

ICCES Newsletter March 2013

Rejected Filings

Court clerks have the ability to reject filings based on CJD 11-01 as long as there is a rejection reason listed. If a filing was rejected you can easily determine the reason through **Alerts** or **Quick Search**.

Alerts:

- On the Home screen, click Alerts from the menu.
- Hover your mouse over the caution icon and the rejection reason displays. You can also click the caution icon and the rejection reason opens in a larger box.

Quick Search:

- On the Home screen, locate the Quick Search box.
- Select Filing ID from the dropdown menu and enter the Filing ID.
- Click Search.

From the Filing ID screen, click the *View Document History link* and view the document's details.

Document Security

ICCES has four levels of document security available. If you are unable to view a document and you believe you should have access, please contact the court.

Public – Access provided to court, all case parties and public.

Suppressed – Access provided to courts and all case parties.

Protected – Access provided to court, filing parties and served parties.

Sealed – Access provided to court.



Q: I uploaded the wrong document and my filing was rejected. How do I re-submit it?

A: From Alerts, locate the rejected item and click “Act on.” ICCES rebuilds the filing and the corrected document can be uploaded and re-submitted to the court.

Q: Will I be charged for a rejected filing ?

A: Statutory fees will not be assessed on new cases until the filing is accepted by the court, and therefore will not be charged for rejected filings.

E-file, E-service and US mail fees will be assessed when the filing is submitted to the court and are non-refundable.

Q: I just submitted a filing, why isn't it showing up in the Register of Actions?

A: A filing will not show up in the Register of Actions until it has been accepted by the review clerk at the court.

Click **Recent Actions** on the Home page to view the status for any of your recent filings. Status displays as either *Submitted, Served, Accepted* or *Rejected*. Recent Actions displays filings from the past 21 days.



The Office of the State Court Administrator, where ICCES is located, has moved. The new address is 1300 Broadway, Denver, CO 80202, Suite 1100.



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



The 1st, 13th and 19th Judicial Districts will be available for e-filing through ICCES on March 4, 2013. It is important to note that ICCES is currently live in the 2nd, 3rd, 8th, 11th, 12th, 14th, 15th, 16th, 17th and 20th Judicial Districts.

You will only be able to file, serve and view documents from these counties. To learn about 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 extremely important that all attorneys in your organization activate their accounts in ICCES. Until these accounts are active, the attorney cannot be e-served. Case security is also tied to your attorney accounts, so if attorneys in your organization have not activated their accounts, your organization may not have access to the appropriate cases, even though they may be active attorneys on the 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. All you need to do is enter your e-mail and enter in the answer to your own personal security question. Also, if you are not the administrator for your organization, you may go to the administrator to have them reset the password for you.