ICCES NEWSLETTER JULY 2013

ALERT EMAIL

ICCES Alert e-mail now includes a direct link to the Filing ID screen for the following email notifications: Courtesy Copy, Service and New Case Accepted. Login will still be required (if you are not already logged in) when clicking on the link via e-mail. When a user views the Filing ID from this link, the alert will display a status of "Read" in the Alerts table.

RELATING DOCUMENTS

The current "Supporting Documents" feature on the Manage Filing screen has been replaced with a new "Relate" feature. ICCES users are now able to "Relate" document filings as follows:

⇒   To a previously filed and accepted document, or

⇒   To a document in your current filing.

REFORMATTED SCREENS

Alerts and Case History screens have a new and improved format. Previously, Filing IDs with multiple documents displayed on separate lines on the Alerts and Case History screens. The new and improved format in Alerts and Case History now displays multiple documents as a group, when they are submitted within the same Filing ID.

Billing
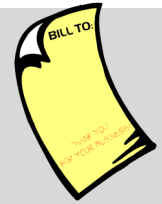
Only ICCES Billing Contacts and Administrators have access to the billing interface.

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.

EXPANDED CASE PARTIES ACCESS

View case parties has been expanded to include a display in Alerts, Cases, Search Results, Drafts, Scheduled Filings, Confirm Filing and the Purchase screen. Click the Case Caption link in any of these screens to view case parties.

HELPFUL E-FILING HINTS

- Titles for document events on the Manage Filing screen need to be specific. For example, a Motion to Dismiss should be filed with a title, *Motion to Dismiss* and not as a generic *Motion*.

- In District Court, Motions and Proposed Orders need to be individual filings and cannot be combined as one document.

- The attorney name and address should not be included in the caption for Proposed Orders. CJD 11-01 (IV)

- Only the court can view a **sealed** document. The filing party and the served party can view a **protected** document and only case parties can view **suppressed** documents. Anyone can view **public** documents.

DATE FILTERS

Use ICCES Date Range Boxes to filter your view in Alerts, Recent Actions, Cases and Schedule by changing the month, day or year.

From: 04/30/2013 To: 05/30/2013

From: 05/31/2013 To: 06/30/2013

ATTORNEY FILTERS

Use the Attorney Filter to adjust your view in Alerts, Cases and Schedule by selecting All or a specific attorney in your organization.

Attorney: --All--

Attorney: Cathy Test Account

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.