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POSTAGE

Effective May 31, 2015, the US Postal Service increased general postage fees. To view the associated changes to the print and mail fees in ICCES, please click [here](#).



CRIMINAL E-FILING



After careful evaluation of the feedback from our pilot locations, we feel that we need more time to adapt to concerns raised during the pilot. Rather than continue to add users to the system, we are temporarily suspending the rollout of criminal e-filing to additional locations. We have not yet identified a date in which the rollouts will resume, but we will keep you informed.

Criminal e-filing will continue to be available in the 3rd, 6th, 8th, 10th, 15th, 16th, 17th and 22nd Judicial Districts.

NEW ICCES USER COMMUNITY

Join the new user community to get involved with the development of ICCES!

As part of the user community, you will learn about new features, system enhancements, and design prototypes. Click [here](#) to learn more about the community and to sign up.

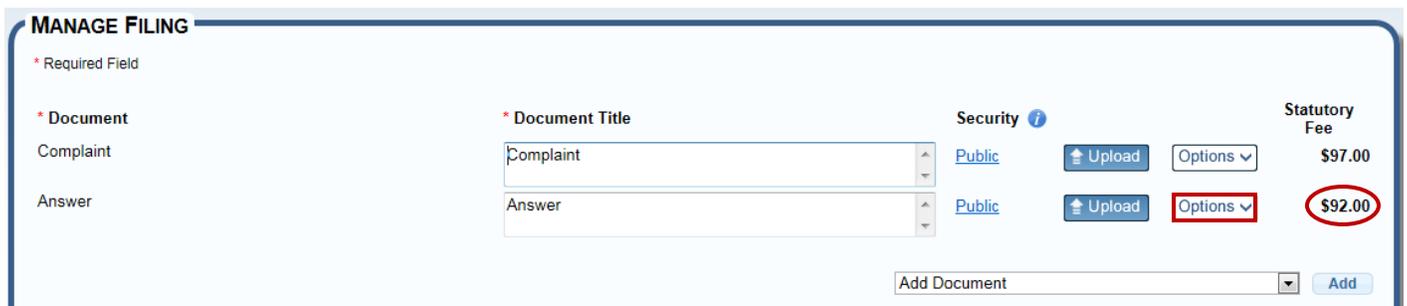


DOCUMENTS AND STATUTORY FILING FEES

A complaint, an answer and a writ of garnishment are a few of the most commonly filed documents where a statutory filing fee is assessed.

Statutory fees display on the right hand side of the Manage Filing screen. If there are multiple Statutory Fees displaying on the screen, please confirm your choices before pressing the Continue button.

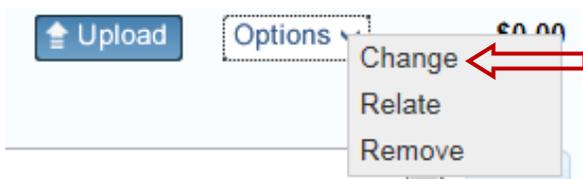
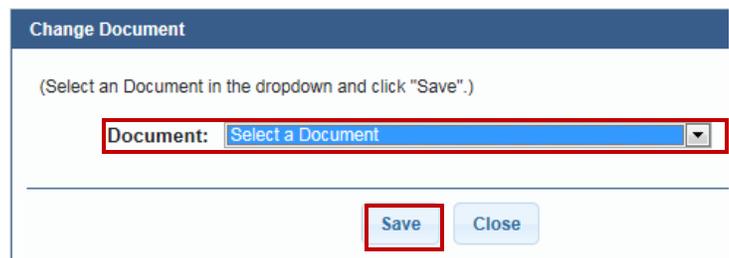
If the Statutory Fees are not what you expected, contact customer support or, click on the Options button and change the document choice. (See Tip #1 below.)



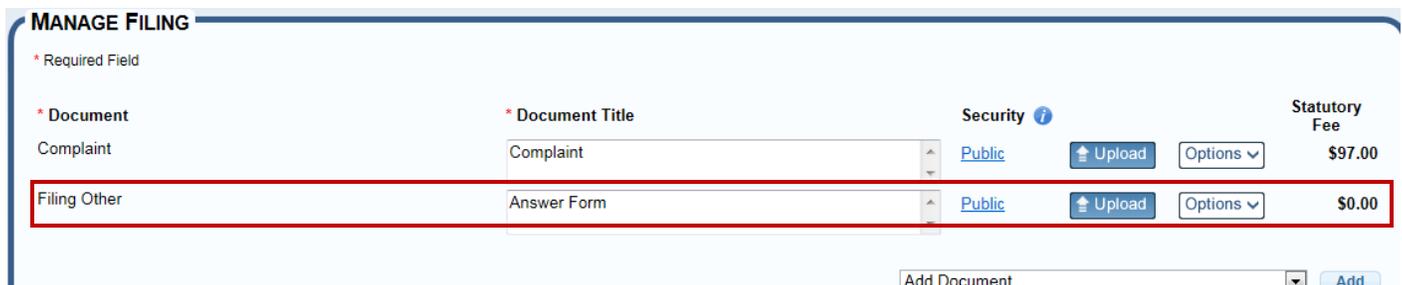
* Document	* Document Title	Security	Statutory Fee
Complaint	Complaint	Public	\$97.00
Answer	Answer	Public	\$92.00

Tip #1 Change, relate or remove by clicking the **Options** button.

1. 
2. Select **Change**.
3. Choose a new **Document** from the dropdown menu. Click the **Save** button.

4. Answer is changed to Filing Other and the Document Title is edited. Statutory Fee = \$0.00



* Document	* Document Title	Security	Statutory Fee
Complaint	Complaint	Public	\$97.00
Filing Other	Answer Form	Public	\$0.00



Purchase Details in the Billing Information section of the ICCES Review and Submit screen displays all filing fees. Be sure to review this information before pressing the **Submit** button. If you do not agree with the charges or need assistance, please contact customer support.

BILLING INFORMATION

- This filing is exempt from filing fees per [CJD 06-01](#)
- This filing is exempt from filing fees per [CJD 98-01](#), or I am filing as court appointed counsel.

Purchase Details:

*Statutory Filing Fees: \$97.00
E-Filing Fees: \$6.85
Courtesy Copy Fees: \$0.00
Total Fees: \$103.85

**These fees may be modified by the court prior to acceptance if the documents filed do not match the estimated statutory filing fees.*

Billing Reference:

FAQS

Q: How do I login to billing?

A: The case sensitive e-mail address and password used to login to ICCES will be the same credentials used to login to billing.

Q: Who has access to billing information?

A: Billing information may only be accessed by the billing contact(s), administrator(s), or anyone assigned billing access at your organization. Administrators may assign billing access to anyone within their organization from the Modify User screen.

Q: How will an organization be billed?

A: Organizations will be billed monthly and the billing contact(s) will receive notification by email that their invoice is available.

Q: What payment options are available?

A: Accepted payment types will be Automated Clearing House (ACH)/e-check, physical check, and credit card. To view the fees that are associated with using ICCES, please review the [pricing model](#).

Q: Will an organization be charged for rejected filings?

A: Statutory fees will not be assessed on filings until they are accepted by the court. E-filing, 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 rejection.

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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
- 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](#)

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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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