



**INDEX**

- ◆ [Billing News](#)
- ◆ [New Design Updates](#)
- ◆ [Manage Filing Document Security Modifications](#)
- ◆ [Manage Filing Upload Button](#)
- ◆ [Serve Only New Location](#)
- ◆ [Case Purchase Enhancements](#)
- ◆ [Court of Appeals and Supreme Court](#)
- ◆ [Criminal E-Filing Rollout Schedule](#)
- ◆ [Note to Clerk](#)



**COMING TO A COURT NEAR YOU!**

Colorado Courts Criminal E-Filing went live in Pueblo on Monday October 6, 2014. Criminal e-filing will support District Court Criminal (Felony), Juvenile Delinquency, Misdemeanors and Traffic cases.

Click here to [view](#) the Criminal Rollout Schedule.

The criminal case management system is unavailable for nightly system maintenance from midnight to 5 a.m. During the pilot phase, users will be unable to submit criminal filings between midnight and 5 a.m.

**BILLING NEWS**

Colorado Interactive, LLC, the payment processing service provider for ICCES, implemented a change to their billing and payment terms, effective 09/10/2014. This change is in response to feedback received from participating organizations since the initial pilot launch of ICCES on October 1, 2012.

**New Terms:** All monthly invoices will be due within thirty (30) days of receipt of the monthly invoice by the organization. An invoice is considered past due if not paid within thirty (30) days of receipt.

Colorado Interactive, LLC is committed to providing the best service possible to our customers and partners. The new billing and payment terms will allow organizations more time to complete internal business processes prior to paying their monthly invoices without concern for losing access to your critical ICCES accounts.

[Back](#)

## NEW DESIGN UPDATES

1. A new contemporary look and feel was added to the main menu bar.
2. The Preferences screen was reformatted.
3. Undo Delete functionality was added to the Deleted Alerts table.



## MANAGE FILING DOCUMENT SECURITY MODIFICATIONS

- Security was modified on court filed documents that were previously Protected to now have a Restricted security status.
- Security was modified on serve-only documents to replace Protected security status with Private security status.
- Application for Court Appointed Counsel and Motion to Proceed In Forma Pauperis documents now have a default security of Suppressed.
- Motion to Proceed In Forma Pauperis supporting documents now have a default security of Sealed.

Click Public under security on the Manage Filing screen to view security options for your filing.



### For documents filed with the court:

Everyone—**Public**  
Case parties only—**Suppressed**  
The court only—**Sealed**

### For serve-only filings:

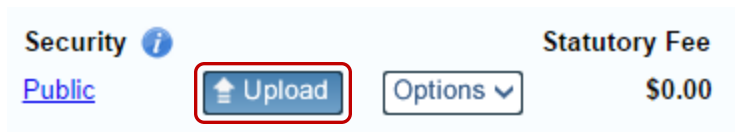
Everyone—**Public**  
Case parties only—**Suppressed**  
Filing party and served parties only—**Private**



[Back](#)

## MANAGE FILING UPLOAD BUTTON

The blue upload arrow has been replaced with a more intuitive button.



[Back](#)



**NEW LOCATION FOR SERVE-ONLY FILINGS**

If your filing is “serve-only” please note the new location. Option 3 was added to the Build filing screen.



[Back](#)

**CASE PURCHASE ENHANCEMENTS**

Users now have access to public and redacted documents for 14 days from the date of purchase. This is an increase from the previous access time of 7 days.

ICCES displays a helpful message before purchasing a case and tells users if:

- \* There are no e-filed documents in the case they are purchasing.
- \* All documents in a case are unavailable to the public. (The court may release redacted versions upon request. Additional fees may apply.)
- \* At least one document in the case is unavailable to the public. (The court may release redacted versions upon request. Additional fees may apply.)

[Back](#)

**COURT OF APPEALS AND SUPREME COURT**

Customers 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.

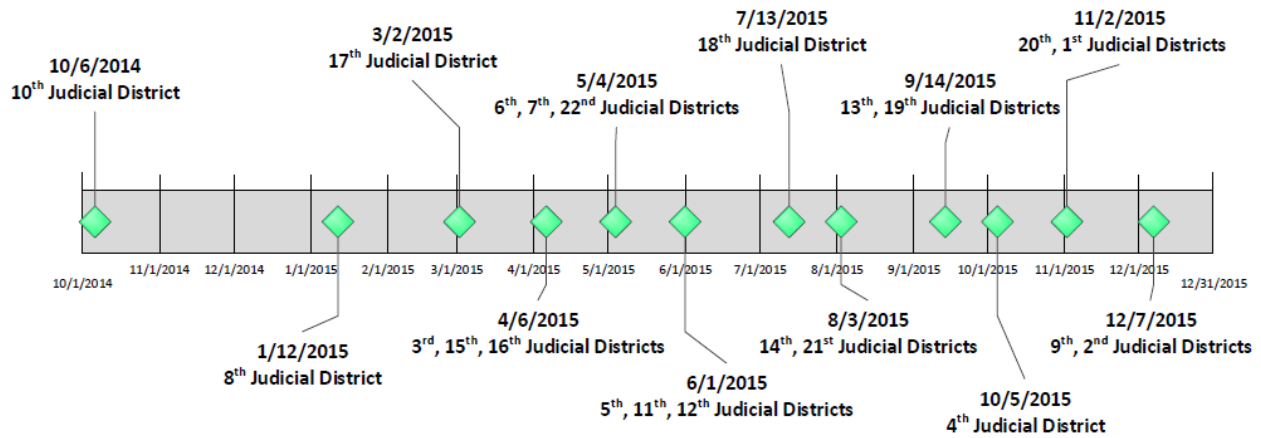
The Court of Appeals and Supreme Court database is brought down every evening at midnight for system maintenance, and is not restored for ICCES access until 5:00 a.m. Therefore, e-filing is not available between midnight and 5:00 a.m. for the Court of Appeals or Supreme Court.

[Back](#)

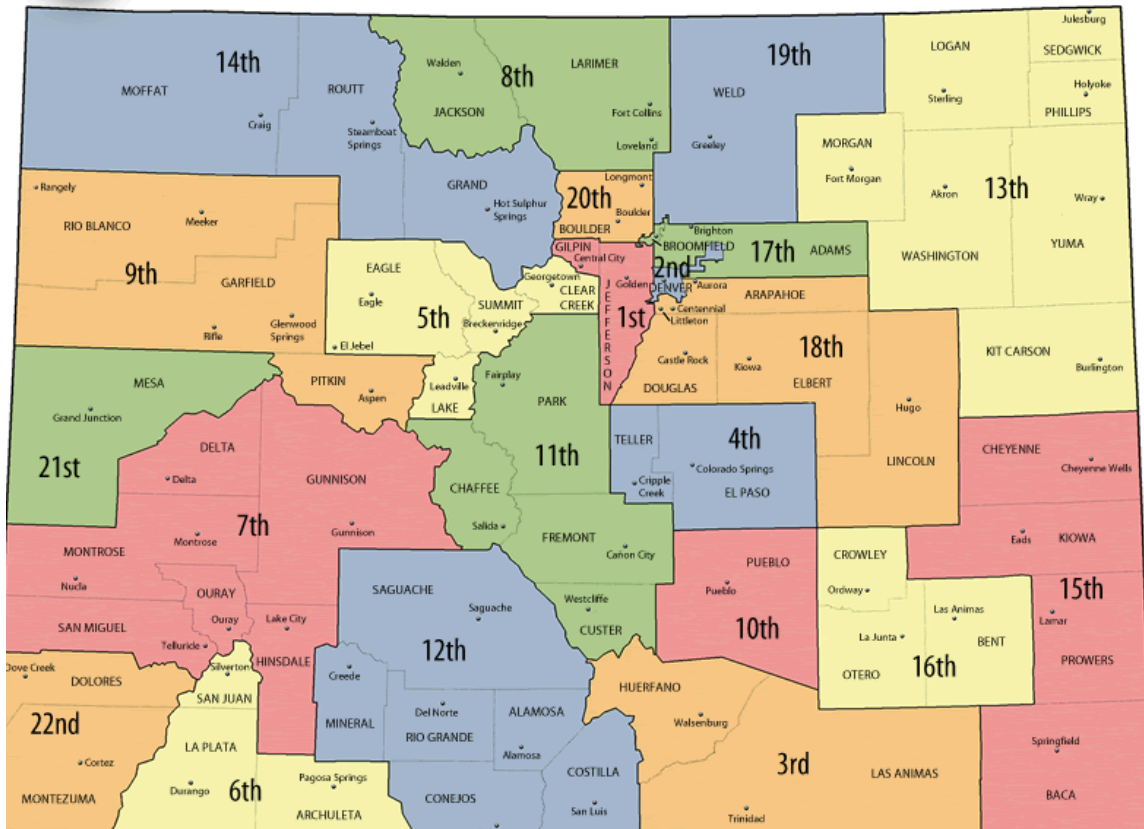
**CRIMINAL E-FILING ROLLOUT SCHEDULE**

**Criminal E-filing Tentative Implementation Schedule**

Please note that both locations and dates are subject to change. At each milestone, we will evaluate the progress and determine if changes need to be made to the schedule.



**COLORADO JUDICIAL DISTRICTS**



[Back](#)



## NOTE TO CLERK

- If your filing qualifies under 98-01 or 06-01, click the fee waiver checkbox on the ICCES Review and Submit screen and include a note to clerk so filing fees won't be assessed.
- If you have a family situation that requires the filing of a conservatorship and/or guardianship for more than one child, only **one** filing fee is required. Open a separate case for each minor/sibling and add a **Note to Clerk** so only one filing fee is assessed.
- If an answer fee was assessed at the time of a first appearance in a civil case, pursuant to 13-32-101(1), add a note to clerk with your subsequent filing so the answer fee won't be reassessed.
- Add a note to clerk if you are filing a modification on a pre-decree case so the court does not assess the statutory fee.



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

### 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)



## SUPPORT HOURS (ALL TIMES MST)

Weekdays (Monday-Friday): Live support 7:00am to midnight.

Weekends (Saturday-Sunday): E-mail and voicemail messages will be returned within 24 hours.

*\*Please note, ICCES has staff on-call and monitoring the system 24/7, 365 days a year for system outages and emergencies.*

[Back](#)