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TOP NEWS

Criminal e-filing resumes in November 2015. Click [here](#) to view the rollout schedule.



INTERNET EXPLORER UPDATE

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 with 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.

DRAFTS

Have you ever experienced a power failure while you were uploading a document, or selecting service recipients for your filing? There's never a need to panic when e-filing through ICCES. When the power fails, ICCES saves those un-submitted filings in a Drafts folder.

Login to ICCES and click the Filing tab. Next, select the Drafts link from the Filing menu. All "in progress" documents will be listed in the Drafts table. Click the blue *Continue* link on any filing, and you can proceed right where you left off. Once your documents have been successfully submitted, they will no longer be



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.



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BEST PRACTICE FOR ADDING A SUFFIX TO A PARTY

There is a **Suffix** entry box on the ICCES party screen. If a suffix is needed, please make a selection from the drop down menu. There are a variety of suffix choices so you can choose exactly what's right for your filing.

Last Name: = Doe, Jr.



Last Name: = Doe

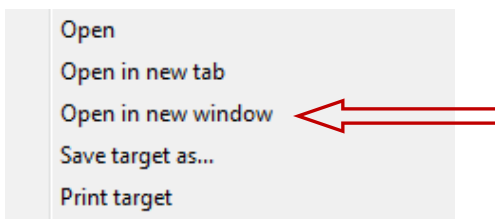


Suffix: Junior



MULTIPLE SCREEN VIEWING TIP

Right click on any menu item in ICCES and select Open in a New Tab. Your original screen is saved while other information in the new tab is viewed. Multiple screens can be opened in this manner.



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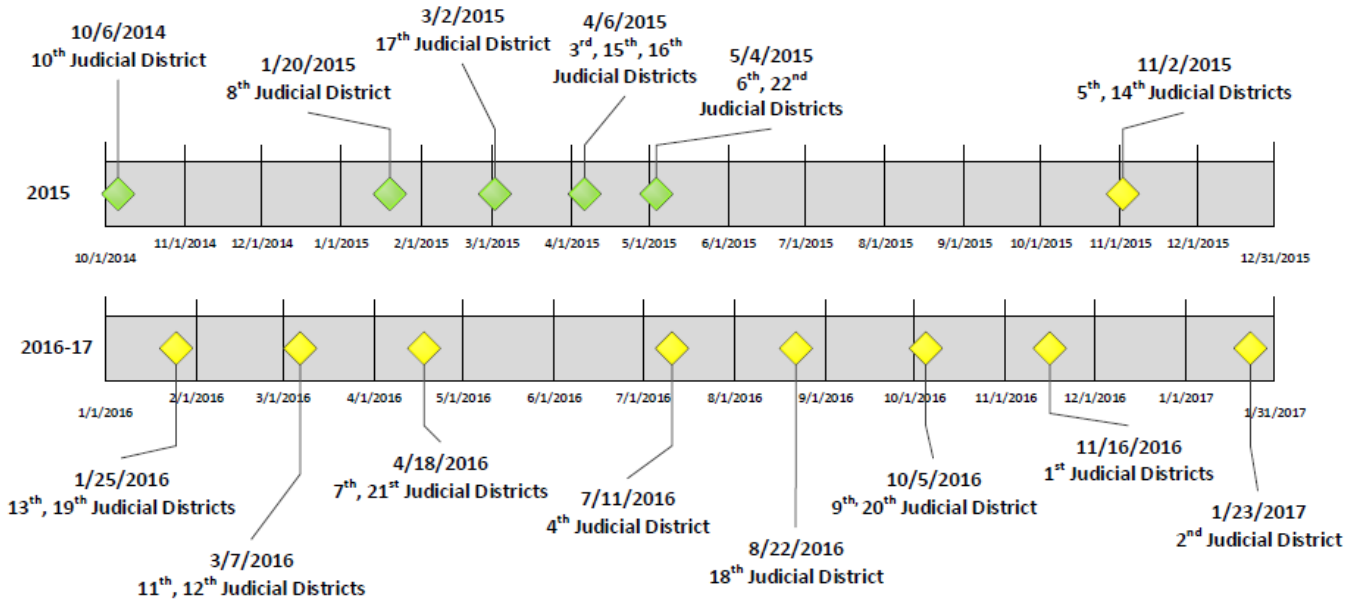


CRIMINAL E-FILING ROLLOUT SCHEDULE

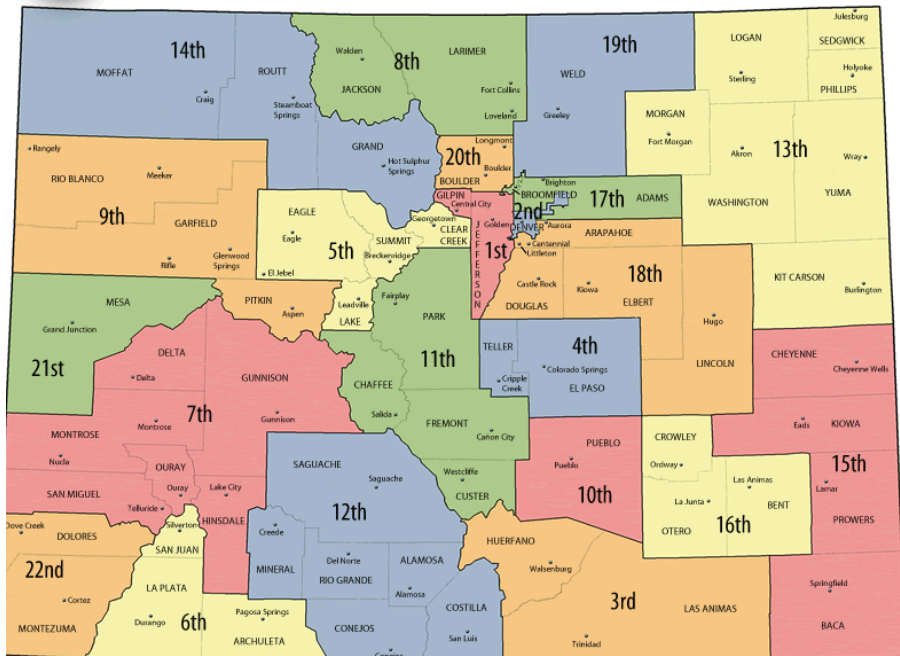
Current as of 7/31/2015

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 1.

Sections

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- Release Notes
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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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