ICCES Attorney Training Manual

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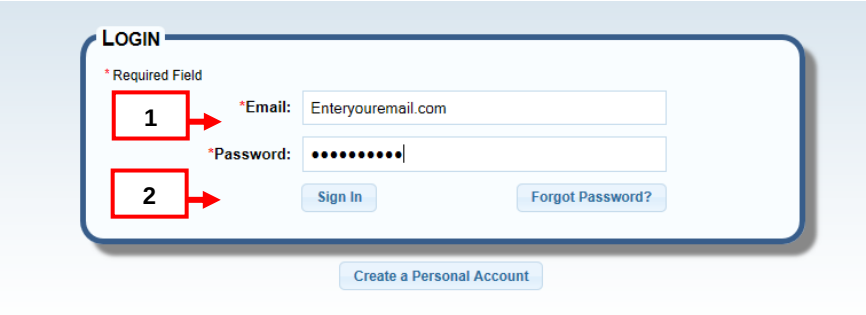
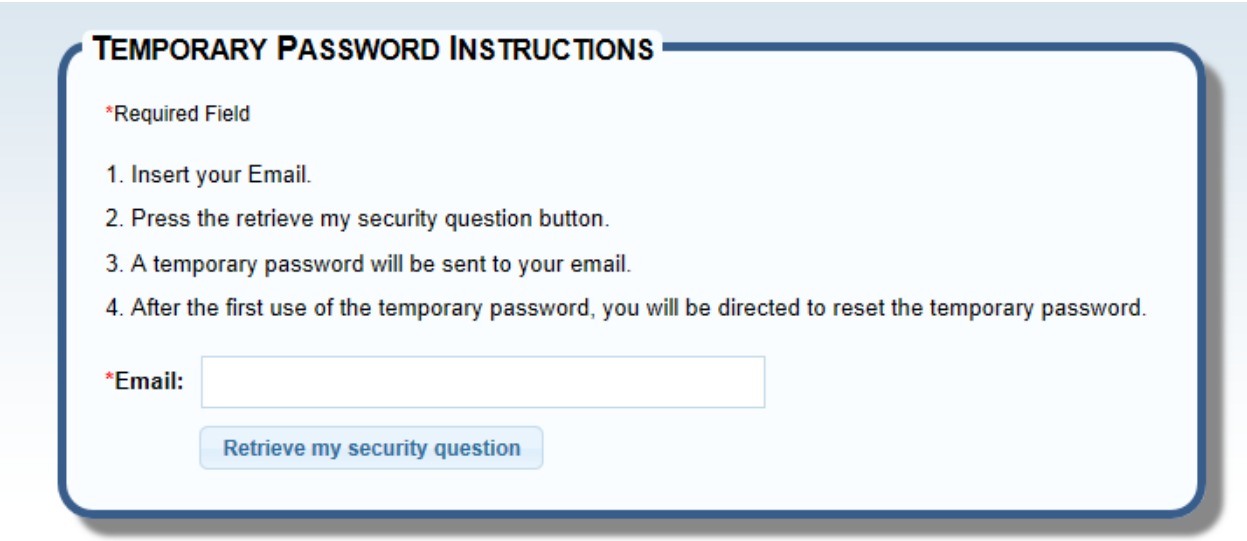
Login Page



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.



***** “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.

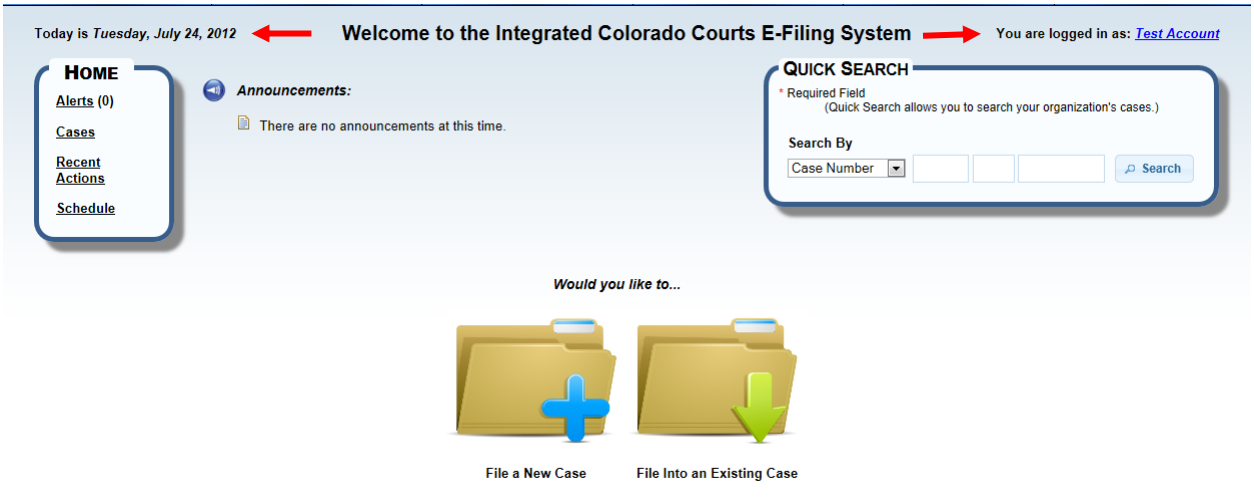
My Account: Make changes to account information through My Profile, or reset a password through Reset Password**.** Also set e-mail and alert preferences through Preferences.

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.

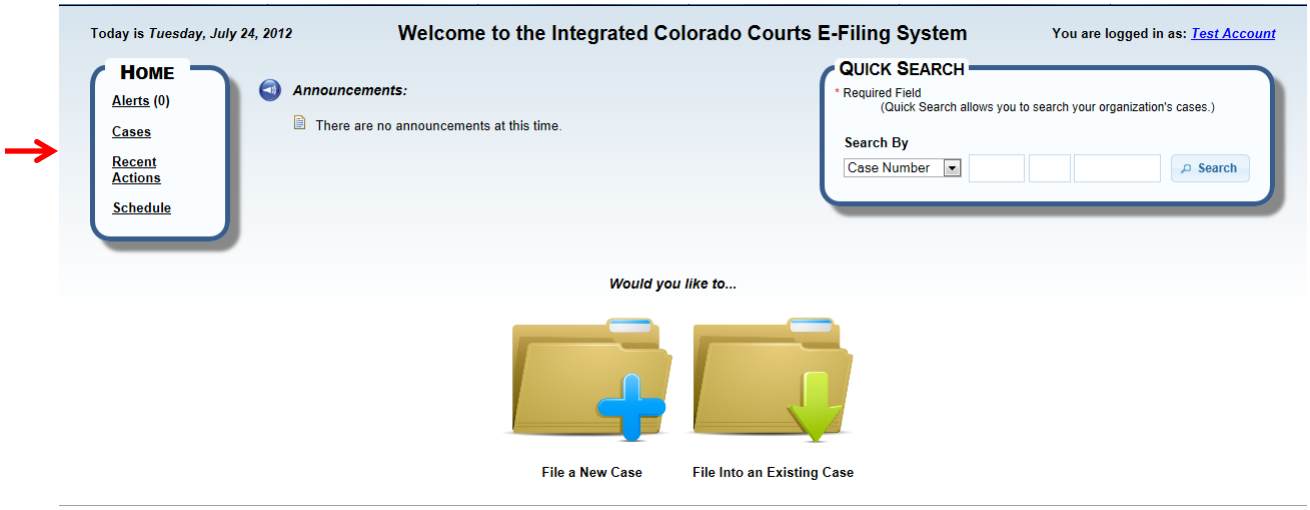
Home Page

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

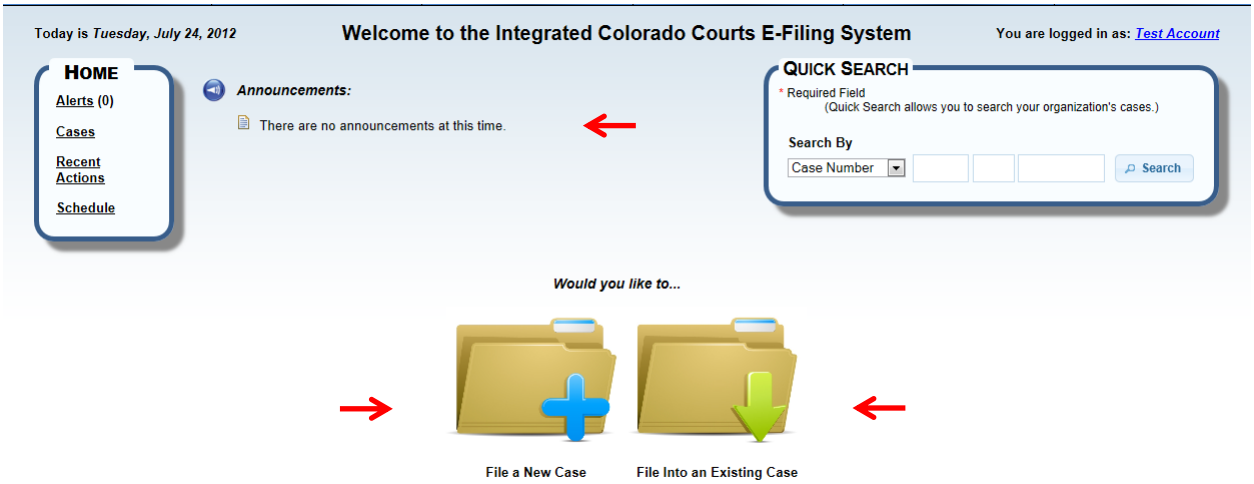


At the top of the Home page there is a display listing:

- Today's date.
- Login name.

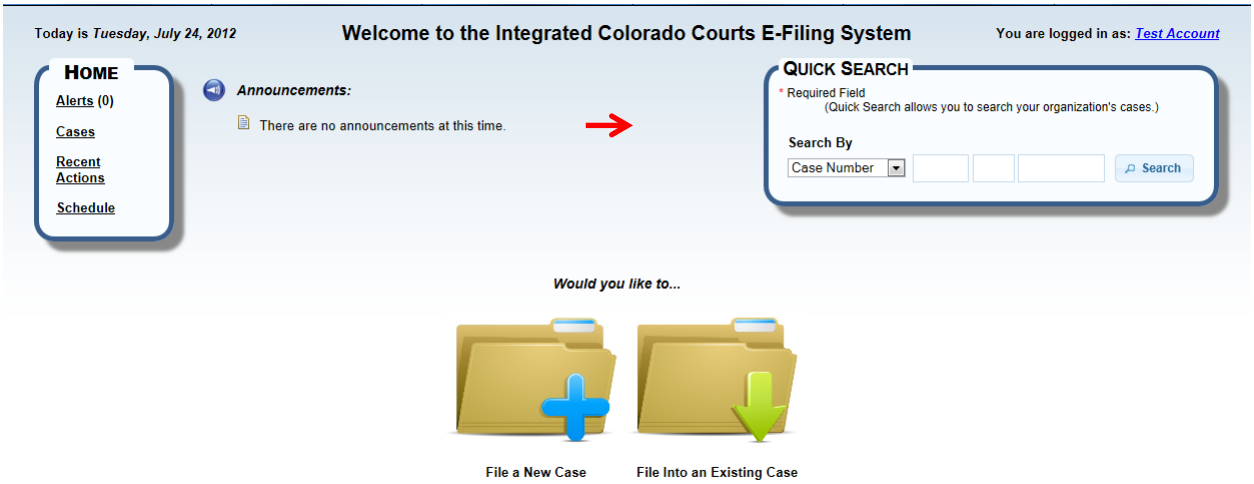


On the left, there is a menu to access hyperlinks for Alerts, Cases, Recent Actions and Schedule.



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.

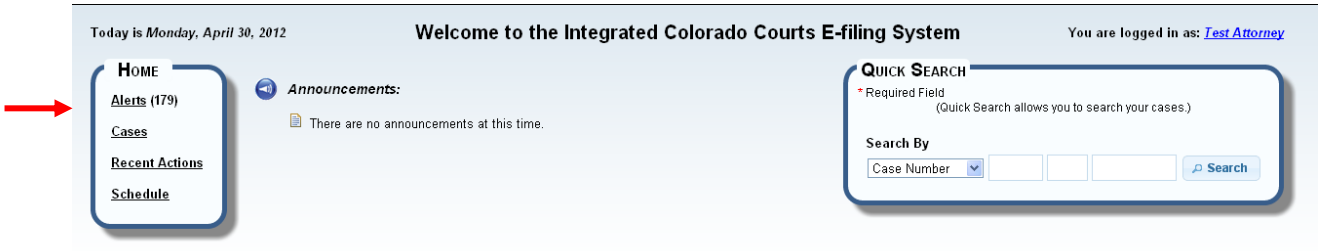
When the court reviews and accepts an e-filed item, it displays as “Accepted.”

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.

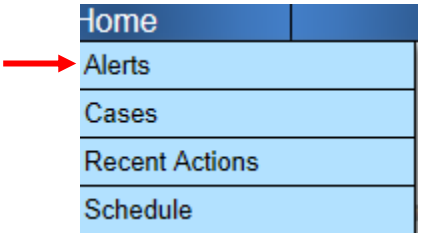
Serve-only documents also display in alerts, and are displayed as “Service.”

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

Alerts – How to Find



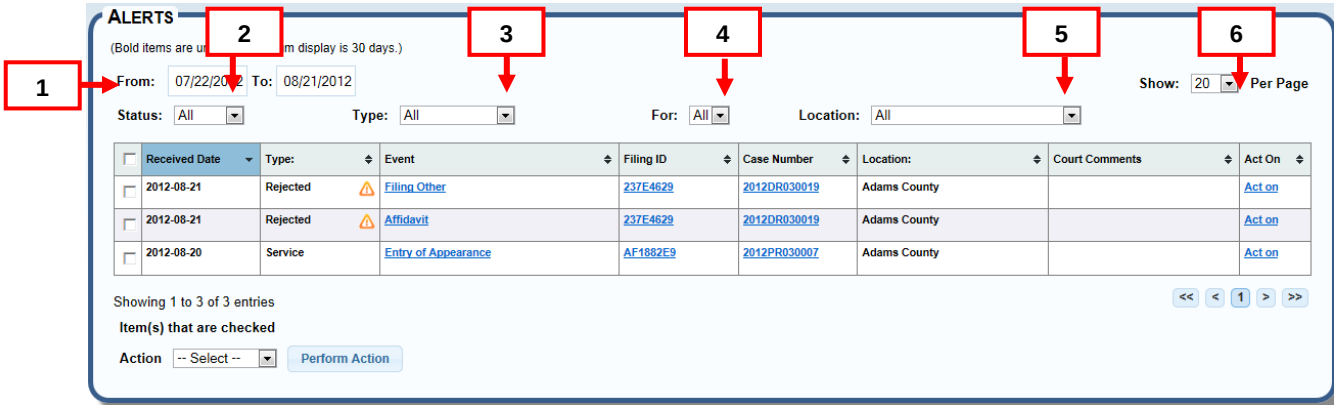
From the Home screen, click the “Alerts” hyperlink from the page menu, or



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.



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.

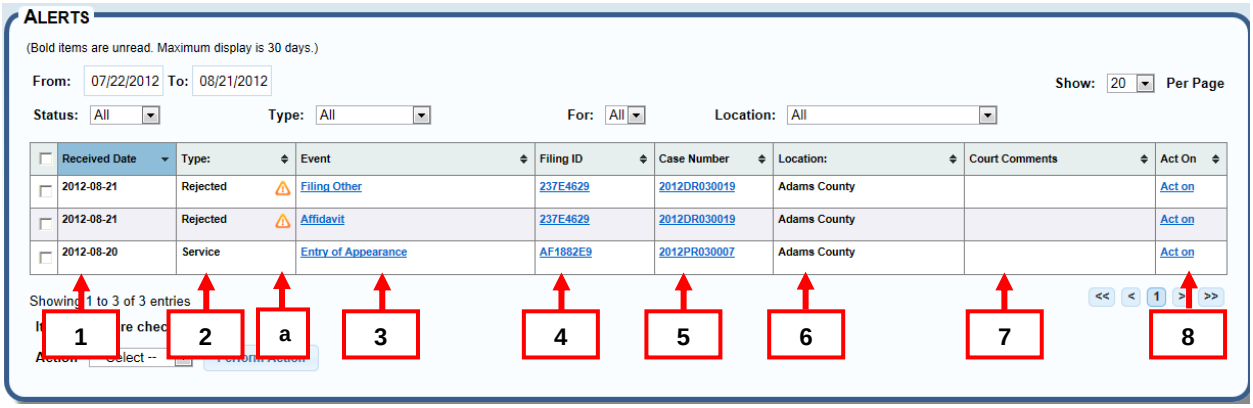
2. **Status**: Provides choices for viewing as status of All, Read or Unread alerts. Click the arrow to select.

3. **Alert Type**: There are choices for viewing All, Accepted, Rejected, Service or Courtesy Copy alerts. Click the arrow and select.

4. **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.

5. **Location**: Choose an alert view for one or all court locations. Click the down arrow to select the desired court location from the list.

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



Alerts – Table Columns

1. **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.

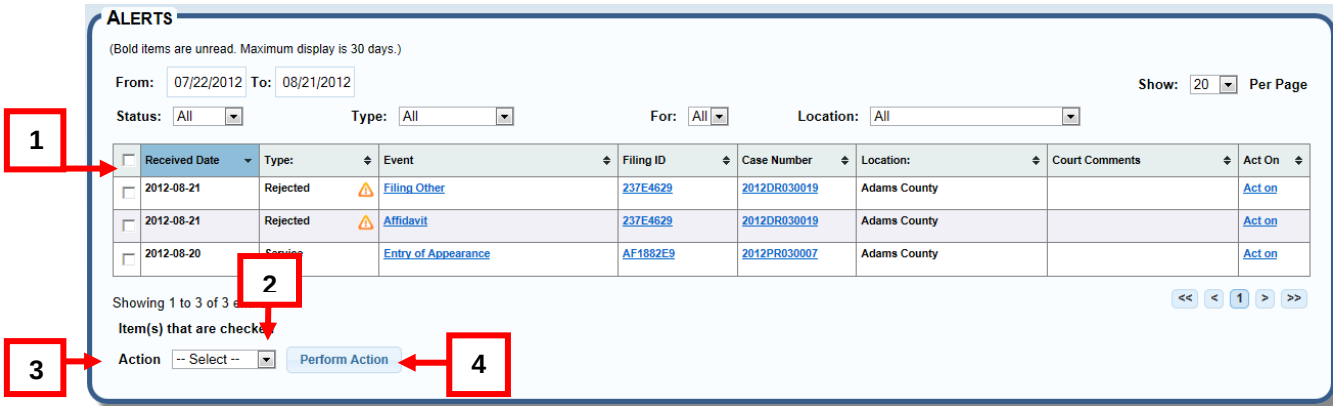
8. **Act On**: A user can take action on a filing by clicking the "Act On" hyperlink.

    - 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.



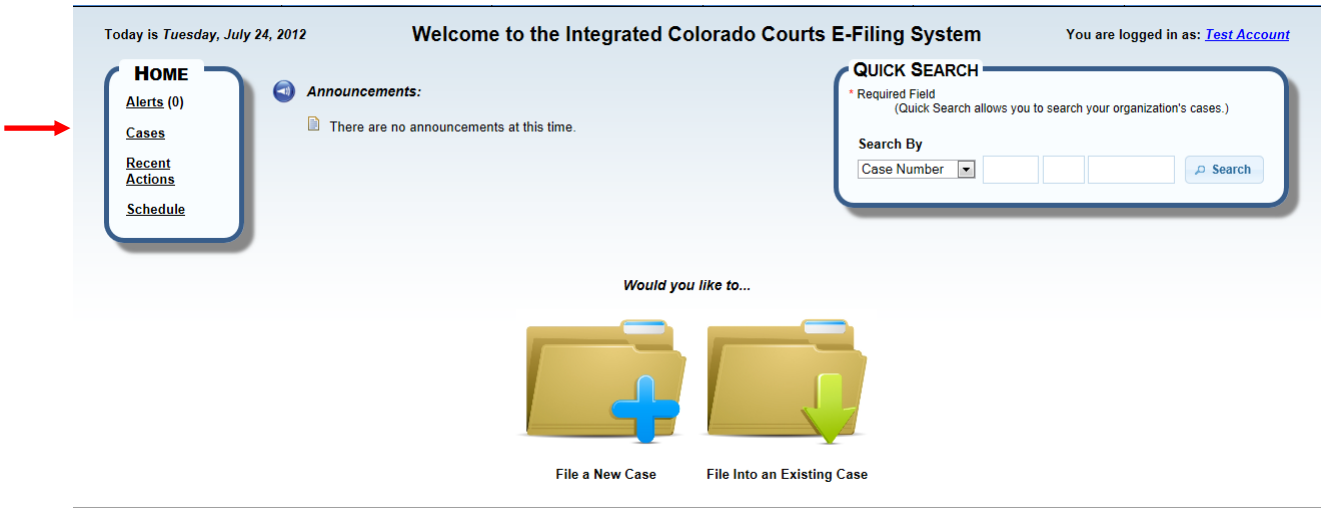
1. Select the Alert item(s) by clicking in the check box next to the item(s). Clicking the checkbox at the top selects all items in the table.
2. To view a list of choices, click the arrow in the Action box.
3. Select one of the choices, *Mark Read*, *Mark Unread* or *Remove*.
4. Click the “Perform Action”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

Cases

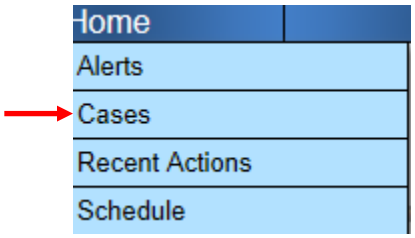
The Cases page displays a listing of an organization’s court cases. Cases display in this list only if:

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

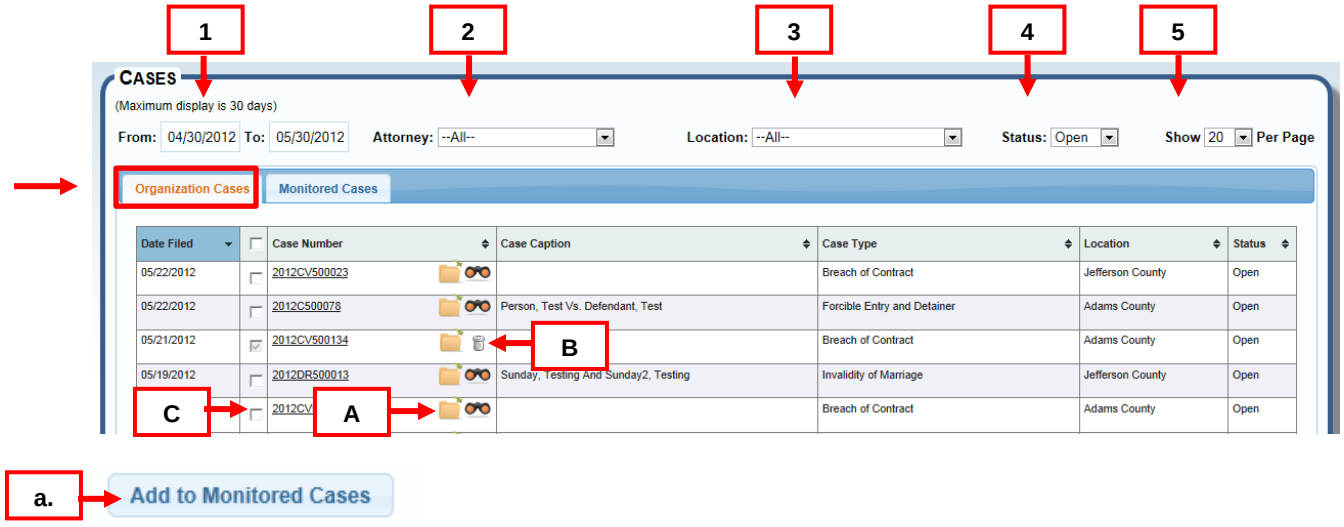


From the Home screen, hover over the “Home” tab and select “Cases” from the menu.

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.



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 redisplays 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.

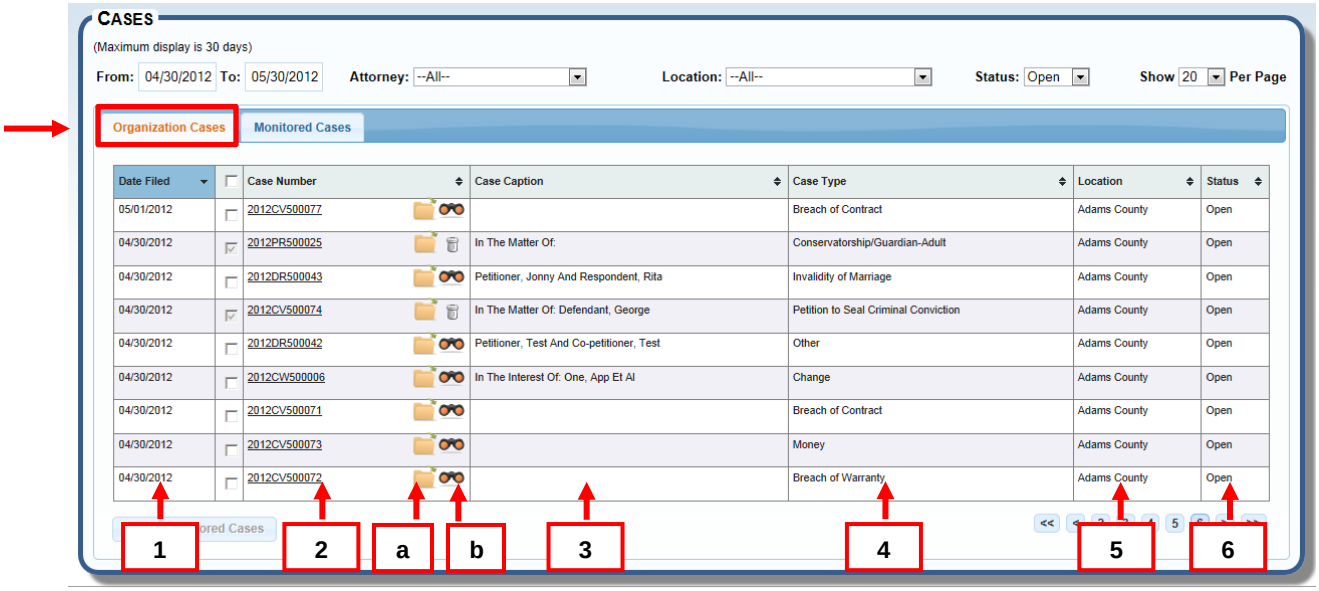
2. **Attorney:** The Attorney box displays all attorneys within an organization. Click the arrow for a list of attorneys. Highlight and click to select.

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



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.

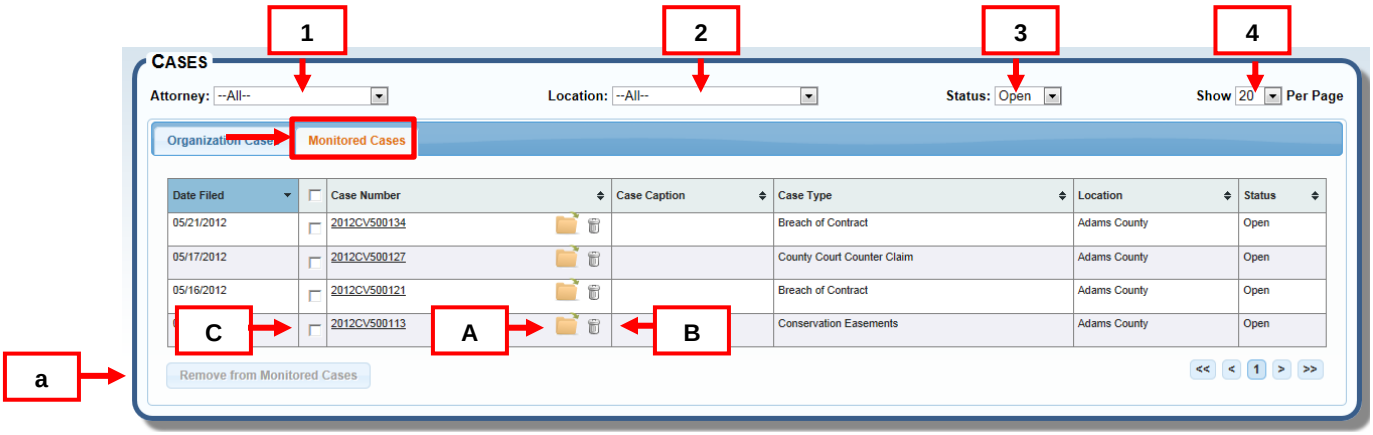
4. **Case Type:** The case type column displays a case type as it relates to a case class. Ex., a breach of contract is a type of case in the civil case class.

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.

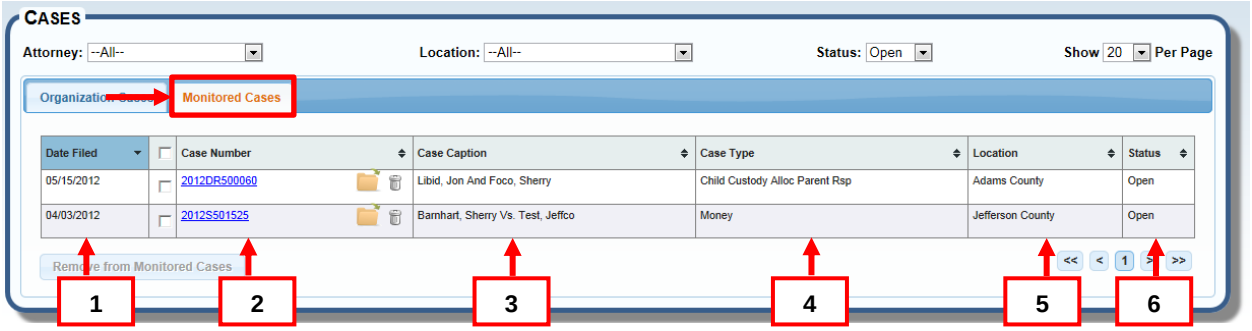
1. **Attorney:** The Attorney box displays all attorneys within an organization. Click the down arrow for a list of attorneys. Highlight and click to select.

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



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.

    - If a case is in 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.

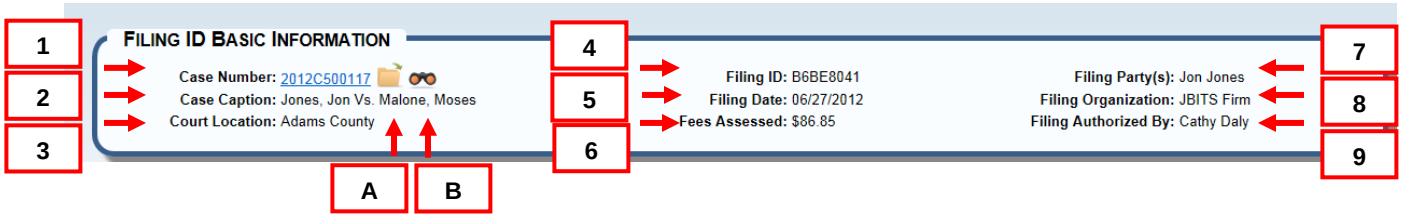
5. **Location:** The location column identifies where a case was filed.

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.

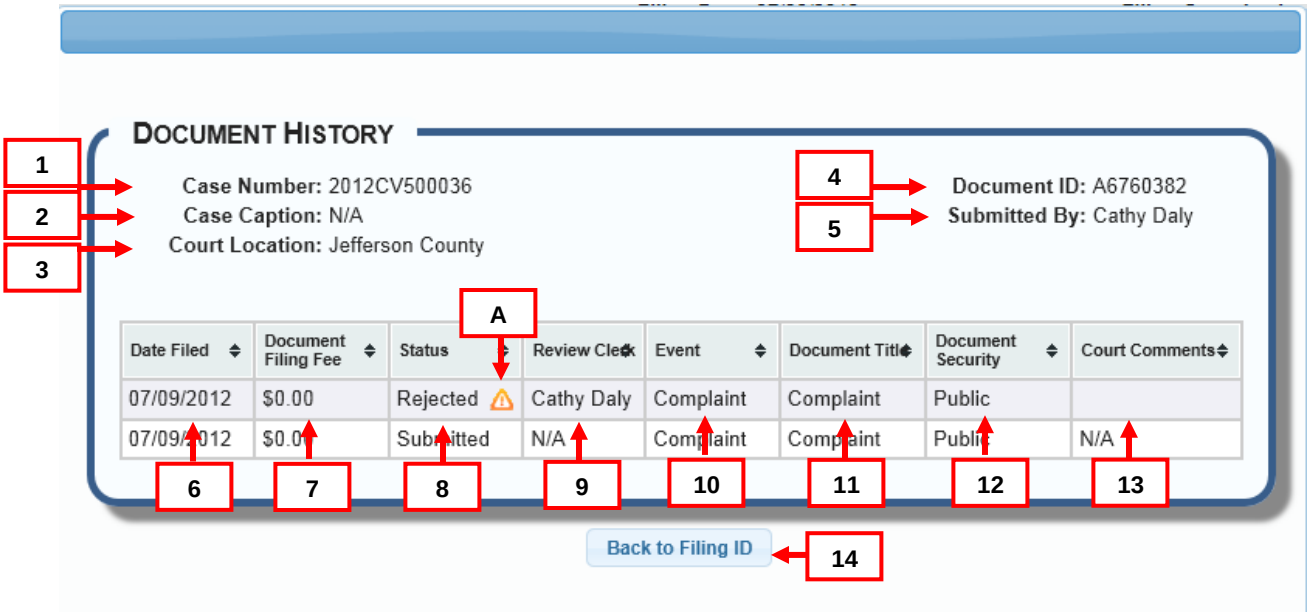
1. **Case Number:** Each submitted case is assigned a case number as it relates to a selected court location. Click the case number hyperlink to access the Case History/Register of Actions screen.
2. **Case Caption:** Prior to Clerk Review, N/A displays in Case Caption field. After the case is accepted 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

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



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.

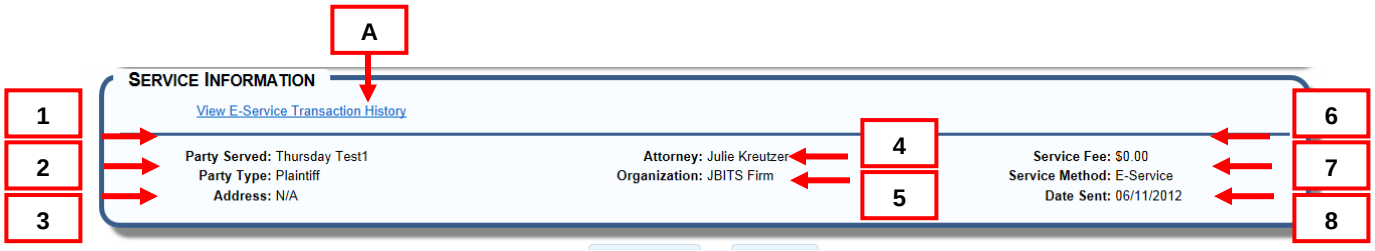
14. **Back to Filing ID:** Clicking the button closes the window and returns the user to the Filing ID screen.

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.

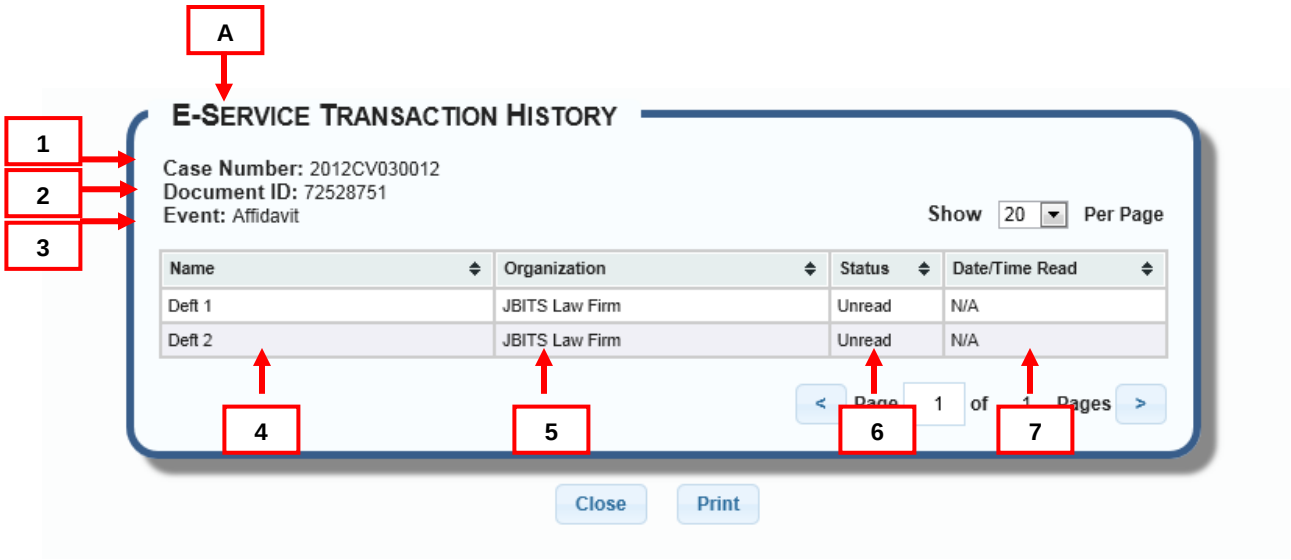
8. **Date Sent:** This information is sent to ICCES from the mail vendor and identifies the date the documents were mailed via the US Postal Service.

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



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)

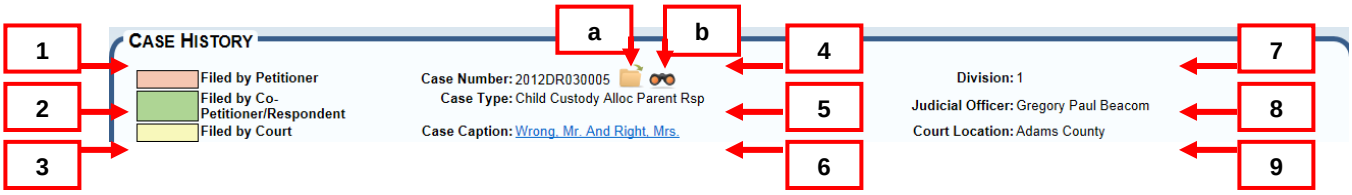
8. **Date Sent:** This information is sent to ICCES from the mail vendor and identifies the date the documents were mailed via the US Postal Service.

    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.

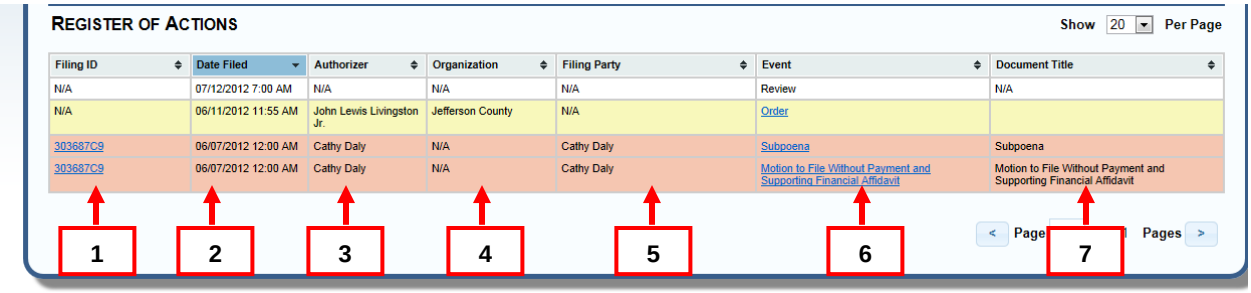
    b. Click the binocular icon to add this case to the “Monitored Cases” folder.

    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



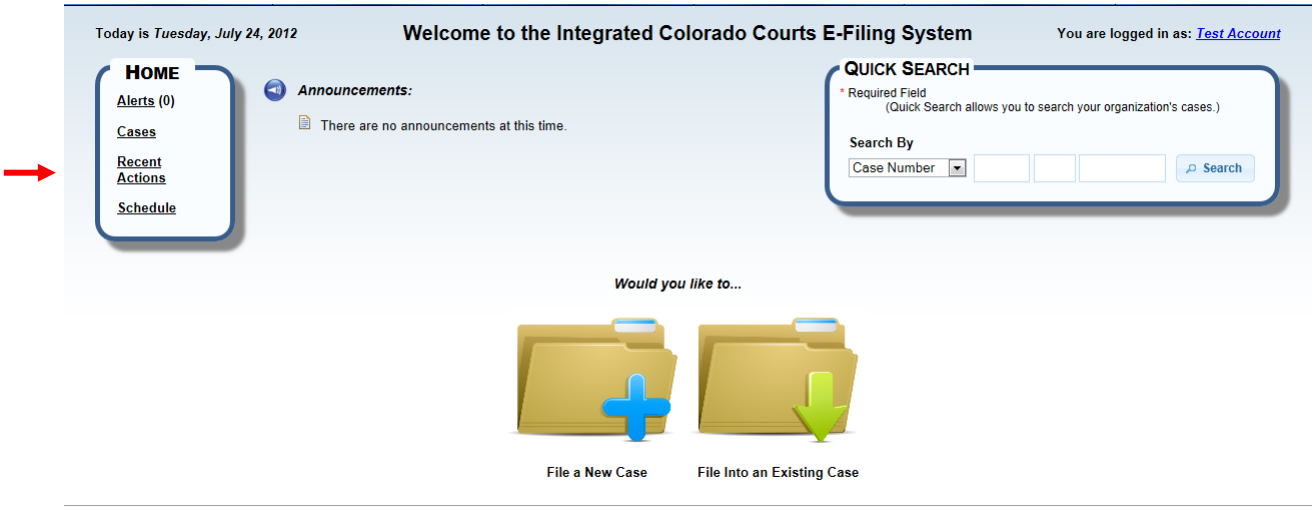
Register of Actions – How to Find: Click on a *Case Number* link in any table (Alerts, Recent Actions, Cases, Search Results, Scheduled Filings or Filing ID screen).

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

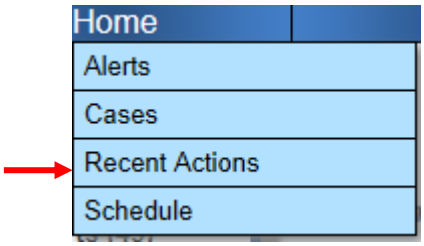
Recent Actions

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

Recent Actions – How to Find

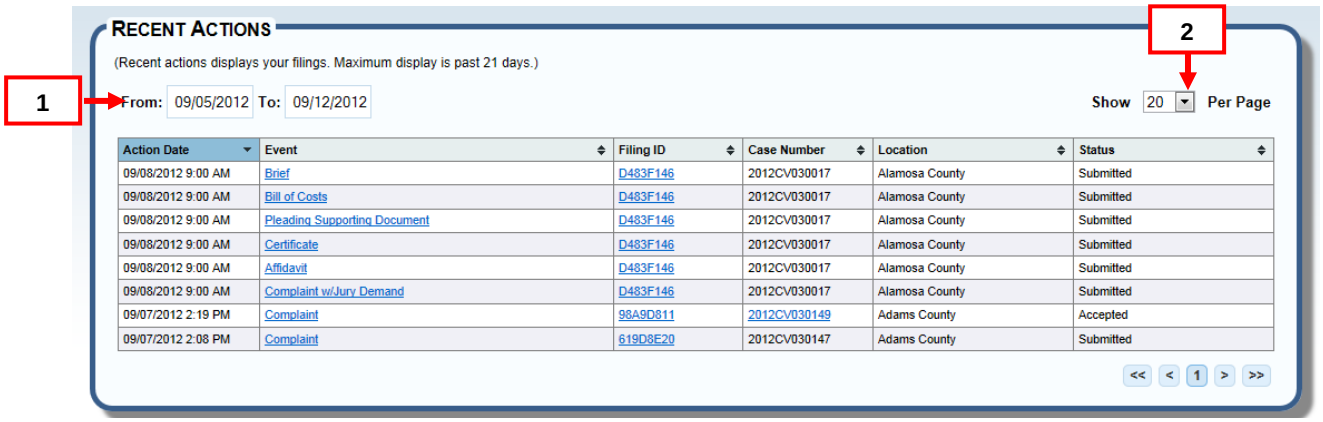


From the Home screen, click the “Recent Actions” link from the page menu, or



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

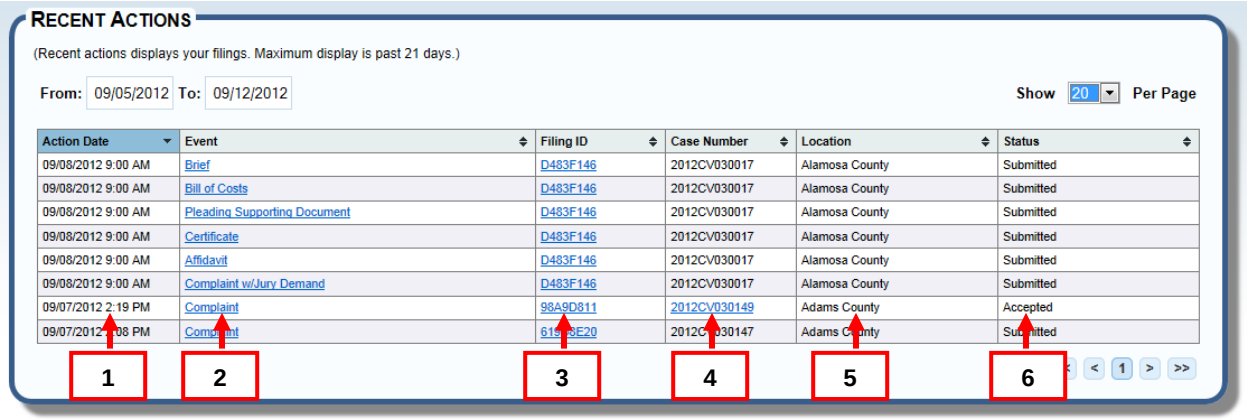
Recent Actions – Filters



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



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.

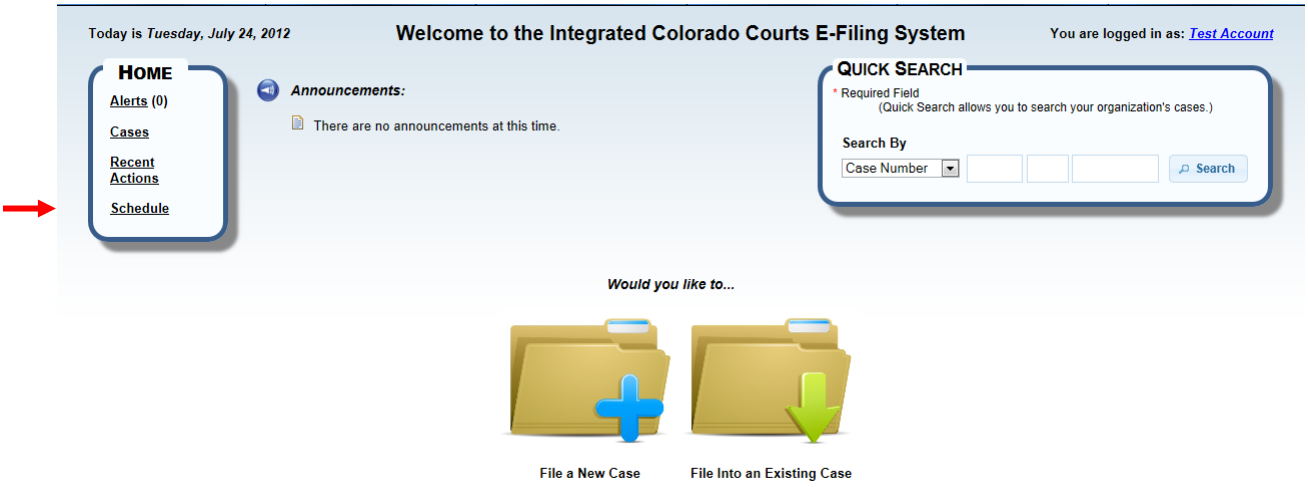
    - If the filing has not yet been reviewed through clerk review at the court, the status shows “Submitted.”

- 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.”

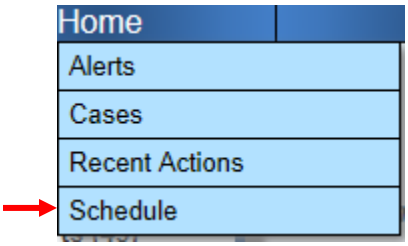
Schedule

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

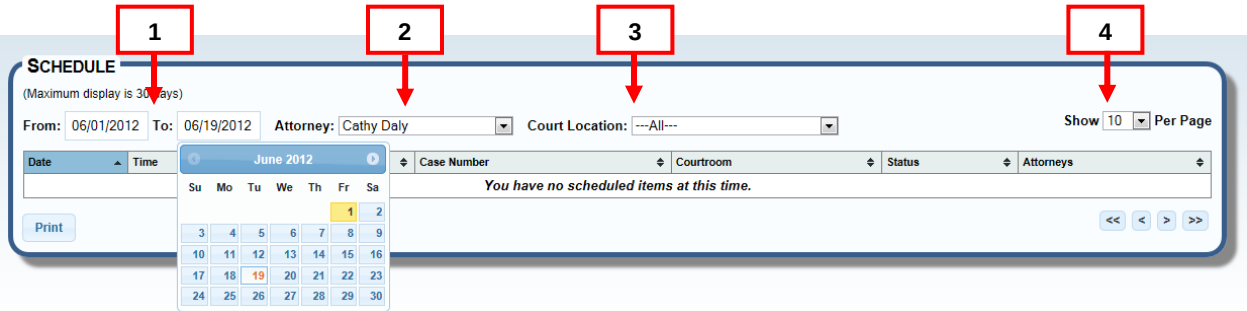


From the Home screen, click the “Schedule” link from the page menu, or



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

Schedule – Filters



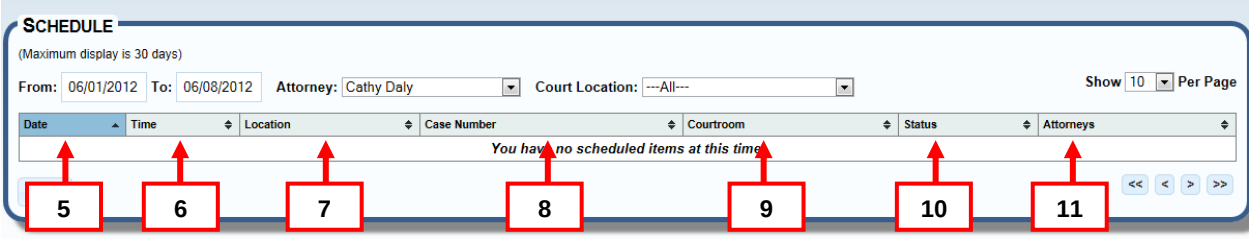
1. **From: and To**: These date boxes display a maximum 30-day date range schedule view. Click inside the "To" date box to select a date range 30 days or less from the pop-up calendar.

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).

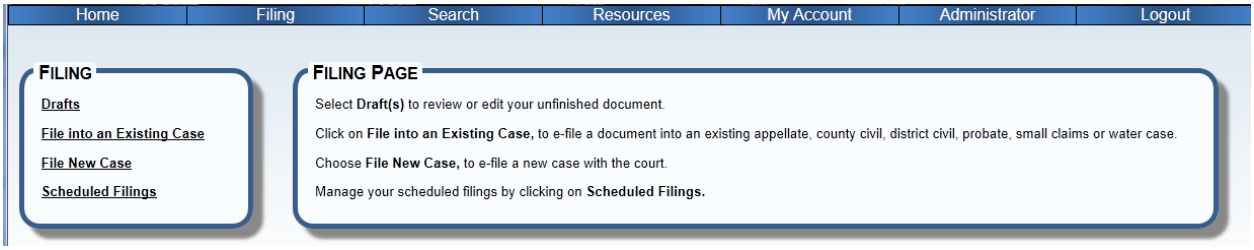
- Ex. When a hearing is held, the court updates the status and “Held” is displayed in the status column. When a hearing is continued, the court updates the status and “Continued” is displayed in the status column.

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.

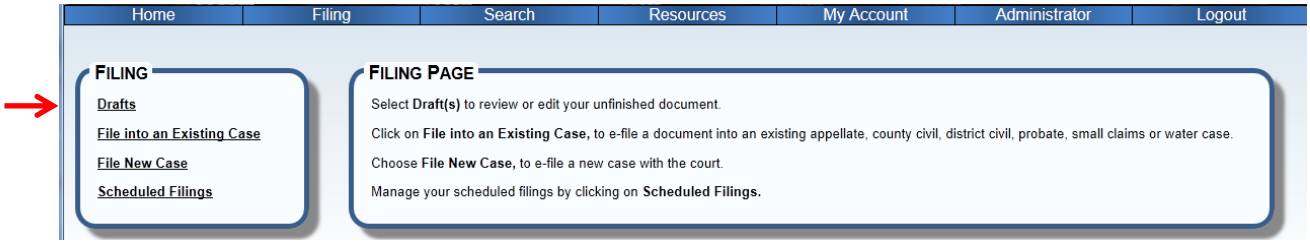
Registered batch file organizations have a Manage Batch Filing hyperlink on the Filing page menu.



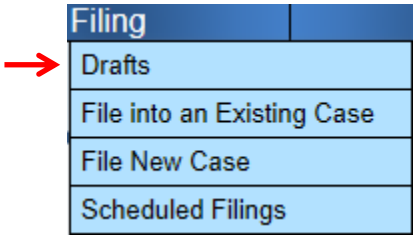
Drafts

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

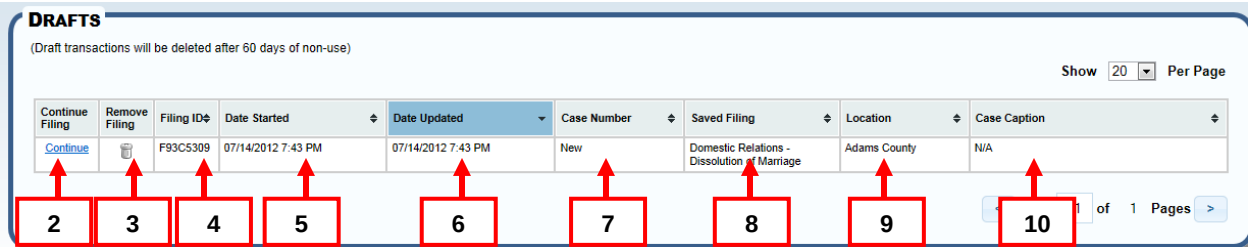


Hover over the **Filing** tab to choose the Drafts menu option.

Drafts – Filters

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

Drafts – Table Column



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.

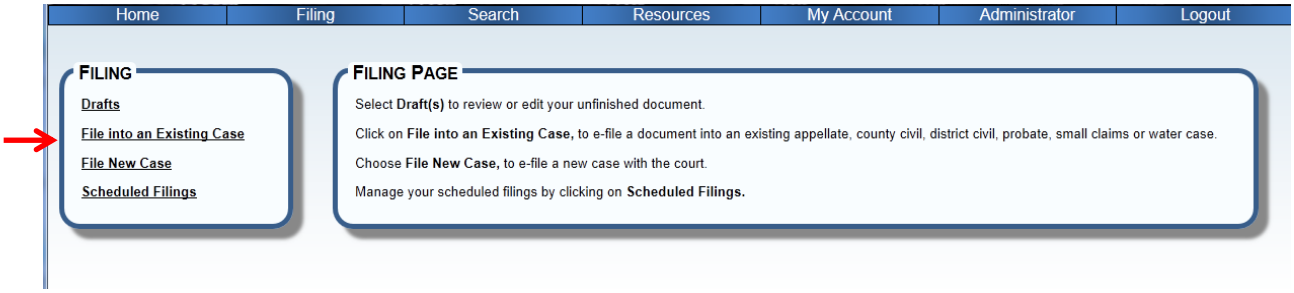
9. **Location**: Cases and documents filed through ICCES are submitted through a court location. This column identifies the location.

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.

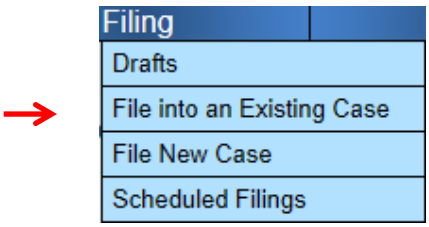
File into an Existing Case

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



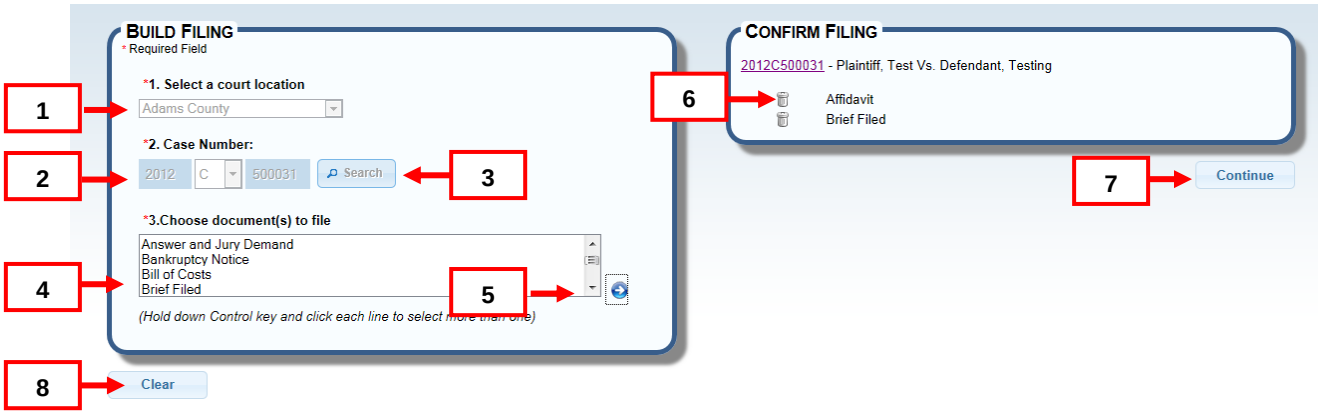
On the Filing screen, click the File into Existing Case hyperlink from the page menu or,



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

File into Existing Case – Build Filing

File Builder



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.

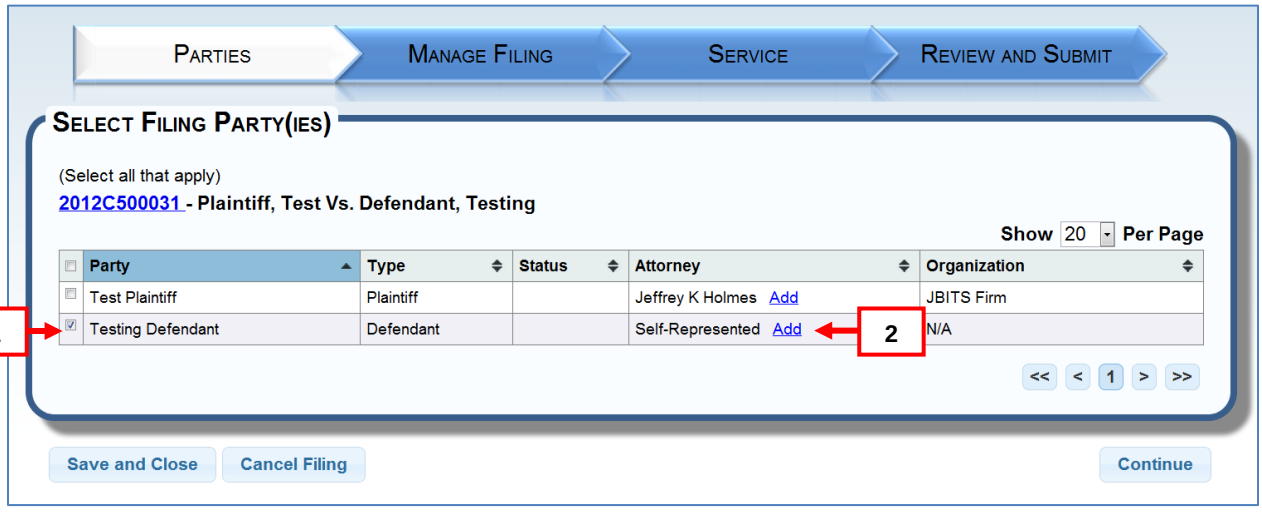
7. Press **Continue**.

8. Press *Clear* to re-set all selections on this screen.

Progress Bar

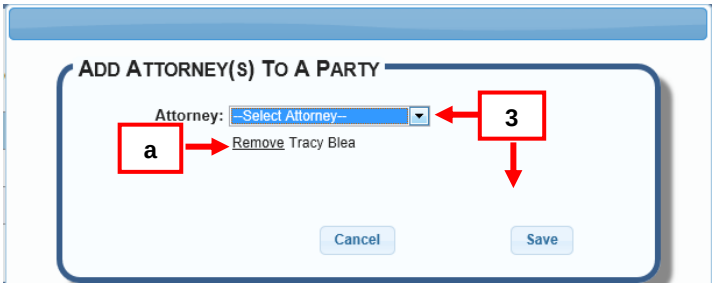
Moving past the Build Filing screen, note the Progress Bar at the top of the page. Click on any section to navigate to that screen.

File Into Existing Case - Review Filing Parties



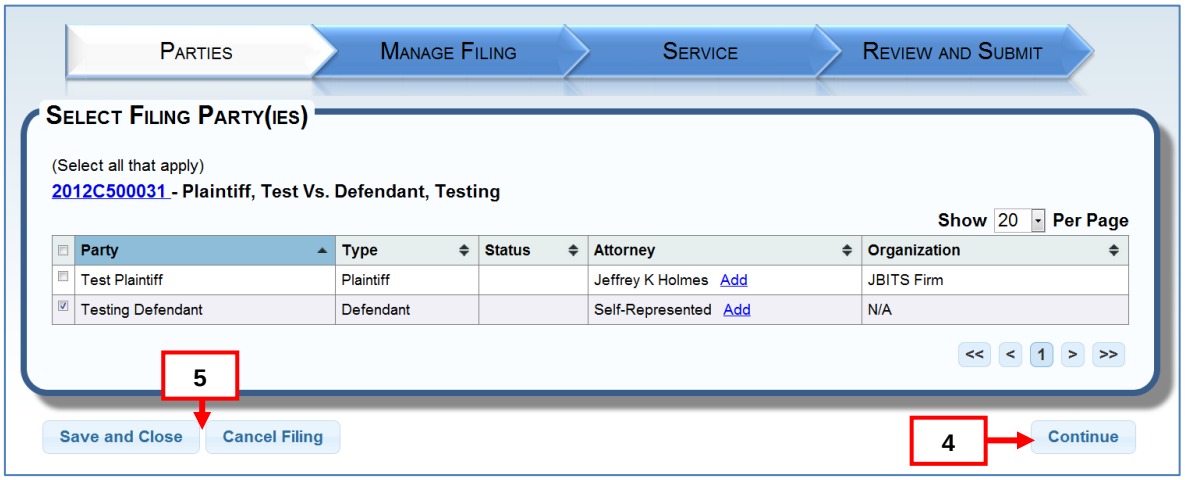
1. Select the party(ies) filing the document(s).

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.

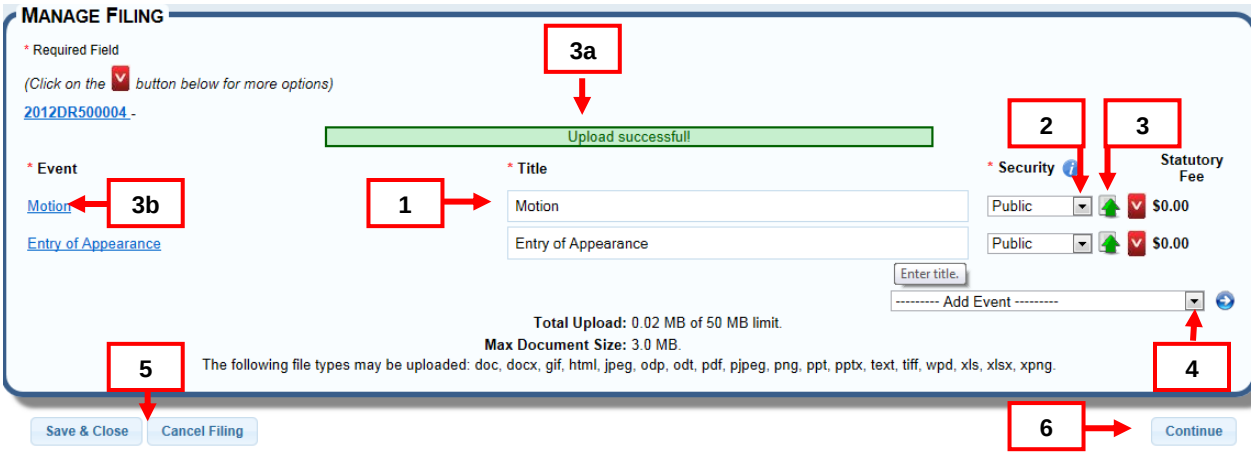


4. Click **Continue.**

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.

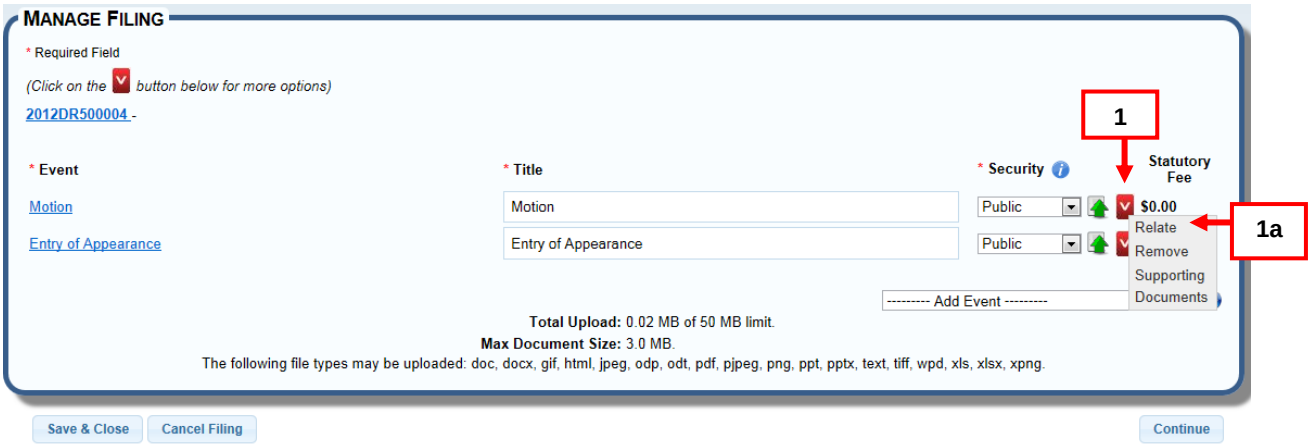
4. Include any missed filings by clicking the arrow in the “Add Event” box. Highlight and select the new filing event, and click the blue arrow to add it.

    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.

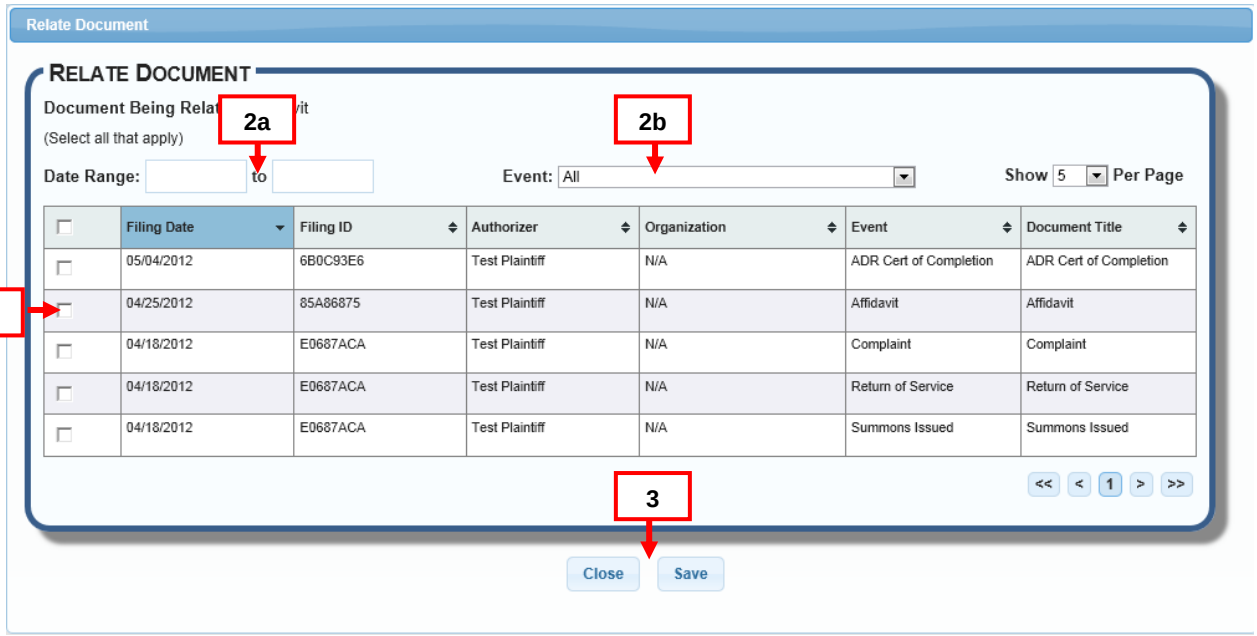
6. Press “Continue.”

Manage Filing – Relate, Remove and Supporting Documents



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**.**

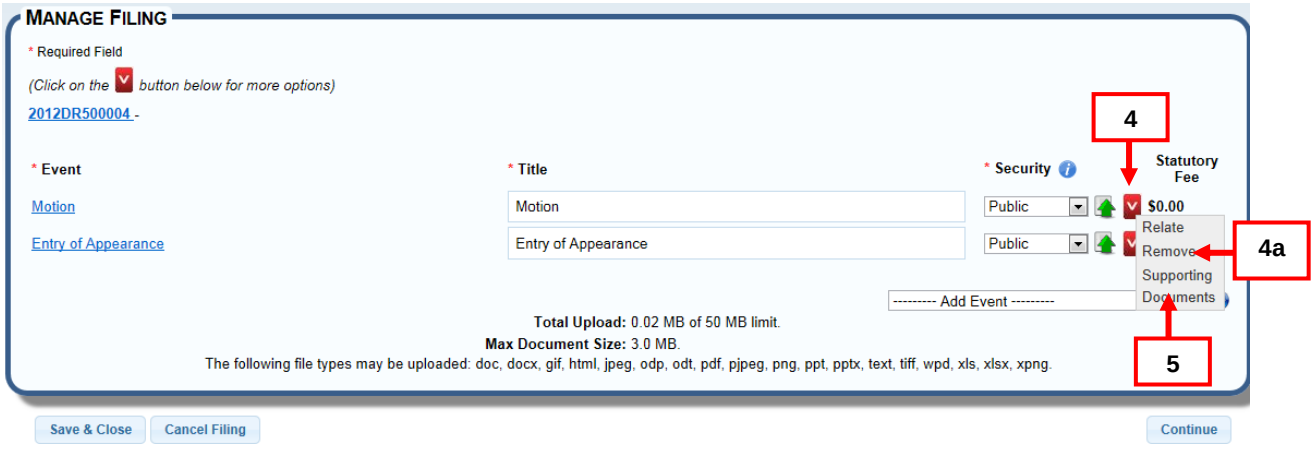


2. A Relate Document table displays listing all case filing events. Click the checkbox to relate an item.

    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.

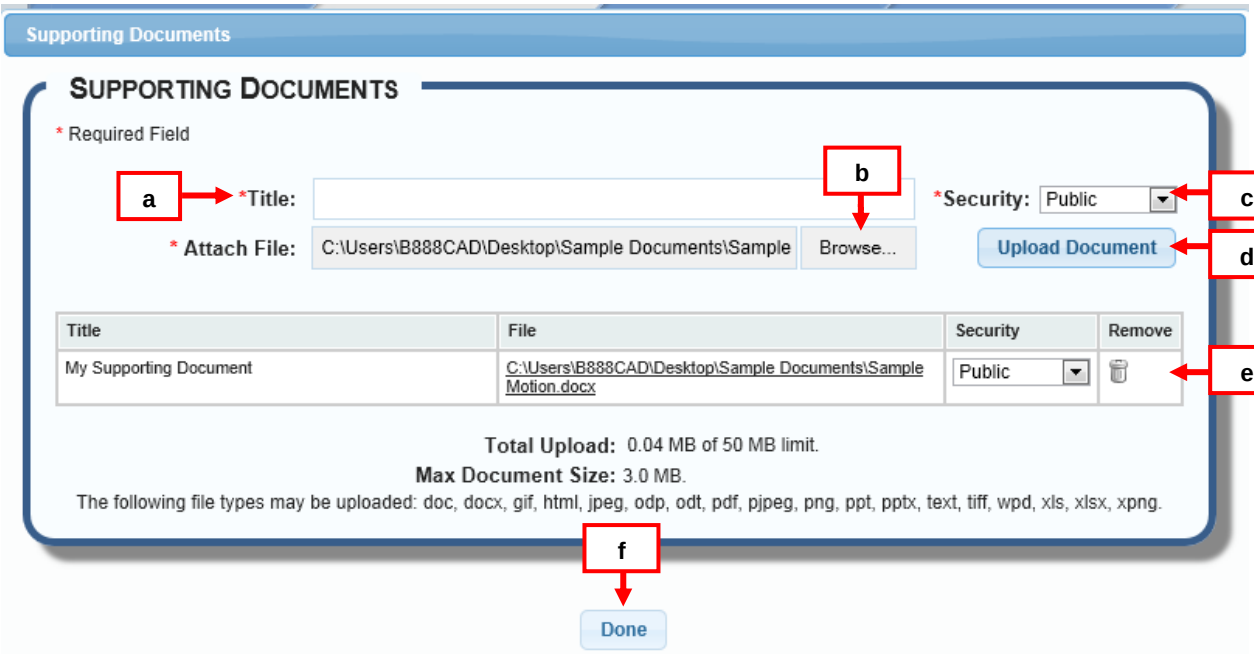
3. Click the “Save” button to save. The “Close” button cancels the screen without saving changes.



4. Remove any document from the Manage Filing screen. (File into Existing Case only)

    a. Click the red arrow next to the document and choose “Remove.”

    a. Attach a supporting document to any filing by clicking “Supporting Documents” from the pop-up menu.



    a. Enter the document title.

b. Click “Browse” and search for your document.

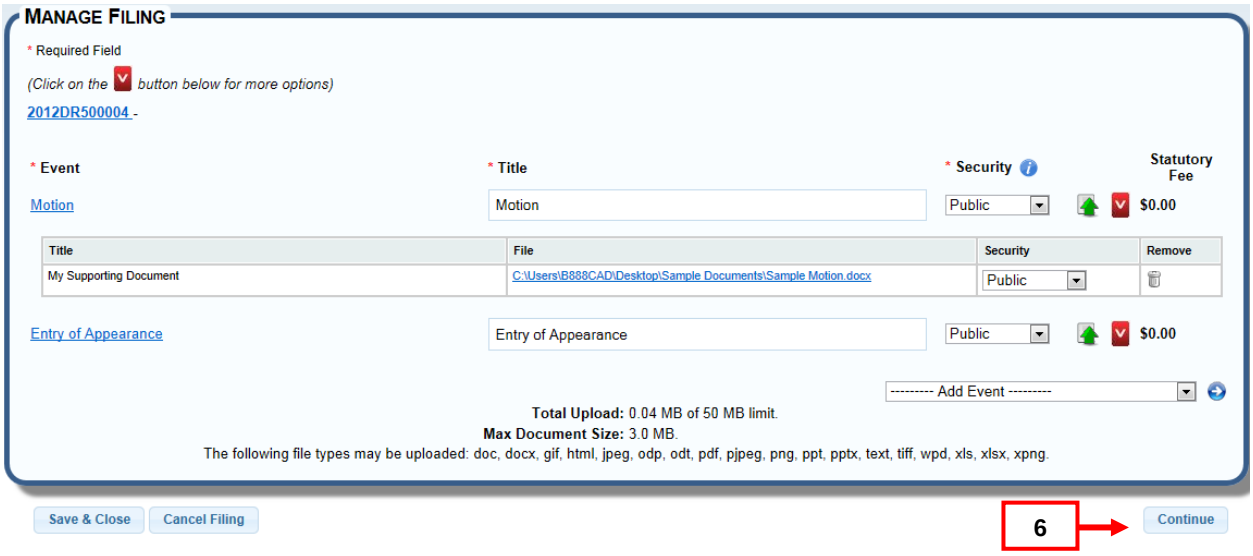
c. Click the arrow in the list box to select an option for changing document security. (see Manage Filing # 2)

d. Click “Upload Document.”

e. To remove click on the “Trash Can” icon.

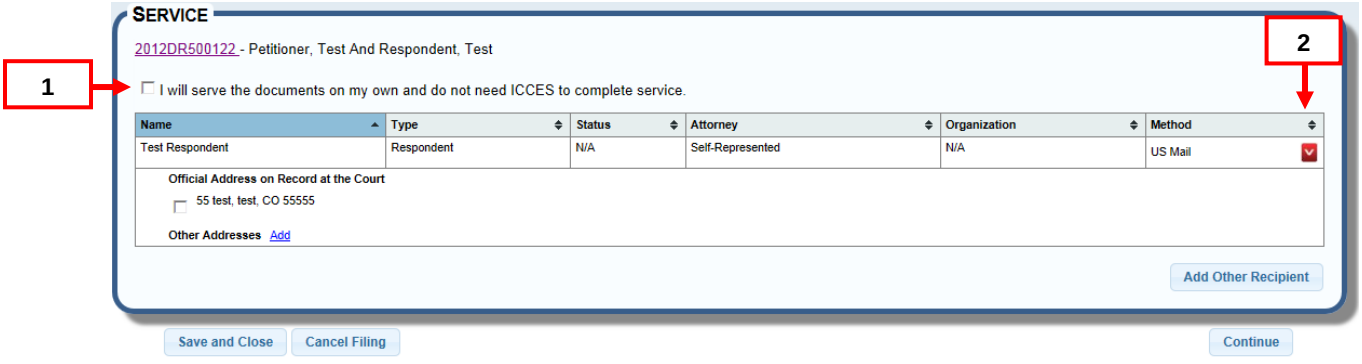
f. Click the “Done” button after selecting supporting documents.

- Note: One or more documents can be uploaded.



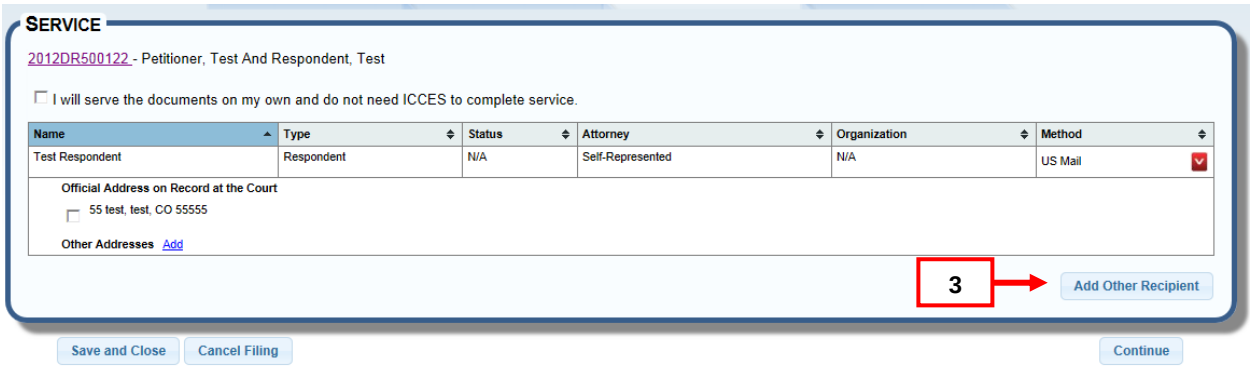
5. When all document uploads are complete, press **Continue**.

File into Existing Case – Service

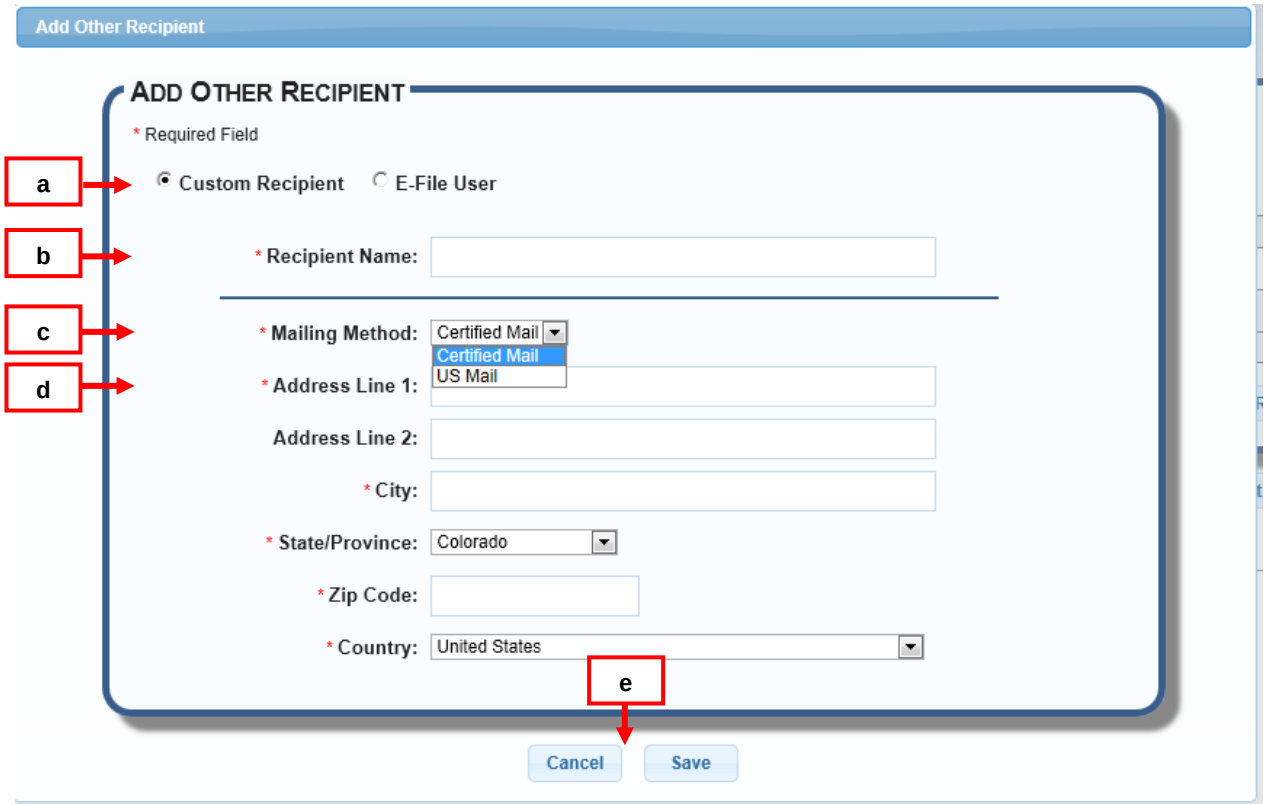


1. If you do not wish to E-Serve or mail documents through ICCES, click the “I will serve the documents on my own and do not need ICCES to complete service” checkbox at the top of the Service list.

2. 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.



3. To include an Additional Recipient, click the "Add Other Recipient" button.



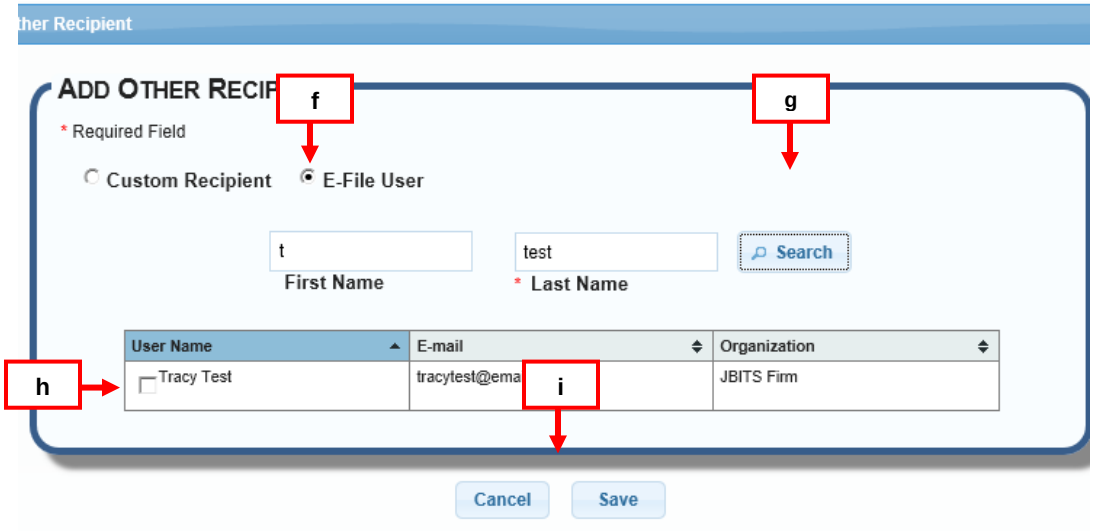
a. Click the "Custom Recipient" button.

b. Enter the recipient name.

c. Click the arrow in the list box, and make a selection of either "*Certified Mail*" or "*US Mail*."

d. Enter the mailing address.

e. Press “Save,” or click “Cancel” to exit the “Add Other Recipient” screen.



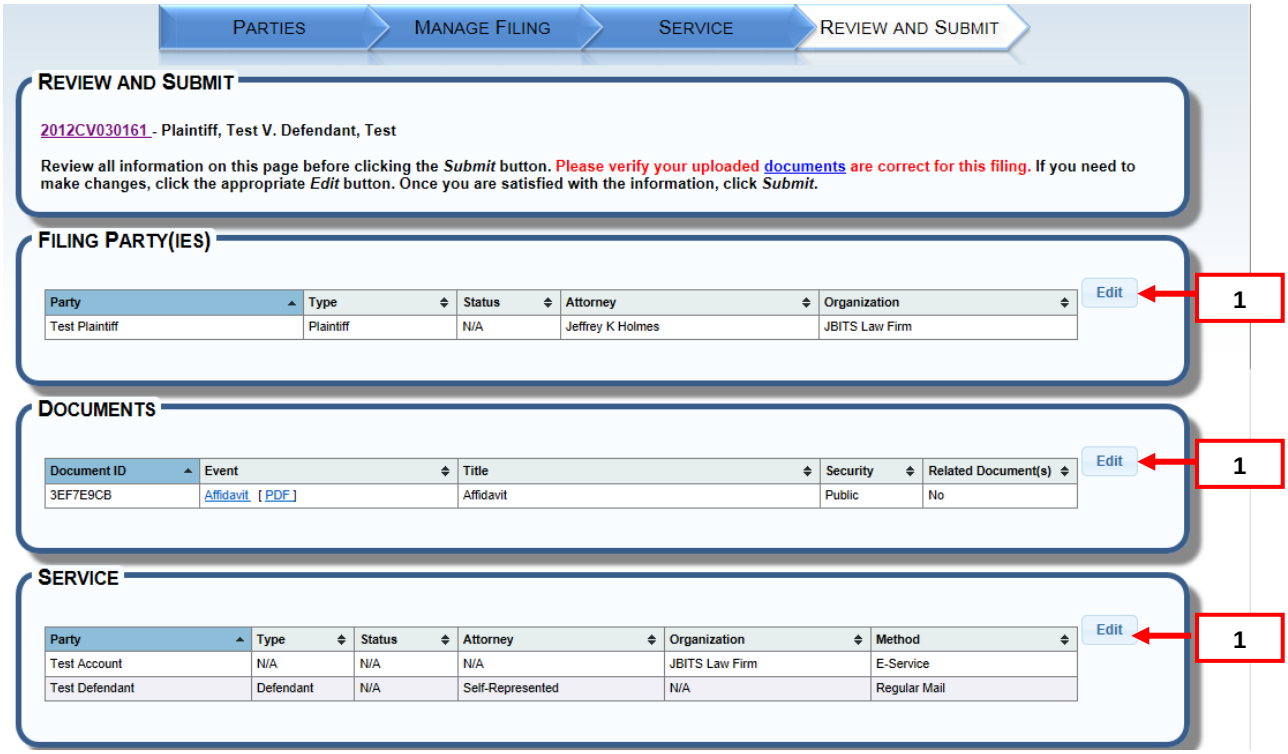
f. If e-service is needed, click the “E-File User” radio button.

g. Enter the user’s last name and press “Search.”

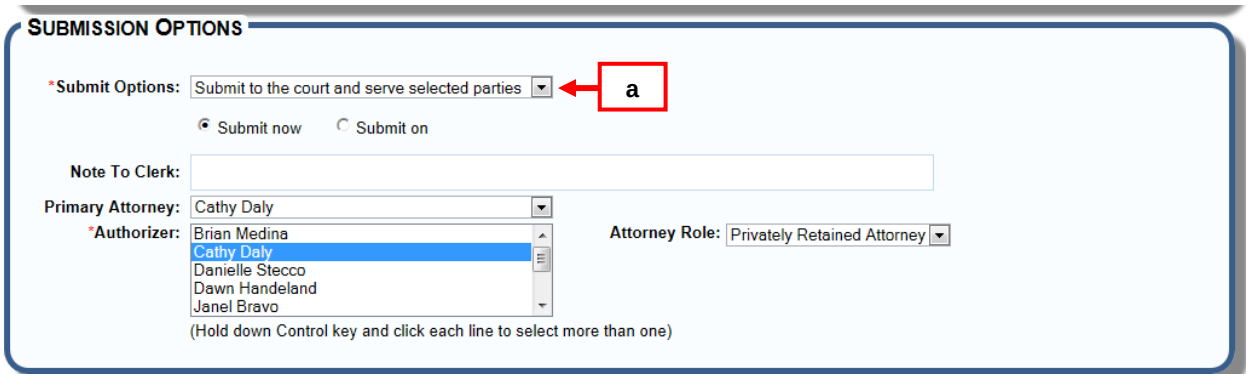
h. Select the ICCES user name from the search result list.

i. Press “Save,” or click “Cancel” to exit the “Add Other Recipient” screen.

Review and Submit

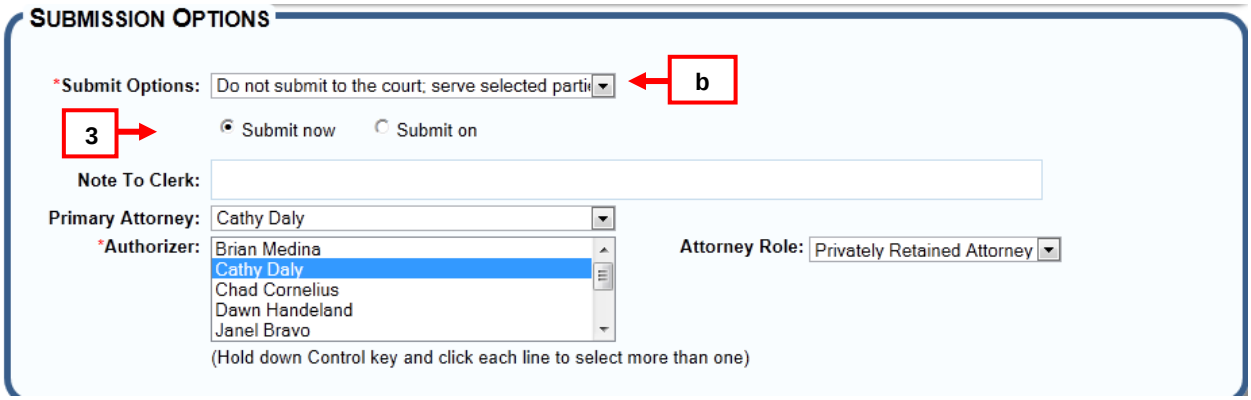


1. Review the Filing Party(ies), Documents, and Service sections. Click the "Edit" button on the right in any of these sections to change or update information.



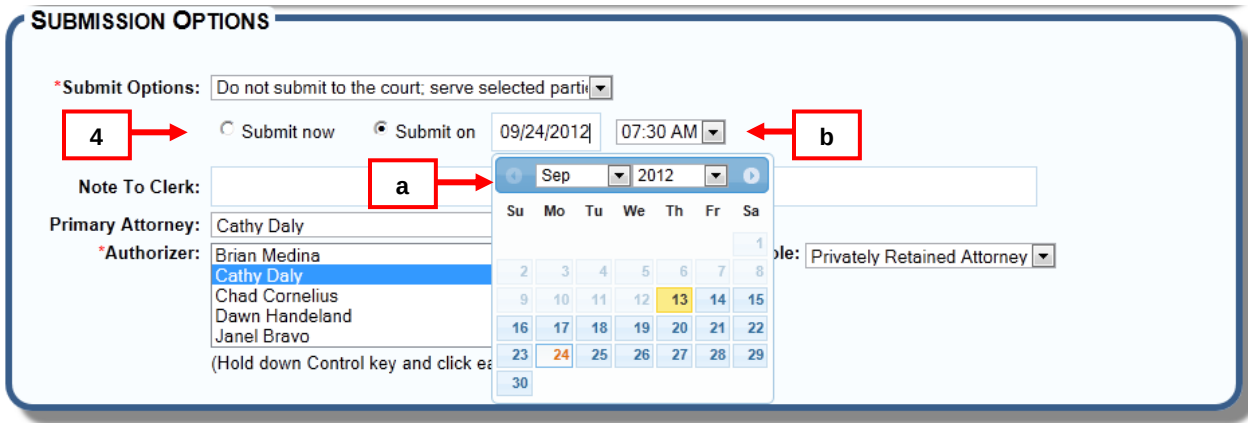
2. There are two Submit Option choices for submitting a filing(s) into an existing case.

    a. Select "Submit to the court and serve selected parties."



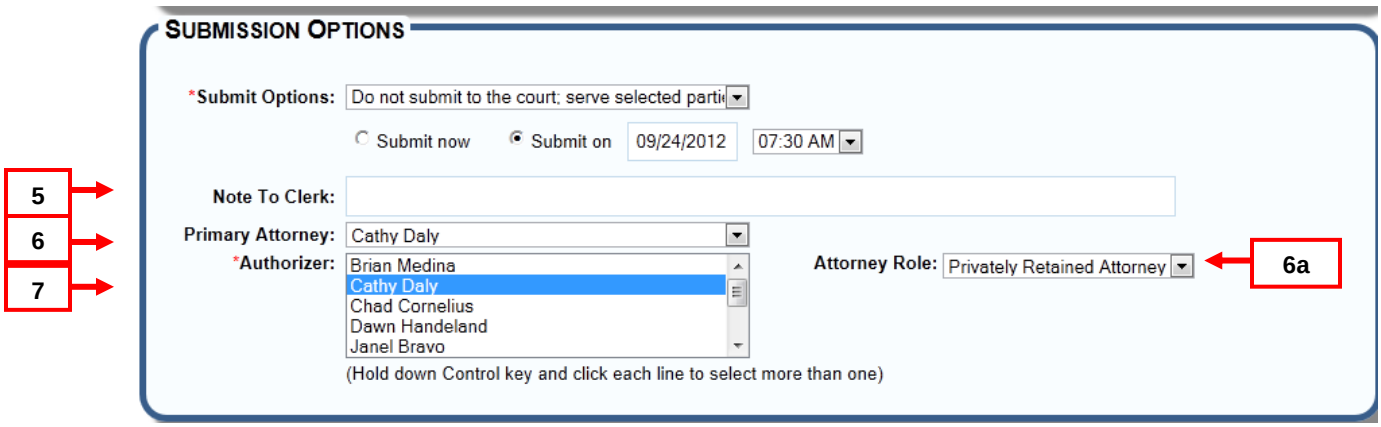
b. Do not submit to the court; serve selected parties.

3. Click “Submit now” to immediately send the filing.



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.

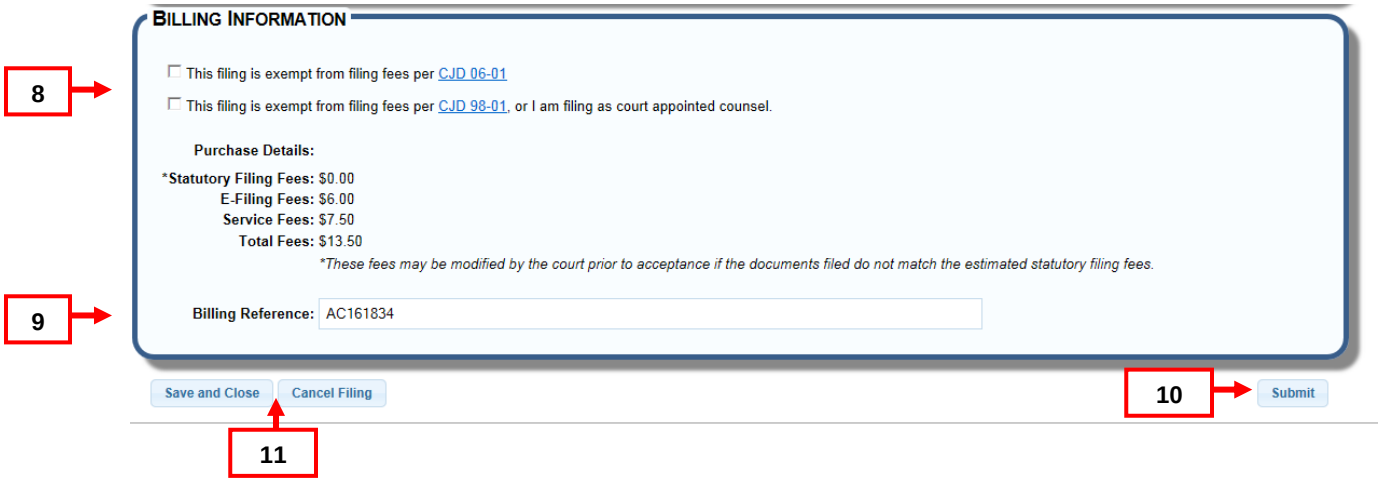


5. Enter any *helpful* notes the court may need to process the filing.

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)."



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.

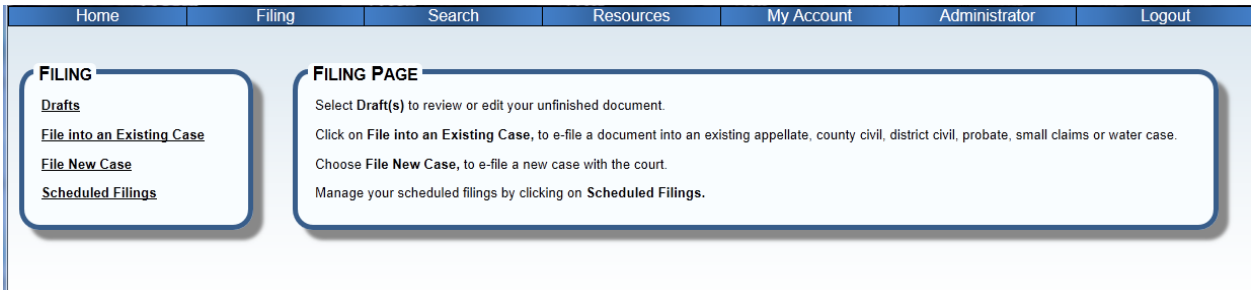
10. Click "Submit" to complete your filing.

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.

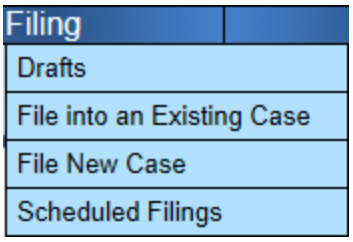
File New Case

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



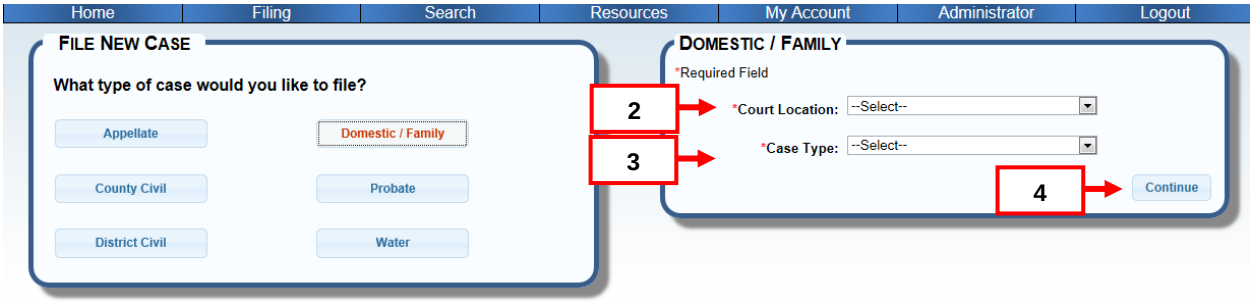
From the Filing screen, click the File a New Case hyperlink from the page menu, or



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.



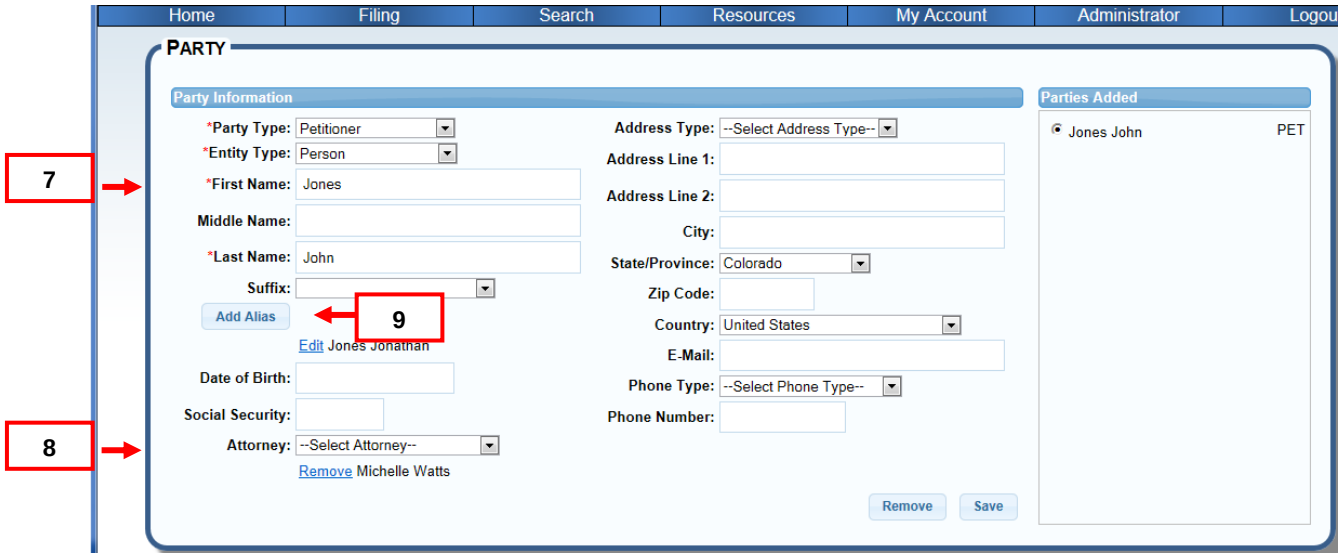
File New Case – Case Class, Court Location and Case Type

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

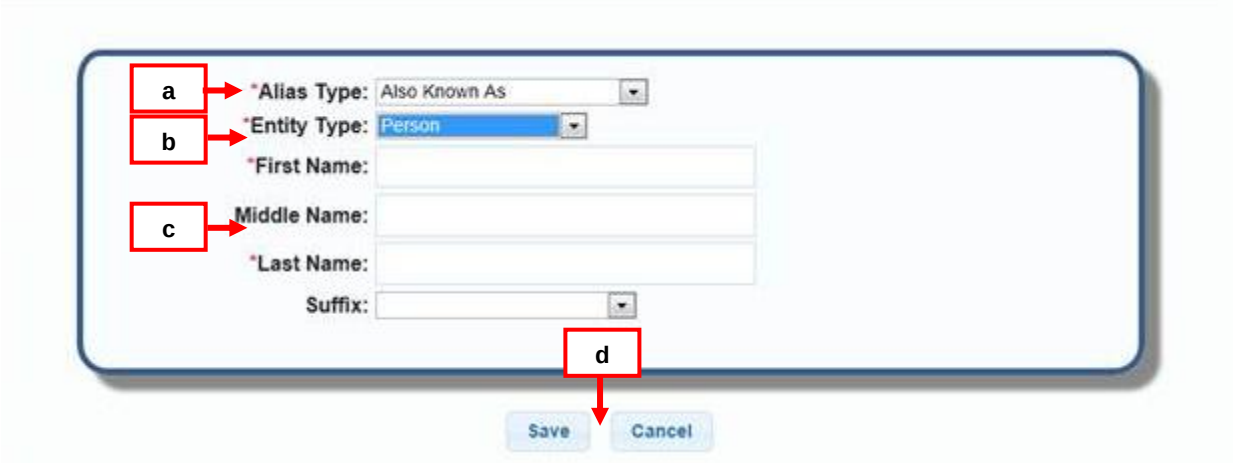
5. Select "Party Type" from dropdown list.

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.



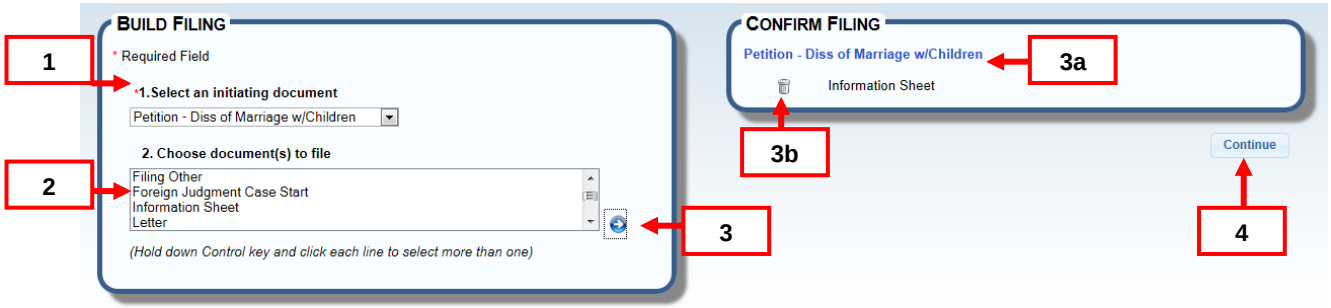
a. Select "Alias Type."

b. Select "Entity Type."

c. Complete all required fields.

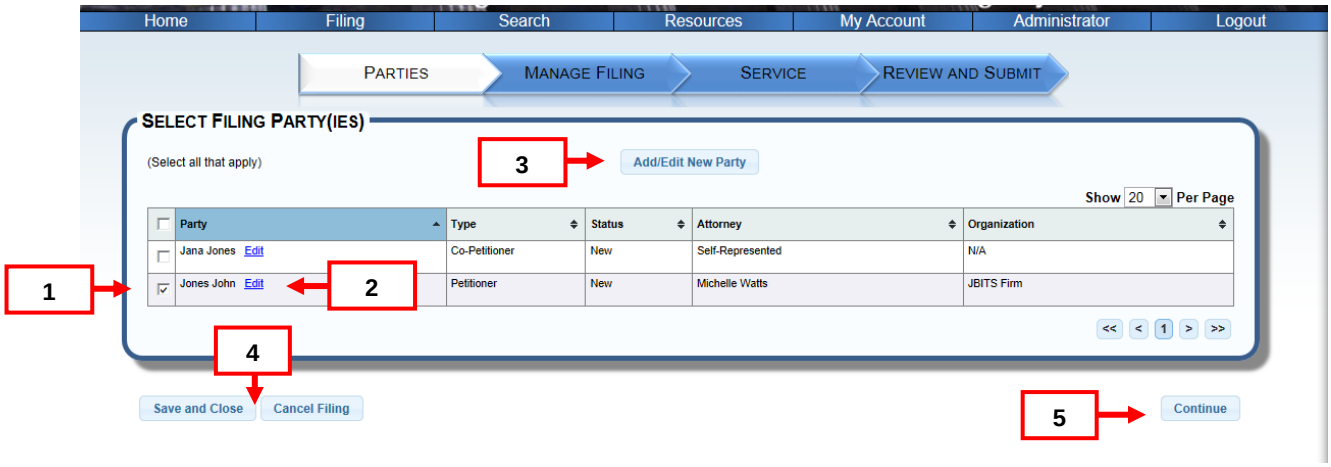
d. Click the "Save" button, or click "Cancel" to exit "Add Alias" screen.

File New Case – File Builder



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



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."

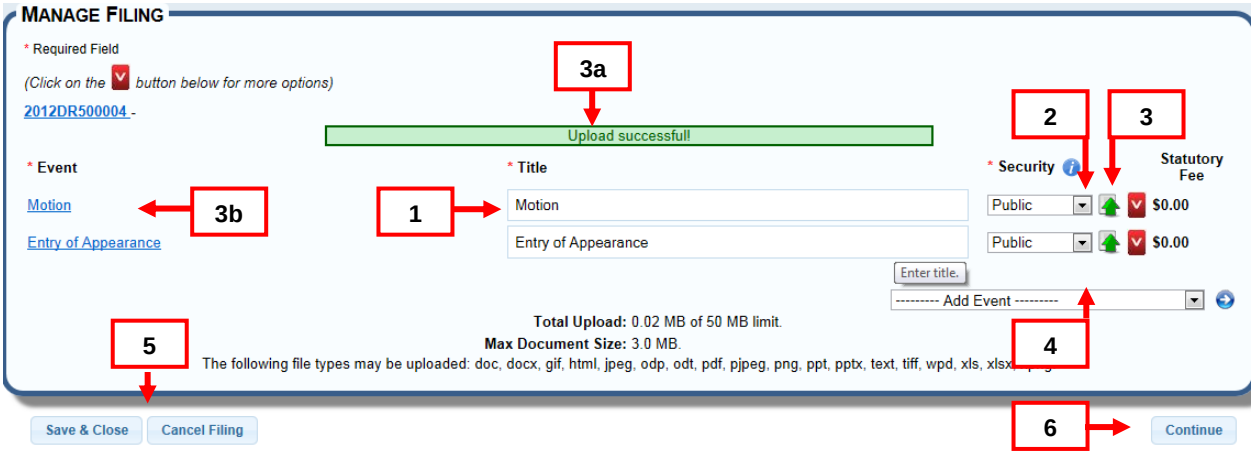
3. The option to add a new party is available by clicking the "Add/Edit New Party" button where a new party screen displays for entering new party details. When entry is finished, press "Add Party," and then click the "Continue button.

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.



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.

    - 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.

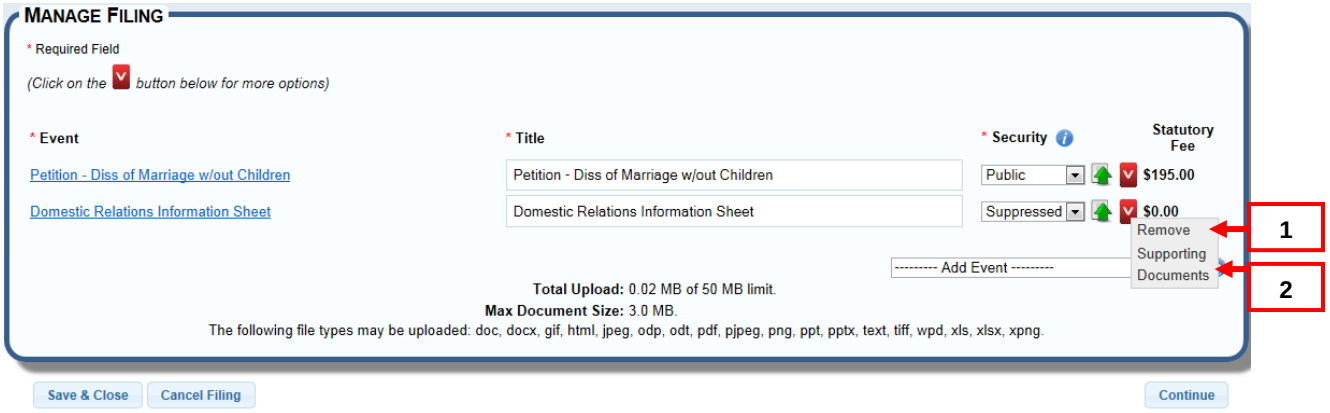
    b. The documents under *Event are linked. Click the event link to review the document. Note: Each document must be uploaded separately.

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.

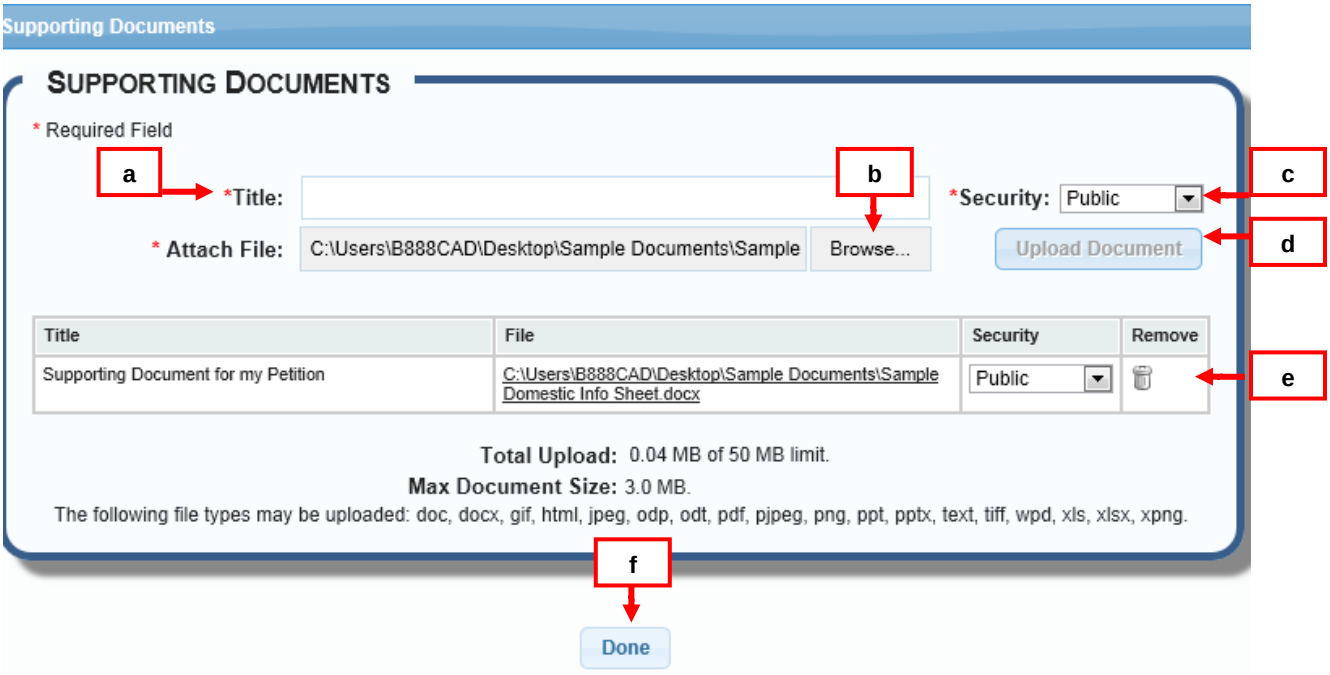
5. Every screen on the File Builder features “Save and Close” and “Cancel Filing” options. “Save and Close” moves the item to “Drafts.” The “Cancel Filing” option closes the File Builder and does not save the filing.

6. Press “Continue.”



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.”



a. Enter the document title.

b. Click **Browse** and search for your document.

c. To change the document Security, click on the arrow in the list box to select an option. (see Manage Filing # 2)

d. Click Upload Document.

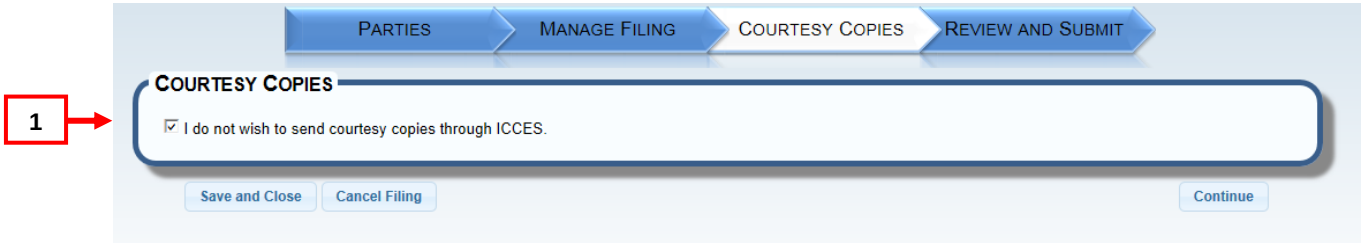
e. To remove click on the “Trash Can” icon.

f. Click the **Done** button after selecting supporting documents.

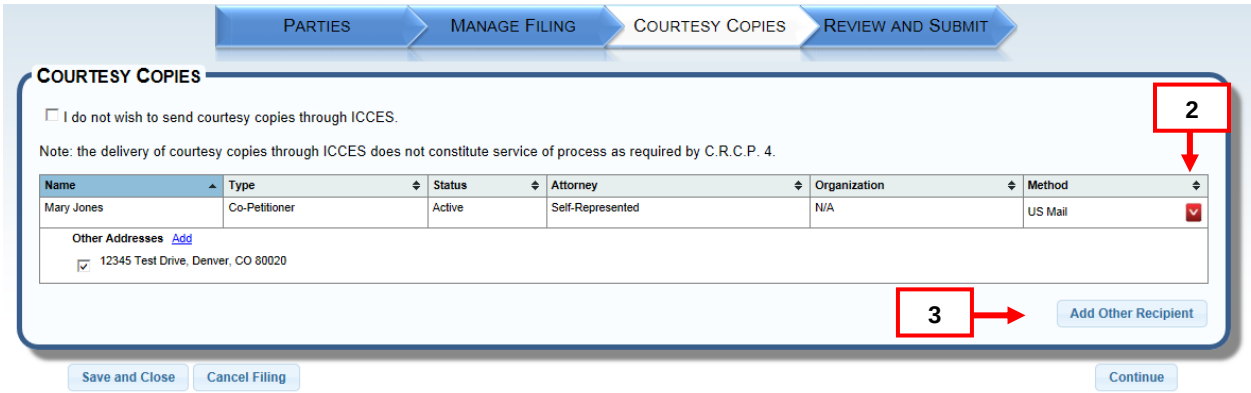
   - Note: One or more documents can be uploaded.

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

File New Case - Courtesy Copies



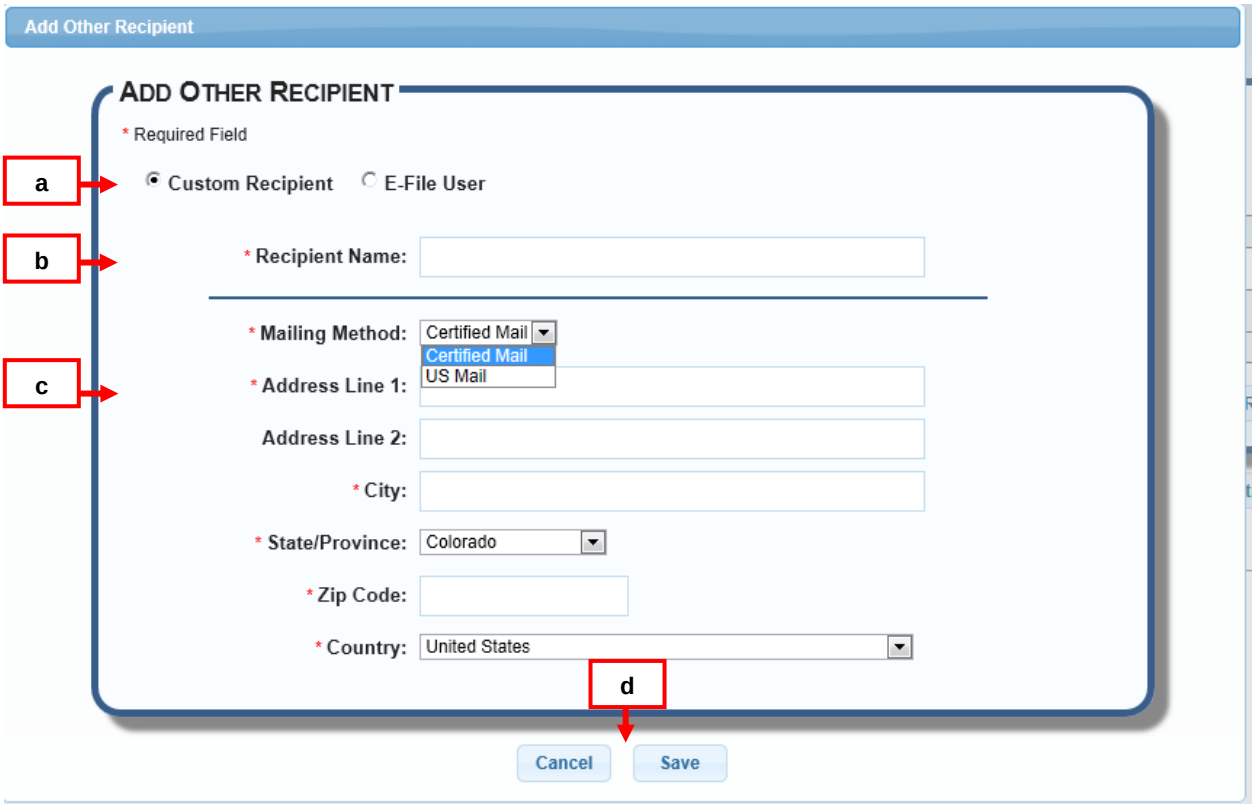
1. If you do not wish to provide courtesy copies through ICCES leave the checkmark in the "I do not wish to send courtesy copies through ICCES" checkbox.



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.

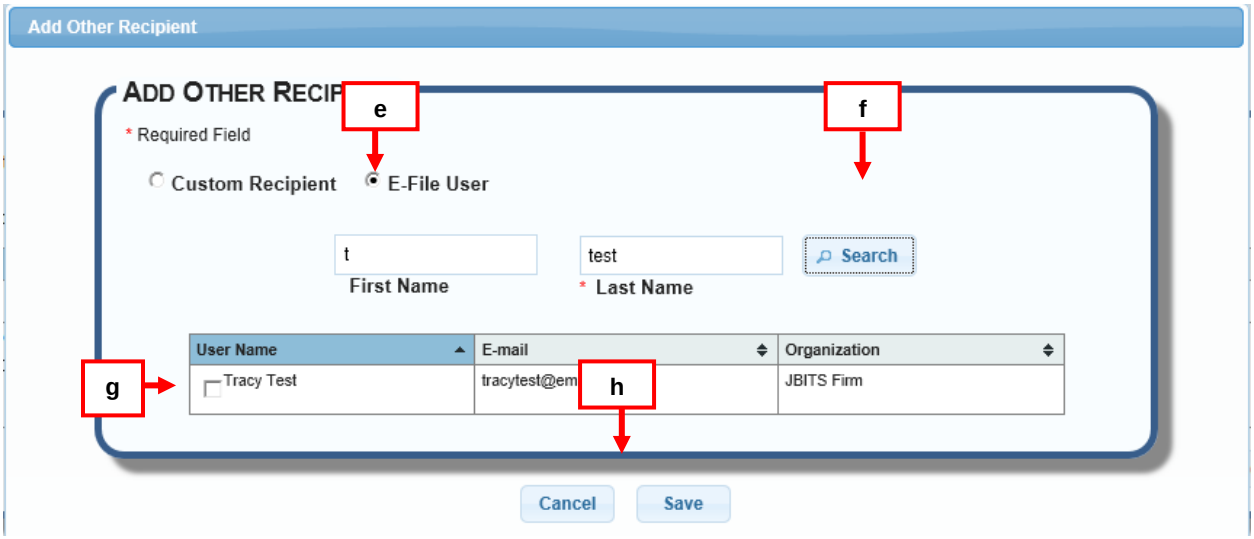


a. Click the “Custom Recipient” button.

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.



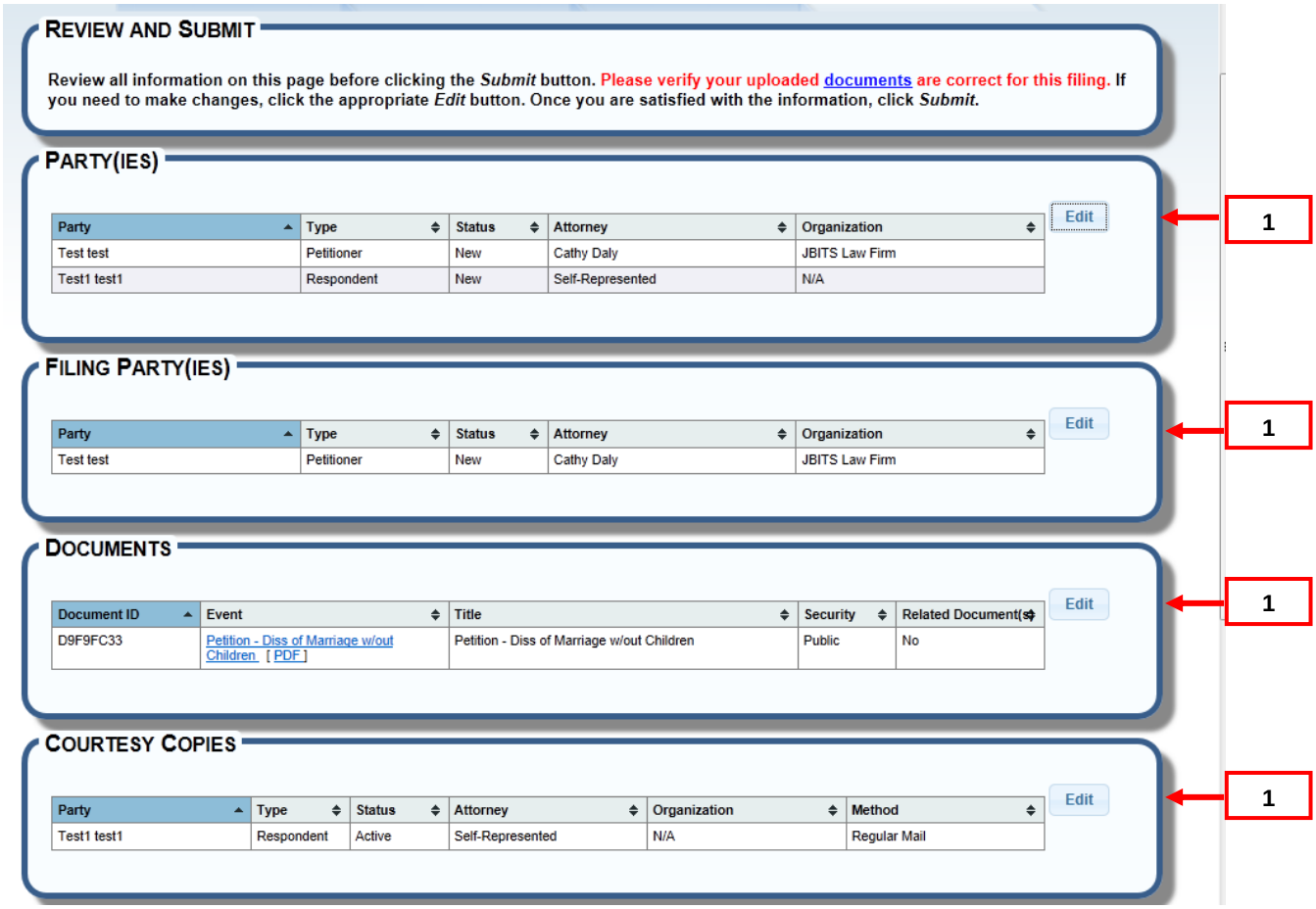
e. For e-service, click the “E-File User” radio button.

f. Enter the user’s last name and press “Search.”

g. Select the ICCES user name from the search result list.

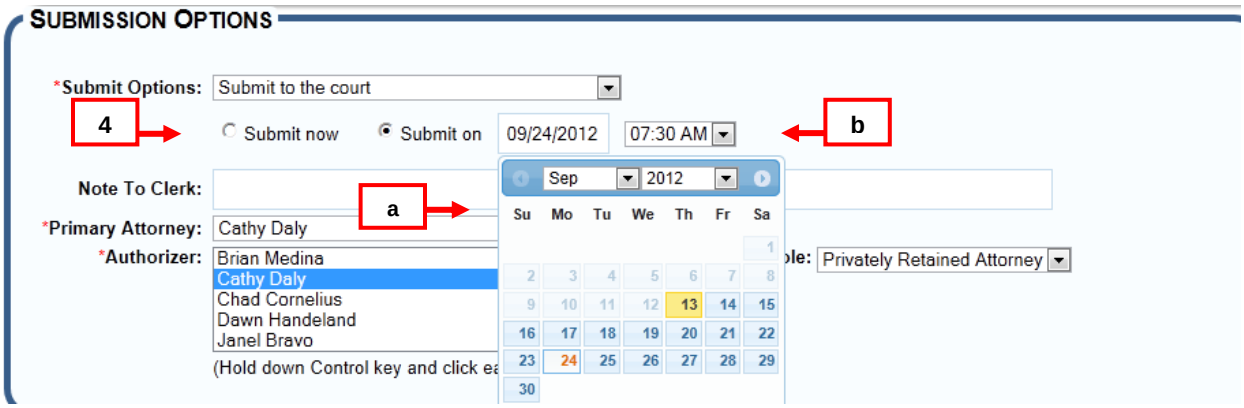
h. Press “Save” or “Cancel” to exit e-file “Add Other Recipient” screen.

Review and Submit

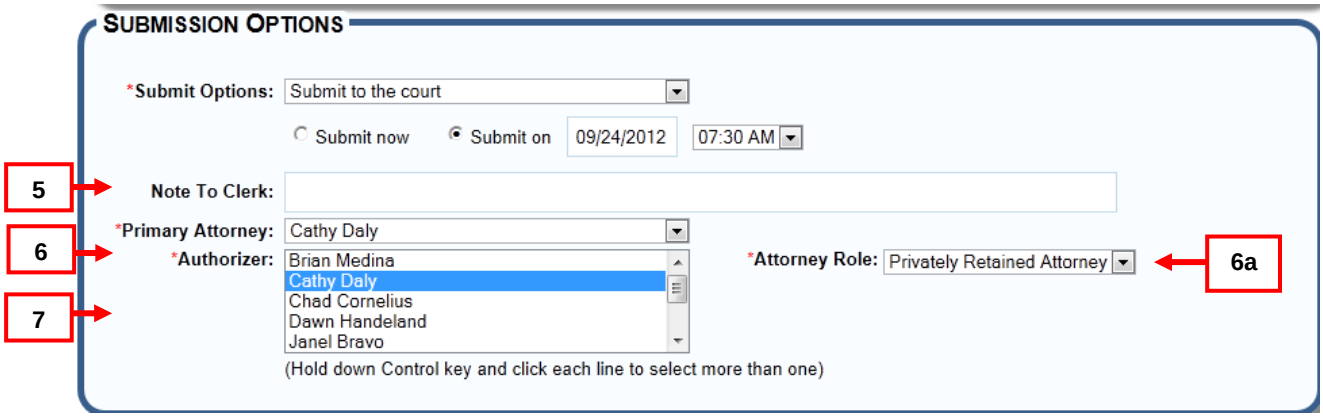


1. Review the Filing Party(ies), Documents, and Courtesy Copies sections. Click the “Edit” button on the right of each section to change or update information.

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



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.



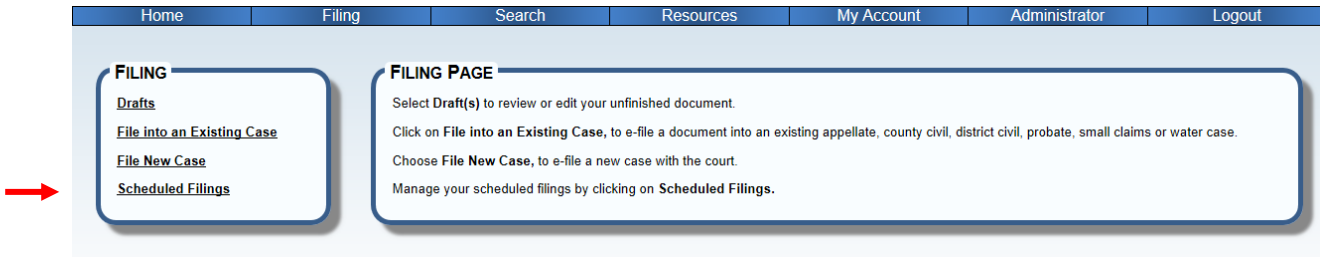
5. Enter any *helpful* notes the court may need to process the filing.
6. Select a "Primary Attorney" from your organization. (The Primary Attorney serves as the main contact from your organization on the case.)
    a. Choose "Attorney Role."
7. Select "Authorizer(s)."

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.

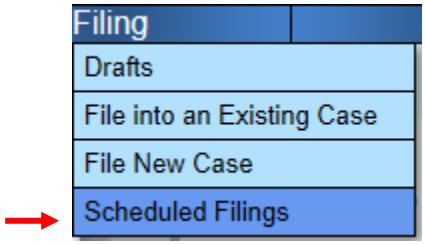
Scheduled Filings

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

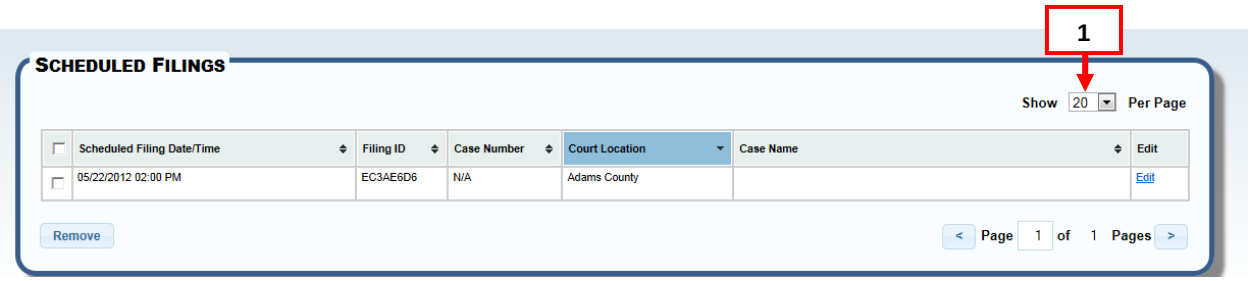


From the Filing screen, click the “Scheduled Filings” link from the page menu, or



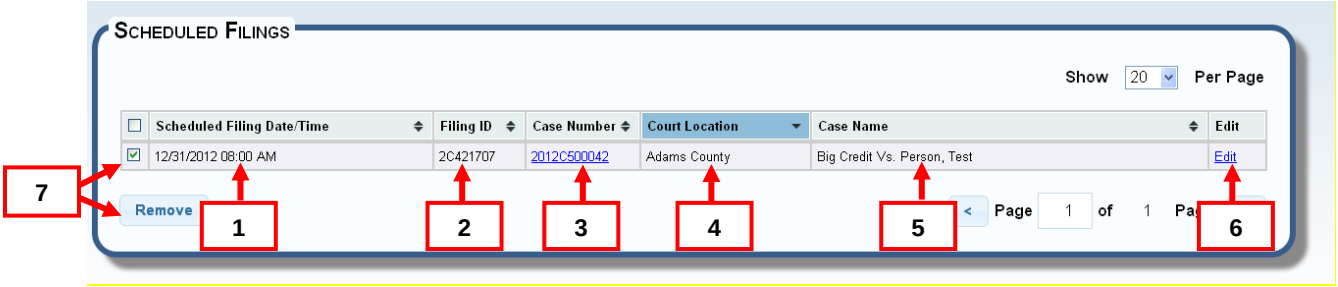
Hover over the “Filing” tab and select “Scheduled Filings.”

Scheduled Filings – Filters



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.

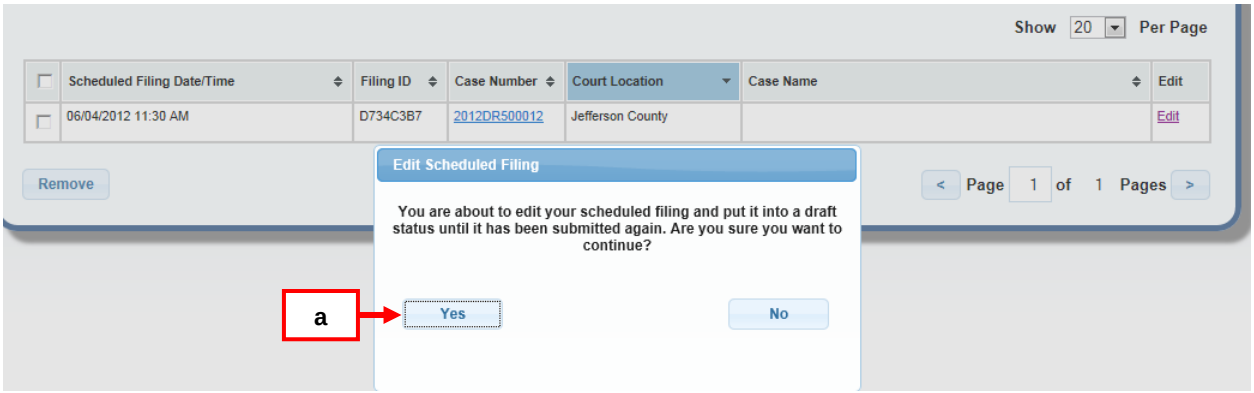
3. **Case Number:** Each case is assigned a case number as it relates to a selected court location. Case numbers for accepted cases display as hyperlinks. View case history by clicking on the case number hyperlink.

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.



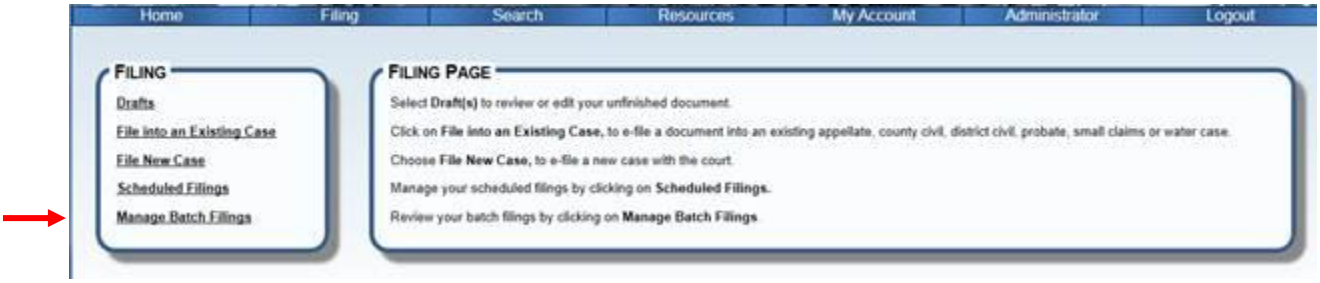
7. **Remove**: To remove one or more line items in the table, click the “Remove” button to permanently remove the item(s) from ICCES.

Manage Batch Filings

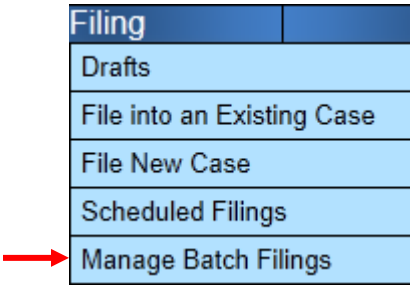
In order to Batch File, a user or an organization must contact ICCES support at icces-feedback@judicial.state.co.us to be added as a batch filer.

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

Manage Batch Filings - How to find

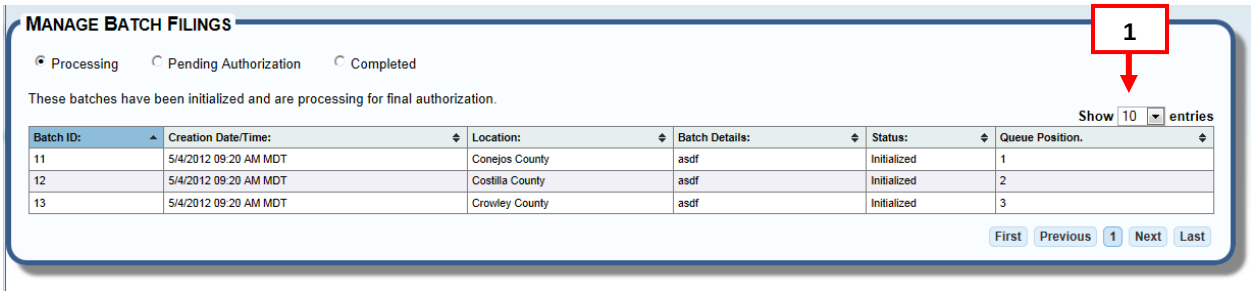


From the Filing screen, click the “Manage Batch Filings” link from the page menu, or



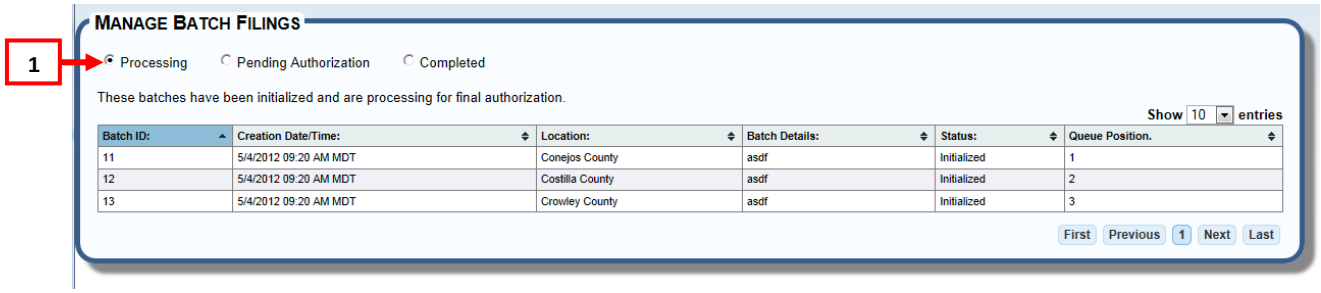
Hover over the “Filing” tab to choose the “Manage Batch Filing” menu option

Manage Batch Filings – Filter



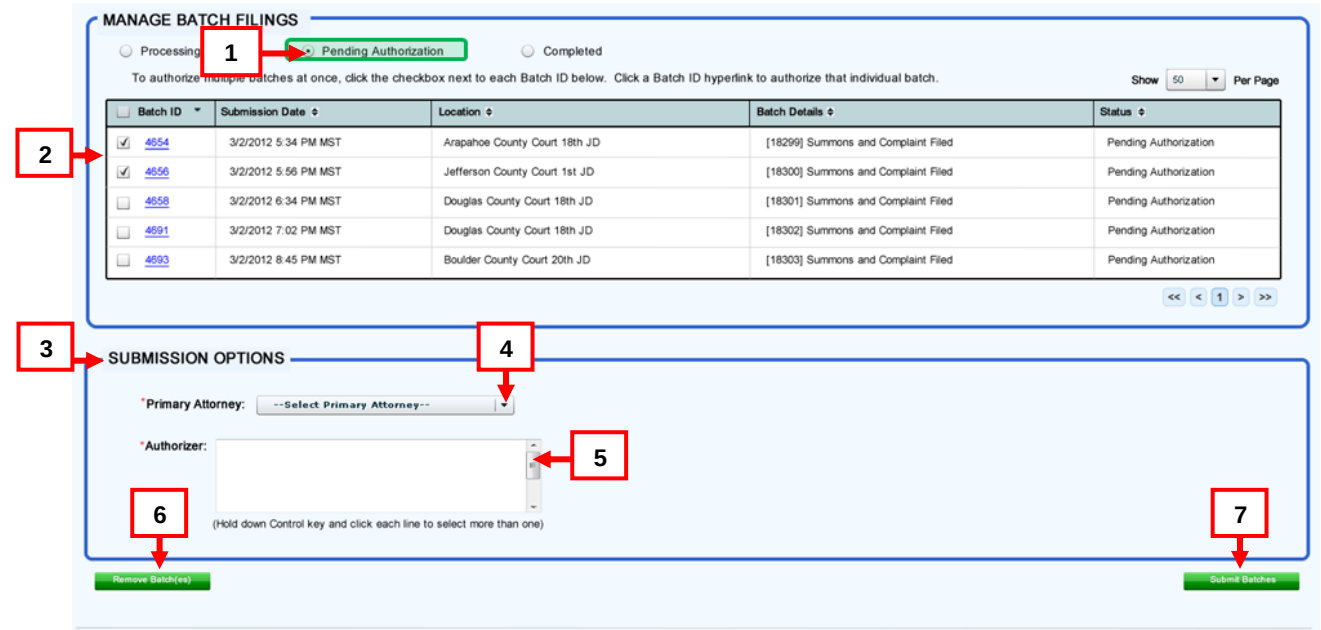
1. **Show**: View 10, 25 or 50 scheduled filings per page. Click the arrow and select a viewing preference

Manage Batch Filings – Processing



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

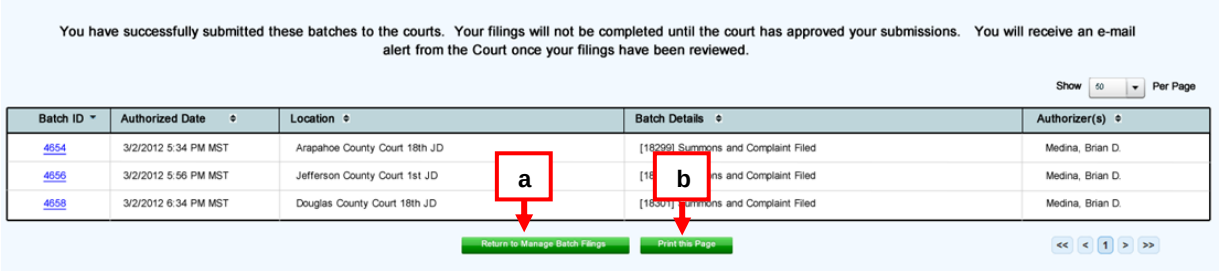


1. **Pending Authorization**: This is a table of batches initialized on ICCES from the "Processing" screen. Items in this table are pending authorization.
2. To authorize a single/multiple batch(es), click the appropriate checkbox(es).
3. The "Submission Options" section is inactive until a batch item 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.

6. Remove a batch by clicking in the checkbox next to the Batch ID and then click the “Remove Batch(es)” button.

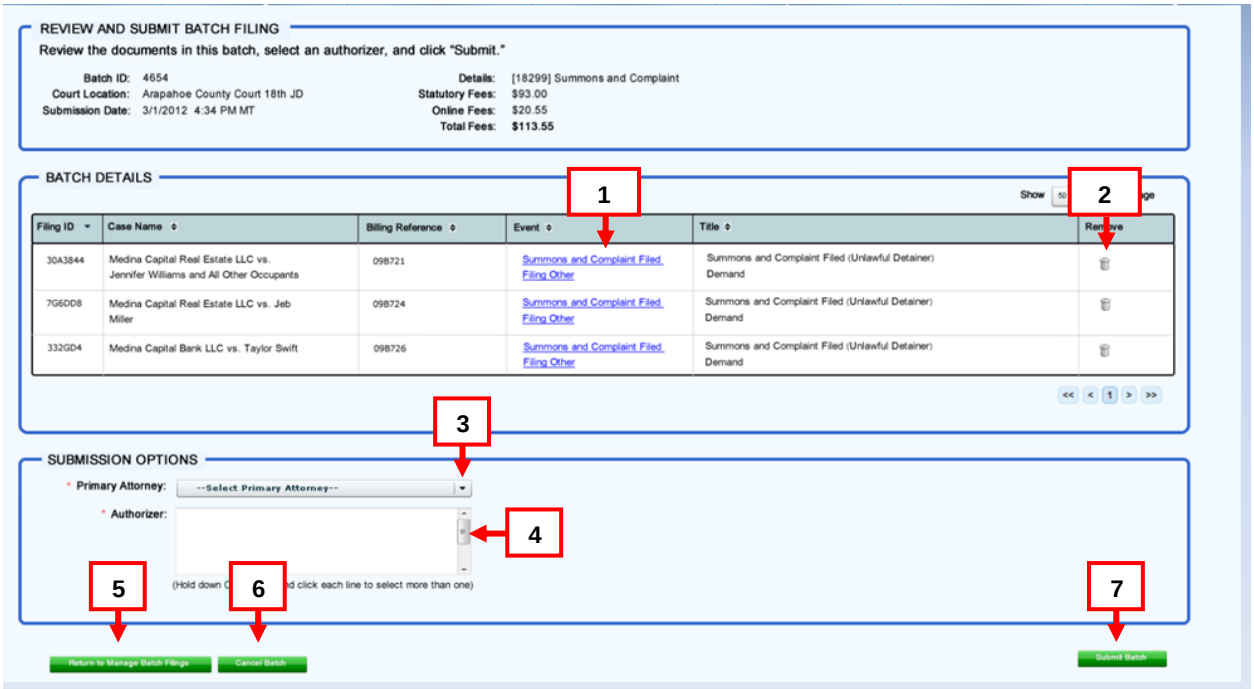
7. If one or multiple batches are requested, click the “Submit Batches” button to submit and display a receipt page.

Manage Batch Filings – Complete – Receipt (Multiple Batches)



a. Click “Return to Manage Batch Filings” to return and review or submit additional batches.

b. Click “Print this page” to print a receipt.



Manage Batch Filings – Review and Submit (Single Batches)

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

1. Batch details can be viewed. Click on the document hyperlink.

2. 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.

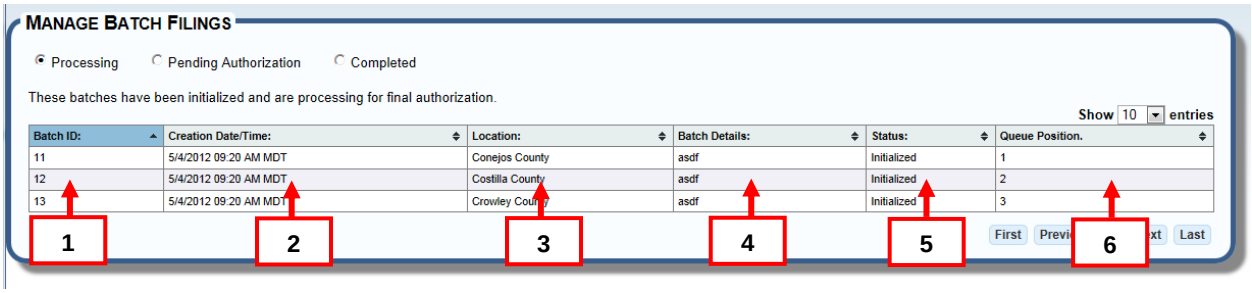
4. Choose “Authorizer(s)” from the authorizer list. This is a required field.

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



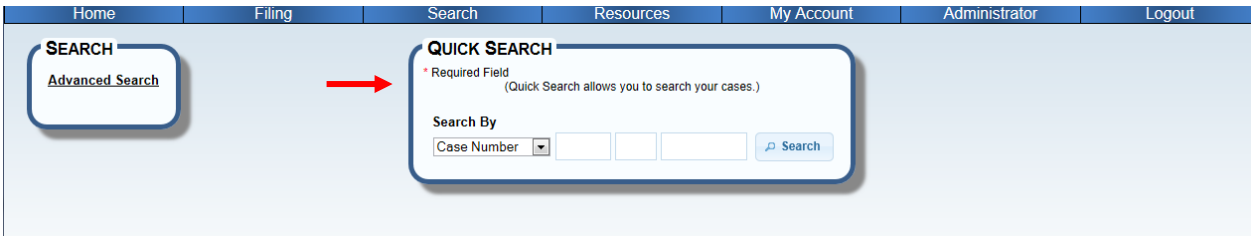
1. **Batch ID:** The unique ID assigned to a batch filing.
2. **Submission Date and Time**: The date a batch was submitted to ICCES for processing.
3. **Location:** The Location column identifies where a case or document was e-filed.
4. **Batch Details:** The descriptor of a batch filing, which is entered 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.

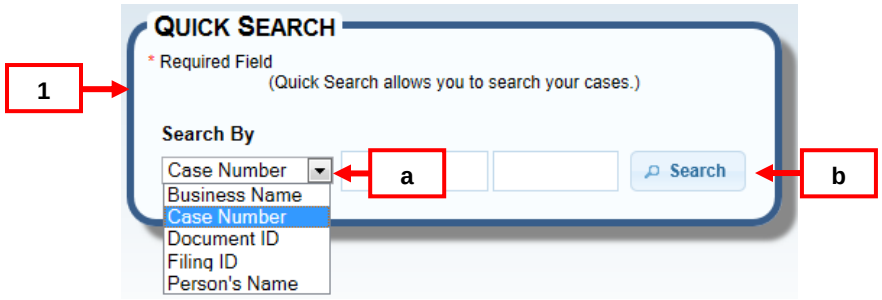
Search

Quick Search – **How to Find**

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

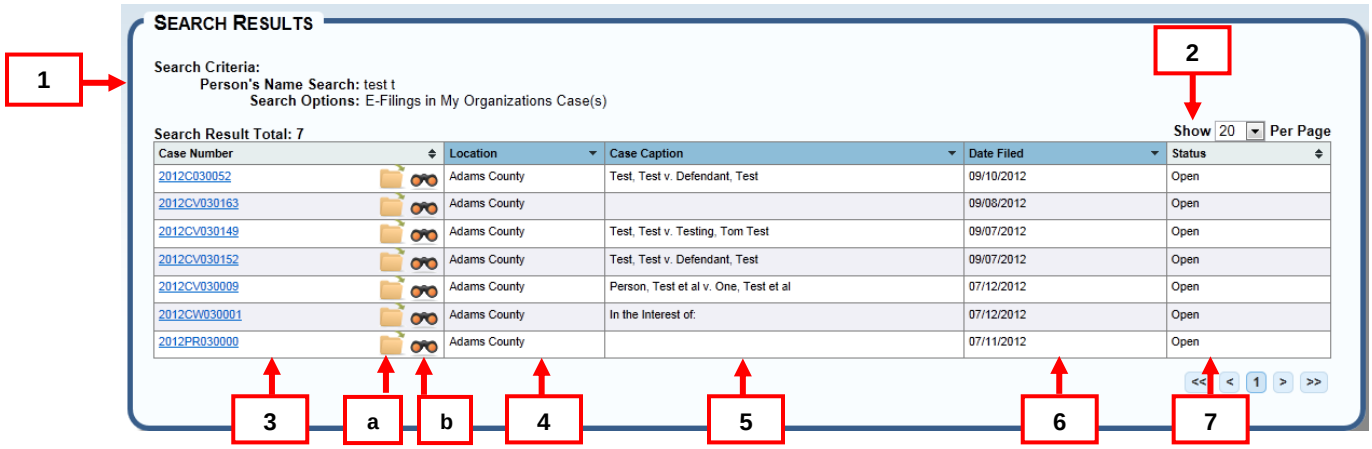
Access “Quick Search” by clicking the “Home” or “Search” tab.





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.

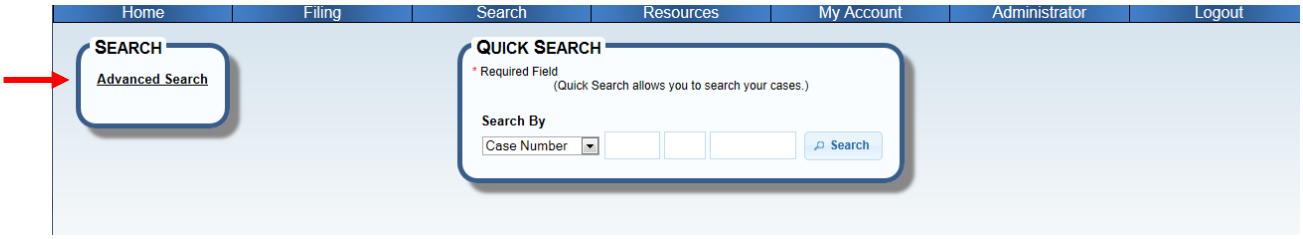
Quick Search Results – Search Criteria Display, Filter and Table Columns



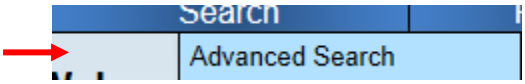
1. **Search Criteria Display**: This outlines of the details requested.
2. **Show**: View 20, 50 or 100 scheduled filings per page. Click the arrow and select a viewing preference.
3. **Case Number**: A hyperlinked number assigned to the case as it relates to the court location. View case history by 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



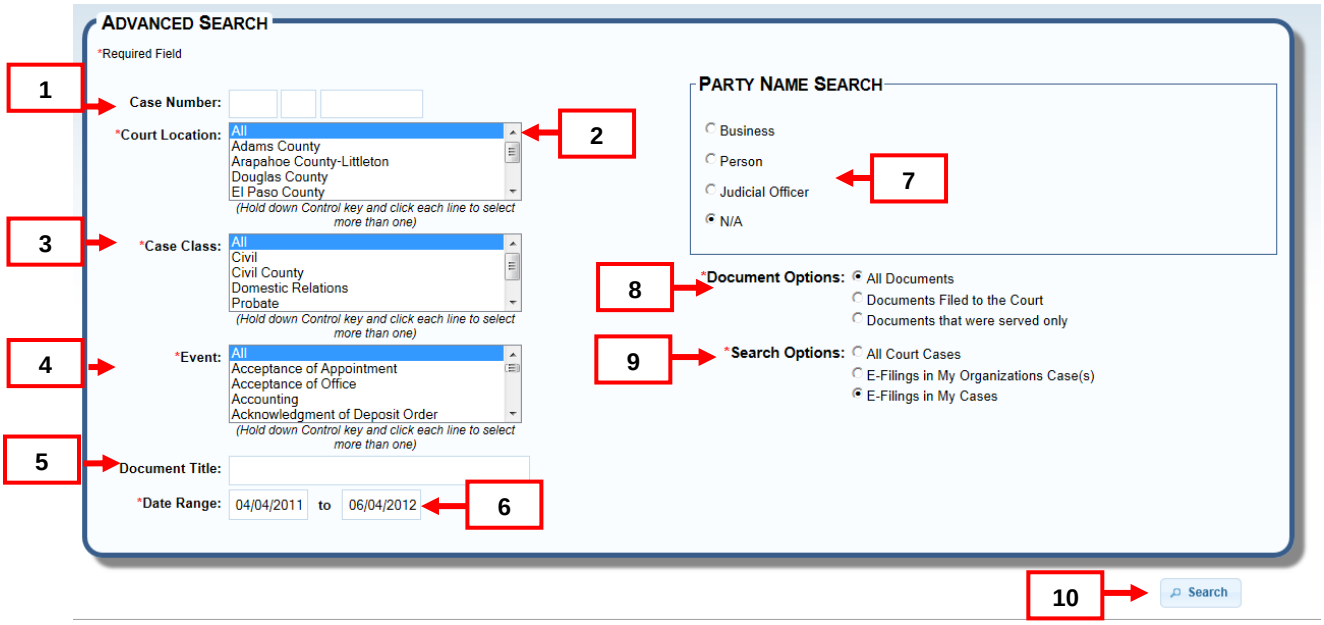
From the Search screen, click the “Advanced Search” link from the page menu, or



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

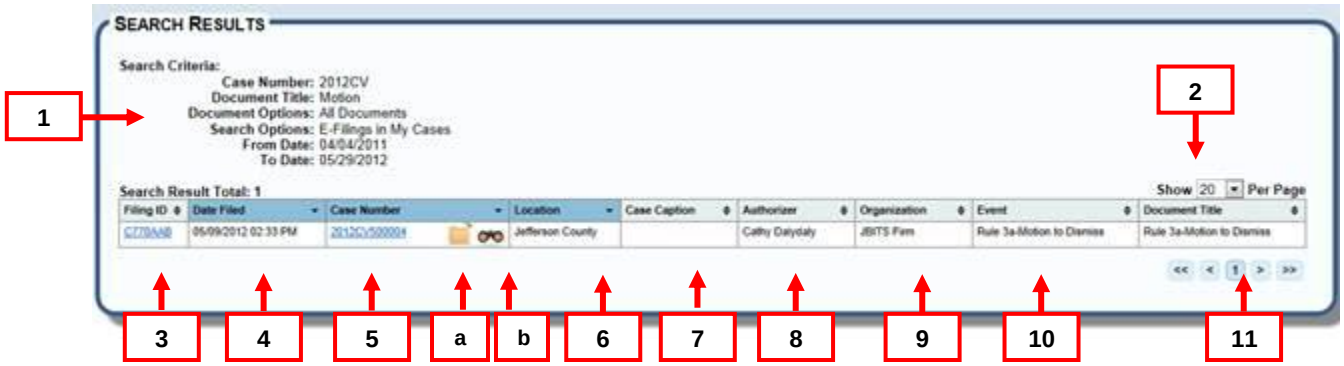
Hover over the “Search” tab to choose the “Advanced Search” menu option

Advanced Search – Search Fields



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.

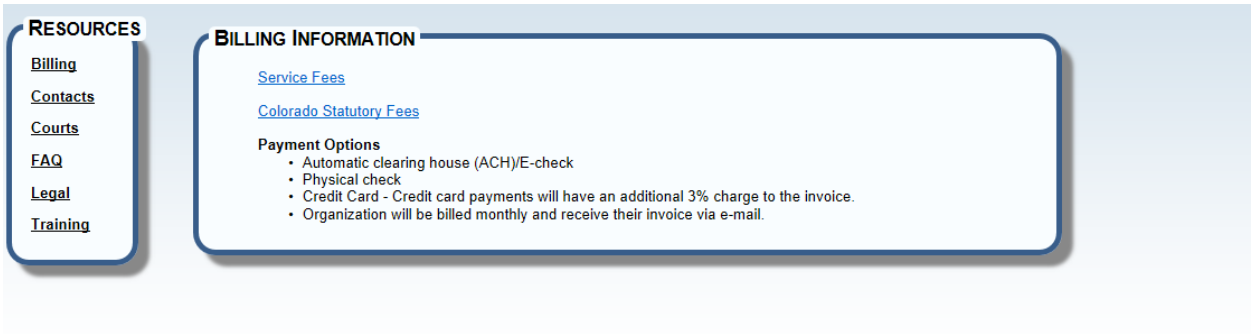
Resources

Resources – How to Find

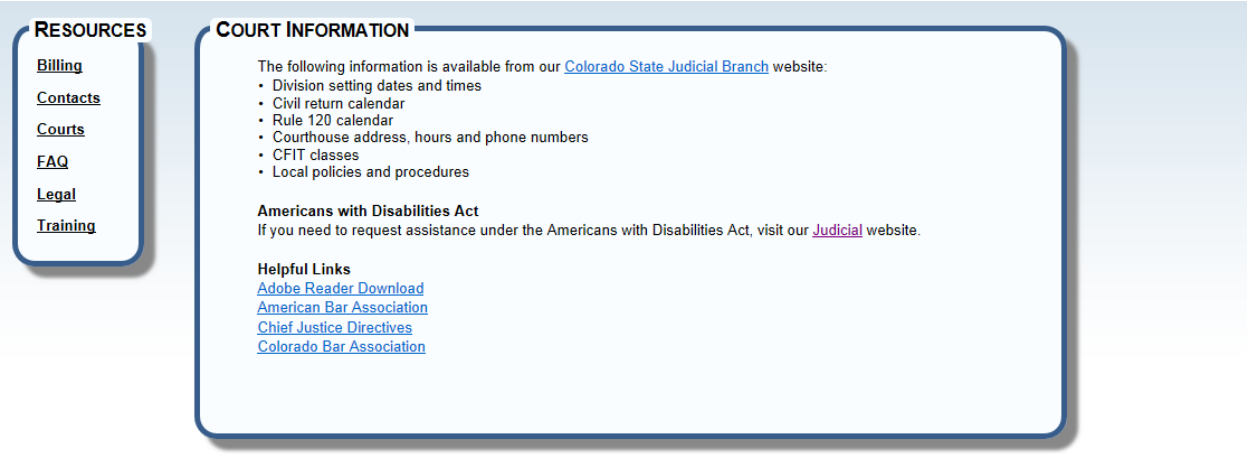
Click Resources from the menu bar.

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

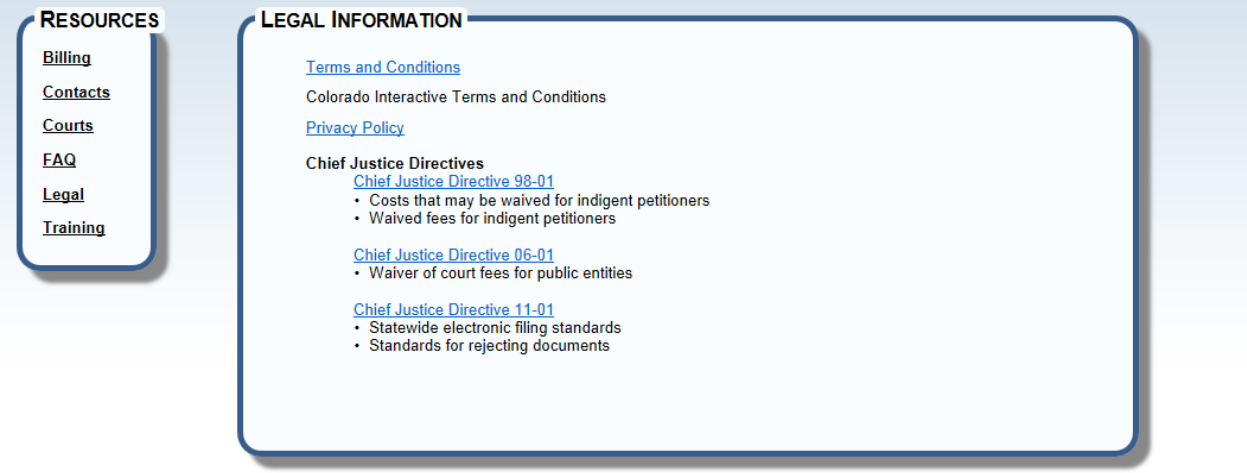
The Resources landing page displays relevant contact information.



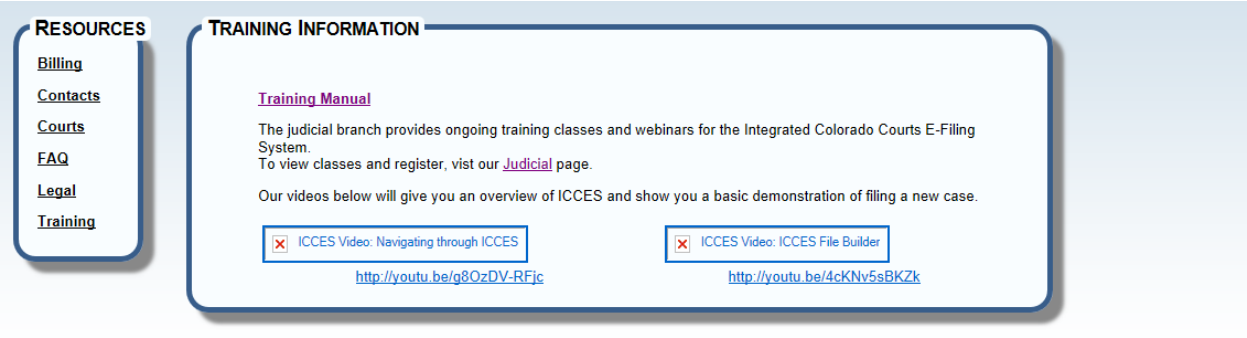
The Billing screen has a link for Service Fees and Colorado Statutory Fees. Payment options are also listed.



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



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.



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

My Account

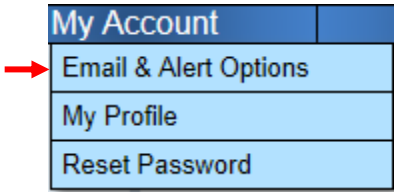
The “My Account” section features an e-mail and alert preference screen, a profile page and password reset functionality.

Preferences

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

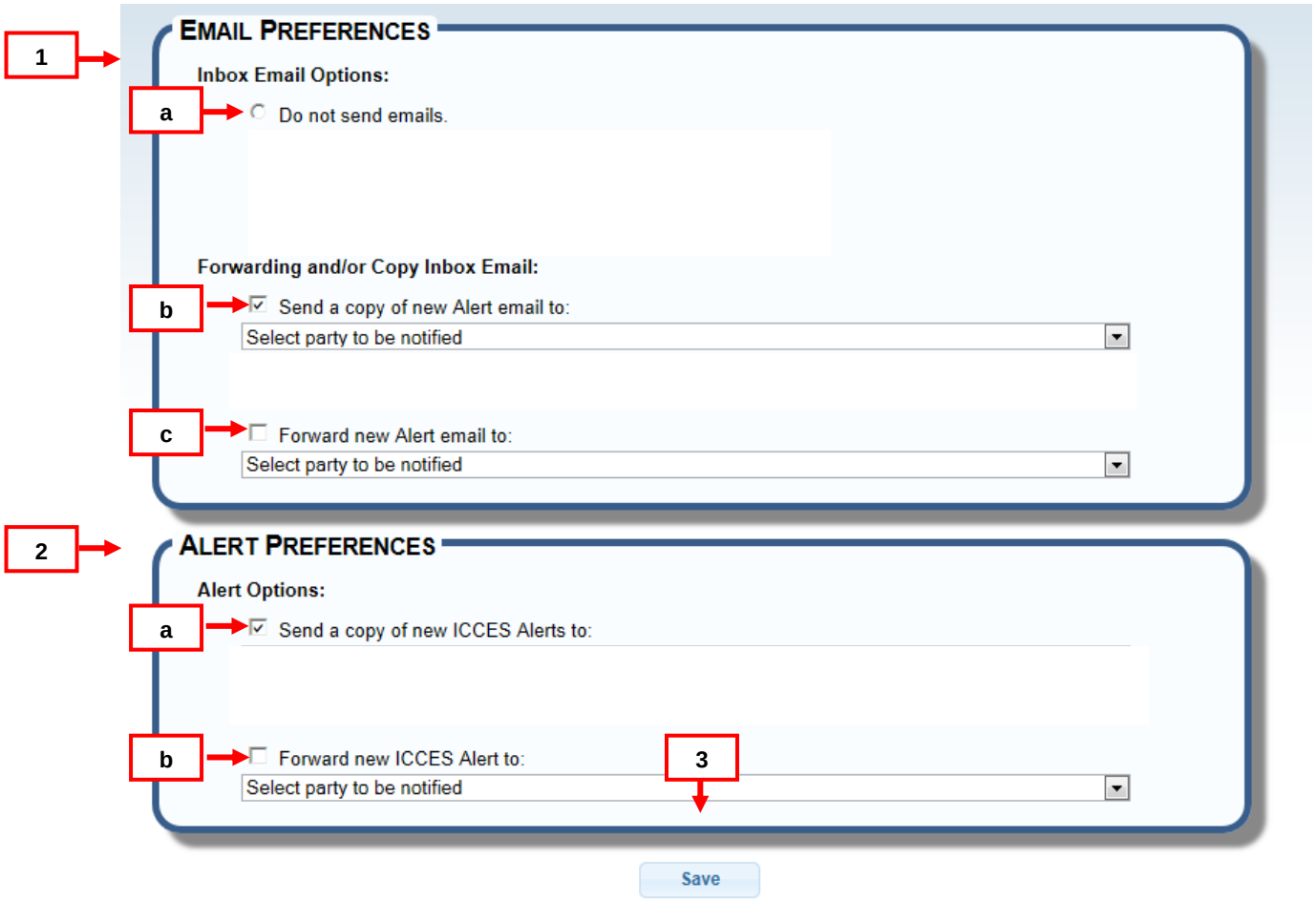
Preferences – How to find

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



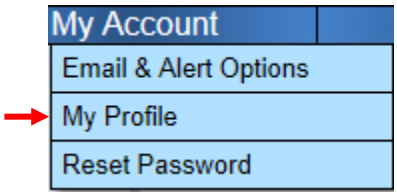
1. E-mail Options:
    a. User has the option to receive e-mails or not.
    b. Forwarding and/or Copy Inbox E-mail option: User has the option to forward or copy ICCES inbox e-mail to another party in their organization, or an organization they represent.
    c. Forward Option: User has the option to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

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.

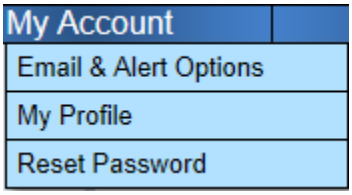
4. Click the “Save” button after any changes are made, or press “Cancel” to exit “My Profile.”

Reset Password

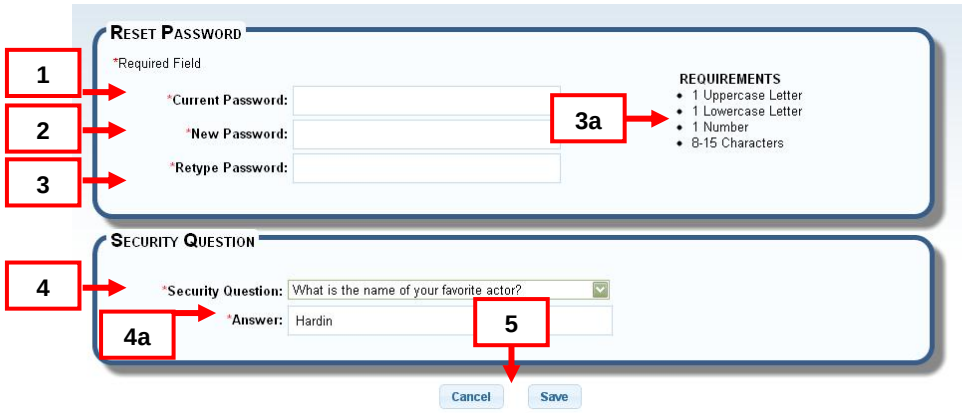
Passwords must be changed every 60 days. This is a Colorado Judicial Branch security policy. Also featured on Reset Password is an option to re-select a new security question and answer.

Reset Password – How to find

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

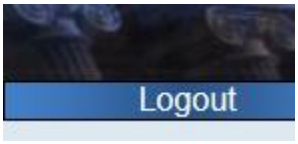


Hover over the “My Account” tab to choose the “Reset Password” menu option.



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

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

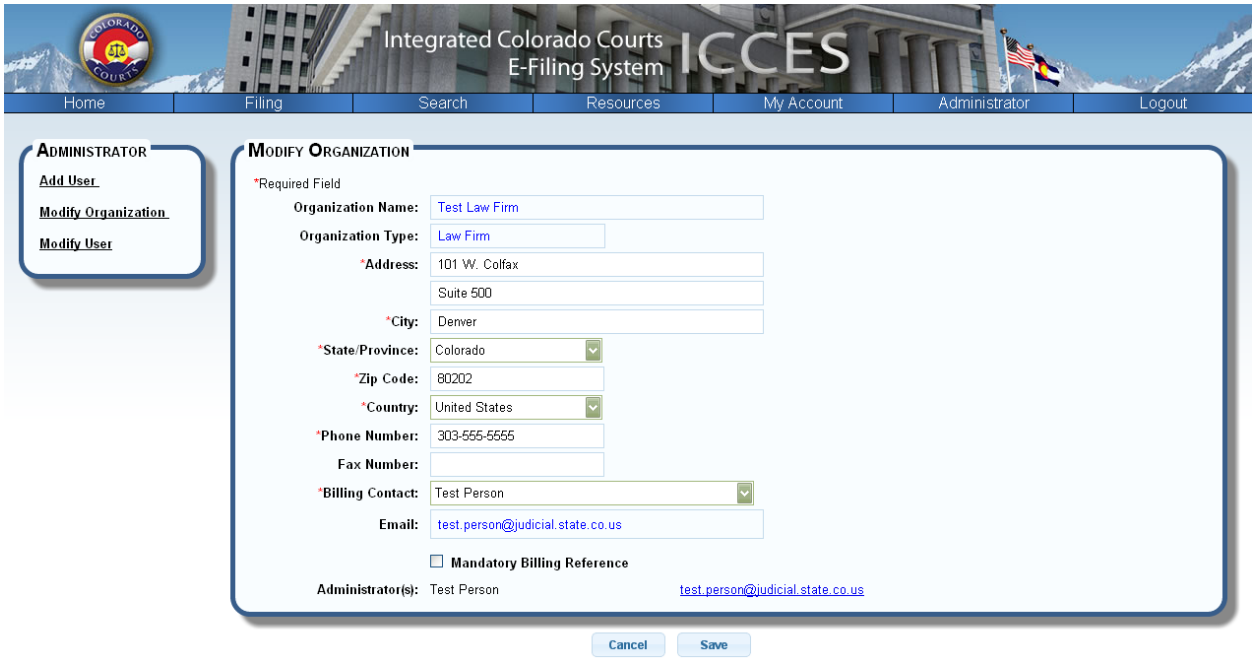
    - Determine if this user will be an Administrator (Note: radio button is defaulted to NO)

- 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 and 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.

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.