

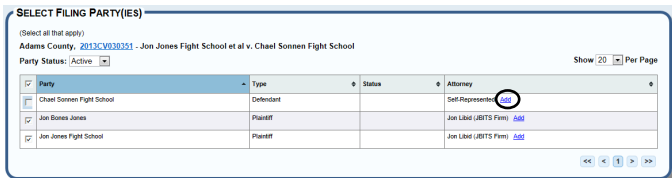


# ICCES NEWSLETTER NOVEMBER 2013



## ADDING ATTORNEYS

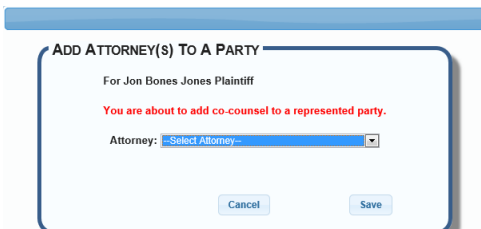
To add an attorney to an existing case party, click the “Add” link in the “Attorney” column.



Party	Type	Status	Attorney
Chael Sonnen Fight School	Defendant		Self-Represented <b>Add</b>
Jon Bones Jones	Plaintiff		Jon Labed (JBTIS Firm) <b>Add</b>
Jon Jones Fight School	Plaintiff		Jon Labed (JBTIS Firm) <b>Add</b>

Select an attorney from the dropdown list and click “Save.”

If the document is a Substitution of Counsel, the active attorney will be removed, and the new attorney name will be updated during clerk review at the court.



ADD ATTORNEY(S) TO A PARTY

For Jon Bones Jones Plaintiff

You are about to add co-counsel to a represented party.

Attorney:

## BILLING TIPS

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

## BILLING — CREDIT CARDS

When a credit card expires, any auto pay option entered at Colorado Interactive also expires and has to be re-submitted.

**NEW ITEM!** The Manage Filing screen now includes a new validation so users can enter document titles in accordance with CJD 11-01.



* Event	* Document Title <span style="color:red">! Chief Justice Directive 11-01(IX) requires descriptive document title.</span>	Security <span style="color:blue">i</span>	Statutory Fee
<a href="#">Affidavit [PDF]</a>	Affidavit	Public	\$0.00
Motion	<span style="border: 2px solid red; padding: 2px;">[Complete a descriptive title here]</span>	Public	\$0.00

----- Add Event -----

## FAQs

- Q** What settings are recommended for scanning and uploading a document in ICCES?
- A** ICCES recommends setting the scanner image type to “Black and White” along with a resolution of 200 DPI.
- Q** How do I file into a case from the Case History screen without having to return to the Home screen?
- A** Click the file folder located next to the case number at the top of the Case History screen.
- Q** I used the Adobe Typewriter function to complete my document before I e-filed it, and the court rejected my filing. Why was my document rejected?
- A** The court cannot view any fields on a document where Adobe Typewriter was used to enter text. A document created using the Adobe Typewriter feature, must be saved as a PDF prior to uploading in ICCES. The court cannot view any fields where Adobe Typewriter is used unless the document is saved as a PDF.



## CLEARING CACHED DATA AND COOKIES

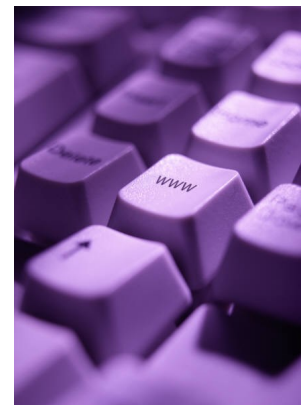
When a Web browser caches information, it saves and displays data and images so that recently visited Web pages load faster. Cached data often causes conflicts within Web-based applications.

Old cached data and cookies can cause login and other display issues in ICCES. Always make sure your computer is using the most recent browser version, and is cleared of outdated cached information.

Here are a few tips to help. From the ICCES login screen,

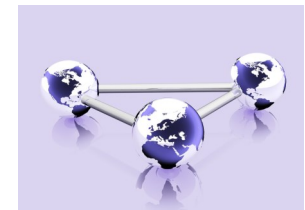
### INTERNET EXPLORER 9:

1. Click the Gear symbol in the upper right hand corner of the screen.
2. Choose **Internet Options**.
3. Under Browsing History, click **Settings**
4. Under Temporary Internet Files, Check for newer versions of stored pages, choose the option **Every time I visit the webpage**.
5. Close and re-launch Internet Explorer.



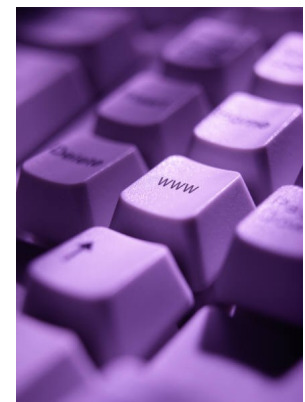
### INTERNET EXPLORER 10:

1. Select **Tools** and then **Internet Options**.
2. Select **Delete browsing history**.
3. From the browsing history dialogue box, Click **Delete**
4. Make sure the following items are checked:
  - a. Temporary Internet files and website files
  - b. Cookies and website data
  - c. History
  - d. Download History
5. Click **Delete**.



### GOOGLE CHROME:

1. Click the 3 horizontal lines in the upper right hand corner of the screen.
2. Choose **Tools** from the menu and select Clear browsing data.
3. In the **Clear browsing data** dialogue box, select any items you want to remove.
4. Also select the time period and choose, **the past day**.
5. Exit and re-launch Google Chrome.



### MOZILLA FIREFOX:

1. At the top of the Firefox window, click the **Firefox** button, and go over to the History menu and select **Clear Recent History**.
2. Select how much history you want to clear.
  - a. Click the drop down menu next to Time range to clear and choose how much history Firefox will clear
  - b. Click the arrow next to **Details** to select exactly what will be cleared.
3. Click the **Clear Now** button.



### CASES

- Organization Cases** - Any time a filer from your organization submits a filing to create a new case, or submits a filing into an existing case through ICCES, and the filing (new or existing) is accepted by the court, ICCES makes the attorney/organization connection, and the case displays on your Organization Cases screen. The Organization Cases screen includes filters for date range, case status, attorneys and court location.
- Monitored Cases** - displays a table of cases when the user opts to monitor the case. Any case can be placed in monitored status. Filters on Monitored Cases include case status, attorney and court location.
- Purchased Cases** displays a table of purchased cases by someone in an organization. There are no filters on the Purchased Cases screen.

All Cases screens include a file folder icon for easily e-filing into the case, and binoculars so the case can be monitored.



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](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.*