

Attorney Training Manual



Colorado Courts E-Filing

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LOGIN / REGISTER ORGANIZATION

The screenshot shows a 'SIGN IN' form with the following elements:

- 1**: A red box with an arrow pointing to the 'Email:' label.
- 2**: A red box with an arrow pointing to the 'Sign In' button.
- 3**: A red box with an arrow pointing to the 'Create account' link.

Other elements include a 'Password:' label, a 'Forgot Password?' link, and a 'Sign In' button.

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

The screenshot shows a 'FORGOT PASSWORD INSTRUCTIONS' form with the following elements:

- A red asterisk and the text '* Required Field'.
- Three numbered instructions:
 1. Insert your e-mail.
 2. Press the retrieve my security question button.
 3. Password reset instructions will be e-mailed to you.
- An input field labeled '*E-mail:'.
- A button labeled 'Retrieve my Security Question'.

3. If you have not registered your organization, click the Create account link.

The screenshot shows a screen titled 'Select your account type:' with the following options:

<input type="radio"/> Law Firm	Firm or sole practitioner licensed to practice law in Colorado.
<input type="radio"/> Government Agency	City, county, state, and federal agencies.
<input type="radio"/> Private Agency	3rd Party Filer or collection agency partnered with a Colorado law firm.
<input type="radio"/> Pro Hac Vice	Out-of-state attorney admitted to practice with a Colorado attorney sponsor.
<input type="radio"/> Self-Represented	Persons representing themselves in small claims cases only.

At the bottom, there are two buttons: 'Cancel' and 'Continue'.

- a. The user will be taken to a screen that gives you a description of the various account types. Select the appropriate option and press “Continue” button.

Enter your business information

*Required Field

*Organization Name:

*Address:

*City:

*State/Province: Colorado

*Zip Code:

*Country: United States

*Phone Number:

*Validating Attorney Registration Number:

*Enter text from below:

The validating attorney registration number is the attorney that is authorizing the activation of your account.

1. Based on the selection made complete all required information (A red asterisk means the information is required) and press the “Continue” button.

Add users to your business

(At least one user must be designated as an administrator and one user must be designated as a billing contact)

*Required Field

Attorney Registration Number:

*First Name:

Middle Name:

*Last Name:

Suffix:

*Email:

This person is authorized to be an administrator for your organization.

This person is authorized to be a billing contact for your organization.

Last Name	First Name	Email	Bar Number	Administrator	Billing Contact	Remove User
<i>No results were found.</i>						

Adding User Accounts

One or more users can be added on this screen, fill out all required fields. (Additional users can be added or removed by an administrator once the organization is registered). At least one administrator and one billing contact need to be designated, these designations can be one individual or separate individuals.

1. When entering an attorney registration number, select the search button to populate the information.
2. An e-mail will be sent to each user added with account activation instructions.

Activating Attorney Accounts

It is extremely important that all attorneys in your organization activate their E-filing accounts. Until these accounts are activated, the attorney cannot be e-served and filings made on their behalf cannot be submitted.

Case security is also tied to attorney accounts. If attorneys in your organization do not have activated accounts, your organization may not have access to the appropriate cases, even though those attorneys may be listed as attorneys of record on the case.



NAVIGATION BAR

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

Main: 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](#). From your Alerts, Recent Actions, Case History or Advanced Search Results, you can download mass documents and access them from [My Downloads](#). 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 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](#).

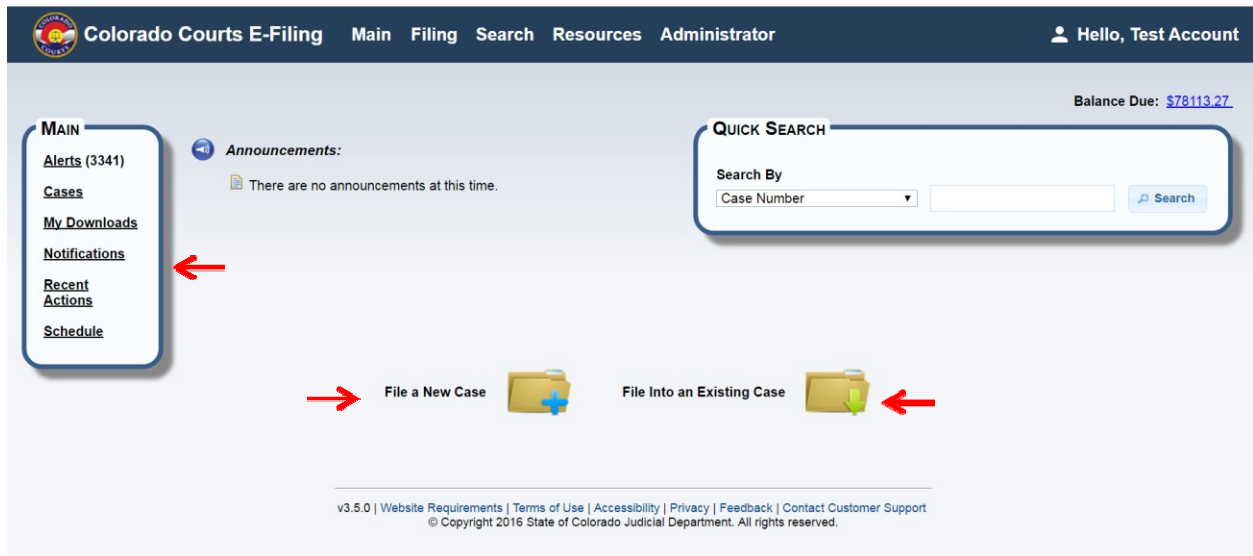
Administrator: Administrators can manage their organization on this screen through the following links: "Add a User," "Modify an Organization," or "Modify a User."

Sign Out: Logout of the e-filing system. For security purposes, the Colorado Courts E-Filing system times the user out after two (2) hours of inactivity. It is also important to ***always sign out*** once work is complete.

HOME PAGE

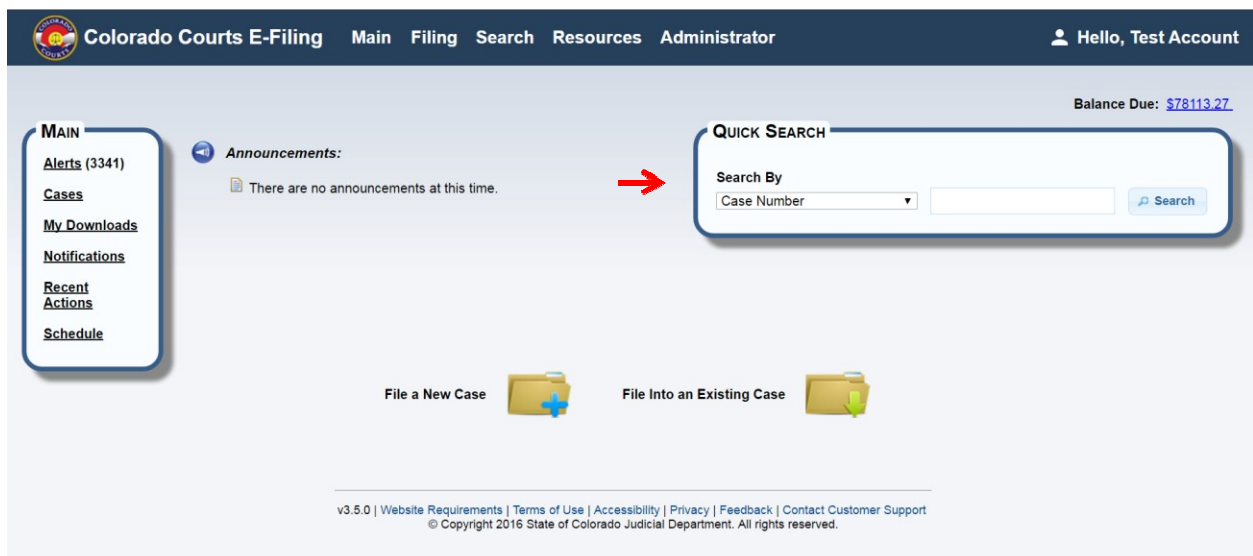
The Home page is the location where each user lands after logging into Colorado Courts E-Filing.

On the left, there is a menu to access hyperlinks for Alerts, Cases, My Downloads, Notifications, 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 cases by Attorney Name, Attorney Registration Number, Business Name, Case Number, Document ID, Filing ID or Person's Name.

Note: A quick search for Suppressed or Limited Access cases can only be done if the user is a party to said case.

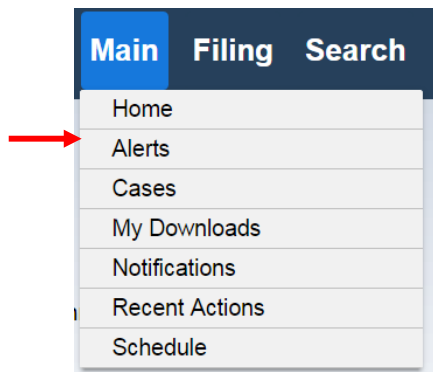
ALERTS

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

- When the court reviews and accepts a new e-filed case, it displays as “New Case Accepted.”
- If any e-filed item is reviewed and subsequently rejected by the court, it displays in the alerts inbox as “Rejected.”
- Serve-only documents also display in alerts, and are displayed as “Service.”
- Courtesy copies of documents e-served from a new case filing display in alerts as “Courtesy Copy.”

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

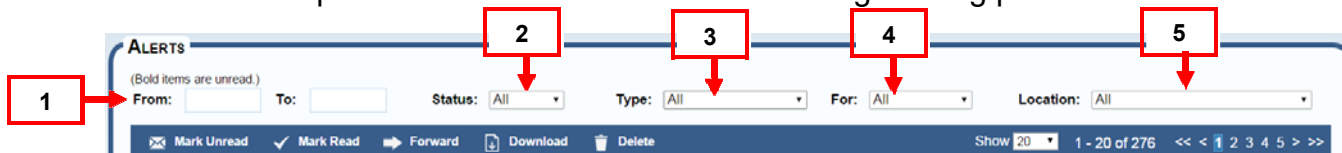
ALERTS – HOW TO FIND



From the Home screen, click **Main** and select “Alerts” from the menu.

ALERTS – FILTERS

Filters at the top of the alerts table are used for setting viewing preferences.



1. **From:** and **To:** These date boxes provide viewing for a 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 alert types including - All, Courtesy Copy, New Case Accepted, Rejected or Service. Click the arrow and select.

4. **For:** Filter by users 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.

ALERTS – TABLE COLUMNS

The screenshot shows an 'ALERTS' table with the following columns and elements:

- 1:** Filing ID (FE0A0125E7501)
- 2:** Received Date (04/15/2014 8:49 AM)
- 3(a):** Type (New Case Accepted)
- 4:** Case Number (2014CV030154)
- 5:** Location (Adams County)
- 6:** Case Caption (PLAINTIFF TESTING v. DEFENDANT TESTING)
- 7:** Document Title (Affidavit)
- 8:** Document Title (Complaint)
- 9:** Document Title (Changing: 01)

1. **Filing ID:** Is a unique number that identifies a single e-filing transaction consisting of one or more e-filed documents.
2. **Received Date:** This column displays the date an Alert was received.
3. **Type:** An alert type “New Case Accepted” displays whenever a new case is accepted by the court. Served items display as a “Service” alert type and courtesy copies display as “Courtesy Copy.” An alert type of “Rejected” displays whenever the court rejects an e-filed item.
 - a. If an e-filed item is rejected, the reason displays as hover help.

View hover help by passing your mouse over the orange caution triangle next to a rejected item in the “Type” column. Click on the orange caution triangle for a larger view of the rejected reason.

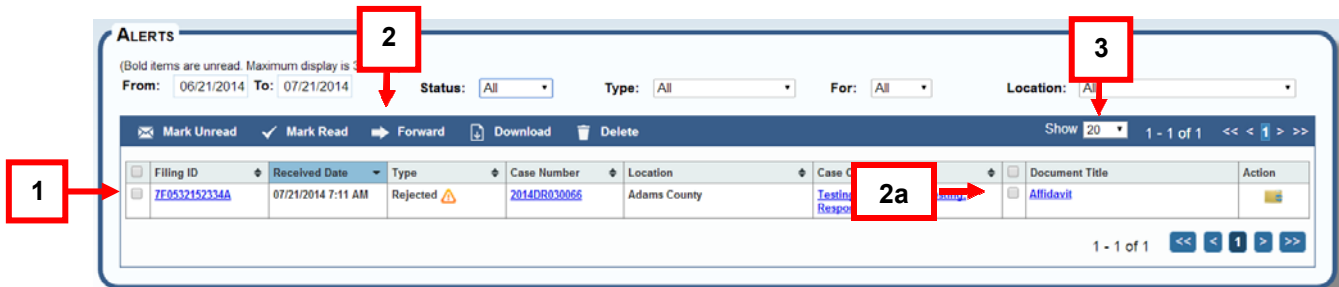
Note: The court may only reject a filing based on CJD 11-01.

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 on the case number hyperlink.
5. **Location:** The location column identifies where a case or document was e-filed.
6. **Case Caption:** This column displays the caption as accepted or created by the court. If it is an existing case or a new case that has been accepted, it displays as a hyperlink. View case information by clicking on the case caption hyperlink.
7. **Document Title:** The title of a filed document.
 - a. View Document: Click the hyperlink to display the PDF document.

8. **Redacted Document Icon:** This will display only if the original document that was filed has been redacted and uploaded by the court. Click on the icon to view the redacted version of the original document.
9. **Action:** A user can take action on a filing by clicking the icon folder image.
 - When you select the icon for “File into this case” for a New Case, Courtesy Copy, or Service item, this launches you into the File Into Existing Case file builder so you can file a new document in that case.
 - When you select the icon for “Re-file this filing” for an item Rejected in an existing case, the e-filing system rebuilds the filing starting from the “Select Filing Party(ies)” screen. Edit the filing information or document and re-submit to the court.
 - When you select the icon for “File into this case” for a new case the court rejected, the e-filing system will ask you to verify the county, return date, and time. The e-filing system will ask for a return date and time only if they apply to the case type.

ALERTS – TOOLBAR - MANAGING ALERTS

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 or downloaded.



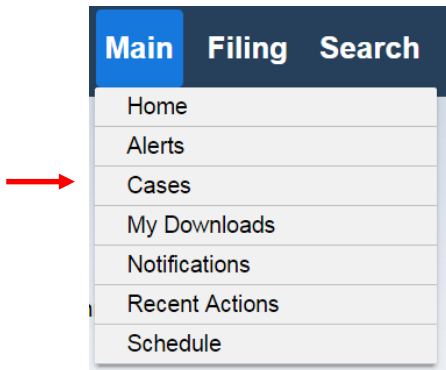
1. Select the Alert item(s) by clicking in the check box next to the item(s). Clicking the checkbox at the top selects all items in the table.
2. Select one of the menu bar options: *Mark Unread*, *Mark Read*, *Forward*, *Download* or *Delete*.
 - a. The download feature can also be used in conjunction with the checkboxes next to the document(s) user wishes to download.
3. **Show:** View 20, 50 or 100 cases per page. Click the arrow and select a viewing preference.

CASES

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

1. An attorney from your organization is associated to the case(s), or
2. Your organization has successfully filed a document into the case through the Colorado Courts E-Filing system.

CASES – HOW TO FIND

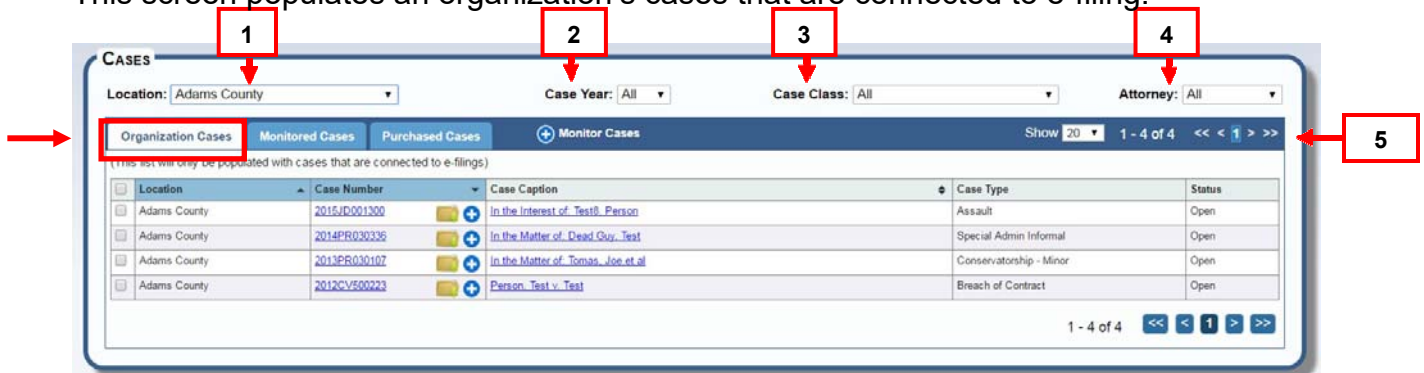


From the Home screen, click **Main** and select “Cases” from the menu.

This screen features a view for an organization's cases and another for listing monitored cases and purchased cases. Click on specific tab to view.

CASES – ORGANIZATION CASES – FILTERS

This screen populates an organization's cases that are connected to e-filing.



1. **Location:** A user can opt to view a specific court location or all court locations. Click the arrow for a list of available court locations, and select.
2. **Case Year:** This will enable a user to search for all cases for a specific year.
3. **Case Class:** A user can filter from the box for a specific case class. Click the arrow for a list of cases classes and select.

- Attorney:** This box displays all attorneys within an organization. Click the arrow for a list of attorneys. Highlight and click to select.
- Show:** View 20, 50 or 100 cases per page. Click the arrow and select a viewing preference.

CASES – ORGANIZATION TABLE COLUMNS

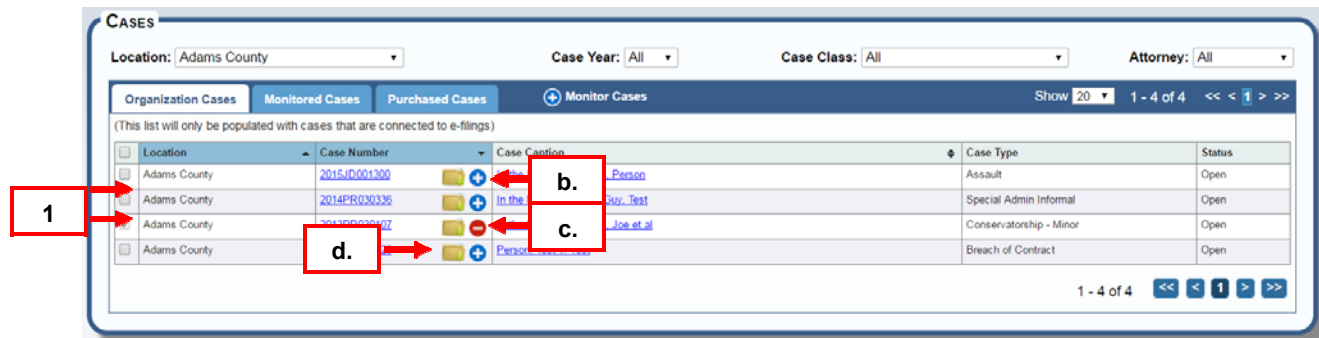
The screenshot shows a web interface for viewing cases. At the top, there are filters for Location (Adams County), Case Year (All), Case Class (All), and Attorney (All). Below these are tabs for 'Organization Cases', 'Monitored Cases', and 'Purchased Cases', with a 'Monitor Cases' button. A 'Show 20' dropdown and pagination '1 - 4 of 4' are also visible. The main table has the following columns and data:

Location	Case Number	Case Caption	Case Type	Status
Adams County	2015JD001300	In the Interest of Testis Person	Assault	Open
Adams County	2015JD0030336	In the Matter of Deshaun Person	Special Admin Informal	Open
Adams County	2015JD001107	In the Matter of Person	Conservators	Open
Adams County	2015JD002223	Person Testis Person	Breach of Contract	Open

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

- Location:** The location column identifies where a case was filed.
- 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.
- Case Caption:** This column displays the caption as accepted or created by the court. Case caption in this table display as hyperlinks. View case information by clicking on the case caption hyperlink.
- 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.
- Status:** View a case status, open or closed.

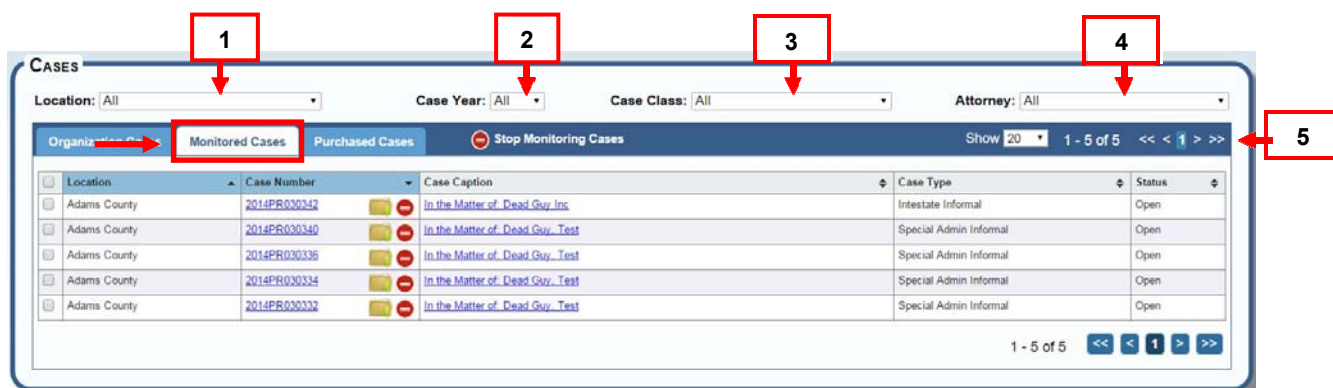
CASES – ORGANIZATION ICON SYMBOLS



1. Place multiple cases in monitored status by selecting the desired checkboxes.
 - a. Press the plus button “Monitored Cases” in the toolbar.
 - b. Click the plus icon to place a case into monitored status. The case is added to the monitored cases table, but now displays with a minus icon.
 - c. Click the minus icon, and the case is removed from monitored status and redisplayed with a plus icon.
 - d. Click the file folder icon and the system will take you to the file into this existing case. The system will pre-populate the county and case number fields.

CASES – MONITORED CASES – FILTERS

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



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

- a. Locate the case from “Search Results.”
 - i. Click the plus 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 but there is no fee to place any case in monitored status.

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 plus icon on the “Case History” page. The case will be added to the monitored cases list in your account.

1. **Location:** A user can opt to view a specific court location or all court locations. Click the arrow for a list of available court locations and select.
2. **Case Year:** This will enable a user to search for all cases for a specific year.
3. **Case Class:** A user can filter from the box for a specific case class. Click the arrow for a list of cases classes and select.
4. **Attorney:** This box displays all attorneys within an organization. Click the arrow for a list of attorneys. Highlight and click to select.
5. **Show:** View 20, 50 or 100 cases per page. Click the arrow and select a viewing preference

CASES – MONITORED CASES TABLE

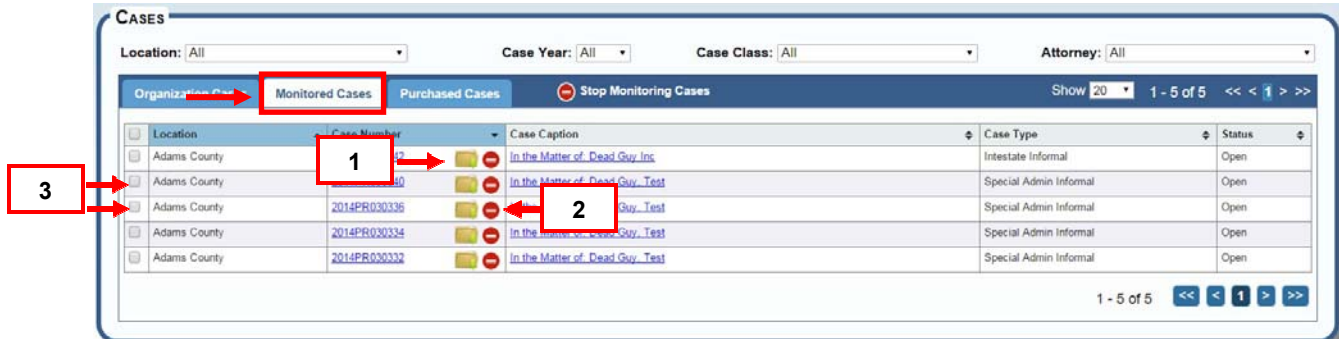
Location	Case Number	Case Caption	Case Type	Status
Adams County	2014PR030342	In the Matter of Dead Guy, Inc	Intestate Informal	Open
Adams County	2014PR030340	In the Matter of Dead Guy, Test	Special Admin Informal	Open
Adams County	2014PR030336	In the Matter of Dead Guy, Test	Special Admin Informal	Open
Adams County	2014PR030334	In the Matter of Dead Guy, Test	Special Admin Informal	Open
Adams County	2014PR030332	In the Matter of Dead Guy, Test	Special Admin Informal	Open

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

1. **Location:** The location column identifies where 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 the case history by clicking on the case number hyperlink.
 - o If a case is highlighted in red it is either suppressed or limited access.

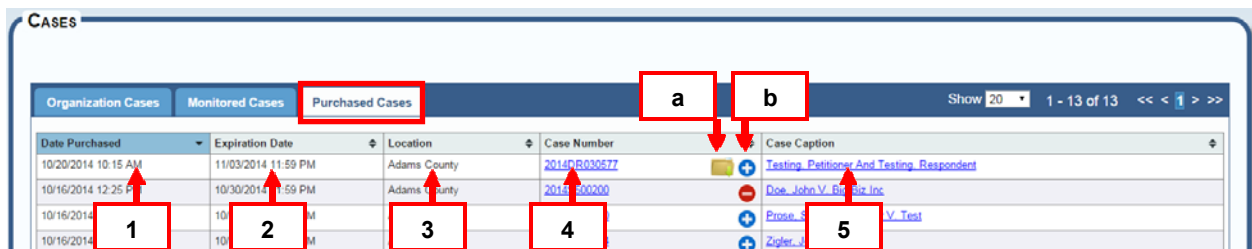
- Case Caption:** This column displays the caption as accepted or created by the court. Case caption in this table displays as a hyperlink. View the case information by clicking on the case caption hyperlink.
- Case Type:** The case type column displays a case type as it relates to a case class. Ex., a breach of contract is a type of case in the civil case class.
- Status:** View a case status, closed or open.

CASES – MONITORED CASES ICON SYMBOLS



- Click the file folder icon and the system will take you to the file into this existing case. The system will pre-populate the county and case number fields.
- Click the minus icon to remove a case from monitored status.
- Remove multiple cases from monitored status by selecting the appropriate checkboxes.
 - Press the “Stop Monitoring Cases” button.

CASES – PURCHASED CASES COLUMNS AND ICONS



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

- Date Purchased:** This column displays the date a case was purchased by the organization.

2. **Expiration Date:** This is the date and time in which the purchase expires and access is no longer available.
3. **Location:** The location column identifies where a case was filed.
4. **Case Number:** 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 and the system will take you to the file into this existing case. The system will pre-populate the county and case number fields.
 - b. Click the plus icon to place a case into monitored status. The case is added to the monitored cases table, but now displays with a minus icon.
 - i. Click the minus icon, and the case is removed from monitored status and redisplay with a plus icon.
 - ii. If the purchase expires and is still being monitored, the case will display on the monitored case tab, but if the user tries to access the case, they will need to repurchase in order to view again.
5. **Case Caption:** This column displays the caption as accepted or created by the court. Case caption in this table display as hyperlinks. View case information by clicking on the case caption hyperlink.

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:

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 case caption displays as a link. View case information by clicking on the case caption link.
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.
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.
 - A. Click the file folder icon and the system will take you to the file into this existing case. The system will pre-populate the county and case number fields.
 - B. Click the plus icon to add this case to the “Monitored Cases” tab.

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

DOCUMENT INFORMATION

The screenshot shows a document information page for a 'SUMMONS AND COMPLAINT'. The page is divided into two main sections. The left section contains document details: 'Document ID: D983122EBCD45', 'Document Title: Summons and Complaint', and three hyperlinks: 'View Document [Original] | [PDF]', 'View Document History', and 'Related Event'. The right section contains metadata: 'Clerk Review Status: Accepted', 'Clerk Review Date: 08/04/2014', 'Document Security: Protected', and 'Document Filing Fee: \$0.00'. Red boxes with numbers 1 through 6 and letters a, b, and c are overlaid on the screenshot with arrows pointing to specific elements. Box 1 points to the Document ID, box 2 to the Document Title, box 3 to the Clerk Review Status, box 4 to the Clerk Review Date, box 5 to the Document Security, box 6 to the Document Filing Fee, box a to the PDF icon, box b to the View Document History link, and box c to the Related Event link.

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 original or PDF document. Click on the icon to view the redacted version of the document.

- b. **View Document History:** Click the hyperlink to open a new window displaying further document details. (See [View Document History](#))
 - c. **Related:** If the document has a document related, click on the hyperlink to view the related document.
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 the e-filing system 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](#)

Click this link to view document details.

The screenshot shows a 'Document History' window. At the top, there are three callouts: 1 points to the Case Number field, 2 points to the Case Caption field, and 3 points to the Court Location field. On the right side, there are two more callouts: 4 points to the Document ID field and 5 points to the Submitted By field. Below these fields is a table with columns: Date Filed, Document Filing Fee, Status, Review Clerk, Clerk Phone Number, Document, Document Title, Document Security, and Court Comments. The table contains two rows of data. At the bottom of the window is a 'Close' button.

Date Filed	Document Filing Fee	Status	Review Clerk	Clerk Phone Number	Document	Document Title	Document Security	Court Comments
05/16/2014	\$0.00	Rejected	Kayla Lipscomb	303-123-4567	Petition - Dissolution w/Children	Petition - Dissolution w/Children	Public	
08/07/2013	\$0.00	Submitted	N/A	N/A	Petition - Dissolution w/Children	Petition - Dissolution w/Children	Public	N/A

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 user submitting the filing.

DOCUMENT HISTORY TABLE

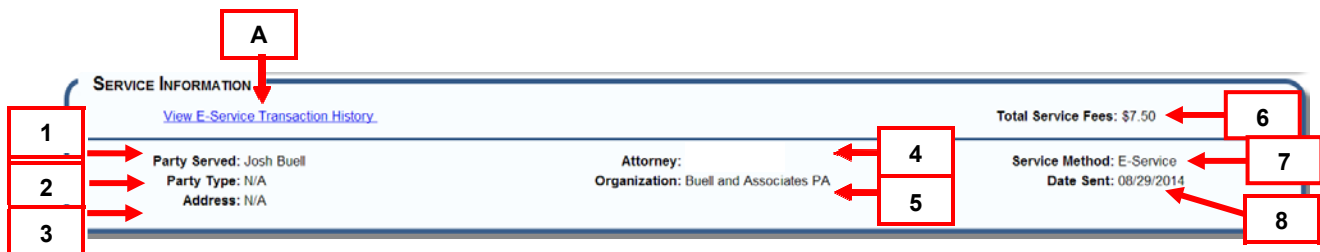
Document History									
Case Number: 2013DR030055					Document ID: DD953FE1BFE2D		Submitted By: Tracylawfirm1 Testing		
Case Caption: N/A									
Court Location: Adams County									
Date Filed	Document Filing Fee	Status	Review Clerk	Clerk Phone Number	Document	Document Title	Document Security	Court Comments	
06/16/2014	\$0.00	Rejected	Kayla Lipscomb	303-123-4567	Petition - Dissolution w/Children	Petition - Dissolution w/Children	Public		
08/07/2013	\$0.00	Submitted	N/A	N/A	Petition - Dissolution w/Children	Petition - Dissolution w/Children	Public	N/A	

Close

1. **Date Filed:** The calendar date the filing was submitted.
2. **Document Filing Fee:** Identifies the statutory filing fee for the document.
3. **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.”
 - a. The information triangle icon identifies a document as rejected. Hover over the information icon, or click it for an enlarged view.
4. **Review Clerk:** The name of the review clerk at the court.
5. **Clerk Phone Number:** If a document is rejected during the clerk review process, the clerk must provide a contact phone number.
6. **Document:** The document identifies the document name as listed in the court’s case management system.
7. **Document Title:** The title of a filed document.
8. **Document Security:** Prior to clerk review, the document security displays the selected security setting entered in the e-filing system 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.
9. **Court Comments:** Comments if any are entered by the court review clerk.
10. **Close:** 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 user filed a document in an existing case and requested service.



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 for service.
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 the e-filing system and the mail vendor for US Mail, Certified Mail and E-Service.
 - o US Mail and Certified Mail fees are assessed per standard fees from the US Postal Service, and include service fees from the e-filing system and the mail vendor.
 - o E-Service Fees are assessed by the e-filing system per Filing ID.
 - o There is one 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.
 - o E-Service Transaction History link displays for any e-served recipient.
8. **Date Sent:** This information is sent to the e-filing system from the mail vendor and identifies the date the documents were mailed via the US Postal Service.
 - o Submitted documents are scheduled for mailing the next business day based on US Postal Service business days.
 - o 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

ICCES User	Organization	Date/Time Read
Other Organization User(s)	Tracy Bleas Law Firm	10/02/2014 9:21 AM
Testing, Tracylawfirm	Tracy Bleas Law Firm	02/05/2015 11:4 AM

Case Number: 2014CV031192
Filing ID: 23A50FDD707ED

Show 20 Per Page

Print Close

1. **Case Number:** Each submitted case is assigned a case number as it relates to a selected court location.
2. **Filing ID:** Is a unique number that identifies a single e-filing transaction consisting of one or more e-filed documents.
3. **User:** The user that has viewed the Alert.
4. **Organization:** The name of the organization for the served recipient. N/A displays if served person is not part of an organization.
5. **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 the system to provide courtesy copies to select recipients.

Party: business	Attorney: N/A	Total Service Fees: \$6.94
Party Type: Respondent	Organization: N/A	Service Method: Regular Mail
Address: 1234 main st anywhere, CO, US 80808		Date Service Requested: 03/07/2013
		Date Mailed: Pending

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 the system by the user.
4. **Attorney:** The name of the attorney served on behalf of a party they represent. N/A displays if served person is not an attorney.
5. **Organization:** The name of the organization for the served recipient. N/A displays if served person is not part of an organization.
6. **Service Fees:** Fees incurred for service of courtesy copy.
7. **Service Method:** Indicates US Mail, Certified Mail or E-Service.

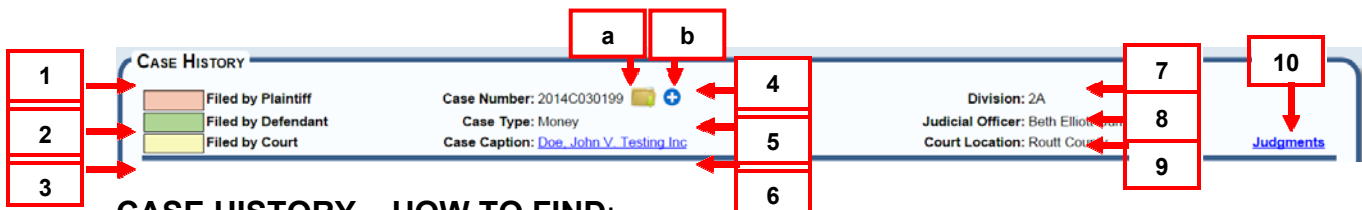
8. **Date Service Requested:** Date filing party requested pleading be served for courtesy copy.
9. **Date Mailed:** Date pleading was mailed by mail vendor.

CASE HISTORY / REGISTER OF ACTIONS / SERVE ONLY DOCUMENTS

Basic case information displays on the Case History / Register of Actions / Serve Only Documents screen.

The Case History section view displays a color coding chart for filing party. Case number, case type and case caption for a case display in the center, and the assigned division, judicial officer and court location are on the right.

Top Section View:



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 plus icon to add this case to the “Monitored Cases” tab.

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 hyperlinked case caption to view case information.

Case Information

Case Number: 2014DR030316 **Division:** 1
Case Type: Dissolution of Marriage **Judicial Officer:** Emily Elizabeth Anderson
Case Caption: Test, Petitioner and Respondent, Testing **Court Location:** Adams County
Party Status: All

Party Name	Party Type	Party Status	Attorney Name
Petitioner Test	Petitioner		Tracy A Blea (Tracy Testing Law Firm)
Testing Respondent	Respondent		Leo Louis Finkelstein (JBITS Firm) Ronald Jay Cohen (Tracys Third Private Firm)

a

Print Close

a. Click “Close” to exit or to print case information click “Print”.

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.

If the case is an appeal case with a referring trial court or other type of referring location, will display in the case history information in the right corner

CASE HISTORY

Filed by Appellant Case Number: 2013CA101010
Filed by Appellee Case Type: Civil - Agency
Filed by Court Case Caption: TEST PROBATE APPEALS CASE

Court Location: Court of Appeals
 Referring Case Number: 2012PR12 - Adams County

10. **Judgments:** Click the judgment hyperlink to display judgment details.

Judgments

PROPOSED JUDGMENTS

Creditor(s)	Debtor(s)	Fee Type	Amount
City And County of Denver A Municipal Co	Barney Rubble	PRINCIPAL	\$716.79
		COURT COSTS	\$0.00
		ATTORNEY FEES	\$400.00
		INTEREST	\$0.00
		Total	\$1116.79

a

Close

a. Click “Close” button to exit and return to case history.

REGISTER OF ACTIONS / SERVE ONLY DOCUMENTS

The bottom section of the screen has three tabs, i.e. Register of Actions, Serve Only Documents and Case Schedule. The Register of Actions view displays general case activity.

Bottom Section View:

10

A

1

2

3

4

5

6

7

8

9

10a & 10 b

Filing ID
30A3844Y284JS2*

Filed by Court	Case Caption
Printable Version	* Pending Acceptance by the Court

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).

- A. **Printer Friendly Version:** Click this and a printable version of the Register of Actions displays. Select Print from the print window.
1. **Filing ID:** Is a unique number that identifies a single e-filing transaction consisting of one or more e-filed documents. *If there is an asterisk next to the filing ID, this indicates that the filing is pending acceptance by the court.*
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. **Document:** The document identifies the document name as listed in the court's case management system.

7. **Redacted Document Icon:** This icon will display only if the original document that was filed has been redacted and uploaded by the court. Click on the icon to view the redacted version of the original document.
8. **Document Title:** The title of a filed document.
9. **Document Security:** Displays suppressed, public, sealed or protected per clerk review of the document.
10. **Download Button:** This works in conjunction with the checkboxes located to the left of both the filing ID and each individual document. Any downloaded documents will be sent to the “My Downloads” queue.
 - a. To download a single e-filing transaction which may consist of one or more e-filed documents, select the checkbox to the left of the filing ID. This will automatically check all the documents within that filing. Press the “Download Document(s)” button.
 - b. To download a specific document(s) select the checkbox to the left of the “Event” itself and press the “Download Document(s)” button.

SERVE ONLY DOCUMENTS

The Serve Only Documents view displays case activity for serve only documents.

SERVE ONLY DOCUMENTS – HOW TO FIND:

Click on a Case Number link in any table (Alerts, Recent Actions, Cases, Search Results, Scheduled Filings or Filing ID screen) and then select the Serve Only Documents tab.

(Columns and Function are identical to the Register of Actions tab)

Filing ID	Date Filed	Authorizer	Organization	Filing Party	Event	Document Title	Document Security
CA1AFC0CB559A	10/09/2014 11:34 AM	Tracya Pickle	JBITS Firm	Bank of America	<input type="checkbox"/> Affidavit	Affidavit	Public

CASE SCHEDULE

The Case Schedule view displays hearing(s) that are scheduled for this specific case.

Date	Time	Location	Courtroom	Type of Hearing	Status	Judicial Officer	Length/Unit
08/20/2014	9:00 AM	Routt County	2B	Return Date on Summons		Beth Elliott-Dumler	1 H

1 - 1 of 1

1. **Date of Hearing:** Date hearing is scheduled to take place.
2. **Time of Hearing:** Time hearing is scheduled to take place.
3. **Location:** Court location hearing is scheduled to take place.
4. **Courtroom:** Courtroom in the location hearing is scheduled to take place.
5. **Type:** Identifies the type of hearing scheduled with the Court. Ex: Jury Trial
6. **Status:** Status of hearing, blank indicates hearing is pending.
7. **Judicial Officer:** Judicial Officer currently scheduled to hear case.
8. **Length/Unit:** Length of time case is scheduled to last, i.e. 1 H (hour), 1 D (day)

MINUTE ORDERS

E-File users have requested the ability to view minute orders in cases. Minute Orders will now be available in the Case History screen for attorneys who represent a party on the case. Minutes orders can be found in the Minute Order tab of the Case History screen. Attorneys and their staff will have the ability to print individual minute orders.

The screenshot shows the 'CASE HISTORY' interface. At the top, there are filters for 'Filed by Plaintiff' (orange), 'Filed by Defendant' (green), and 'Filed by Court' (yellow). Case details include Case Number: 2010C000185, Case Type: Money, Case Caption: Capital One Bank Usa Na v. Nunnery, Bernie et al, Division: A, Judicial Officer: Larry Eugene Stutler, and Court Location: Prowers County. A link for 'Judgments' is also present. Below this is a note: '* Pending Acceptance by the Court'. The main navigation bar includes 'Register of Actions', 'Serve Only Documents', 'Case Schedule', 'Minute Orders' (highlighted with a red box), and 'Print'. A 'Show' dropdown is set to '20' and '1 - 3 of 3' items are displayed. The table below has columns for 'Date' and 'Comments'. The first row is checked and shows a date of 10/20/2010 with a comment about a telephone appearance. The second row shows a date of 09/30/2010 with a comment about a pretrial order violation. The third row shows a date of 09/04/2010 with a comment about a summons answer. At the bottom right, there are navigation arrows and a page indicator '1 - 3 of 3'.

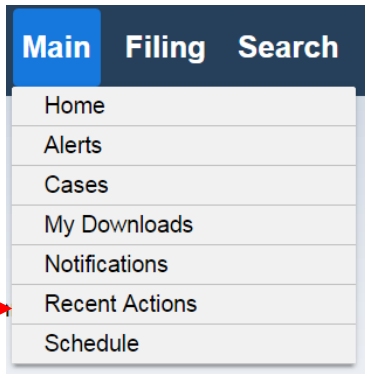
* To print individual minute orders click in the box or to select all check mark the box at the top. Once you've made your selections click the print icon next to the minute orders tab.

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 **Main** tab and select “Recent Actions.”

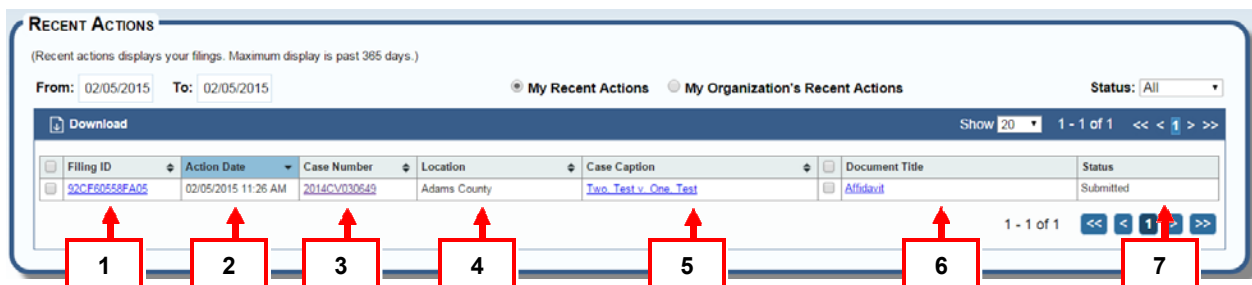


RECENT ACTIONS – FILTERS



- From:** and **To:** The date boxes provide a default of 21 days for the date range. This can be changed to display up to 365 days of filings. Click inside either date box to select a specific date from the pop-up calendar.
- My Recent Actions:** Click to select. Screen displays recent actions for the logged in user.
- My Organization's Recent Actions:** Click to select. Screen displays recent actions for all users within an organization.
- Status:** Indicates the status before and after submitted to the court. Status can include Accepted, Rejected, Served, and Submitted.

RECENT ACTIONS – TABLE COLUMN



- 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.

2. **Action Date:** This column identifies the date and time the transaction took place.
3. **Case Number:** Each case is assigned a case number as it relates to a selected court location. Case numbers that have been accepted by the court's review clerk display as hyperlinks. Rejected or submitted case numbers are not hyperlinked. View case history by clicking on a case number hyperlink. Case history is not available for cases without a hyperlink (rejected or submitted).
4. **Location:** This column identifies the court location where a case or document was e-filed.
5. **Case Caption:** This displays the caption as accepted or created by the court. Click the hyperlinked case caption to view case information.
6. **Document Title:** The document event identifies the document name as listed in the court's case management system.
7. **Status:** This is a current status for all filings submitted through the e-filing system.
 - Status choices display as "Accepted" or "Rejected" after the court has reviewed the filing.
 - "Submitted" displays for filings that have not gone through the court's clerk review process.
 - If the filing is a serve-only, the status shows "Served."

RECENT ACTIONS – Toolbar - Download

RECENT ACTIONS
(Recent actions displays your filings. Maximum display is past 365 days.)

From: 02/05/2015 To: 02/05/2015 My Recent Actions My Organization's Recent Actions Status: All

Download 1 Show 20 1 - 2 of 2 << < 1 > >>

Filing ID	Action Date	Case Number	Location	Case Caption	Document Title	Status
<input type="checkbox"/> S2ZC31212C213	02/05/2015 11:29 AM	2014CV030649	Adams County	Two_Test_v_One_Test	<input type="checkbox"/> Affidavit	Submitted
<input type="checkbox"/> S2CFB0558FA05	02/05/2015 11:26 AM	2014CV030649	Adams County	Two_Test_v_One_Test	<input type="checkbox"/> Report	Submitted
					<input type="checkbox"/> Affidavit	Submitted

1 - 2 of 2 << < 1 > >>

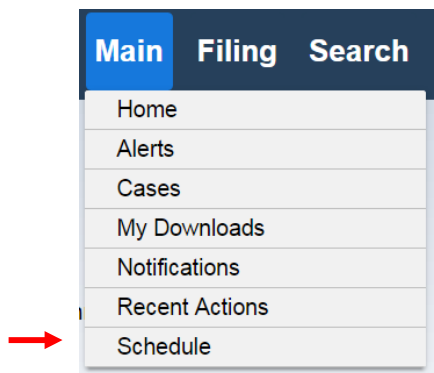
1. The "Download" option allows the user to download one or more documents from the Recent Actions Screen.
2. To download documents in an entire filing, select the checkbox next to the Filing ID. All the documents within that filing ID below the Event column will auto check. Press the "Download" button (1). Your request will be sent to the "Pending" queue of the "My Downloads" screen.

3. To download specific documents from one or more filing, select the checkbox next to document listed below the “Document Title” column and then select the “Download Document(s)” option.
4. **Show:** View 20, 50 or 100 cases per page. Click the arrow and select a viewing preference.

SCHEDULE

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

Schedule – How to Find



From the Home screen, click **Main** tab and select “Schedule.”

SCHEDULE – FILTERS

The screenshot shows a 'SCHEDULE' interface with the following elements and callouts:

- 1:** Points to the 'Date' field, which includes a calendar pop-up for July 2015.
- 2:** Points to the 'Location' dropdown menu, currently set to 'All'.
- 3:** Points to the 'Case Class' dropdown menu, currently set to 'All Civil Case Classes'.
- 4:** Points to the 'Attorney' dropdown menu, currently set to 'All'.
- 5:** Points to the 'Show 20 Per Page' dropdown menu.
- 6:** Points to an informational icon (a blue circle with a white 'i') in the 'Status' column of the schedule table.

Date	Case Caption	Courtroom	Type	Status	Attorneys
07/23/2015 9:00 AM	Testing Plaintiff One Document v. Defendant Testing	1	Hearing		Test Itsaccount Esq.

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. **Location:** Find a location to view a schedule for any or all court locations. Click the arrow, highlight and select.
3. **Case Class:** Filter from the box for a specific case class or classes. Click the arrow for a list of cases classes and select.
4. **Attorney:** This box displays all attorneys within an organization. Click the arrow for a list of attorneys. Highlight and click to select.
5. **Show:** View 20, 50 or 100 cases per page. Click the arrow and select a viewing preference.
6. **Informational Icon:** This will display if the court has added any additional information regarding the scheduled event.

SCHEDULE – TABLE COLUMNS

The screenshot shows a 'SCHEDULE' interface with a table of court events. The table has the following columns: Date, Case Number, Location, Case Caption, Courtroom, Type, Status, and Attorneys. A 'Printable Version' link is located below the first row. The table contains one row of data: 07/23/2015 9:00 AM, 2015CV30018, Adams County, Testing Plaintiff One Document v. Defendant Testing, 1, Hearing, and Test Itsaccount Esq. The interface includes filters for Location, Case Class, and Attorney, and a date range selector set to 07/23/2015. A 'Show 20 Per Page' dropdown is also visible. Red boxes with numbers 7 through 15 are placed below the table, with red arrows pointing to specific elements: 7 points to the Date column, 8 to the Printable Version link, 9 to the Case Number column, 10 to the Location column, 11 to the Case Caption column, 12 to the Courtroom column, 13 to the Type column, 14 to the Status column, and 15 to the Attorneys column.

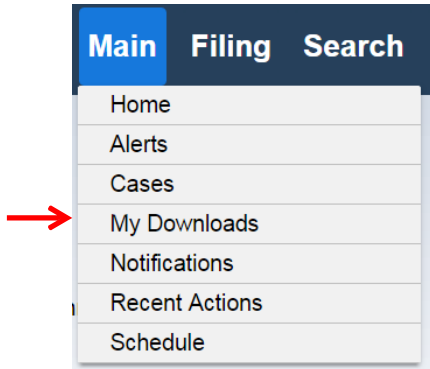
Date	Case Number	Location	Case Caption	Courtroom	Type	Status	Attorneys
07/23/2015 9:00 AM	2015CV30018	Adams County	Testing Plaintiff One Document v. Defendant Testing	1	Hearing		Test Itsaccount Esq.

7. **Date & Time:** This column displays a court date and time.
8. **Printable Version:** This will allow a user to print a schedule of court dates for the specific date range selected.
9. **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.
10. **Location:** Shows the court location.
11. **Case Caption:** Displays the case caption of the case for the scheduled event.
12. **Courtroom:** Shows the courtroom for the scheduled event.
13. **Type:** Displays the type of scheduled event.
14. **Status:** The status column displays an outcome for a court date (hearing).
 - o 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.
15. **Attorney:** Displays the name(s) of the attorney(s) assigned to the case.

MY DOWNLOADS

My Downloads page displays requested downloads from Alerts, Recent Actions, Case History and Advanced Search results. A user can view Pending, Ready for Download and Expired requested downloads.

From the Home screen, click **Main** tab and select “My Downloads.”



MY DOWNLOADS – FILTERS

The screenshot shows the 'My Downloads' page. At the top, there is a header with the title 'My DOWNLOADS' and a sub-header with instructions: 'Download items below by clicking [refresh icon]. Renew expired downloads by clicking [refresh icon]. Otherwise, the system will delete them 30 days from the expiration date.' Below this is a 'Status' dropdown menu set to 'All'. A 'Delete' button is on the left, and a 'Show' dropdown menu is on the right, set to '20'. The table below has columns for 'Status', 'Creation Date', 'Expiration Date', 'File Name', 'Details', and 'Actions'. The first two rows are 'Ready' and the third is 'Expired'. Red boxes and arrows highlight the 'Delete' button (labeled '1') and the 'Show' dropdown (labeled '2').

	Status	Creation Date	Expiration Date	File Name	Details	Actions
<input type="checkbox"/>	Ready	09/15/2016	09/22/2016	batch3624	View	
<input type="checkbox"/>	Ready	09/14/2016	09/21/2016	batch3799	View	
<input type="checkbox"/>	Expired	09/14/2016	09/21/2016	batch3800	View	

- Status Options:** Defaults to “All”.
 - Expired: Request for documents download has expired, but can be re-requested within 30 days by selecting the refresh button. This is so the user does not have to make a second request for the same information.
 - Pending: Requested documents, not yet ready to download.
 - Ready: Requested documents ready to be downloaded.
- Show:** View 20, 50 or 100 scheduled dates per page. Click the arrow and choose a viewing preference.

MY DOWNLOADS – TABLE COLUMNS, CANCEL BUTTON

Download items below by clicking . Renew expired downloads by clicking . Otherwise, the system will delete them 30 days from the expiration date.

Status: All

Delete Show 20 1 - 1 of 1 << < 1 > >>

<input type="checkbox"/>	Status	Creation Date	Expiration Date	File Name	Details	Actions
<input type="checkbox"/>	Ready	09/15/2016	09/22/2016	batch3825	View	

1 - 1 of 1 << < 1 > >>

Select checkboxes: Used in conjunction with “Delete” button on toolbar. Select a checkbox of download batch you wish to remove and then select the “Delete” button to remove.

1. **Status:** Indicates status of download; pending, ready or expired.
2. **Creation Date:** Date download requested.
3. **Expiration Date:** Date requested download Expires:
4. **File Name:** Automated batch number.
5. **Details:** Link to view what was requested in specific download.
 - a. Filing Date of document requested.
 - b. Case Number.
 - c. Location.
 - d. Document Title.
 - e. Select close button to return to pending queue.

BATCH DOWNLOAD

Document(s) Being Downloaded Show 20 Per Page

Filing Date	Case Number	Location	Document Title
4/10/2013 10:17 AM	2013DR030017	Adams County	Brief
5/17/2013 10:56 AM	2013CV030331	Adams County	Filing Other
6/5/2013 06:47 AM	2008CA000763	Court of Appeals	Answer Brief

<< < 1 > >>

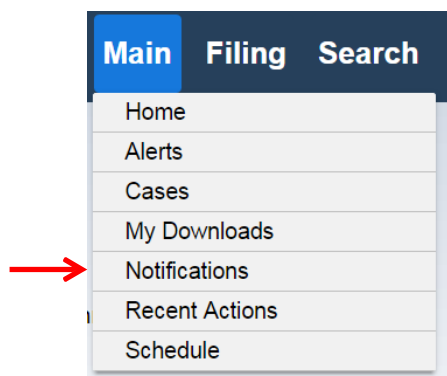
6. **Actions:** Icon to download/save requested batch.

NOTIFICATIONS

Notifications allows you to define a specific set of conditions—court location, case class, case type, or document type, among others— for the system to watch for and collect matching documents, and even trigger an e-mail to you if a document matching those conditions is filed. Court Location and Case Class are required in your rule definitions, but you must also designate at least one other definition for the system to observe from the remaining options (Case Type, Event Type, Document Title, Party, Attorney/Judicial Officer).

Each organization may set up to 30 rule sets without charge. To view the pricing model, go to:

https://www.courts.state.co.us/userfiles/file/Administration/ITS/EFiling/Pricing_Model_Sheet.pdf



From the Home screen, click **Main** tab and select “Notifications”

NOTIFICATIONS – NOTIFICATION RULES

1. **My Notifications/My Organization’s Notifications:** Defaults to My Notifications.
2. **Show:** View 5, 20, 50 or 100 notification rules per page. Click the arrow and choose a viewing preference.
3. **Create New Notification:** Opens a screen where you can define your notification rules.

NOTIFICATION RULES – TABLE COLUMNS

1. **Name:** Unique name assigned by the notification rule creator. Click on a row to open a list of documents filed that match the rule.
 - a. Rules that are not being shared with you will be inaccessible from this screen. An administrator or the creator of the rule can grant you access.
2. **New Items:** Indicates whether or not new items meeting your criteria have been filed.
3. **Creator:** The user who created the set of rules for that particular notification.
4. **Active:** Whether or not the rule is actively searching for incoming items.
5. **Action:**
 - a. **Edit:** Allows the creator of the rule or an administrator to make changes to that rule.
 - b. **Trash Can:** Allows the creator of the rule or an administrator to delete a rule.

NOTIFICATIONS – LIST

Clicking on a row in the Notification Rules will open a list of documents filed that match the rule.

NOTIFICATIONS - CRIMINAL ALL BURGLARY

(Bold items are unread. Maximum display is 180 days.)

From: 07/23/2016 To: 08/23/2016 Status: All

Mark Unread Mark Read Delete Show 5 1 - 2 of 2 << < 1 > >>

Filing ID	Filing Date	Case Number	Court Location	Case Caption	Document Title	Authorizer(s)
B6E8864E55BDB	08/01/2016 2:19 PM	2016CR113515	Adams County	The People of the State of Colorado v. Defendant, Test	Information Filed	Brett David Barkey
<input type="checkbox"/>						
B6E8864E55BDB	08/01/2016 2:19 PM	2016CR113515	Adams County	The People of the State of Colorado v. Defendant, Test	Summons	Brett David Barkey

1 - 2 of 2 << > >>

- Date Range:** Shows the most recent notification items within a 30-day range. Will display a maximum of 180 days.
- Status:** Filters the list to show All, Read, or Unread items only.
- Action Toolbar:** Allows the user to select a notification and select an action of Mark Unread, Mark Read or Delete. Also has the option to view of 5, 20, 50 or 100 items per page.
- Filing ID:** Is a unique number that identifies a single e-filing transaction consisting of one or more e-filed documents. Click to view detailed filing information.
- Checkboxes:** Select all items, or individually select items.
- Date:** Displays the date a document was filed.
- Case Number -- Notifications:** Each case is assigned a case number as it relates to a selected court location. Case numbers in this table display as hyperlinks. View the case history by clicking on the case number hyperlink.
- Location:** Displays where a case was filed.
- Case Caption:** Displays the caption as accepted or created by the court. Case caption in this table will display as a hyperlink. View party information by clicking on the case caption hyperlink.
- Document Title:** The title of a filed document.
- Authorizer:** The attorney of record, filing attorney or judicial officer authorizing the filing.

NOTIFICATIONS – CREATE

NOTIFICATION RULES

Total Organization Rules: 108 ! [Where is my notification rule?](#)

My Notifications My Organization Notifications

1 → + Create New Notification Show 5 1 - 2 of 2 << < 1 > >>

Rule Name	New Items	Creator	Active	Action
New Rule	Yes	Testing Account	Yes	Edit ← 2
Testing Tracy	Yes	Testing Account	Yes	Edit

1 - 2 of 2 << < 1 > >>

To establish the rules or conditions for which you would like the system to collect documents:

1. Click on the “Create Notification” button on the Notification Rules screen.
2. You can edit existing rules by clicking on the “Edit” link in the Action column.

NOTIFICATIONS – SETUP

NOTIFICATION SETUP

* Required Field

1 → *Notification Name:

2 → Notification Status: Active Inactive

4 → Share Notification: -- Select User -- **4a** → ← **4b**

Name	Remove
Jon Attorney	Remove ← 4c

<< < 1 > >>

1. **Notification Name:** Enter a descriptive label for your set of rules.
2. **Notification Status:** Enable or Disable a rule set.
3. **Share Notification:** You may choose to share a rule set with users in your organization. You can repeat this process for multiple users.
 - a. Select a user by pressing on the arrow.
 - b. Press the “Add” button.
 - c. Clicking on the “Remove” link will un-share the rule set from that user.

Case Information

You can tell the system to look for future documents based on information you have about a case or cases you are interested in using the Case Information section. The system will only look for documents in cases that specifically match your rules.

CASE INFORMATION

Case Details Case Number

*Court Location: -- Select a court location --

Location	Remove
Adams County	Remove
Denver County - District	Remove

<< < 1 > >>

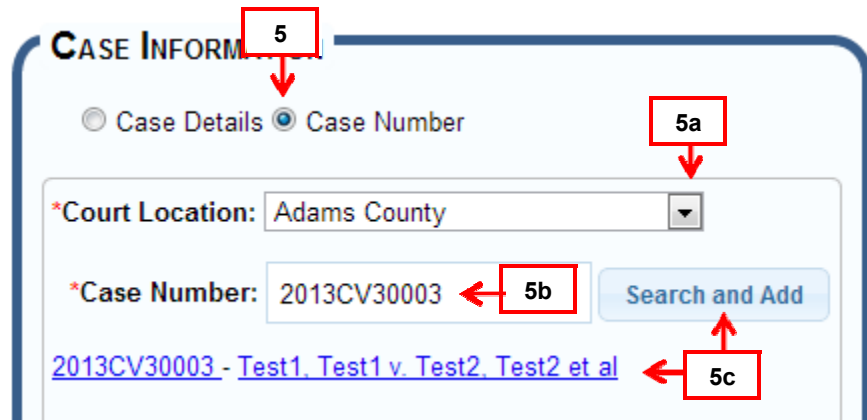
*Case Class: District Civil

Case Type: -- Select a case type --

Type	Remove
Breach of Contract	Remove

<< < 1 > >>

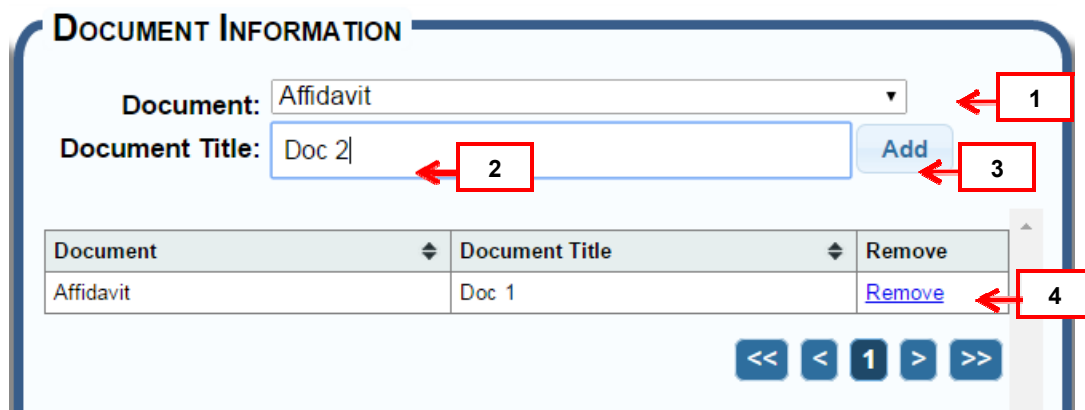
1. **Case Details:** This option allows you to set broad case-related rules regarding the type of documents you would like to be notified about.
2. **Court Location:** Select the court location(s) for your rule.
 - a. Select a location by pressing on the arrow then pressing “Add.”
 - b. You may remove unwanted locations by clicking on the “Remove” link.
3. **Case Class:** Select a case class for your rule.
4. **Case Type:** Select the case type(s) for your rule.
 - a. Select a location by pressing on the arrow then pressing “Add.”
 - b. You may remove unwanted locations by clicking on the “Remove” link.
5. **Case Number:** This option allows you to set a rule revolving around a specific existing case.



- a. Set the court location by pressing the arrow.
- b. Enter a valid case number and press the “Add” button.
- c. If you have entered a valid case which you have access to, it will populate below the case number field as a link where you can view the case history by clicking on the case number or the case parties by clicking on the case caption.

Document Information

Additionally, you can further focus your rule set by adding document-specific conditions for the system to look out for. For example, selecting “Affidavit” will only notify you when an affidavit is filed. If you enter information for Document Title as well, such as “Doc 2,” then the system will only notify you if an affidavit with the exact title “Doc 2” is filed.



1. **Event Type:** Select an event type by pressing on the arrow.
2. **Document Title:** Enter the exact title of the incoming document.
3. **Add:** Press the “Add” button to set your rule, which may consist of only an event type or document title or a combination. The rule will be displayed in the table below.
4. **Remove:** Remove a document rule by clicking on the “Remove” link.

Party Information

You can also continue to refine your rule set by adding case party-specific conditions in the Party Information section. The system will only notify you if the document is filed by the party(ies) you have defined in your rule.

The screenshot shows the 'PARTY INFORMATION' section of a web interface. It includes a dropdown menu for 'Party Type' (set to 'Petitioner'), text input fields for 'First Name' (Testing) and 'Last Name' (Petitioner), and an 'Add' button. Below these is a table with columns for Party Type, First Name, Last Name, and Remove. The table contains two rows: one for 'Defendant' (Test, Defendant) and one for 'Plaintiff'. A 'Remove' link is present in the 'Remove' column for each row. Navigation buttons are at the bottom.

Party Type	First Name	Last Name	Remove
Defendant	Test	Defendant	Remove
Plaintiff			Remove

1. **Party:** Select the Party Type associated with a future filing by pressing the arrow.
2. **Last Name, First Name:** You may supplement the Party Type by adding the party's first and last name. If you choose to do so, you must enter at least a last name.
3. **Add:** Press the "Add" button to set your rule, which may consist of only a party type, or a last name, or last name and first name, or a combination of type and name. The rule will be displayed in the table below.
4. **Remove:** Remove a party rule by clicking on the "Remove" link.

Attorney/Judicial Officer

You can set your rule to search by a specific attorney or judicial officer by registration number or name.

The screenshot shows the 'ATTORNEY / JUDICIAL OFFICER' section of a web interface. It includes a text input field for 'Bar Number', text input fields for 'First Name' (Roger) and 'Last Name' (Pimentel), and a 'Search' button. Below these is a table with columns for Bar Number, First Name, Last Name, and Remove. The table contains one row: '40405', 'Matthew', 'Aguero'. A 'Remove' link is present in the 'Remove' column. Navigation buttons are at the bottom.

Bar Number	First Name	Last Name	Remove
40405	Matthew	Aguero	Remove

1. **Bar Number:** Enter the bar number of the authorizing attorney or judicial officer of a future document.
2. **Last Name, First Name:** If you do not know the bar number of the authorizing attorney or judicial officer, you may enter a name instead. If you choose to do so, you must enter at least a last name.
3. **Search:** Once you have entered either a bar number or name, press the “Search” button to launch a results screen.

ATTORNEY / JUDICIAL OFFICER SEARCH

Bar Number:

First Name:

Last Name:

<input type="checkbox"/>	Bar Number	First Name	Last Name
<input checked="" type="checkbox"/>	40405	Matthew	Aguero
<input type="checkbox"/>	38061	Roger	Pimentel

- a. You can alter your attorney/judicial officer search terms on the search screen.
 - b. You can select multiple authorizers from the list using the checkboxes.
 - c. Press “Add” to set your rule, which will be displayed in the table on the previous screen.
4. **Remove:** Remove an attorney/judicial officer rule by clicking on the “Remove” link.



Once you have completed setting or editing your rules, press the “Save” button at the bottom of the screen to establish your rule set, or any changes you have made. You may also delete an existing rule from this screen.

FILING

The “Filing” page displays hyperlinks for Drafts, File into an Existing Case, File New Case and Scheduled Filings from the page menu.

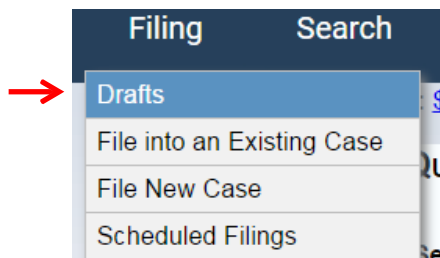
Registered batch file organizations have a Manage Batch Filing hyperlink on the Filing page menu.

The screenshot shows the 'FILING PAGE' of the Colorado Courts E-Filing system. The page has a dark blue header with the logo and navigation links: Home, Filing, Search, Resources, Administrator, and a user profile for 'Hello, Test Attorney' with a 'Sign Out' button. On the left, a 'FILING' menu lists: Drafts, File into an Existing Case, File New Case, Scheduled Filings, Manage Batch Filings, and Batch Testing Tool. The main content area, titled 'FILING PAGE', contains instructions: 'Select Draft(s) to review or edit your unfinished document.', 'Click on File into an Existing Case, to e-file a document into an existing appellate, county civil, district civil, probate, small claims or water case.', 'Choose File New Case, to e-file a new case with the court.', 'Manage your scheduled filings by clicking on Scheduled Filings.', and 'Review your batch filings by clicking on Manage Batch Filings.' At the bottom, there is a footer with version information and copyright notice.

DRAFTS

The Drafts screen displays a table of unfinished e-filing activity. Any unfinished filing is automatically saved by the system and displays in the Drafts screen.

DRAFTS – HOW TO FIND



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

DRAFTS – TOOLBAR

The screenshot shows the 'DRAFTS' toolbar and table. The toolbar includes a 'Delete' button (labeled '1'), a 'Show 20' dropdown, and pagination controls (labeled '2'). The table below has the following columns: Continue Filing, Filing ID, Date Started, Date Updated, Filing Type, Case Number, Location, and Case Caption. The table contains three rows of draft filings.

Continue Filing	Filing ID	Date Started	Date Updated	Filing Type	Case Number	Location	Case Caption
<input type="checkbox"/>	5806F323E8E93	10/20/2014 7:12 AM	10/20/2014 7:12 AM	County Civil - Forcible Entry and Detainer	2012C000022	Adams County	Presidio Apts V. Menozza, Santiago Et Al
<input type="checkbox"/>	607D79CFA7D3D	10/17/2014 7:51 AM	10/17/2014 8:12 AM	County Civil - Name Change	New	Adams County	N/A
<input type="checkbox"/>	D792F3DCD1BDD	10/16/2014 9:58 AM	10/16/2014 9:58 AM	Court of Appeals - Civil - Agency	2013CA400018	Court of Appeals	Gagsdagsda

1. **Delete Button:** Allows user to delete existing drafts. Works in conjunction with the check boxes.
2. View 20, 50 or 100 scheduled dates per page. Click the arrow and select a viewing preference.

DRAFTS – TABLE COLUMN

The screenshot shows a table titled 'DRAFTS' with a 'Delete' button and a 'Show 20' dropdown. The table has columns: Continue Filing, Filing ID, Date Started, Date Updated, Filing Type, Case Number, Location, and Case Caption. Three rows of data are visible. Red boxes with numbers 3 through 11 point to specific elements: 3 points to the 'Delete' button; 4 points to the 'Continue Filing' link; 5 points to the 'Filing ID' cell; 6 points to the 'Date Started' cell; 7 points to the 'Date Updated' cell; 8 points to the 'Filing Type' cell; 9 points to the 'Case Number' cell; 10 points to the 'Location' cell; and 11 points to the 'Case Caption' cell.

Continue Filing	Filing ID	Date Started	Date Updated	Filing Type	Case Number	Location	Case Caption
Continue	5806F323E8E93	10/20/2014 7:12 AM	10/20/2014 7:12 AM	County Civil - Forcible Entry and Detainer	2012C000022	Adams County	Presidio Apts V. Mendoza, Santiago ET AL
Continue	607D79CF7D3D	10/17/2014 7:59 AM	10/17/2014 8:01 AM	County Civil - Name Change	New	Adams County	N/A
Continue	D792F3D071BDD	10/16/2014 9:58 AM	10/16/2014 9:58 AM	Court of Appeals - Civil -	2013C000018	Court of Appeals	Gaasdaasda

3. **Check Boxes:** Allows user to remove one or more drafts in conjunction with the Delete Button.
4. **Continue Filing:** A hyperlink displaying a previously saved filing. Click the hyperlink to continue a saved draft.
5. **Filing ID:** Is a unique number that identifies a single e-filing transaction consisting of one or more e-filed documents.
6. **Date Started:** The date the saved e-filing was started.
7. **Date Updated:** Displays a date the saved filing was edited and re-saved.
8. **Filing Type:** This column displays the county and case type details of a draft.
9. **Case Number:** Each submitted case is assigned a case number as it relates to a selected court location.
 - o The Drafts table displays case number as a hyperlink if the case is an existing case. Selecting the hyperlink will take the user to the Case History Screen.
 - o If a new case is saved in Drafts, a case number will not display because the case has not been formally submitted through the system.
10. **Location:** Cases and documents filed through the system are submitted to a court location. This column identifies the location.
11. **Case Caption:** If the case exists, this column displays the caption as accepted or created by the court. Case caption in this table display as hyperlinks. View case information by clicking on the case caption hyperlink. A draft of a new case will not display a case caption.

FILE INTO AN EXISTING TRIAL COURT CASE

Choose the “File into an Existing Case” option to e-file a new document into an existing court case.

File into an Existing Case – How to Find

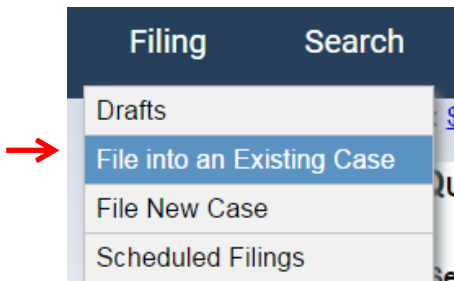


File Into an Existing Case

From the Home page, click the file folder.



or click the folder on Filing ID, Case History or Search results screens.



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

FILE INTO EXISTING TRIAL COURT CASE – BUILD FILING


FILE BUILDER

The screenshot shows two panels: 'BUILD FILING' and 'CONFIRM FILING'. The 'BUILD FILING' panel has the following elements:

- 1. A dropdown menu for '1. Select a court location' with 'Routt County' selected.
- 2. A text input field for '2. Case Number:' containing '2015CV30001'.
- 3. A 'Search' button next to the case number field.
- 4. A checkbox for '3. This is a serve-only filing' which is unchecked.
- 5 & 5a. A list of document types for '4. Choose document(s) to file', including 'Answer w/Jury Demand', 'Answer, Cross/Counter and 3rd Party Complaint', 'Answer, Cross/Counter, 3rd Party Comp, Jury Demand', 'Bankruptcy Notice', 'Bill of Costs', and 'Brief'. A blue arrow button is at the bottom right of the list.
- 6. A blue arrow button at the bottom right of the document list.
- 9. A 'Clear' button at the bottom left.

The 'CONFIRM FILING' panel shows:

- 7. A trash can icon and the text '2015CV030001 - Test1 v. Test2'.
- 8. A 'Continue' button at the bottom right.

1. Select a court location.
 - a. Note: If you clicked a file folder  within the application, the court location pre-populates the box.
2. Enter a case number (Year “20XX,” Class “CA or SC,” Sequence “123456”).
 - a. If you clicked a file folder within the application, the case number pre-populates the box.
3. Click the “Search” button to find the existing case.
 - o If the case does not exist, an information message displays.

The screenshot shows the 'BUILD FILING' panel with a red error message: "No results were found for your criteria." The '1. Select a court location' dropdown is set to 'Routt County' and the '2. Case Number:' field contains '2013CV1'. The 'Search' button is visible.

4. If the case exists, you have the option to select if this is a serve-only filing. Select the serve-only filing checkbox. This will allow you to select serve-only documents in addition to the documents already available.
5. The option to choose document(s) to file will display.
 - a. Choose documents to file from the list. Hold down the control key (Ctrl) to select more than one document.
6. Press the blue arrow button. The document(s) will display on the right side in “Confirm Filing” section.

7. Click the trash can icon to remove a document from the “Confirm Filing” section.
8. Press Continue.
9. 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 TRIAL COURT CASE - REVIEW FILING PARTIES

SELECT FILING PARTY(IES)
 (Select all that apply)
 Adams County, [2013CV030351](#) - Jon Jones Fight School et al v. Chael Sonnen Fight School
 Party Status: Active
 Show 20 Per Page

<input checked="" type="checkbox"/>	Party	Type	Status	Attorney
<input type="checkbox"/>	Chael Sonnen Fight School	Defendant		Self-Represented Add
<input checked="" type="checkbox"/>	Jon Bones Jones	Plaintiff		Jon Libid (JBITS Firm) Add
<input checked="" type="checkbox"/>	Jon Jones Fight School	Plaintiff		Jon Libid (JBITS Firm) Add

<< < 1 > >>

1. The party that the user is associated with will auto select. If filing a new pleading and not yet associated to a party, you must complete step “2” and add counsel to that party. Once added, the box will auto check as filing party.
2. To add an attorney to a party, click the “Add” link in the “Attorney” column.

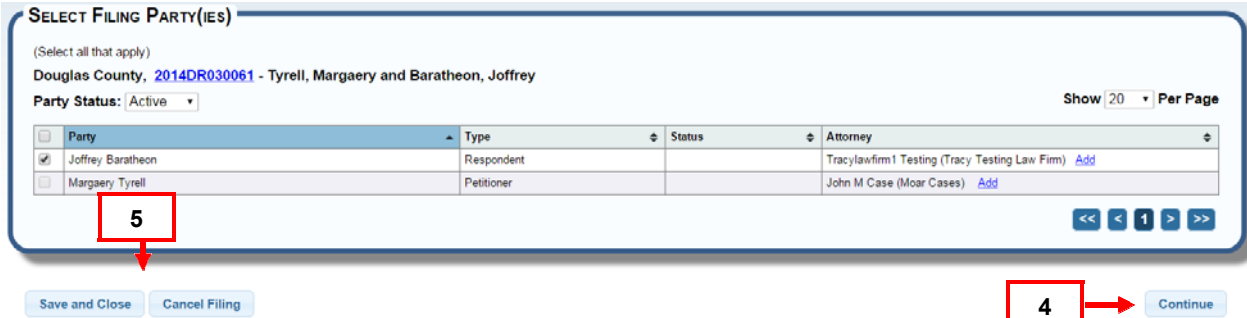
Add Attorney(s) To A Party

For Joffrey Baratheon Respondent

New Attorney:

	Attorney Name
<input type="button" value="v"/>	Tracylawfirm1 Testing

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

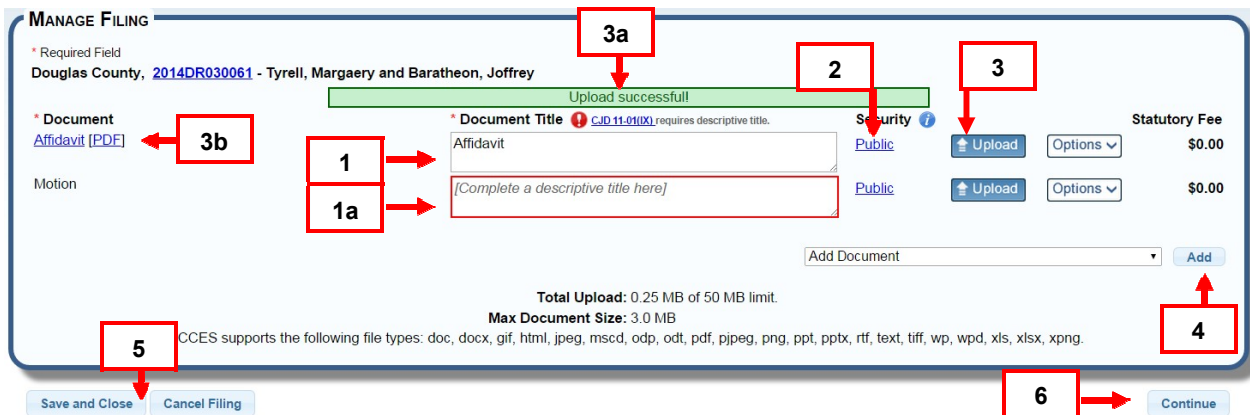


4. Click **Continue**.

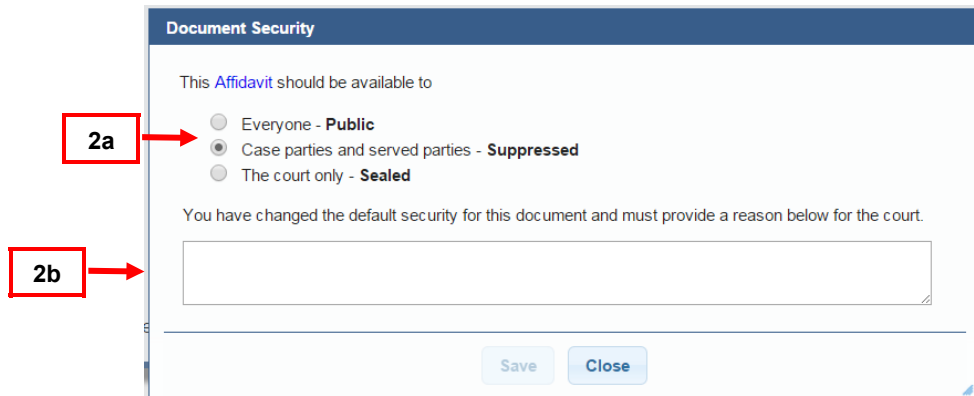
5. Every screen on the File Builder features “Save and Close” and “Cancel Filing” buttons. “Save and Close” moves the item to “Drafts.” The “Cancel Filing” option closes the File Builder and does not save the filing.

FILE INTO EXISTING TRIAL COURT CASE – MANAGE FILING – SECURITY, UPLOADING, AND ADDING EVENT

This section displays how to add, edit, upload and relate documents.



1. The **Document Title can be edited** if needed or required.
 - a. Chief Justice Directive 11-01(IX) requires descriptive document titles. The system will highlight titles that need further description in red.



2. To change the security default of “Public” click on the security link under Security. (Certain documents have a default level of security higher than “Public” and will prevent you from lowering that status)
 - a. The available security levels, from least to most restrictive are:
 - Public: Any user can view the document.
 - Protected: Any user can view the document following redaction. Before redaction, only judges, court and Judicial Department staff, and parties to the case (including parties’ attorneys) can view a protected document.
 - Suppressed: Judges, court and Judicial Department staff, and parties to the case (including parties’ attorneys) can view a suppressed document.
 - Restricted: Judges, court and Judicial Department staff, parties to the case (including parties’ attorneys), and criminal justice agencies can view a restricted document.
 - Private: Only the filing party and served parties can view a restricted/private document.
 - Sealed: Only judges and court/Judicial Department staff can view a sealed document. No other party, including parties to the case, have access to a sealed document.
 - b. If the security is changed from the default selection a reason for the security change will be required for the court. Selected security is not official until accepted by the court.
3. Click the upload button to upload a document. Double click the document from your folder, or highlight it and press “Open.”
 - a. A green status bar flashes confirming your upload.
 - b. The document under “*Document” label becomes a link. Click the name of the link to bring up the original filing format, ex: if word document was filed, OR click the “PDF” link to review the document in PDF format.
4. Include any missed filings by clicking the arrow in the “Add Document” box. Highlight and select the additional document, and click the “Add” button 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 – CHANGE, RELATE AND REMOVE DOCUMENTS

The screenshot shows the 'MANAGE FILING' interface for a case in Douglas County (2014DR030081 - Tyrell, Margaery and Baratheon, Joffrey). The document type is 'Affidavit'. A red box labeled '1' points to the 'Options' menu next to the 'Upload' button. A red box labeled 'a' points to the 'Change' option in the dropdown menu. The 'Statutory Fee' is \$0.00. The document title is 'Affidavit' and the description is '[Complete a descriptive title here]'. The total upload limit is 0.25 MB of 50 MB, with a max document size of 3.0 MB. The interface includes 'Save and Close', 'Cancel Filing', and 'Continue' buttons.

1. To change a document type entered incorrectly, click the options menu next to the upload button.

a. Choose **Change**.

The 'Change Document' pop-up window shows a dropdown menu for selecting a document type. The current selection is 'Brief'. A red box labeled 'b' points to the dropdown arrow. The window includes 'Save' and 'Close' buttons.

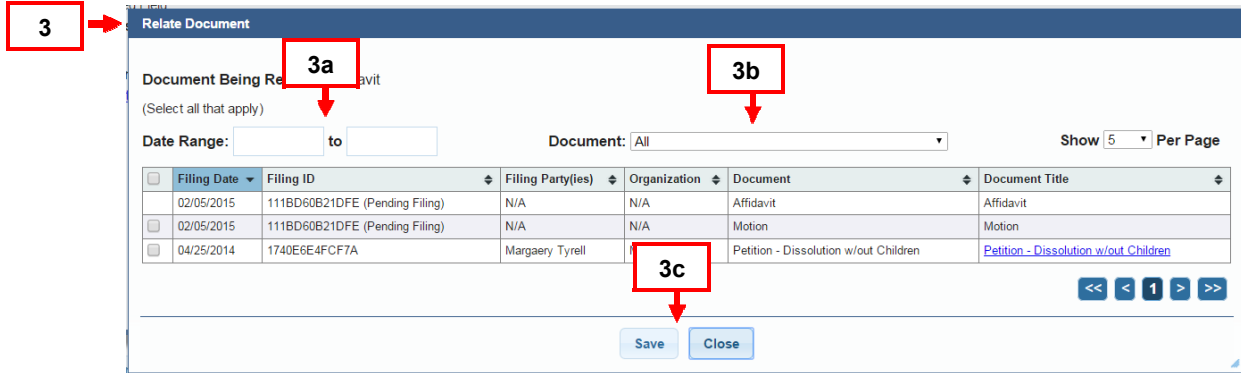
- b. From the pop up, select a new document from the dropdown and click “Save” to make the change or “Close” to cancel.

WARNING: If a document was uploaded to match the original document selected, make sure the correct document matches the change that is made. If you need to re-upload a corrected document, select upload to overwrite the existing uploaded document.

The screenshot shows the 'MANAGE FILING' interface for a case in Douglas County (2014DR030081 - Tyrell, Margaery and Baratheon, Joffrey). The document type is 'Affidavit'. A red box labeled '2' points to the 'Options' menu next to the 'Upload' button. A red box labeled '2a' points to the 'Relate' option in the dropdown menu. The 'Statutory Fee' is \$0.00. The document title is 'Affidavit' and the description is '[Complete a descriptive title here]'. The total upload limit is 0.25 MB of 50 MB, with a max document size of 3.0 MB. The interface includes 'Save and Close', 'Cancel Filing', and 'Continue' buttons.

2. Relate a document to an existing case filing, by clicking options menu next to the upload button.

a. Choose **Relate** from the options.

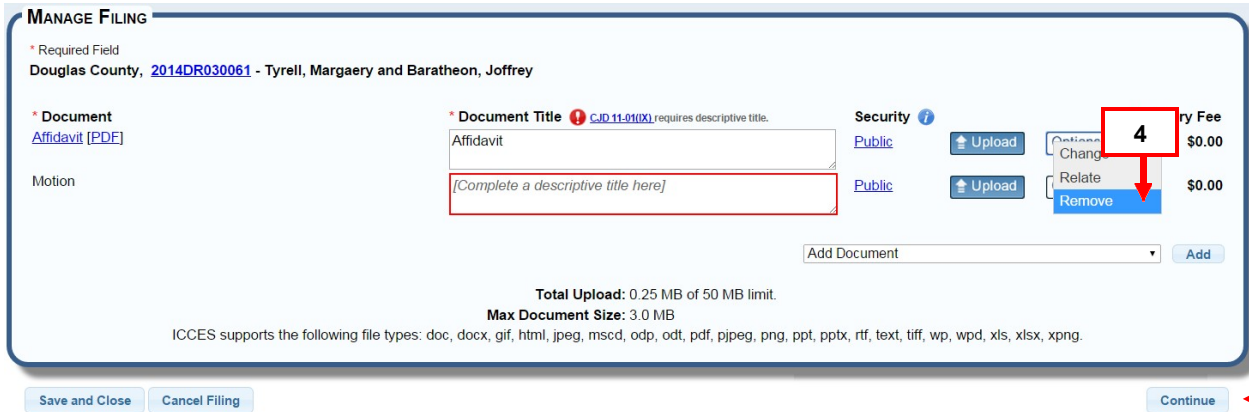


3. A Relate Document table displays listing all case filing events. Click the checkbox to relate an item.

a. Filter the table from the filing date. Click in the date range boxes to select.

b. Filter the table for case documents. Click the arrow, highlight and select a document(s).

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



4. Remove any document from the Manage Filing screen (Does not include initiating documents for File New Case) by clicking the options menu next to the upload button and selecting **Remove**. If a document is related to a main document, it will also be removed.

5. Once all documents have been uploaded, press Continue.

FILE INTO EXISTING TRIAL COURT CASE – SERVICE

Service has two sections.

E-Service: Parties who are represented by counsel and have a Colorado Courts E-Filing account.

U.S. Mail: Party(ies) to the case that do not have a Colorado Courts E-Filing account.

1 →

SERVICE

Adams County, [2015CV030011](#) - Testing, Plaintiff v. Defendant, Testing et al

I will serve the documents on my own and do not need ICCES to complete service. I acknowledge that C.R.C.P. Rule 121, Section 1-26(6) requires E-Service on parties who have subscribed to ICCES.

Party Status: All ▾

E-Service

<input checked="" type="checkbox"/>	Name	Type	Status	Attorney	Organization
<input checked="" type="checkbox"/>	Testing Defendant	Defendant		Ian Vincent O'neill	JBITS Firm customer 1354 name change test

U.S. Mail Service

<input type="checkbox"/>	Name	Type	Status	Attorney	Mailing Address
<input type="checkbox"/>	Additional Testing	Defendant		Self-Represented	N/A

[Add Other Recipient](#)

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

1. If you **do not** want the system to e-serve or mail documents, check the “I will serve the documents on my own and do not need the Colorado Courts E-Filing system to complete service” checkbox at the top of the Service list.

2 & 2(a) →

SERVICE

Adams County, [2015CV030011](#) - Testing, Plaintiff v. Defendant, Testing et al

I will serve the documents on my own and do not need ICCES to complete service. I acknowledge that C.R.C.P. Rule 121, Section 1-26(6) requires E-Service on parties who have subscribed to ICCES.

Party Status: All ▾

E-Service

<input checked="" type="checkbox"/>	Name	Type	Status	Attorney	Organization
<input checked="" type="checkbox"/>	Testing Defendant	Defendant		Ian Vincent O'neill	JBITS Firm customer 1354 name change test

U.S. Mail Service

<input type="checkbox"/>	Name	Type	Status	Attorney	Mailing Address
<input type="checkbox"/>	Additional Testing	Defendant		Self-Represented	N/A

[Add Other Recipient](#)

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

2. If the box remains unchecked, e-service will auto-select for you if there are any parties that are represented by counsel and if counsel has a Colorado Courts E-Filing system account.
 - a. To deselect all parties, select the checkbox at the top of the checkbox column, or deselect one party at a time by unchecking the box next to the user's name.

SERVICE
 Adams County, 2015CV030011 - Testing, Plaintiff v. Defendant, Testing et al

I will serve the documents on my own and do not need ICES to complete service. I acknowledge that C.R.C.P. Rule 121, Section 1-26(6) requires E-Service on parties who have subscribed to ICES.

Party Status: All

E-Service

<input checked="" type="checkbox"/>	Name	Type	Status	Attorney	Organization
<input checked="" type="checkbox"/>	Testing Defendant	Defendant		Ian Vincent O'Neill	JBITS Firm customer 1354 name change test

U.S. Mail Service

<input checked="" type="checkbox"/>	Name	Type	Status	Attorney	Mailing Address
<input checked="" type="checkbox"/>	Additional Testing	Defendant		Self-Represented	<input checked="" type="checkbox"/> 777 Street Address, Anywhere, CO 80808, United States (Regular Mail) Add/Edit Address(es)

Buttons: Save and Close, Cancel Filing, Add Other Recipient, Continue

3. To select a party to mail, check the box next to the party name.
 - a. If the party has an address on file with the court, the address will display and auto-check if you are a party to the case. An official court address cannot be edited, but the mailing method can be changed to Certified mail.
4. To change regular mailing to certified mailing, select the “Add/Edit Address(es)” link to the right of the party name.

Address

* Required Field

Additional Testing

*Mailing Method: Regular Mail Certified Mail

777 Street Address
Anywhere, CO 80808, United States

Official Address on Record at the Court

[Add Additional Address](#)

Buttons: Save and Close, Cancel

5. A pop up will appear “Regular Mail” is auto-selected. Change by selecting radio button for Certified Mailing and press “Save and Close”.
6. If adding an additional address, select the “Add Additional Address” link.

Address

* Required Field

Additional Testing

* Mailing Method: Regular Mail Certified Mail

777 Street Address
Anywhere, CO 80808, United States

Official Address on Record at the Court

Additional Address:

* Address Line 1: 222 Main St 7a → [Add Address](#)

7 → Address Line 2:

* City: Anywhere

* State/Province: Colorado

* Zip Code: 80808

* Country: United States

7b → [Save and Close](#) [Cancel](#)

7. Fill out all required fields:

- a. To add more than one, select “Add Address” button. This will also allow you to edit addresses just added.

Address

* Required Field

Additional Testing

* Mailing Method: Regular Mail Certified Mail

777 Street Address
Anywhere, CO 80808, United States

Official Address on Record at the Court

222 Main St
Anywhere, CO 80808, United States

[Edit Address](#)

[Add Additional Address](#)

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

- b. OR Press “Save and Close” to add address and go back to the service screen.

SERVICE

Adams County, 2015CV030011 - Testing, Plaintiff v. Defendant, Testing et al

I will serve the documents on my own. I acknowledge that C.R.C.P. Rule 121, Section 1-26(b) requires e-service on parties who have subscribed to the Colorado Courts E-Filing application.

Party Status: All

E-Service

Name	Type	Status	Attorney	Organization
<input checked="" type="checkbox"/> Plaintiff Testing	Plaintiff	Active	Tracy A Blesa	Tracy Testing Law Firm
<input type="checkbox"/> Testing Defendant	Defendant	Withdrawn	Ian Vincent Oneill	ITS Test Firm

U.S. Mail Service

Name	Type	Status	Attorney	Mailing Address
<input checked="" type="checkbox"/> Additional Testing	Defendant	Active	Self Represented	<input checked="" type="checkbox"/> 777 Street Address, Anywhere, CO 80808, United States (Regular Mail)
				<input type="checkbox"/> 222 Main St, Anywhere, CO 80808, United States (Regular Mail)

8 → [Add/Edit Addresses](#)

[Add Other Recipient](#)

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

8. The last address added will auto-check. If multiple addresses are needed for mailing, check any additional addresses listed.

To include a Custom Recipient, click the “Add Other Recipient” button in the service screen. Add Other Recipient means an e-filer can ask the Colorado Courts E-Filing system to either mail or e-serve filings to another person whose name does not display on the Service screen.

The screenshot shows the 'Add Other Recipient' form with the following fields and annotations:

- a**: Points to the 'Custom Recipient' radio button.
- b**: Points to the 'Recipient Name' text input field.
- c**: Points to the 'Mailing Method' radio buttons, with 'Regular Mail' selected.
- d**: Points to the 'Address Line 1' text input field.
- e**: Points to the 'Country' dropdown menu, which is currently set to 'United States'.

At the bottom of the form are three buttons: 'Save and Add Another', 'Save', and 'Cancel'.

For a custom recipient:

- Click the “Custom Recipient” radio button.
- Enter the recipient name.
- Select “Mailing Method” of either “Certified Mail” or “US Mail.”
- Enter the mailing address.
- To save the information press “Save”, to exit and cancel click “Cancel”. To continue adding additional recipients, click “Save and Add Another”.

The screenshot shows a web form titled "Add Other Recipient". At the top, there is a header bar with the title. Below the header, there is a section for "Required Field" with two radio buttons: "Custom Recipient" and "E-File User". The "E-File User" option is selected. Below the radio buttons, there are two text input fields: "First Name" and "* Last Name". A "Search" button is located to the right of the "Last Name" field. Below the search fields, there is a table with three columns: "User Name", "E-mail", and "Organization". The table contains one row with the text "No results found." in the "User Name" column. At the bottom of the form, there are three buttons: "Save and Add Another", "Save", and "Cancel".

Annotations in the image:

- f**: Points to the "E-File User" radio button.
- g**: Points to the "Last Name" input field.
- h**: Points to the "User Name" column header in the search results table.
- i**: Points to the "No results found." text in the search results table.

For an e-file user:

- f. Click the "E-file User" radio button.
- g. Enter, at minimum, the user's last name and press "Search."
- h. Select the user name from the search result list.
- i. To save the information press "Save", to exit and cancel click "Cancel". To continue adding additional recipients, click "Save and Add Another".

REVIEW AND SUBMIT

Review and submit is a summary of the current filing.

REVIEW AND SUBMIT

Adams County, [2012CV500713](#) - Test, Test V. Testthisbusiness A

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

FILING PARTY(IES)

Party	Type	Status	Attorney	Edit
Test Test	Plaintiff		Julie Christine Hoskins (JBITS Firm)	1

DOCUMENTS

Document ID	Event	Title	Security	Related Document(s)	Edit
56B1D96E440FD	Affidavit [PDF]	Affidavit	Suppressed	No	1
900A187628A91	Letter [PDF]	Letter	Public	Yes 1a	
9A6CF41FCF8FD	Certificate [PDF]	Certificate	Public	Yes	

SERVICE

Party	Type	Status	Attorney	Organization	Method	Edit
Tracysa Blea	N/A	N/A	N/A	JBITS Firm	E-Service	1

A. The county, case number and case caption display on the first line.

- Edit Buttons:** 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.

Filing Date	Filing ID	Filing Party(s)	Event	Document Title
07/10/2013		ELOISE COHEN	Record Unsealed/Unsuppressed	Record Unsealed/Unsuppressed

- If the “Relate” option was selected in the “Manage Filing” screen, the column “Related Document(s)” will have a “Yes” link to allow the user to confirm the related document(s).

Document Security Change Reason

Affidavit

Sensitive information enclosed

[Close](#)

- b. If the Security was changed from the default in the manage filing screen, the column “Security” will have the new security setting and a “Note” icon to allow the user to confirm the reason for the security change.

2. There are two Submit Options choices for submitting a filing(s) into an existing case.
 - a. **Submit to the court and serve selected parties:** This will submit your filing to the court for clerk review.
 - b. **Do not submit to the court, serve selected parties:** This will submit your filing as a serve only filing. This filing will not go to the court.

3. Leave “Submit now” selected to send the filing immediately.

4. To delay a filing to the court or to delay a “serve only” submission, postpone submitting by clicking the “Submit On” button.
 - a. Select a future date from the pop up date box.
 - b. Enter the time of day. The filing will be saved in [Scheduled Filings](#).

SUBMISSION OPTIONS

*Submit Options: Submit to the court and serve selected parties.

Submit now Submit on

Note To Clerk:

*Authorizer:

- Angie Pickle Guenther
- Brian Medina
- Cathy Law Firm Pickle Account (inactive)
- Chad Pickle Cornelius (inactive)
- Chris Pickle Meints

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

*Attorney Role: Private Attorney

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

BILLING INFORMATION

This filing is exempt from filing fees per CJD 06-01

This filing is exempt from filing fees per CJD 98-01, or I am filing as court-appointed counsel.

Purchase Details:

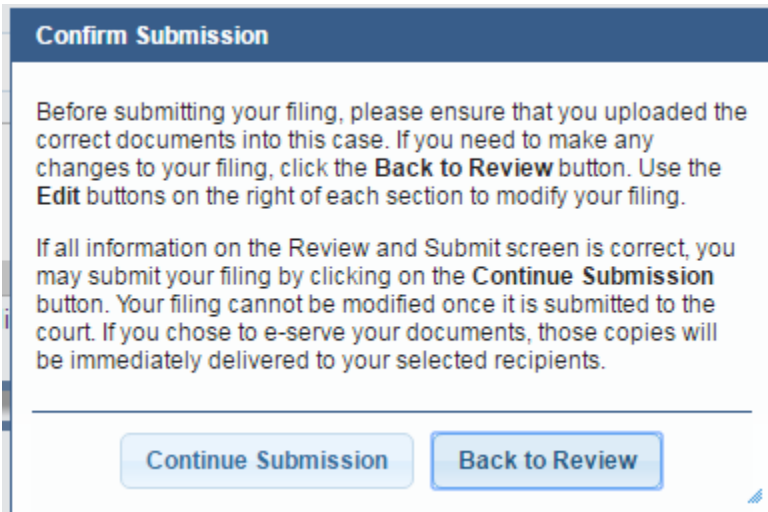
*Statutory Filing Fees: \$0.00
 Filing Fees: \$8.00
 Service Fees: \$7.50
 Total Fees: \$13.50

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

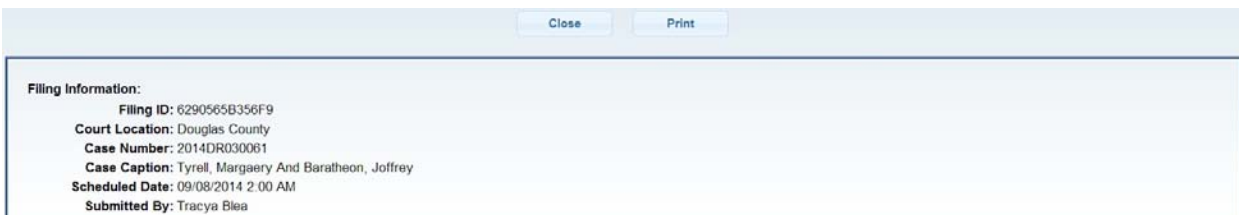
Billing Reference:

7. If the filing is exempt from fees per Chief Justice Directive 06-01 or 98-01, select the appropriate box. Select link to view CJD.
8. Enter any “Billing Reference” i.e. a specific organization billing reference.
9. Click “Submit” to complete your filing.
10. “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 and cancel the filing completely.

Upon submission, a message to either go “Back to Review” filing, or “Continue Submission” will appear. Once submitted, the filing cannot be removed by the Colorado Courts E-Filing system or the user. The court must be contacted for further action.



A confirmation page will then be available to print for the user’s record. (partial page)



FILE INTO AN EXISTING APPEALS CASE

Choose the “File into an Existing Case” option to e-file a new document into an existing court case.

File into an Existing Appeals Case – How to Find

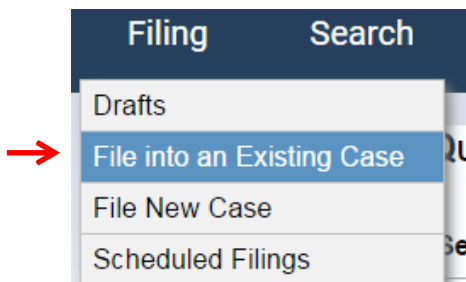


File Into an Existing Case

From the Home page, click the file folder.



or click the folder on Filing ID, Case History or Search results screens.



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

FILE INTO EXISTING APPEALS CASE – BUILD FILING

FILE BUILDER

The screenshot shows two panels: 'BUILD FILING' on the left and 'CONFIRM FILING' on the right. The 'BUILD FILING' panel has a title bar with 'BUILD FILING' and a sub-header '* Required Field'. It contains four numbered steps: 1. A dropdown menu for 'Court of Appeals'. 2. A text input field for 'Case Number' containing '2013CA5000' and a 'Search' button. 3. A checkbox for 'This is a serve-only filing'. 4. Two dropdown menus for 'Choose document(s) to file', one for 'Document to File' and one for 'Document Type'. A blue arrow button is next to the 'Document Type' dropdown. A 'Clear' button is at the bottom left. The 'CONFIRM FILING' panel has a title bar with 'CONFIRM FILING' and a sub-header '2013CA005000 - Chris V. Shannon'. It shows two trash can icons representing documents: 'Advisory Copy' and 'Amicus Brief-Access Re: T/C Record'. A 'Continue' button is at the bottom right. Red boxes with numbers 1 through 9 and arrows point to the corresponding UI elements.

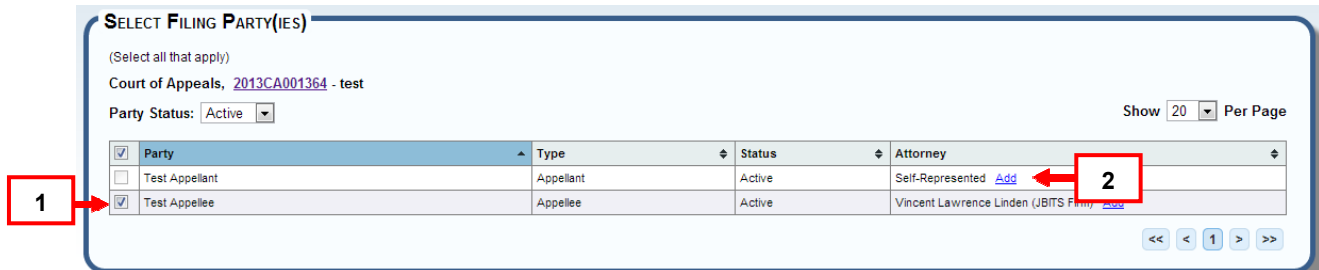
1. Select a court location.
 - a. Note: If a file folder is clicked within the application, the court location pre-populates the field.
2. Enter a case number (Year “20XX,” Class “CA or SC,” Sequence “123456”).
 - a. If a file folder is clicked within the application, the case number pre-populates the field.
3. Click the “Search” button to find the existing case.
 - a. If the case does not exist, an information message displays.
4. If the case exists, you have the option to select if this is a serve-only filing. Select the serve-only filing checkbox. This will allow you to select serve-only documents in addition to the documents already available.
5. The option to choose document(s) to file will display.
 - a. Choose document to file from the list. “Document to File” is required, “Document Type” is optional.
6. Press the blue arrow button. The document will display on the right side in “Confirm Filing” section. Add as many documents as needed.
7. Click the trash can icon to remove a document from the “Confirm Filing” section.
8. Press Continue.
9. 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.



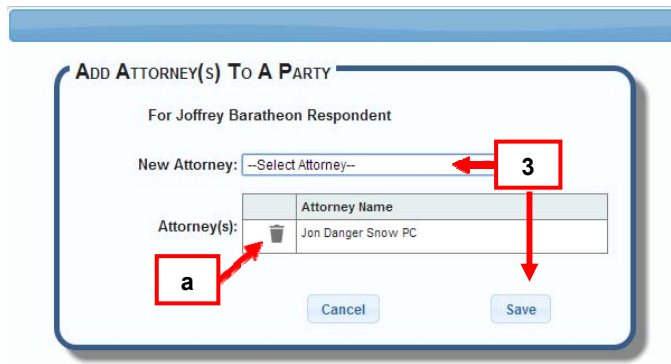
FILE INTO EXISTING APPEALS CASE - REVIEW FILING PARTIES



Party	Type	Status	Attorney
<input type="checkbox"/> Test Appellant	Appellant	Active	Self-Represented Add
<input checked="" type="checkbox"/> Test Appellee	Appellee	Active	Vincent Lawrence Linden (JBITS Firm) Add

*1. The party that the user is associated with will auto select. If filing a new pleading and not yet associated to a party, you must complete step “2” and add counsel to that party. Once added, the box will auto check as filing party.

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



ADD ATTORNEY(S) TO A PARTY

For Joffrey Baratheon Respondent

New Attorney: --Select Attorney--

Attorney(s):

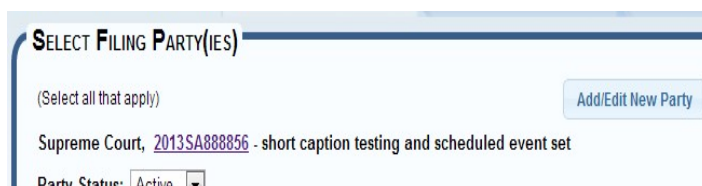
Attorney Name
Jon Danger Snow PC

Cancel Save

3. Select an attorney from the dropdown list, and click “Save.”

a. If the incorrect attorney is selected, the option to remove is available.

* For Supreme Court case types of SA or SC, on the “Select Filing Party” screen the option to add a party type of: “Amicus Curiae” or “Amicus Curiae-Join” is available.



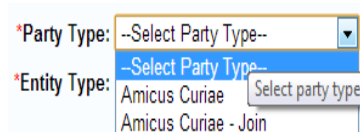
SELECT FILING PARTY(IES)

(Select all that apply)

Supreme Court, 2013SA888856 - short caption testing and scheduled event set

Party Status: Active

Add/Edit New Party



*Party Type: --Select Party Type--

*Entity Type: --Select Party Type--

Amicus Curiae

Amicus Curiae - Join

SELECT FILING PARTY(IES)

(Select all that apply)

Court of Appeals, [2013CA001364](#) - test

Party Status: Active Show 20 Per Page

<input checked="" type="checkbox"/>	Party	Type	Status	Attorney
<input type="checkbox"/>	Test Appellant	Appellant	Active	Self-Represented Add
<input checked="" type="checkbox"/>	Test Appellee	Appellee	Active	Vincent Lawrence Linden (JBITS Firm) Add

<< < 1 > >>

5 →

4 →

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 APPEALS CASE – MANAGE FILING – SECURITY, UPLOADING, AND ADDING DOCUMENT(S)

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

MANAGE FILING

* Required Field

Court of Appeals, [2013CA005000](#) - Chris V. Shannon

Upload successful! **4**

* Event	* Document Title	Security	Staturory Fee
Advisory Copy [PDF] 5	Advisory Copy 1	Public 2	\$0.00
Amicus Brief [PDF]	Amicus Brief	Public 3	\$0.00

6 →

Total Upload: 0.51 MB of 50 MB limit.
Max Document Size: 5.0 MB

CCES supports the following file types: doc, docx, gif, html, jpeg, mscd, odp, odt, pdf, pjpeg, png, ppt, pptx, rtf, text, tiff, wp, wpd, xls, xlsx, xpng.

7 →

8 →

1. The Document Title **can be edited** if needed.
2. To change the security default of “Public” click on the security link under *Security. (Certain documents have a default level of security higher than “Public” and will prevent you from lowering that status) Selected security is not official until accepted by the court. *A note to the clerk in “Review in Submit” screen is advisable if security is changed.*

The available security levels, from least to most restrictive are:

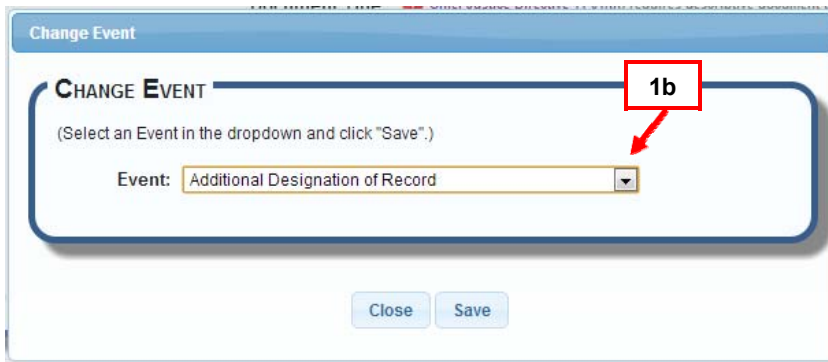
- o Public: Any user can view the document.
- o Protected/Suppressed/Restricted: Parties to the case can view a suppressed document.

- Private: Only the filing party and served parties can view a private 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.
3. To upload a document, click the upload button. Double click the document from your folder list, or highlight it and press “Open.”
 4. A green status bar flashes confirming your upload.
 5. The document under *Document is now a link. Click the link to review the document.
 6. Include any missed filings by clicking the arrow in the “Add Event” box. Highlight and select the new filing event, and click the “Add” button.
 - a. Repeat step 3 to upload.
 7. 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.
 8. Press “Continue.”

MANAGE FILING – CHANGE EVENT, RELATE AND REMOVE DOCUMENTS

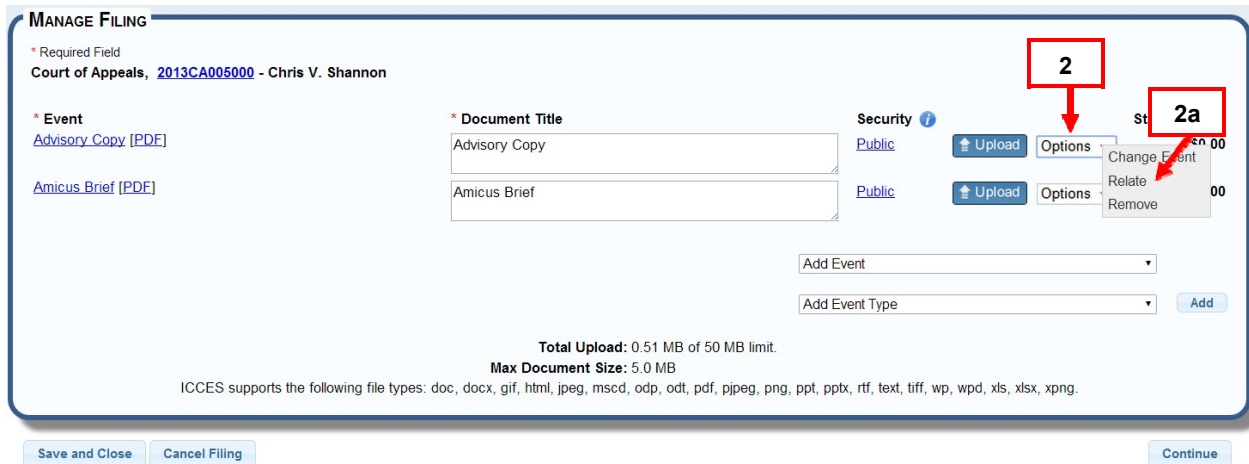
The screenshot shows the 'MANAGE FILING' interface. At the top, it displays the case name: 'Court of Appeals, 2013CA005000 - Chris V. Shannon'. Below this, there are two document entries: 'Advisory Copy [PDF]' and 'Amicus Brief [PDF]'. Each entry has a 'Document Title' field and a 'Security' dropdown set to 'Public'. To the right of each document is an 'Upload' button and an 'Options' button. A red box labeled '1' points to the 'Options' button for the 'Advisory Copy' document. A dropdown menu is open for this 'Options' button, showing three options: 'Change Event', 'Relate', and 'Remove'. A red box labeled '1a' points to the 'Change Event' option. At the bottom of the interface, there are buttons for 'Save and Close', 'Cancel Filing', and 'Continue'. A status bar at the bottom indicates 'Total Upload: 0.51 MB of 50 MB limit' and 'Max Document Size: 5.0 MB'. A note at the very bottom states: 'ICCES supports the following file types: doc, docx, gif, html, jpeg, mscd, odp, odt, pdf, pjpeg, png, ppt, pptx, rtf, text, tiff, wp, wpd, xls, xlsx, xpng.'

1. To change an event type, click the option menu next to the upload button.
 - a. Choose **Change**.

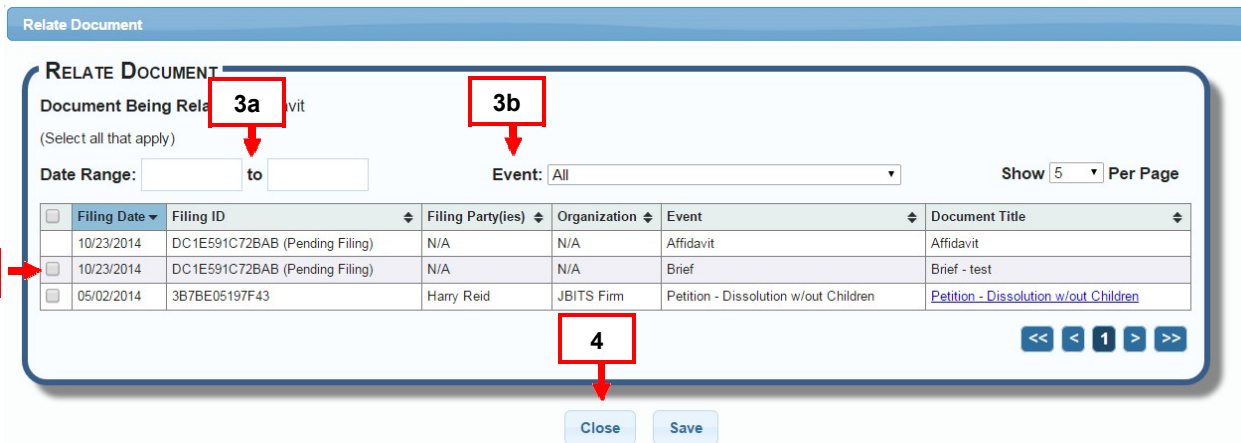


- b. From the pop up, select a new event from the dropdown and click “Save” to make the change or “Close” to cancel.

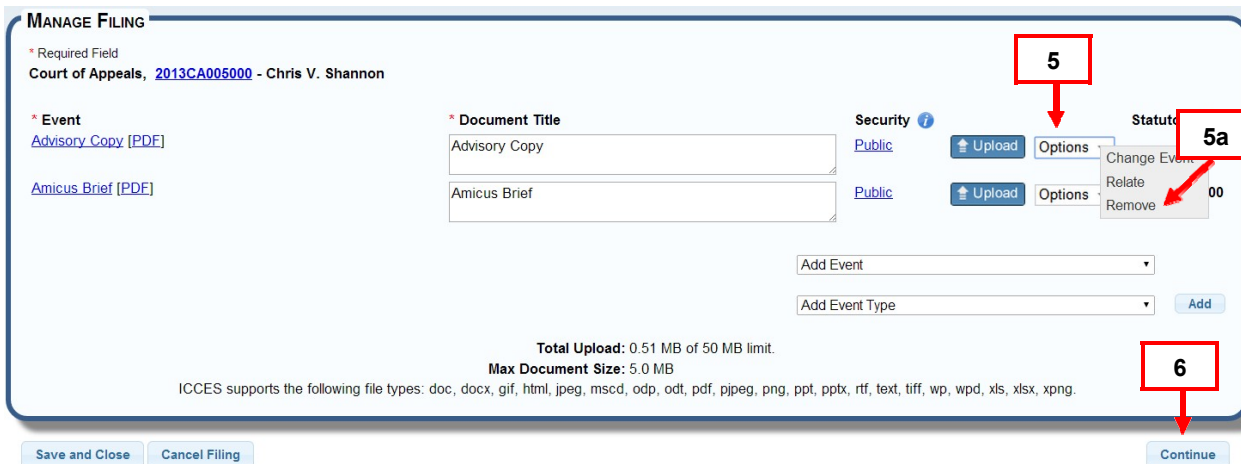
WARNING: If a document has previously been uploaded and an event was changed, the document will remain and not be removed. Ensure the document matches the event you wish to file.



2. Relate a document to an existing case filing, by clicking the options menu next to the upload button.
 - a. Choose **Relate** from the table of case filing event items.



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



5. Remove any document from the Manage Filing screen (Does not include initiating documents for File New Case) by clicking the options menu to the upload button.
 - a. Choose **Remove** from the table of case filing event items. If a document is related to a main document, it will also be removed.
6. Once all documents have been uploaded, press **Continue**.

FILE INTO EXISTING APPEALS CASE – SERVICE

Service has three sections.

E-Service: Parties who are represented by counsel and have a Colorado Courts E-Filing account.

U.S. Mail: Party(ies) to the case that do not have a Colorado Courts E-Filing account.

Email Service: For the service of Appeals Clerks.

1 →

SERVICE

Court of Appeals, [2015CA000555 - test](#)

I will serve the documents on my own.

Party Status: All ▼

E-Service

<input checked="" type="checkbox"/>	Name	Type	Status	Attorney	Organization
<input checked="" type="checkbox"/>	Test	Appellee	Active	Jeffrey K Holmes	ITS Test Firm

U.S. Mail Service

<input type="checkbox"/>	Name	Type	Status	Attorney	Mailing Address
<input type="checkbox"/>	Test2	Appellant	Active	Self-Represented	N/A
<input type="checkbox"/>	The People of the State of Colorado	Petitioner-Appellee	Active	Self-Represented	N/A

Email Service

<input type="checkbox"/>	Name	Type	Status	Attorney	Organization
<i>No results were found.</i>					

[Add Other Recipient](#)

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

1. If you **do not** want the system to e-serve or mail documents, check the “I will serve the documents on my own and do not need the Colorado Courts E-Filing system to complete service” checkbox at the top of the Service list.

SERVICE
 Court of Appeals, 2015CA000555 - test

I will serve the documents on my own.

Party Status: All

E-Service

<input checked="" type="checkbox"/> Name	Type	Status	Attorney	Organization
<input checked="" type="checkbox"/> Test	Appellee	Active	Jeffrey K Holmes	ITS Test Firm

U.S. Mail Service

<input type="checkbox"/> Name	Type	Status	Attorney	Mailing Address
<input type="checkbox"/> Test2	Appellant	Active	Self-Represented	N/A
<input type="checkbox"/> The People of the State of Colorado	Petitioner-Appellee	Active	Self-Represented	N/A

Email Service

<input type="checkbox"/> Name	Type	Status	Attorney	Organization
No results were found.				

[Add Other Recipient](#)

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

2 & 2(a)

2. If the box remains unchecked, e-service will auto-select for you if there are any parties that are represented by counsel and if counsel has a Colorado Courts E-Filing account.
 - a. To deselect all parties, select the checkbox at the top of the checkbox column, or deselect one party at a time by unchecking the box next to the user's name.

SERVICE
 Court of Appeals, 2015CA000555 - test

I will serve the documents on my own.

Party Status: All

E-Service

<input checked="" type="checkbox"/> Name	Type	Status	Attorney	Organization
<input checked="" type="checkbox"/> Test	Appellee	Active	Jeffrey K Holmes	ITS Test Firm

U.S. Mail Service

<input type="checkbox"/> Name	Type	Status	Attorney	Mailing Address
<input checked="" type="checkbox"/> Test2	Appellant	Active	Self-Represented	<input checked="" type="checkbox"/> 555 Test, Denver, CO 80203, United States (Regular Mail) Add/Edit Address(es)
<input type="checkbox"/> The People of the State of Colorado	Petitioner-Appellee	Active	Self-Represented	N/A

Email Service

<input type="checkbox"/> Name	Type	Status	Attorney	Organization
No results were found.				

[Add Other Recipient](#)

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

3

3a

4

3. To select a party to mail, check the box next to the party name.

b. If the party has an address on file with the court, the address will display and auto-check. An official court address cannot be edited, but the mailing method can be changed to certified mailing.

4. To change regular mailing to certified mailing, select the “Add/Edit Address(es)” link to the right of the party name.

The screenshot shows the 'Address' form with the following elements:

- 5** points to the 'Mailing Method' section, which includes radio buttons for 'Regular Mail' (selected) and 'Certified Mail'.
- 6** points to the 'Add Additional Address' link.
- The form displays the address: '777 Street Address, Anywhere, CO 80808, United States'.
- Buttons for 'Save and Close' and 'Cancel' are visible at the bottom.

5. A pop up will appear “Regular Mail” is auto-selected. Change by selecting radio button for “Certified Mailing” and press “Save and Close”.
6. If adding an additional address, select the “Add Additional Address” link.

The screenshot shows the 'Address' form with the following elements:

- 7** points to the 'Additional Address:' label.
- 7a** points to the 'Add Address' button.
- 7b** points to the 'Save and Close' button.
- The form displays the 'Mailing Method' section with 'Regular Mail' selected.
- The 'Additional Address' section includes fields for: 'Address Line 1' (555 main st), 'Address Line 2', 'City' (anywhere), 'State/Province' (Colorado), 'Zip Code' (80808), and 'Country' (United States).
- Buttons for 'Save and Close' and 'Cancel' are visible at the bottom.

7. Fill out all required fields:
 1. To add more than one, select “Add Address” button. This will also allow you to edit address just added.

The screenshot shows the 'Address' form with the following elements:

- A red circle highlights the 'Edit Address' link.
- The form displays the 'Mailing Method' section with 'Certified Mail' selected.
- The 'Additional Address' section includes fields for: 'Address Line 1' (222 Main St), 'Address Line 2', 'City' (Anywhere), 'State/Province' (Colorado), 'Zip Code' (80808), and 'Country' (United States).
- Buttons for 'Save and Close' and 'Cancel' are visible at the bottom.

2. OR Press “Save and Close” to add address and go back to the service screen.

SERVICE
 Court of Appeals, 2015CA000555 - test
 I will serve the documents on my own.
 Party Status: All

E-Service

Name	Type	Status	Attorney	Organization
<input checked="" type="checkbox"/> Test	Appellee	Active	Jeffrey K Holmes	ITS Test Firm

U.S. Mail Service

Name	Type	Status	Attorney	Mailing Address
<input checked="" type="checkbox"/> Test2	Appellant	Active	Self-Represented	<input type="checkbox"/> 555 Test, Denver, CO 80203, United States (Regular Mail) <input checked="" type="checkbox"/> 555 Main St, Anywhere, CO 80808, United States (Regular Mail) Add/Edit Address(es)
<input type="checkbox"/> The People of the State of Colorado	Petitioner-Appellee	Active	Self-Represented	N/A

Email Service

Name	Type	Status	Attorney	Organization
No results were found.				

[Add Other Recipient](#)

Save and Close Cancel Filing **8a** Continue

8. The last address added will auto-check. If multiple addresses needed for mailing, check any additional addresses listed.
 - a. To add an appeals clerk, Select “Add Other Recipient”.

Add Other Recipient

* Required Field

Custom Recipient E-Service **9** Appeals Clerk

Appeals Clerk:

- Select Appeals Clerk---
- Adams County - Angie Guenther
- Adams County - Mario Domenico
- Adams County - Neena Kumpati
- Adams County - Shannon Boone
- Adams County - Tracy Blea
- Court of Appeals - SCAO TEST - Jeremy
- Pueblo County - Marie Olson
- Pueblo County - TRN JPODTRAIN61

9a Save and Add Another Save Cancel

9. Select the “Appeals Clerk” radio button and select from the dropdown.
 - a. To save the information press “Save”, to exit and cancel click “Cancel”. To continue adding additional recipients, click “Save and Add Another”.

To include an Additional Recipient, click the “Add Other Recipient” button in the service screen. Add Other Recipient means an e-filer can ask the system to either mail or e-serve filings to another person whose name does not display on the Service screen.

The screenshot shows a web form titled "Add Other Recipient" with a blue header. Below the header, there is a section for "Required Field" with three radio buttons: "Custom Recipient" (selected), "E-File User", and "Appeals Clerk". A red box labeled 'a' points to the "Custom Recipient" radio button. Below this is a text input field for "* Recipient Name:" with a red box labeled 'b' pointing to it. A horizontal line separates this from the "Mailing Method" section, which has two radio buttons: "Regular Mail" (selected) and "Certified Mail". A red box labeled 'c' points to the "Regular Mail" radio button. Below this are three text input fields: "* Address Line 1:", "* Address Line 2:", and "* City:". A red box labeled 'd' points to the "Address Line 2" field. Below these is a dropdown menu for "* State/Province:" with "Colorado" selected. Below that is a text input field for "* Zip Code:". Below that is another dropdown menu for "* Country:" with "United States" selected. A red box labeled 'e' points to the "Country" dropdown. At the bottom of the form are three buttons: "Save and Add Another", "Save", and "Cancel".

For a custom recipient:

- a. Click the “Custom Recipient” radio button.
- b. Enter the recipient name.
- c. Select “Mailing Method” of either “Regular Mail” or “Certified Mail”.
- d. Enter the mailing address.
- e. To save the information press “Save”, to exit and cancel click “Cancel”. To continue adding additional recipients, click “Save and Add Another”.

Add Other Recipient

* Required Field

Custom Recipient
 f E-File User
 g Clerk

First Name

 * Last Name

User Name	E-mail	Organization
No results were found.		

h →

i ↓

For an e-file user:

- f. Click the “E-file User” radio button.
- g. Enter the user’s last name and press “Search.”
- h. Select the user name from the search result list.
- i. To save the information press “Save”, to exit and cancel click “Cancel”. To continue adding additional recipients, click “Save and Add Another”.

REVIEW AND SUBMIT

Review and submit is a summary of the current filing.

REVIEW AND SUBMIT

Court of Appeals, [2014CA030000](#) - Thick Client V Icces **A** ←

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

FILING PARTY(IES)

Party	Type	Status	Attorney	Edit
The People Of The State Of Colorado	Plaintiff-Appellee	Active	Julie Kreutzer (JBITS Firm)	1 ←

DOCUMENTS

Document ID	Event	Title	Security	Related Document(s)	Edit
9E83B5E9C05B9	Affidavit [PDF]	Affidavit	Public	Yes 1a ←	1 ←

SERVICE

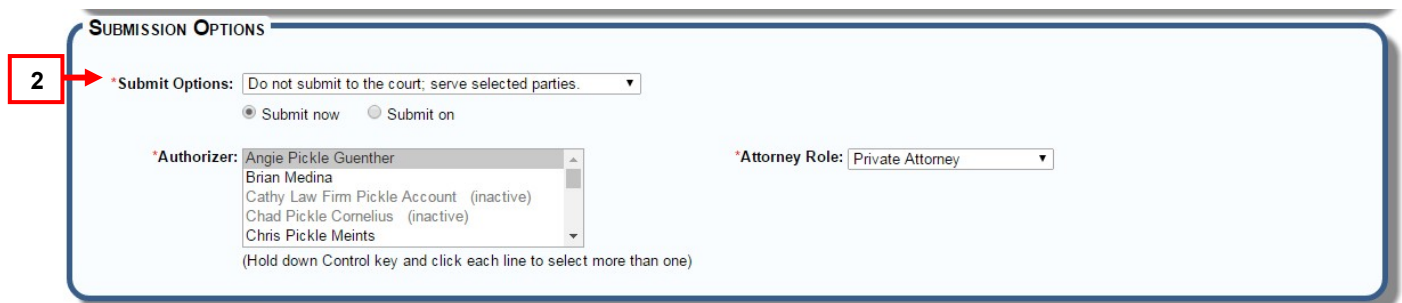
Party	Type	Status	Attorney	Organization	Method	Edit
Tracy Blea	N/A	N/A	N/A	JBITS Firm	E-Service	1 ←

A. The county, case number and case caption display on the first line.

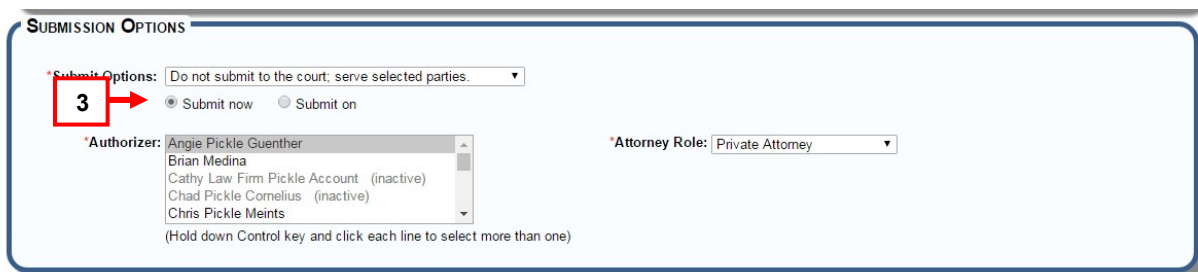
1. **Edit Buttons:** Review the Filing Party(ies), Documents, and Service sections. Click the “Edit” button on the right in any of these sections to change or update information.



- a. If the “Relate” option was selected in the manage filing screen, the column “Related Document(s)” will have a “Yes” link to allow the user to confirm the related document(s).



2. There are two Submit Options choices for submitting a filing(s) into an existing case.
 - a. **Submit to the court and serve selected parties:** This will submit your filing to the court for clerk review.
 - b. **Do not submit to the court, serve selected parties:** This will submit your filing as a serve only filing. This filing will not go to the court.



3. Leave “Submit now” selected to send the filing immediately.

SUBMISSION OPTIONS

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

4 → Submit now Submit on ▾ **b** →

*Authorizer: Angie Pickle **a** →
 Brian Medina
 Cathy Law Firm Pickle Account (inactive)
 Chad Pickle Cornelius (inactive)
 Chris Pickle Meints
 (Hold down Control key and click)

May 2016
 Su Mo Tu We Th Fr Sa
 1 2 3 4 5 6 7
 8 9 10 11 12 13 14
 15 16 17 18 19 20 21
 22 23 24 25 26 27 28
 29 30 31

*Attorney Role: Private Attorney ▾

4. To delay a filing to the court or to delay a “serve only” submission, postpone submitting by clicking the “Submit On” button.
 - a. Select a future date from the pop up date box.
 - b. Enter the time of day. The filing will be saved in [Scheduled Filings](#).

SUBMISSION OPTIONS

*Submit Options: Submit to the court and serve selected parties. ▾

5 → Note To Clerk:

*Authorizer: Angie Pickle Guenther
 Brian Medina
 Cathy Law Firm Pickle Account (inactive)
 Chad Pickle Cornelius (inactive)
 Chris Pickle Meints
 (Hold down Control key and click each line to select more than one)

6 →

*Attorney Role: Private Attorney ▾ **6a** →

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

BILLING INFORMATION

This filing is exempt from filing fees per [CJD 06-01](#)

This filing is exempt from filing fees per [CJD 98-01](#), or I am filing as court appointed counsel.

Purchase Details:
 *Statutory Filing Fees: \$0.00
 E-Filing Fees: \$6.00
 Service Fees: \$7.50
 Total Fees: \$13.50
*These fees may be modified by the court prior to acceptance if the documents filed do not match the estimated statutory filing fees.

6 →

Billing Reference: AC161834

7 →

Save and Close Cancel Filing **8** → Submit

9 →

7. If the filing is exempt from fees per Chief Justice Directive 06-01 or 98-01, select the appropriate box.
8. Enter any "Billing Reference" i.e. a specific organization billing reference.
9. Click "Submit" to complete your filing.
10. "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 TRIAL COURT CASE

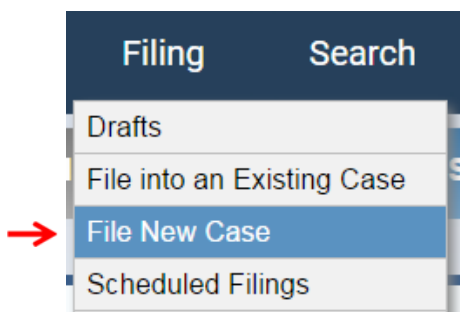
Choose the File New Case option to e-file a new case.

FILE NEW CASE– HOW TO FIND



File a New Case

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

The screenshot shows a window titled "FILE NEW CASE" with the question "What type of case would you like to file?". There are seven buttons arranged in two columns: County Civil, District Civil, Domestic / Family, Probate, Water, Court of Appeals, and Supreme Court. A red box with the number "1" and an arrow points to the "District Civil" button.

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

The screenshot shows a window titled "DOMESTIC / FAMILY" with a sub-header "What type of case would you like to file?". The "Domestic / Family" button from the previous screen is highlighted in orange. Below the buttons are two dropdown menus: "*Court Location: --Select--" and "*Case Type: --Select--". A "Continue" button is at the bottom right. Red boxes with numbers "2", "3", and "4" and arrows point to the dropdown arrows, the "Case Type" dropdown, and the "Continue" button, respectively.

FILE NEW TRIAL COURT 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."

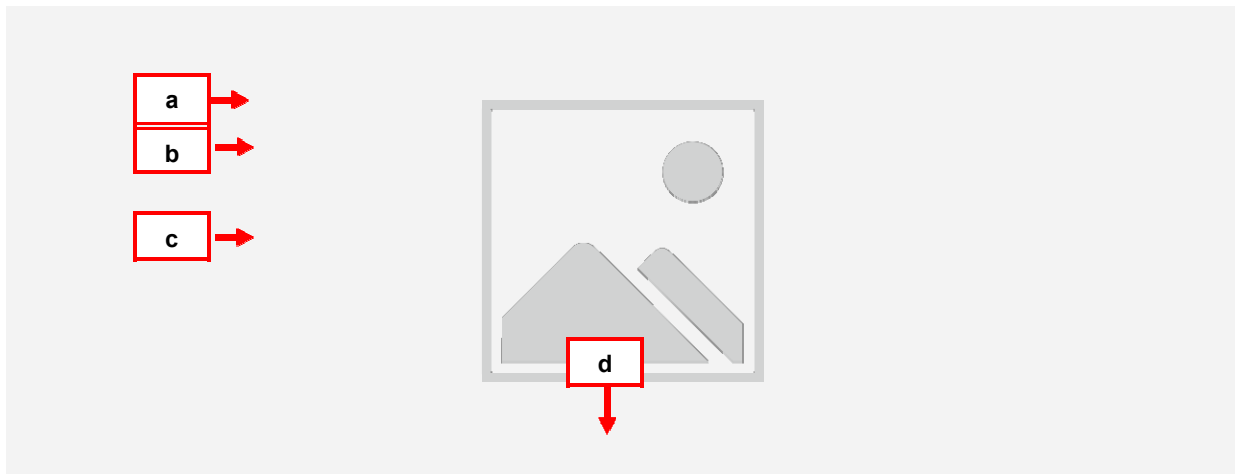
FILE NEW TRIAL COURT CASE – MANAGE CASE PARTIES

The screenshot shows the 'PARTY' form with the 'Party Information' section highlighted. Two red boxes with numbers 5 and 6 point to the 'Party Type' and 'Entity Type' dropdown menus. The form includes fields for 'Address Unknown', 'Address Type', 'Address Line 1', 'Address Line 2', 'City', 'State/Province' (set to Colorado), 'Zip Code', 'E-Mail', 'Phone Type', and 'Phone Number'. A 'Parties Added' section is visible on the right.

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

The screenshot shows the 'PARTY' form with the 'Party Information' section filled out. Red boxes with numbers 7, 8, and 9 point to the 'First Name' field, the 'Attorney' dropdown menu, and the 'Add Alias' button. The 'Party Type' is set to 'Defendant' and 'Entity Type' is set to 'Person'. The 'First Name' is 'Test', 'Middle Name' is empty, and 'Last Name' is 'Tester'. The 'Attorney' dropdown is set to '--Select Attorney--'. The 'Add Alias' button is set to 'None'. The 'Parties Added' section on the right shows 'ITS Firm' with 'PTF' next to it.

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

A screenshot of a web form titled "PARTY". The form is divided into two main sections: "Party Information" on the left and "Parties Added" on the right. The "Party Information" section contains several fields: "Party Type" (dropdown menu set to "Defendant"), "Entity Type" (dropdown menu set to "Person"), "First Name" (text input with "Test"), "Middle Name" (text input), "Last Name" (text input with "Tester"), "Suffix" (dropdown menu), "Date of Birth" (calendar icon), "Social Security" (text input), and "Attorney" (dropdown menu set to "--Select Attorney--"). There is also an "Add Alias" button and a "None" option. The "Parties Added" section shows a list with one entry: "ITS Firm" with "PTF" next to it. A red-bordered box labeled "10" is positioned over the "Add Party" button at the bottom right of the form. A red-bordered box labeled "10a" is positioned over the "ITS Firm" entry in the "Parties Added" list.

- 10. Once Party information is added, select the Add Party Button.
 - a. Parties will appear under “Parties Added” on the right side.

PARTY

* Required Field

Party Information

*Party Type: Respondent
 *Entity Type: Person
 *First Name: Jones
 Middle Name:
 *Last Name: Jane
 Suffix:
 Add Alias: None
 Date of Birth:
 Social Security:
 Attorney: --Select Attorney--

Address Unknown:
 Address Type: --Select Address T
 Address Line 1:
 Address Line 2:
 City:
 State/Province: Colorado
 Zip Code:
 Country: United States
 E-Mail:
 Phone Type: --Select Phone Type--
 Phone Number:

Parties Added

Jones John PET
 Jones Jane RSP

a Remove Save

b Continue

11. To edit or remove a party, select the radio button next to the party to edit. The Information previously added will fill in the fields and edits can begin.

- a. Once all information has been edited, select the “Save” button (or “Remove to remove party)
- b. Once all parties are added, select the “Continue” button to proceed.

FILE NEW TRIAL COURT CASE – FILE BUILDER

BUILD FILING

* Required Field

1. Select initiating document
 Petition - Dissolution w/out Children

2. Choose document(s) to file
 Additional Designation of Record
 Advisory Notice - NAPF
 Affidavit
 Affidavit - Decree w/o Appearance
 Affidavit - Financial Affairs
 Application - Court Appointed Counsel
 ADIR Cert of Completion
 (Hold down Control key and click each line to select more than one)

CONFIRM FILING

Petition - Dissolution w/out Children
 Affidavit

Continue

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 TRIAL COURT CASE – REVIEW FILING PARTIES

SELECT FILING PARTY(IES)

(Select all that apply)

Adams County, District Civil (Fraud)

Show 20 Per Page

Party	Type	Status	Attorney
<input checked="" type="checkbox"/> Party			
<input checked="" type="checkbox"/> ITS Test Firm Edit	Plaintiff	Active	Imran Cool Sufi (ITS Test Firm)
<input type="checkbox"/> JBITS TEST Edit	Defendant	Active	Self-Represented

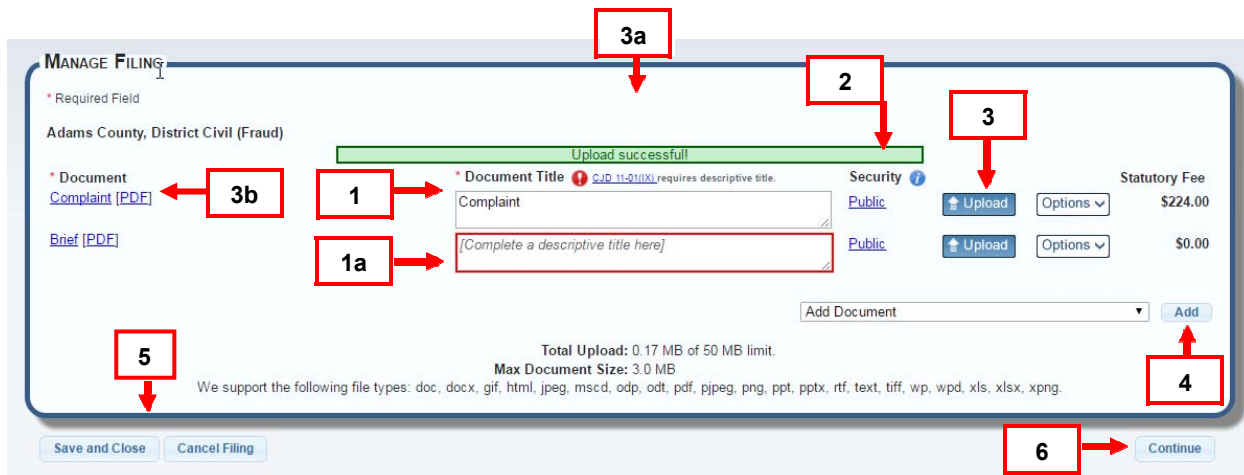
Save and Close Cancel Filing

Continue

1. The e-filing system 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 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 TRIAL COURT CASE – MANAGE FILING – SECURITY, UPLOADING, AND ADDING EVENT

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



2. The **document title can be edited** if needed or required.
 - a. Chief Justice Directive 11-01(IX) requires descriptive document titles. The system will highlight titles that need further description in red.



3. To change the security default of “Public” click on the security link under *Security. (Certain documents have a default level of security higher than “Public” and will prevent you from lowering that status)

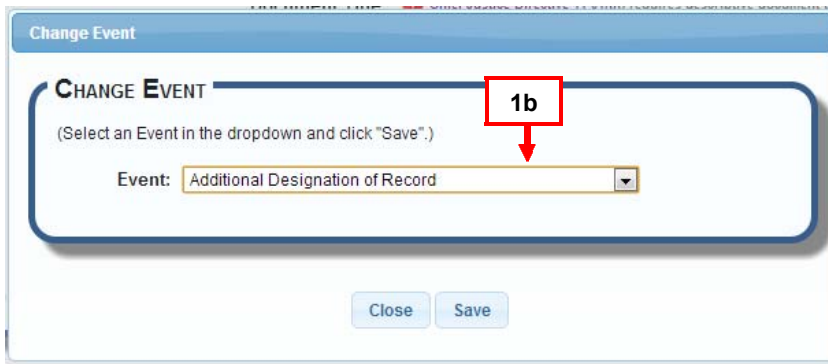
- a. The available security levels, from least to most restrictive are:
 - o Public: Any user can view the document.
 - o Protected: Any user can view the document following redaction. Before redaction, only judges, court and Judicial Department staff, and parties to the case (including parties’ attorneys) can view a protected document.
 - o Suppressed: Judges, court and Judicial Department staff, and parties to the case (including parties’ attorneys) can view a suppressed document.

- Restricted: Judges, court and Judicial Department staff, parties to the case (including parties’ attorneys), and criminal justice agencies can view a restricted document.
 - Private: Only the filing party and served parties can view a restricted/private document.
 - Sealed: Only judges and court/Judicial Department staff can view a sealed document. No other party, including parties to the case, have access to a sealed document.
- b. If the security is changed from the default selection, a reason for the security change will be required for the court. Selected security is not official until accepted by the court.
4. Click the upload button 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 now a link. Click the event link to review the document. Note: Each document must be uploaded separately.
 5. Include any missed filings by clicking the arrow in the “Add Event” box. Highlight and select the new filing event, and click the "Add" button to add additional event.
 - a. Repeat step 3 to upload.
 6. 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.
 7. Press “Continue.”

MANAGE FILING – CHANGE EVENT, RELATE AND REMOVE DOCUMENTS

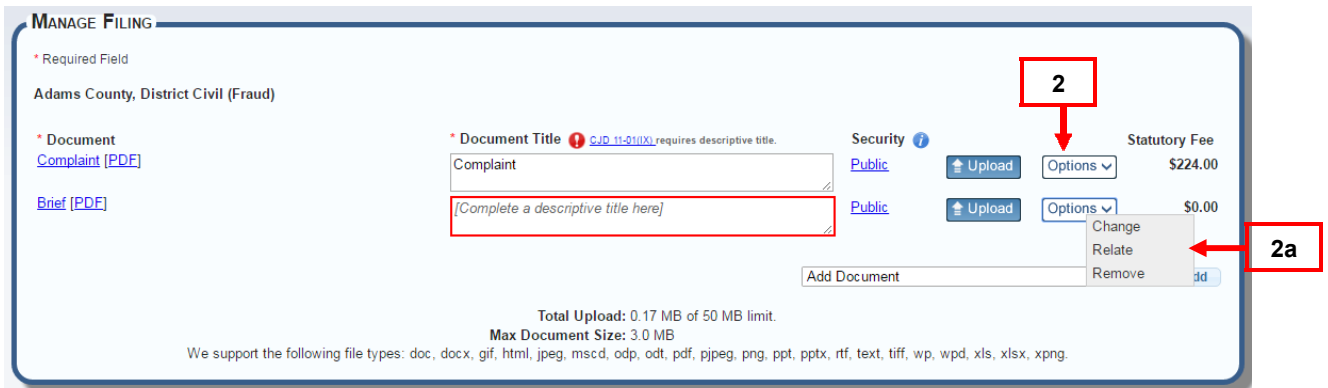
The screenshot shows the 'MANAGE FILING' interface for 'Adams County, District Civil (Fraud)'. It displays two document entries. The first entry has a title 'Complaint' and a statutory fee of \$224.00. The second entry has a placeholder title '[Complete a descriptive title here]' and a statutory fee of \$0.00. A red box labeled '1' points to the 'Options' dropdown menu for the second document. A second red box labeled '1a' points to the 'Change' option within that dropdown menu. The interface also includes an 'Add Document' button and a list of supported file types at the bottom.

1. To change an event type entered incorrectly, click the Options menu.
 - a. Choose **Change**.

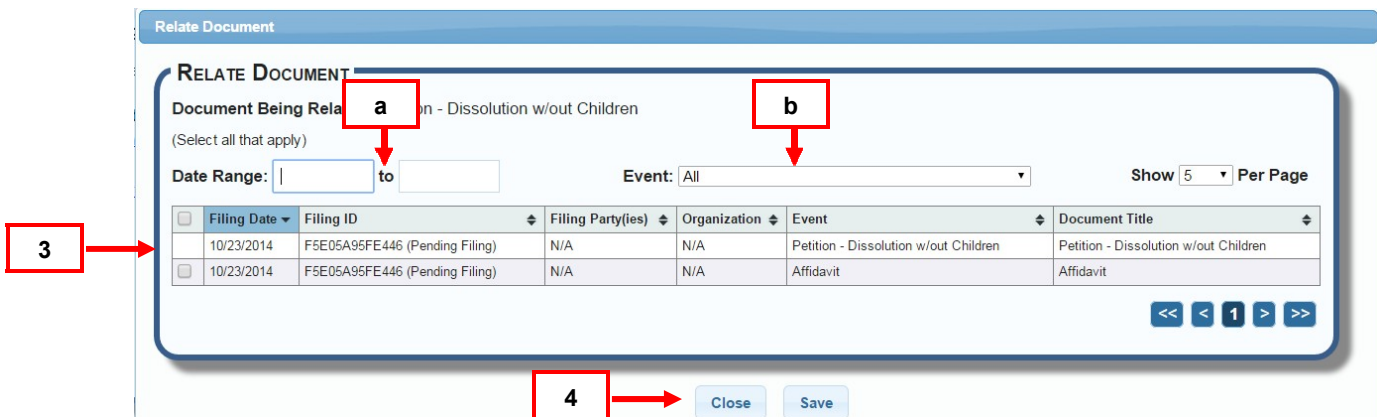


b. From the pop up, select a new event from the dropdown and click “Save” to make the change or “Close” to cancel.

WARNING: If a document was uploaded to match the original document selected, make sure the correct document matches the change that is made. If you need to re-upload a corrected document, select upload to overwrite the existing uploaded document.



2. Relate a document by selecting the Options menu.
a. Choose Relate.



3. A Relate Document table displays listing all case filing events added in the filing. 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.

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

5. Remove any document from the Manage Filing screen (Does not include initiating documents for File New Case) by clicking the Options.
 - a. Select **Remove**. If a document is related to main document, it will also be removed.
6. Once all documents have been uploaded, press **Continue**.

FILE NEW TRIAL COURT CASE - COURTESY COPIES

1. Sending courtesy copies of e-filed documents in a new case filing is a courtesy. (Note: the delivery of courtesy copies through the Colorado Courts E-Filing system does not constitute service of process as required by C.R.C.P. 4)

Leave the checkmark in the “I do not wish to send courtesy copies through the Colorado Courts E-Filing system” checkbox if courtesy copies are not requested.

2 →

COURTESY COPIES

Adams County, District Civil (Fraud)

I do not wish to send courtesy copies.
Note: the delivery of courtesy copies through the Colorado Courts E-Filing application does not constitute service of process as required by C.R.C.P. 4.

E-Service

<input type="checkbox"/>	Name	Type	Status	Attorney	Organization
No results were found.					

U.S. Mail Service

3 →

<input checked="" type="checkbox"/>	Name	Type	Status	Attorney	Mailing Address
<input checked="" type="checkbox"/>	JBITS TEST	Defendant	Active	Self-Represented	<input checked="" type="checkbox"/> 1200 Broadway, Denver, CO 80221, United States (Regular Mail) Add/Edit Addresses

[Add Other Recipient](#)

Save and Close Cancel Filing Continue

2. In order for the system to mail courtesy copies, uncheck the “I do not wish to send courtesy copies through the Colorado Courts E-Filing system” checkbox. The screen will expand to show the parties in the case.
3. Check the parties you want to mail a courtesy copy to either individually or if all parties, select the checkbox at the top of the checkbox column. The default does not check any recipients. If the checkbox remains unchecked, the system will not mail courtesy copies.

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.

COURTESY COPIES

Adams County, District Civil (Fraud)

I do not wish to send courtesy copies.
Note: the delivery of courtesy copies through the Colorado Courts E-Filing application does not constitute service of process as required by C.R.C.P. 4.

E-Service

<input type="checkbox"/>	Name	Type	Status	Attorney	Organization
No results were found.					

U.S. Mail Service

<input checked="" type="checkbox"/>	Name	Type	Status	Attorney	Mailing Address
<input checked="" type="checkbox"/>	JBITS TEST	Defendant	Active	Self-Represented	<input checked="" type="checkbox"/> 1200 Broadway, Denver, CO 80221, United States (Regular Mail) Add/Edit Addresses

[Add Other Recipient](#)

Save and Close Cancel Filing Continue

1. If an address was added while adding the party, the address will auto-check.
 - This address cannot be edited unless you go back to the party screen and select edit, however you can change the mailing method to “Certified Mail”.

- To change regular mailing to certified mailing, select the “Add/Edit Address(es)” link to the right of the party name.

Address

* Required Field

Additional Testing

*Mailing Method: Regular Mail Certified Mail

777 Street Address
Anywhere, CO 80808, United States

Official Address on Record at the Court

[Add Additional Address](#)

Save and Close Cancel

- A pop up will appear “Regular Mail” is auto-selected. Change by selecting radio button for Certified Mailing and press “Save and Close”.
- If adding an additional address, select the “Add Additional Address” link.

Address

* Required Field

Additional Testing

*Mailing Method: Regular Mail Certified Mail

777 Street Address
Anywhere, CO 80808, United States

Official Address on Record at the Court

Additional Address:

* Address Line 1: 222 Main St [Add Address](#)

Address Line 2:

* City: Anywhere

* State/Province: Colorado

* Zip Code: 80808

* Country: United States

Save and Close Cancel

- Fill out all required fields:
 - To add more than one, select “Add Address” button. This will also allow you to edit address just added.

Address

* Required Field

Additional Testing

*Mailing Method: Regular Mail Certified Mail

777 Street Address
Anywhere, CO 80808, United States

Official Address on Record at the Court

222 Main St
Anywhere, CO 80808, United States

[Edit Address](#)

[Add Additional Address](#)

Save and Close Cancel

- b. OR Press “Save and Close” to add address and go back to the service screen.

COURTESY COPIES

Adams County, District Civil (Fraud)

I do not wish to send courtesy copies.
 Note: the delivery of courtesy copies through the Colorado Courts E-Filing application does not constitute service of process as required by C.R.C.P. 4.

E-Service

Name	Type	Status	Attorney	Organization
No results were found.				

U.S. Mail Service

Name	Type	Status	Attorney	Mailing Address
<input checked="" type="checkbox"/> JBITS TEST	Defendant	Active	Self-Represented	<input type="checkbox"/> 1200 Broadway, Denver, CO 80221, United States (Regular Mail) <input checked="" type="checkbox"/> 1300 Broadway, Denver, CO 80221, United States (Regular Mail) Add/Edit Address(es)

6 →

[Add Other Recipient](#)

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

6. The last address added will auto-check. If multiple addresses needed for mailing, check any additional addresses listed.

To include an Additional Recipient, click the “Add Other Recipient” button in the service screen. Add Other Recipient means an e-filer can ask the system to either mail or e-serve filings to another person whose name does not display on the Service screen.

Add Other Recipient

* Required Field

a → Custom Recipient E-File User

b → * Recipient Name:

c → * Mailing Method: Regular Mail Certified Mail

* Address Line 1:

Address Line 2:

d → * City:

* State/Province: Colorado ▾

* Zip Code:

* Country: United States ▾

e ↓

[Save and Add Another](#) [Save](#) [Cancel](#)

For a custom recipient:

- a. Click the “Custom Recipient” radio button.
- b. Enter the recipient name.
- c. Select “Mailing Method” of either “Certified Mail” or “US Mail.”
- d. Enter the mailing address.
- e. To save the information press “Save”, to exit and cancel click “Cancel”. To continue adding additional recipients, click “Save and Add Another”.

The screenshot shows a web form titled "Add Other Recipient". At the top, there are two radio buttons: "Custom Recipient" and "E-File User". A red box labeled 'f' points to the "E-File User" radio button. Below the radio buttons are two text input fields: "First Name" and "Last Name". A red box labeled 'g' points to the "Last Name" field. To the right of the "Last Name" field is a "Search" button. Below the input fields is a table with three columns: "User Name", "E-mail", and "Organization". The table contains one row with the text "No results found." A red box labeled 'h' points to the "User Name" column header, and a red box labeled 'i' points to the "No results found." text. At the bottom of the form are three buttons: "Save and Add Another", "Save", and "Cancel".

For an e-file user:

- f. Click the “E-file User” radio button.
- g. Enter the user’s last name and press “Search.”
- h. Select the user name from the search result list.
- i. To save the information press “Save”, to exit and cancel click “Cancel”. To continue adding additional recipients, click “Save and Add Another”.

REVIEW AND SUBMIT

Review and Submit screen is a summary of the new case filing.

REVIEW AND SUBMIT

Adams County, District Civil (Breach of Contract) A

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

PARTY(IES)

Party	Type	Status	Status	Edit
Test Defendant	Defendant	Active	Self-Represented	1
Test Plaintiff	Plaintiff	Active	Jon Pickle Attorney (JBITS Firm)	

FILING PARTY(IES)

Party	Type	Status	Attorney	Edit
Test Plaintiff	Plaintiff	Active	Jon Pickle Attorney (JBITS Firm)	1

DOCUMENTS

Document ID	Event	Title	Security	Related Document(s)	Edit
C7705A3F586DC	Complain. [PDF]	Complaint	Suppressed <input type="checkbox"/>	No	1
49B3B0C529882	Affidavit. [PDF]	Affidavit	Public	Yes	
CE9AF8B786CF9	Certificate. [PDF]	Certificate	Public	Yes	

1b

COURTESY COPIES

Party	Type	Status	Attorney	Organization	Method	Edit
Tracysa Blea	N/A	N/A	N/A	JBITS Firm	E-Service	1

A. The county, case class and case type display.

- 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.

RELATED EVENT(S)

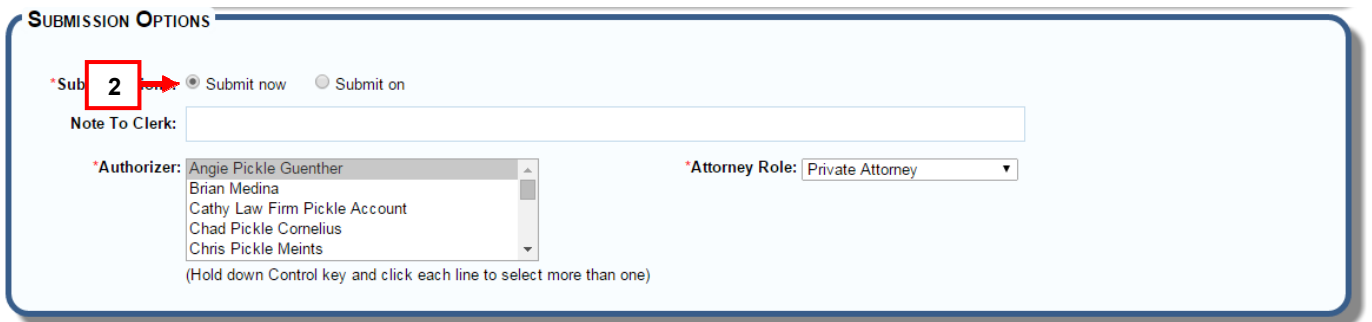
Show Per Page

Filing Date	Filing ID	Filing Party(s)	Event	Document Title
03/10/2014	42AE8C505B1EF (Pending Filing)	N/A	Affidavit	Affidavit

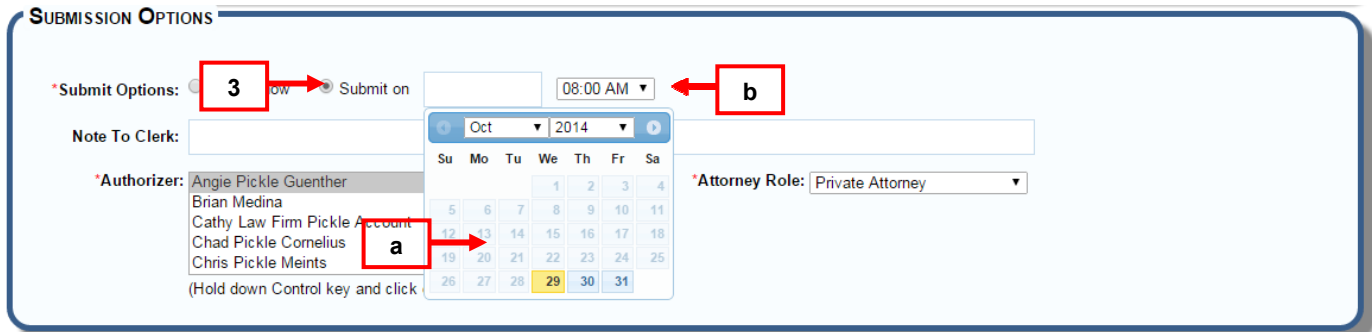
- If the “Relate” option was selected in the manage filing screen, the column “Related Document(s)” will have a “Yes” link to allow the user to confirm the related document(s).



- If the Security was changed from the default in the manage filing screen, the column “Security” will have the new security setting and a “Note” icon to allow the user to confirm the reason for the security change.



2. Leave “Submit now” selected to send the filing immediately.



3. To delay a filing to the court or to delay a “serve only” submission, postpone submitting by clicking the “Submit On” button.
 - a. Select a future date from the pop up date box.
 - b. Enter the time of day. The filing will be saved in [Scheduled Filings](#).

4. Enter any *helpful* notes the court may need to process the filing.
5. Select the “Authorizer(s)” from your organization.
 - a. Choose “Attorney Role.”

6. If the filing is exempt from fees per Chief Justice Directive 06-01 or 98-01, select the appropriate box.
7. Enter any “Billing Comments” i.e. an organization billing reference.
8. Click “Submit” to complete your filing.
9. “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 APPEALS COURT CASE

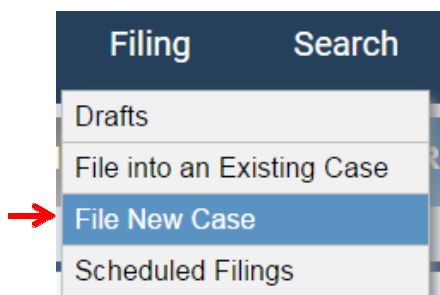
Choose the File New Case option to e-file a new case.

FILE NEW CASE– HOW TO FIND



File a New Case

Click the file folder on the Home page, or



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

FILE A NEW CASE – BUILD FILING

The screenshot shows a window titled "FILE NEW CASE" with the question "What type of case would you like to file?". There are six buttons arranged in two columns: County Civil, District Civil, Domestic / Family on the left; and Probate, Water, Court of Appeals, Supreme Court on the right. A red box with the number "1" and an arrow points to the "Court of Appeals" button.

1. Select the Type of appeal you would like to file.

The screenshot shows the "COURT OF APPEALS" form. It includes a "Required Field" section with two dropdown menus: "Case Class" (set to "Court of Appeals") and "Case Type" (set to "Civil - Agency"). Below these is a text input field for "Enter the court case or ruling you would like to appeal, if applicable." and a "Location" dropdown menu (set to "--Select--"). There is also a "Case Number" field with three input boxes and a plus icon. At the bottom, there is a "Referring cases" section showing "2012CV34 - Adams County" and an "Additional Referring Case" button. A "Continue" button is at the bottom right. Red boxes with numbers 2 through 6 and arrows point to the following elements: 2. Case Class dropdown arrow; 3. Case Type dropdown arrow; 4. Location dropdown arrow; 5. Case Number plus icon; 6. Additional Referring Case button.

2. Click the arrow in the drop down list to display a list of choices. Highlight to select a "Case Class."
 - a. Court of Appeals defaults as there is only one case class.
 - b. Supreme Court has other options.
3. Click the arrow in the drop down list to display a list of choices. Highlight to select a "Case Type."
4. To add a referring case, click the arrow in the drop down list to display a list of locations, highlight to select a "Location."

5. Case Number: If the referring case is a trial court location, enter the case number from that trial court. Case year, case class and sequence number.
 - a. Click the blue arrow button to display the case caption.
 - b. If the referring case is not a trial court location, once the location is selected, at minimum a sequence number is required in the case number field.

6. Press "Continue."

FILE NEW APPEALS COURT CASE – MANAGE CASE PARTIES

If a referring case from a lower court is entered, the party information will import from that case.

PARTY

* Required Field

Party Information

*Party Type:

*Entity Type:

*Party Name:

None

Attorney:

Address Unknown:

Address Type:

Address Line 1:

Address Line 2:

City:

State/Province:

Zip Code:

Country:

E-Mail:

Phone Type:

Phone Number:

Parties Added

2013CV030030 - Adams County

- Snow White Collections Llc PAE
- Asdf DAE

ADD PARTIES TO NEW APPEALS COURT CASE – MANAGE CASE PARTIES

The screenshot shows the 'PARTY' form with the following fields and values:

- Party Information:**
 - Party Type: Applicant (dropdown)
 - Entity Type: Person (dropdown)
 - *First Name: (text input)
 - Middle Name: (text input)
 - *Last Name: (text input)
 - Suffix: (dropdown)
 - Add Alias: None (button)
 - Date of Birth: (calendar icon)
 - Social Security: (text input)
 - Attorney: --Select Attorney-- (dropdown)
- Address Information:**
 - Address Unknown:
 - Address Type: --Select Address Type-- (dropdown)
 - Address Line 1: (text input)
 - Address Line 2: (text input)
 - City: (text input)
 - State/Province: Colorado (dropdown)
 - Zip Code: (text input)
 - Country: United States (dropdown)
 - E-Mail: (text input)
 - Phone Type: --Select Phone Type-- (dropdown)
 - Phone Number: (text input)
- Parties Added:**
 - 2013CV030030 - Adams County
 - Snow White Collections Llc PAE
 - Asdf DAE

Buttons: Remove, Save

1. Select “Party Type” from dropdown list.
2. Select “Entity Type” from dropdown list.

The screenshot shows the 'PARTY' form with the following fields and values:

- Party Information:**
 - *Party Type: Applicant (dropdown)
 - *Entity Type: Person (dropdown)
 - *First Name: (text input)
 - Middle Name: (text input)
 - *Last Name: (text input)
 - Suffix: (dropdown)
 - Add Alias: None (button)
 - Date of Birth: (calendar icon)
 - Social Security: (text input)
 - Attorney: --Select Attorney-- (dropdown)
- Address Information:**
 - Address Unknown:
 - Address Type: --Select Address Type-- (dropdown)
 - Address Line 1: (text input)
 - Address Line 2: (text input)
 - City: (text input)
 - State/Province: Colorado (dropdown)
 - Zip Code: (text input)
 - Country: United States (dropdown)
 - E-Mail: (text input)
 - Phone Type: --Select Phone Type-- (dropdown)
 - Phone Number: (text input)
- Parties Added:**
 - 2013CV030030 - Adams County
 - Snow White Collections Llc PAE
 - Asdf DAE

Buttons: Remove, Save

3. Add all available party information. DOB and SSN will display for the court but not in The Colorado Courts E-Filing system.
4. Select an attorney (where applicable).
 - o The option to remove attorney will appear below the dropdown list.
5. If an Alias needs to be added, click the “Add Alias” button.
 - o The option to “edit” an existing alias is below the “Add Alias” button.

The screenshot shows a form titled "Add Alias". It has the following fields:

- *Alias Type: Also Known As (dropdown menu)
- *Entity Type: Person (dropdown menu)
- *First Name: (text input)
- Middle Name: (text input)
- *Last Name: (text input)
- Suffix: (dropdown menu)

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

- 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.

The screenshot shows a form titled "PARTY". It has the following sections and fields:

- Party Information:**
 - *Party Type: Appellant (dropdown menu)
 - *Entity Type: Person (dropdown menu)
 - *First Name: Jane (text input)
 - Middle Name: (text input)
 - *Last Name: Doe (text input)
 - Suffix: (dropdown menu)
 - Add Alias: None (button)
 - Date of Birth: (text input with calendar icon)
 - Social Security: (text input)
 - Attorney: --Select Attorney-- (dropdown menu)
- Address Information:**
 - Address Unknown:
 - Address Type: --Select Address Type-- (dropdown menu)
 - Address Line 1: (text input)
 - Address Line 2: (text input)
 - City: (text input)
 - State/Province: Colorado (dropdown menu)
 - Zip Code: (text input)
 - Country: United States (dropdown menu)
 - E-Mail: (text input)
 - Phone Type: --Select Phone Type-- (dropdown menu)
 - Phone Number: (text input)
- Parties Added:**
 - Jane Doe (radio button) APP
 - 2013CV030030 - Adams County (radio button)
 - John Smith (radio button) AP
 - Asdf (radio button) DAE

At the bottom right of the form is an "Add Party" button.

10. Once Party information is added, select the Add Party Button.
 - a. Parties will appear under "Parties Added" on the right side.

PARTY

* Required Field

Party Information

*Party Type: Defendant-Appellee
 *Entity Type: Business
 *Party Name: Asdf
 Add Alias: None
 Attorney: --Select Attorney--

Address Unknown:
 Address Type: --Select Address Type--
 Address Line 1:
 Address Line 2:
 City:
 State/Province: Colorado
 Zip Code:
 Country: United States
 E-Mail:
 Phone Type: --Select Phone Type--
 Phone Number:

Parties Added

<input type="radio"/>	Jane Doe	APP
2013CV030030 - Adams County		
<input type="radio"/>	John Smith	AP
<input checked="" type="radio"/>	Asdf	DAE

a → Remove Save

b → Continue

11. To edit or remove a party, select the radio button next to the party to edit, this includes any parties that were part of the referring case. The information previously added will fill in the fields and edits can begin.
 - a. Once all information has been edited, select the save button (or remove to remove party).
 - b. Once all parties are added/edited, select the “Continue” button to proceed.

FILE NEW APPEALS COURT CASE – FILE BUILDER

BUILD FILING

* Required Field

1. Select initiating document

1 → Notice of Appeal
 2 → Extension of Time-Notice of Appeal

a →

2. Choose document(s) to file

Select document
 Select document type

b →

CONFIRM FILING

Notice of Appeal-Extension of Time-Notice of Appeal ← 3

3a →

4 →

1. Select the initiating document.
 - a. “Document Type” is an option and not required.
 - b. Press the blue arrow.
2. To include additional documents for filing, select from the “Choose document(s) to file” list box.
 - a. “Document Type” is an option.
 - b. Press the blue arrow.

3. The initiating document as well as any additional documents will display in “Confirm Filing.”
 - a. The option to remove any additional document(s) is available. Click on the *trash can* icon.

4. Click “Continue” button.

FILE NEW APPEALS COURT CASE – REVIEW FILING PARTIES

SELECT FILING PARTY(IES)

(Select all that apply)

Court of Appeals, Court of Appeals (Civil - Agency) Show 20 Per Page

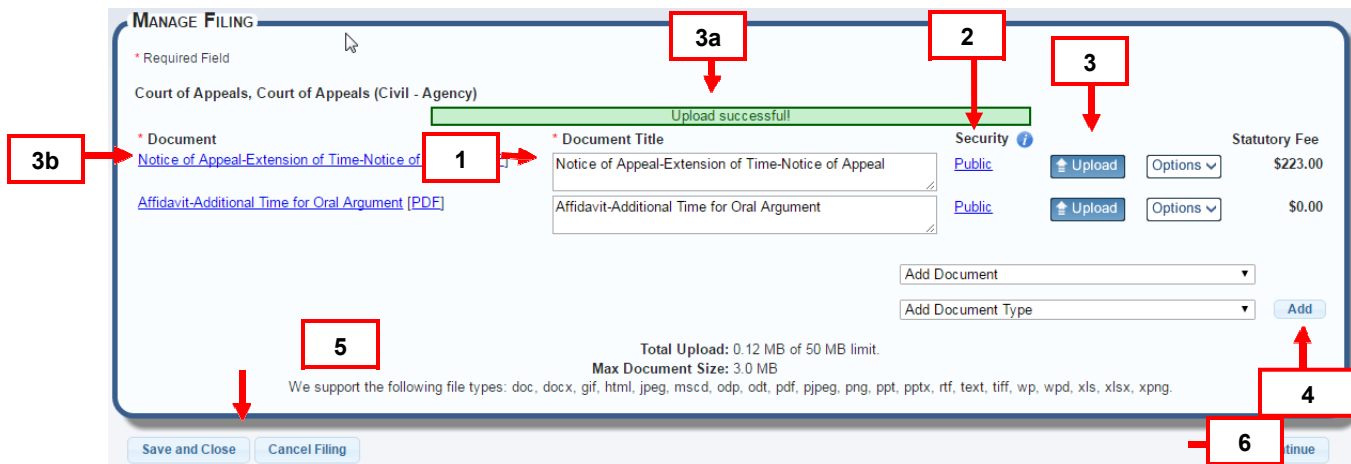
Party	Type	Status	Attorney
<input type="checkbox"/> Defendant Alignment Edit	Defendant-Appellee	Active	Self-Represented
<input type="checkbox"/> P N Edit	Appellee	Active	Self-Represented
<input checked="" type="checkbox"/> Plaintiff Alignment Edit	Plaintiff-Appellee	Active	Imran Cool Sufi (ITS Test Firm)

Save and Close Cancel Filing Continue

1. The system 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 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 APPEALS COURT CASE – MANAGE FILING – SECURITY, UPLOADING, AND ADDING EVENT

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



1. The Document Title **can be edited** if needed.
2. To change the security default of “Public” click on the security link under *Security. (Certain documents have a default level of security higher than “Public” and will prevent you from lowering that status) Selected security is not official until accepted by the court. *A note to the clerk in “Review in Submit” screen is advisable if security is changed.*

The available security levels, from least to most restrictive are:

- Public: Any user can view the document.
 - Suppressed: Judges, court and Judicial Department staff, and parties to the case (including parties’ attorneys) can view a suppressed document.
 - Sealed: Only judges and court/Judicial Department staff can view a sealed document. No other party, including parties to the case, have access to a sealed document.
3. Click the upload button 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 now a link. 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” field. Highlight and select the new filing event, and click the “Add” button to add

additional event.

- 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 – CHANGE EVENT, RELATE AND REMOVE DOCUMENTS

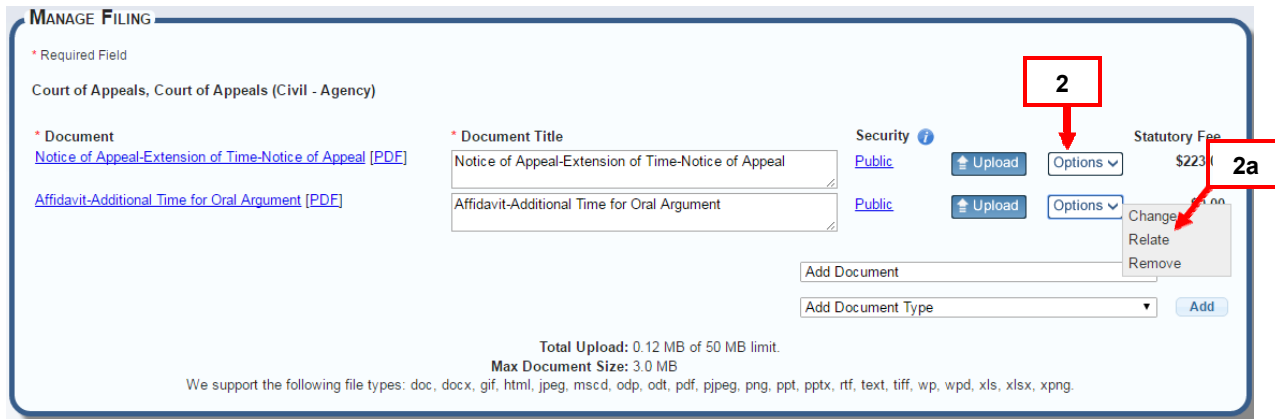
The screenshot shows the 'MANAGE FILING' interface. It features a list of documents with columns for 'Document Title', 'Security', 'Upload', 'Options', and 'Statutory'. Two documents are listed: 'Notice of Appeal-Extension of Time-Notice of Appeal' and 'Affidavit-Additional Time for Oral Argument'. The 'Options' menu for the first document is open, showing 'Change', 'Relate', and 'Remove' options. Red boxes and arrows highlight the 'Options' button (labeled '1') and the 'Change' option (labeled '1a'). At the bottom, there are fields for 'Add Document' and 'Add Document Type', along with upload limits: 'Total Upload: 0.12 MB of 50 MB limit' and 'Max Document Size: 3.0 MB'. A list of supported file types is provided at the very bottom.

1. To change an event type entered incorrectly, click the options menu next to the Upload button.
 - a. Choose **Change Event**.

The screenshot shows the 'Change Event' dialog box. It has a title bar 'Change Event' and a main area with the heading 'CHANGE EVENT'. Below the heading, there is a instruction: '(Select an Event in the dropdown and click "Save".)'. A dropdown menu is labeled 'Event:' and currently shows 'Additional Designation of Record'. A red box and arrow labeled '1b' point to the dropdown arrow. At the bottom of the dialog are two buttons: 'Close' and 'Save'.

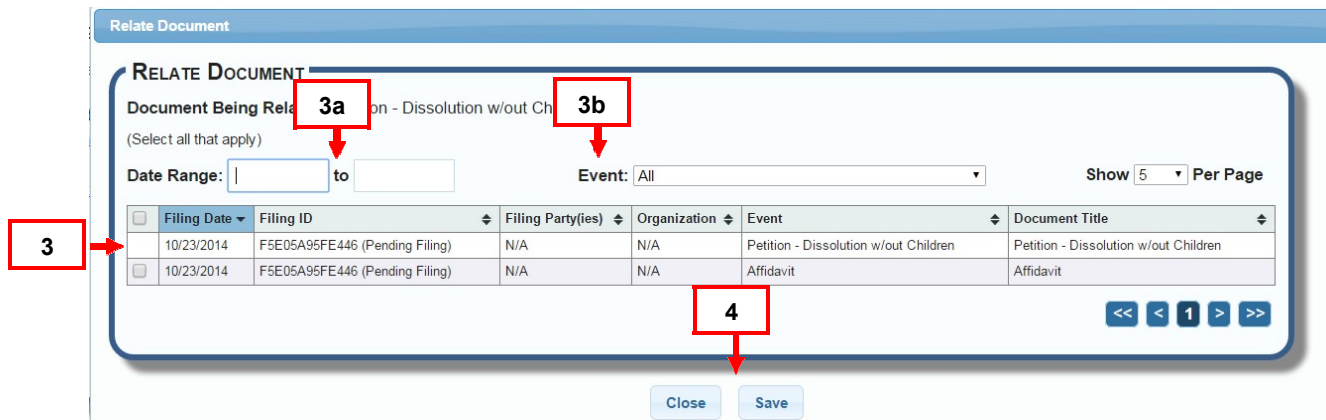
- b. From the pop up, select a new event from the dropdown and click “Save” to make the change or “Close” to cancel.

WARNING: If a document was uploaded to match the original document selected, make sure the correct document matches the change that is made. If you need to re-upload a corrected document, select upload to overwrite the existing uploaded document.



2. Relate a document to an existing case filing, by clicking options menu next to the Upload button.

a. Choose **Relate**.



3. 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.

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

5. Remove any document from the Manage Filing screen (Does not include initiating documents for File New Case) by clicking the options menu next to the Upload button.
 - a. Choose **Remove**. If a document is related to a main document, it will also be removed.
6. Once all documents have been uploaded, press **Continue**.

FILE NEW APPEALS COURT CASE – SERVICE

Service has three sections.

E-Service: Parties who have an e-filing account.

U.S. Mail: Party(ies) to the case that do not have an e-filing account.

Email Service: For the service of Appeals Clerks.

1. Sending copies of e-filed documents in a new case filing is a courtesy for a new case filing.
(Note: Service must be completed as required by CAR 25)

Leave the checkmark in the “I will serve the documents on my own and do not need the Colorado Courts E-Filing system to complete service.” if you **do not** want courtesy copies sent through the e-filing system.

SERVICE

Court of Appeals, Court of Appeals (Civil - Agency)

I will serve the documents on my own.
Note: Service must be completed as required by CAR 25.

E-Service

<input type="checkbox"/> Name	Type	Status	Attorney	Organization
No results were found.				

U.S. Mail Service

<input type="checkbox"/> Name	Type	Status	Attorney	Mailing Address
<input checked="" type="checkbox"/> Defendant Alignment	Defendant-Appellee	Active	Self-Represented	<input checked="" type="checkbox"/> 1200 Broadway, Denver, CO 80211, United States (Regular Mail) Add/Edit Address(es)
<input type="checkbox"/> P N	Appellee	Active	Self-Represented	N/A

Email Service

<input type="checkbox"/> Name	Type	Status	Attorney	Organization
No results were found.				

[Add Other Recipient](#)

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

- In order for the system to mail courtesy copies, uncheck the “I will serve the documents on my own and do not need the Colorado Courts E-Filing system to complete service”. The screen will expand to show the parties in the case.

SERVICE

Court of Appeals, Court of Appeals (Civil - Agency)

I will serve the documents on my own.
Note: Service must be completed as required by CAR 25.

E-Service

<input type="checkbox"/> Name	Type	Status	Attorney	Organization
No results were found.				

U.S. Mail Service

<input checked="" type="checkbox"/> Name	Type	Status	Attorney	Mailing Address
<input checked="" type="checkbox"/> Defendant Alignment	Defendant-Appellee	Active	Self-Represented	<input checked="" type="checkbox"/> 1200 Broadway, Denver, CO 80211, United States (Regular Mail) Add/Edit Address(es)
<input type="checkbox"/> P N	Appellee	Active	Self-Represented	N/A

Email Service

<input type="checkbox"/> Name	Type	Status	Attorney	Organization
No results were found.				

[Add Other Recipient](#)

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

- Check the parties you want to mail a courtesy copy to either individually or if all parties, select the checkbox at the top of the checkbox column. The default does not check any recipients. If the checkbox remains unchecked, the system will not mail courtesy copies.

SERVICE

Court of Appeals, Court of Appeals (Civil - Agency)

I will serve the documents on my own.
Note: Service must be completed as required by CAR 25.

E-Service

Name	Type	Status	Attorney	Organization
No results were found.				

U.S. Mail Service

Name	Type	Status	Attorney	Mailing Address
<input checked="" type="checkbox"/> Defendant Alignment	Defendant-Appellee	Active	Self-Repri 4	<input checked="" type="checkbox"/> 1200 Broadway, Denver, CO 80211, United States (Regular Mail) Add/Edit Address(es)
<input type="checkbox"/> P N	Appellee	Active	Self-Represented	N/A 5

Email Service

Name	Type	Status	Attorney	Organization
No results were found.				

[Add Other Recipient](#)

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

- If an address was added while adding the party, the address will auto-check. This address cannot be edited unless you go back to the party screen and select edit, however you can change the mailing method to “Certified Mail”.
- To change regular mailing to certified mailing, select the “Add/Edit Address(es)” link to the right of the party name.

Address

* Required Field

Additional Testing

*Mailing Method: Regular Mail Certified Mail

777 Street Address
Anywhere, CO 80808, United States

Official Address on Record at the Court

[Add Additional Address](#) **7**

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

- A pop up will appear “Regular Mail” is auto-selected. Change by selecting radio button for Certified Mailing and press “Save and Close”.
- If adding an additional address, select the “Add Additional Address” link.

Address

* Required Field

Additional Testing

*Mailing Method: Regular Mail Certified Mail

777 Street Address
Anywhere, CO 80808, United States

Official Address on Record at the Court

Additional Address:

* Address Line 1: 222 Main St **8a** → Add Address

8 → Address Line 2:

* City: Anywhere

* State/Province: Colorado

* Zip Code: 80808

* Country: United States

8b → Save and Close Cancel

8. Fill out all required fields:

- a. To add more than one, select “Add Address” button. This will also allow you to edit address just added.

Address

* Required Field

Additional Testing

*Mailing Method: Regular Mail Certified Mail

777 Street Address
Anywhere, CO 80808, United States

Official Address on Record at the Court

222 Main St
Anywhere, CO 80808, United States

[Edit Address](#)

Add Additional Address

Save and Close Cancel

- b. OR Press “Save and Close” to add address and go back to the service screen.

SERVICE

Court of Appeals, Court of Appeals (Civil - Agency)

I will serve the documents on my own.
Note: Service must be completed as required by CAR 25.

E-Service

Name	Type	Status	Attorney	Organization
No results were found.				

U.S. Mail Service

Name	Type	Status	Attorney	Mailing Address
<input checked="" type="checkbox"/> Defendant Alignment	Defendant-Appellee	Active	Self-Represented	<input type="checkbox"/> 1200 Broadway, Denver, CO 80211, United States (Regular Mail) <input checked="" type="checkbox"/> 1300 Broadway, Denver, CO 81211, United States (Regular Mail) Add/Edit Address(es)
<input type="checkbox"/> P N	Appellee	Active	Self-Represented	N/A

Email Service

Name	Type	Status	Attorney	Organization
No results were found.				

[Add Other Recipient](#)

Save and Close Cancel Filing Continue

9. The last address added will auto-check. If multiple addresses needed for mailing, check any additional addresses listed.

To include an Additional Recipient, click the “Add Other Recipient” button in the service screen. Add Other Recipient means an e-filer can ask the system to either mail or e-serve filings to another person whose name does not display on the Service screen.

The screenshot shows a web form titled "Add Other Recipient". At the top, there is a section for "Required Field" with two radio buttons: "Custom Recipient" (selected) and "E-File User". Below this is a text input field for "Recipient Name". A horizontal line separates this from the "Mailing Method" section, which has two radio buttons: "Regular Mail" (selected) and "Certified Mail". Below that are three text input fields for "Address Line 1", "Address Line 2", and "City". This is followed by a dropdown menu for "State/Province" (set to "Colorado"), a text input for "Zip Code", and another dropdown for "Country" (set to "United States"). At the bottom of the form are three buttons: "Save and Add Another", "Save", and "Cancel".

Annotations on the form:

- a**: Points to the "Custom Recipient" radio button.
- b**: Points to the "Recipient Name" text input field.
- c**: Points to the "Regular Mail" radio button.
- d**: Points to the "City" text input field.
- e**: Points to the "Country" dropdown menu.

For a custom recipient:

- a. Click the “Custom Recipient” radio button.
- b. Enter the recipient name.
- c. Select “Mailing Method” of either “Certified Mail” or “US Mail.”
- d. Enter the mailing address.
- e. To save the information press “Save”, to exit and cancel click “Cancel”. To continue adding additional recipients, click “Save and Add Another”.

Add Other Recipient

* Required Field

Custom Recipient
 E-File User
 Appeals Clerk

First Name * Last Name

User Name	E-mail	Organization
<input type="checkbox"/> Tracy19thda Blea	19thdaiccestest@judicial.state.co.us	19th Judicial District Attorney
<input type="checkbox"/> Tracy1sttier Blea	tracy.blea2@judicial.state.co.us	N/A
<input type="checkbox"/> Tracyadmin Blea	tracy.blea@judicial.state.co.us	N/A
<input type="checkbox"/> Tracyda Blea	tracyblea18th@judicial.state.co.us	18th Judicial District Attorney
<input type="checkbox"/> Tracydapara Blea	tracyblea18para@judicial.state.co.us	18th Judicial District Attorney
<input checked="" type="checkbox"/> Tracybitsattytwo Blea	tracytesting1@hotmail.com	ITS Test Firm
<input type="checkbox"/> Tracybitssa Blea	tracyblea48@gmail.com	ITS Test Firm
<input type="checkbox"/> Tracylawasst Blea	tracylawasst@gmail.com	Tracy Testing Law Firm
<input type="checkbox"/> Tracylawasst2 Blea	tracylawasst2@gmail.com	Tracy Testing Law Firm
<input type="checkbox"/> Tracypd Blea	tracybleapd12th@gmail.com	12th JD Public Defender
<input type="checkbox"/> Tracypd Blea	tracyblea19PD@gmail.com	19th JD Public Defender

For an e-file user:

- 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 user name from the search result list.
- i. To save the information press “Save”, to exit and cancel click “Cancel”. To continue adding additional recipients, click “Save and Add Another”.

Add Other Recipient

* Required Field

Custom Recipient
 E-File User
 Appeals Clerk

Appeals Clerk:

For an appeals clerk:

- j. For service of a document to a designated appeals clerk, select “Appeals Clerk” radio button.
- k. Select the Appeals clerk for the dropdown menu.
- l. To save the information press “Save”, to exit and cancel click “Cancel”. To continue adding additional recipients, click “Save and Add Another”.

REVIEW AND SUBMIT

Review and Submit screen is a summary of the new case filing.

REVIEW AND SUBMIT

Court of Appeals, Court of Appeals (Civil - Agency) A

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

PARTY(IES)

Party	Type	Status	Status	Edit
Asdf	Defendant-Appellee	Active	Tracy A Blea (JBITS Firm)	1
Snow White Collections Lic	Plaintiff-Appellee	Active	Self-Represented	

FILING PARTY(IES)

Party	Type	Status	Attorney	Edit
Asdf	Defendant-Appellee	Active	Tracy A Blea (JBITS Firm)	1

DOCUMENTS

Document ID	Event	Title	Security	Related Document(s)	Edit
6A96A80EA609D	Notice of Appeal. [PDF]	Notice of Appeal	Public	No	1
8427DB5683371	Affidavit. [PDF]	Affidavit	Public	Yes	
E53D1A1F943F6	Bill of Costs. [PDF]	Bill of Costs	Public	Yes 1a	

SERVICE

Party	Type	Status	Attorney	Organization	Method	Edit
<i>No results were found.</i>						

A. The case class and case type display.

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.

RELATED EVENT(S)

Show 5 Per Page

Filing Date	Filing ID	Filing Party(s)	Event	Document Title
02/24/2014	15EAD48487740	The People of the State of Colorado	Petition	Affidavit

<<
<
1
>
>>

Close

- a. If the “Relate” option was selected in the manage filing screen, the column “Related Document(s)” will have a “Yes” link to allow the user to confirm the related document(s).

SUBMISSION OPTIONS

*Sub **2** Submit now Submit on

Note To Clerk:

*Authorizer:
 Brian Medina
 Cathy Law Firm Pickle Account
 Chad Pickle Cornelius
 Chris Pickle Meints

*Attorney Role:

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

2. Leave “Submit now” selected to send the filing immediately.

SUBMISSION OPTIONS

*Submit Options: Submit now Submit on

Note To Clerk:

*Authorizer:
 Brian Medina
 Cathy Law Firm Pickle Account
 Chad Pickle Cornelius
 Chris Pickle Meints

*Attorney Role:

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

08:00 AM **b**

Oct 2014

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

a

3. To delay a filing to the court or to delay a “serve only” submission, postpone submitting by clicking the “Submit On” button.
 - a. Select a future date from the pop up date box.
 - b. Enter the time of day. The filing will be saved in [Scheduled Filings](#).

SUBMISSION OPTIONS

*Submit Options: Submit now Submit on 10/31/2014 08:00 AM

Note To Clerk:

*Authorizer:
 Brian Medina
 Cathy Law Firm Pickle Account
 Chad Pickle Cornelius
 Chris Pickle Meints

*Attorney Role:

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

4

5

5a

4. Enter any *helpful* notes the court may need to process the filing.
5. Select the “Authorizer(s)” from your organization.

a. Choose “Attorney Role.”

The screenshot shows a 'BILLING INFORMATION' form with the following elements:

- 6**: Two checkboxes for fee exemptions. The first checkbox is linked to [CJD 06-01](#). The second checkbox is linked to [CJD 98-01](#) or 'I am filing as court appointed counsel.'
- Purchase Details:**
 - *Statutory Filing Fees: \$327.00
 - E-Filing Fees: \$6.00
 - Service Fees: \$0.00
 - Total Fees: \$333.00

**These fees may be modified by the court prior to acceptance if the documents filed do not match the estimated statutory filing fees.*
- 7**: A text input field labeled '*Billing Reference:'.
- 8**: A 'Submit' button.
- 9**: Two buttons: 'Save and Close' and 'Cancel Filing'.

6. If the filing is exempt from fees per Chief Justice Directive 06-01 or 98-01, select the appropriate box.
7. Enter any “Billing Comments” i.e. an organization billing reference.
8. Click “Submit” to complete your filing.
9. “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



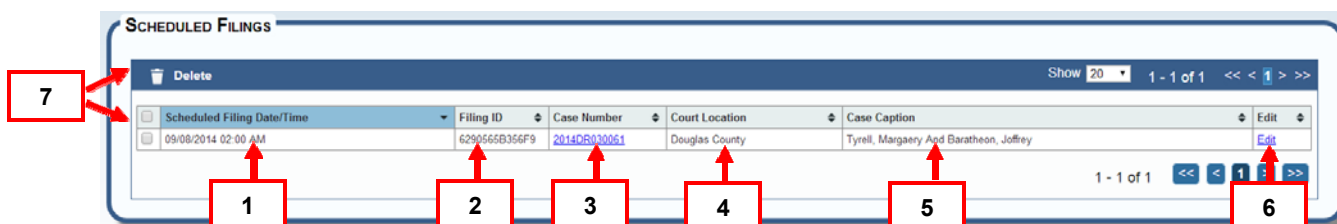
Hover over the “Filing” tab and select “Scheduled Filings.”

SCHEDULED FILINGS – TOOLBAR

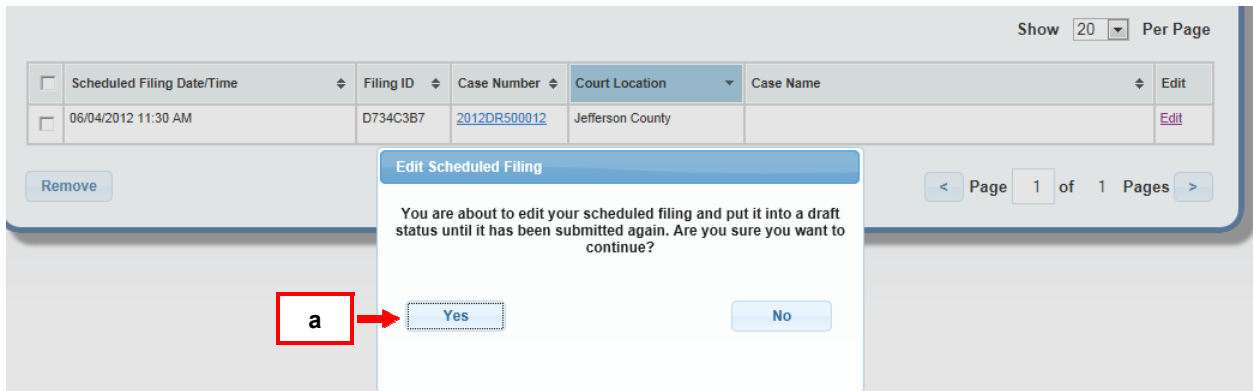


1. **Show:** View 20, 50 or 100 scheduled filings per page. Click the arrow and select a viewing preference.

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. **Court 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 displays the “Review and Submit” screen and removes the filing from scheduled filing status.

- Any item on “Review and Submit” can always be edited. The option to “Submit now” or change the “Submit on” date is also available.

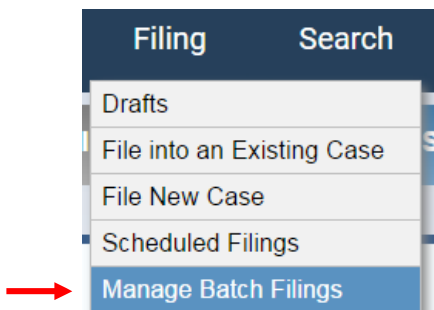
7. **Remove:** To remove one or more line items in the table, check the box next to the scheduled date and then click the “Delete” button to permanently remove the item(s) from the system.

MANAGE BATCH FILINGS

In order to Batch File, a user or an organization must contact E-Filing support at efilingsupport@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



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

MANAGE BATCH FILINGS – FILTER

MANAGE BATCH FILINGS

Processing
 Pending Authorization
 Completed

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

Show **10** entries

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

First Previous **1** Next Last

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

MANAGE BATCH FILINGS – PROCESSING

MANAGE BATCH FILINGS

Processing
 Pending Authorization
 Completed
 Errors

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

Show **20** entries

Batch ID:	File Name:	Creation Date/Time:	Location:	Batch Details:	Status:	Queue Position:
11	FILENAME 11	10/17/2012 15:47 PM MDT	Conejos County	asdf	Validating	1
12	FILENAME 12	10/17/2012 15:47 PM MDT	Costilla County	asdf	Validating	2
13	FILENAME 13	10/17/2012 15:47 PM MDT	Crowley County	asdf	Validating	3

<< < **1** > >>

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

MANAGE BATCH FILINGS – PENDING AUTHORIZATION

MANAGE BATCH FILINGS

Pending Authorization
 Processing
 Completed
 Errors

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

Select All

Show **20** Per Page

Batch ID	File Name	Creation Date/Time	Location	Batch Details	Status
<input type="checkbox"/> 306650E38E25B	54-Test_SherryNewCivilFeeExempt_0601_7.zip	10/18/2016 06:41 AM MDT	Routt County	Test_SherryNewCivilFeeExempt_0601_7	Pending Authorization
<input type="checkbox"/> 47C07D4020B7E	1-TestSherryNewCivilWithFee_2016_9_28_2.zip	10/13/2016 02:36 PM MDT	Adams County	TestSherryNewCivilWithFee_2016_9_28_2	Pending Authorization
<input type="checkbox"/> 72848C8C920CB	54-TestSherryRoutt15C30013_8.zip	10/14/2016 12:59 PM MDT	Routt County	TestSherryRoutt15C30013_8	Pending Authorization
<input type="checkbox"/> 8F68BCB8B1FCC	1-TestSherryNewCivilWithFee_2016_9_28_5.zip	10/14/2016 12:18 PM MDT	Adams County	TestSherryNewCivilWithFee_2016_9_28_5	Pending Authorization
<input type="checkbox"/> B84C2A6A71887	54-TestSherryRoutt15C30013_4.zip	10/13/2016 02:36 PM MDT	Routt County	TestSherryRoutt15C30013_4	Pending Authorization
<input type="checkbox"/> BE818C32513DE	54-TestSherryRoutt15C30013_7.zip	10/14/2016 12:18 PM MDT	Routt County	TestSherryRoutt15C30013_7	Pending Authorization
<input type="checkbox"/> BF3FA157ED0C4	1-TestSherryNewCivilWithFee_2016_9_28_6.zip	10/14/2016 12:58 PM MDT	Adams County	TestSherryNewCivilWithFee_2016_9_28_6	Pending Authorization
<input type="checkbox"/> CEE27C8AB2B2A	1-TestSherryNewCivilWithFee_2016_9_28_3.zip	10/14/2016 07:51 AM MDT	Adams County	TestSherryNewCivilWithFee_2016_9_28_3	Pending Authorization
<input type="checkbox"/> D06C28911EF7E	54-Test_SherryNewCivilFeeExempt_0601_10.zip	10/18/2016 05:42 AM MDT	Routt County	Test_SherryNewCivilFeeExempt_0601_10	Pending Authorization

<< < **1** > >>

SUBMISSION OPTIONS

*Authorizer: Robin Pickle Lee
Samantha BOBSMITH Test (inactive)
Sara J L Irby (inactive)
Shannon Kelly Boone DMD (inactive)
Test Account

*Attorney Role: City Attorney

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

Cancel Batch(es) Submit Batch(es)

1. **Pending Authorization:** This is a table of batches initialized 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. Choose “Authorizer(s)” from the authorizer list and “Attorney Role.” These are required fields.
5. Remove a batch by clicking in the checkbox next to the Batch ID and then click the “Cancel Batch(es)” button.
6. If one or multiple batches are requested, click the “Submit Batches” button to submit and display a receipt page.

MANAGE BATCH FILINGS – COMPLETE – RECEIPT (MULTIPLE BATCHES)

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

Show 20 entries

Batch ID	Submission Status	Authorized Date	Location	Batch Details	Authorizer(s)
2E22AB28AEA76	PEND	3/12/2014 11:40 AM MDT	Routt County	2014CNewJonny6.zip	Jon Danger Snow PC
660CA3ED61BC3	PEND	3/12/2014 11:40 AM MDT	Routt County	2014CNewJonah7.zip	Jon Danger Snow PC

[Return to Manage Batch Filings](#) [Print this Page](#)

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

REVIEW AND SUBMIT BATCH FILING

Batch ID: CEE27CBAB2B2A Statutory Fees: \$97.00
 Court Location: Adams County E-Filing Fees: \$6.85
 Submission Date: 10/14/2016 07:56 AM MDT Total Fees: \$103.85
 Details: TestSherryNewCivilWithFee_2016_9_28_3

BATCH DETAILS

Billing Reference	Filing ID	Event	Title	Remove
Stage Billing	1592B65F02E1E	Motion	Motion to test	<input type="checkbox"/>
		Return of Service	Return of Service Service Date: 2015-01-15 Service Description: PERSONALLY SERVED DEFENDANT	
		Summons and Complaint	Summons and Complaint	

SUBMISSION OPTIONS

*Authorizer: *Attorney Role:

Samantha BOBSMITH Test (inactive)
 Sara J.L Irby (inactive)
 Shannon Kelly Boone DMD (inactive)
 Test Account

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

[Return to Manage Batch Filings](#) [Cancel Batch\(es\)](#) [Submit Batches](#)

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 documents can be viewed. Click on the event hyperlink.

2. A filing can also be removed. Click on the trash can icon.
3. Choose “Authorizer(s)” from the authorizer list and “Attorney Role.” These are required fields.
4. Click the “Return to Manage Batch Filings” button if needed.
5. Click “Cancel Batch” to cancel the action.
6. Click the “Submit Batch” button.

MANAGE BATCH FILINGS - TABLE COLUMN

The screenshot shows a web application interface titled "MANAGE BATCH FILINGS". At the top, there are radio buttons for "Processing" (selected), "Pending Authorization", "Completed", and "Errors". Below this, a message states: "These batches have been initialized and are processing for final authorization." On the right, there is a "Show 20 entries" dropdown. The main part of the interface is a table with the following columns: "Batch ID", "File Name", "Creation Date/Time", "Location", "Batch Details", "Status", and "Queue Position". The table contains several rows of data. Red boxes and arrows are used to highlight specific cells in the table, labeled with numbers 1 through 6:

Batch ID	File Name	Creation Date/Time	Location	Batch Details	Status	Queue Position
11	FILENAME 11	10/11/2012 19:20 PM MDT	Conejos County	asdf	Validating	1
12	FILENAME 12	10/11/2012 19:20 PM MDT	Costilla County	asdf	Validating	2
13	FILENAME 13	10/11/2012 19:20 PM MDT	Crowley County	asdf	Validating	3
7300-MA	30 - BrianCountyCivil03Exempt.zip	10/25/2012 15:09 PM MDT	Jefferson County	BrianCountyCivil03Exempt	Validating	4
	30 - MarkCountyCivil04Exempt	10/25/2012 16:5	Jefferson County	MarkCountyCivil04Exempt	Validating	

1. **Batch ID:** The unique ID assigned to a batch filing.
2. **Submission Date and Time:** The date a batch was submitted 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.
 - o Initialized,
 - o Pending authorization
 - o Complete, documents pending
 - o 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

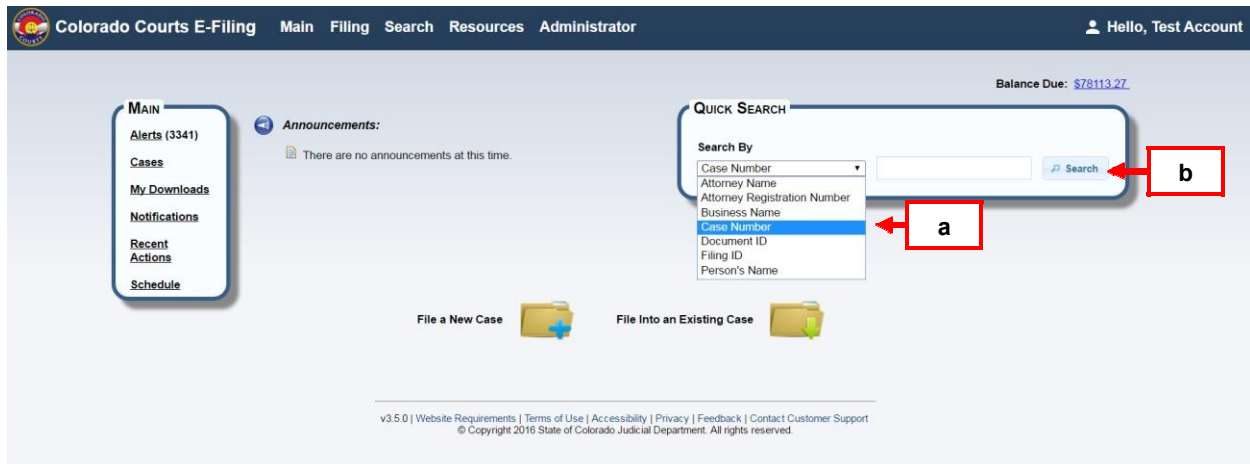
QUICK SEARCH

The Quick Search feature provides fast searches from either the Home or Search screens by Business Name, Case Number, Document ID, Filing ID or Person’s Name.

Note: Quick Search Probate and Suppressed case types using a case number only. Accessing the Case History/Register of Actions for Probate cases is available only to attorneys and organizations attached to the case.

QUICK SEARCH - HOW TO FIND

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



- a. Click the arrow to view and select search 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:** Outlines the details of the search request.
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. **Monitor icon:** Click to move case to monitored cases list.
4. **Location:** Displays court location of the case.
5. **Case Caption:** This displays the caption as accepted or created by the court. Click the hyperlinked case caption to view case information.
6. **Date Filed:** Shows the filing date for the case.
7. **Status:** Lists all case statuses.

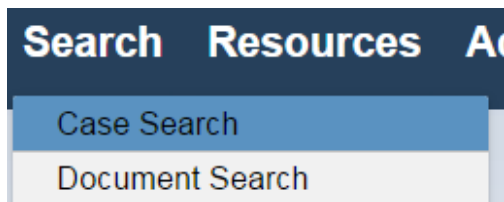
Case Search

Case Search allows you to search for Trial and Appellate Court cases that were filed in the State of Colorado. You may search by Court Location, Case Class, Type, Status, and Year. The Party Search allows you to search by Attorney or Judicial Officer, Person or Business Name. Case Search will bring back up to 2,000 case results that match the search criteria that you entered.

Please note that Case Search will filter out cases that you or your organizations do not have access too. These are cases that are Sealed, Suppressed or Limited Access cases.

CASE SEARCH – HOW TO FIND

Click the “Search” tab to choose the “Case Search” menu option.



Case Search – Search Fields

The screenshot displays the 'Case Search' interface. On the left, there is a search form with the following fields: 'Court Location' (dropdown), 'Case Class' (dropdown), 'Case Type' (dropdown), 'Party Search' (text input), 'Status' (dropdown, currently set to 'All'), and 'Case Year' (text input). Below these fields are 'CLEAR' and 'SEARCH' buttons. The main search area on the right features a magnifying glass icon and the instruction 'Enter your search criteria on the left.' The top navigation bar includes the Colorado Courts logo, 'Colorado Courts E-Filing', and links for 'Main', 'Filing', 'Search', 'Resources', and 'Administrator'. A user greeting 'Hello, Test Account' is visible in the top right corner.

1. ***Court Location:** Select the Court Location(s) that you are looking for cases in. You may select an individual court location or “All Trial Courts” or “All Appellate Courts”.

2. **Case Class:** Select “All” or click the appropriate case class.

3. **Case Type:** If you select a case class, the case type drop down will activate. This drop down will fill with case types that apply to the case class you have selected.

4. **Name:** You can search for cases by the following name types:

a. **Attorney Name:** This search will allow you to search for cases where the attorney is actively representing a party on the case. Start by typing the attorney’s last name. A drop down will populate with all attorney last names that match the characters you’re typing into the text field. Once you have added their last name, you can insert a comma and type their first name. Once you see the attorney’s name you want to search for, select their name from the drop down.

b. **Judicial Officer Name:** This search will allow you to search for cases where a specific the Judicial Officer hearing the case. Start by typing the Judicial Officer’s last name. A drop down will populate with all Judicial Officer last names that match the characters you’re typing into the text field. Once you have added their last name, you can insert a comma and type their first name. Once you see the Judicial Officer’s name you want to search for, select their name from the drop down.

c. **Person Name:** This allows you to search for specific persons cases. This search is a wildcard search.

- If Smi* is entered, the system will search for cases where the party’s name starts with SMI.

- If *ith is entered, the system will search for cases where the party’s name ends with ITH.

- If * ith * is entered, the system will search for cases where the party's name contains ITH.

d. **Business Name:** This allows you to search for a specific business cases. This search is a wild card search.

- If Smi* is entered, the system will search for cases where the party's name starts with SMI.

- If *ith is entered, the system will search for cases where the party's name ends with ITH.

- If * ith * is entered, the system will search for cases where the party's name contains ITH.

5. **Case Status:** You can narrow your search by searching by case status. Case status includes: All, Open or Closed cases.

6. **Case Year:** You can narrow your search by searching for cases that were filed in a specific year.

Once you have added your search criteria, click the **Search** button. If you would like to clear the search criteria from the field, you can click the **Clear** button.

CASE SEARCH - RESULTS

Total Search Results: 101



Show 20 Per Page

Location	Case Number	Case Caption	Case Type	Status
Adams County	20172000145	Prison_Test v_Test	Government	Open
Adams County	20172000147	Prison_Test v_Test	Money	Open
Adams County	20181800144	Prison_Test v_Test	Money	Open
Adams County	20181800142	Prison_Test v_Test	Landlord - Tenant	Open
Adams County	20181800140	Prison_Test v_Test	Money	Open
Adams County	20180500137	Prison_Test v_Test	Breach of Contract	Open
Adams County	20180500136	Prison_Test et al v_Test, Test et al	Money	Open
Adams County	20180500132	Prison_Test v_Test	Money	Open
Adams County	20180500081	Prisonoff_Test v_Test	Money	Open
Adams County	20180500048	Prisonoff_Test v_Test	Money	Open
Adams County	20180500038	Prisonoff_Test v_Test	Protection Order Domestic Abuse	Open
Adams County	20180500031	Test_Test v_Test	Protection Order Domestic Abuse	Open
Adams County	201805000190	Test_Test v_Test	Protection Order	Open
Adams County	20180500006	Prison_Sherry Testiro V v_Test	Money	Open
Adams County	20180500007	Prison_Sherry Testiro SR v_Test	Breach of Contract	Open
Adams County	20180500005	In the Matter of_Test	Ancillary Proceedings	Open
Adams County	20180500004	Prisonoff_Test v_Test	Other	Open
Adams County	20180500003	Test et al v_Test et al	Breach of Contract	Open
Adams County	201805000010	The People of the State of Colorado v_Test, Test, Test et al	Assault	Open
Adams County	201805000070	The People of the State of Colorado v_Test, Test, Test et al	Assault	Open

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

2. **Location:** Displays court location of the case.

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. Monitor icon: Click to move case to your monitored cases list. 

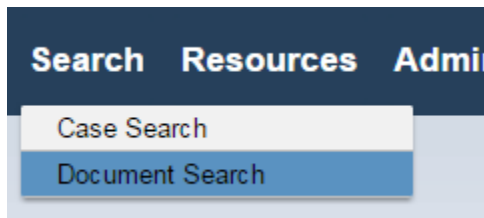
4. **Case Caption:** This displays the caption as accepted or created by the court. Click the hyperlinked case caption to view case information.

5. **Case Type:** This displays the 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. **Status:** Provides choices for viewing a case that is open, closed, or all.

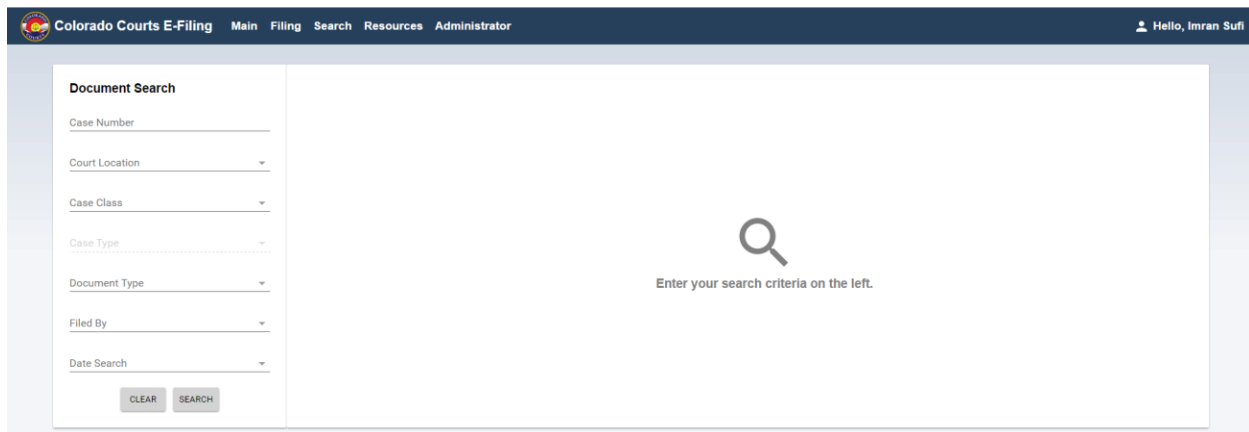
Document Search

DOCUMENT SEARCH – HOW TO FIND



Click on the “Search” tab to choose the “Document Search” menu option.

DOCUMENT SEARCH – SEARCH FIELDS

A screenshot of the 'Document Search' interface. The page has a dark blue header with the Colorado Courts E-Filing logo and navigation links: 'Main', 'Filing', 'Search', 'Resources', and 'Administrator'. The user's name 'Hello, Imran Sufi' is visible in the top right. The main content area is white and contains a search form on the left and a large search area on the right. The search form has the following fields: 'Case Number' (text input), 'Court Location' (dropdown), 'Case Class' (dropdown), 'Case Type' (dropdown), 'Document Type' (dropdown), 'Filed By' (dropdown), and 'Date Search' (dropdown). Below the form are 'CLEAR' and 'SEARCH' buttons. The search area on the right contains a magnifying glass icon and the text 'Enter your search criteria on the left.'

1. **Case Number:** You can search for documents for a specific case number.

2. ***Court Location:** Select the Court Location(s) that you are looking for cases in. You may select an individual court location or “All Trial Courts” or “All Appellate Courts”.

3. **Case Class:** Select “All Classes” or click the appropriate case class.

4. **Case Type:** If you select a case class, the case type drop down will activate. This drop down will fill with case types that apply to the case class you have selected.

5. **Document Type:** Select a specific court event

6. **Filed By:** You can search for cases by the following name types:

a. **Attorney Name:** This will allow you to search for cases where the attorney is actively representing a party on the case. Start by typing the attorney’s last name. A drop down will populate with all attorney last names that match the characters you’re typing into the text field. Once you have added their last name, you can insert a comma and type their first name. Once you see the attorney’s name you want to search for, select their name from the drop down.

b. **Judicial Officer Name:** This will allow you to search for cases where a specific the Judicial Officer hearing the case. Start by typing the Judicial Officer’s last name. A drop down will populate with all Judicial Officer last names that match the characters you’re typing into the text field. Once you have added their last name, you can insert a comma and type their first name. Once you see the Judicial Officer’s name you want to search for, select their name from the drop down.

c. **Person’s Name:** This allows you to search for specific persons cases. This search is a wildcard search.

- If SMI* is entered, the system will search for cases where the party’s name starts with SMI.

- If * ITH * is entered, the system will search for cases where the party’s name contains ITH.

d. **Business Name:** This allows you to search for a specific business cases. This search is a wild card search.

- If SMI* is entered, the system will search for cases where the party’s name starts with SMI.

- If * ITH * is entered, the system will search for cases where the party’s name contains ITH.

7. **Date Search:** You can search documents from the last 7 days or you can enter a specific date range.

DOCUMENT SEARCH RESULTS – SEARCH CRITERIA DISPLAY, FILTER AND TABLE COLUMNS

The screenshot displays a document search interface. On the left, there is a 'Document Search' sidebar with filters for Case Number, Court Location (Adams County), Case Class (District Civil), Case Type (Money, Breach of Contract, Breach of Warranty), Document Type (Affidavit), and Filed By (From 10/01/2015 to 10/01/2016). The main area shows 'Total Search Results: 25' and a table of results. The table has columns for Date Filed, Location, Case Number, Case Caption, and Document Title. Each row includes a file folder icon and a monitor icon. A 'Show 20 Per Page' dropdown and pagination controls are visible at the top right of the table.

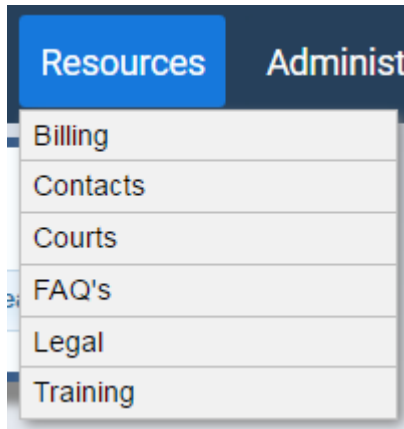
Date Filed	Location	Case Number	Case Caption	Document Title
09/06/2016	Adams County	2013CJ030000	State Of Colorado v. Five Cases	Affidavit
09/09/2016	Adams County	2013CJ030000	State Of Colorado v. Five Cases	Affidavit
09/29/2016	Adams County	2016CJ030005	Boone, Shannon Nell, Esq. v. Solcher, John	Affidavit
09/12/2016	Adams County	2016CJ030104	Judicial Business v. Defendant Business	Affidavit
08/11/2016	Adams County	2016CJ031185	Some White Collections LLC v. Judd	Affidavit re: re: name
07/27/2016	Adams County	2016CJ030100	Test Business Plaintiff v. Test Business Defendant	Affidavit
06/21/2016	Adams County	2016CJ030151	Plaintiff Business v. Defendant Business	Affidavit
06/09/2016	Adams County	2016CJ030103	Test_Test v. Test2_Test2	Affidavit
06/20/2016	Adams County	2016CJ030152	Test_Test v. Test2_Test2	Affidavit
06/17/2016	Adams County	2016CJ030009	Worthington, Warren III v. Spockalapa, Spockalapa	Affidavit
06/17/2016	Adams County	2016CJ030009	Worthington, Warren III v. Spockalapa, Spockalapa	Affidavit
06/06/2016	Adams County	2016CJ030006	Went v. Winc	Affidavit
06/03/2016	Adams County	2016CJ030079	Plaintiff_Test v. Defendant_Test	Affidavit
04/26/2016	Adams County	2015CJ030007	Testina Without Preferences Selected v. Testina Business Defendant	Affidavit
04/21/2016	Adams County	2013CJ030389	Some White Collections LLC v. Judd	Affidavit
04/14/2016	Adams County	2012CJ050046	Olson, Mark v. Smith, John	Affidavit
03/18/2016	Adams County	2015CJ030006	Fran, Gustavo v. Pittman, Jesse Test	Affidavit
03/11/2016	Adams County	2016CJ030078	Plaintiff_Test v. Defendant_Test	Affidavit
03/11/2016	Adams County	2016CJ030078	Plaintiff_Test v. Defendant_Test	Affidavit
03/11/2016	Adams County	2016CJ030078	Plaintiff_Test v. Defendant_Test	PDF

- Show:** View 20, 50 or 100 results per page. Click the arrow and select a viewing preference.
- Date Filed:** Displays the date the case or document was filed with the court.
- Location:** Displays court location of the case.
- 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.
 - File Folder icon: Click to file into the existing case.
 - Monitor icon: Click to move case to your monitored cases list.
- Case Caption:** This displays the caption as accepted or created by the court. Click the hyperlinked case caption to view case information.
- Document Title:** Details the document's title and allows you view the document (only if you access).

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.

CONTACT INFORMATION

A screenshot of a web page titled 'CONTACT INFORMATION'. On the left, there is a 'RESOURCES' sidebar menu with a red arrow pointing to it. The sidebar menu contains the following items: Billing, Contacts, Courts, FAQ's, Legal, and Training. The main content area on the right contains contact information for three entities: the Office of the State Court Administrator, the Colorado Supreme Court, and the Colorado Court of Appeals. It also includes a note about e-filing availability and contact instructions for local courthouses and support center hours.

RESOURCES

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

CONTACT INFORMATION

Office of the State Court Administrator
Attn: E-Filing
1300 Broadway
Denver, CO 80203-5600
Phone Number: (720) 625-5670

Colorado Supreme Court
2 E 14th Ave.
Denver, CO 80203-5600
Phone Number: (720) 625-5150

Colorado Court of Appeals
2 E 14th Ave.
Denver, CO 80203-5600
Phone Number: (720) 625-5150

- *E-filing is not available in the Court of Appeals or Supreme Court between midnight and 5am each day.*

For contact information on local courthouses, visit our [Judicial](#) page.

For support contact us at efilingsupport@judicial.state.co.us or 1-855-264-2237. Any questions regarding cases or local policies and procedures should be directed to the local courthouse.

Click [here](#) for support center hours of operation.

BILLING INFORMATION

RESOURCES

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

BILLING INFORMATION

[Service Fees](#)

[Colorado Statutory Fees](#)

Colorado Interactive [W9 Form](#)

To access invoices and make payments visit the Colorado.gov website at <https://secure.colorado.gov/apps/courts/billing/index.xhtml>.

For help, please reference the [Billing and Invoice User Guide](#).

Organizations will be billed monthly and receive their invoice via e-mail.

Payment Options

- Automatic clearing house (ACH) withdrawal
- Physical check
 - If you are mailing payments, please send remittance to the Lock Box Address:
Attn: Colorado Interactive
PO Box 974581
Dallas, TX 75397-4581
- Credit Card - Credit card payments will have an additional 3% charge to the invoice.

Contact Billing Support

Hours: Monday - Friday 8:00 am to 5:00 pm MT
Phone: 303-534-3468 x 0 or Toll free: 1-800-970-3468 x 0
Email: support@www.colorado.gov
Live Chat: <http://www.colorado.gov/livechat>

The Billing screen has a link for Service Fees, Colorado Statutory Fees and a link for accessing a PDF of Form W-9.

Reference information is available by clicking the Billing and Invoice User Guide link.

Payments can be made using ACH, Credit Card or Physical Check. A mailing address for mailing payments is listed on this screen.

COURT INFORMATION

RESOURCES

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

COURT INFORMATION

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

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

Americans with Disabilities Act

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

Helpful Links

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

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

FAQs

RESOURCES

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

COURT INFORMATION

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This screen loads a PDF of current Frequently Asked Questions.

LEGAL INFORMATION

RESOURCES

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

LEGAL INFORMATION

- [Terms of Use](#)
- [Privacy Policy](#)

Chief Justice Directives

- [Chief Justice Directive 98-01](#)
 - Costs that may be waived for indigent petitioners
 - Waived fees for indigent petitioners
- [Chief Justice Directive 06-01](#)
 - Waiver of court fees for public entities
- [Chief Justice Directive 08-02](#)
 - Cost recovery fees for maintaining the technical infrastructure to support e-filing of court documents
- [Chief Justice Directive 11-01](#)
 - Statewide electronic filing standards
 - Standards for rejecting documents

There are links for relevant Chief Justice Directives for waiving fees or statewide e-filing standards.

The Terms and Conditions and the Colorado Judicial Privacy Policy links are also included.

TRAINING INFORMATION

RESOURCES

[Billing](#)

[Contacts](#)

[Courts](#)

[FAQ's](#)

[Legal](#)

[Training](#)

TRAINING INFORMATION

[Training Manual](#)

- The judicial branch provides ongoing training classes and webinars for Colorado Courts E-Filing. To view classes and register, visit our [Judicial](#) page.
- Training videos are available through the Colorado Judicial Branch's YouTube channel. Links to any available videos are posted. Additional videos will be added as they become available. <http://www.youtube.com/cojudicial>

Training provides a link to the electronic Training Manual and Colorado Judicial training videos from the YouTube link.

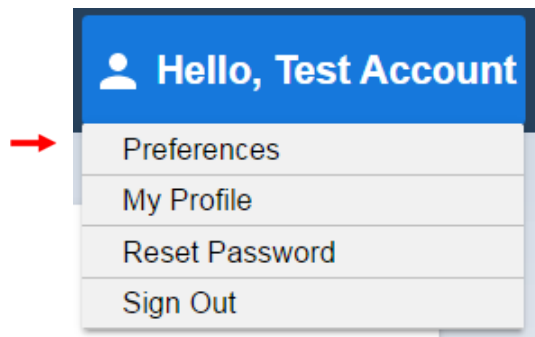
MY ACCOUNT

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

PREFERENCES

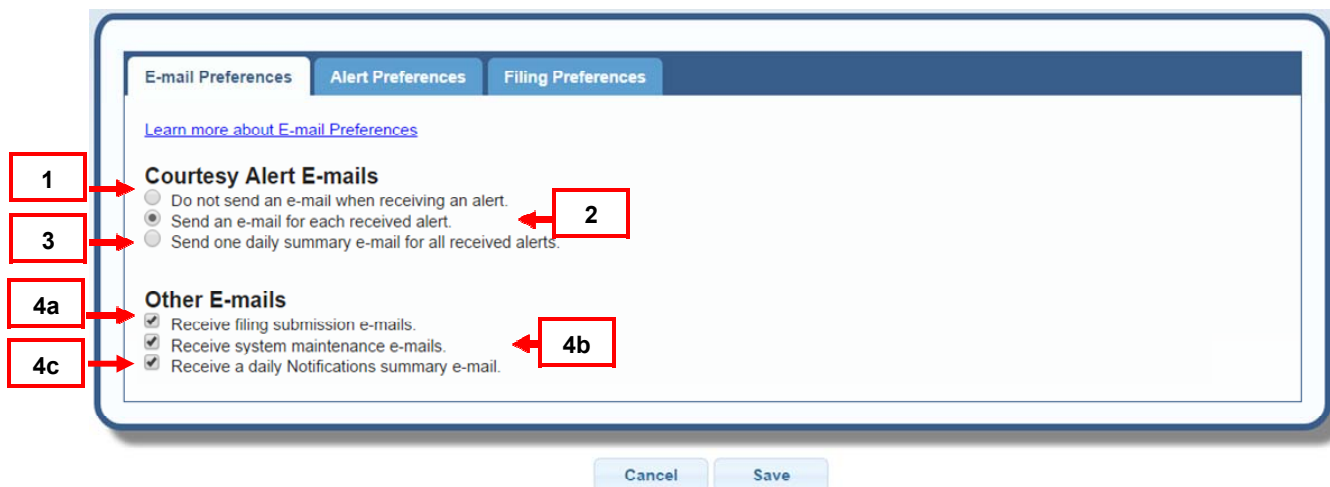
This page features options for receiving, copying or forwarding e-mail or alert notifications.

PREFERENCES – HOW TO FIND



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

E-MAIL PREFERENCES



1. Click so the system will not send any e-mail notice of alert items.
2. Click to ask the system to send an e-mail notice of each alert item.
3. Click to ask the system to send one (1) daily e-mail notice of all alert items.
4. (a) Check to receive filing submission e-mails.
(b) Check to receive system maintenance e-mails.
(c) Check to receive one (1) daily Notification summary e-mail. (If applicable)

ALERT PREFERENCES

The screenshot shows the 'Alert Preferences' tab in a settings interface. It includes a 'Learn more about Alert Preferences' link, two dropdown menus for selecting recipients and senders, a table of alert relationships, and a 'Remove Selected' button. Below the main form are 'Cancel' and 'Save' buttons.

5 → Send a copy of my alerts to: -- Select recipient --

6 → Receive a copy of alerts from: -- Select sender --

7 →

<input type="checkbox"/> Sending Party		Receiving Party
<input type="checkbox"/> TracySA Blea	is sending alerts to	TracyATY Blea
<input type="checkbox"/> Alicia Avila	is sending alerts to	TracySA Blea

8 → Remove Selected

Cancel Save

5. Send a copy of a new alert to another user in your organization.
6. Receive a copy of a new alert from another user within your organization.
7. Table displays names of users within an organization designated to send or receive alerts.
8. Click checkbox(es) in the table and then press the Remove Selected button to remove Alert Preferences.

FILING PREFERENCES

This section provides the ability to preset attorney information and party type defaults so the information on the party screen pre-populates when filing a new case.

9. Click to always use the same court location when filing a new case.
10. Click to always use a specific attorney name (box 1) when a party type is selected in (box 2).
11. Click and select to auto-populate my organization as the first party type.
12. Select checkbox to always use a specifically named party as the default entity type.
 - a. Select select the “Add Party” button, complete the party information and save.

- b. Select the desired party party from the dropdown to default as the entity type for each new filing. More than one party name can be added to the table however, only one party can be used at one time as the default entity.

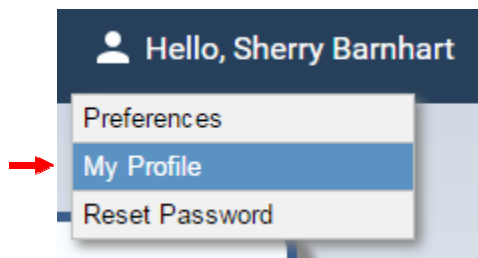
13. Check the box and select from the combo box to auto-populate the authorizing attorney(s) each time a filing is submitted. (hold the down the control key to select more than one)

14. Press the Save button to save all changes in Preferences.

MY PROFILE

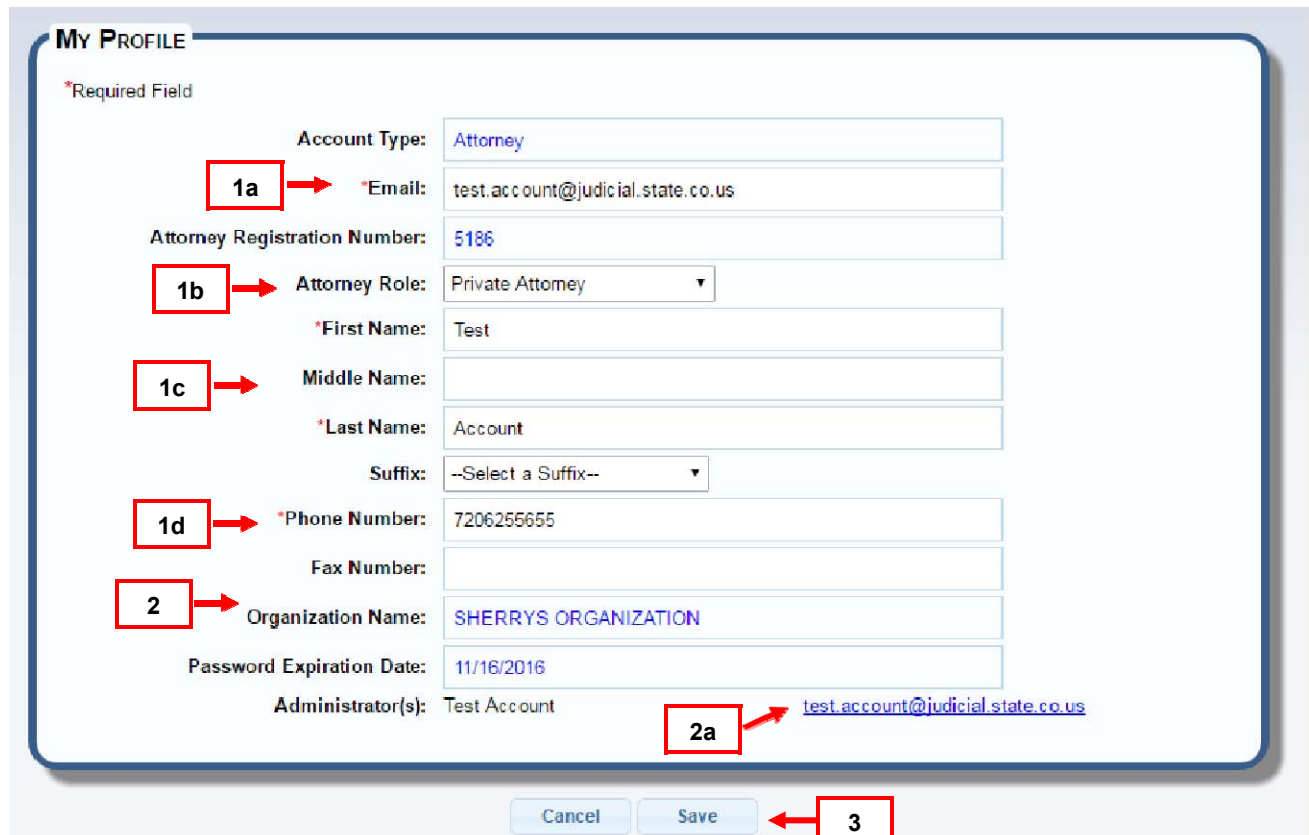
Update personal information on the My Profile page.

MY PROFILE – HOW TO FIND



Hover over the "My Account" tab to choose the "My Account" menu option.

MY PROFILE – OPTIONS

A screenshot of the "My Profile" form. The form is titled "My PROFILE" and includes a "*Required Field" indicator. The fields and their values are: "Account Type: Attorney", "*Email: test.account@judicial.state.co.us" (with a red box labeled "1a" and an arrow pointing to the asterisk), "Attorney Registration Number: 5186", "Attorney Role: Private Attorney" (with a red box labeled "1b" and an arrow pointing to the dropdown), "*First Name: Test" (with a red box labeled "1c" and an arrow pointing to the asterisk), "Middle Name:", "*Last Name: Account" (with a red box labeled "1d" and an arrow pointing to the asterisk), "Suffix: --Select a Suffix--", "*Phone Number: 7206255655" (with a red box labeled "2" and an arrow pointing to the asterisk), "Fax Number:", "Organization Name: SHERRYS ORGANIZATION", "Password Expiration Date: 11/16/2016", and "Administrator(s): Test Account" (with a red box labeled "2a" and an arrow pointing to the email link "test.account@judicial.state.co.us"). At the bottom, there are "Cancel" and "Save" buttons, with a red box labeled "3" and an arrow pointing to the "Save" button.

1. The following fields are editable:

- a. E-mail
 - b. Attorney Role (this field will not display if the user is a Staff Assistant)
 - c. First, Middle, Last Name and Suffix.
 - d. Phone and Fax Number
2. Lists the Organization Name and the Administrator(s).
 - a. To send an e-mail to an administrator, click on the e-mail hyperlink. This opens a new e-mail in a second window.

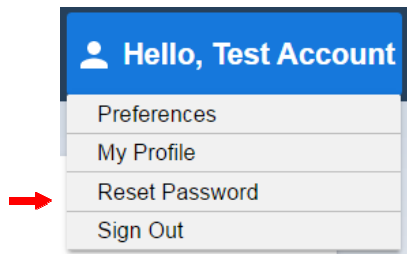
Administrator(s): Tracy BleaSOLO tracypvtlawfirm@judicial.state.co.us

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

RESET PASSWORD

Also featured on the Reset Password screen is an option to re-select a new security question and answer.

RESET PASSWORD – HOW TO FIND



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

RESET PASSWORD

*Required Field

1 → *New Password:

2 → *Retype Password:

2a →

REQUIREMENTS

- 1 Uppercase Letter
- 1 Lowercase Letter
- 1 Number
- 1 Special Character !@#%*()
- 8-15 Characters

SECURITY QUESTION

3 → *Security Question: What is the name of your favorite actor? ▼

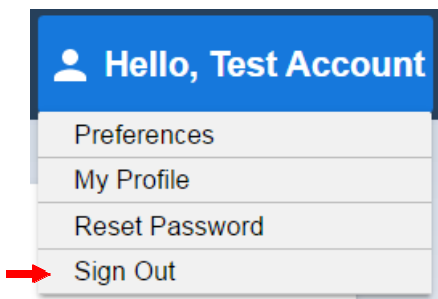
3a → *Answer: MD

4 →

Cancel Save

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

SIGN OUT



Select Sign Out from the Navigation Bar to properly exit the system and close your session.


For security reasons, it is important to ***always sign out*** of the system once your session is finished.

ADMINISTRATOR

JBITS FIRM

Add pre-authorized users to this organization.

*Required Field

Attorney Registration Number: 

*First Name:

Middle Name:

*Last Name:

Suffix:

*Email:

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

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

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

ADD USER(S) TO AN ORGANIZATION

- Select Add Users from the Administrator tab on the Menu Bar
- Adding an Attorney
 - Enter the Attorney Registration 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 instructions to activate their account.

INDIVIDUAL REGISTRATION PROCESS

- A new user will receive an email with a hyperlink to activate their account.
- 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
 - 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. This is a required step and the administrator will not have access until it is complete.

ADMINISTRATOR

- Add User.
- Billing.
- Modify Organization.
- Modify User.

MODIFY ORGANIZATION

*Required Field

Organization Name: Test Law Firm

Organization Type: Law Firm

*Address: 1300 BROADWAY

*City: DENVER

*State/Province: Colorado

*Zip Code: 80203

*Country: United States

*Phone Number: 7206255655

Fax Number:

*Billing Contact(s): --Select a Billing Contact--

Remove Test Account test.account@judicial.state.co.us

Mandatory Billing Reference

Administrator(s): Test Account test.account@judicial.state.co.us

Cancel Save

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.
 - You may have up to two billing contacts for your organization.
 - Billing contacts will be notified when an invoice is ready to be paid.
- Administrator(s) – the name of the administrator(s) will be listed along with their email address
 - The email address is a hyperlink that will open an email to that administrator in a second window.

The screenshot shows the 'MODIFY USER' form with the following fields and values:

- *First Name:** test
- Middle Name:** (empty)
- *Last Name:** Account
- Suffix:** -Select a Suffix-
- Phone Number:** 7206255655
- *Email:** test.account@judicial.state.co.us
- Account Type:** Attorney
- Attorney Registration Number:** 5186
- *Attorney Role:** Private Attorney
- *Account Status:** Enabled
- Disabled Reason:** N/A
- Administrator:** Yes
- Security Question:** What is the name of your favorite actor?
- Answer:** test
- Password:** (empty)

Additional form elements include a 'Delete User' link, an 'Email Confirmed' checkbox (checked), a 'Resend Email Confirmation' link, and a 'Reset Password' link. The form has 'Cancel' and 'Save' buttons at the bottom.

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 the Colorado Courts E-Filing system, clicked on the hyperlink 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 account activation 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 the system and complete 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 the system will send an email to the user with password reset instructions.
 - Once a user logs in with the temporary password or via the emailed reset password link the user will be directed to the Reset Password screen under My Account and they will be required to change their password before using the system.
- To delete a user click the Delete Account hyperlink. You will be prompted with a pop-up to verify the deletion of this account.