

ICCES NEWSLETTER  
JULY 2014

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.



PRO HAC VICE FAQs

**Q** As an out of state attorney, can I register to use ICCES so I can file my motion to appear *pro hac vice*?

**A** No. You must first be admitted *pro hac vice* prior to registration. Your Colorado attorney sponsor may e-file your motion to appear *pro hac vice*.

**Q** I registered to use ICCES as a *pro hac vice* attorney. When I went to file into my case, I only see the names of the lawyers in my Colorado sponsor firm under the "Primary Attorney" and "Authorizer" drop down menu. Why doesn't my name appear here so I can authorize filings under my name?

**A** You have been provided with a special account that allows you to file documents in the case which you've been admitted *pro hac vice*. This account is linked to your Colorado sponsor's firm, and only permits you to authorize filings through your Colorado attorney sponsor.

**Q** I am a *pro hac vice* attorney. Can I get copies of alerts from my Colorado sponsor law firm on shared cases?

**A** Yes. Once your *pro hac vice* account is activated, click on the My Account tab in ICCES and choose the Preferences link. Make a selection by choosing a Colorado sponsor attorney name from the drop down menu marked "Receive a copy of alerts from."

**Q** I am a Colorado sponsor law firm for a *pro hac vice* attorney. How do I e-serve a document to the *pro hac vice* account?

**A** From the Service screen, click the Add Other Recipient button and select the E-file User radio button. Enter a name, and then press Search. Once the desired name is found, click SAVE.

If you have any questions about *Pro Hac Vice* accounts, please contact:

iccessupport@judicial.state.co.us, or call 1-855-CO-ICCES (1-855-264-2237) or 720-625-5670.

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**98-01 CHECKBOX**

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.

**DOCUMENT DISPLAY**

The ICCES Filing ID screen displays two formats of every e-filed document. One format is the original version and the other is a PDF.


If you want to view the document in its original format, hover over the word “Original” and then click as directed.

**AFFIDAVIT**

Document ID: 123xyz456abc  
 Document Title: Affidavit

View Document [\[Original\]](#) | [\[PDF\]](#)  
[View Document History](#)

Click here to view the document in original filed format.




If you want to view the PDF format, hover over the word “PDF” and then click as directed.

**AFFIDAVIT**

Document ID: 123xyz456abc  
 Document Title: Affidavit

View Document [\[Original\]](#) | [\[PDF\]](#)  
[View Document History](#)

Click here to view the document in PDF format.





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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.



**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

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ICCES Training

ICCES Pilot

Release Notes

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### 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](http://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.



### 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.*