

ICCES NEWSLETTER
MAY 2014

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.

Selecting the “waive fees” box,



- Eliminates unnecessary charges on your ICCES invoice.
- Saves energy. If a charge goes through, a refund form must be completed and submitted.
- Saves time. Once approved, refunds take at least 6 weeks to be credited.

NEW FUNCTIONALITY IN ICCES!

ICCES added a **Notifications** function, allowing users the ability to monitor court filings based on court location, case class, case type, event type, document title, party type, party name, attorney, judicial officer or a specific case number.

Users have up to 30 free rules per organization per month. These are different from Alerts. Notifications functionality allows users to define a specific set of conditions that will trigger an e-mail if a document matching those conditions is filed.

ALERT PREFERENCES RE-DESIGN

Clicking on the link to “Learn more about Alert Preferences” will open a PDF document which outlines the functionality of a user’s Alert Preferences.

TIP: When an attorney leaves a law firm, each user in the organization should ensure that attorney’s name is removed from their account on the “Alert Preferences” tab. If not, the attorney who left the law firm will continue to receive courtesy e-mails from ICCES, which will then get forwarded to other shared users in the law firm.

TIP: Press “Save” so ICCES can remember your desired Alert Preferences.

A screenshot of the ICCES Alert Preferences interface. At the top, there are three tabs: "E-mail Preferences", "Alert Preferences" (which is highlighted in orange), and "Filing Preferences". Below the tabs, there is a link that says "Learn more about Alert Preferences". Underneath, there are two dropdown menus: "Send a copy of my alerts to: -- Select recipient --" and "Receive a copy of alerts from: -- Select sender --". At the bottom of the interface, there are two buttons: "Cancel" and "Save" (which is highlighted with a blue border).



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COUNTY COURT FORM UPDATE ON THE JUDICIAL BRANCH WEBSITE

A change was made recently to the standard “Answer Under Simplified Civil Procedure” form (form C.R.C.C.P. NO. 3) on the Judicial Branch website. The main change was to paragraph #5 which dealt with requesting a jury trial. The old version allowed the Defendant to select whether or not they wanted a jury trial. Parties were concerned that if they checked the box saying that they did not want a jury trial, it meant that they would not get a trial at all. This confusion stemmed from the fact that there was no option to select “court trial”, and pro-se parties do not always intuitively understand that if they don’t want to pay the fee to have a jury trial, they still get a trial to court. Paragraph #5 was amended by adding an additional checkbox option to request a court trial. The Certificate of Service portion of the form was also amended.

Sections

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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

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.*