

INSIDE THIS ISSUE

- [PRINT AND MAIL FEES](#)
- [MY DOWNLOADS](#)
- [RECOVERING DELETED ALERTS](#)
- [ALERT FAQS](#)
- [REQUESTING ACCESS TO SEALED DOCUMENTS](#)
- [NOTE TO CLERK](#)
- [NEWSLETTERS](#)
- [TRAINING MANUAL](#)
- [SUPPORT HOURS](#)



PRINT AND MAIL FEES

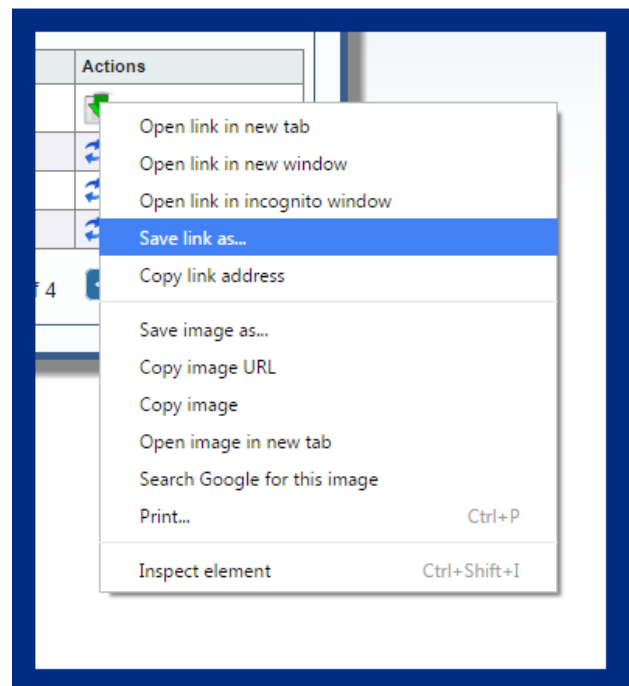
Each time an ICCES user e-files into a case and chooses the print and mail service, the system advises the user of any charges on the Review and Submit screen. The system is very transparent with these charges. It is important for all users, both private and government to understand that if fees are charged and display on Review and Submit screen, the total charges will be included on the organization’s monthly invoice billing statement.

MY DOWNLOADS

If you need to download a PDF portfolio from the My Downloads screen,



1. Right click on the download icon and click, “Save link as...”.
2. Save the PDF portfolio to your computer.
3. View the portfolio from your computer.



RECOVERING DELETED ALERTS

Did you delete an alert and wish you could have it back?


Here's how to recover a deleted alert.




1. From the Alerts inbox, choose "Deleted" from the **Status** dropdown menu.
2. Select the alert from the table and then on the toolbar, choose "Undo Delete."
3. The alert will be returned to your Alerts inbox.

ALERTS

(Bold items are unread.)

Status: Deleted  Type: All Location: All

Mark Unread
 Mark Read
 Download
 Undo Delete
 Show 20 1 - 3 of 3 << < 1 > >>

<input type="checkbox"/>	Filing ID	Received Date	Type	Case Number	Location	Case Caption	<input type="checkbox"/>	Document Title	Action
<input checked="" type="checkbox"/>		05/18/2013 6:07 PM	Courtesy Copy		Adams County	Case Caption is Suppressed	<input checked="" type="checkbox"/>	Complaint	

[Back](#)

ALERT FAQS

The Alert Inbox is every user's lifeline in the ICCES e-filing system. Consistent monitoring of this inbox ensures delivery of the most current information regarding your cases.

Note, not every pleading filed with the court triggers an alert. There are only four different types of Alerts in ICCES, as shown in the table below:

Alert	What it means	Who gets it by default
New Case Accepted	The court has accepted a new case you filed.	The attorney or staff assistant who e-filed the new case to the court.
E-Service	A document is E-Served on an attorney.	The served attorney.
Rejected Filing	The court rejected a filing.	The attorney or staff assistant who submitted the filing and the authorizing attorney(s) selected on that filing.
Courtesy Copy	Someone filed a new case and E-Served copies of the documents.	The designated recipient.

[Back](#)



REQUESTING ACCESS TO SEALED DOCUMENTS

If you receive a message in ICCES that a document has a security setting of "sealed" and you want to view the document, please request a redacted copy from the court by clicking on the link provided in the message. Complete the form and then submit it. The court will contact you by phone or email with payment instructions.

This document is sealed and only viewable by the court.

The court may release certain documents to the public after redaction in accordance with Chief Justice Directive 05-01. Requests for redaction can be made through the Judicial website at http://www.courts.state.co.us/Self_Help/Research/index.cfm. Additional fees may apply.

Research Request

Use this form to request a court record search for an individual, business, or case number. Please allow 3 - 5 days for a response.

Suppressed cases, juvenile and probate records, or certain documents with protected information may require an in-person request. If you are requesting copies and certification of documents, additional fees may be assessed. You will receive a phone call or email with specific instructions on how to submit a payment to the appropriate court.

Party Information (Name(s) on case)

Name (Required)

Alias (AKA, FKA or NKA)

Date of Birth
 Month Day Year

Your Information

Name (Required)

Email (Required)

Phone Number (Required)

Record Information

Case Type (Required)

County/Location of Record

OR
 I do not know which county/location to search and need assistance.

Case Number

Additional Information that may aid your search (ie arrest date, lawsuit amount, etc)

Type of Document(s) Requested

- Charges
- Decree / Divorce Decree
- Disposition / Sentence Order
- Order for Judgment
- Parenting Plan
- Protection Order
- Register of Actions
- Satisfaction of Judgment
- Sentencing
- Separation Agreement
- Support Order
- Transcript of Judgment
- Other



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 Statutory Filing Fees will not 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** with that information 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 will not be reassessed.

[Back](#)

Tip: The ICCES website is best viewed in Internet Explorer 9 and above, Mozilla Firefox and Google Chrome.

Sections

- Budget
- Meeting Minutes
- Organizational Materials
- Project Management
- Advisory Committee
- ICCES Training
- ICCES Pilot
- Release Notes
- Newsletters
- User Community

NEWSLETTERS - FUTURE ENHANCEMENTS

Click the e-filing 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.

[E-Filing](#)

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.

[Training Manual](#)



[Back](#)

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](#)