

ICCES NEWSLETTER DECEMBER 2013

BILLING TIPS

98-01 CHECK BOX

- Any attorney filing as Court Appointed Counsel, or for a party that falls under CJD 98-01 should select the 98-01 fee waiver checkbox on the ICCES Review & Submit screen so that e-filing and e-service fees will not be assessed.

06-01 CHECK BOX

- Private law firms filing on behalf of an exempt government entity should select the 06-01 check box when submitting a filing with the potential for statutory fees.
- Adding a Note to the Clerk on the Review & Submit screen before submitting filings serves as a reminder to the Review Clerk and helps to ensure those statutory fees are not re-added.
- To access invoices and make payments, visit the ICCES Colorado.gov website at: <https://www.colorado.gov/icces/billing>



Invoice payments are due on or before the **20th** of each month.



TOP FAQs FOR 2013

Q: When I have a question, how do I know if I should contact the court or ICCES support?

A: If you do not understand why a filing was rejected, or have other questions about when your filing will be reviewed, please contact the court. If you are unsure about how to use ICCES to e-file, or you see something you didn't expect to see during the e-filing process, contact ICCES support.

Q: How can I file a proposed order in editable format if ICCES converts my document to a PDF?

A: ICCES saves the original document filed by the user and then creates a PDF. There are 2 copies of each document when a filing is submitted to the court. One is the original, and the other is a PDF created by ICCES. ICCES doesn't change what is filed; ICCES only makes an extra copy in PDF format. You can find the original document and PDF links on the ICCES Manage Filing, Review & Submit and Filing ID screens.

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

A: Both the attorney and organization retain case access in ICCES until one of the following actions takes place:

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

Q: Can the public pay to see all documents within a case?

A: Anyone can pay to view a **public** document. **Sealed** documents can only be viewed by the court. **Protected** documents are only available for viewing by the filing party, and the served party; and only "case parties" can view a **suppressed** document.

ADDING CASE PARTIES IN ICCES

ICCES was built so that water case attorneys (CW) can add parties to the case by the attorney. The court does not have to enter an opposer for the attorney to file a response in the CW case. This works the same as it did in Lexis. The option to add other case parties is **not** available in any other case class. If you need parties added on for non-water cases (such as an intervenor), you should contact the court.

ICCES recently added “Amicus Curiae” or “Amicus Curiae - Join” as available non-party choices for attorneys in Supreme Court cases only.

CFIs, GALs and Court Visitors are not parties to a case, and cannot be added by the court for e-filing purposes. CFIs, GALs and Court Visitors should paper file their reports directly with the court.

SUBSTITUTING A PLAINTIFF IN ICCES

If a substitution of a plaintiff is needed in ICCES, the court can withdraw the original plaintiff and enter the new plaintiff. The attorney can then be added to the new plaintiff for e-filing on their behalf.



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.*