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COURT OF APPEALS AND SUPREME COURT

All ICCES users wanting to e-file a new case or e-file into an existing Court of Appeals or Supreme Court case, should plan on e-filing prior to midnight.

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. Therefore, e-filing is not available between midnight and 5:00 a.m. for the Court of Appeals or Supreme Court.

USER FEEDBACK Q & A

Q What do the words “supported browser” mean?

A ICCES was designed and is maintained to operate and display most efficiently with current browser versions of Internet Explorer 9 and above, Mozilla Firefox and Google Chrome. All three are considered supported browsers because they have the most up to date technology and are the safest for internet browsing.

Q What does it mean when a browser is incompatible with ICCES?

A An incompatible browser is a browser that does not work well with an application, so if something is incompatible with ICCES, it means it was designed for a different kind of program.

Q It would be nice to search public documents without a search charge. Can I search for free?

A All users can search cases for free in ICCES. If you are not a party to a case, there is a \$10 charge to access and view documents in that case for 14 days. If you have filed into a case, there is no charge to view documents.

Q Why is Denver County Court not on the ICCES system?

A ICCES is an internet based application that allows users to e-file and e-serve documents with Colorado State Courts. Denver County Court is not part of the Colorado State Court system. Denver County Court is operated and maintained by the people of the City and County of Denver.

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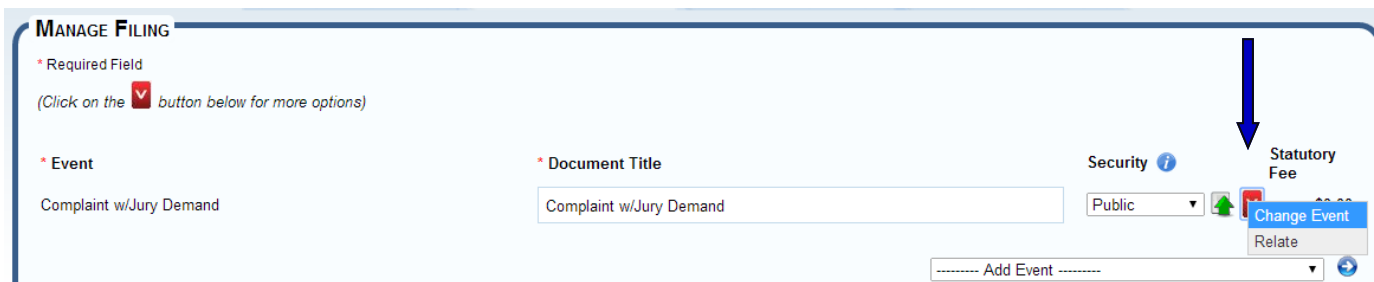
MANAGE FILING - HOW TO CHANGE THE INITIATING DOCUMENT

Q How do I change an initiating document on the Manage Filing screen?


A Changing an initiating document can be done in 3 easy steps.

1. Click the red button on the right and choose the change event option.
2. Make a new document selection from the pop-up menu.
3. The new document selection instantly replaces the original.

1. Click the red button and choose Change Event.






MANAGE FILING

* Required Field
(Click on the  button below for more options)

* Event
Complaint w/Jury Demand

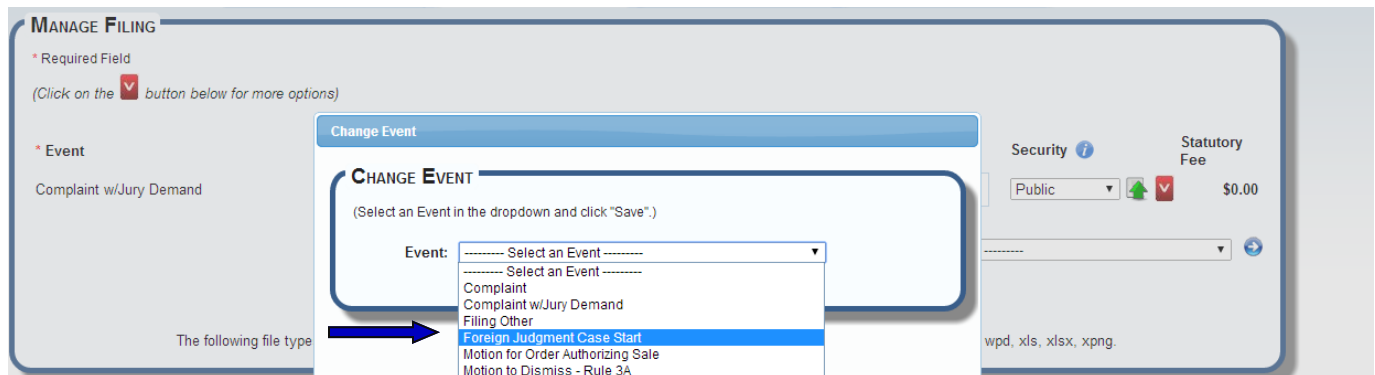
* Document Title
Complaint w/Jury Demand

Security     


Statutory Fee
\$0.00

----- Add Event ----- 

2. Make a new selection from the pop-up menu.




MANAGE FILING

* Required Field
(Click on the  button below for more options)




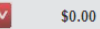

* Event
Complaint w/Jury Demand

The following file type

CHANGE EVENT
(Select an Event in the dropdown and click "Save".)

Event: 

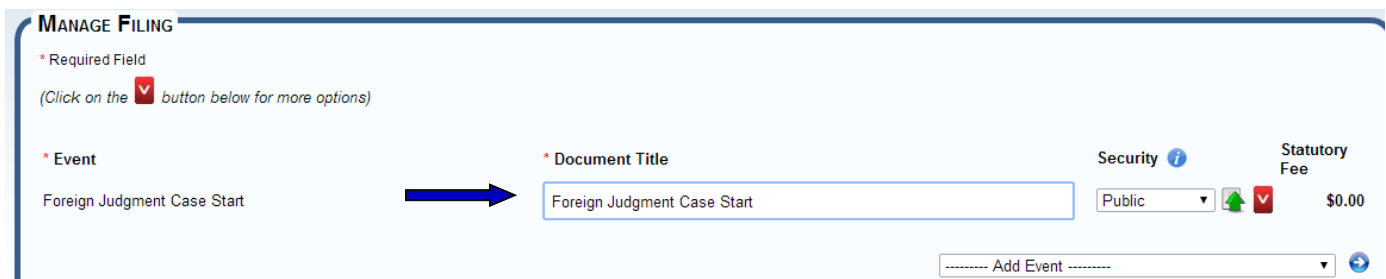
- Select an Event -----
- Select an Event -----
- Complaint
- Complaint w/Jury Demand
- Filing Other
- Foreign Judgment Case Start**
- Motion for Order Authorizing Sale
- Motion to Dismiss - Rule 3A

Security     


Statutory Fee
\$0.00

wpd, xls, xlsx, xpng.

3. ICCES replaces the original with the new selection.








MANAGE FILING


* Required Field
(Click on the  button below for more options)

* Event
Foreign Judgment Case Start

* Document Title
Foreign Judgment Case Start

Security     

Statutory Fee
\$0.00

----- Add Event ----- 

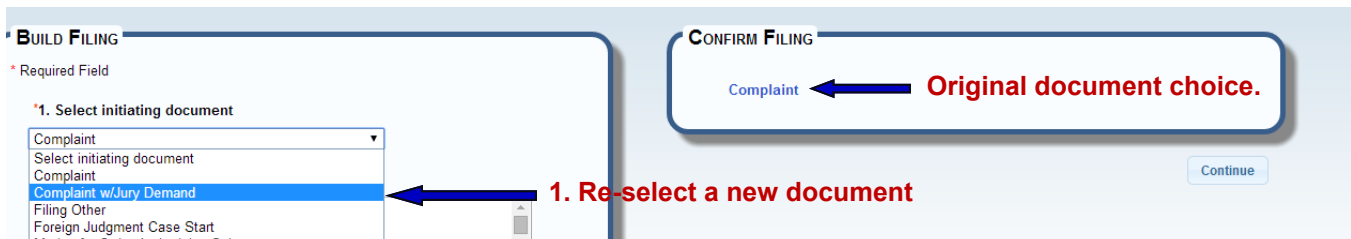
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BUILD FILING - HOW TO CHANGE THE INITIATING DOCUMENT

Q How do I change an initiating document on the Build Filing screen?

A Change an initiating document simply by making a new selection.

- Re-select a new document from document list.
- The new document selection instantly replaces the original.



BUILD FILING

* Required Field

*1. Select initiating document

Complaint
Select initiating document
Complaint
Complaint w/Jury Demand
Filing Other
Foreign Judgment Case Start
Motion for Order Appointing Sale

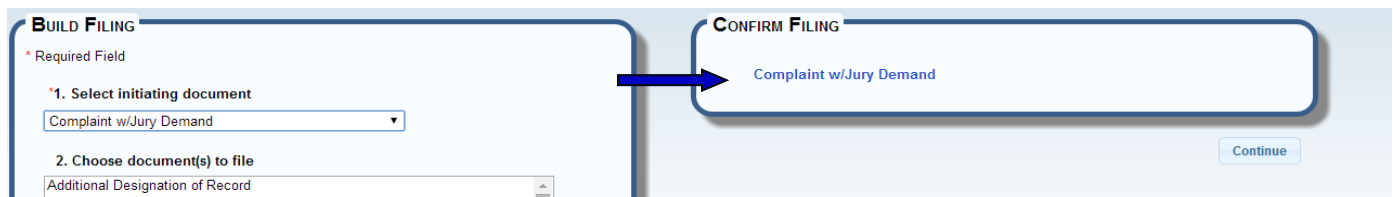
1. Re-select a new document

CONFIRM FILING

Complaint ← **Original document choice.**

Continue

3. ICCES replaces the original with the new document choice.



BUILD FILING

* Required Field

*1. Select initiating document

Complaint w/Jury Demand

2. Choose document(s) to file

Additional Designation of Record
Admission Notice - MADE

CONFIRM FILING

Complaint w/Jury Demand

Continue



NOTE TO CLERK



- If your filing qualifies under 98-01 or 06-01, click the fee waiver checkbox on the ICCES Review and Submit screen and include a note to clerk so filing fees won't be assessed.
- If you have a family situation that requires the filing of a conservatorship and/or guardianship for more than one child, only **one** filing fee is required. Open a separate case for each minor/sibling and add a note to clerk so only one filing fee is assessed.
- If a filing answer fee was assessed at the time of a first appearance in a civil case, pursuant to 13-32-101(1), add a note to clerk with your subsequent filing so the answer fee won't be reassessed.

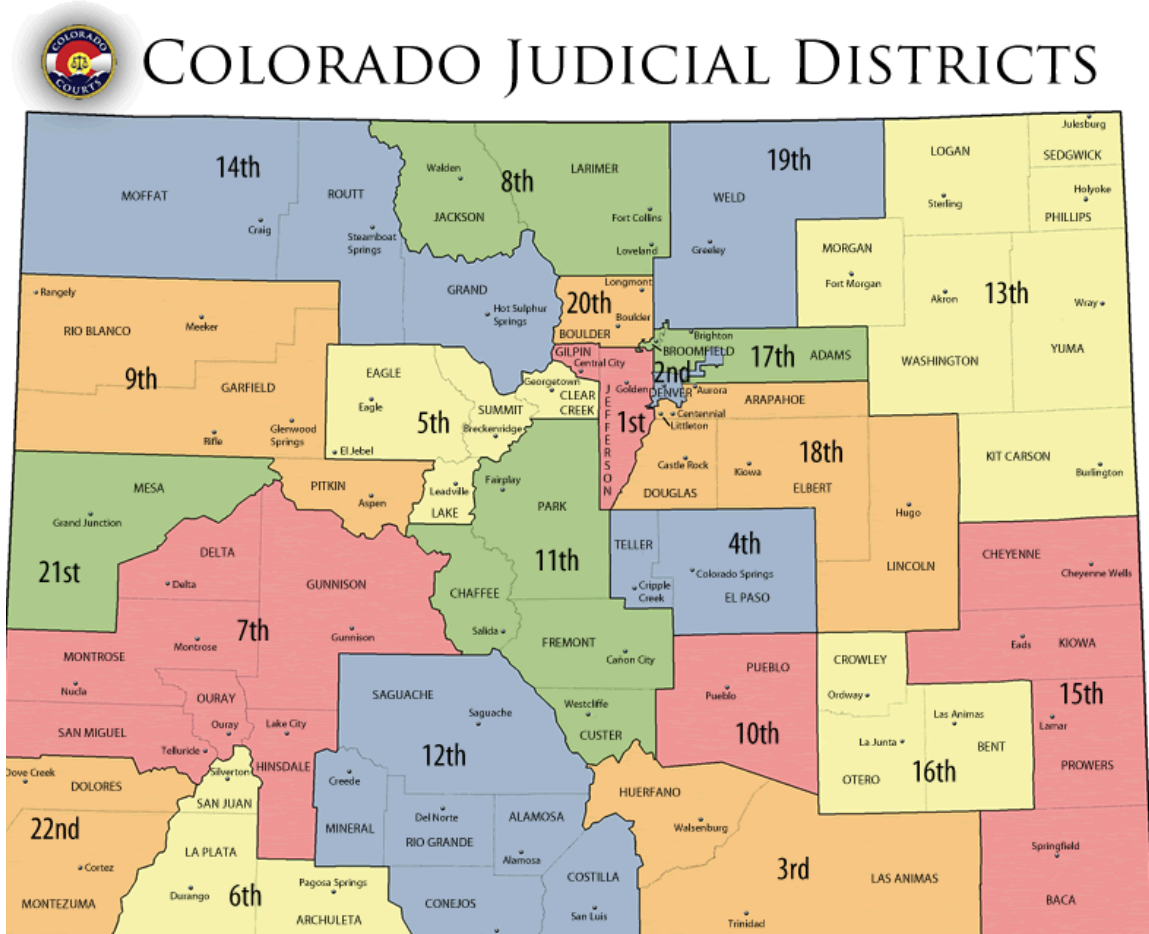
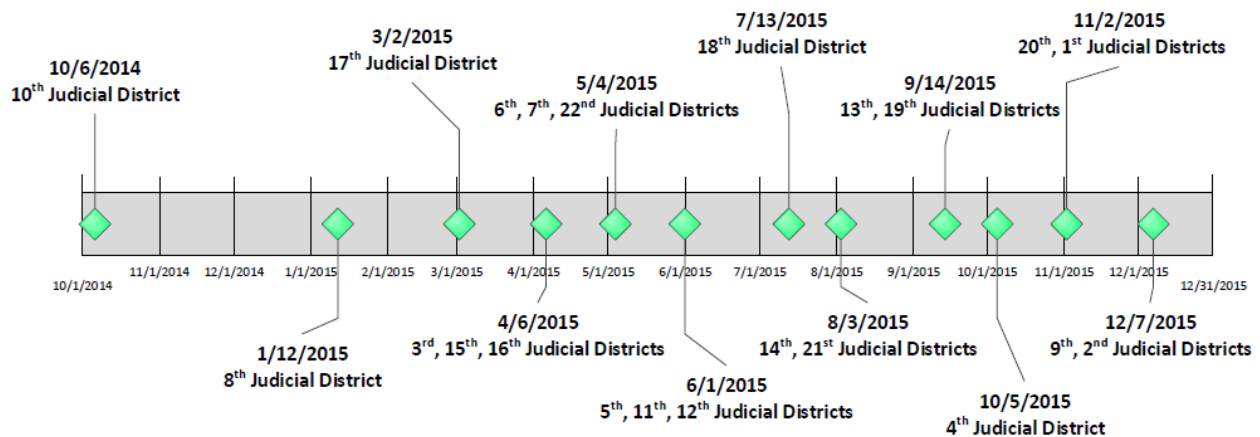
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CRIMINAL E-FILING ROLLOUT SCHEDULE

Criminal E-filing Tentative Implementation Schedule

Please note that both locations and dates are subject to change. At each milestone, we will evaluate the progress and determine if changes need to be made to the schedule.



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ICCES

Newsletter

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& @ SPECIAL CHARACTERS % \$ “

Q Why can't I use special characters in ICCES?

A Judicial's ICCES program feeds data into its court Case Management System (CMS). This CMS transfers data to various state agencies, including law enforcement. Special characters interfere with these data transfers. A failure to transfer certain information to these agencies can result in public safety issues. For example, a civil case may have a protection order or warrant issued by a judge. That protection order or warrant gets transferred to law enforcement through these integrated data transfers. If a party name contains punctuation, the transfer will fail, and law enforcement will not get notified of the protection order or warrant. For these reasons, Judicial's CMS and ICCES systems do not allow punctuation.

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Tip: The ICCES website is best viewed in Internet Explorer 9 and above, Mozilla Firefox and Google Chrome. Adobe Reader is required for viewing all PDF documents in ICCES and Adobe Flash is additionally required for viewing all batch downloaded PDF portfolios.

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.

www.courts.state.co.us/icces

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



SUPPORT HOURS (ALL TIMES MST)

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

Weekends (Saturday-Sunday): E-mail and voicemail messages will be returned within 24 hours.

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

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