

ICCES NEWSLETTER AUGUST 2013

COURT OF APPEALS

ICCES—File a New Case [File with the Court of Appeals]

1. Click on the Court of Appeals button.
2. Enter the case class and case type.
3. Enter the court case or ruling you would like to appeal by identifying the location and entering either the trial court case number for the referring case, or

Case Number: 

Enter the agency number for the referring case in the sequence field.

Case Number: 

4. Click the blue button with the white arrow.
5. Enter the party information.
6. Build Filing by selecting an initiating document from option #1 (Ex. Notice of Appeal).
7. Build Filing by choosing a secondary document from option #2 (Ex. Designation of Record).
8. Add Service thru ICCES. (optional)
9. Review and then submit the filing. (Hint: check Recent Actions to confirm submitted status).

ICCES—File into Existing Case [File with the District Court only if referring case is in the District Court]

1. Enter the trial court case number and court location.
2. Press Search to find the case in ICCES.
3. From the Build Filing screen:
 - File a copy of the Notice of Appeal.
 - File a copy of the Designation of Record.
4. Pay the appeal bond by adding a Note to Clerk in the text box provided on the Review & Submit screen.

***If Note to Clerk is not included, the appeal bond may not be assessed as required.**
5. Add service through ICCES. (Optional)
6. Review and then submit the filing. (Hint: check Recent Actions to confirm submitted status).

See the ICCES [Training Manual](#) for more detailed e-filing instructions.

***For more information on Appeal Bonds, See C.A.R. 7 (2013).**



Note: *The Court of Appeals and Supreme Court database is brought down every evening at midnight for system maintenance, and is not restored for ICCES access until 5:00 a.m.*

NOTES TO CLERK



- My client needs an expedited ruling.
- My probate case needs letters issued.
- I want to order a certified copy in ICCES.
- My client is indigent and the court has ordered *In Forma Pauperis* on appeal.
- I want to pay the appeal bond.
- My client needs an interpreter

Include needed details for any filing by adding a Note to Clerk located under the Submission Options section of the ICCES Review & Submit screen.



FREQUENTLY ASKED QUESTIONS FOR E-FILING IN THE APPELLATE COURTS

⤴ DOES THE COLORADO SUPREME COURT AND COURT OF APPEALS ACCEPT E-FILED DOCUMENTS?

Yes—both Appellate Courts now accept filings through the ICCES system. Parties do not need to seek permission from either Appellate Court to start filing in ICCES, even in existing cases.

⤴ WHAT TYPES OF APPELLATE CASES CAN BE FILED THROUGH ICCES WITH THE APPELLATE COURTS?

All case types are available for e-filing, including appeals from criminal, juvenile, and agency cases.

⤴ DOES AN APPELLATE CASE HAVE TO HAVE AN ORDER FOR E-FILING OR HAVE BEEN STARTED AS AN E-FILED CASE TO USE THE ICCES SYSTEM?

No. Starting June 3, 2013, attorneys may e-file through ICCES into any existing appellate court case, or initiate a new case in ICCES.

⤴ ARE THE FEE RULES THE SAME AS FOR TRIAL COURT ICCES FILING?

Yes. Please see the general FAQ.

⤴ DO I STILL NEED TO PROVIDE PAPER COPIES TO THE APPELLATE COURTS?

No. If you file through ICCES, the Appellate Court will not require any paper copies.

⤴ DO I STILL NEED TO PROVIDE A PDF COPY OF A BRIEF ON A CD?

No, attorneys will not need to provide the Court of Appeals with a CD copy of a brief unless it is a hyperlinked brief copy. Hyperlinked briefs are accepted but not required.

⤴ I WANT TO FILE A MOTION AND BRIEF FOR AMICUS CURIAE. HOW DO I DO IT?

You will need to call the Appellate Court clerk's office and request that the Supreme Court or Court of Appeals add you as an amicus party in our case management system. You will then be able to file into the case as an amicus.

⤴ I AM APPOINTED THROUGH THE OFFICE OF ALTERNATE DEFENSE COUNSEL AND I SHOULD NOT BE CHARGED A DOCKET FEE. HOW DO I NOTIFY THE COURT?

Please put "appointed through the OADC" in the note to the clerk.

DOCUMENT SECURITY AND US MAIL

ICCES serves all documents to select recipients when the filer chooses to use the Courtesy Copies/Service option. This includes *e-service*, US Mail and Certified Mail. All requested service occurs prior to clerk review at the court.

- Sealed documents via *e-service* are not available to anyone but the court.
- Sealed documents are available to served parties (courtesy copies or service) if the user opts for service by US Mail or Certified Mail.

Sections
Budget
Meeting Minutes
Organizational Materials
Project Management
Advisory Committee
ICCES Training
ICCES Pilot
Release Notes
Newsletters

NEWSLETTERS - FUTURE ENHANCEMENTS

Click the link below to access past newsletters and find out what features ICCES has added in the current release, and review what features and fixes have gone into prior releases. Choose a topic from the menu on the left.

<http://www.courts.state.co.us/Administration/Unit.cfm?Unit=efile>

TRAINING MANUAL FOR ATTORNEYS

Click the link below to view the most up to date version of the ICCES Training Manual for Attorneys. The updated manual includes instructions with screen shots for e-filing in trial court cases and appeals cases.

http://www.courts.state.co.us/userfiles/file/Training_Manual_Attorney.pdf



Live support hours (all times MST)

Weekdays (Monday-Friday): 7:00am to midnight.
Weekends (Saturday-Sunday): 8:00am to 5:00pm

**Please note, ICCES has staff on-call and monitoring the system 24/7, 365 days a year for system outages and emergencies.*