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**PREFERENCES**

ICCES provides courtesy e-mail for Alerts, Filing Submission Receipts, System Maintenance, and Notifications. For information about these courtesy e-mails, click the My Account tab and choose Preferences. The *Learn more about E-mail Preferences* link will tell you everything you need to know about setting up your courtesy email. The reference guide document displays as a PDF so it can be printed. If you need help setting up your e-mail preferences, customer support is happy to help. Call 720-625-5670

[E-mail Preferences](#)   [Alert Preferences](#)   [Filing Preferences](#)


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**MANAGE DRAFTS**

Did you know that ICCES saves all of your un-submitted documents in a folder named *Drafts*?

Drafts are located under the Filing tab. All un-submitted documents from your account are listed in this table. You can finish the process of submitting any document by clicking the [Continue](#) link. If you'd rather remove the document, select the checkbox on one or more lines, and then click the Delete button. Once your documents are successfully submitted or removed, they will no longer be found in your Drafts table.

<b>DRAFTS</b>							
<a href="#">Delete</a>							Show 20
<input type="checkbox"/>	Continue Filing	Filing ID	Date Started	Date Updated	Filing Type	Case Number	Location
<input type="checkbox"/>	<a href="#">Continue</a>	1472D82E26DFD	10/01/2015 1:49 PM	10/01/2015 1:50 PM	County Civil - Other	<a href="#">2014C035717</a>	Adams County
<input checked="" type="checkbox"/>	<a href="#">Continue</a>	DE8D492A48FE5	10/01/2015 8:34 AM	10/01/2015 8:34 AM	District Civil - Landlord - Tenant	New	Adams County
<input checked="" type="checkbox"/>	<a href="#">Continue</a>	8519B0BC97636	09/29/2015 11:10 AM	09/29/2015 11:12 AM	Court of Appeals - Criminal - Other	New	Court of Appeals
<input checked="" type="checkbox"/>	<a href="#">Continue</a>	FA07BA69F5A7F	06/26/2015 3:52 PM	06/26/2015 3:52 PM	County Civil - Other	New	Archuleta County



## E-FILING HOURS

Customers wanting to access the case history screen, e-file a new case, or e-file into an existing Court of Appeals or Supreme Court case after midnight should plan on waiting until 5:00 a.m.

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, neither e-filing nor case history access is available between midnight and 5:00 a.m. for the Court of Appeals or Supreme Court.

### COURT OF APPEALS

### SUPREME COURT



## NOTICE

### NOTIFICATIONS

Notifications allows users to define a specific set of conditions i.e. court location, case class, case type, or document type so that ICCES can watch for and collect matching documents, and even trigger a daily summary e-mail to your inbox if a document matching those conditions is filed. Court Location and Case Class are required in your rule definitions, but you must also designate at least one other definition for ICCES to observe from the remaining options (Case Type, Event Type, Document Title, Party, Attorney/Judicial Officer).

Each organization may set up to 30 rule sets without charge. To view the pricing model, click [here](#).



## INTERNET EXPLORER UPDATE

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**Internet Explorer users:** Microsoft has announced that they will end support for earlier versions of Internet Explorer on January 16th, 2016. This will leave Internet Explorer 11 as the only supported version for Windows 7 and above.

Internet Explorer 8, 9 and 10 will no longer receive technical support or security updates from Microsoft. For this reason, it is recommended that all customers using Internet Explorer update to the latest version. You may wish to contact your IT department regarding proper upgrade procedures.

To determine your version of Internet Explorer, open your browser and select Help > About from the menu.

After January 16th, 2016, Internet Explorer 8, 9 and 10 may continue to work with ICCES; however, you also may experience technical difficulties. In order to provide you the best experience possible, ICCES technical support will recommend that you update to the latest version of Internet Explorer or an alternate browser to resolve any technical issues.



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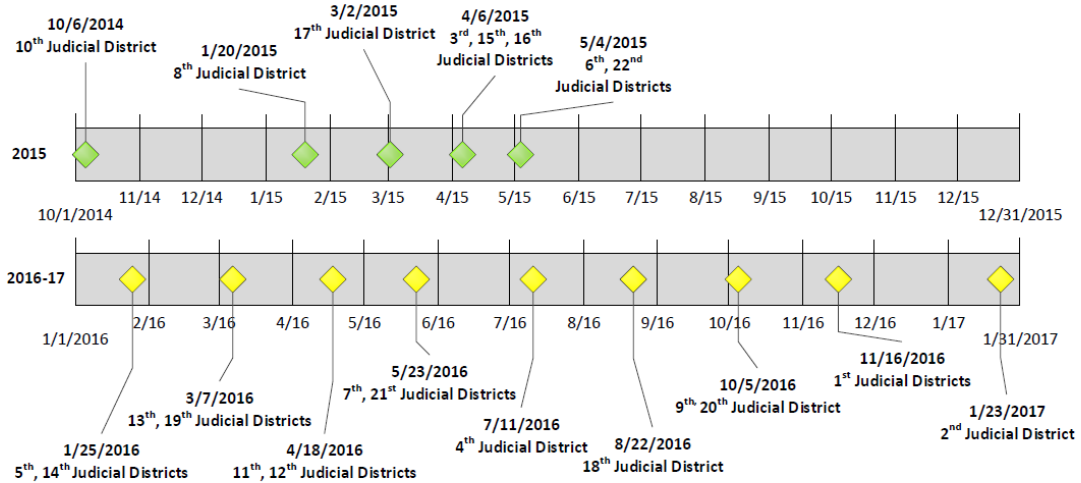


CRIMINAL E-FILING ROLLOUT SCHEDULE

Current as of 10/16/2015

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.

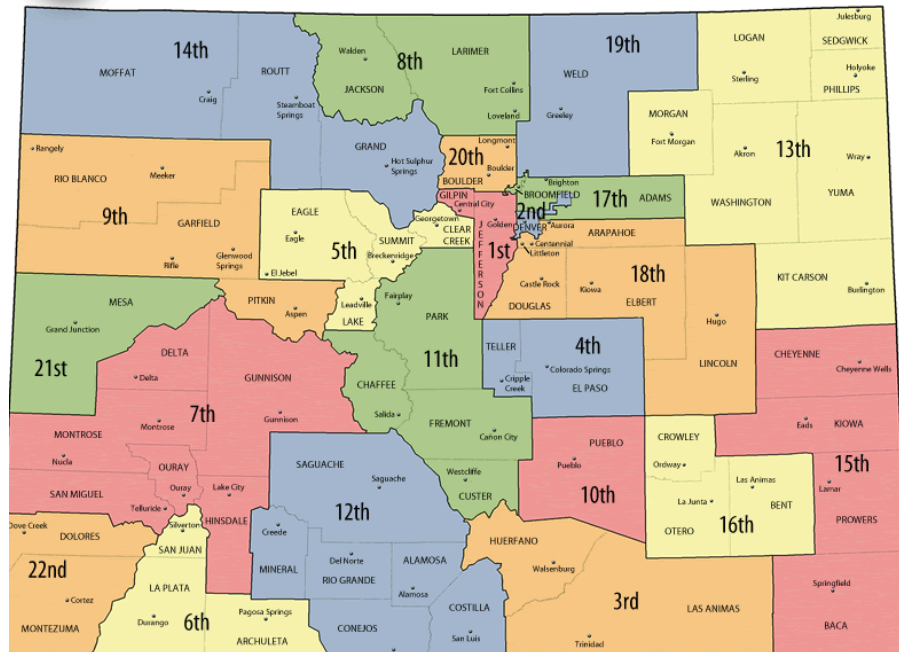


**Milestone legend**

- Green diamond: Current live criminal e-filing district
- Yellow diamond: Future criminal e-filing district

To learn which counties are part of each Judicial District, please click [here](#) or view the map on the next page.

COLORADO JUDICIAL DISTRICTS



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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 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.



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**Tip:** Currently the ICCES website is best viewed in Internet Explorer 9 and above, Mozilla Firefox and Google Chrome. Changes are coming. Please see the Internet Explorer Update article on page 2.

### 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 out-ages and emergencies.*

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