

ICCES NEWSLETTER JUNE 2014

COURT OF APPEALS AND SUPREME COURT

An ICCES user 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 case management system 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.



PRO HAC VICE ALERTS AND SERVICE

Pro Hac Vice attorneys can get copies of alerts from their Colorado sponsor law firm on shared cases by setting user preferences.

- 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 name from the drop down menu marked "Receive a copy of alerts from."

The Colorado sponsor law firm can e-serve any document to the *Pro Hac Vice* account.

- From the Service screen, click the Additional Recipient button, and search by name. Once the selection is made, 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.

BATCH DOWNLOAD



Batch downloading has been a popular feature in ICCES since the enhancement was introduced in 2013. Users have a choice to download single or multiple documents from ICCES Recent Actions, Case History, Alerts and Advanced Search screens.

Download single documents by clicking in the box next to the selected filing, or download multiple documents by clicking the top box next to the Filing ID column. Click the Download Documents button.

Filing ID	Date Filed	Authorizer	Organization	Filing Party	Event	Document Title	Document Security
<input checked="" type="checkbox"/> N/A (Details)	11/19/2012 3:53 PM	N/A	N/A	N/A	<input checked="" type="checkbox"/> Accepted without Docketing	ORDER AUTHORIZING SALE	Public
<input checked="" type="checkbox"/> N/A (Details)	11/19/2012 3:53 PM	N/A	N/A	N/A	<input checked="" type="checkbox"/> Accepted without Docketing	EXHIBIT A TO ORDER AUTHORIZING SALE	Public

View the download by clicking "Proceed to Downloads" from the prompt, or look for the courtesy notice in your ICCES email account. The batch can be saved as a file or printed. Batches are saved in ICCES for 30 days.

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BATCH DOWNLOADS— PRINTING



PLEASE INSTALL ADOBE READER AND FLASH ON YOUR COMPUTER TO VIEW BATCH DOWNLOAD ITEMS.

From the My Downloads screen, look for the word **Ready** in the Status column on the left. On the far right, click the green arrow.

Home Filing Search Resources My Account Administrator Logout

My DOWNLOADS

You may download the items below by pressing . Expired downloads may be renewed by clicking , otherwise they will be deleted 30 days from the expiration date.
(To view download items, you must have Adobe Reader and Flash installed on your computer. [Click here](#), to learn about this feature.)

Status: All

	Status	Creation Date	Expiration Date	File Name	Details	Actions
<input type="checkbox"/>	Ready	05/28/2014	06/04/2014	batch32143.pdf	View	
<input type="checkbox"/>	Expired	01/25/2014	02/01/2014	batch17374.pdf	View	
<input type="checkbox"/>	Expired	01/25/2014	02/01/2014	batch17373.pdf	View	
<input type="checkbox"/>	Expired	01/25/2014	02/01/2014	batch17383.pdf	View	
<input type="checkbox"/>	Expired	01/25/2014	02/01/2014	batch17363.pdf	View	
<input type="checkbox"/>	Expired	11/27/2013	02/01/2014	batch11543.pdf	View	
<input type="checkbox"/>	Expired	09/06/2013	09/13/2013	batch1856.pdf	View	
<input type="checkbox"/>	Expired	09/06/2013	09/13/2013	batch1857.pdf	View	

Remove Download(s) Show 20 Per Page << < 1 > >>

When the Adobe portfolio opens, click anywhere on the document display and select “Deselect All.” Next, click on the printer icon. In the Pages to Print display, the **All PDF** files button will be selected. Click the Print button to print all documents in the batch.

The Adobe portfolio displays like this.



Name	Description	Modified	Size	Compressed size
0001-2014-05-12 17-48-33 Affidavit of Service.pdf		5/28/2014 3:48:24 PM	42.23 KB	19.84 KB
0002-2014-05-14 06-49-26 Affidavit of Service.pdf		5/28/2014 3:48:24 PM	42.66 KB	20.28 KB
0003-2014-05-23 06-47-22 Affidavit-Generi...		5/28/2014 3:48:24 PM	39.53 KB	16.21 KB
0004-2014-05-12 06-43-07 Affidavit-Generi...		5/28/2014 3:48:24 PM	39.31 KB	16.00 KB
0005-2014-05-20 06-57-14 Affidavit-Generi...		5/28/2014 3:48:24 PM	39.39 KB	16.08 KB

0001-2014-05-12 17-48-33 Affidavit of Service.pdf Open File

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CASES SCREEN

The Organization Cases screen displays cases that your organization has e-filed into within the last 30 days. Change the **To** and **From** date in the date range boxes to display a past 30 day period.

Tip: If there are cases outside the current 30 day viewing period you want to closely watch, set the case as a monitored case. Once “monitor” is selected, the case can be quickly viewed on the Cases screen by selecting the Monitored Cases tab.

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.



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

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



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.*