



DOCUMENT SECURITY AND US MAIL

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ICCES serves all documents to selected recipients when the filer chooses to use the Courtesy Copies/Service option. This includes *e-service*, US Mail and Certified Mail. All requested service occurs prior to clerk review at the court.

- Sealed documents via *e-service* are not available to anyone but the court.
- Sealed documents are available to served parties if the user opts for service by US Mail or Certified Mail.



E-MAIL PREFERENCES

E-mail Preferences
Alert Preferences
Filing Preferences

[Learn more about E-mail Preferences](#)

Courtesy Alert E-mails 2.

Do not send an e-mail when receiving an alert.
 Send an e-mail for each received alert.
 Send one daily summary e-mail for all received alerts.

Other E-mails 1.

Receive filing submission e-mails.
 Receive system maintenance e-mails.
 Receive a daily Notifications summary e-mail.

1. If you missed a filing submission email, go to *Preferences* under the My Account tab and confirm the checkbox for receiving submission emails is selected.

2. If you want to print a PDF with instructions about all email preferences, click the hyperlink *Learn more about E-mail Preferences*.

Of course, if you have questions about your ICCES preferences, please call customer support at 720-625-5670 or send an email to iccessupport@judicial.state.co.us

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.

BILLING TIP #1



BILLING INFORMATION

- This filing is exempt from filing fees per [CJD 06-01](#)
- This filing is exempt from filing fees per [CJD 98-01](#), or I am filing as court appointed counsel.

Does your filing qualify under [CJD 98-01](#)? If so, simply click the fee waiver checkbox in the Billing Information section on the ICCES Review and Submit screen. Clicking the checkbox automatically removes statutory filing fees, e-filing fees and e-service fees. (Note: US Mail fees are an option in ICCES and are not included under the CJD 98-01 exemption.)

See [ICCES Pricing Model Sheet](#) for more information.

BILLING TIP #2



BILLING INFORMATION

- This filing is exempt from filing fees per [CJD 06-01](#)
- This filing is exempt from filing fees per [CJD 98-01](#), or I am filing as court appointed counsel.

Similarly, if your filing qualifies under [CJD 06-01](#) click the fee waiver checkbox to automatically remove **statutory** filing fees. (Note: E-file and e-service fees are not exempt under CJD 06-01. US Mail fees are an option in ICCES and are not included under the CJD 06-01 exemption.)

See [ICCES Pricing Model Sheet](#) for more information.

OTHER BILLING TIPS



- 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.
- 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.



In the event a charge unexpectedly occurs, please contact iccessupport@judicial.state.co.us and request a refund form.

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PAYMENT PROCESSING

Colorado Interactive, LLC, the payment processing service provider for ICCES, implemented a change to their billing and payment terms, effective 09/10/2014. This change is in response to feedback received from participating organizations since the initial pilot launch of ICCES on October 1, 2012.

New Terms: All monthly invoices will be due within thirty (30) days of receipt of the monthly invoice by the organization. An invoice is considered past due if not paid within thirty (30) days of receipt.

Colorado Interactive, LLC, is no longer accepting partial payments. Users with pending refunds should pay their invoice in full. Credits will be applied as they are processed.

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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](#)



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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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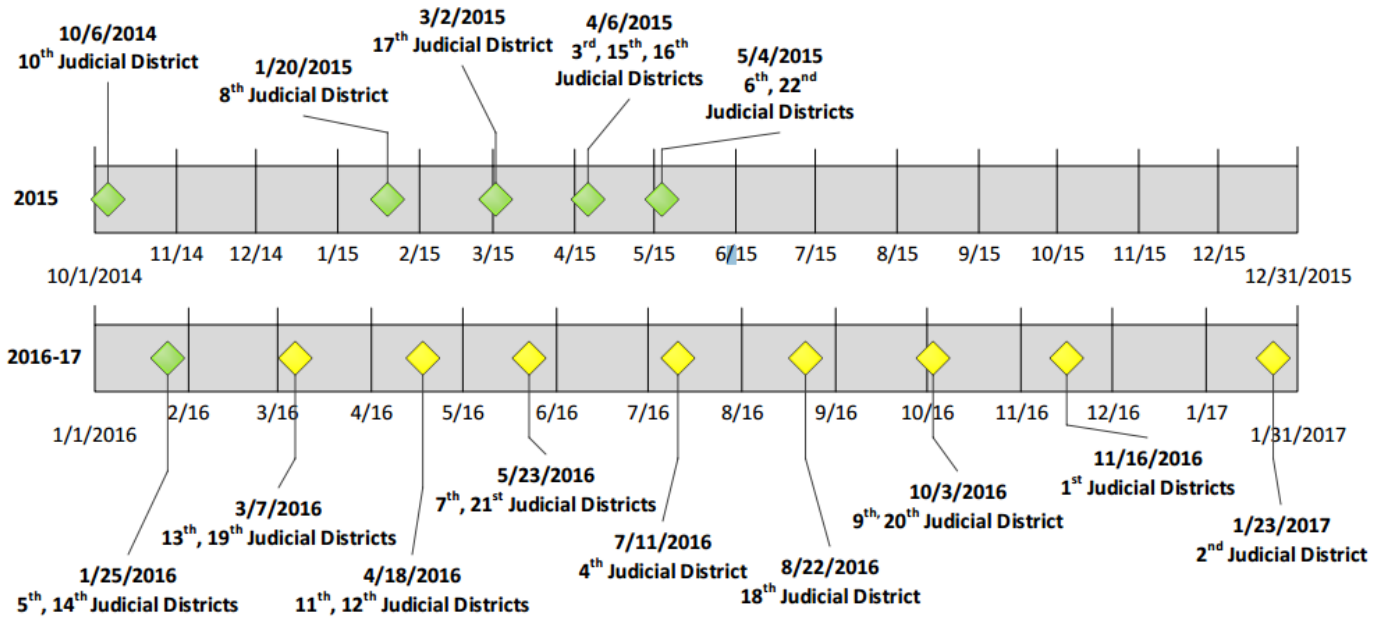


CRIMINAL E-FILING ROLLOUT SCHEDULE

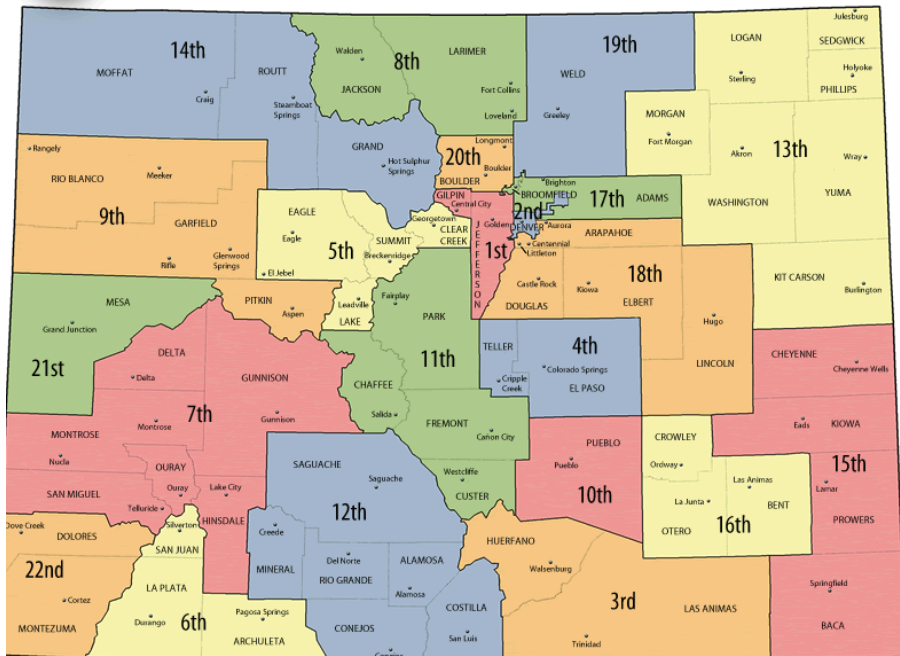
Current as of 1/25/2016

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.



COLORADO JUDICIAL DISTRICTS



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