



ICCES Attorney Training Manual

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Login Page

LOGIN

*Required Field

1 → *Email: Enteryouremail.com

2 → *Password: ●●●●●●●●

Sign In Forgot Password?

Create a Personal Account

1. Enter your email address and password. Press the “Sign-In” button.
2. If you forgot your password, press “Forgot Password” and follow the instructions on the screen.

TEMPORARY PASSWORD INSTRUCTIONS

*Required Field

1. Insert your Email.
2. Press the retrieve my security question button.
3. A temporary password will be sent to your email.
4. After the first use of the temporary password, you will be directed to reset the temporary password.

*Email:

Retrieve my security question

* “Create a Personal Account” is not applicable for organizations such as government, law firms, or private agencies. It only applies to pro se users. Please contact iccessupport@judicial.state.co.us if you wish to set up any of the above account types.



Navigation Bar

Welcome to the Integrated Colorado Courts E-Filing System (ICCES). The navigation bar on the top of the screen provides the ability to move through the ICCES system. Here is an overview of available options on the navigation bar:

Home: View important information through [Alerts](#). Monitor specific cases or an entire organization's cases through [Cases](#). Your recent filing activity is available through [Recent Actions](#). Review your upcoming court dates through [Schedule](#). Your organization's cases can be quickly accessed from the home page using the [Quick Search](#) feature. Easy access to [File a New Case](#) or [File into an Existing Case](#) is available through the folder icons on the home page.

Filing: [File a New Case](#), [File into an Existing Case](#), continue a [Draft](#) or [Manage Batch Filings](#) on the Filing screen. [Scheduled Filings](#) can also be viewed or edited on the Filing screen.

Search: Quickly search through cases with [Quick Search](#), or perform an [Advanced Search](#) on all ICCES e-filed cases.

Resources: Access important [Resources](#) for customer support, court fees, frequently asked questions, and links to court-related websites.

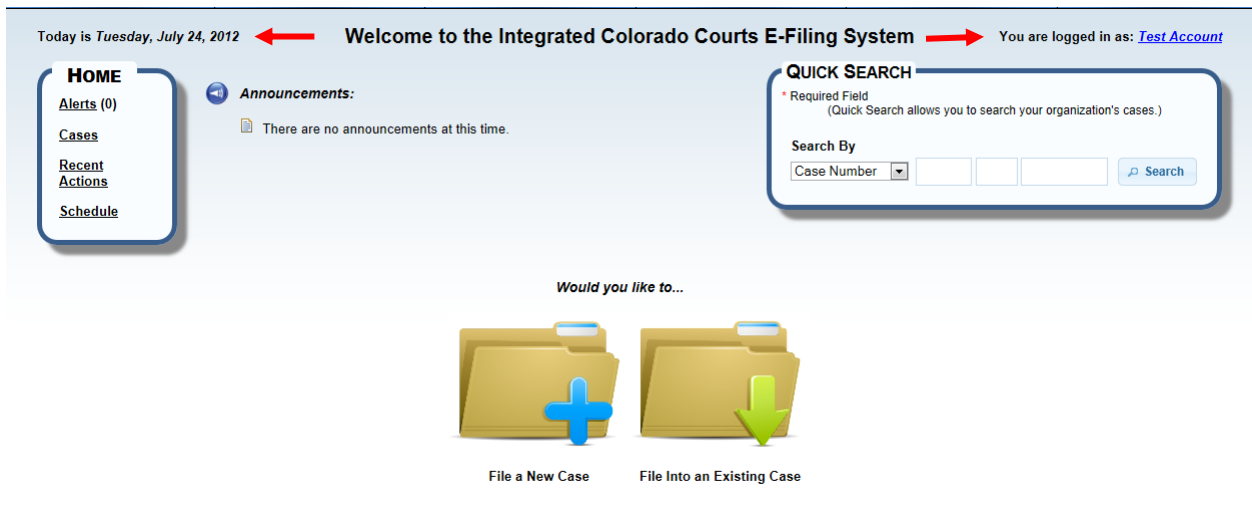
My Account: Make changes to account information through [My Profile](#), or reset a password through [Reset Password](#). Also set e-mail and alert preferences through [Preferences](#).

Administrator: Administrators can manage their organization on this screen through the following links: "Add a User," "Modify an Organization," or "Modify a User."

Logout: Logout of the ICCES system. For security purposes, ICCES times the user out after thirty minutes of inactivity. It is also important to ***always logout*** once work is complete.

Home Page

The Home page is the location where each user lands after logging in to ICCES.

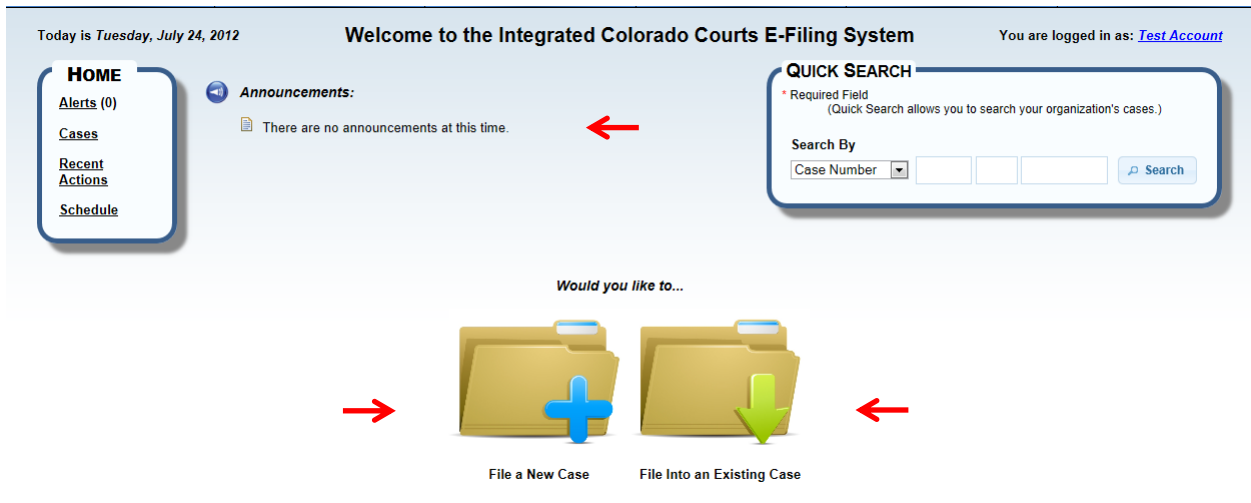


At the top of the Home page there is a display listing:

- Today's date.
- Login name.

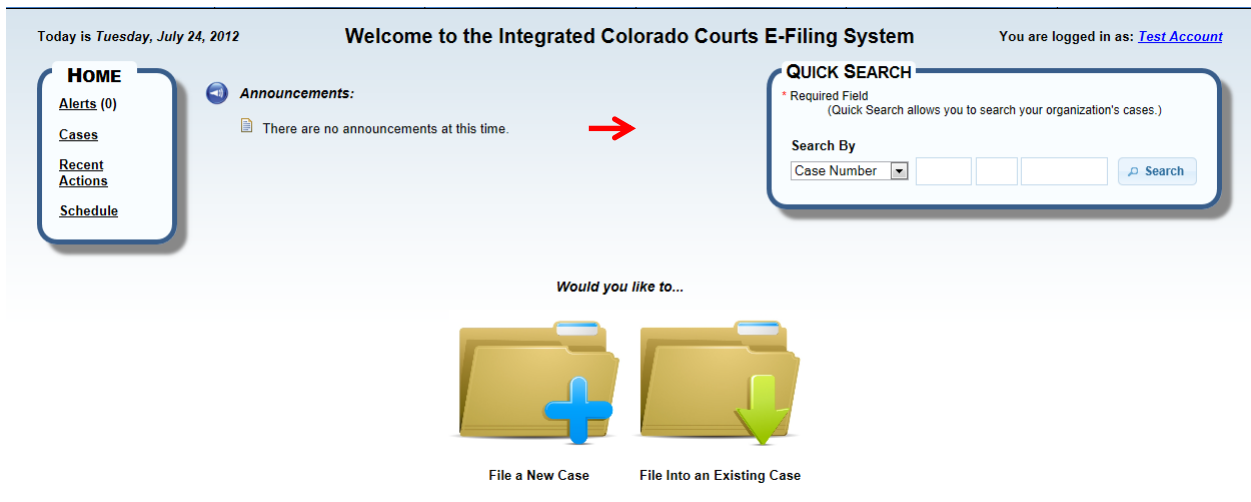


On the left, there is a menu to access hyperlinks for Alerts, Cases, Recent Actions and Schedule.



Current program announcements and updates display in the center of the Home page.

Folder icons are available for “File a New Case” or “File into an Existing Case.” Select the appropriate icon.



The [Quick Search](#) feature on the Home page provides fast searches of a Business, Case Number, Document ID, Filing ID or Person’s Name.

Alerts

“Alerts” is an inbox displaying document items e-served by the court, or by another case party.

When the court reviews and accepts an e-filed item, it displays as “Accepted.”

If the e-filed item is reviewed and rejected by the court, it displays in the alerts inbox as “Rejected.” If an e-filed item is rejected, the reason displays as hover help in the table. Hover over the orange triangle next to a rejected item in the “Type” column.

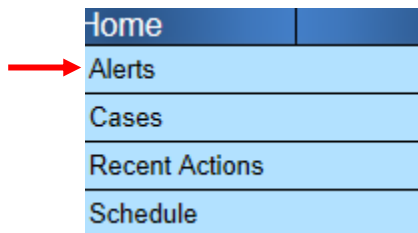
Serve-only documents also display in alerts, and are displayed as “Service.”

To forward or copy your alerts to another member of your organization, go to Preferences under the My Account Tab.

Alerts – How to Find



From the Home screen, click the “Alerts” hyperlink from the page menu, or



From the Home screen, hover over the “Home tab” and select “Alerts” from the menu.

Alerts – Filters

Filters at the top of the alerts table are used for setting viewing preferences. Filters are compatible so more than one filter can be used to achieve a desired results set.

ALERTS
(Bold items are unread. Maximum display is 30 days.)

From: 07/22/2012 To: 08/21/2012 Show: 20 Per Page

Status: All Type: All For: All Location: All

Received Date	Type	Event	Filing ID	Case Number	Location	Court Comments	Act On
2012-08-21	Rejected	Filing Other	237E4629	2012DR030019	Adams County		Act on
2012-08-21	Rejected	Affidavit	237E4629	2012DR030019	Adams County		Act on
2012-08-20	Service	Entry of Appearance	AF1882E9	2012PR030007	Adams County		Act on

Showing 1 to 3 of 3 entries

Item(s) that are checked

Action: -- Select -- Perform Action

- From:** and **To:** These date boxes provide a 30 day date range. Click inside each date box to select a specific date from the pop-up calendar.
- Status:** Provides choices for viewing as status of All, Read or Unread alerts. Click the arrow to select.
- Alert Type:** There are choices for viewing All, Accepted, Rejected, Service or Courtesy Copy alerts. Click the arrow and select.
- Alerts For:** Click the arrow in the “Alerts For” box to choose your alerts or alerts forwarded to you by a user within your organization.
- Location:** Choose an alert view for one or all court locations. Click the down arrow to select the desired court location from the list.
- Show:** View 20, 50 or 100 alerts per page. Click the arrow and select a viewing preference.

ALERTS
(Bold items are unread. Maximum display is 30 days.)

From: 07/22/2012 To: 08/21/2012 Show: 20 Per Page

Status: All Type: All For: All Location: All

Received Date	Type	Event	Filing ID	Case Number	Location	Court Comments	Act On
2012-08-21	Rejected	Filing Other	237E4629	2012DR030019	Adams County		Act on
2012-08-21	Rejected	Affidavit	237E4629	2012DR030019	Adams County		Act on
2012-08-20	Service	Entry of Appearance	AF1882E9	2012PR030007	Adams County		Act on

Showing 1 to 3 of 3 entries

Item(s) that are checked

Action: -- Select -- Perform Action

Alerts – Table Columns

- Alerts Received Date:** This column displays the date an Alert was received.

2. **Alert Type:** An alert type displays the e-filed item as accepted or rejected. Served items display as “Service” and courtesy copies display as “Courtesy Copy.”
 - a. Rejected reason displays. Hover over the orange triangle.
3. **Event:** A filed or served document in ICCES displays as a hyperlink in the Event column. View the document by clicking the event hyperlink.
4. **Filing ID:** Is a unique number that identifies a single e-filing transaction consisting of one or more e-filed documents. Click the hyperlink to view Filing ID details.
5. **Case Number:** Each case is assigned a case number as it relates to a selected court location. Case numbers for accepted cases display as hyperlinks. View case history by clicking on the case number hyperlink.
6. **Location:** The location column identifies where a case or document was e-filed.
7. **Court Comments:** These are additional comments entered by the court e-filing review clerk.
8. **Act On:** A user can take action on a filing by clicking the “Act On” hyperlink.
 - When the Act On link is selected on an *Accepted* Courtesy Copy or Service item, the File into Existing Case file builder screen displays for filing a new document into that case.
 - When “Act on” is selected for a *Rejected* item, ICCES rebuilds the filing from the “Select Filing Party(ies)” screen, where the case or the document can be edited and re-submitted to the court.

Alerts – Managing Alerts (Action box)

The alerts screen is similar to an e-mail inbox. Table items can be marked as read or unread. Alert items can also be removed.

ALERTS
 (Bold items are unread. Maximum display is 30 days.)
 From: 07/22/2012 To: 08/21/2012 Show: 20 Per Page
 Status: All Type: All For: All Location: All

Received Date	Type	Event	Filing ID	Case Number	Location	Court Comments	Act On
2012-08-21	Rejected	Filing Other	237E4629	2012DR030019	Adams County		Act on
2012-08-21	Rejected	Affidavit	237E4629	2012DR030019	Adams County		Act on
2012-08-20	Service	Entry of Appearance	AF1882E9	2012PR030007	Adams County		Act on

Showing 1 to 3 of 3 items
 Item(s) that are checked: 0
 Action: -- Select -- Perform Action

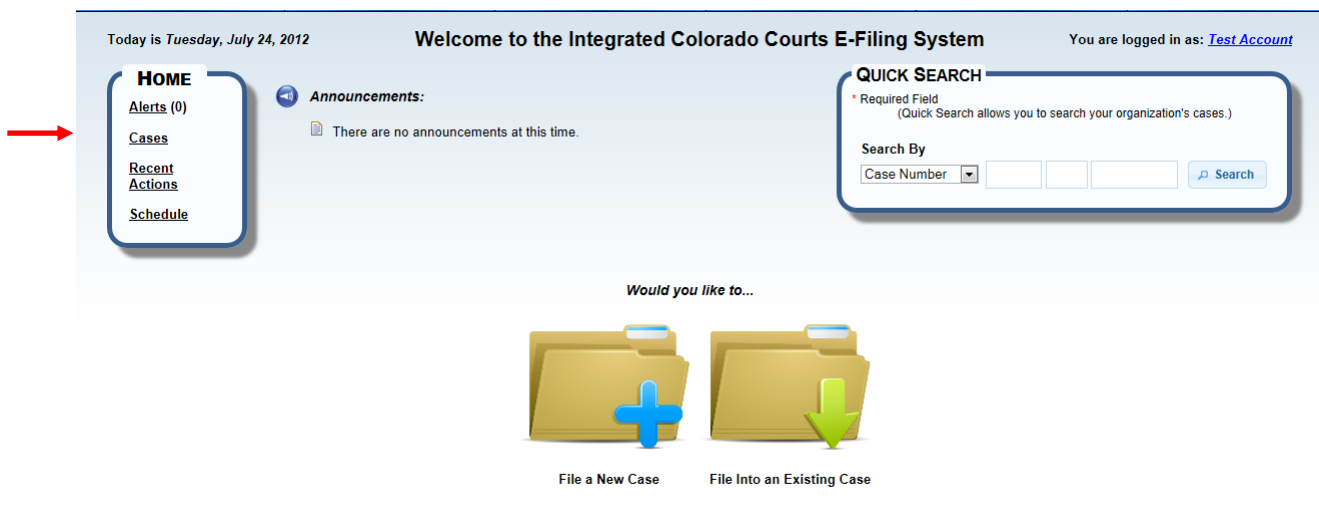
1. Select the Alert item(s) by clicking in the check box next to the item(s). Clicking the checkbox at the top selects all items in the table.
2. To view a list of choices, click the arrow in the Action box.
3. Select one of the choices, *Mark Read*, *Mark Unread* or *Remove*.
4. Click the “Perform Action” button on the right.

Cases

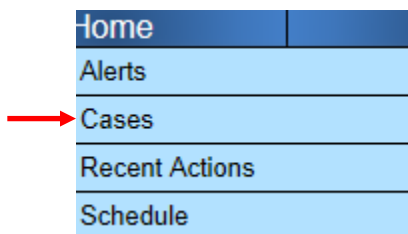
The Cases page displays a listing of an organization’s court cases. Cases display in this list only if:

1. The login e-mail address is associated to an organization’s cases, or
2. The login e-mail address has successfully filed a document into the case.

Cases – How to Find



From the Home screen, click on the “Cases” link from the screen menu, or



From the Home screen, hover over the “Home” tab and select “Cases” from the menu.

The Cases screen features a view for an organization's cases and another for listing monitored cases. Click on either tab to view.

Cases – Organization Cases – Filters and Icon Symbols

This screen lists cases within a user's organization.

The screenshot shows the 'CASES' interface with the following elements highlighted:

- 1**: Points to the 'Organization Cases' and 'Monitored Cases' tabs.
- 2**: Points to the 'From' and 'To' date range filters.
- 3**: Points to the 'Attorney' dropdown menu.
- 4**: Points to the 'Location' dropdown menu.
- 5**: Points to the 'Status' dropdown menu.
- A**: Points to the 'Add to Monitored Cases' button.
- B**: Points to the binocular icon in the case row.
- C**: Points to the checkbox in the case row.

Date Filed	Case Number	Case Caption	Case Type	Location	Status
05/22/2012	2012CV500023		Breach of Contract	Jefferson County	Open
05/22/2012	2012CS00078	Person, Test Vs. Defendant, Test	Forcible Entry and Detainer	Adams County	Open
05/21/2012	2012CV500134		Breach of Contract	Adams County	Open
05/19/2012	2012DR500013	Sunday, Testing And Sunday2, Testing	Invalidity of Marriage	Jefferson County	Open
	2012CV		Breach of Contract	Adams County	Open

- A. Click the file folder icon to open the File Builder for File into an Existing Case.
- B. Click the binocular icon to place a case into monitored status. Case is added to the monitored cases table but now displays with a trash can icon. Click the trash can icon, and the case is removed from monitored status and redisplay with a binocular icon.
- C. Place multiple cases in monitored status by clicking the desired checkboxes.
 - a. Press the “Add to Monitored Cases” button.

For more information, see [Monitored Cases](#).

1. **From:** and **To:** These date boxes provide a 30 day date range. Click inside each date box to select a specific date from the pop-up calendar.
2. **Attorney:** The Attorney box displays all attorneys within an organization. Click the arrow for a list of attorneys. Highlight and click to select.
3. **Location:** A user can opt to view any or all court locations. Click the arrow for a list of available court locations, and select.

4. **Status:** Case statuses display. Click the arrow to filter and view a specific case status.
5. **Show:** View 20, 50 or 100 cases per page. Click the arrow and select a viewing preference.

Cases – Organization Cases Table

CASES
(Maximum display is 30 days)

From: 04/30/2012 To: 05/30/2012 Attorney: --All-- Location: --All-- Status: Open Show 20 Per Page

Organization Cases | Monitored Cases

Date Filed	Case Number	Case Caption	Case Type	Location	Status
05/01/2012	2012CV500077		Breach of Contract	Adams County	Open
04/30/2012	2012PR500025	In The Matter Of:	Conservatorship/Guardian-Adult	Adams County	Open
04/30/2012	2012DR500043	Petitioner, Jonny And Respondent, Rita	Invalidity of Marriage	Adams County	Open
04/30/2012	2012CV500074	In The Matter Of: Defendant, George	Petition to Seal Criminal Conviction	Adams County	Open
04/30/2012	2012DR500042	Petitioner, Test And Co-petitioner, Test	Other	Adams County	Open
04/30/2012	2012CW500006	In The Interest Of: One, App Et Al	Change	Adams County	Open
04/30/2012	2012CV500071		Breach of Contract	Adams County	Open
04/30/2012	2012CV500073		Money	Adams County	Open
04/30/2012	2012CV500072		Breach of Warranty	Adams County	Open

1 2 a b 3 4 5 6

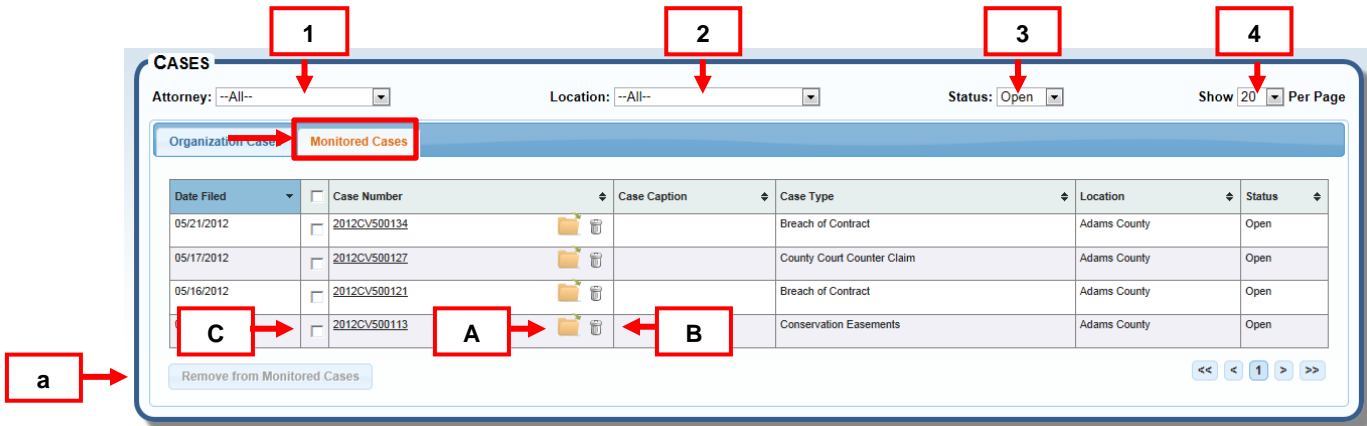
Click the down arrow on any column header to sort for a viewing preference.

1. **Date Filed:** This column displays the date a case was filed.
2. **Case Number – Organization Cases:** Each case is assigned a case number as it relates to a selected court location. Case numbers in this table display as hyperlinks. View case history by clicking on the case number hyperlink.
 - a. Click the file folder icon. The File Builder opens for filing into this existing case.
 - b. Click the binocular icon to add this case to the “Monitored Cases” folder.
3. **Case Caption:** This column displays the caption as accepted or created by the court.
4. **Case Type:** The case type column displays a case type as it relates to a case class. Ex., a breach of contract is a type of case in the civil case class.
5. **Location:** The location column identifies where a case was filed.

6. **Status:** View a case status.

Cases – Monitored Cases – Filters and Icon Symbols

Monitored Cases displays a table of cases that were added when a user opted to monitor a case. Any case can be placed in monitored status.



A. Click the file folder icon to open the File Builder for File into an Existing Case.

B. Click the trash can icon to remove a case from monitored status.

C. Remove multiple cases from monitored status by selecting the appropriate checkboxes.

a. Press the “Remove from Monitored Cases” button.

1. Attorney: The Attorney box displays all attorneys within an organization. Click the down arrow for a list of attorneys. Highlight and click to select.

2. Location: A user can opt to view any or all court locations. Click the arrow for a list of available court locations, and select.

3. Status: Case statuses display. Click the arrow to filter and view a specific case status.

4. Show: View 20, 50 or 100 cases per page. Click the arrow and select a viewing preference.

Cases – Monitored Cases Table

The screenshot shows a web interface titled 'CASES'. At the top, there are filters for 'Attorney: --All--', 'Location: --All--', 'Status: Open', and 'Show 20 Per Page'. Below the filters is a navigation bar with 'Organization' and 'Monitored Cases' tabs. The 'Monitored Cases' tab is active and highlighted in red. Below the tabs is a table with the following columns: 'Date Filed', 'Case Number', 'Case Caption', 'Case Type', 'Location', and 'Status'. The table contains two rows of data. Below the table, there is a 'Remove from Monitored Cases' button and a pagination control. Red arrows point to the column headers, labeled 1 through 6.

Date Filed	Case Number	Case Caption	Case Type	Location	Status
05/15/2012	2012DR500080	Libid, Jon And Foco, Sherry	Child Custody Alloc Parent Rsp	Adams County	Open
04/03/2012	2012SS01525	Barnhart, Sherry Vs. Test, Jeffco	Money	Jefferson County	Open

Click the down arrow on any column header to sort for a viewing preference.

1. **Date Filed:** This column displays the date a case was filed.
2. **Case Number – Monitored Cases:** Each case is assigned a case number as it relates to a selected court location. Case numbers in this table display as hyperlinks. View case history by clicking on the case number hyperlink.
 - o If a case is highlighted in red it is either suppressed or limited access.

If you want to monitor a case outside your organization, search the desired case using the Advanced Search feature. Click the Search tab and then select Advanced Search.

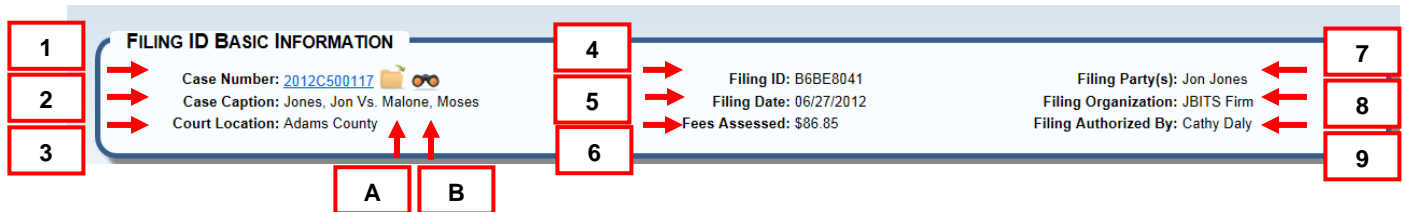
- a. Locate the case from “Advanced Search Results.”
 - i. Click the binocular icon to the right of the case number. The case will be added to your monitored cases list. There is a fee associated with viewing a monitored case outside your organization.
 - b. If the case is within your organization, locate the correct case from “Quick Search Results.”
 - ii. Click the case number hyperlink, and then click the binoculars on the “Case History” page. The case will be added to the monitored cases list in your account.
3. **Case Caption:** This column displays the caption as accepted or created by the court.
 4. **Case Type:** The case type column displays a case type as it relates to a case class. Ex., a breach of contract is a type of case in the civil case class.
 5. **Location:** The location column identifies where a case was filed.

6. **Status:** View a case status.

Filing ID

The Filing ID screen displays detailed information about all e-filing transactions within a case. The screen includes the following information sections:

- Filing ID Basic Information
- Document Information
- Service Information



Filing ID – How to Find

Click on a Filing ID link in Alerts, Recent Actions, Search Results or Case History.

Filing ID Basic Information:

- A. Click the file folder icon. The File Builder opens for filing into this existing case.
- B. Click the binocular icon to add this case to the “Monitored Cases” folder.

For more information, see [Monitored Cases](#).

1. **Case Number:** Each submitted case is assigned a case number as it relates to a selected court location. Click the case number hyperlink to access the Case History/Register of Actions screen.
2. **Case Caption:** Prior to Clerk Review, N/A displays in Case Caption field. After the case is accepted in Clerk Review, this field displays the names of the parties in the case.
3. **Location:** Identifies the court location where a case was filed.
4. **Filing ID:** Is a unique number that identifies a single e-filing transaction consisting of one or more e-filed documents.
5. **Filing Date:** Identifies the calendar date when the e-filing was submitted through ICCES.
6. **Fees Assessed:** Total fees assessed for the filing.
7. **Filing Party(ies):** The party(ies) filing the document(s).
8. **Filing Organization:** The name of the organization submitting the filing.

9. **Filing Authorized By:** The attorney of record or filing attorney.

Document Information

The screenshot shows a document information page for a document titled "COMPLAINT". The page contains the following information:

- Document ID: 345C4A06
- Document Title: Complaint
- View Document (hyperlink)
- View Document History (hyperlink)
- Clerk Review Status: Accepted
- Clerk Review Date: 06/29/2012
- Document Security: Public
- Document Filing Fee: \$80.00

Numbered callouts (1-6) are placed around the page to identify specific elements:

- 1: Points to the Document ID.
- 2: Points to the Document Title.
- a: Points to the View Document hyperlink.
- b: Points to the View Document History hyperlink.
- 3: Points to the title "COMPLAINT".
- 4: Points to the Clerk Review Status.
- 5: Points to the Clerk Review Date.
- 6: Points to the Document Filing Fee.


1. **Document ID:** Is a unique number assigned to a single e-filed document.
2. **Document Title:** The title of a filed document.
 - a. **View Document:** Click the hyperlink to display the document in PDF.
 - b. **View Document History:** Click the hyperlink to open a new window displaying further document details. (See [View Document History](#))
3. **Clerk Review Status:** Serve only documents display as “Served.” All other submitted documents prior to the clerk review display the status as “submitted.” After clerk review, the “submitted” status documents reflect either “Accepted,” or “Rejected.”
4. **Clerk Review Date:** In this field, the date displays as N/A until it is reviewed by the e-filing review clerk. After the document goes through the clerk review process, a valid date displays reflecting the clerk review date.
5. **Document Security:** Prior to clerk review, the document security displays the selected security setting entered in ICCES by the filing party. After clerk review, the setting may change depending on the document, and will then display the new setting (if any) entered by the review clerk.
6. **Document Filing Fee:** Identifies the statutory filing fee for the document.

[View Document History](#)

DOCUMENT HISTORY

Case Number: 2012CV500036
Case Caption: N/A
Court Location: Jefferson County

Document ID: A6760382
Submitted By: Cathy Daly

Date Filed	Document Filing Fee	Status	Review Clerk	Event	Document Title	Document Security	Court Comments
07/09/2012	\$0.00	Rejected 	Cathy Daly	Complaint	Complaint	Public	
07/09/2012	\$0.00	Submitted	N/A	Complaint	Complaint	Public	N/A

[Back to Filing ID](#)

Callouts: 1-3 point to case info; 4-5 point to document info; 6-13 point to table columns; 14 points to 'Back to Filing ID' link. Callout 'A' points to the warning triangle icon in the 'Rejected' status cell.

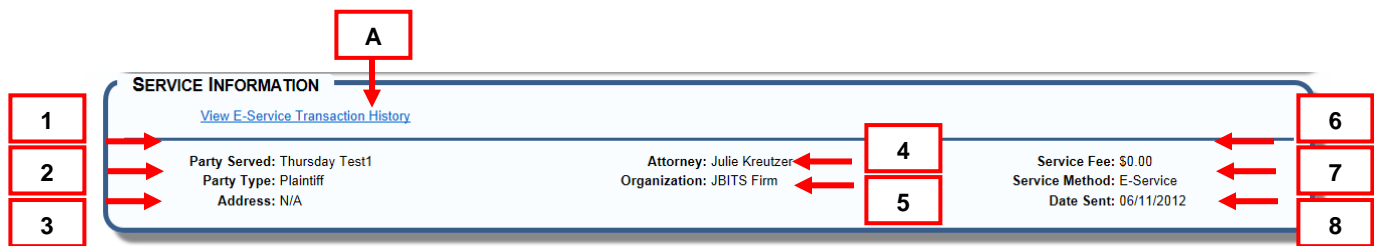
- A. The information triangle icon identifies a document as rejected. Hover over the information icon, or click it to view an additional explanation.
1. **Case Number:** Each submitted case is assigned a case number as it relates to a selected court location.
 2. **Case Caption:** Displays the names of the parties for cases accepted through the court clerk review process. Displays as N/A if the case is in submitted status.
 3. **Court Location:** Identifies the court location where a case was filed.
 4. **Document ID:** Is a unique number assigned to a single e-filed document.
 5. **Submitted by:** The ICCES user submitting the filing.
 6. **Date Filed:** The calendar date the filing was submitted.
 7. **Document Filing Fee:** Identifies the statutory filing fee for the document.
 8. **Status:** Serve only documents display as “Served.” All other submitted documents prior to the clerk review display the status as “Submitted.” After clerk review, the “submitted” status documents reflect either “Accepted,” or “Rejected.”
 9. **Review Clerk:** Prior to clerk review, the review clerk column is blank. After clerk review, the name of the person reviewing e-filed documents at the court is listed.
 10. **Event:** The document event identifies the document name as listed in the court’s case management system.
 11. **Document Title:** The title of a filed document.

12. **Document Security:** Prior to clerk review, the document security displays the selected security setting entered in ICCES by the filing party. After clerk review, the setting may change depending on the document, and will then display the new setting (if any) entered by the review clerk.
13. **Court Comments:** Comments entered by the court review clerk.
14. **Back to Filing ID:** Clicking the button closes the window and returns the user to the Filing ID screen.

Service Information

If a **Service Information** section displays on the Filing ID page, it means the document was submitted in an existing case, and

- b. The user selected the “Submit to the court and serve selected parties” submission option, or
- c. The user selected the “Do not submit to the court; serve selected parties” submission option.



Service Information: (Note: File into Existing Case Display only)

- A. **View E-Service Transaction History:** Click the hyperlink in the Service Information section to view e-service transaction information. See [E-Service Transaction History](#).
1. **Party Served:** The named served recipient.
 2. **Party Type:** The party type is plaintiff, petitioner, defendant, respondent etc.
 3. **Address:** The address of the served party entered into ICCES by the user.
 4. **Attorney:** The name of the attorney served on behalf of a party they represent. N/A displays if person is not an attorney.
 5. **Organization:** The name of the organization for the attorney being served. N/A displays if served person is not part of an organization.
 6. **Service Fee:** There are service fees from ICCES and the mail vendor for US Mail, Certified Mail and E-Service.

- a. US Mail and Certified Mail fees are assessed per standard fees from the US Postal Service, and include service fees from ICCES, and the mail vendor.
 - b. E-Service Fees are assessed by ICCES per Filing ID
 - i. There is one ICCES e-service fee per Filing ID no matter how many recipients are being e-served
7. **Service Method:** Indicates US Mail, Certified Mail or E-Service.
- a. E-Service Transaction History link displays for any e-served recipient.
8. **Date Sent:** This information is sent to ICCES from the mail vendor and identifies the date the documents were mailed via the US Postal Service.
- a. Submitted documents are scheduled for mailing the next business day based on US Postal Service business days.
 - b. E-service takes place immediately.

E-Service Transaction History Window

If a recipient was e-served, view details by clicking the [View E-Service Transaction History](#) link in the Filing ID Service Information section

The screenshot shows the 'E-SERVICE TRANSACTION HISTORY' window. At the top, it displays 'Case Number: 2012CV030012', 'Document ID: 72528751', and 'Event: Affidavit'. Below this is a table with columns: Name, Organization, Status, and Date/Time Read. The table contains two rows: 'Def't 1' and 'Def't 2', both from 'JBITS Law Firm' with a status of 'Unread' and 'Date/Time Read' of 'N/A'. At the bottom of the window, there are 'Close' and 'Print' buttons, and a pagination control showing 'Page 1 of 1 Pages'.

1. **Case Number:** Each submitted case is assigned a case number as it relates to a selected court location.
2. **Document ID:** Is a unique number assigned to a single e-filed document.
3. **Event:** The document event identifies the document name as listed in the court's case management system.

4. **Name:** The name of the served recipient.
5. **Organization:** The name of the organization for the served recipient. N/A displays if served person is not part of an organization.
6. **Status:** Identifies the document as “Read” or “Unread.”
7. **Date/Time Read:** Pinpoints the date/time the filing was opened by recipient.

Courtesy Copies

If a **Courtesy Copies** section displays on the Filing ID page, it means the filing was a new case, and the user asked ICCES to provide courtesy copies to select recipients.



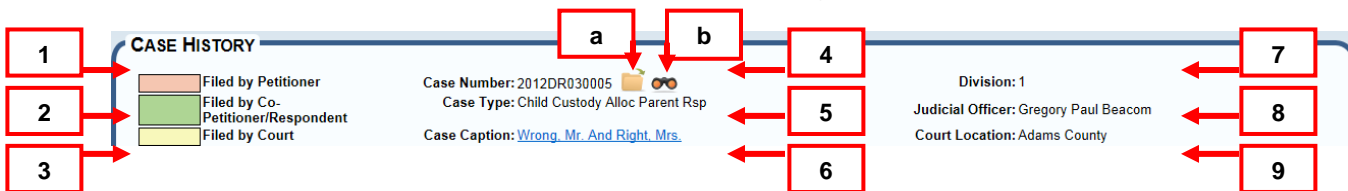
Courtesy Copies: (Note: File New Case Display only)

1. **Party:** The named recipient for the courtesy copy.
2. **Party Type:** The party type is plaintiff, petitioner, defendant, respondent etc.
3. **Address:** The address of the recipient entered into ICCES by the user.
9. **Attorney:** The name of the attorney served on behalf of a party they represent. N/A displays if served person is not an attorney.
4. **Organization:** The name of the organization for the served recipient. N/A displays if served person is not part of an organization.
5. **Courtesy Copy Service Fee:** There are service fees from ICCES and the mail vendor for US Mail, Certified Mail and E-Service
 - a. US Mail and Certified Mail fees are assessed per standard fees from the US Postal Service and include service fees from ICCES, and the mail vendor.
 - b. E-Service Fees are assessed by ICCES per Filing ID.
 - i. There is one e-service fee per Filing ID no matter how many recipients are being e-served.
6. **Courtesy Copy Service Method:** Indicates US Mail, Certified Mail or E-Service.

7. **Service Method:** Indicates US Mail, Certified Mail or E-Service.
 - a. An E-Service Transaction History link displays for any e-served recipient. (See [Service Information](#))
8. **Date Sent:** This information is sent to ICCES from the mail vendor and identifies the date the documents were mailed via the US Postal Service.
 - a. Submitted documents are scheduled for mailing the next business day based on US Postal Service business days.
 - b. E-service takes place immediately.

Case History / Register of Actions

All case activity displays on the Case History / Register of Actions screen.



Case History – How to Find: Click on a Case Number link in any table (Alerts, Recent Actions, Cases, Search Results or the Filing ID screen).

1. **Color Code - Coral** – Filed by Plaintiff, Petitioner, Applicant, Appellant, etc.
2. **Color Code - Green** – Filed by Defendant, Respondent, Opposer, Appellee etc.
3. **Color Code - Yellow** – Filed by Court.
4. **Case Number:** Each submitted case is assigned a case number as it relates to a selected court location.
 - a. Click the file folder icon. The File Builder opens so you can file into this existing case.
 - b. Click the binocular icon to add this case to the “Monitored Cases” folder.

For more information, see [Monitored Cases](#).

5. **Case Type:** The case type displays a case type as it relates to a case class. Ex., a breach of contract is a type of case in the civil case class.
6. **Case Caption:** This displays the caption as accepted or created by the court. Click the hyperlink to view case party information.
7. **Division:** The division within a court location where the case is assigned.

8. **Judicial Officer:** The judicial officer assigned to the case.
9. **Court Location:** The location identifies where a case was filed.

Register of Actions

REGISTER OF ACTIONS							Show	20	Per Page
Filing ID	Date Filed	Authorizer	Organization	Filing Party	Event	Document Title			
N/A	07/12/2012 7:00 AM	N/A	N/A	N/A	Review	N/A			
N/A	06/11/2012 11:55 AM	John Lewis Livingston Jr.	Jefferson County	N/A	Order				
303687C9	06/07/2012 12:00 AM	Cathy Daly	N/A	Cathy Daly	Subpoena	Subpoena			
303687C9	06/07/2012 12:00 AM	Cathy Daly	N/A	Cathy Daly	Motion to File Without Payment and Supporting Financial Affidavit	Motion to File Without Payment and Supporting Financial Affidavit			

1

2

3

4

5

6

7

Register of Actions – How to Find: Click on a Case Number link in any table (Alerts, Recent Actions, Cases, Search Results, Scheduled Filings or Filing ID screen).

1. **Filing ID:** Is a unique number that identifies a single e-filing transaction consisting of one or more e-filed documents.
2. **Date Filed:** Identifies the calendar date when the filing was submitted.
3. **Authorizer:** The attorney of record or filing attorney authorizing the filing.
4. **Organization:** The name of the organization submitting the filing.
5. **Filing Party(ies):** The party(ies) filing the document(s).
6. **Event:** The document event identifies the document name as listed in the court's case management system.
7. **Document Title:** The title of a filed document

Recent Actions

Recent Actions shows e-filing activity from the past twenty-one (21) days.

Recent Actions – How to Find

Today is Tuesday, July 24, 2012 Welcome to the Integrated Colorado Courts E-Filing System You are logged in as: [Test Account](#)

HOME
Alerts (0)
Cases
Recent Actions
Schedule

Announcements:
There are no announcements at this time.

QUICK SEARCH
* Required Field
(Quick Search allows you to search your organization's cases.)
Search By
Case Number [v] [] [] [] [Search]

Would you like to...

File a New Case File Into an Existing Case

From the Home screen, click the “Recent Actions” link from the page menu, or

Home
Alerts
Cases
Recent Actions
Schedule

From the Home screen, hover over the “Home” tab and select “Recent Actions.”

Recent Actions – Filters

RECENT ACTIONS
(Recent actions displays your filings. Maximum display is past 21 days.)

From: 09/05/2012 To: 09/12/2012 Show 20 Per Page

Action Date	Event	Filing ID	Case Number	Location	Status
09/08/2012 9:00 AM	Brief	D483F146	2012CV030017	Alamosa County	Submitted
09/08/2012 9:00 AM	Bill of Costs	D483F146	2012CV030017	Alamosa County	Submitted
09/08/2012 9:00 AM	Pleading Supporting Document	D483F146	2012CV030017	Alamosa County	Submitted
09/08/2012 9:00 AM	Certificate	D483F146	2012CV030017	Alamosa County	Submitted
09/08/2012 9:00 AM	Affidavit	D483F146	2012CV030017	Alamosa County	Submitted
09/08/2012 9:00 AM	Complaint w/Jury Demand	D483F146	2012CV030017	Alamosa County	Submitted
09/07/2012 2:19 PM	Complaint	98A9D811	2012CV030149	Adams County	Accepted
09/07/2012 2:08 PM	Complaint	619D8E20	2012CV030147	Adams County	Submitted

<< < 1 > >>

1. **From:** and **To:** These date boxes provide a 21 day date range. Click inside either date box to select a specific date from the pop-up calendar.
2. **Show:** View 20, 50 or 100 Recent Actions per page. Click the arrow and select a viewing preference.

Recent Actions – Table Column

RECENT ACTIONS
(Recent actions displays your filings. Maximum display is past 21 days.)

From: 09/05/2012 To: 09/12/2012 Show 20 Per Page

Action Date	Event	Filing ID	Case Number	Location	Status
09/08/2012 9:00 AM	Brief	D483F146	2012CV030017	Alamosa County	Submitted
09/08/2012 9:00 AM	Bill of Costs	D483F146	2012CV030017	Alamosa County	Submitted
09/08/2012 9:00 AM	Pleading Supporting Document	D483F146	2012CV030017	Alamosa County	Submitted
09/08/2012 9:00 AM	Certificate	D483F146	2012CV030017	Alamosa County	Submitted
09/08/2012 9:00 AM	Affidavit	D483F146	2012CV030017	Alamosa County	Submitted
09/08/2012 9:00 AM	Complaint w/Jury Demand	D483F146	2012CV030017	Alamosa County	Submitted
09/07/2012 2:19 PM	Complaint	98A9D811	2012CV030149	Adams County	Accepted
09/07/2012 1:08 PM	Complaint	61519E20	2012CV030147	Adams County	Submitted

1 2 3 4 5 6

1. **Action Date:** This column displays the date an e-filed case or document was submitted through ICCES.
2. **Event:** The document event identifies the document name, and is listed as a hyperlink. View the filing document by clicking the hyperlink.
3. **Filing ID:** Is a unique number that identifies a single e-filing transaction consisting of one or more e-filed documents. Click the hyperlink to view Filing ID details.
4. **Case Number:** Each case is assigned a case number as it relates to a selected court location. Case numbers for accepted cases display as hyperlinks. View case history by clicking the case number hyperlink.
5. **Location:** This column identifies where a case or document was e-filed.
6. **Status:** This is a current status for all filings submitted through ICCES.
 - If the filing has not yet been reviewed through clerk review at the court, the status shows “Submitted.”

- If the filing was reviewed through clerk review at the court, the status shows either “Accepted” or “Rejected.”
- If the filing is a serve-only, the status shows “Served.”

Schedule

Upcoming court dates for e-filed cases display through the “Schedule” hyperlink. The default display is 7 days however the maximum schedule display is 30 days.

Schedule – How to Find



Today is *Tuesday, July 24, 2012* Welcome to the Integrated Colorado Courts E-Filing System You are logged in as: [Test Account](#)

HOME
 Alerts (0)
 Cases
 Recent Actions
 Schedule

Announcements:
 There are no announcements at this time.

QUICK SEARCH
 * Required Field
 (Quick Search allows you to search your organization's cases.)
 Search By
 Case Number

Would you like to...

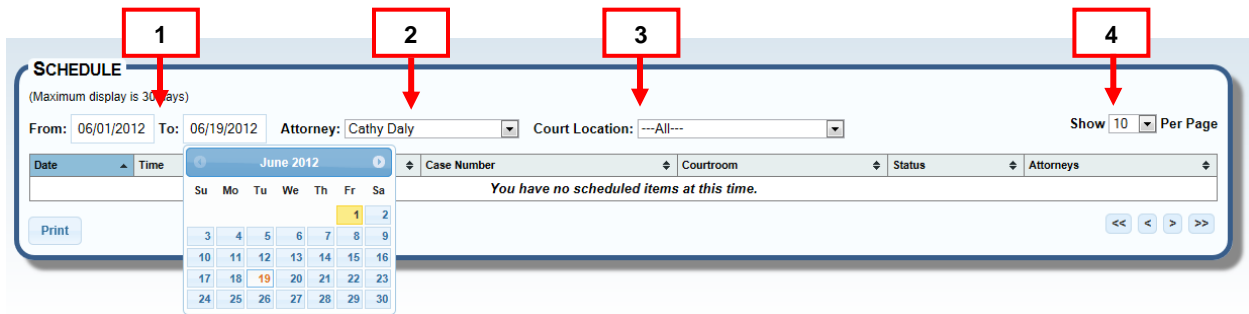
File a New Case File Into an Existing Case

From the Home screen, click the “Schedule” link from the page menu, or

Home
Alerts
Cases
Recent Actions
Schedule

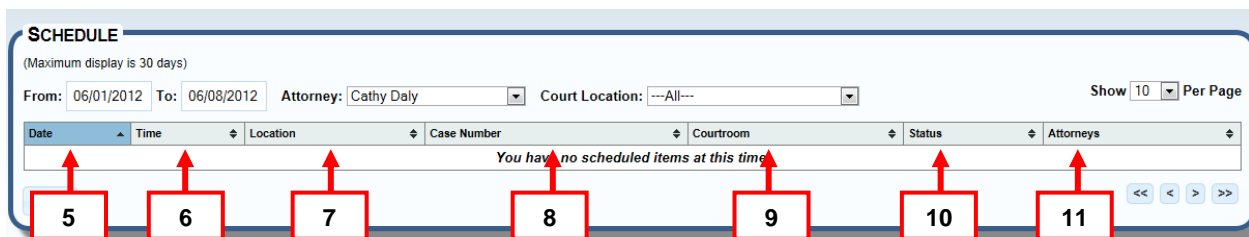
From the Home screen, hover over the **Home** tab and select “Schedule.”

Schedule – Filters



1. **From: and To:** These date boxes display a maximum 30-day date range schedule view. Click inside the “To” date box to select a date range 30 days or less from the pop-up calendar.
2. **Attorney:** This list box displays names of attorneys within an organization. Click the arrow for choices, and then highlight to select.
3. **Location:** Find a location to view a schedule for any or all court locations. Click the arrow, highlight and select.
4. **Show:** View 10, 25, 50 or 100 scheduled dates per page. Click the arrow and choose a viewing preference.

Schedule – Table Columns



5. **Date:** This column displays a court date.
6. **Time:** The time of the court date is listed in this column.
7. **Location:** This column shows the court location where the court date is set.
8. **Case Number:** The assigned case number for the court date displays in the case number column. Case numbers display as hyperlinks. View case history by clicking on the case number hyperlink.
9. **Courtroom:** Shows the courtroom where the court date is set.
10. **Status:** The status column displays an outcome for a court date (hearing).

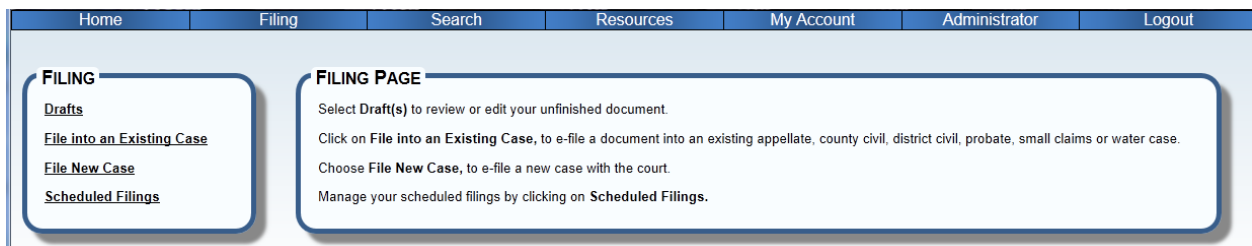
- Ex. When a hearing is held, the court updates the status and “Held” is displayed in the status column. When a hearing is continued, the court updates the status and “Continued” is displayed in the status column.

11. **Attorney:** Displays the name(s) of the attorney(s) assigned to the case.

Filing

The “Filing” page displays hyperlinks for Drafts, File into an Existing Case, File New Case and Scheduled Filings from the page menu. A user can edit, review, submit and manage all organization e-filing account activity.

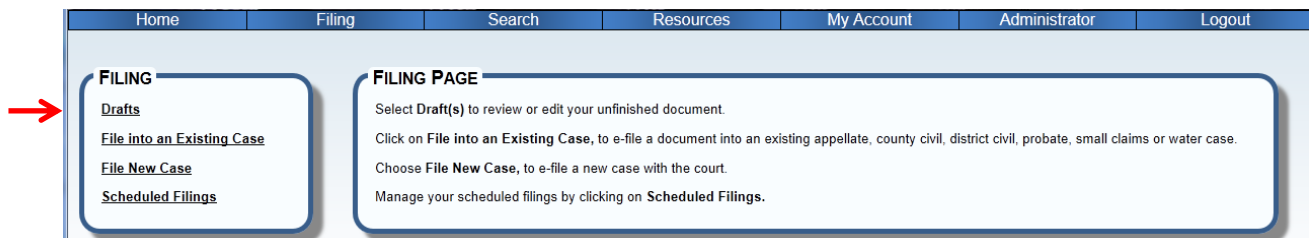
Registered batch file organizations have a Manage Batch Filing hyperlink on the Filing page menu.



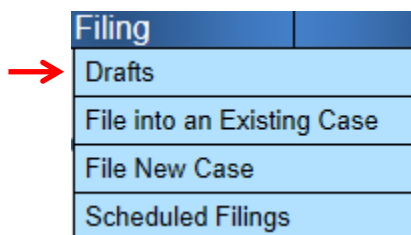
Drafts

The Drafts screen displays a table of unfinished **ICCES** e-filing activity. Any unfinished filing is automatically saved by ICCES into Drafts.

Drafts – How to Find

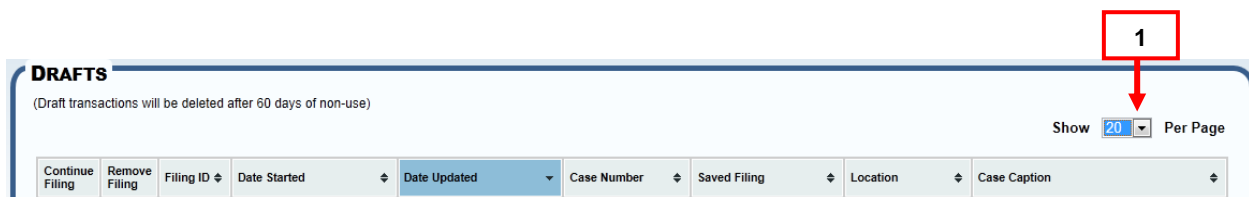


From the Filing screen, click the Drafts hyperlink from the page menu, or



Hover over the **Filing** tab to choose the Drafts menu option.

Drafts – Filters



1. **Show:** View 20, 50 or 100 scheduled dates per page. Click the arrow and select a viewing preference.

Drafts – Table Column

DRAFTS
(Draft transactions will be deleted after 60 days of non-use)

Show **20** Per Page

Continue Filing	Remove Filing	Filing ID	Date Started	Date Updated	Case Number	Saved Filing	Location	Case Caption
Continue		F93C5309	07/14/2012 7:43 PM	07/14/2012 7:43 PM	New	Domestic Relations - Dissolution of Marriage	Adams County	N/A

1 of 1 Pages >

2. **Continue Filing:** A hyperlink displaying a previously saved filing. Click the hyperlink to access a saved draft.
3. **Remove Filing:** Click the *trash can* icon to remove the draft item permanently from ICCES.
4. **Filing ID:** Is a unique number that identifies a single e-filing transaction consisting of one or more e-filed documents.
5. **Date Started:** The date the saved ICCES filing was started.
6. **Date Updated:** Displays a date the saved filing was edited and re-saved.
7. **Case Number:** Each submitted case is assigned a case number as it relates to a selected court location.
 - The Drafts table displays case numbers for documents e-filed into an existing ICCES case.
 - If a new case is saved in Drafts, a case number will not display because the case has not been formally submitted through ICCES.
8. **Saved Filing:** This column displays the county and case type details of a draft.
9. **Location:** Cases and documents filed through ICCES are submitted through a court location. This column identifies the location.
10. **Case Caption:** If the case exists, this column displays the names of the parties. A draft of a new case will not display a case caption.

File into an Existing Case

If you want to e-file a new document into an existing court case through ICCES, you can choose the “File into an Existing Case” option, and the ICCES File Builder will guide you through the process.

File into an Existing Case – How to Find

The screenshot shows the top navigation bar with links: Home, Filing, Search, Resources, My Account, Administrator, and Logout. Below this is a 'FILING' section with a menu on the left containing 'Drafts', 'File into an Existing Case', 'File New Case', and 'Scheduled Filings'. A red arrow points to 'File into an Existing Case'. To the right is a 'FILING PAGE' section with instructions: 'Select Draft(s) to review or edit your unfinished document.', 'Click on File into an Existing Case, to e-file a document into an existing appellate, county civil, district civil, probate, small claims or water case.', 'Choose File New Case, to e-file a new case with the court.', and 'Manage your scheduled filings by clicking on Scheduled Filings.'

On the Filing screen, click the File into Existing Case hyperlink from the page menu or,

A close-up of the 'Filing' menu. The menu items are: 'Drafts', 'File into an Existing Case', 'File New Case', and 'Scheduled Filings'. A red arrow points to 'File into an Existing Case'.

Hover over the **Filing** tab to choose the **File into an Existing Case** menu option.

File into Existing Case – Build Filing

File Builder

The screenshot shows the 'BUILD FILING' and 'CONFIRM FILING' sections. The 'BUILD FILING' section has the following steps: 1. Select a court location (Adams County dropdown); 2. Case Number (2012 C 500031 with search button); 3. Choose document(s) to file (list includes Answer and Jury Demand, Bankruptcy Notice, Bill of Costs, Brief Filed); 4. Clear button; 5. Add document icon; 6. Confirm Filing section (2012C500031 - Plaintiff, Test Vs. Defendant, Testing); 7. Continue button; 8. Clear button.

The following instructions apply when you click the “File into Existing Case” file folder on the Home Page or you select “File into Existing Case” link from the Filing Tab menu.

1. Select a court location.

- a. Note: If you clicked a file folder inside an existing case, the court location pre-populates the box.
2. Enter a case number (Year “20XX,” Class “CV,” Sequence “123456”).
 - a. If you clicked a file folder inside an existing case, the case number pre-populates the box.
3. Click the “Search” button to find the existing case.
 - a. If the case exists the option to choose document(s) to file will display.
 - b. If the case does not exist, an information message displays.
4. Choose documents to file from the list. Hold down the control key (Ctrl) to select more than one document.
5. Press the blue arrow button. The document(s) will display on the right side in “Confirm Filing” section.
6. Click the *trash can* icon to remove a document from the “Confirm Filing” section.
7. Press **Continue**.
8. Press *Clear* to re-set all selections on this screen.

Progress Bar

Moving past the Build Filing screen, note the Progress Bar at the top of the page. Click on any section to navigate to that screen.



File Into Existing Case - Review Filing Parties

SELECT FILING PARTY(IES)
 (Select all that apply)
 2012C500031 - Plaintiff, Test Vs. Defendant, Testing

Party	Type	Status	Attorney	Organization
<input type="checkbox"/> Test Plaintiff	Plaintiff		Jeffrey K Holmes Add	JBITS Firm
<input checked="" type="checkbox"/> Testing Defendant	Defendant		Self-Represented Add	N/A

1 → [Add](#) ← 2

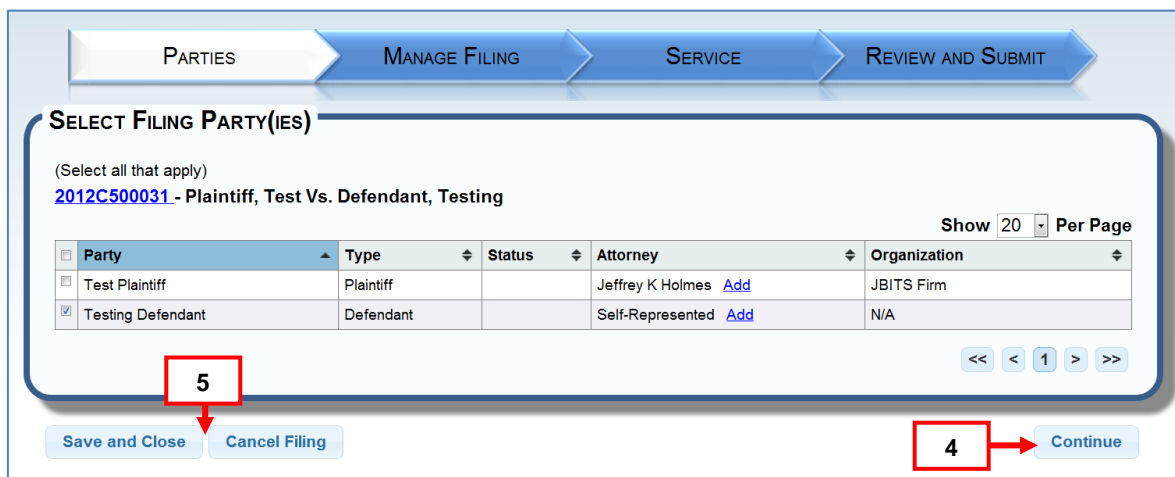
Save and Close Cancel Filing Continue

1. Select the party(ies) filing the document(s).

2. To add an attorney to a party, click the “Add” link in the “Attorney” column.



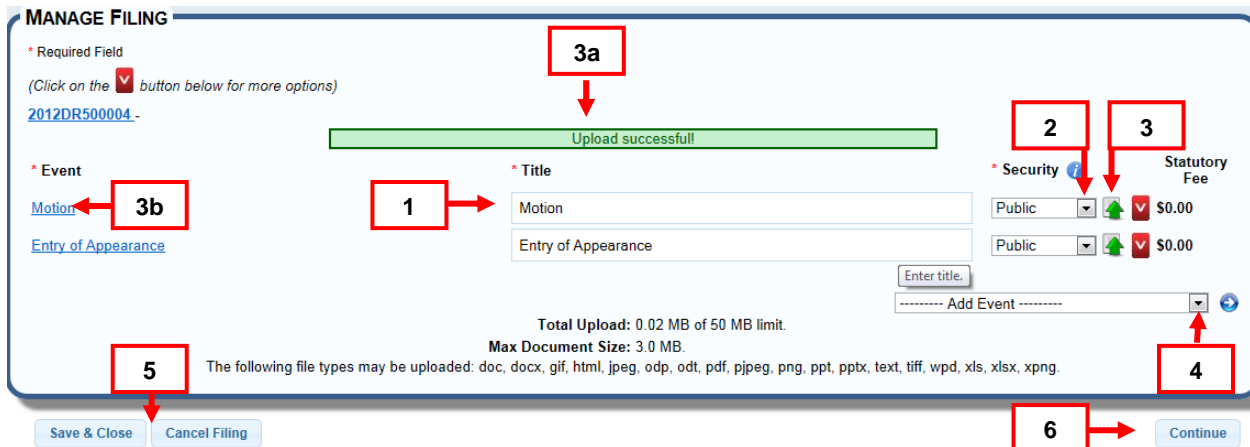
3. Select an attorney from the dropdown list, and click “Save.”
 - a. If the incorrect attorney is selected, the option to remove is available.



4. Click **Continue**.
5. Every screen on the File Builder features “Save and Close” and “Cancel Filing” buttons. “Save and Close” moves the item to “Drafts.” The “Cancel Filing” option closes the File Builder and does not save the filing.

File into Existing Case – Manage Filing – Security, Uploading, and Adding Event


This section displays how filings are added, edited, uploaded and related.



1. The document title displays under *Title, and can be edited if needed.
2. Click on the arrow in the list box under *Security to select a document security option. Once the case and its filing(s) is/are submitted to the court, the following security options apply for each uploaded document.
 - Protected: Filing parties and served parties can view the document.
 - Public: Any user can view the document.
 - Sealed: Only the court will be able to view the contents of a sealed document. No other party including parties to the case have viewing access to a sealed document.
 - Suppressed: Parties to the case can view a suppressed document.
3. Click the green arrow to upload a document. Double click the document from your folder list, or highlight it and press “Open.”
 - a. A green status bar flashes confirming your upload.
 - b. The document under *Event is linked. Click the link to review the document.
4. Include any missed filings by clicking the arrow in the “Add Event” box. Highlight and select the new filing event, and click the blue arrow to add it.
 - a. Repeat step 3 to upload.
5. Every screen on the File Builder features “Save and Close” and “Cancel Filing” options. “Save and Close” moves the item to Drafts. The “Cancel Filing” option closes the File Builder and does not save the filing.
6. Press “Continue.”


Manage Filing – Relate, Remove and Supporting Documents

MANAGE FILING


* Required Field
(Click on the  button below for more options)
[2012DR500004](#)

* Event
[Motion](#)
[Entry of Appearance](#)

* Title
Motion
Entry of Appearance

* Security  Public Public

Statutory Fee \$0.00

 Relate
Remove
Supporting Documents

----- Add Event -----

Total Upload: 0.02 MB of 50 MB limit.
Max Document Size: 3.0 MB.
The following file types may be uploaded: doc, docx, gif, html, jpeg, odp, odt, pdf, pjpeg, png, ppt, pptx, text, tiff, wpd, xls, xlsx, xpng.

[Save & Close](#) [Cancel Filing](#) [Continue](#)

1. Relate a document to a previous filing, by clicking the red arrow next to the document.
 - a. Choose **Relate** from the table of case filing event items.

Relate Document

RELATE DOCUMENT

Document Being Related /it
(Select all that apply)

Date Range: to Event: All Show Per Page

<input type="checkbox"/>	Filing Date	Filing ID	Authorizer	Organization	Event	Document Title
<input type="checkbox"/>	05/04/2012	6B0C93E6	Test Plaintiff	N/A	ADR Cert of Completion	ADR Cert of Completion
<input type="checkbox"/>	04/25/2012	85A86875	Test Plaintiff	N/A	Affidavit	Affidavit
<input type="checkbox"/>	04/18/2012	E0687ACA	Test Plaintiff	N/A	Complaint	Complaint
<input type="checkbox"/>	04/18/2012	E0687ACA	Test Plaintiff	N/A	Return of Service	Return of Service
<input type="checkbox"/>	04/18/2012	E0687ACA	Test Plaintiff	N/A	Summons Issued	Summons Issued

2. A Relate Document table displays listing all case filing events. Click the checkbox to relate an item.
 - a. Filter the table from the filing date. Click in the date range boxes to select.
 - b. Filter the table for case events. Click the arrow, highlight and select an event.

- Click the “Save” button to save. The “Close” button cancels the screen without saving changes.

MANAGE FILING

* Required Field
(Click on the button below for more options)
2012DR500004-

* Event
[Motion](#)
[Entry of Appearance](#)

* Title
Motion
Entry of Appearance

* Security
Public
Public

Statutory Fee
\$0.00

----- Add Event -----

Total Upload: 0.02 MB of 50 MB limit.
Max Document Size: 3.0 MB.
The following file types may be uploaded: doc, docx, gif, html, jpeg, odp, odt, pdf, pjpeg, png, ppt, pptx, text, tiff, wpd, xls, xlsx, xpng.

4 (points to the red checkmark icon)
4a (points to the 'Remove' option in the pop-up menu)
5 (points to the 'Supporting Documents' option in the pop-up menu)

Save & Close Cancel Filing Continue

- Remove any document from the Manage Filing screen. (File into Existing Case only)
 - Click the red arrow next to the document and choose “Remove.”
 - Attach a supporting document to any filing by clicking “Supporting Documents” from the pop-up menu.

Supporting Documents

SUPPORTING DOCUMENTS

* Required Field

a (points to the red arrow) * Title: **b** (points to the text input field)

* Attach File: C:\Users\B888CAD\Desktop\Sample Documents\Sample

* Security: Public **c** (points to the Security dropdown)
d (points to the Upload Document button)

Title	File	Security	Remove
My Supporting Document	C:\Users\B888CAD\Desktop\Sample Documents\Sample Motion.docx	Public <input type="button" value="Remove"/>	

e (points to the trash icon)


Total Upload: 0.04 MB of 50 MB limit.
Max Document Size: 3.0 MB.
The following file types may be uploaded: doc, docx, gif, html, jpeg, odp, odt, pdf, pjpeg, png, ppt, pptx, text, tiff, wpd, xls, xlsx, xpng.

f (points to the Done button)

- Enter the document title.


- b. Click “Browse” and search for your document.
- c. Click the arrow in the list box to select an option for changing document security. (see Manage Filing # 2)
- d. Click “Upload Document.”
- e. To remove click on the “Trash Can” icon.
- f. Click the “Done” button after selecting supporting documents.
 - o Note: One or more documents can be uploaded.

MANAGE FILING

* Required Field
(Click on the  button below for more options)

[2012DR500004](#) -

* Event: [Motion](#) * Title: Motion * Security: Public Statutory Fee: \$0.00

Title	File	Security	Remove
My Supporting Document	C:\Users\B888CAD\Desktop\Sample Documents\Sample Motion.docx	Public	

[Entry of Appearance](#) Entry of Appearance Public Statutory Fee: \$0.00

----- Add Event -----

Total Upload: 0.04 MB of 50 MB limit.
Max Document Size: 3.0 MB.
The following file types may be uploaded: doc, docx, gif, html, jpeg, odp, odt, pdf, pipeg, png, ppt, pptx, text, tiff, wpd, xls, xlsx, xpng.

Save & Close Cancel Filing **6** → Continue


5. When all document uploads are complete, press **Continue**.

File into Existing Case – Service

SERVICE

[2012DR500122](#) - Petitioner, Test And Respondent, Test

1 → I will serve the documents on my own and do not need ICCES to complete service.

Name	Type	Status	Attorney	Organization	Method
Test Respondent	Respondent	N/A	Self-Represented	N/A	US Mail 


Official Address on Record at the Court
 55 test, test, CO 55555

Other Addresses [Add](#)

Add Other Recipient

Save and Close Cancel Filing **2** → Continue


1. If you do not wish to E-Serve or mail documents through ICCES, click the “I will serve the documents on my own and do not need ICCES to complete service” checkbox at the top of the Service list.

- To select a service method, click the red arrow () to choose a service method for that party, i.e. *None*, *US Mail* or *Certified Mail*. *E-Service* will automatically populate the Service Method column for parties represented by an attorney.

SERVICE

2012DR500122 - Petitioner, Test And Respondent, Test


I will serve the documents on my own and do not need ICCES to complete service.

Name	Type	Status	Attorney	Organization	Method
Test Respondent	Respondent	N/A	Self-Represented	N/A	US Mail 

Official Address on Record at the Court

55 test, test, CO 55555

Other Addresses [Add](#)

3  [Add Other Recipient](#)

[Save and Close](#) [Cancel Filing](#) [Continue](#)


- To include an Additional Recipient, click the “Add Other Recipient” button.


Add Other Recipient



ADD OTHER RECIPIENT


* Required Field

Custom Recipient E-File User

a 

b  * Recipient Name:


c  * Mailing Method: 

d 


* Address Line 1:


Address Line 2:

* City:

* State/Province: 

* Zip Code:

* Country: 

e  [Cancel](#) [Save](#)

- Click the “Custom Recipient” button.
- Enter the recipient name.
- Click the arrow in the list box, and make a selection of either “*Certified Mail*” or “*US Mail*.”

- d. Enter the mailing address.
- e. Press “Save,” or click “Cancel” to exit the “Add Other Recipient” screen.

Other Recipient

ADD OTHER RECIPIENT

* Required Field

Custom Recipient E-File User

First Name * Last Name

User Name	E-mail	Organization
<input type="checkbox"/> Tracy Test	tracytest@ema	JBITS Firm

The screenshot shows a web form titled 'ADD OTHER RECIPIENT' with a blue header. Below the title, there is a legend for '* Required Field'. Two radio buttons are present: 'Custom Recipient' (unselected) and 'E-File User' (selected). Below these are two text input fields: 'First Name' containing 't' and '* Last Name' containing 'test'. A 'Search' button is to the right of the last name field. Below the form is a table with three columns: 'User Name', 'E-mail', and 'Organization'. The first row of the table contains a checkbox, 'Tracy Test', 'tracytest@ema', and 'JBITS Firm'. At the bottom of the form are 'Cancel' and 'Save' buttons. Red boxes with letters f, g, h, and i are overlaid on the form with arrows pointing to specific elements: f points to the 'E-File User' radio button, g points to the 'Last Name' input field, h points to the checkbox in the search results table, and i points to the 'JBITS Firm' text in the search results table.

- f. If e-service is needed, click the “E-File User” radio button.
- g. Enter the user’s last name and press “Search.”
- h. Select the ICCES user name from the search result list.
- i. Press “Save,” or click “Cancel” to exit the “Add Other Recipient” screen.

Review and Submit

PARTIES → MANAGE FILING → SERVICE → REVIEW AND SUBMIT

REVIEW AND SUBMIT

2012CV030161 - Plaintiff, Test V. Defendant, Test

Review all information on this page before clicking the **Submit** button. Please verify your uploaded documents are correct for this filing. If you need to make changes, click the appropriate **Edit** button. Once you are satisfied with the information, click **Submit**.

FILING PARTY(IES)

Party	Type	Status	Attorney	Organization	Edit
Test Plaintiff	Plaintiff	N/A	Jeffrey K Holmes	JBITS Law Firm	1

DOCUMENTS

Document ID	Event	Title	Security	Related Document(s)	Edit
3EF7E9CB	Affidavit. [PDF]	Affidavit	Public	No	1

SERVICE

Party	Type	Status	Attorney	Organization	Method	Edit
Test Account	N/A	N/A	N/A	JBITS Law Firm	E-Service	1
Test Defendant	Defendant	N/A	Self-Represented	N/A	Regular Mail	

1. Review the Filing Party(ies), Documents, and Service sections. Click the “Edit” button on the right in any of these sections to change or update information.

SUBMISSION OPTIONS

*Submit Options: a Submit now Submit on

Note To Clerk:

Primary Attorney:

*Authorizer:

Danielle Stecco
Dawn Handeland
Janel Bravo
(Hold down Control key and click each line to select more than one)

Attorney Role:

2. There are two Submit Option choices for submitting a filing(s) into an existing case.

- a. Select “Submit to the court and serve selected parties.”

SUBMISSION OPTIONS

*Submit Options: Do not submit to the court; serve selected parties **b**

3 Submit now Submit on

Note To Clerk:

Primary Attorney: Cathy Daly

*Authorizer: Brian Medina
Cathy Daly
Chad Cornelius
Dawn Handeland
Janel Bravo

Attorney Role: Privately Retained Attorney

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

b. Do not submit to the court; serve selected parties.

3. Click "Submit now" to immediately send the filing.

SUBMISSION OPTIONS

*Submit Options: Do not submit to the court; serve selected parties

4 Submit now Submit on 09/24/2012 07:30 AM **b**

Note To Clerk: **a**

Primary Attorney: Cathy Daly

*Authorizer: Brian Medina
Cathy Daly
Chad Cornelius
Dawn Handeland
Janel Bravo

Attorney Role: Privately Retained Attorney

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

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4. If you want to delay a filing submission, and schedule your filing, click the "Submit On" button.

a. Select a future date from the pop up date box.

b. Enter the time of day. Your filing will be saved in [Scheduled Filings](#).

SUBMISSION OPTIONS

*Submit Options:
 Submit now Submit on 09/24/2012 07:30 AM

Note To Clerk:

Primary Attorney:

*Authorizer:

Chad Cornelius
Dawn Handeland
Janel Bravo

Attorney Role:

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

5. Enter any *helpful* notes the court may need to process the filing.
6. Select a “Primary Attorney” from your organization. (The Primary Attorney serves as the main contact from your organization).
 - a. Choose “Attorney Role.”
7. Select “Authorizer(s).”

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.

Purchase Details:

*Statutory Filing Fees: \$0.00
E-Filing Fees: \$6.00
Service Fees: \$7.50
Total Fees: \$13.50

*These fees may be modified by the court prior to acceptance if the documents filed do not match the estimated statutory filing fees.

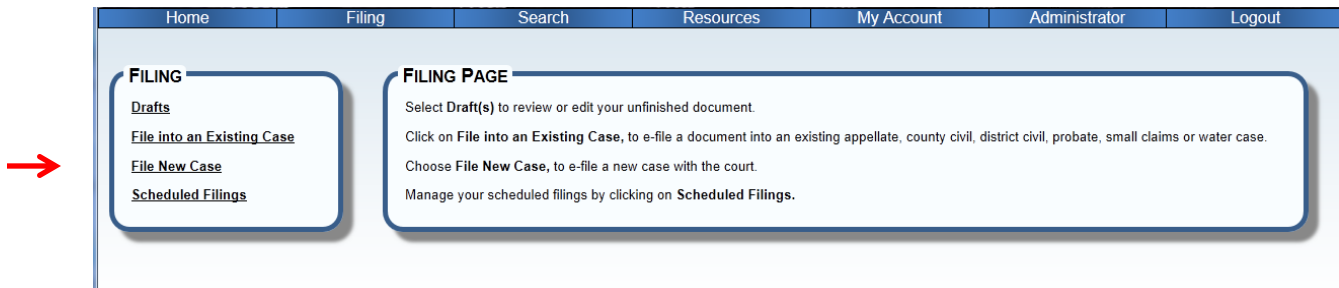
Billing Reference:

8. If your filing is exempt from fees per Chief Justice Directive 06-01 or 98-01, select the appropriate box.
9. Enter any “Billing Reference” i.e. a specific organization billing reference.
10. Click “Submit” to complete your filing.
11. “Save and Close” saves the filing in “Drafts” so it can be finished later. Click “Drafts” on the “Filing” screen to resume the filing. Click “Cancel Filing” to exit the filing completely.

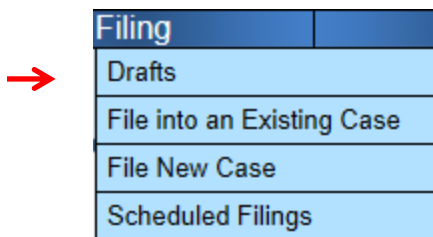
File New Case

If you want to e- file a new case through ICCES, you can choose the File New Case option, and the ICCES File Builder will guide you through the process.

File New Case– How to Find



From the Filing screen, click the File a New Case hyperlink from the page menu, or



Hover over the **Filing** tab to choose a menu option.

File a New Case –Build Filing



1. Click on the type of case you wish to file.

Home Filing Search Resources My Account Administrator Logout

FILE NEW CASE

What type of case would you like to file?

Appellate Domestic / Family

County Civil Probate

District Civil Water

DOMESTIC / FAMILY

*Required Field

*Court Location: --Select--

*Case Type: --Select--

Continue

File New Case – Case Class, Court Location and Case Type

2. Click the arrow in the drop down list to display a list of choices. Highlight to select a “Court Location.”
3. Click the arrow in the drop down list to display a list of choices. Highlight to select a “Case Type.”
4. Press “Continue.”

File New Case – Manage Case Parties

Home Filing Search Resources My Account Administrator Logout

PARTY

Party Information

*Party Type: --Select Party Type--

*Entity Type: --Select Entity Type--

Address Type: --Select Address Type--

Address Line 1:

Address Line 2:

City:

State/Province: Colorado

Zip Code:

Country: United States

E-Mail:

Phone Type: --Select Phone Type--

Phone Number:

Parties Added

5. Select “Party Type” from dropdown list.
6. Select “Entity Type” from dropdown list.

7. Add all available party information. DOB and SSN will display for the court but not in ICCES.
8. Select an attorney.
 - The option to remove attorney is below the dropdown list.
9. If an Alias needs to be added, click the “Add Alias” button.
 - The option to “edit” an existing alias is below the “Add Alias” button.

- a. Select “Alias Type.”
- b. Select “Entity Type.”
- c. Complete all required fields.
- d. Click the “Save” button, or click “Cancel” to exit “Add Alias” screen.

File New Case – File Builder

The screenshot shows two main sections: 'BUILD FILING' and 'CONFIRM FILING'. In the 'BUILD FILING' section, a dropdown menu is set to 'Petition - Diss of Marriage w/Children' (callout 1). Below it, a list box contains 'Filing Other', 'Foreign Judgment Case Start', 'Information Sheet', and 'Letter' (callout 2). A blue arrow icon is at the bottom right of this list (callout 3). The 'CONFIRM FILING' section shows the selected document 'Petition - Diss of Marriage w/Children' (callout 3a) and an 'Information Sheet' with a trash can icon (callout 3b). A 'Continue' button is at the bottom right (callout 4).

1. Select the initiating document.
2. To include additional documents for filing, select from the “Choose document(s) to file” list box.
3. Press the blue arrow.
 - a. The initiating document as well as any additional documents will display in “Confirm Filing.”
 - b. The option to remove any additional document(s) is available. Click on the *trash can* icon.
4. Click “Continue” button.

File New Case – Review Filing Parties

The screenshot shows a navigation bar with 'PARTIES', 'MANAGE FILING', 'SERVICE', and 'REVIEW AND SUBMIT'. Below is the 'SELECT FILING PARTY(IES)' section. A table lists filing parties. Callout 1 points to the 'Party' column header. Callout 2 points to the 'Jones John' entry. Callout 3 points to the 'Add/Edit New Party' button. Callout 4 points to the 'Save and Close' button. Callout 5 points to the 'Continue' button.

Party	Type	Status	Attorney	Organization
<input type="checkbox"/> Jana Jones Edit	Co-Petitioner	New	Self-Represented	N/A
<input checked="" type="checkbox"/> Jones John Edit	Petitioner	New	Michelle Watts	JBITS Firm

1. ICCES identifies the filing party(ies) by placing a checkmark next to the name in the table. If there is more than one filing party, each entry will be pre-populated with a check mark.

2. Edit party information or attach a forgotten attorney to a party by clicking the “Edit” link next to the party name. The original party screen displays for making edits. When edits are complete, press “Save” and then “Continue.”
3. The option to add a new party is available by clicking the “Add/Edit New Party” button where a new party screen displays for entering new party details. When entry is finished, press “Add Party,” and then click the “Continue button.”
4. Every screen in the ICCES File Builder features “Save and Close” and “Cancel Filing” buttons. “Save and Close” moves the item to Drafts. The “Cancel Filing” option closes the File Builder and does not save the filing.
5. Click “Continue” button.

File New Case – Manage Filing – Security, Uploading, and Adding Event

This section displays how filings can be added, edited and uploaded.

The screenshot shows the 'MANAGE FILING' interface. At the top, it says '* Required Field' and '(Click on the [dropdown arrow] button below for more options)'. Below that is the case number '2012DR500004 -'. A green bar indicates 'Upload successful!'. The main area has a '* Event' section with links for 'Motion' and 'Entry of Appearance'. A '* Title' section has two text boxes: 'Motion' and 'Entry of Appearance'. A '* Security' section has two dropdown menus, both set to 'Public', with green upload icons and red checkmarks. To the right, 'Statutory Fee' is listed as '\$0.00' for both. Below the security section is an 'Enter title.' field and an 'Add Event' dropdown. At the bottom, there are buttons for 'Save & Close', 'Cancel Filing', and 'Continue'. A status bar shows 'Total Upload: 0.02 MB of 50 MB limit.' and 'Max Document Size: 3.0 MB.' Below that, it lists supported file types: doc, docx, gif, html, jpeg, odp, odt, pdf, pjpeg, png, ppt, pptx, text, tiff, wpd, xls, xlsx.

Numbered callouts in the image:

- 1: Points to the 'Motion' text box under '* Title'.
- 2: Points to the first 'Public' dropdown under '* Security'.
- 3: Points to the second 'Public' dropdown under '* Security'.
- 3a: Points to the 'Upload successful!' green bar.
- 3b: Points to the 'Motion' link under '* Event'.
- 4: Points to the 'Add Event' dropdown.
- 5: Points to the 'Save & Close' button.
- 6: Points to the 'Continue' button.

1. The document title displays under *Title, and can be edited if needed.
2. Click the arrow in the list box under *Security to select a document security option. Once the case and its filing(s) is/are submitted to the court, the following security options apply for each uploaded document.
 - o Protected: Filing parties and served parties can view the document.
 - o Public: Any user can view the document.
 - o Sealed: Only the court will be able to view the contents of a sealed document. No other party including parties to the case have viewing access to a sealed document.
 - o Suppressed: Parties to the case can view a suppressed document.

3. Click the green arrow to upload a document. Double click the document from your folder list, or highlight it and press “Open.”
 - a. A green status bar flashes confirming your upload.
 - b. The documents under *Event are linked. Click the event link to review the document. Note: Each document must be uploaded separately.
4. Include any missed filings by clicking the arrow in the “Add Event” box. Highlight and select the new filing event, and click the blue arrow to add it.
 - a. Repeat step 3 to upload.
5. Every screen on the File Builder features “Save and Close” and “Cancel Filing” options. “Save and Close” moves the item to “Drafts.” The “Cancel Filing” option closes the File Builder and does not save the filing.
6. Press “Continue.”

MANAGE FILING

* Required Field
(Click on the button below for more options)

* Event	* Title	* Security	Statutory Fee
Petition - Diss of Marriage w/out Children	Petition - Diss of Marriage w/out Children	Public	\$195.00
Domestic Relations Information Sheet	Domestic Relations Information Sheet	Suppressed	\$0.00

Total Upload: 0.02 MB of 50 MB limit.
Max Document Size: 3.0 MB.
The following file types may be uploaded: doc, docx, gif, html, jpeg, odp, odt, pdf, pjpeg, png, ppt, pptx, text, tiff, wpd, xls, xlsx, xpng.

----- Add Event -----

Buttons: Save & Close, Cancel Filing, Continue

Red arrows and boxes labeled 1 and 2 point to the 'Remove' and 'Supporting Documents' options in the context menu for the second row.

1. Remove any document (except an initiating document) from the Manage Filing screen. Click the red arrow next to the document and choose “Remove.”
2. Attach a supporting document to any filing by clicking “Supporting Documents.”

SUPPORTING DOCUMENTS

* Required Field

a → *Title: **b** ↓

* Attach File: Browse... **c** → *Security: Public **d** → Upload Document

Title	File	Security	Remove
Supporting Document for my Petition	C:\Users\B888CAD\Desktop\Sample Documents\Sample Domestic Info Sheet.docx	Public <input type="text"/>	e →

Total Upload: 0.04 MB of 50 MB limit.
 Max Document Size: 3.0 MB.
 The following file types may be uploaded: doc, docx, gif, html, jpeg, odp, odt, pdf, pjpeg, png, ppt, pptx, text, tiff, wpd, xls, xlsx, xpng.

f ↓ Done

- Enter the document title.
- Click **Browse** and search for your document.
- To change the document Security, click on the arrow in the list box to select an option. (see Manage Filing # 2)
- Click Upload Document.
- To remove click on the “Trash Can” icon.
- Click the **Done** button after selecting supporting documents.
 - Note: One or more documents can be uploaded.

MANAGE FILING

* Required Field
 (Click on the button below for more options)

* Event [Petition - Diss of Marriage w/out Children](#) * Title * Security Statutory Fee \$195.00

Title	File	Security	Remove
Supporting Document for my Petition	C:\Users\B888CAD\Desktop\Sample Documents\Sample Domestic Info Sheet.docx	Public <input type="text"/>	

[Domestic Relations Information Sheet](#) \$0.00

----- Add Event -----

Total Upload: 0.04 MB of 50 MB limit.
 Max Document Size: 3.0 MB.
 The following file types may be uploaded: doc, docx, gif, html, jpeg, odp, odt, pdf, pjpeg, png, ppt, pptx, text, tiff, wpd, xls, xlsx, xpng.

Save & Close Cancel Filing **3** → Continue

- When all document uploads are complete, press **Continue**.

File New Case - Courtesy Copies

PARTIES → MANAGE FILING → **COURTESY COPIES** → REVIEW AND SUBMIT

COURTESY COPIES

I do not wish to send courtesy copies through ICCES.

Save and Close Cancel Filing Continue

1. If you do not wish to provide courtesy copies through ICCES leave the checkmark in the “I do not wish to send courtesy copies through ICCES” checkbox.

PARTIES → MANAGE FILING → **COURTESY COPIES** → REVIEW AND SUBMIT

COURTESY COPIES

I do not wish to send courtesy copies through ICCES.

Note: the delivery of courtesy copies through ICCES does not constitute service of process as required by C.R.C.P. 4.


Name	Type	Status	Attorney	Organization	Method
Mary Jones	Co-Petitioner	Active	Self-Represented	N/A	US Mail

Other Addresses [Add](#)

12345 Test Drive, Denver, CO 80020

Add Other Recipient

Save and Close Cancel Filing Continue

2. If you want ICCES to send courtesy copies for you, click the red arrow () to choose a mailing method, i.e. None, US Mail or Certified Mail. E-Service will automatically populate the Method column for parties represented by an attorney.

Note: The courtesy copy feature in the File New Case file builder does not constitute service of process as required by C.R.C.P. 4.

3. To include an additional recipient, click the “Add Other Recipient” button.

Add Other Recipient

ADD OTHER RECIPIENT

* Required Field

Custom Recipient E-File User

* Recipient Name:

* Mailing Method:

- Certified Mail
- US Mail

* Address Line 1:

Address Line 2:

* City:

* State/Province:

* Zip Code:

* Country:

- a. Click the “Custom Recipient” button.
- b. Enter the recipient name.
- c. Click the arrow in the list box, and make a selection of either “None,” “Certified Mail” or “US Mail.”
- d. Press “Save” or “Cancel” to exit the “Add Other Recipient” screen.

Add Other Recipient

ADD OTHER RECIPIENT

* Required Field

Custom Recipient E-File User

First Name * Last Name

User Name	E-mail	Organization
<input type="checkbox"/> Tracy Test	tracytest@em	JBITS Firm

- e. For e-service, click the “E-File User” radio button.
- f. Enter the user’s last name and press “Search.”
- g. Select the ICCES user name from the search result list.
- h. Press “Save” or “Cancel” to exit e-file “Add Other Recipient” screen.

Review and Submit

REVIEW AND SUBMIT

Review all information on this page before clicking the *Submit* button. **Please verify your uploaded documents are correct for this filing.** If you need to make changes, click the appropriate *Edit* button. Once you are satisfied with the information, click *Submit*.

PARTY(IES)

Party	Type	Status	Attorney	Organization	Edit
Test test	Petitioner	New	Cathy Daly	JBITS Law Firm	← 1
Test1 test1	Respondent	New	Self-Represented	N/A	

FILING PARTY(IES)

Party	Type	Status	Attorney	Organization	Edit
Test test	Petitioner	New	Cathy Daly	JBITS Law Firm	← 1

DOCUMENTS

Document ID	Event	Title	Security	Related Document	Edit
D9F9FC33	Petition - Diss of Marriage w/out Children. [PDF]	Petition - Diss of Marriage w/out Children	Public	No	← 1

COURTESY COPIES

Party	Type	Status	Attorney	Organization	Method	Edit
Test1 test1	Respondent	Active	Self-Represented	N/A	Regular Mail	← 1

1. Review the Filing Party(ies), Documents, and Courtesy Copies sections. Click the “Edit” button on the right of each section to change or update information.

SUBMISSION OPTIONS

*Submit Options: Submit to the court

Submit now Submit on

Note To Clerk:

*Primary Attorney: Cathy Daly

*Authorizer: Brian Medina
Cathy Daly
Chris Meints
Cole Sobotka
Dawn Handeland

*Attorney Role: Privately Retained Attorney

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

2. Submit Options, for a new case filing allows only the “Submit to the Court” option.
3. Click on “Submit now” to immediately send the filing.

SUBMISSION OPTIONS

*Submit Options: Submit to the court

Submit now Submit on 09/24/2012 07:30 AM

Note To Clerk:

*Primary Attorney: Cathy Daly

*Authorizer: Brian Medina
Cathy Daly
Chad Cornelius
Dawn Handeland
Janel Bravo

*Attorney Role: Privately Retained Attorney

(Hold down Control key and click ea

4. If you want to delay filing to a later date, click the “Submit On” button.
 - a. Select a future date from the pop up date box.
 - b. Enter the time of day. Your filing will be saved in [Scheduled Filings](#).

SUBMISSION OPTIONS

*Submit Options: Submit to the court

Submit now Submit on 09/24/2012 07:30 AM

Note To Clerk:

*Primary Attorney: Cathy Daly

*Authorizer: Brian Medina
Cathy Daly
Chad Cornelius
Dawn Handeland
Janel Bravo

*Attorney Role: Privately Retained Attorney

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

5. Enter any *helpful* notes the court may need to process the filing.
6. Select a “Primary Attorney” from your organization. (The Primary Attorney serves as the main contact from your organization on the case.)
 - a. Choose “Attorney Role.”
7. Select “Authorizer(s).”

BILLING INFORMATION

8 → 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.

Purchase Details:

*Statutory Filing Fees: \$327.00
 E-Filing Fees: \$6.00
 Service Fees: \$0.00
 Total Fees: \$333.00

*These fees may be modified by the court prior to acceptance if the documents filed do not match the estimated statutory filing fees.

9 → *Billing Reference:

10 →

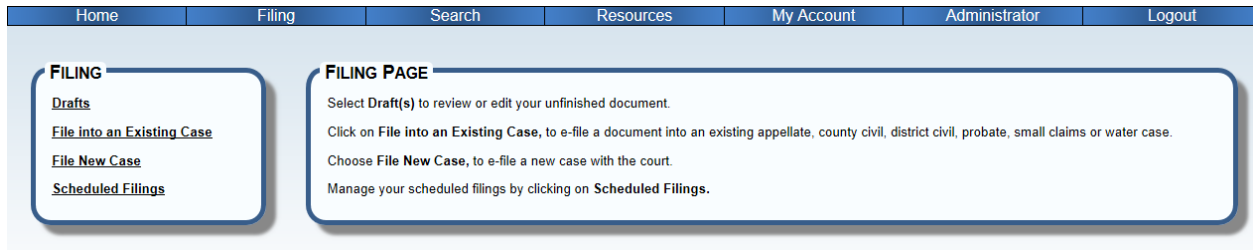
11 ↑

8. If your filing is exempt from fees per Chief Justice Directive 06-01 or 98-01, select the appropriate box.
9. Enter any “Billing Comments” i.e. an organization billing reference.
10. Click “Submit” to complete your filing.
11. “Save and Close” saves the filing in “Drafts” so it can be finished later. Click “Drafts” on the “Filing” screen to resume the filing. Click “Cancel Filing” to exit the filing completely.

Scheduled Filings

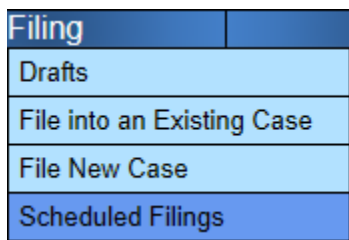
Scheduled Filings displays a table of delayed filing items, and is populated from choosing “Submit on” in the Submission Options section of the Review and Submit screen for either [File into Existing Case](#) or [File New Case](#).

Scheduled Filings - How to find



The screenshot shows the top navigation bar with links: Home, Filing, Search, Resources, My Account, Administrator, and Logout. Below this, there are two main content areas. The left area, titled "FILING", contains a menu with links: Drafts, File into an Existing Case, File New Case, and Scheduled Filings. A red arrow points to the "Scheduled Filings" link. The right area, titled "FILING PAGE", contains instructions: "Select Draft(s) to review or edit your unfinished document.", "Click on File into an Existing Case, to e-file a document into an existing appellate, county civil, district civil, probate, small claims or water case.", "Choose File New Case, to e-file a new case with the court.", and "Manage your scheduled filings by clicking on Scheduled Filings."

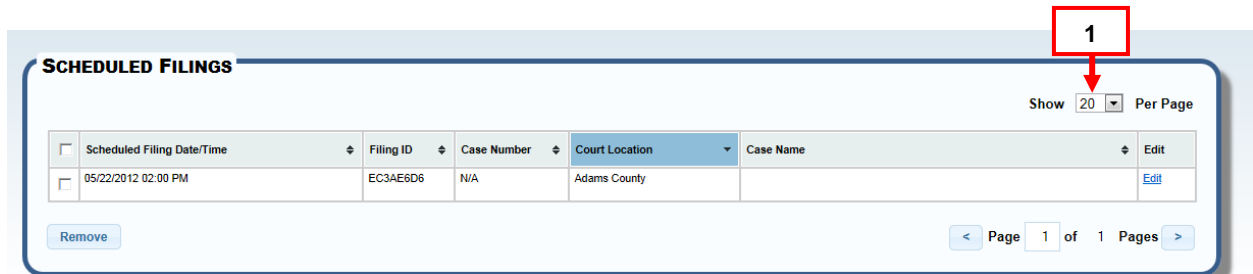
From the Filing screen, click the “Scheduled Filings” link from the page menu, or



The screenshot shows the "Filing" tab dropdown menu with the following options: Drafts, File into an Existing Case, File New Case, and Scheduled Filings. A red arrow points to the "Scheduled Filings" option.

Hover over the “Filing” tab and select “Scheduled Filings.”

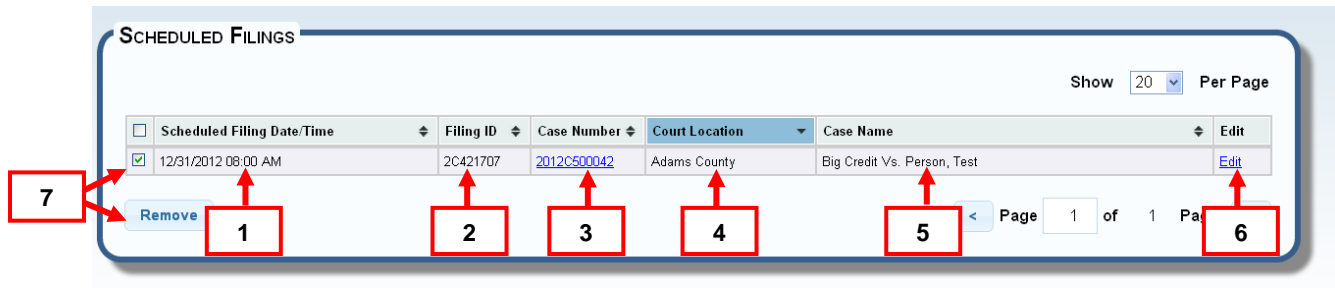
Scheduled Filings – Filters



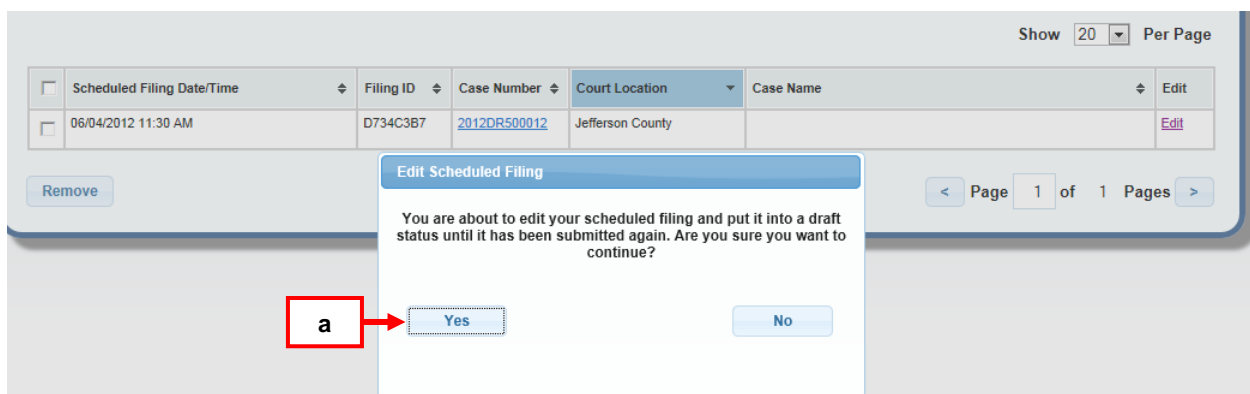
The screenshot shows the "SCHEDULED FILINGS" table. At the top right, there is a "Show" dropdown menu with the number "20" selected, and a "Per Page" label. A red box highlights the number "1" above the dropdown, with a red arrow pointing to the dropdown arrow. The table has the following columns: Scheduled Filing Date/Time, Filing ID, Case Number, Court Location, Case Name, and Edit. The first row contains the following data: 05/22/2012 02:00 PM, EC3AE6D8, N/A, Adams County, and an Edit link. At the bottom left, there is a "Remove" button. At the bottom right, there is a pagination control showing "Page 1 of 1 Pages".

1. **Show:** View 20, 50 or 100 scheduled filings per page. Click the arrow and select a viewing preference.

Scheduled Filings - Table



1. **Scheduled Filing Date and Time:** This column displays the date an e-filed item is scheduled to be filed with the court or served.
2. **Filing ID:** Is a unique number that identifies a single e-filing transaction consisting of one or more e-filed documents. Click the hyperlink to view Filing ID details.
3. **Case Number:** Each case is assigned a case number as it relates to a selected court location. Case numbers for accepted cases display as hyperlinks. View case history by clicking on the case number hyperlink.
4. **Location:** The location column identifies where a case or document will be e-filed.
5. **Case Caption:** This column displays the case caption as accepted by the court. If the filing is new, no case caption will display.
6. **Edit:** Click the “Edit” link on any line item to edit a scheduled filing. When “Edit” is clicked, a pop-up message displays.
 - a. Clicking the “Yes” button puts a filing back in draft status, and the “Review and Submit” screen displays for the filing. Any item on “Review and Submit” can be edited. The option to “Submit now” or “Submit on” a new date is also available.



- Remove:** To remove one or more line items in the table, click the “Remove” button to permanently remove the item(s) from ICCES.

[Manage Batch Filings](#)

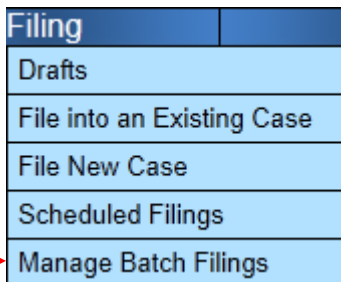
In order to Batch File, a user or an organization must contact ICCES support at icces-feedback@judicial.state.co.us to be added as a batch filer.

Displays “Pending,” “Processing” and “Completed” tables of batch filing items, and is **available only for authorized organizations**.

Manage Batch Filings - How to find

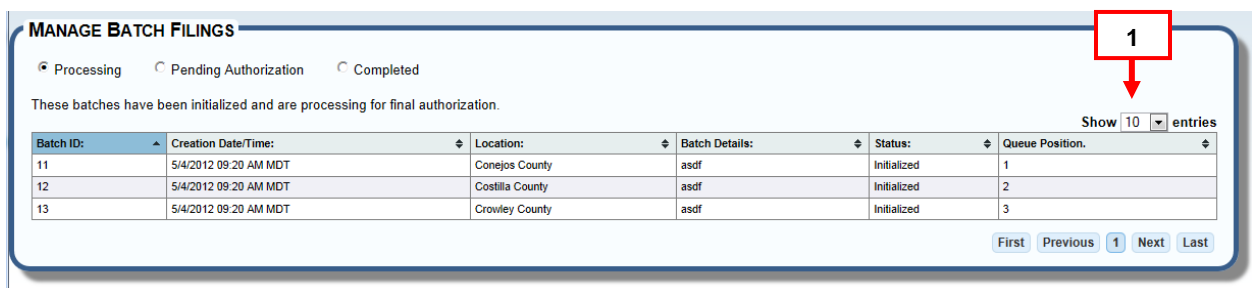


From the Filing screen, click the “Manage Batch Filings” link from the page menu, or



Hover over the “Filing” tab to choose the “Manage Batch Filing” menu option

Manage Batch Filings – Filter



- Show:** View 10, 25 or 50 scheduled filings per page. Click the arrow and select a viewing preference

Manage Batch Filings – Processing

MANAGE BATCH FILINGS

Processing Pending Authorization Completed

These batches have been initialized and are processing for final authorization.

Show 10 entries

Batch ID	Creation Date/Time	Location	Batch Details	Status	Queue Position
11	5/4/2012 09:20 AM MDT	Conejos County	asdf	Initialized	1
12	5/4/2012 09:20 AM MDT	Costilla County	asdf	Initialized	2
13	5/4/2012 09:20 AM MDT	Crowley County	asdf	Initialized	3

First Previous 1 Next Last

1. **Processing:** Displays batches that are initialized on ICCES, and are processing for final authorization. Each batch has a queue position. Once a batch is finished processing, it disappears from this screen and loads into the “Pending Authorization” screen.

Manage Batch Filings – Pending Authorization

MANAGE BATCH FILINGS

Processing Pending Authorization Completed

To authorize multiple batches at once, click the checkbox next to each Batch ID below. Click a Batch ID hyperlink to authorize that individual batch.

Show 50 Per Page

Batch ID	Submission Date	Location	Batch Details	Status
<input checked="" type="checkbox"/> 4654	3/2/2012 5:34 PM MST	Arapahoe County Court 18th JD	[18299] Summons and Complaint Filed	Pending Authorization
<input checked="" type="checkbox"/> 4656	3/2/2012 5:56 PM MST	Jefferson County Court 1st JD	[18300] Summons and Complaint Filed	Pending Authorization
<input type="checkbox"/> 4658	3/2/2012 6:34 PM MST	Douglas County Court 18th JD	[18301] Summons and Complaint Filed	Pending Authorization
<input type="checkbox"/> 4691	3/2/2012 7:02 PM MST	Douglas County Court 18th JD	[18302] Summons and Complaint Filed	Pending Authorization
<input type="checkbox"/> 4693	3/2/2012 8:45 PM MST	Boulder County Court 20th JD	[18303] Summons and Complaint Filed	Pending Authorization

Submissions Options

*Primary Attorney: --Select Primary Attorney--

*Authorizer:

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

Remove Batch(es) Submit Batches

1. **Pending Authorization:** This is a table of batches initialized on ICCES from the “Processing” screen. Items in this table are pending authorization.
2. To authorize a single/multiple batch(es), click the appropriate checkbox(es).
3. The “Submission Options” section is inactive until a batch item is selected.
4. After a batch item is selected, select the primary attorney in the “Submission Options” section by clicking on the arrow. This is a required field.
5. Choose “Authorizer(s)” from the authorizer list. This is a required field.

- Remove a batch by clicking in the checkbox next to the Batch ID and then click the “Remove Batch(es)” button.
- If one or multiple batches are requested, click the “Submit Batches” button to submit and display a receipt page.

Manage Batch Filings – Complete – Receipt (Multiple Batches)

You have successfully submitted these batches to the courts. Your filings will not be completed until the court has approved your submissions. You will receive an e-mail alert from the Court once your filings have been reviewed.

Show 50 Per Page

Batch ID	Authorized Date	Location	Batch Details	Authorizer(s)
4654	3/2/2012 5:34 PM MST	Arapahoe County Court 18th JD	[18299] Summons and Complaint Filed	Medina, Brian D.
4656	3/2/2012 5:56 PM MST	Jefferson County Court 1st JD	[18299] Summons and Complaint Filed	Medina, Brian D.
4658	3/2/2012 6:34 PM MST	Douglas County Court 18th JD	[18299] Summons and Complaint Filed	Medina, Brian D.

Return to Manage Batch Filings Print this Page

- Click “Return to Manage Batch Filings” to return and review or submit additional batches.
- Click “Print this page” to print a receipt.

REVIEW AND SUBMIT BATCH FILING
Review the documents in this batch, select an authorizer, and click “Submit.”

Batch ID: 4654 Details: [18299] Summons and Complaint
 Court Location: Arapahoe County Court 18th JD Statutory Fees: \$93.00
 Submission Date: 3/1/2012 4:34 PM MT Online Fees: \$20.55
 Total Fees: \$113.55

BATCH DETAILS

Filing ID	Case Name	Billing Reference	Event	Title	Remove
30A3844	Medina Capital Real Estate LLC vs. Jennifer Williams and All Other Occupants	098721	Summons and Complaint Filed Filing Other	Summons and Complaint Filed (Unlawful Detainer) Demand	
7G6D08	Medina Capital Real Estate LLC vs. Jeb Miller	098724	Summons and Complaint Filed Filing Other	Summons and Complaint Filed (Unlawful Detainer) Demand	
3320D4	Medina Capital Bank LLC vs. Taylor Swift	098726	Summons and Complaint Filed Filing Other	Summons and Complaint Filed (Unlawful Detainer) Demand	

SUBMISSION OPTIONS

Primary Attorney: --Select Primary Attorney--

Authorizer:

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

Return to Manage Batch Filings Cancel Batch Submit Batch

Manage Batch Filings – Review and Submit (Single Batches)

This page displays when a user authorizes a single batch in the pending authorization queue.

- Batch details can be viewed. Click on the document hyperlink.
- A filing can also be removed. Click on the *trash can* icon.

3. Select the “Primary Attorney” in the “Submission Options” section by clicking on the arrow and choosing a primary attorney from the list. This is a required field.
4. Choose “Authorizer(s)” from the authorizer list. This is a required field.
5. Click the “Return to Batch Filing Page” button if needed.
6. Click “Cancel Batch” to cancel the action.
7. Click the “Submit” button.

Manage Batch Filings - Table Column

MANAGE BATCH FILINGS

Processing
 Pending Authorization
 Completed

These batches have been initialized and are processing for final authorization.

Show 10 entries

Batch ID:	Creation Date/Time:	Location:	Batch Details:	Status:	Queue Position:
11	5/4/2012 09:20 AM MDT	Conejos County	asdf	Initialized	1
12	5/4/2012 09:20 AM MDT	Costilla County	asdf	Initialized	2
13	5/4/2012 09:20 AM MDT	Crowley County	asdf	Initialized	3

1 2 3 4 5 6

First Prev Next Last

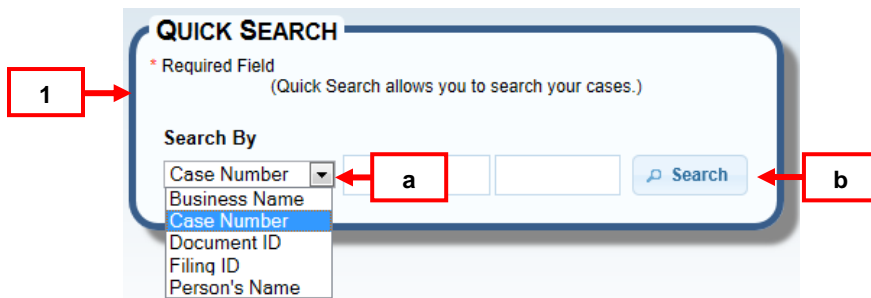
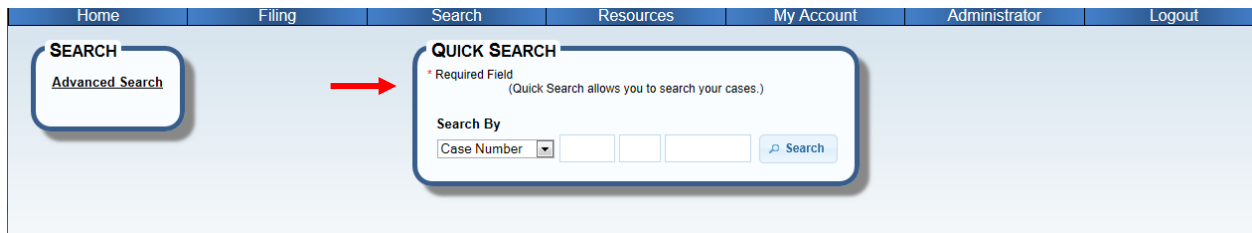
1. **Batch ID:** The unique ID assigned to a batch filing.
2. **Submission Date and Time:** The date a batch was submitted to ICCES for processing.
3. **Location:** The Location column identifies where a case or document was e-filed.
4. **Batch Details:** The descriptor of a batch filing, which is entered by the filing firm.
5. **Status:** This column displays the status of the batch filing.
 - Initialized,
 - Pending authorization
 - Complete, documents pending
 - Complete, all documents reviewed
6. **Queue Position:** The location of the filing item in the batch filing queue. Each batch has a queue position.

Search

Quick Search – How to Find

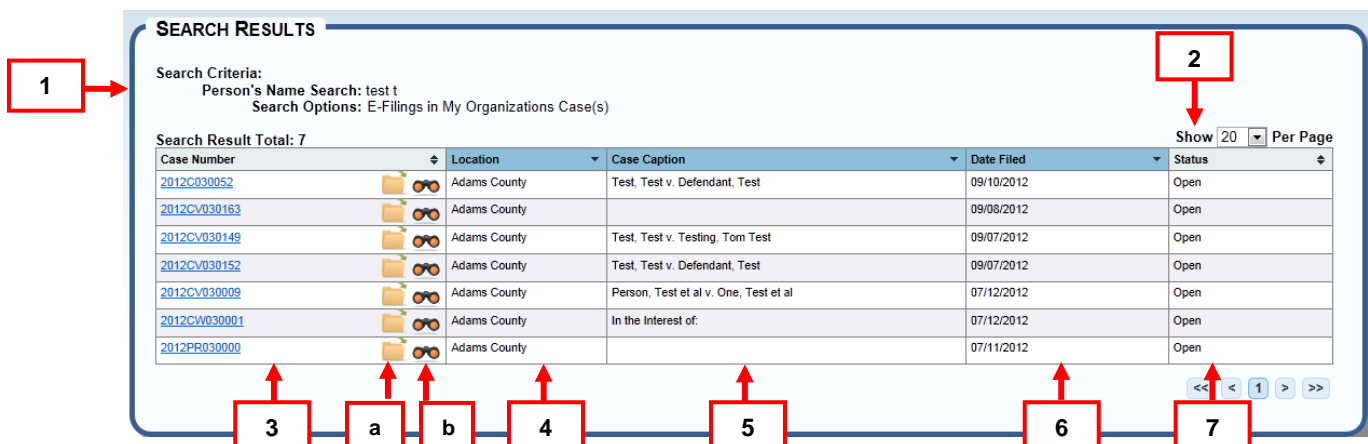
Search for filings within your organization. Your organization must be connected to the case.

Access “Quick Search” by clicking the “Home” or “Search” tab.



1. Quick Search choices are available for searching e-filed cases within your organization. Your organization must be connected to the case.
 - a. Click the arrow to view and select choices.
 - b. Complete the appropriate fields and press the “Search” button.

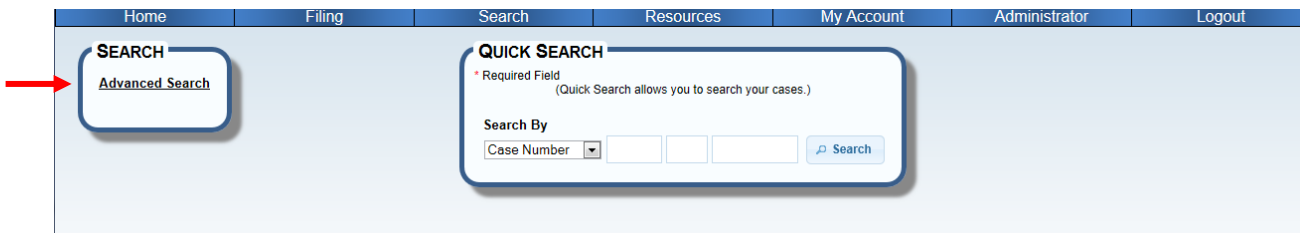
Quick Search Results – Search Criteria Display, Filter and Table Columns



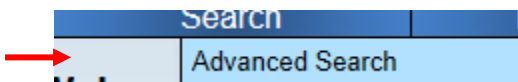
1. **Search Criteria Display:** This outlines of the details requested.
2. **Show:** View 20, 50 or 100 scheduled filings per page. Click the arrow and select a viewing preference.
3. **Case Number:** A hyperlinked number assigned to the case as it relates to the court location. View case history by clicking on the case number hyperlink.
 - a. **File Folder icon:** Click to file into the existing case
 - b. **Binoculars icon:** Click to move case to monitored cases list.
4. **Location:** Displays court location of the case.
5. **Case Caption:** This column displays the caption as accepted by the court.
6. **Date Filed:** Shows the filing date for the case.
7. **Status:** Lists all case statuses.

[Advanced Search](#)

Advanced Search – How to Find



From the Search screen, click the “Advanced Search” link from the page menu, or



Use the Quick Search option on the “Home page.”

Hover over the “Search” tab to choose the “Advanced Search” menu option

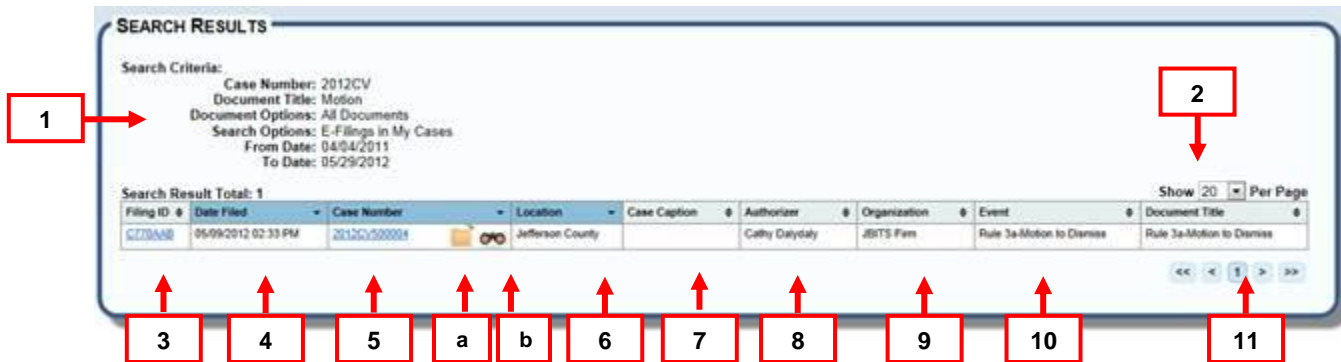
Advanced Search – Search Fields

The screenshot shows the 'ADVANCED SEARCH' interface. It includes several input fields and dropdown menus, each with a numbered callout:

- 1**: Case Number: A text input field.
- 2**: *Court Location: A dropdown menu with options: All, Adams County, Arapahoe County-Littleton, Douglas County, El Paso County. A note below reads: "(Hold down Control key and click each line to select more than one)".
- 3**: *Case Class: A dropdown menu with options: All, Civil, Civil County, Domestic Relations, Probate. A note below reads: "(Hold down Control key and click each line to select more than one)".
- 4**: *Event: A dropdown menu with options: All, Acceptance of Appointment, Acceptance of Office, Accounting, Acknowledgment of Deposit Order. A note below reads: "(Hold down Control key and click each line to select more than one)".
- 5**: Document Title: A text input field.
- 6**: *Date Range: Two date input fields, one with "04/04/2011" and another with "06/04/2012".
- 7**: PARTY NAME SEARCH: A section with radio button options: Business, Person, Judicial Officer, and N/A.
- 8**: *Document Options: Radio button options: All Documents, Documents Filed to the Court, Documents that were served only.
- 9**: *Search Options: Radio button options: All Court Cases, E-Filings in My Organizations Case(s), E-Filings in My Cases.
- 10**: Search Button: A button labeled "Search" with a magnifying glass icon.

1. **Case Number:** Enter the full four digit year, the case class and case number sequence. Ex: 2012 CV 50000.
2. ***Court Location:** Select "All" or the click the appropriate court location.
3. ***Case Class:** Select "All" or click the appropriate case class.
4. ***Event:** Select "All" or a specific court event.
5. **Document Title:** Enter all or a portion of the document title.
6. ***Date Range:** Enter a filing date range.
7. **Party Name Search:** Not applicable unless the option for a Business, Person or Judicial Officer is selected. If one of these options is chosen, complete the required fields.
8. ***Document Options:** Select the appropriate document option to narrow search results.
9. ***Search Options:** Select the appropriate case option to narrow search results.
10. **Search Button:** Press to view search results.

Advanced Search Results – Search Criteria Display, Filter and Table Columns



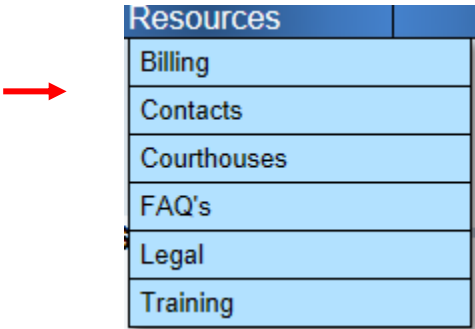
1. **Search Criteria Display:** This is an outline of the details requested in Advanced Search screen options.
2. **Show:** View 20, 50 or 100 results per page. Click the arrow and select a viewing preference.
3. **Filing ID:** Is a unique number that identifies a single e-filing transaction consisting of one or more e-filed documents. Click the hyperlink to view Filing ID details.
4. **Date Filed:** Displays the date the case or document was filed with the court.
5. **Case Number:** Each case is assigned a case number as it relates to a selected court location. Case numbers display as hyperlinks. View case history by clicking the case number hyperlink.
 - a. **File Folder icon:** Click to file into the existing case
 - b. **Binoculars icon:** Click to move case to monitored cases list.
6. **Location:** This column identifies where a case or document was e-filed.
7. **Case Caption:** This column displays the caption as accepted by the court.
8. **Authorizer:** The attorney authorizing the filing.
9. **Organization:** Identifies the ICCES Organization.
10. **Event:** The document event identifies the document name.
11. **Document Title:** Details the document's title.

Resources

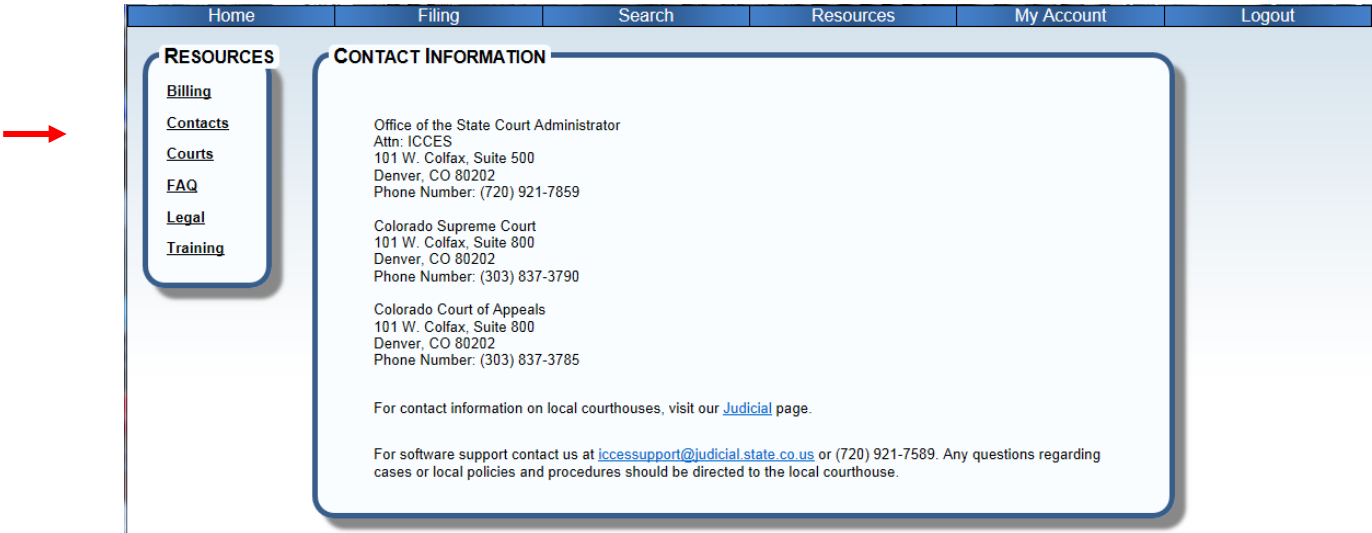
Resources – How to Find

Resources

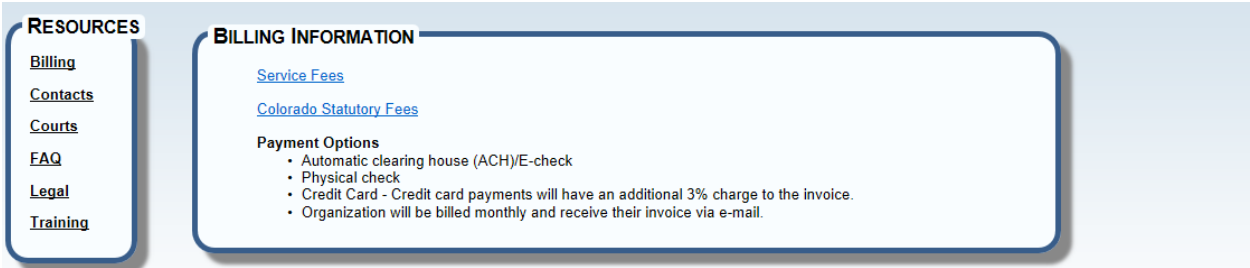
Click Resources from the menu bar.



Hover over the Resources tab and choose a specific option from the drop down menu.



The Resources landing page displays relevant contact information.



The Billing screen has a link for Service Fees and Colorado Statutory Fees. Payment options are also listed.

RESOURCES

- [Billing](#)
- [Contacts](#)
- [Courts](#)
- [FAQ](#)
- [Legal](#)
- [Training](#)

COURT INFORMATION

The following information is available from our [Colorado State Judicial Branch](#) website:

- Division setting dates and times
- Civil return calendar
- Rule 120 calendar
- Courthouse address, hours and phone numbers
- CFIT classes
- Local policies and procedures

Americans with Disabilities Act
If you need to request assistance under the Americans with Disabilities Act, visit our [Judicial](#) website.

Helpful Links

- [Adobe Reader Download](#)
- [American Bar Association](#)
- [Chief Justice Directives](#)
- [Colorado Bar Association](#)

The Court Information screen provides a link to the Colorado Judicial Website. Other helpful links including ADA information is posted.

RESOURCES

- [Billing](#)
- [Contacts](#)
- [Courts](#)
- [FAQ](#)
- [Legal](#)
- [Training](#)

LEGAL INFORMATION

- [Terms and Conditions](#)
Colorado Interactive Terms and Conditions
- [Privacy Policy](#)
- Chief Justice Directives**
 - [Chief Justice Directive 98-01](#)
 - Costs that may be waived for indigent petitioners
 - Waived fees for indigent petitioners
 - [Chief Justice Directive 06-01](#)
 - Waiver of court fees for public entities
 - [Chief Justice Directive 11-01](#)
 - Statewide electronic filing standards
 - Standards for rejecting documents

On the Legal Information screen, view Chief Justice Directives for waiving fees. ICCES Terms and Conditions and the Colorado Judicial Privacy Policy links are also included.

RESOURCES

- [Billing](#)
- [Contacts](#)
- [Courts](#)
- [FAQ](#)
- [Legal](#)
- [Training](#)

TRAINING INFORMATION

[Training Manual](#)

The judicial branch provides ongoing training classes and webinars for the Integrated Colorado Courts E-Filing System.
To view classes and register, visit our [Judicial](#) page.

Our videos below will give you an overview of ICCES and show you a basic demonstration of filing a new case.

[ICCES Video: Navigating through ICCES](#)

<http://youtu.be/g8OzDV-RFjc>

[ICCES Video: ICCES File Builder](#)

<http://youtu.be/4cKNv5sBKZk>

The Resources screen offers a variety of training assistance. The Training Manual and pertinent ICCES videos are only a click away.

My Account

The “My Account” section features an e-mail and alert preference screen, a profile page and password reset functionality.

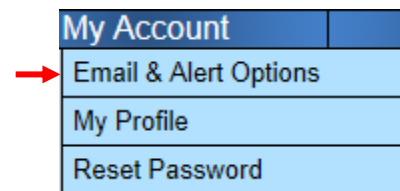
Preferences

This page features options for receiving, copying or forwarding e-mail or alert notifications.

Preferences – How to find



From the My Account screen, click on “Preferences” from the page menu or,



Hover over the “My Account” tab to choose the “Preferences” menu option.

Preferences – E-Mail and Alert Options

EMAIL PREFERENCES

1 →

a → Do not send emails.

b → Send a copy of new Alert email to:
Select party to be notified

c → Forward new Alert email to:
Select party to be notified

ALERT PREFERENCES

2 →

a → Send a copy of new ICCES Alerts to:

b → Forward new ICCES Alert to:
Select party to be notified

3 ↓

Save

1. E-mail Options:

- a. User has the option to receive e-mails or not.
- b. Forwarding and/or Copy Inbox E-mail option: User has the option to forward or copy ICCES inbox e-mail to another party in their organization, or an organization they represent.
- c. Forward Option: User has the option to forward a new ICCES alert e-mail to another party in their organization or an organization they represent.

2. Alert Options:

- a. User has the option to copy an ICCES alert to another party in their organization.
- b. User has the option to forward ICCES alerts to other party(ies) in their organization, or to a party(ies) in an organization they represent.

3. Once all preferences are selected, press the “Save” button.

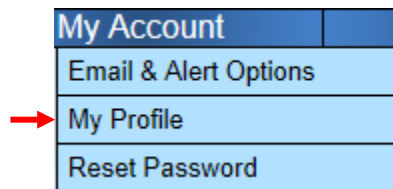
My Profile

Update personal information on the My Profile page.

My Profile – How to find



From the My Account screen, click on “My Profile” from the page menu or,



Hover over the “My Account” tab to choose the “My Account” menu option.

My Profile – Options



A screenshot of a 'My Profile' form. The form is titled 'My Profile' and has a 'Required Field' indicator. The form contains the following fields: Account Type (Attorney), Email (required), Bar Number (12345), Attorney Role (District Attorney), First Name (required), Middle Name, Last Name (required), Suffix (dropdown menu), Phone Number (303-234-2346), Fax Number, Organization Name (Handeland & Stem Law Firm), and Administrator (Shannon). The Administrator field is a link to shannon.boone@judicial.state.co.us. There are four numbered callouts: 1 points to the Account Type field, 2 points to the Organization Name field, 3 points to the Administrator link, and 4 points to the Administrator text. At the bottom of the form are 'Cancel' and 'Save' buttons.

1. The following fields are editable:

- E-mail
- Attorney Role (this field will not display if the user is a Staff Assistant)
- First, Middle, Last Name and Suffix.

- Phone and Fax Number
2. The Organization Name and the Administrator(s) is listed.
 3. To send an e-mail to an administrator, click on the e-mail hyperlink. This opens a new e-mail in a second window.
 4. Click the “Save” button after any changes are made, or press “Cancel” to exit “My Profile.”

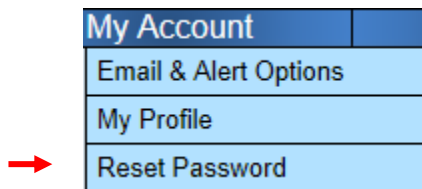
Reset Password

Passwords must be changed every 60 days. This is a Colorado Judicial Branch security policy. Also featured on Reset Password is an option to re-select a new security question and answer.

Reset Password – How to find



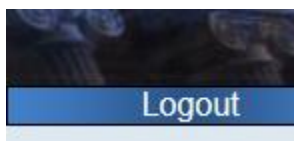
From the My Account screen, click on “Reset Password” from the page menu or,



Hover over the “My Account” tab to choose the “Reset Password” menu option.

1. Enter current password
2. Enter a new password.
3. Re-enter the new password.
 - a. A password must contain 1 uppercase letter, 1 lowercase letter, 1 number, and have at minimum of 8 characters with a maximum of 15 characters.
4. Select a security question.
 - a. Enter an answer.
5. Click the “Save” button after any changes are made, or press “Cancel” to exit this screen.

Log Out



Select Logout from the Navigation Bar to properly exit the system and close your ICCES session.

For security reasons, it is important to ***always logout*** of ICCES once you finish your session.

Administrator

ADMINISTRATOR

[Add User](#)
[Modify Organization](#)
[Modify User](#)

TEST LAW FIRM

Add pre-authorized users to this organization.

*Required Field

Bar Number:

*First Name:

Middle Name:

*Last Name:

Suffix:

*Email:

*Is this person authorized to be an administrator for your organization's account?
 Yes No

Last Name	First Name	Email	Bar Number	Attorney Role	Administrator	Remove User
<i>You have no New Users at this time</i>						

An email will be sent to the pre-authorized user(s) with their temporary password.

Add User(s) to an Organization

- Select Add Users from the Administrator tab on the Menu Bar
- Search for the organization and double click on the organization in the search results table
- Adding an Attorney
 - Enter the Bar Number and click the Blue Arrow. This will pull the attorney information from ATR. If no information is returned, this attorney does not have an ACTIVE status with ATR and you will not be able to create an attorney account.
 - Select the Attorney Role that applies to this attorney
 - Enter the first name, last name and email address of the new user
 - Determine if this user will be an Administrator (Note: radio button is defaulted to NO)
- Adding a Staff Assistant
 - Enter the first name, last name and email address of the new user

- Determine if this user will be an Administrator (Note: radio button is defaulted to NO)
- Click Add User button
 - The name of the new user will appear in the table. Continue to enter the all the new users for your organization and the table will build dynamically. Any entry may be removed from the list by clicking the trash can under the Remove User column.
- Click the Save and Close button
 - An email will be sent to the pre-authorized user(s) with a temporary password.

Individual Registration Process

- A new user will receive an email from ICCES with a hyperlink to the login page and a temporary password.
- User will click on the hyperlink contained within the email (this process will activate their account)
- User must accept the Terms and Conditions to continue
- User is directed to the Reset Password page
 - The temporary password must be entered as the Current Password
 - A new password must be entered
 - The user must select a Security Question and Answer
- Registration process completed
- The Administrator will be directed to the Modify Organization screen to enter the contact information for the organization

Modify an Organization

- Select Modify Organization from the Administrator tab on the Menu Bar
- Make any changes to the address, phone number and fax number and click Save
- Billing Contact – this is a dropdown box that has all the users at the organization. At any time you may change the name of the billing contact.
 - When the billing contact is changed the email address will automatically change
- Administrator(s) – the name of the administrator(s) will be listed along with their email address
 - The email address is a hyperlink that will open an email to that administrator in a second window.

The screenshot shows the 'MODIFY USER' form in the ICCES Administrator interface. The form is titled 'MODIFY USER' and includes a sidebar with 'ADMINISTRATOR' options: 'Add User', 'Modify Organization', and 'Modify User'. The form fields are as follows:

- *Required Field**
- *First Name:** Test (with a 'Delete User' link)
- Middle Name:** (empty)
- *Last Name:** Person
- Suffix:** -Select a Suffix-
- *Email Address:** test.person@judicial.state.co.us (with an 'Email Confirmed' checkbox checked and a 'Resend Email Confirmation' link)
- Account Type:** Staff Assistant
- *Account Status:** Enabled
- Administrator:** Yes
- Security Question:** What is the name of your favorite actor?
- Answer:** Actor
- Password:** (empty) (with a 'Reset Password' link)

At the bottom of the form are 'Cancel' and 'Save' buttons.

Modify a User Account

- Select Modify User from the Administrator tab on the Menu Bar
- Search for the name of the user and double click on their name in the search results table
- Make any changes to the name and email information and click Save
- Email Confirmed Checkbox
 - If this is checked the user has received an email from ICCES, clicked on the hyperlink for ICCES and completed the registration process
 - If this is not checked the user has not completed the registration process and activated their user account.
- Click the Resend Email Confirmation hyperlink to resend an email that contains the hyperlink for ICCES and a temporary password
 - An administrator may check the Email Confirmed checkbox to force activation. This is not recommended. It is important to confirm the user is receiving emails from ICCES and completed the registration process.
- The Attorney Role is a field that will only appear if the user is registered as an attorney. The attorney role may be changed and will be reflected on the My Profile page of their account. This will populate the Attorney Role field on the Review and Submit page of the file builders.
- The Security Question and Answer may not be changed by an administrator.
- An administrator may give a temporary password

- The temporary password may be typed into the Password field or the Reset Password hyperlink may be clicked and ICCES will send an email to the user with a temporary password.
- Once a login is used with a temporary password the user will be directed to the Reset Password screen under My Account and they will be required to change their password before using ICCES.
- To delete a user from ICCES click the Delete Account hyperlink. You will be prompted with a pop-up to verify the deletion of this account.