

E-FILING HOURS

COURT OF APPEALS AND SUPREME COURT

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.

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CRIMINAL E-FILING TO RESUME

Criminal e-filing resumes in November 2015. Click here to view the rollout schedule.

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 displayed on the Review and Submit screen, the total charges will be included on the organization's monthly invoice billing statement. US Mail or Certified Mail are optional services. See CJD 08-02



Always review uploaded documents before continuing to the next screen. If you discover the wrong document was uploaded, simply click on the Upload button, and choose the correct document. ICCES removes and replaces the original document with your new upload.

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.

Recent Actions

The Recent Actions function in ICCES could become your favorite feature of the system – especially if you’ve just had a power outage or computer crash. Recent Actions provides a quick snapshot of all e-filing activity for an individual user, or an entire firm for a specified period of time. If you submitted a filing and want to confirm if it was successfully submitted, Recent Actions is the first place to check. Please contact the customer support team if you have any questions at 720-625-5670.



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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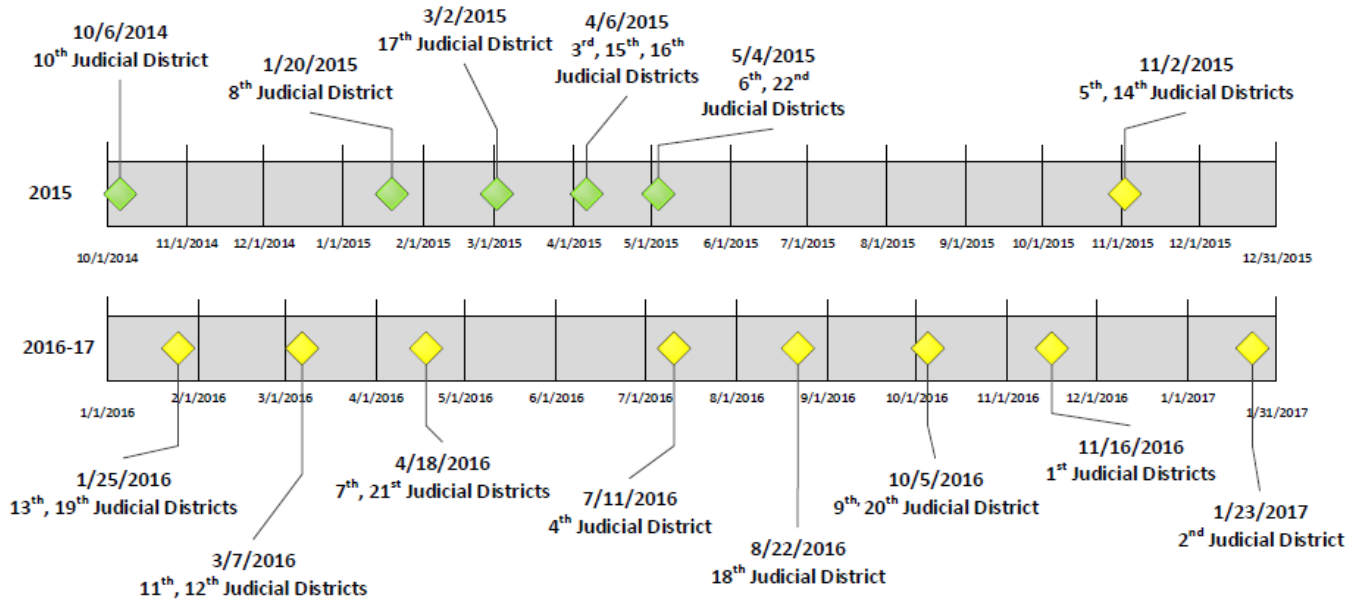


CRIMINAL E-FILING ROLLOUT SCHEDULE

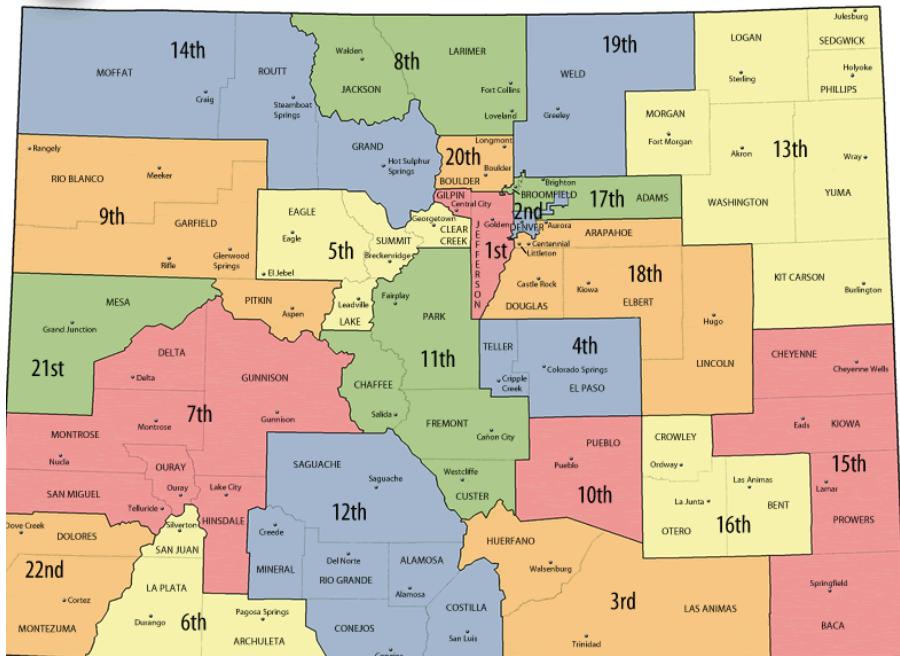
Current as of 7/31/2015

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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## 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.

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### 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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