

2015 Statistics

ICCES users e-filed 193,469 new cases.

ICCES users e-filed 2,980,499 documents into new and existing cases.

ICCES customer support technicians assisted 17,750 user phone calls and responded to 14,593 incoming e-mail messages.



INSIDE THIS ISSUE

- [E-FILING COLORED DOCUMENTS OR EXHIBITS](#)
- [IMPORTANT SECURITY CHANGES COMING TO ICCES](#)
- [ACCESSING INTERNET EXPLORER WITH EDGE](#)
- [SERVE-ONLY](#)
- [CASE PURCHASE](#)
- [CRIMINAL E-FILING ROLLOUT SCHEDULE](#)
- [NOTE TO CLERK](#)
- [NEWSLETTERS, TRAINING MANUAL](#)
- [SUPPORT HOURS](#)

E-FILING COLORED DOCUMENTS OR EXHIBITS

Documents should NOT be filed in color unless the detail on the document is not discernable in black and white.

The court cannot convert documents with color images to black and white. When a case is sent up on appeal, the color documents create a massive file subsequently making the document difficult to download from the CD. Documents and exhibits should always be e-filed in black and white.

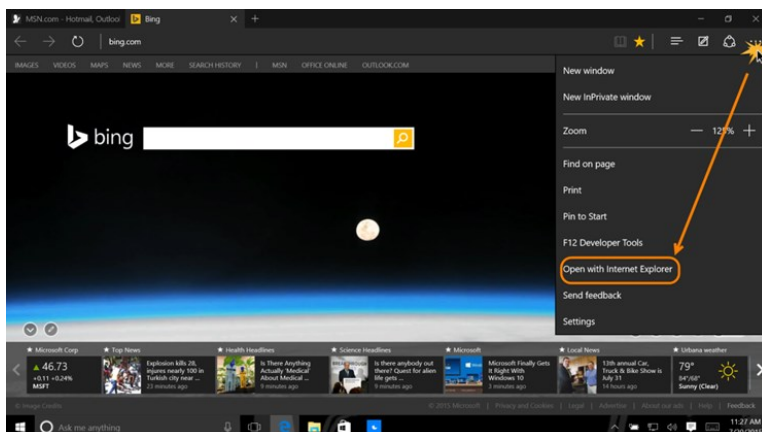
SECURITY CHANGES COMING TO ICCES

Important Security Changes Coming to ICCES: For our scheduled February 20th release, we will be making several major changes to strengthen the security of ICCES. This includes the following :

- New inactive account policy
- 90-day password expirations

Click [here](#) for key information about these critical changes.

ACCESSING INTERNET EXPLORER WITH EDGE



If any web page doesn't look quite right in Microsoft Edge, Microsoft recommends opening the same page with Internet Explorer.

Click or tap the **More actions** icon in Edge (the ellipses at the top right) and then select **Open with Internet Explorer**.

If you have questions or need assistance, please contact customer support:
720-625-5670

BUILD FILING
* Required Field

1. Select a court location
Adams County

2. Case Number
2015C030164

3. This is a serve-only filing

4. Choose document(s) to file
 Request for Inspection (Serve Only)
 Requests for Admission (Serve Only)
 Requests for Production of Documents (Serve Only)
 Response
 Responses to Request for Inspection (Serve Only)
 Responses to Requests for Admission (Serve Only)
 Responses to Requests for Documents (Serve Only)

(Hold down Control key and click each line to select more than one)

SERVE-ONLY DOCUMENTS



Users can serve documents to case parties without submitting them to the court.

From the **Build Filing** screen, look for the check box marked **“This is a serve-only filing.”** Once that option is selected, ICCES displays a variety of serve-only document choices.

Documents that were served using the “serve-only” feature in ICCES, are available from the Case History screen simply by selecting the tab marked **Serve Only Documents**.

CASE HISTORY

Filed by Plaintiff Case Number: 2015C030164 Division: 1
 Filed by Defendant Case Type: Money Judicial Officer: Emily Elizabeth Anderson
 Filed by Court Case Caption: [Person_Test v. Big Biz Inc](#) Court Location: Adams County [Judgments](#)

Printable Version * Pending Acceptance by the Court

Register of Actions **Serve Only Documents** Case Schedule Download Show 20 1 - 1 of 1

Filing ID	Date Filed	Authorizer	Organization	Filing Party	Document	Document Title	Document Security
7BEECF46351A	01/20/2016 10:40 AM	Denise Motisi	JBITS Law Firm	Test Person	Discovery Only - General (Serve Only)	Discovery Only - General (Serve Only)	Private

[BACK](#)

CASE PURCHASE

ICCES users have access to public and redacted documents within cases for 14 days from the date of purchase. This is an increase from the previous access time of 7 days.

BILLING INFORMATION

Case History Purchase - Public and redacted documents within this case will be available for 14 days from the date of purchase.

Fee: \$10.00
 Case Number: 2014CV030138
 Court Location: Adams County
 Case Caption: [Testing, Testing v. Arty So It Can Work Wrap As Far As It Ca. Adding As Much As Po To The Name Of The P](#)

*Billing Reference:

ICCES displays a helpful message before purchasing a case and tells users if:

- There are no e-filed documents in the case.
- At least one document in the case is unavailable to the public. (The court may release redacted versions upon request. Additional fees may apply.)
- All documents in a case are unavailable to the public. (The court may release redacted versions upon request. Additional fees may apply.)

[BACK](#)



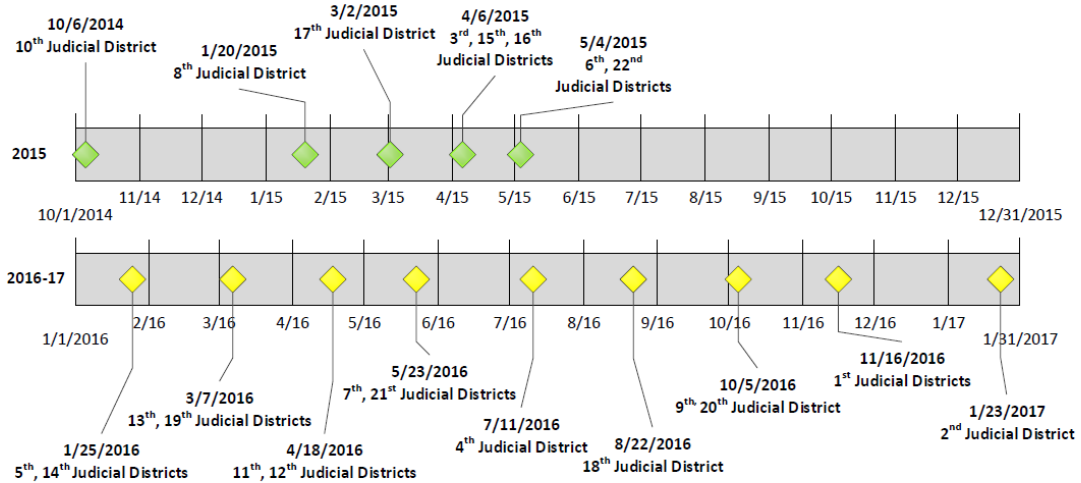


CRIMINAL E-FILING ROLLOUT SCHEDULE

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.

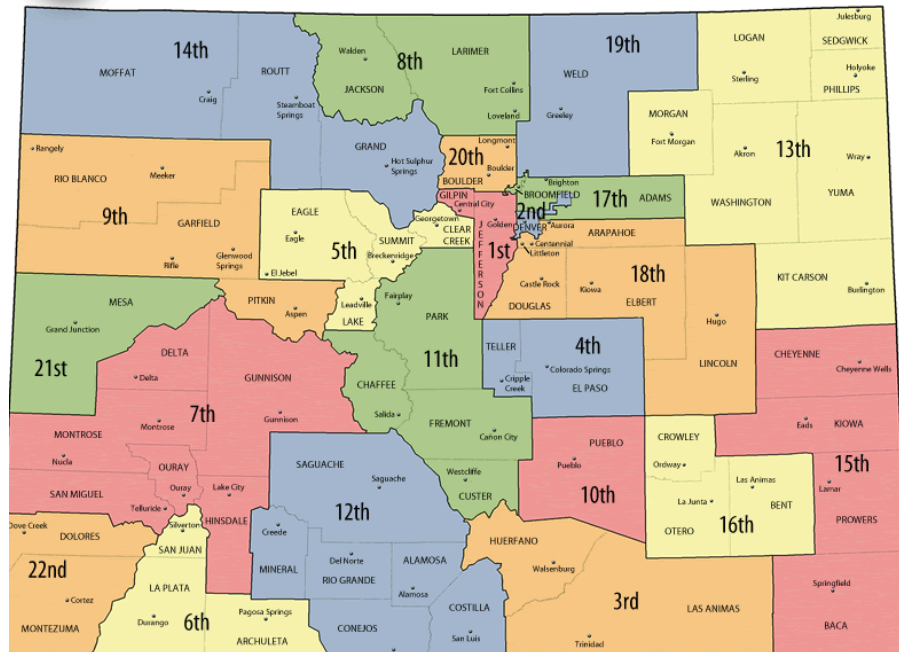


Milestone legend

- 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



[Back](#)



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.

[Back](#)

Tip: In order to provide you with the best experience, ICCES technical support recommends that you update to the latest versions of your browser. Access links for the latest downloads by clicking on the Website Requirements link located in the footer of every ICCES screen.

<https://www.jbits.courts.state.co.us/icces/web/home.htm>

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](#)



[Back](#)

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.*

[Back](#)