



E-filing News June 2016

INSIDE THIS ISSUE

[SECURITY CHANGES](#)

[SECURITY CHANGE FAQs](#)

[ATTORNEY REGISTRATION INFORMATION](#)

[BEFORE YOU HIT SUBMIT](#)

[PROBATE](#)

[FEE WAIVER INFORMATION](#)

[E-FILING TIP](#)

[PRINT AND MAIL FEES](#)

[NEWSLETTERS](#)

[TRAINING MANUAL](#)

[SUPPORT HOURS](#)

[CRIMINAL E-FILING ROLLOUT SCHEDULE](#)



SECURITY CHANGES

Several major changes were installed recently to strengthen the security of ICCES. Included were the following:

- New inactive account policy
- 90-day password expirations

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

SECURITY CHANGE FAQs

Q. I received an inactivity email. What should I do?

A. If you received an inactivity email, please login to ICCES and change your password.

Q. My account was disabled due to inactivity. How can I fix it?

A. Your local administrator can reset your account or contact ICCES support at 720-625-5670 and ask to have your account reinstated.

Q. I login to ICCES every month and pay our bill. Why did I get an inactivity email?

A. ICCES and the billing system are currently two separate systems. In order to keep your account active, please login to the ICCES application. There is a billing link located under both the Administrator and Resources tabs.



E-filing News June 2016

ATTORNEY REGISTRATION INFORMATION

Judicial receives attorney information directly from the Supreme Court Attorney Registration office, via a data transfer.

If you need assistance with address updates, attorney status or email changes, please contact attorney_registration@coloradosupremecourt.us or call 303-928-7800.

You can also contact customer support via email to: customersupport@judicial.state.co.us

[BACK](#)

BEFORE YOU HIT SUBMIT

All filings initiated in ICCES can be edited at any time and in any order **before** the filing is submitted to the court.



The Review and Submit screen contains all information related to your filing including uploaded documents. Please double check that the correct documents were uploaded. If any other edits are needed, the Review and Submit screen makes it easy. Simply click the Edit button to the right of Filing Party(ies), Documents, or Service sections and make any needed changes.

After editing, choose your submission options and then review billing information. When you are ready, press the **Submit** button located at the bottom right corner of the screen.

ICCES will then ask for a final confirmation. Once the **Continue Submission** button is pressed, parties are immediately served and the filing is sent to the court for clerk review.

Please click the Recent Actions link on the Home screen to confirm the details and status of your filing. If there are any questions, customer support is ready to help. There are technicians available from 7 AM to midnight Monday through Friday. Calls are also monitored on Saturday and Sunday from 8 AM to 5 PM. 720-625-5670.

[BACK](#)



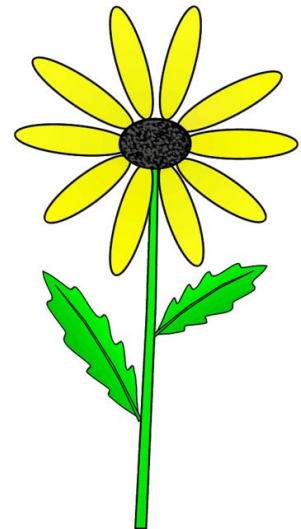
E-filing News June 2016

PROBATE

Probate cases are a protected case class in the ICCES e-filing program and therefore, only attorneys of record have access to them. This means that anyone who is not an attorney of record on a probate case cannot search for it.

Attorneys can enter an appearance into a probate case by entering the case number through the File Into Existing Case function. The party names will display as "party name suppressed" until the entry of appearance is accepted during clerk review at the court.

Some exciting new enhancements are coming in the Fall of 2016 where estate and trust cases will be available for searching and viewing.



FEE WAIVER INFORMATION

- If your filing qualifies under **CJD 98-01** or **CJD 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 re-assessed.
- 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.

E-FILING TIP

Purchase Details in the Billing Information section of the ICCES Review and Submit screen displays all filing fee information. Be sure to review this information before pressing the **Submit** button. If you do not agree with the charges or need assistance, please contact customer support by calling 720-625-5670.

E-filing News June 2016

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.

[Back](#)

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

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 have been 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 e-filing 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 7:00 a.m. to midnight.
Weekends (Saturday-Sunday): E-mail and voicemail messages will be returned within 24 hours.

**Please note, we have customer support staff on-call and monitoring the system 24/7, 365 days a year for system outages and emergencies.*

[Back](#)



E-filing News June 2016

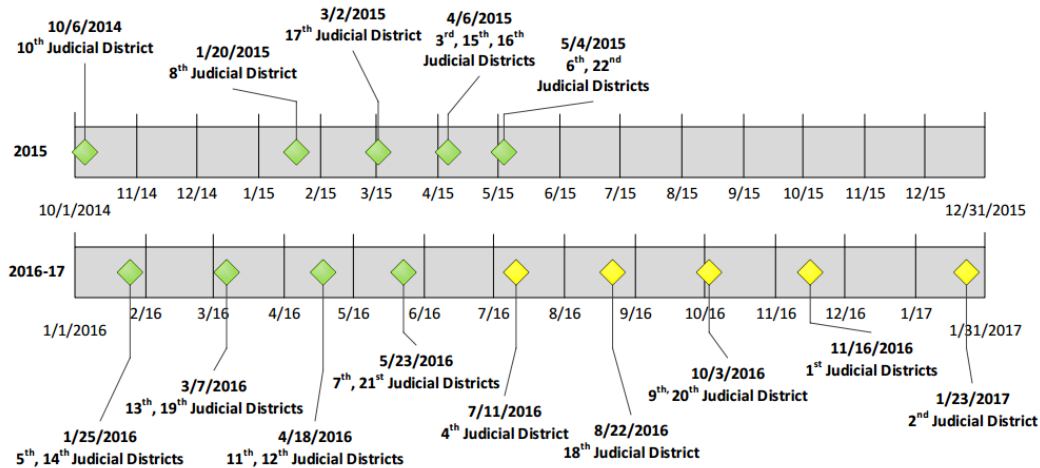


CRIMINAL E-FILING ROLLOUT SCHEDULE

Current as of 4/27/2016

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.



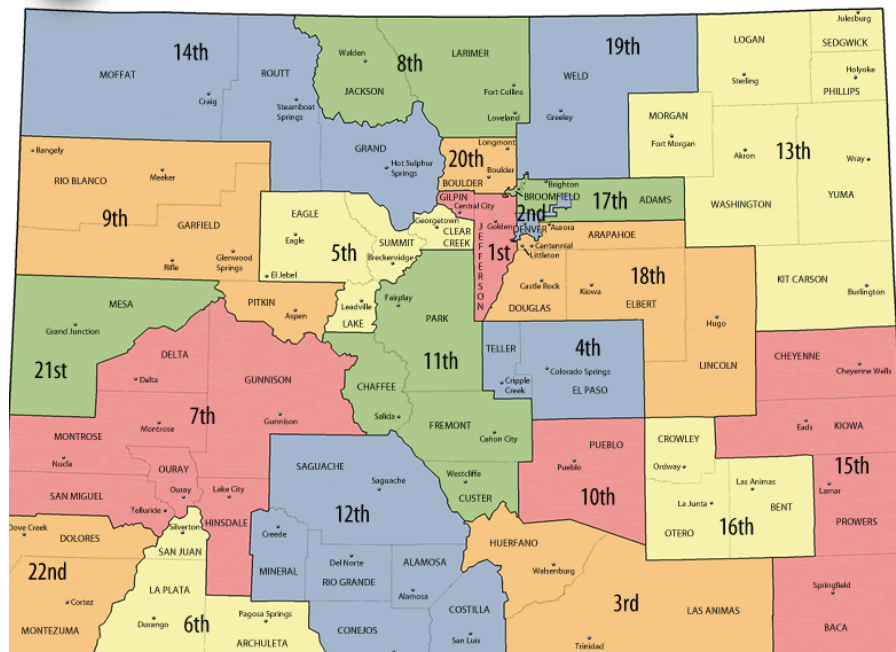
Milestone legend

- Current live criminal e-filing district
- 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](#)