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TIPS FROM THE SUPREME COURT CLERK FOR E-FILING CASES THROUGH ICCES

1. Court appointed attorneys need to indicate their court appointment in the **Note to Clerk** section of the Review and Submit screen to avoid being charged a filing fee.
2. Service through ICCES – when indicating ICCES for service in your Supreme Court Certificate of Service, you must serve the parties through the supreme court case in which you are filing, and not through the trial court or court of appeals case. This is cause for filing rejection.

FAQS

Q: How can I search for a suppressed case in ICCES if I am not a party?

A: You will not be able to use the Advanced Search or Quick Search options in ICCES for searching suppressed cases. You will be able to use one of the search options once you are a party to the case.

In the meantime, you can choose the FILING INTO AN EXISTING CASE option in order to determine if the case number exists. If it does, enter the Court location and Case number in the Build Filing screen, and then, click the search button to view results.

Q: What does it mean when a filing is in italic on the Registry of Actions tab?

A: Any filing that has been submitted to the court but not yet accepted by the court will display italicized on the Register of Actions. These filings are only viewable to the parties of record until the document(s) are accepted by the court.

Q: How do I know if opposing counsel viewed a document they were e-served with?

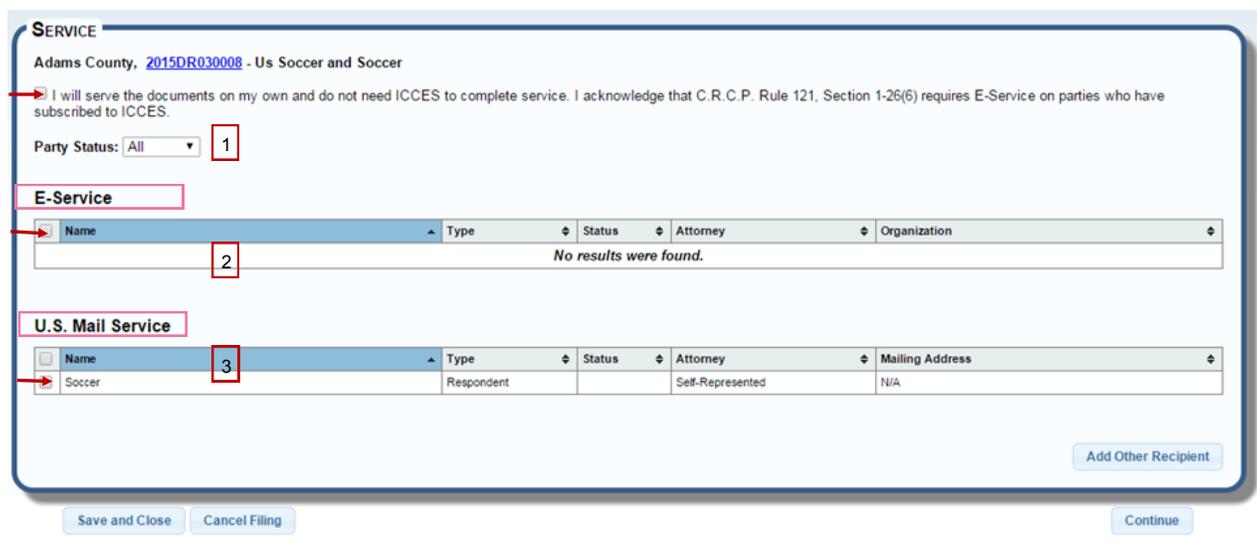
A: The Filing Information screen displays the service information through the View E-Service Transaction History link. Once you click on the link, a pop-up will display with a list of users that have been e-served the document(s) for that Filing ID. The date and time the user viewed the filing information will display in the column on the far right.

Date/Time Read	
07/03/2014 9:36 AM	
07/07/2014 3:36 PM	

ENHANCED SERVICE SCREEN

A new, simplified E-Service screen separates E-Service recipients from US Mail recipients, provides an easier way to select or deselect recipients, and improves user interface when adding addresses for US Mail recipients.

The Service screen has two sections. The E-Service section displays parties with attorneys who have an ICCES account. The US Mail section displays parties (self-represented) to the case without an ICCES account.



SERVICE
Adams County, [2015DR030008](#) - Us Soccer and Soccer

I will serve the documents on my own and do not need ICCES to complete service. I acknowledge that C.R.C.P. Rule 121, Section 1-26(6) requires E-Service on parties who have subscribed to ICCES.

Party Status: All 1

E-Service

Name	Type	Status	Attorney	Organization
No results were found.				

U.S. Mail Service

<input type="checkbox"/> Name	Type	Status	Attorney	Mailing Address
<input checked="" type="checkbox"/> Soccer 3	Respondent		Self-Represented	N/A

[Add Other Recipient](#)

Save and Close Cancel Filing [Continue](#)

1. If you do not want to e-serve or mail documents via ICCES, select the checkbox marked “I will serve the documents on my own and do not need ICCES to complete service” at the top of the Service list. If the checkbox is not selected (default setting), e-service will auto-select all attorneys with an ICCES account.
2. Deselect e-service to all parties, by clicking the checkbox at the top of the E-Service column. You may also deselect one party at a time by unchecking the box next to the name.
3. To select US Mail for anyone, check the box next to the party name.



SERVICE SCREEN CONTINUED

1. If the party has an address on file with the court, the address will display and auto-check.

U.S. Mail Service					
Name	Type	Status	Attorney	Mailing Address	
<input checked="" type="checkbox"/> Additional Testing	Defendant		Self-Represented	<input checked="" type="checkbox"/> 777 Street Address, Anywhere, CO 80808, United States (Regular Mail) Add/Edit Address(es)	

[Add Other Recipient](#)

2. An official court address cannot be edited, however, the mailing method can be changed.

To change Regular Mail to Certified Mail, select the *Add/Edit Address(es)* link to the right of the party name, and a pop-up displays the radio button auto-checked as Regular Mail.

Address

* Required Field

Additional Testing

*Mailing Method: Regular Mail Certified Mail

777 Street Address
Anywhere, CO 80808, United States

Official Address on Record at the Court

[Add Additional Address](#)

[Save and Close](#) [Cancel](#)

3. Change by selecting the radio button to Certified Mail and then press the **Save and Close** button.

Address

* Required Field

Additional Testing

*Mailing Method: Regular Mail Certified Mail

777 Street Address
Anywhere, CO 80808, United States

Official Address on Record at the Court

[Add Additional Address](#)

[Save and Close](#) [Cancel](#)



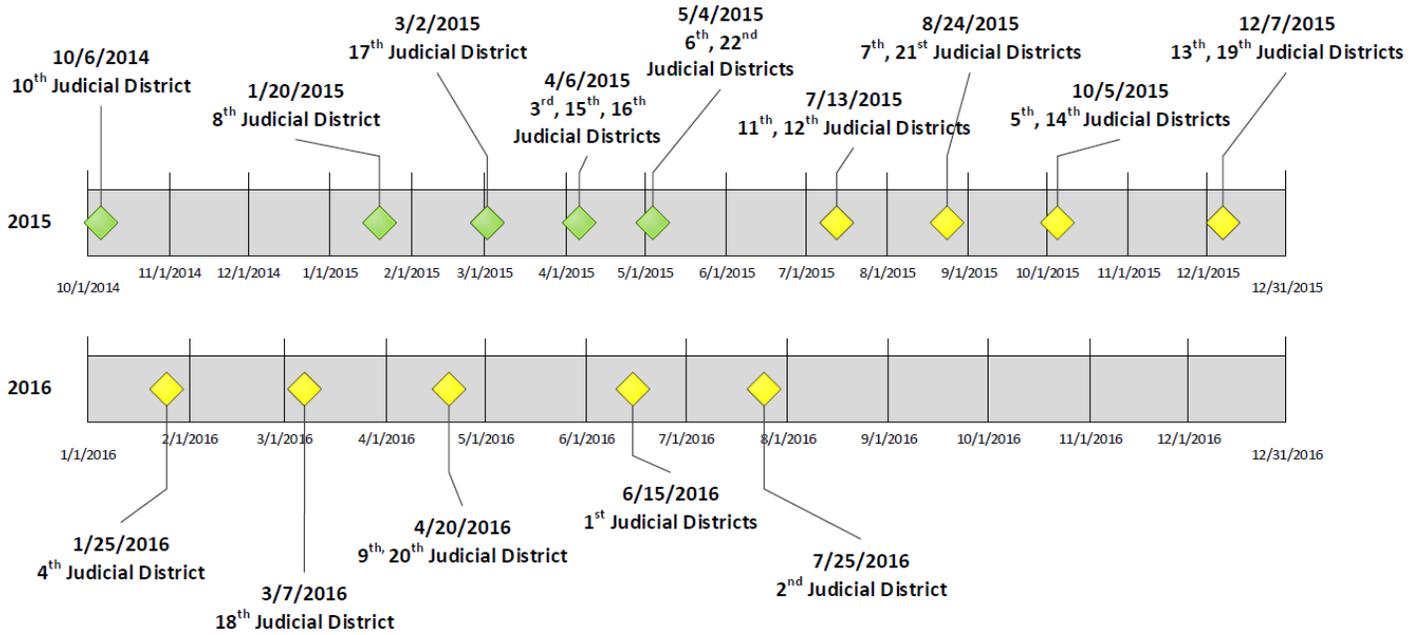


CRIMINAL E-FILING ROLLOUT SCHEDULE

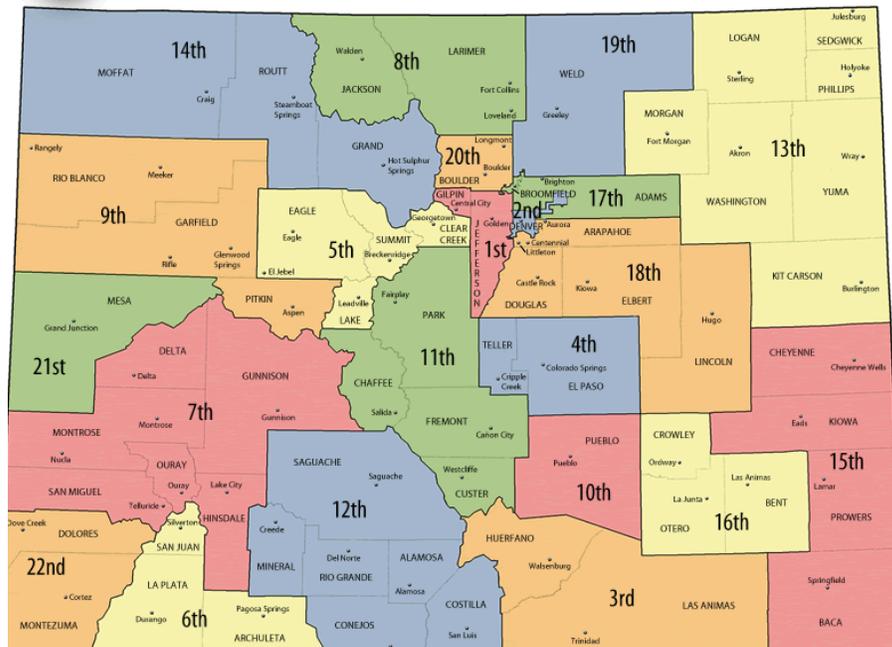
Current as of 4/6/2015

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

May 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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