

## ICCES NEWSLETTER MARCH 2014

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

1. File a New Case with the Court of Appeals by filing a Notice of Appeal, Motion or Request.
2. Include a "courtesy copy" to the trial court clerk(s).
  - a. Click Add Other Recipient.
  - b. Click Appeals Clerk button.
  - c. Choose court location and clerk(s) 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 trial court clerk(s) in #2 does not replace this step.** A copy of the Notice of Appeal or any other documents filed with the Appeals Court should be e-filed into the appropriate 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. Therefore, e-filing is not available between midnight and 5:00 a.m. for the Court of Appeals or Supreme Court.*

### CHECK IT



#### 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 ensure those statutory fees are not re-added.



### WHO CAN VIEW DOCUMENTS THROUGH ICCES

Any attorney with an ICCES account 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.

### DOCUMENT SECURITY AND US MAIL

ICCES serves all documents to selected recipients when the filer chooses to use the Courtesy Copies/ Service option. This includes e-service, US Mail and Certified Mail. All requested service occurs prior to clerk review at the court.



- Sealed documents via e-service are not available to anyone but the court.
- Sealed documents are available to served parties if the user opts for service by US Mail or Certified Mail.

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](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.

[http://www.courts.state.co.us/userfiles/file/Training\\_Manual\\_Attorney.pdf](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.*