

A HAPPY
NEW YEAR

2013 highlights for ICCES, the Colorado Judicial Department's E-Filing program.

As of June 1, 2013, e-filing through ICCES was live in all 22 Judicial Districts throughout Colorado in County Court Civil (FED and money), District Civil, Probate, Water, Court of Appeals and Supreme Court case classes.

2013 ICCES users e-filed 624,403 new cases and 2,277,849 documents into new and existing cases.

2013 ICCES Customer Support center assisted over 24,000 users by phone, and responded to over 1000 user e-mailed questions.

2013 there were 17 ICCES live trainings for attorneys at the Colorado Bar, and 18 ICCES webinars.

2013 ICCES delivers answers for the most Frequently Asked Questions.

[ICCES FAQs](#)

PASSWORD TIPS

ICCES passwords are valid for 365 days.

If your account is disabled due to an invalid password entered multiple times, your password will have to be reset.

Additionally, if you **saved** your ICCES password in your browser, and it expires for any reason, please do the following to reset it:

a. Remove the *ICCES* URL from your Favorites. Your expired **saved** password is connected to this URL.

b. Clear all cached data including **saved** passwords from your browser.

c. Visit the ICCES E-Filing page, and access a clean/new URL
<https://www.ibits.courts.state.co.us/icces/web/login.htm>

d. Re-save the URL to your Favorites and then change your password.

*If you save passwords for ICCES, anyone with access to your computer can login to ICCES on your computer and access all your e-filing information.

APPELLATE TIPS

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

Contact 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. You can also add yourself on the parties screen for a Supreme Court filing.

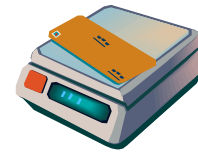
I AM APPOINTED THROUGH THE OFFICE OF ALTERNATE DEFENSE COUNSEL AND I SHOULD NOT BE CHARGED A DOCKET FEE. HOW DO I NOTIFY THE COURT?

Please put "appointed through the OADC" in the Note to Clerk section on the Review & Submit screen.



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2014 Postage Rates



ICCES Postage Chart		
Page Count	Domestic Rate	Carrier
1-5	\$0.48	#10 Envelope
6-10	\$0.69	#10 Envelope
11-17	\$0.90	6x9 Envelope
18-21	\$1.61	9x12 Envelope
22-27	\$1.82	9x12 Envelope
28-34	\$2.03	9x12 Envelope
35-40	\$2.24	9x12 Envelope
41-46	\$2.45	9x12 Envelope
47-53	\$2.66	9x12 Envelope
54-59	\$2.87	9x12 Envelope
60-65	\$3.08	9x12 Envelope
66-72	\$3.29	9x12 Envelope
73-79	\$3.50	9x12 Envelope
80-150	\$5.05	Flat Rate Envelope
151-1200	\$11.30	Flat Rate Box
Certified Mail (all certified mail fees are in addition to the postage rate; all 3 services combined = \$11.45)		
Certified Mail = \$3.30	Return Receipt = \$2.70	Restricted Delivery = \$5.45

BILLING AND POSTAGE RATES ARE INCLUDED ON THE [ICCES PRICING MODEL SHEET](#).

ICCES PRICING FAQs

- If you opted to use the mailing option for service, there is a printing fee of \$6.00 per transaction + \$.04 per page.
- ICCES charges \$10 for viewing a case history. The \$10 amount is charged only if you have not e-filed into the case before and had a filing accepted by the court. If you believe you previously e-filed into the case, and the pop-up shows a \$10 charge, please contact customer support prior to accepting the charges.
- E-filing fees will be charged on Rejected Filings.
- E-Service fees will be charged on Rejected Filings.

BASIC STEPS FOR FILING A NEW CASE IN THE COURT OF APPEALS

1. File a New Case by filing a Notice of Appeal, Motion or Request with the Court of Appeals.
2. Include a “*courtesy copy*” to the trial court clerk.
 - a. Click Add other Recipient.
 - b. Click Appeals Clerk button.
 - c. Choose court location from the drop down menu.
 - d. Click Save button.
3. File a copy of the Notice of Appeal into the trial court case. ***The courtesy copy to the court in #2 does not replace this step.*** A copy of the Notice of Appeal should be e-filed into the trial court case.
4. On the Review and Submit screen, request the appeal bond be assessed by adding a Note to Clerk.

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

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

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.*

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 out-ages and emergencies.*