



E-filing News May 2016

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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.



RULE CHANGE

The Supreme Court adopted several rule changes to the Colorado Rules of Civil Procedure on January 29, 2016 under Rule Change 2016(01). Rules 10 and 121 §§ 1-12 and 1-15 deal with the way documents/motions are formatted. These changes were effective April 1, 2016.

The change to Rule 10 requires that motions be filed double-spaced. Most locations have indicated that they will not reject pleadings outright but will accept the motion and send a note to the filer that future filings need to comply with Rule 10 or they may be rejected.

Below is information regarding the rule change and can be located on the Supreme Court webpage.

A variety of other changes were made as well and have varying effective dates, please review the follow information to ensure you are in compliance with the rules with your filings.

[RULE CHANGE 2016\(01\)](#)

COLORADO RULES OF CIVIL PROCEDURE

**Chapters 2 and 17A
Rules 10 and 121 §§ 1-12 and 1-15
Effective for motions filed on or after April 1, 2016**

**Chapter 3
Rule 23
Effective for class action settlements approved by district courts on or after July 1, 2016**

**Chapters 13, 25, and the Appendix to Chapters 1 to 17A
Rules 103, 403 and Form 32
Effective March 1, 2016**

**Chapter 25
Rules 359
Effective April 1, 2016**

**Appendix to Chapters 1 to 17A
Form 35.1
Effective April 1, 2016
Amended and Adopted by the Court, En Banc, January 29, 2016, effective as stated.**

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ATTORNEY REGISTRATION INFORMATION

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

If you need assistance with any of the following or have questions, please contact Customer Support 720-625-5670 or email your question to: customersupport@judicial.state.co.us.

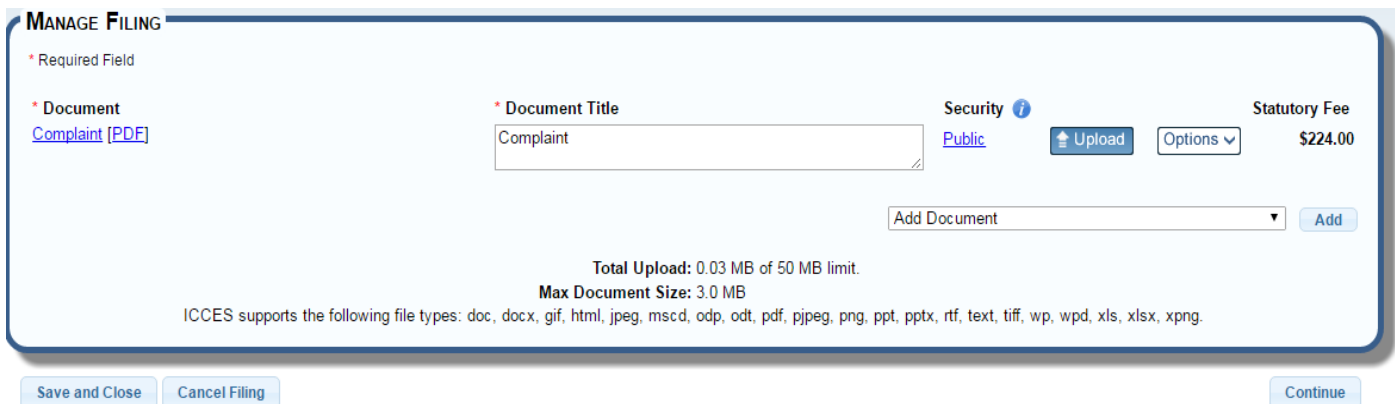
- Address updates
- Email changes
- Attorney status

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UPLOADING ON THE MANAGE FILING SCREEN

ICCES uploads all original documents, including MS Word, on the Manage Filing screen and then creates a new copy and saves it in PDF format. The document displays on the Manage Filing screen as a hyperlink both in its original format and as a PDF.

Click either hyperlink to confirm the correct upload. If the wrong document was uploaded, replace it by re-clicking the upload button and choosing the correct document.



MANAGE FILING

* Required Field

* Document Complaint [PDF]	* Document Title Complaint	Security ⓘ Public <input type="button" value="Upload"/> <input type="button" value="Options"/>	Statutory Fee \$224.00
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Total Upload: 0.03 MB of 50 MB limit.
Max Document Size: 3.0 MB

ICCES supports the following file types: doc, docx, gif, html, jpeg, mscd, odp, odt, pdf, pjpeg, png, ppt, pptx, rtf, text, tiff, wp, wpd, xls, xlsx, xpng.

OTHER DOCUMENT UPLOAD REMEDIES

“Serve-Only” Documents

- Was the wrong document uploaded and served?
- Was my document uploaded and served into the wrong case?

Please contact customer support for assistance with any “serve-only” document errors.

“Court Filed” Documents

- Was the wrong document e-filed in my court case?
- Was my document e-filed into the wrong case?

Please contact the court for any document filing errors.

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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.

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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](#)



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

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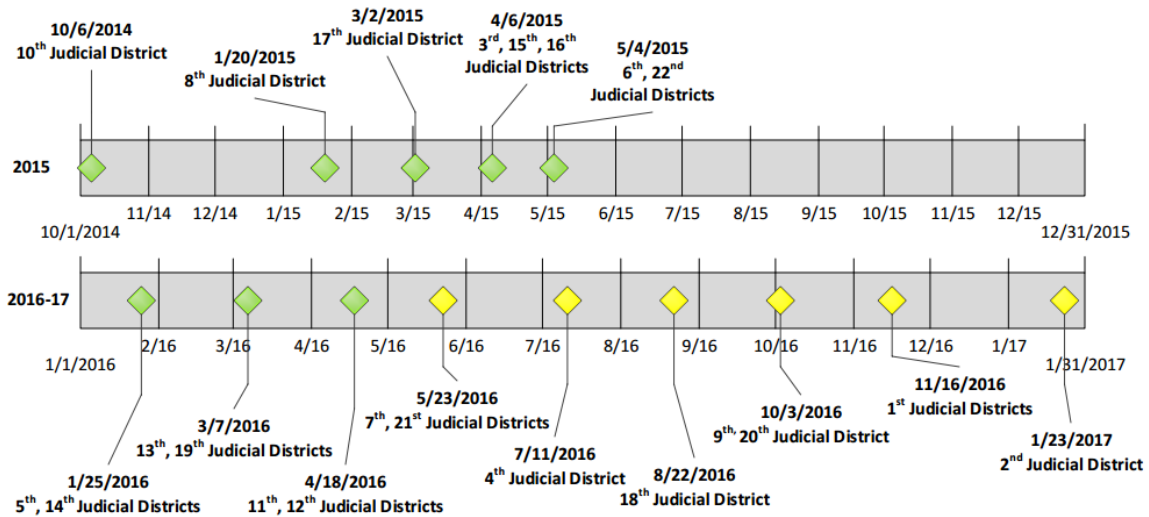


CRIMINAL E-FILING ROLLOUT SCHEDULE

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

