

ICCES Training Manual



Integrated Colorado Courts
E-Filing System

ICCES

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Home Page

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

Home: View important notifications through your [Alerts](#) box. Track your e-filed cases through [My Cases](#). Access your filings from the past seven days through [Recent Actions](#). And view upcoming court dates for your e-filed cases through [Schedule](#). You can also access Alerts, My Cases, and Recent Actions through the “Home” menu tree on the left.

Filing: [File a New Case](#), [File into an Existing Case](#) or continue a [Draft](#) filing. You may also use the quick file buttons at the bottom of the home screen.

Search: Quickly search through your cases with [Quick Search](#) or perform an [Advanced Search](#) on all ICCES E-Filed cases.

Resources: Access important [resources](#) for ICCES Customer Support, court fees, frequently asked system questions, and links to court-related websites

My Account: Make changes to your account information through [My Account](#), view your ICCES [Payment History](#), or reset your password or security question through [Reset Password](#).

Logout: Logout of the ICCES system. For security reasons, it is important that you ***always logout*** of ICCES when you are done using it.

The home screen also provides a Quick View Schedule of upcoming court dates for your e-filed cases.

The screenshot shows the ICCES Home Page. A red box highlights the top navigation bar with the following links: Home, Filing, Search, Resources, My Account, and Logout. A red box highlights the left menu tree with the following links: HOME, Alerts (41), My Cases, Recent Actions, and Schedule. A red box highlights the Quick View Schedule section, which contains a table of upcoming court dates. A red box highlights the bottom of the page with two buttons: File a New Case and File Into an Existing Case. Annotations with arrows point to these elements: 'Menu tree.' points to the left menu tree, 'Top navigation bar.' points to the top navigation bar, and 'Quick View Schedule.' points to the Quick View Schedule section.

Menu tree.

Top navigation bar.

Quick View Schedule.

Date	Location	Time	Case Number	Courtroom
06/08/2012	Adams County	2:30 AM	20128503088	D3

Would you like to...

File a New Case

File Into an Existing Case

Alerts

Your Alerts box contains items that have been e-served upon you by the courts or by another case party. Alerts will also show any of your filings that the court rejected. It is important to check your Alerts box regularly. The Alerts screen provides you with several functions.

Act On: File a document in response to an item, or take a rejected filing and resubmit it.

Mark as Read or Unread: Mark items read or unread.

Remove: Remove items from your Alerts box.

ALERTS
(Bold items are unread)

Show **All** Show 20 Per Page

<input type="checkbox"/>	Received Date	Alert Type	Event	Filing ID	Case Number	Location	Court Comments	Act On
<input type="checkbox"/>	05/24/2012	Accepted	Notice, Claim And Summons To Appear for Trial	F70C405A	2012S503036	Adams County		Act On
<input type="checkbox"/>	05/24/2012	Accepted	Notice, Claim And Summons To Appear for Trial	5061C139	2012S503035	Adams County		Act On
<input type="checkbox"/>	05/21/2012	Service	Motion Filed	606B9954	2012S501701	Adams County		Act On
<input type="checkbox"/>	05/10/2012	Rejected	Pleading Supporting Document	C4A0K1CZ	2012S503020	Adams County		Act On
<input type="checkbox"/>	05/08/2012	Received	MPSD	354Z50Z7	2012S503012	Adams County		Act On
<input type="checkbox"/>	05/08/2012	Received	Notice, Claim And Summons To Appear for Trial	354Z50Z7	2012S503012	Adams County		Act On
<input type="checkbox"/>	05/08/2012	Received	Subpoena	354Z50Z7	2012S503012	Adams County		Act On
<input type="checkbox"/>	05/08/2012	Received	Motion to File Without Payment and Supporting Financial Affidavit	354Z50Z7	2012S503012	Adams County		Act On
<input type="checkbox"/>	04/24/2012	Rejected	NCSA Defendant Response	61BC4904	2012S502985	Jefferson County		Act On
<input type="checkbox"/>	04/24/2012	Rejected	Motion to File Without Payment and Supporting Financial Affidavit	61BC4904	2012S502985	Jefferson County		Act On

Item(s) that are checked

Action **-- Select --** [Perform Action](#) < Page 1 of 1 Pages >

Get to Your Alerts

- From the Home screen, click on the **Alerts** link of the left menu tree.

Integrated Colorado Courts E-filing System ICCES

Home Filing Search Resources My Account Logout

Today is Friday, June 8, 2012 Welcome to the Integrated Colorado Courts E-filing System You are logged in as: [Test Account](#)

HOME
Alerts (41)
[My Cases](#)
[Recent Actions](#)
[Schedule](#)

Announcements:
There are no announcements at this time.

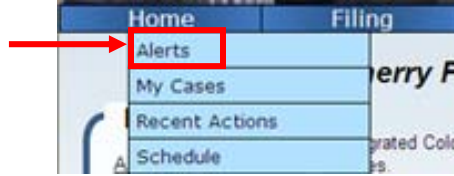
QUICK VIEW SCHEDULE
Click any column header to sort scheduled items. Show next 5 Scheduled items.

Date	Location	Time	Case Number	Courtroom
06/08/2012	Adams County	2:30 AM	2012S503036	03

Would you like to...

[File a New Case](#) [File Into an Existing Case](#)

- You can also hover your mouse over the **Home** menu and select **Alerts**.



“Act On” an Alert

If you choose to act on an accepted, received or service alert, you will be taken to the **File into Existing Case** screen, where the system will allow you to file a new document in that case. If you choose to act on a rejected alert, the system will open the rejected item and allow you to edit and re-submit it to the court.

- Click on the **Act On** link next to the filing.

ALERTS
(Bold items are unread)
Show All Show 20 Per Page

<input type="checkbox"/>	Received Date	Alert Type	Event	Filing ID	Case Number	Location	Court Comments	Act On
<input type="checkbox"/>	05/24/2012	Accepted	Notice, Claim And Summons To Appear for Trial	F70C485A	2012S503036	Adams County		Act on
<input type="checkbox"/>	05/24/2012	Accepted	Notice, Claim And Summons To Appear for Trial	5861C139	2012S503035	Adams County	1	Act on
<input type="checkbox"/>	05/21/2012	Service	Motion Filed	6B6B9954	2012S501701	Adams County		Act on
<input type="checkbox"/>	05/18/2012	Rejected	Pleading Supporting Document	C4A8E4C7	2012S503028	Adams County		Act on
<input type="checkbox"/>	05/08/2012	Received	MPSD	35425D27	2012S503012	Adams County		Act on
<input type="checkbox"/>	05/08/2012	Received	Notice, Claim And Summons To Appear for Trial	35425D27	2012S503012	Adams County		Act on
<input type="checkbox"/>	05/08/2012	Received	Subpoena	35425D27	2012S503012	Adams County		Act on
<input type="checkbox"/>	05/08/2012	Received	Motion to File Without Payment and Supporting Financial Affidavit	35425D27	2012S503012	Adams County		Act on
<input type="checkbox"/>	04/24/2012	Rejected	NCSA Defendant Response	61BC4904	2012S502985	Jefferson County		Act on
<input type="checkbox"/>	04/24/2012	Rejected	Motion to File Without Payment and Supporting Financial Affidavit	61BC4904	2012S502985	Jefferson County		Act on

Item(s) that are checked
Action -- Select -- Perform Action

Page 1 of 1 Pages

Mark an Alert Read or Unread

- Select the items you want to mark as read or unread by clicking on the check box next to that item.
- To mark the item as Read, select **Mark Read** from the drop down box at the bottom left of the Alerts list. To Mark the item as Unread, select **Mark Unread** from the drop down box at the bottom left of the Alerts list.
- Press the **Perform Action** button.

ALERTS
(Bold items are unread)

Show All Show 20 Per Page

<input type="checkbox"/>	Received Date	Alert Type	Event	Filing ID	Case Number	Location	Court Comments	Act On
<input type="checkbox"/>	05/24/2012	Accepted	Notice, Claim And Summons To Appear for Trial	F70C4B5A	2012S503036	Adams County		Act on
<input type="checkbox"/>	05/24/2012	Accepted	Notice, Claim And Summons To Appear for Trial	5861C139	2012S503035	Adams County		Act on
<input type="checkbox"/>	05/21/2012	Service	Motion Filed	6B6B9954	2012S501701	Adams County		Act on
<input type="checkbox"/>	05/18/2012	Rejected	Pleading Supporting Document	C4A8E4C7	2012S503028	Adams County		Act on
<input type="checkbox"/>	05/08/2012	Received	MPSD	35425D27	2012S503012	Adams County		Act on
<input type="checkbox"/>	05/08/2012	Received	Notice, Claim And Summons To Appear for Trial	35425D27	2012S503012	Adams County		Act on
<input type="checkbox"/>	05/08/2012	Received	Subpoena	35425D27	2012S503012	Adams County		Act on
<input type="checkbox"/>	05/08/2012	Received	Motion to File Without Payment and Supporting Financial Affidavit	35425D27	2012S503012	Adams County		Act on
<input type="checkbox"/>	04/24/2012	Rejected	NCSA Defendant Response	61BC4904	2012S502985	Jefferson County		Act on
<input type="checkbox"/>	04/24/2012	Rejected	Motion to File Without Payment and Supporting Financial Affidavit	61BC4904	2012S502985	Jefferson County		Act on

Item(s) that are checked

Action -- Select -- Perform Action

-- Select --
Mark Read
Mark Unread
Remove

< Page 1 of 1 Pages >

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Remove an Alert

1. Select the items you want to remove by clicking on the check box next to that item.
2. Select **Remove** from the drop down box on the bottom left of the Alerts list.
3. Press the **Perform Action** button.

ALERTS
(Bold items are unread)

Show All Show 20 Per Page

<input type="checkbox"/>	Received Date	Alert Type	Event	Filing ID	Case Number	Location	Court Comments	Act On
<input type="checkbox"/>	05/24/2012	Accepted	Notice, Claim And Summons To Appear for Trial	F70C4B5A	2012S503036	Adams County		Act on
<input type="checkbox"/>	05/24/2012	Accepted	Notice, Claim And Summons To Appear for Trial	5861C139	2012S503035	Adams County		Act on
<input type="checkbox"/>	05/21/2012	Service	Motion Filed	6B6B9954	2012S501701	Adams County		Act on
<input type="checkbox"/>	05/18/2012	Rejected	Pleading Supporting Document	C4A8E4C7	2012S503028	Adams County		Act on
<input type="checkbox"/>	05/08/2012	Received	MPSD	35425D27	2012S503012	Adams County		Act on
<input type="checkbox"/>	05/08/2012	Received	Notice, Claim And Summons To Appear for Trial	35425D27	2012S503012	Adams County		Act on
<input type="checkbox"/>	05/08/2012	Received	Subpoena	35425D27	2012S503012	Adams County		Act on
<input type="checkbox"/>	05/08/2012	Received	Motion to File Without Payment and Supporting Financial Affidavit	35425D27	2012S503012	Adams County		Act on
<input type="checkbox"/>	04/24/2012	Rejected	NCSA Defendant Response	61BC4904	2012S502985	Jefferson County		Act on
<input type="checkbox"/>	04/24/2012	Rejected	Motion to File Without Payment and Supporting Financial Affidavit	61BC4904	2012S502985	Jefferson County		Act on

Item(s) that are checked

Action -- Select -- Perform Action

-- Select --
Mark Read
Mark Unread
Remove

< Page 1 of 1 Pages >

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View a Document, Filing Details or Case History

- To view the document(s) associated with an Alert, click on the hyperlink in the **Document Type** column.

<input type="checkbox"/>	Received Date ▾	Alert Type ⇅	Document Type ⇅	Filing ID ▾	Case Number ⇅	Location ⇅	Court Comments ⇅
<input type="checkbox"/>	03/30/2011	RECEIVED	Notice, Claim and Summons to Appear	D578824B	2011S500186	Jefferson County	


- To view the filing details for an Alert, click on the hyperlink in the **Filing ID** column.

<input type="checkbox"/>	Received Date ▾	Alert Type ⇅	Document Type ⇅	Filing ID ▾	Case Number ⇅	Location ⇅	Court Comments ⇅
<input type="checkbox"/>	03/30/2011	RECEIVED	Notice, Claim and Summons to Appear	D578824B	2011S500186	Jefferson County	

- To view the case history for an Alert, click on the hyperlink in the **Case Number** column.

<input type="checkbox"/>	Received Date ▾	Alert Type ⇅	Document Type ⇅	Filing ID ▾	Case Number ⇅	Location ⇅	Court Comments ⇅
<input type="checkbox"/>	03/30/2011	RECEIVED	Notice, Claim and Summons to Appear	D578824B	2011S500186	Jefferson County	


Rejected Alerts

When a document has been rejected by the court, an orange triangle symbol () will display in the Alert Type column. To view the reason for rejection, click on the orange triangle.

<input type="checkbox"/>	05/30/2012	Rejected 	Filing Other	C4509F29	2012S503047	Adams County	Act on
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My Cases

My Cases shows you a listing of your ICCES court cases. Your cases will display in this list only if (1) your email address is associated to the case or (2) you have successfully filed a document into the case.



Integrated Colorado Courts
E-Filing System

ICCES

Home

Filing

Search

Resources

My Account

Logout

My CASES

Status

Show Per Page

Date Filed	Case Number	Case Caption	Case Type	Location	Division	Status
04/08/2012	2012S501701	Diabldproseaccout, Sherry Vs. Test, Test	Landlord - Tenant	Adams County	SC	Open
04/12/2012	2012S502956	Foco, Sherry Vs. Works, The	Breach of Contract	Adams County	T	Open
05/07/2012	2012S501912	Proseaccout, Sherry Vs. Test, Test	Breach of Contract	Adams County	7	Open
05/28/2012	2012S503039	Proseaccout, Sherry Vs. Test, Test	Landlord - Tenant	Adams County	2	Open
06/03/2012	2012S503059	Proseaccout, Sherry Vs. Test, Test	Covenant	Adams County	2	Open

<<

<

1

2

3

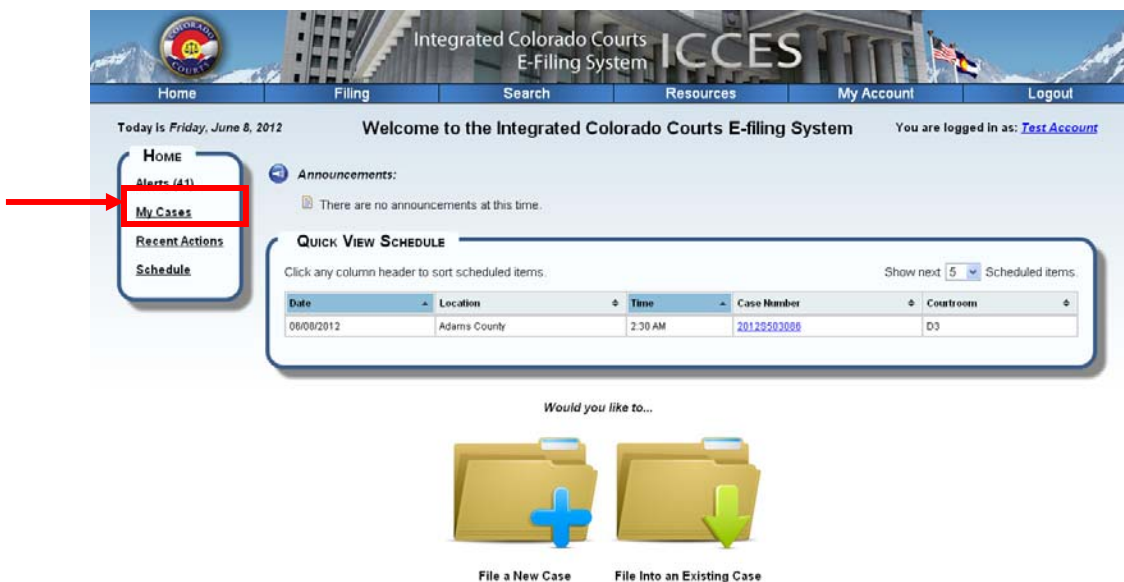
4

>

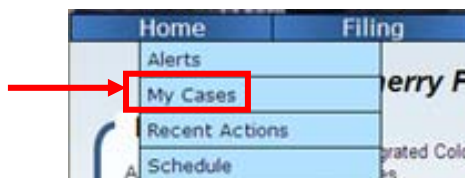
>>

Get to My Cases

- From the Home screen, click on the **My Cases** link of the left menu tree.



- You can also hover your mouse over the **Home** menu and select **My Cases**.



View a Case History

- To view a case history, click on the case number you would like to view.

Date Filed	Case Number	Case Caption	Case Type	Location	Division	Status
01/04/2010	2010S1	CERISE, DICK VS. GOMES, JEFFREY	Money	Jefferson County	L	Closed
01/04/2010	2010S2	DUDES DOLLYS SALON LLC VS. BATTISTELLI, ALYSSA	Money	Jefferson County	L	Closed
01/04/2010	2010S3	MATEJCIK, KENNETH VS. ANDERS PLASTERING STUCCO	Money	Jefferson County	L	Closed
01/04/2010	2010S4	SYSEL, JOE VS. HITZ, BILL	Money	Jefferson County	L	Closed

Recent Actions

Recent Actions shows what you have filed through ICCES in the past 7 days.

RECENT ACTIONS
(Recent actions displays your "filings" from the past 7 days.)

Show Per Page

Action Date	Action Type	Event	Filing ID	Case Number	Location	Status
06/04/2012 10:33 AM	Filing	Notice, Claim And Summons To Appear for Trial	6C063B18	2012S503055	Adams County	Accepted
06/01/2012 12:35 PM	Filing	Notice, Claim And Summons To Appear for Trial	192C02AB	2012S503656	Jefferson County	Pending Payment
06/01/2012 12:35 PM	Filing	Subpoena	88DC3A3B	2012S503047	Adams County	Pending Payment
06/01/2012 12:34 PM	Filing	Motion to File Without Payment and Supporting Financial Affidavit	B195CF1B	2012S503012	Adams County	Submitted
06/01/2012 12:33 PM	Filing	Pleading Supporting Document	A402E4DA	2012S503656	Jefferson County	Pending Payment
06/01/2012 12:33 PM	Filing	Notice, Claim And Summons To Appear for Trial	A402E4DA	2012S503656	Jefferson County	Pending Payment
06/01/2012 11:47 AM	Filing	Filing Other	5E09734C	2012S503048	Adams County	Pending Payment
06/01/2012 11:31 AM	Filing	Notice, Claim And Summons To Appear for Trial	D9A0DE7A	2012S503048	Adams County	Accepted

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Get to Your Recent Actions

- From the Home screen, click on the **Recent Actions** link of the left menu tree.

Today is Friday, June 8, 2012

Welcome to the Integrated Colorado Courts E-filing System

You are logged in as: [Test Account](#)

HOME
Alerts (41)
My Cases
Recent Actions
Schedule

Announcements:
There are no announcements at this time.

QUICK VIEW SCHEDULE
Click any column header to sort scheduled items. Show next Scheduled items.

Date	Location	Time	Case Number	Courtroom
06/08/2012	Adams County	2:30 AM	2012S503086	D3

Would you like to...

File a New Case

File Into an Existing Case

- You can also hover your mouse over the **Home** menu and select **Recent Actions**.



View a Document, Filing Details, Case History or Pay for a Filing

- To view the document associated with a Recent Action, click on the hyperlink in the **Document Type** column.

Action Date ▾	Action Type ▾	Event ⇅	Filing ID ⇅	Case Number ⇅	Location ⇅	Status ⇅
05/25/2012 7:22 AM	Filing	NCSA Defendant Response	4CBCE9B8	2012S503012	Adams County	Accepted

- To view the filing details for a Recent Action, click on the hyperlink in the **Filing ID** column.

Action Date ▾	Action Type ▾	Event ⇅	Filing ID ⇅	Case Number ⇅	Location ⇅	Status ⇅
05/25/2012 7:22 AM	Filing	NCSA Defendant Response	4CBCE9B8	2012S503012	Adams County	Accepted

- To view the case history for a Recent Action, click on the hyperlink in the **Case Number** column.

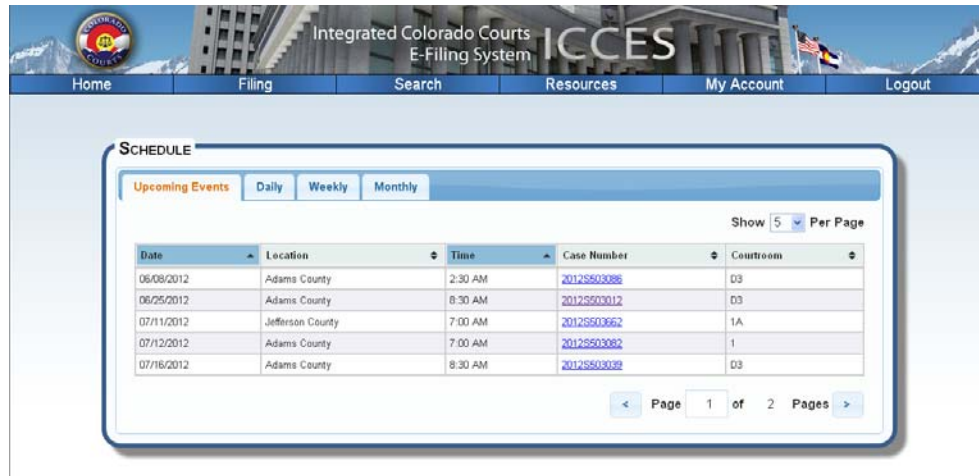
Action Date ▾	Action Type ▾	Event ⇅	Filing ID ⇅	Case Number ⇅	Location ⇅	Status ⇅
05/25/2012 7:22 AM	Filing	NCSA Defendant Response	4CBCE9B8	2012S503012	Adams County	Accepted

- To pay for a filing that you selected to pay later at the court for, click on the hyperlink in the **Pending Payment** column.

Action Date ⇅	Action Type ⇅	Event ⇅	Filing ID ⇅	Case Number ⇅	Location ⇅	Status ▾
05/24/2012 8:05 PM	Filing	Motion to File Without Payment and Supporting Financial Affidavit	E099BFED	2012S503012	Adams County	Submitted
05/21/2012 2:09 PM	Filing	Pleading Supporting Document	C832B5A5	2012S503012	Adams County	Pending Payment

Schedule

Schedule allows you to view your upcoming court appointments. You can view a daily schedule, a weekly schedule, or a monthly schedule.

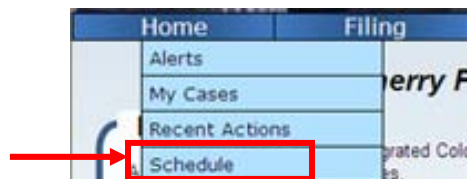


Get to Your Schedule

- From the Home screen, click on the **Schedule** link of the left menu tree.



- You can also hover your mouse over the **Home** menu and select **Schedule**.

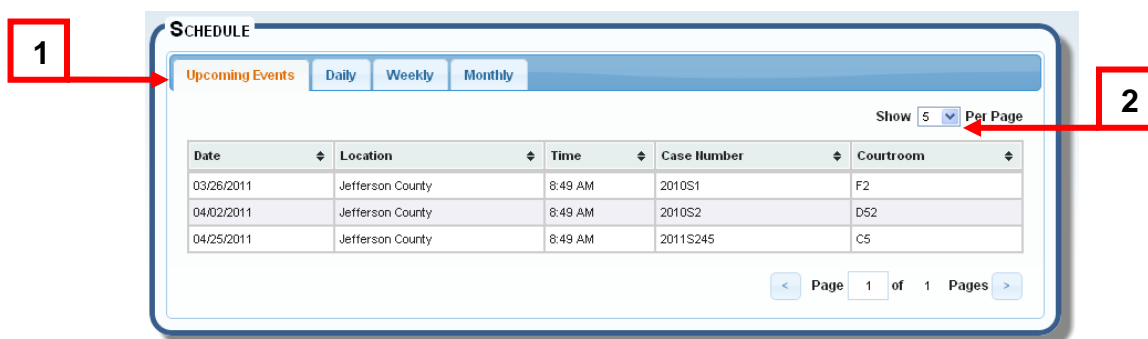


Change Your Schedule View

Schedule has four different view options: Upcoming, Daily, Weekly, and Monthly.

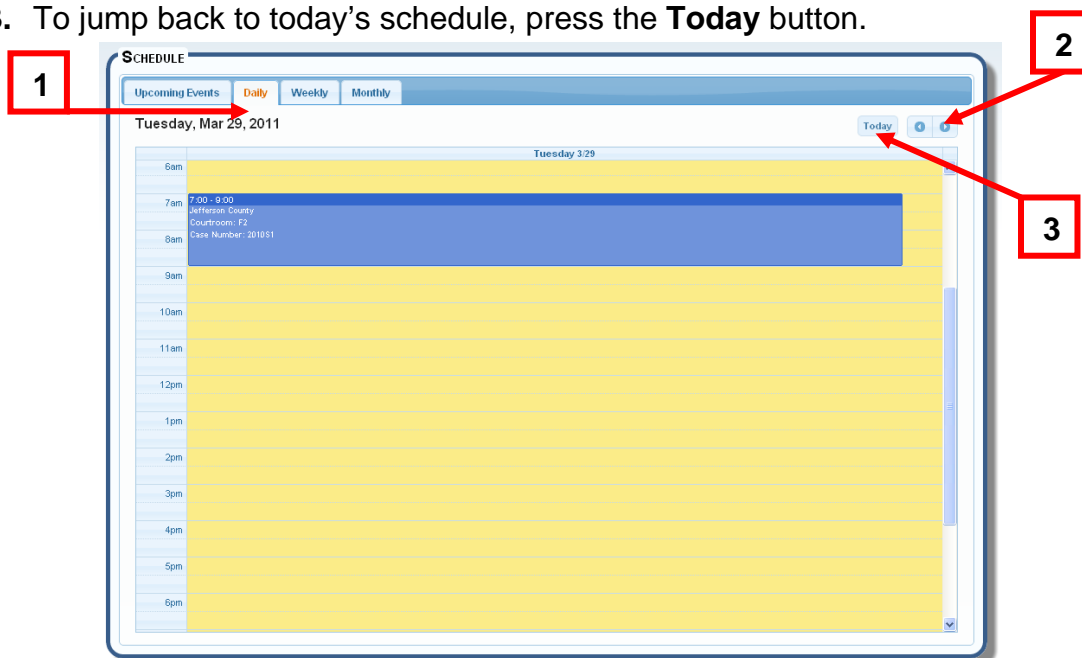
Upcoming Events View

1. Select the **Upcoming Events** tab.
2. To view more upcoming events on the page, select the number you want to view from the combo box.



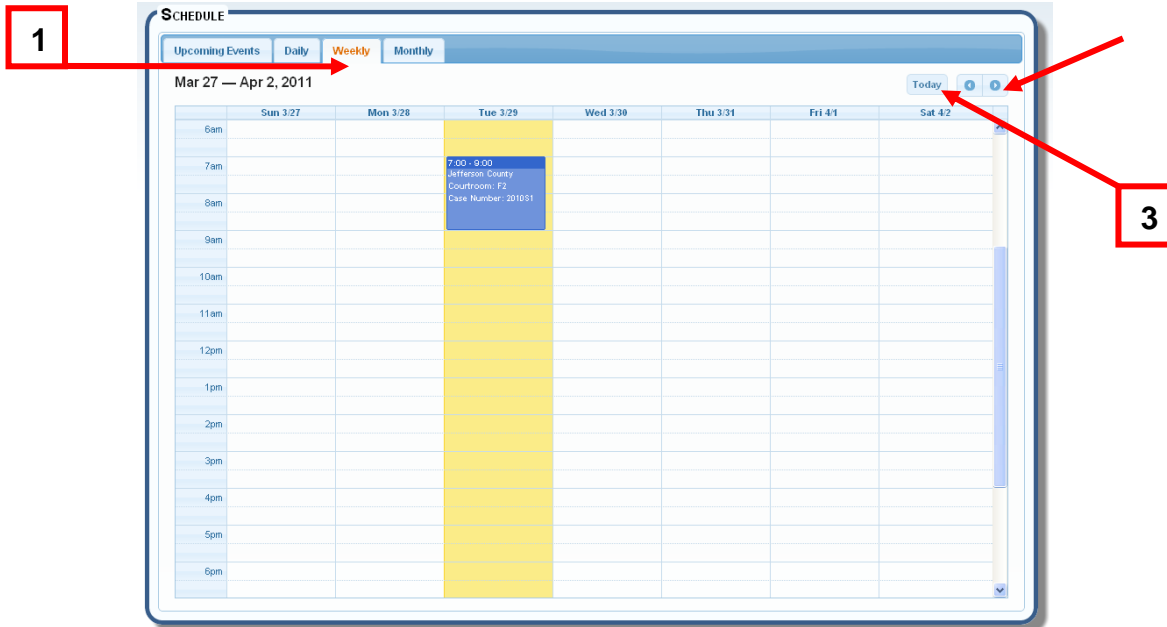
Daily View

1. Select the **Daily** tab.
2. To view a different day, press the **Back** or **Forward** arrows.
3. To jump back to today's schedule, press the **Today** button.



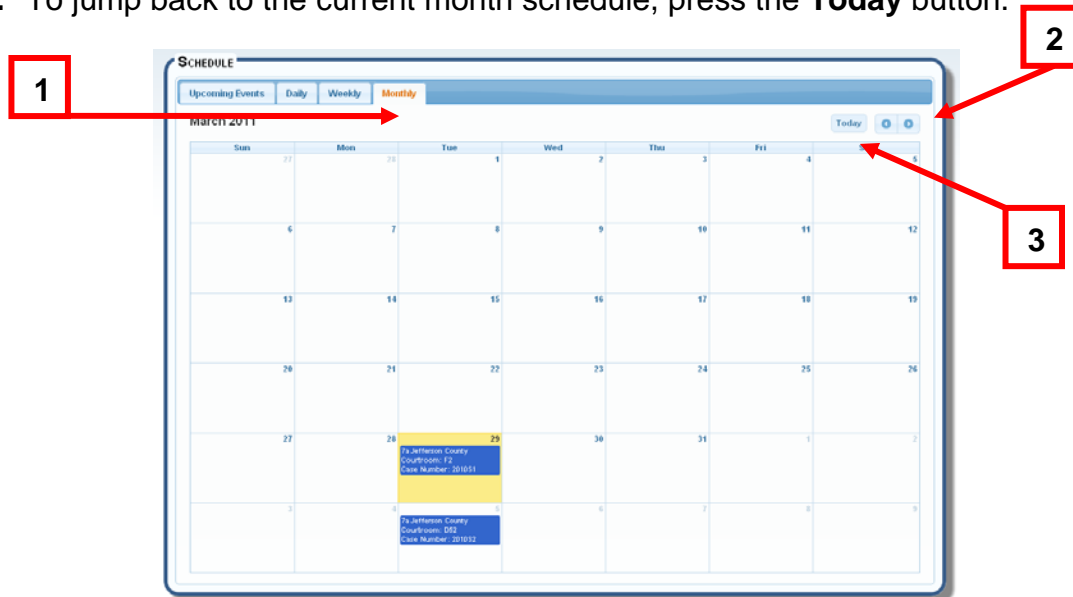
Weekly View

1. Select the **Weekly** tab.
2. To view a different week, press the **Back** or **Forward** arrows.
3. To jump back to the current week schedule, press the **Today** button.



Monthly View

1. Select the **Monthly** tab.
2. To view a different month, press the **Back** or **Forward** arrows.
3. To jump back to the current month schedule, press the **Today** button.



Filing

The **Filing** menu allows you to file documents and cases with the courts electronically.. The “Filing” screen has three options:

Drafts: Continue a filing that you saved previously.

File into an Existing Case: Electronically file new documents into an existing case.

File New Case: Electronically file a new case with the court.

ICCES will launch a user-friendly wizard to assist you in completing your documents and filing them with the court electronically.



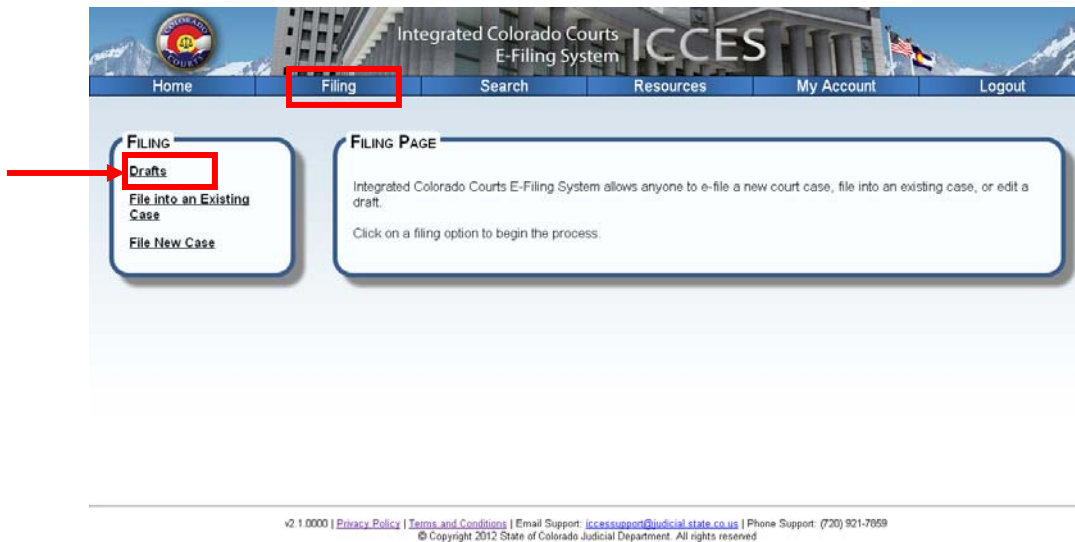
Drafts

Your saved filings are stored in the Drafts page. You can continue or remove your filings from this page.

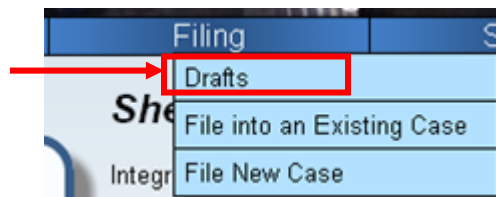


Get to Drafts


- From the Home screen, click on **Filing** from the top navigation bar.
- Click on the **Drafts** link from the left menu tree.



- You can also hover your mouse over the **Filing** menu and select **Drafts**.



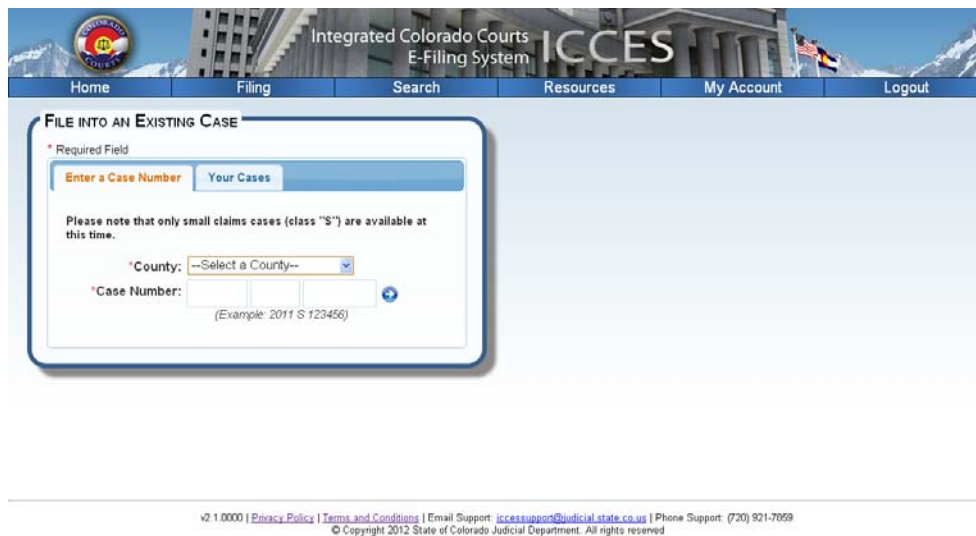
Continue or Remove a filing from Drafts

- To continue a draft filing, click on the **Continue** link next to the filing.
- To remove a draft filing, click on the  next to the filing.



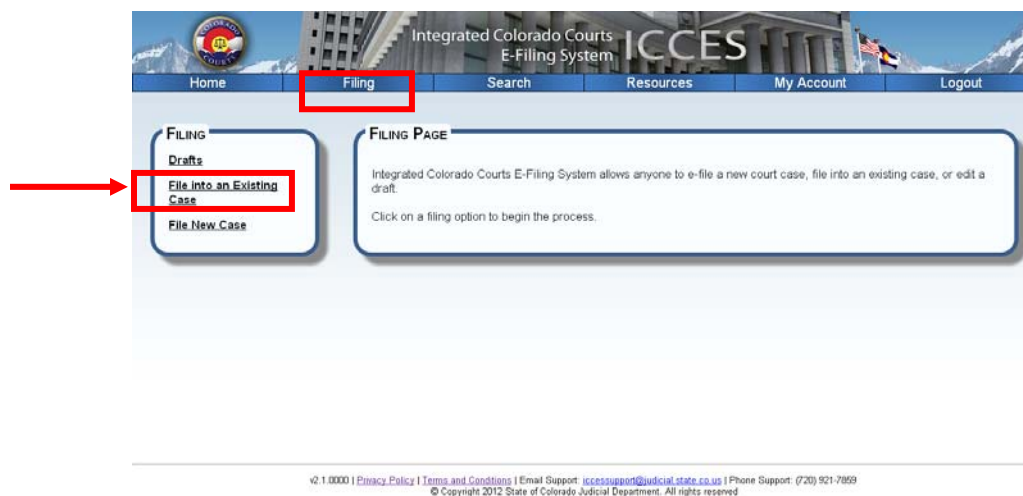
File into an Existing Case

The **File into an Existing Case** screen allows you to file a new document into an existing case. ICCES will launch a wizard to assist you in completing your document and filing it with the court electronically. There are two ways that you can file into an existing case: [Enter a Case Number](#) or [File Into Your Cases](#).

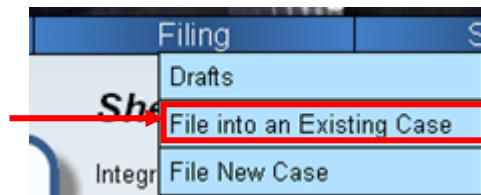


Get to File into Existing

- From the Home screen, click on **Filing** from the top navigation bar.
- Click on the **File into an Existing Case** link from the left menu tree.



- You can also hover your mouse over the **Filing** menu and select **File into an Existing Case**.



Enter a Case Number

1. In the **County** dropdown box, select the county in which your case is located.
2. Enter a Case Number in the text fields (For example: 2011S123456).
3. Press the blue arrow button. A second box will appear to the right and ask what you would like to file into that case.
4. Select what you want to file from the drop down box.
5. Press the **Start Filing** button.

The screenshot shows a two-panel interface. The left panel, titled 'FILE INTO AN EXISTING CASE', has two tabs: 'Enter a Case Number' (active) and 'Your Cases'. It contains a note about small claims cases, a 'County' dropdown set to 'Adams County', and 'Case Number' fields with '2012', 'S', and '503012'. A blue arrow button is to the right. The right panel, titled '2012S503012 - Proseaccout, Sherry Vs. Test, Test', has a 'What would you like to file?' dropdown and a 'Start Filing' button. Red boxes with numbers 1-5 point to the County dropdown, Case Number fields, arrow button, filing dropdown, and Start Filing button respectively.

File into Your Cases

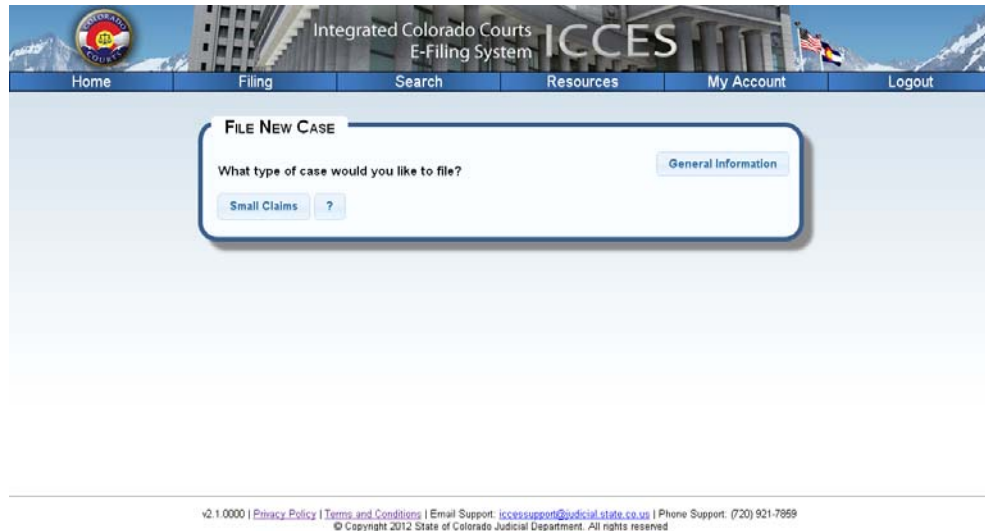
1. Select the **Your Cases** tab.
2. From your list of cases, click on the link to the case in which you want to file.
3. Select what you want to file from the drop down box.
4. Press the **Start Filing** button.

The screenshot shows the same interface as before, but the 'Your Cases' tab is active in the left panel. It displays a table of cases. Red boxes with numbers 1-4 point to the 'Your Cases' tab, a case link in the table, the filing dropdown in the right panel, and the 'Start Filing' button respectively.

Case Number	Case Caption	Location
2012S503073	Proseaccout, Sherry Vs. Test	Adams County
2012S503074	Proseaccout, Sherry Vs. Test, Test	Adams County
2012S503060	Proseaccout, Sherry Vs. Test, Test	Adams County
2012S503077	Proseaccout, Sherry Vs. Test, Test	Adams County
2012S503076	Proseaccout, Sherry Vs. Sued, Party	Adams County
2012S503086	Proseaccout, Sherry Vs. Test, Test	Adams County

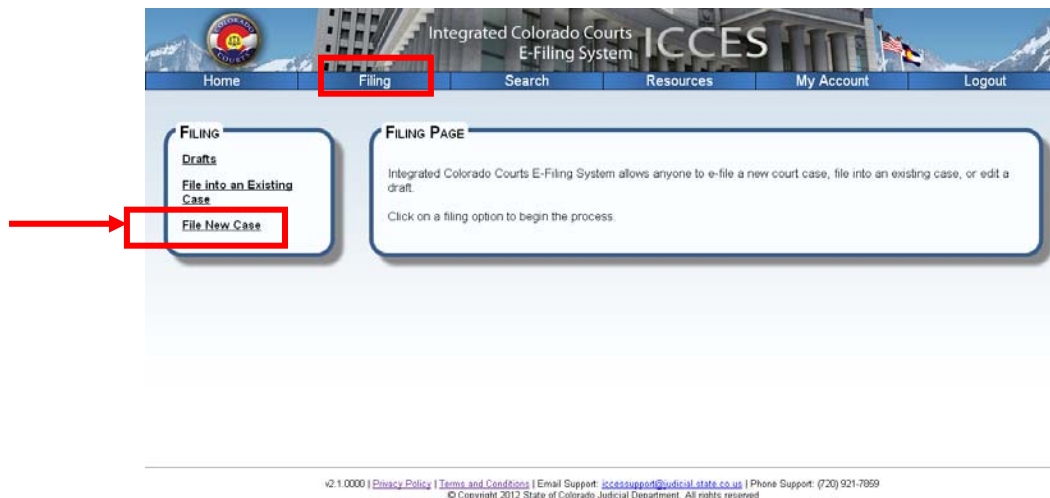
File a New Case

You can electronically file new court cases through ICCES. ICCES will guide you through the process of filing a new case.

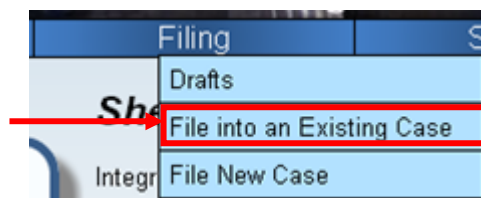


Get to File New Case

- From the Home screen, click on **Filing** from the top navigation bar.
- Click on the **File New Case** link from the left menu tree.



- You can also hover your mouse over the **Filing** menu and select **File New Case**.



File a New Case

- Press the button for the corresponding type of case you would like to file (Note: ICCES only supports Small Claims cases at this time).



FILE NEW CASE

What type of case would you like to file?

[General Information](#)

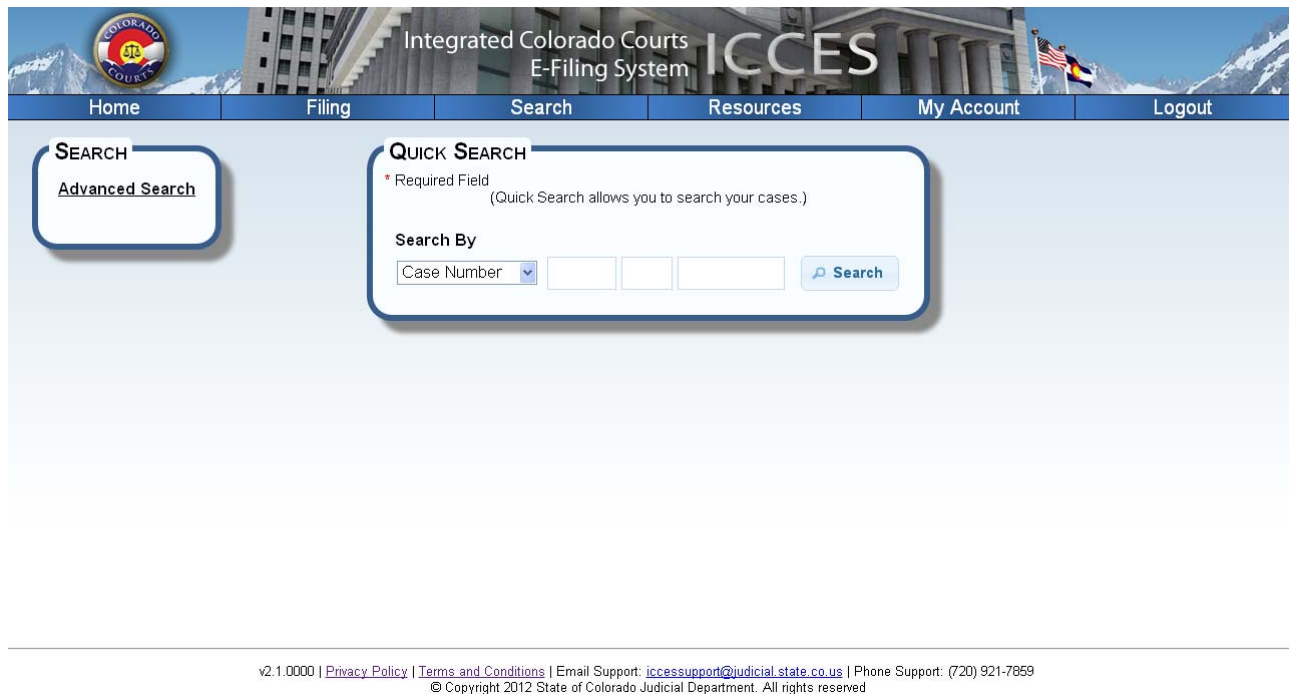
[Small Claims](#) ?

Search

ICCES provides you with two types of searches:

Quick Search: Quickly search through your ICCES filings.

Advanced Search: Search through all ICCES filings.



Integrated Colorado Courts
E-Filing System

ICCES

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SEARCH

[Advanced Search](#)

QUICK SEARCH

* Required Field
(Quick Search allows you to search your cases.)

Search By

Case Number [Search](#)

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Quick Search

Quick Search allows you to search for cases and documents that you have filed. You can search by the following:

Case Number: A unique number the court assigns to your case.

Document ID: The unique identifier assigned by ICCES to a document.

Filing ID: The unique identifier assigned by ICCES to a filing.

Person's Name: The name of a person involved a case.

Business Name: The name of a business involved in a case.

The screenshot shows the ICCES Quick Search interface. At the top is a navigation bar with links: Home, Filing, Search, Resources, My Account, and Logout. Below the navigation bar, on the left, is a 'SEARCH' button with a sub-link 'Advanced Search'. The main area is titled 'QUICK SEARCH' and includes a note: '* Required Field (Quick Search allows you to search your cases.)'. Below this, there is a 'Search By' section with a dropdown menu set to 'Case Number' and three empty input fields. A 'Search' button is located to the right of the input fields. At the bottom of the page, there is a footer with version information and contact details.

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Get to Quick Search

- From the Home screen, click on **Search** from the top navigation bar.

This screenshot shows the same ICCES interface as the previous one, but with the 'Search' button in the top navigation bar highlighted with a red rectangle. The 'QUICK SEARCH' section is also visible, showing the 'Search Type' dropdown set to 'Case Number' and the 'Search Text' input field. The footer at the bottom of the page contains version information and contact details.

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Perform a Quick Search

1. Select the Search Type from the drop down box.
2. Enter what you are searching for in the Search Text box.
3. Press the **Search** button.

The screenshot shows a 'QUICK SEARCH' form. At the top, it says '* Required Field' and '(Quick Search allows you to search your cases.)'. Below this is a 'Search By' section. A red box with the number '1' points to a dropdown menu currently set to 'Case Number'. To the right of the dropdown are three empty text input boxes. A red box with the number '2' points to the first of these input boxes. To the right of the input boxes is a blue button with a magnifying glass icon and the word 'Search'. A red box with the number '3' points to this button.

Advanced Search

Advanced Search allows you to search through all electronic filings. You can search by the following:

Case Number: A unique number the court assigns to your case.

Location: The location of the court—for example, Jefferson County, Adams County.

Case Class: This list contains the case classes by which you can search—for example, Small Claims.

Event: Each document filed electronically has an event assigned—for example, Motion, Order, Notice. This list contains various events for which you can search. If you select a specific case class from the Case Class list on the left, this list will only show you the events that are available for that case class.

Document Title: Each electronic document also has a document title, which further describes the document. For example, a document may have an event of “Motion” with a document title of “Motion to Dismiss Case.”

Date Range: The date that an event was filed with the court.

Party Name Search: You can search for documents filed by a person, business or judicial officer name. Please note that certain case parties are considered “protected” and may not display in your search results.

Document Options: You can search for documents that have been filed to the court.

Search Options: You can search for filings in all court cases, cases you are attached to and all cases that belong to your organization.

The screenshot shows the 'ADVANCED SEARCH' form. It includes a 'Case Number' field, a '*Court Location' dropdown menu with options 'All', 'Adams County', and 'Jefferson County', a '*Case Class' dropdown menu with 'Small Claims' selected, and an '*Event' dropdown menu with 'All' selected. There is also a 'PARTY NAME SEARCH' section with radio buttons for 'Business', 'Person', 'Judicial Officer', and 'N/A'. Below these are '*Search Options' with radio buttons for 'All Court Cases' and 'E-Filings in My Cases'. At the bottom, there is a 'Document Title' field and a '*Date Range' field with dates '04/04/2011' and '06/08/2012'. A 'Search' button is located at the bottom right.

Perform an Advanced Search

1. At minimum, all required fields should be selected.
2. Press the **Search** button. Please note, search results are limited to 20,000. If your results exceed this amount you will be instructed to narrow your search.

This is an annotated version of the 'ADVANCED SEARCH' form. Red boxes and arrows highlight specific elements: a box labeled '1' points to the '*Court Location' dropdown; another box labeled '1' points to the '*Date Range' field; and a box labeled '2' points to the 'Search' button. The form content is identical to the previous screenshot, showing the various search criteria and the 'Search' button.

Advanced Search Results

Advanced search results screen will display your search results. You will see the search criteria and the number of results returned. You have the ability to adjust the number of results displayed and page through all matching items. Please note, all documents that meet your search criteria will display.

SEARCH RESULTS								
Search Criteria:								
Case Class: • Small Claims								
Search Options: E-Filings in My Cases								
From Date: 04/04/2011								
To Date: 06/08/2012								
Search Result Total: 3							Show 20 Per Page	
Filing ID	Date Filed	Case Number	Location	Case Caption	Authorizer	Organization	Event	Document Title
35425027	05/08/2012 12:00 AM	2012SS03012	Adams County	Test Account vs. Test	Test Account	N/A	MIFP Supporting Document	test mpsd
783287CF	05/08/2012 09:27 AM	2012SS01701	Adams County	Test Account vs. Test	Test Account	N/A	MIFP Supporting Document	MPSD One
783287CF	05/08/2012 09:27 AM	2012SS01701	Adams County	Test Account vs. Test	Test Account	N/A	MIFP Supporting Document	MPSD Two
							<< < 1 > >>	

Filing ID: A unique identifier assigned, by ICCES, to a filing when it is created.

Date Filed: The date the electronic document was filed with the courts.

Case Number: This is the unique number the court assigns to the case. The case number displays a link – clicking on the link will direct you to the Case History screen.

Location: The location of the court—for example, Jefferson County, Adams County.

Case Caption: The case name generated by the courts.

Authorizer: The name of the person(s) that have authorized this filing.

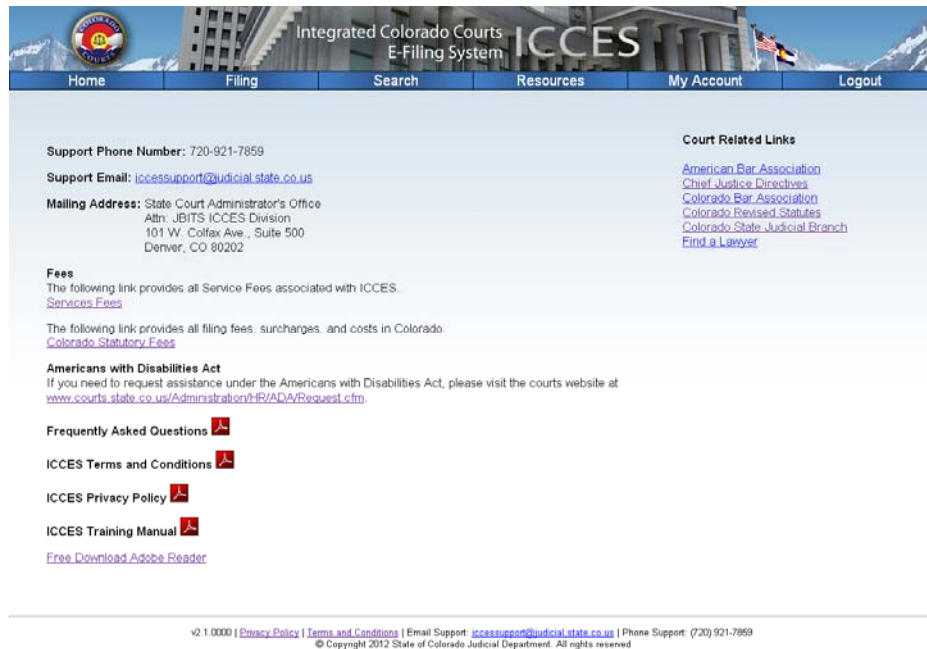
Organization: The name of the organization is attached to for this filing.

Event: The name of the event the electronic document is attached to.

Document Title: The descriptive title of the electronic document.

Resources

The Resources section contains important information about ICCES Customer Support, training guides, court fees, frequently asked system questions, and links to court-related websites. It also contains important legal documents which you should read: ICCES Terms and Conditions and ICCES Privacy Policy.



Get to Resources

- From the Home screen, click on **Resources** from the top navigation bar.



My Account

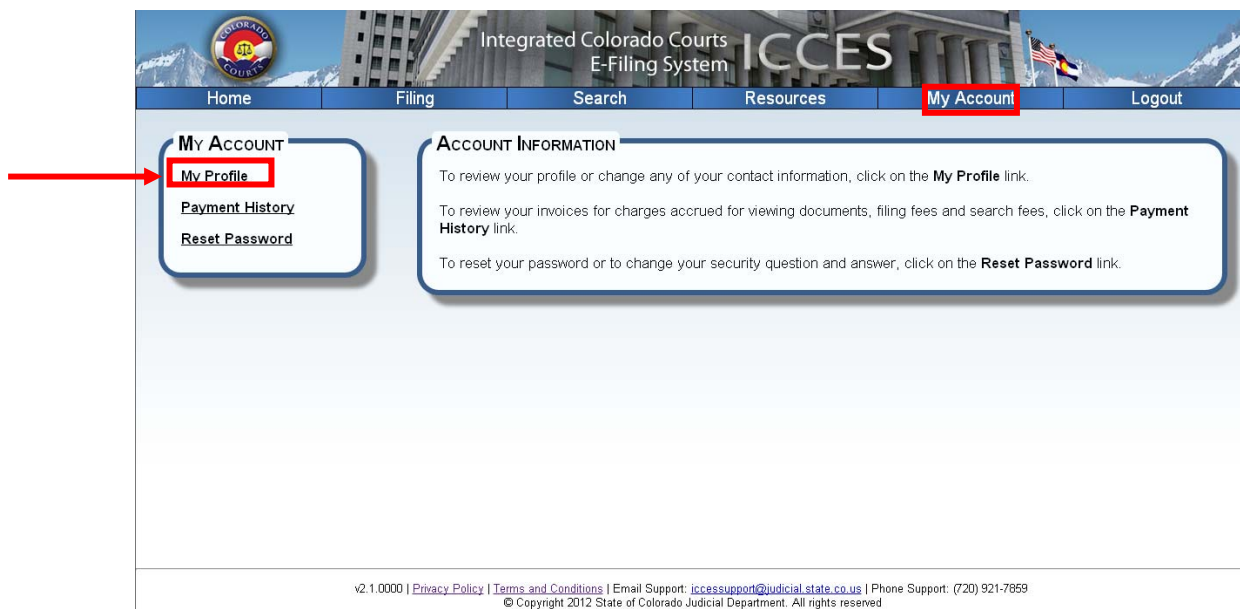
The **My Account** section allows you to make changes to your profile, reset your password, change your security question, and view your payment history.

My Profile

You can update your name, phone number, fax number, email address, and mailing address from the **My Profile** page.

Get to My Profile

- From the Home screen, click on **My Account** from the top navigation bar.
- Click on the **My Profile** link in the left menu tree.



- You can also hover your mouse over the **My Account** menu and select **My Profile**.



Edit your profile

1. Make any changes to the fields in your profile.
2. To save your changes, press the **Save** button.
3. To cancel your changes, press the **Cancel** button.

MY PROFILE

*Required Field

User Type: Self-Represented

*Email: ICESSupport@judicial.state.co.us

*First Name: Test

Middle Name:

*Last Name: Account

Suffix:

*Phone Number: 303-837-2334 *Type: Business

Fax Number:

*Address: 101 West Colfax Ave

Suite 500

*City: Denver

*State/Province: Colorado

*Postal Code: 80202

*Country: United States

Payment History

Payment History shows you a detailed history of any ICCES activity for which you were billed within the past 90 days.

Integrated Colorado Courts E-Filing System ICCES

Home Filing Search Resources My Account Logout

PAYMENT HISTORY

67 Transaction(s) for the last 30 days

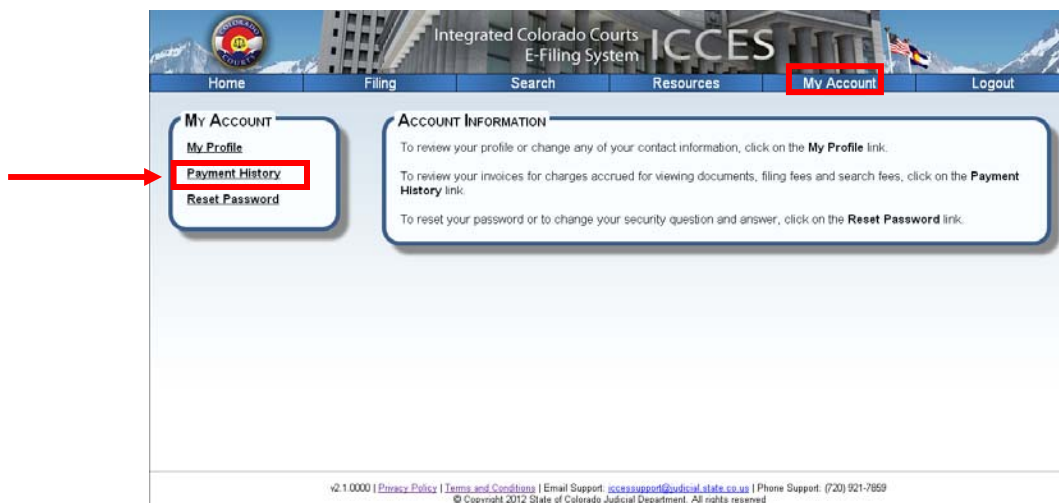
Show ☒ 30 Days ☐ 60 Days ☐ 90 Days Show Per Page

Transaction Date	Total Charges	Amount Paid	Payment Status	Service Fee	Service Type	View Receipt
05/21/2012	\$34.00	\$0.00	Pay Later at Court	Filing Fee	Adams County, 2012S503035, Small Claims Wizard	View
05/21/2012	\$34.00	\$0.00	Pay Later at Court	Filing Fee	Adams County, 2012S503036, Small Claims Wizard	View
05/21/2012	\$12.00	\$0.00	Pay Later at Court	Filing Fee	Adams County, 2012S501701, Motion to Continue Wizard	View
05/21/2012	\$12.00	\$0.00	Pay Later at Court	Filing Fee	Jefferson County, 2012S502990, Motion to Continue Wizard	View
05/18/2012	\$46.00	\$0.00	Pay Later at Court	Filing Fee	Adams County, 2012S503028, Defendant Response Wizard	View
05/18/2012	\$12.00	\$0.00	Pay Later at Court	Filing Fee	Adams County, 2012S503028, Motion to Continue Wizard	View
05/18/2012	\$6.00	\$0.00	Pay Later at Court	Filing Fee	Adams County, 2012S503028, Subpoena Wizard	View

< Page 4 of 4 Pages >

Get to Payment History

- From the Home screen, click on **My Account** from the top navigation bar.
- Click on the **Payment History** link from the left menu tree.

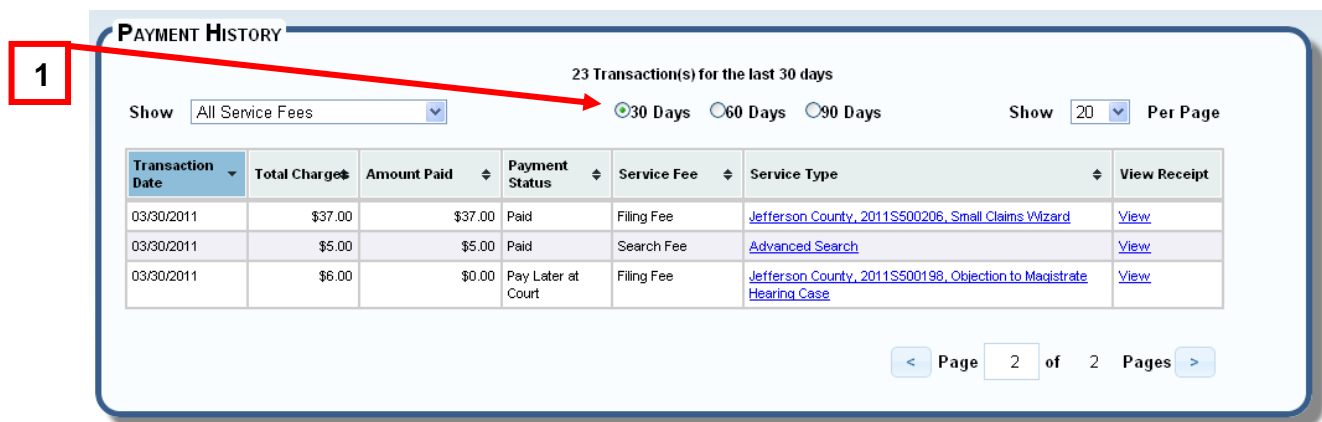


- You can also hover your mouse over the **My Account** menu and select **Payment History**.



Viewing Payment History

- To view the last 30, 60, or 90 Days of your payment history, select the **30, 60, or 90 Days** radio buttons.



Reset Password

You can reset your password or change your security question by visiting the **Reset Password** page.

Reset Password: Passwords must be changed every 60 days.

Security Question: You must select and answer a security question if you need to retrieve your password from the **Login** screen.

The form is divided into two main sections: **RESET PASSWORD** and **SECURITY QUESTION**.

RESET PASSWORD section:

- A red asterisk indicates a required field.
- Fields for ***Current Password:**, ***New Password:**, and ***Retype Password:** are provided as text boxes.
- REQUIREMENTS** are listed on the right:
 - 1 Uppercase Letter
 - 1 Lowercase Letter
 - 1 Number
 - 8-15 Characters

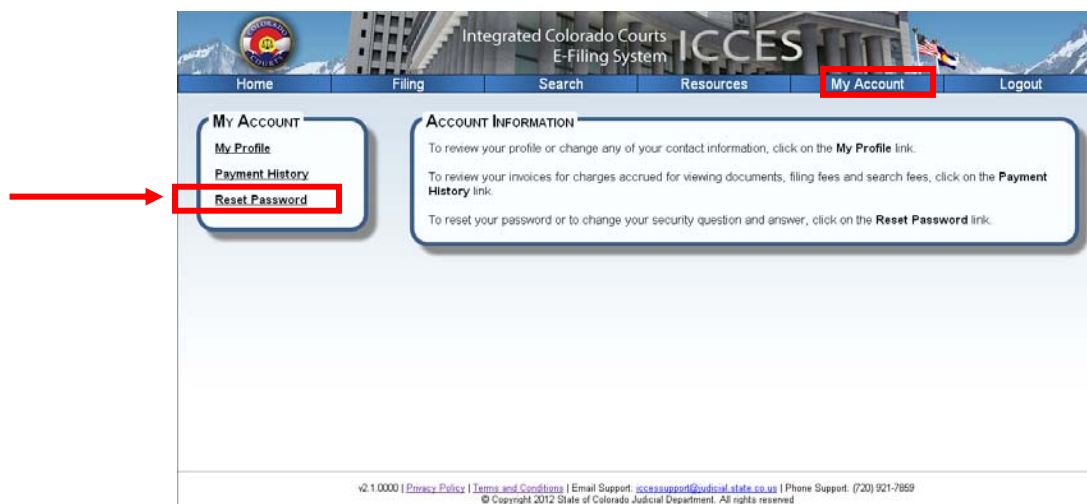
SECURITY QUESTION section:

- *Security Question:** A dropdown menu is shown with the selected option "What is your favorite book?".
- *Answer:** A text box contains the answer "ICCE Training Manual".

At the bottom of the form are two buttons: **Cancel** and **Save**.

Get to Reset Password

- From the Home screen, click on **My Account** from the top navigation bar.
- Click on the **Reset Password** link in the left menu tree.



- You can also hover your mouse over the **My Account** menu and select **Reset Password**.



Reset Your Password

1. In the **Reset Password** section, type your current password into the first text field
2. Then type a new password in the second and third text fields. Passwords must meet the following requirements:
 - 1 Uppercase Letter
 - 1 Lowercase Letter
 - 1 Number
 - Is 8-15 Characters Long.
3. When finished, press the **Save** button at the bottom of the page.

A screenshot of a web application's password reset and security question form. The form is divided into two main sections: 'RESET PASSWORD' and 'SECURITY QUESTION'. The 'RESET PASSWORD' section contains three text input fields: '*Current Password:', '*New Password:', and '*Retype Password:'. A red box with the number '1' points to the '*Current Password:' field. A red box with the number '2' points to the '*New Password:' and '*Retype Password:' fields. To the right of these fields is a 'REQUIREMENTS' section listing: '1 Uppercase Letter', '1 Lowercase Letter', '1 Number', and '8-15 Characters'. The 'SECURITY QUESTION' section contains a dropdown menu for '*Security Question:' with the value 'What is your favorite book?' and a text input field for '*Answer:' with the value 'ICCE Training Manual'. At the bottom of the form are two buttons: 'Cancel' and 'Save'. A red box with the number '3' points to the 'Save' button.

Changing Your Security Question

1. In the Security Question section, select a security question from the combo box.
2. In the Answer text field, type the answer to the security question you selected.
3. Press the **Save** button to save your new security question and answer.

The image shows two stacked form panels. The top panel is titled 'RESET PASSWORD' and contains three required text input fields: '*Current Password:', '*New Password:', and '*Retype Password:'. To the right of these fields is a 'REQUIREMENTS' section listing: '1 Uppercase Letter', '1 Lowercase Letter', '1 Number', and '8-15 Characters'. The bottom panel is titled 'SECURITY QUESTION'. It contains a '*Security Question:' dropdown menu and a '*Answer:' text input field. Red arrows point from numbered boxes to these fields: box '1' points to the dropdown, box '2' points to the answer field, and box '3' points to the 'Save' button. Below the 'SECURITY QUESTION' panel are 'Cancel' and 'Save' buttons.

RESET PASSWORD

*Required Field

*Current Password:

*New Password:

*Retype Password:

REQUIREMENTS

- 1 Uppercase Letter
- 1 Lowercase Letter
- 1 Number
- 8-15 Characters

SECURITY QUESTION

1 → *Security Question: What is your favorite book?

2 → *Answer: ICCE Training Manual

3 →