



ICCES NEWSLETTER OCTOBER 2013



E-SERVICE

Service Information for any filing is available on the Filing ID screen. Simply click the Filing ID link from ICCES Alerts, Recent Actions or Case History. Service information is located at the bottom of the page. If there is no service information section the document was not served.

SERVICE INFORMATION		
View E-Service Transaction History		Total Service Fees: \$7.50
Party Served: Party Type: Defendant Address: N/A	Attorney: Organization:	Service Method: E-Service Date Sent: 08/14/2013
Party Served: Party Type: Defendant Address: N/A	Attorney: Organization:	Service Method: E-Service Date Sent: 08/14/2013

E-SERVICE TRANSACTION HISTORY

Click the *View E-Service Transaction History* link under the Service Information section to view service name, status and date details.

E-SERVICE TRANSACTION HISTORY						
Case Number: 2012DR500263 Document ID: D90B1865 Event: Affidavit						
				Show	20	Per Page
Name	Organization	Attorney	Status	Date/Time Read		
Test Test	JBITS Firm	Privately Retained Attorney	Read	12/07/2012 11:16 AM		
<input type="button" value="Close"/> <input type="button" value="Print"/>						

BATCH DOWNLOAD AND PRINT FROM THE PORTIFOLIO

The new batch download system places downloaded documents into a PDF portfolio. If you want to view documents in the portfolio, your computer must have Adobe Reader or Acrobat 9 or above, and Adobe Flash Plug-in.

If you want to print all of the documents in a portfolio, click on the printer icon and select "All PDF Files."

In order to save documents individually from the portfolio, select the document you would like to save. Next, right click and select "Extract from Portfolio," and choose where to save the document on your computer.

View a document individually from the portfolio by simply selecting the document from the top of the portfolio, right click and then select "Open File."



FAQs

Q What should I do if my account is disabled ?

A Disabled accounts are due to non-payment of an organization's invoice. View invoices and make payments by visiting <https://www.colorado.gov/icces/billing>. Login using your ICCES username and password. On October 1, 2013, Colorado Interactive will no longer accept ICCES payments over the phone.

Q How do I confirm if my filing was successfully submitted to the court?

A An e-filing receipt displays the details of your filing but if you want to **confirm** a filing was successfully submitted to the court, please visit the Recent Actions screen immediately following e-filing activity. Locate the filing in the table, and look under the status column for "Submitted." All submitted filings are subject to clerk review at the court.

Q Will my organization be charged for rejected filings?

A Statutory fees will not be assessed on filings until they are accepted by the court, and therefore organizations will not be charged for rejected filings.

E-service and mail fees will be assessed when the filing is submitted to the court and are non-refundable. Each rejected filing will be accompanied by a reason for the rejection. (See CJD 11-01). ICCES will also allow rejected documents to automatically be included in a new filing that can be corrected and re-submitted however, e-service and mail fees would be assessed on re-submission.

TEMPORARY PASSWORDS

So you've requested a password reset for your ICCES account and have received the temporary password by email, but when you use it to log into the system, you see the following:

LOGIN

*Required Field

Password is expired

Email: Myfirstday74@gmail.com

Don't panic! This means you have successfully signed into ICCES – the Login message is simply a reminder that you can't use the system until you replace the temporary with a password of your own.

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



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.*