PHV Number: _____

Law Firm Name: _____

Law Firm Address _____

[Street Address]

[City, State, Zip]

Attorney Signature: _____

Date of Signature: _____

[Colorado Subscriber]

Attorney Name Printed: _____

Colorado Registration Number: _____

Law Firm Name: _____

Law Firm Address: _____

[Street Address]

[City, State, Zip]

Attorney Signature: _____

Date of Signature: _____