



Happy Spring

EXHIBIT DO'S AND DON'TS

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Do raise the bar by adding details.

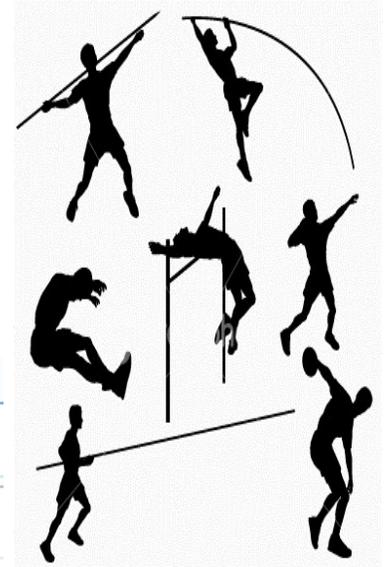
Always identify exhibits with a descriptive title.



* Document Title

Exhibit - Deed of Trust

Exhibit - Certificate of Qualified Holder



Don't use alphabet letters alone or make general references to describe an exhibit.

* Document Title

Exhibit A

Exhibit B

OR

* Document Title

Plaintiff's Exhibit A to Complaint

Plaintiff's Exhibit B to Complaint

<input type="checkbox"/>	Exhibits Filed	Exhibit A
<input type="checkbox"/>	Exhibits Filed	Exhibit B

<input type="checkbox"/>	Exhibits Filed	Plaintiff's Exhibit A to Complaint
<input type="checkbox"/>	Exhibits Filed	Plaintiff's Exhibit B to Complaint



Identifying all exhibits with a descriptive title draws attention to your filing, and supports good communication. Case parties, court clerks and judges in every jurisdiction will appreciate your style and remember your filing. It's a detail that makes a difference!

<input type="checkbox"/>	Exhibits Filed	EXHIBIT - DEED OF TRUST
<input type="checkbox"/>	Exhibits Filed	EXHIBIT - CERTIFICATE OF QUALIFIED HOLDER





SCANNED DOCUMENT PRACTICES

A variety of file types are supported in ICCES. Scanned documents are supported for uploading as long as the maximum file size is 3 MB or less. In order to better manage a scanned document for successful uploading, please adjust the settings on your scanner.

MANAGE FILING

* Required Field

* Document * Document Title Security ⓘ Statutory Fee

[Complaint](#) [PDF] Complaint Public Upload Options \$224.00

Add

Total Upload: 0.01 MB of 50 MB limit.
Max Document Size: 3.0 MB
 ICCES supports the following file types: doc, docx, gif, html, jpeg, mscd, odp, odt, pdf, pjpeg, png, ppt, pptx, rtf, text, tiff, wp, wpd, xls, xlsx, xpng.

The recommended dpi size and color setting for successfully uploading scanned documents is 200 dpi and black & white. (Most scanners default to 300 dpi and gray scale or color). As a general rule, leaving the default scanner setting will more than double the size of any document. Check your scanner instructions to adjust the dpi and color type from the scanner’s settings menu.

Set dpi = 200 and color = black and white.

To verify the size of a document before uploading, right click the document and select properties. Per your machine: there could be an option that states “best picture quality”- make sure this option is not selected as it overrides any previous settings.

DID YOU KNOW?



The Colorado Judicial Department has a channel on YouTube? It’s true! The channel is hosted by the Colorado Judicial Branch and contains information pertaining to both the courts and the probation departments. The channel is called ‘cojudicial’ and can be accessed under that name, or by searching for Colorado Judicial on YouTube.

You’ll find a variety of videos such as a 2013 session of the Colorado Supreme Court regarding public education, a presentation about what to expect while serving as a juror as hosted by Ed Sardella, supervision strategies for specific probation caseloads, a tour of the new Colorado Judicial Learning Center with an introduction from Chief Justice Rice, and training videos highlighting specific areas of ICCES – the **Integrated Colorado Courts E-filing System**.

Check it out!

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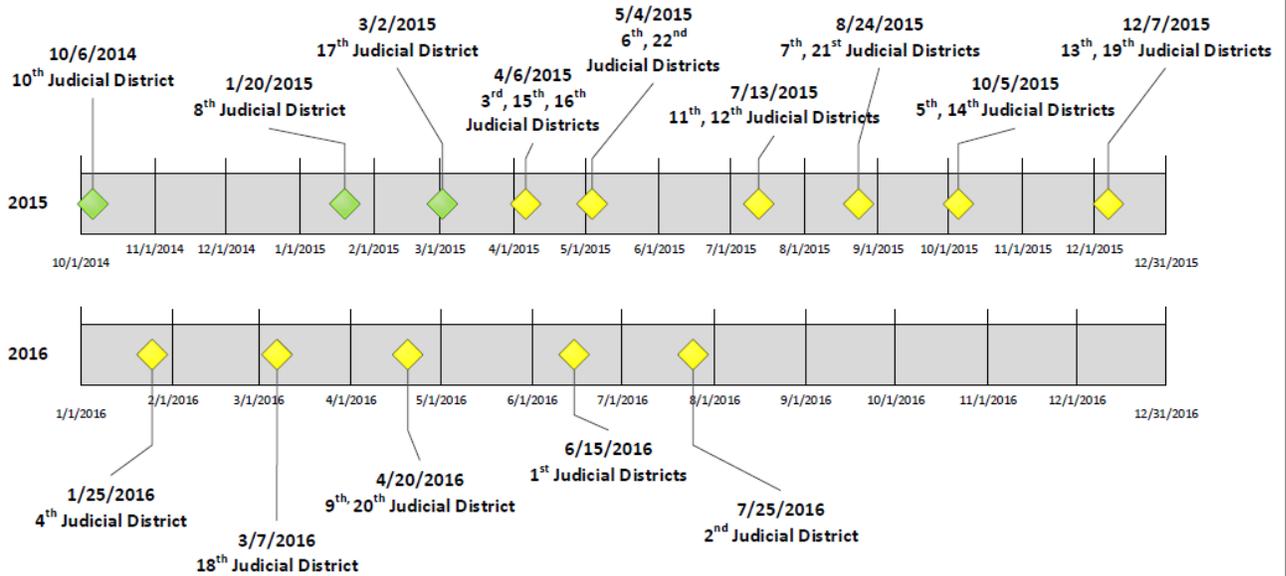


CRIMINAL E-FILING ROLLOUT SCHEDULE

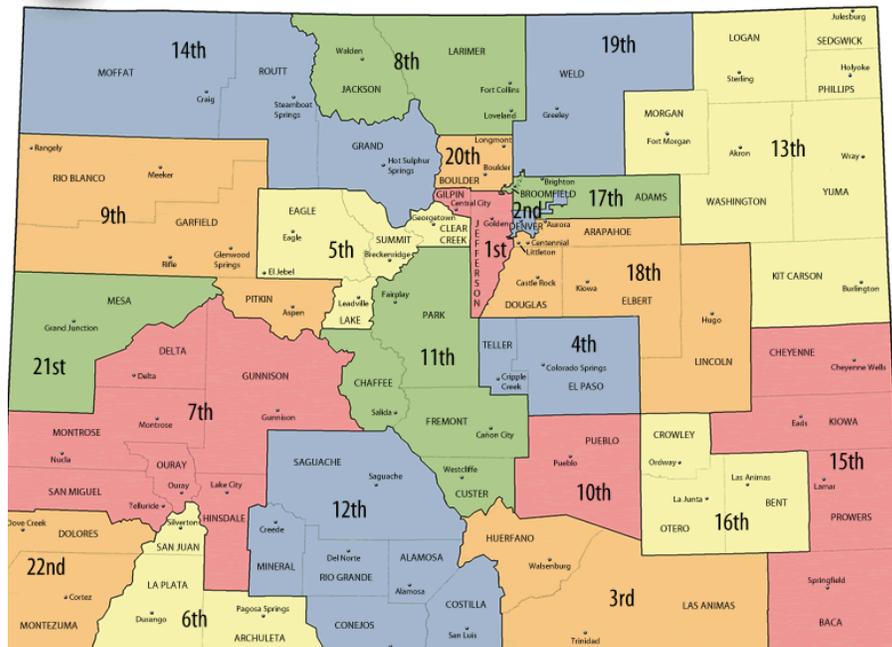
Current as of 4/1/2015

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



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ICCES



Newsletter

April 2015

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.

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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

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

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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.*

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