



ICCES Newsletter 01/08/13

Quick notes

- The Colorado State Court Administrator's Office, which manages the ICCES system, has moved. The new address is 1300 Broadway, Suite 1100, Denver, CO 80202.
- **The next planned ICCES build is scheduled for Wednesday, January 16, 2012 at 6:00 p.m.** The system is generally unavailable until 10:00pm, though we make every effort to make it available sooner. Please click [here](#) to see what is included in this release.
- Please note that you may contact us at iccessupport@judicial.state.co.us for any support questions or icces-feedback@judicial.state.co.us for any general feedback.

Update on the ICCES rollout schedule

The Colorado Judicial Branch has partnered with File & ServeXpress to extend the rollout schedule through June 30th, 2013. Please click [here](#) to read the press release and view the new rollout schedule.

The 2nd, 11th and 12th Judicial Districts are now live! ICCES was previously made available in the 8th, 14th, 17th and 20th Judicial Districts. All live districts now include Adams, Alamosa, Boulder, Broomfield, Chaffee, Conejos, Costilla, Custer, Denver (district and probate only), Fremont, Grand, Jackson, Larimer, Mineral, Moffat, Park, Rio Grande, Routt and Saguache counties.

You will be able to file, serve, and view documents through ICCES only in these counties. To learn when other districts will be available, please visit the [rollout schedule](#). If you are new to ICCES, please review what is [new and different](#).

Activating attorney accounts

It is critical that all attorneys in your organization activate their ICCES accounts. ICCES E-service and case access tie directly to active attorney accounts. Without active accounts, your attorneys cannot be e-served, and your organization may not have access to its cases, even though your attorneys may be active on a case.

Resetting your password

If you have forgotten your password, you may use the "Forgot Password?" feature from the home page to create a new password. Click "Forgot Password?", enter your e-mail and the answer to your own personal security question. Also, if you are not the administrator for your organization, you may contact your firm administrator to assist you with resetting your password.

Viewing an original document in ICCES

When you e-file a non-PDF document with the court, ICCES converts it to a PDF during the filing process. You can still view your document in its original format from the ICCES Filing ID screen. The Filing ID link is available in various places:

- In Case History.
- In Recent Actions or Alerts under the Home tab.
- In Scheduled Filings under the Filing tab.

Click the [Filing ID](#) link in the Filing ID column from any of the screens above. This will take you to the Filing ID Information screen, where you can select the link to view the original document.

Case Name	Filing ID	Case No.
	EBBD95	2012
	EBBD95	2012
	EBBD95	2012

PLEADING SUPPORTING DOCUMENT

Document ID: 2220B91C
 Document Title: supporting document
[View Document \[Original\]](#) | [\[PDF\]](#)
[View Document History](#)

Adding a user to your organization

When adding a user to your organization, be sure to select the “Save and Close” button below the table. Even though your added user(s) show in the table, the information will not hold until you select the Save and Close button below the table.

[Add User](#)

Last Name	First Name	Email	Bar #
Tester	Testing	testinguser@email.com	

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

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

Ensuring delivery of e-mails from the ICCES system

Some e-mail systems occasionally mark the e-mails sent by ICCES as spam. To ensure these important e-mails do not end up in your Spam or Junk Mail folder, add *DoNotReply@judicial.state.co.us* to your e-mail address book so your e-mail client recognizes these as valid e-mails.

Difference between supporting documents and related documents

Supporting Document: A document that supports another document in a single transaction.

Ex: “Exhibit A to Motion for Summary Judgment” may be attached as a supporting document to a “Motion for Summary Judgment” in the same filing.

Related Document: A document that is related to another document filed in a different transaction.

Ex: “Defendant’s Response to Plaintiff’s Motion for Summary Judgment” filed today may be related to the “Plaintiff’s Motion for Summary Judgment” filed two weeks ago.

Security level of document and security definitions

When you upload a document, ICCES defaults the document security to Public. To learn more about the different levels of security, hover over the blue information icon in the Manage Filing screen. You may change the recommended security level but please note that this can be changed by the Court when they review the filing.



Navigation: PARTIES → MANAGE FILING → SERVICE → REVIEW AND SUBMIT

Below for more options)

[30114 - Baggins, Frodo V. Baggins, Bilbo](#)

* Title	* Security 	Statutory Fee
Affidavit	Public	

Who can view documents:
Protected: Only the filing party and served party.
Public: Anybody.
Suppressed: All case parties.
Sealed: Only the court.

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

Total Upload: 0.0 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, rtf, text, tiff, wp, wpd, xls, xlsx, xpng.
All non-PDF documents will be converted to PDF during the upload process.