



DENVER COUNTY COURT E-FILING SYSTEM

## TRAINING GUIDE

2017

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## INTRODUCTION

Denver County Court e-Filing system allows attorneys to electronically file civil matters. Denver County Court's official e-Filing portal can be accessed at <https://efile.denvercountycourt.org>

## CONTACT

Email: [dccfeedback@denvercountycourt.org](mailto:dccfeedback@denvercountycourt.org)  
Telephone: **720-865-8255(TALK)**

## CONVENTIONS USED

All fields marked with\* are required

To delete, click on  against the entity

## PREFERRED BROWSERS

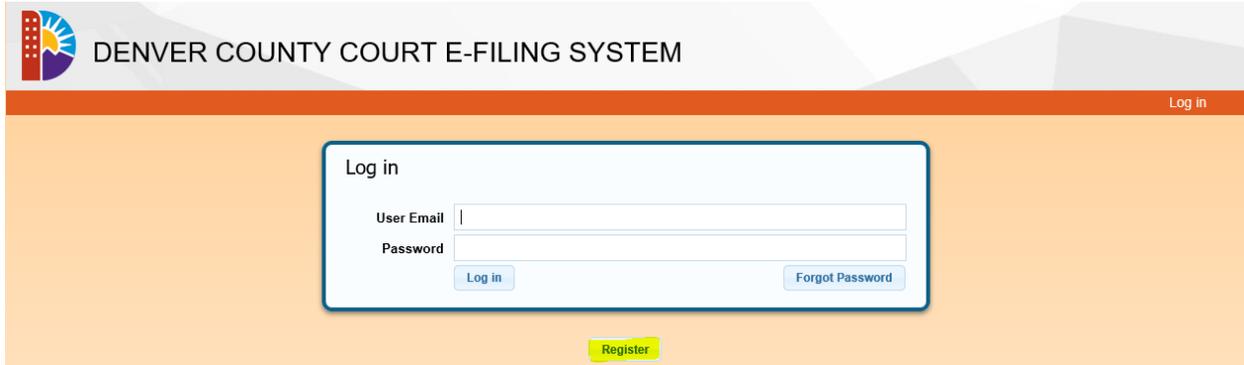
Denver County Court recommends following browsers for accessing e-Filing system.

Internet Explorer	11.0.44
Chrome	59.0.3071.115 (Official Build) (64-bit)
Firefox	54.0.1

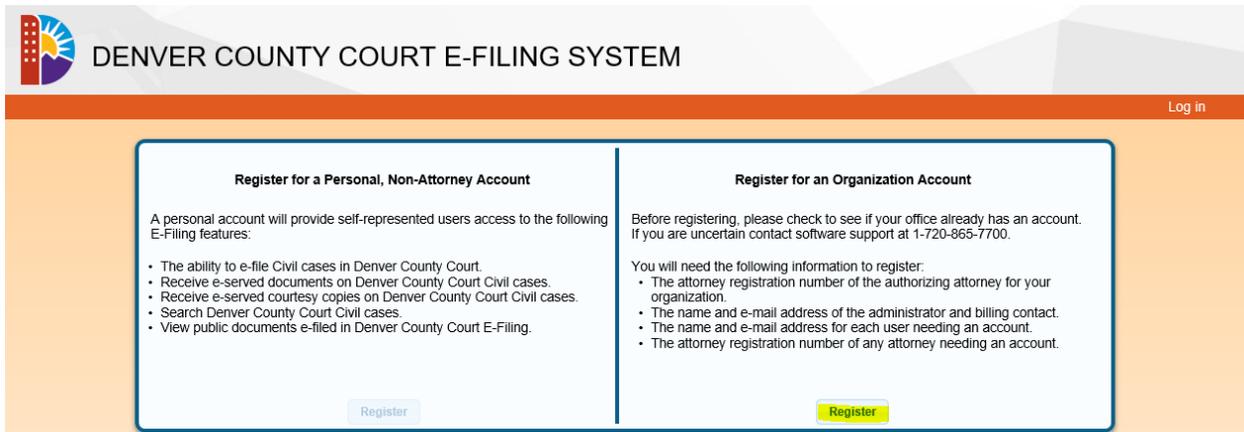
GETTING STARTED

REGISTER ORGANIZATION

You need to register your organization to use Denver County Court e-filing system.



Clicking on Register button will lead you to following screen



You should have the following information handy while registering the organization

- Organization details, like name, address
- Administrator details
- Billing contact details
- Authorizing Attorney details



### Register Organization

\*Required Field

\*Organization Name

\*Organization Type

\*Address

Address\_Line2

\*City

\*State

\*Zip Code

\*Country

**Administrator**

Attorney No

\*First Name

Middle Name

\*Last Name

Suffix

\*User Email

**Billing Contact**

Billing Contact same as Administrator

Attorney No

\*First Name

Middle Name

\*Last Name

Suffix

\*User Email

**Authorizing Attorney**

Authorizing Attorney same as Administrator

\*Attorney No

\*Attorney Role

\*First Name

Middle Name

\*Last Name

Suffix

\*User Email

\*Phone



Retype the code

If billing contact, and/or Authorizing attorney is same as Administrator, you can duplicate the information by clicking the **Billing Contact same as Administrator** check box and/or **Authorizing Attorney as Administrator**. If any of the required fields are not filled in, an error message is displayed against the field when the form is submitted.

\*Attorney Role   **Attorney Role is required.**

When the registration is successfully submitted, following screen is displayed



Register Organization

**Registration for Denver County Courts received.**

Administrator, Billing Contact, and Authorizer will receive an email when the registration is confirmed.

Once the registration is accepted by Denver County Court, Administrator, Billing contact and the Authorizing Attorney will receive confirmation email.

Your new account for the Denver County Court E-Filing System (DCCE) has been created.

**Instructions to activate your account:**

Step 1: Click on the website link below.

Step 2: When you are finished reading the terms and conditions, scroll all the way to the bottom of the document and click the Accept button.

Step 3: Select a new password to enter in the "New Password" and "Retype Password" fields.

Step 4: \*If you are the first administrator for your office to login, you will be prompted to enter the contact information for your organization.

Please click [HERE](#) to activate your account.

If your e-mail client is not HTML-enabled, please copy and paste the following link to your web browser address bar:

[https://efile.denvercountycourt.org/MyAccount/AcceptTerms?Confirmation Code=<code>](https://efile.denvercountycourt.org/MyAccount/AcceptTerms?Confirmation_Code=<code>)

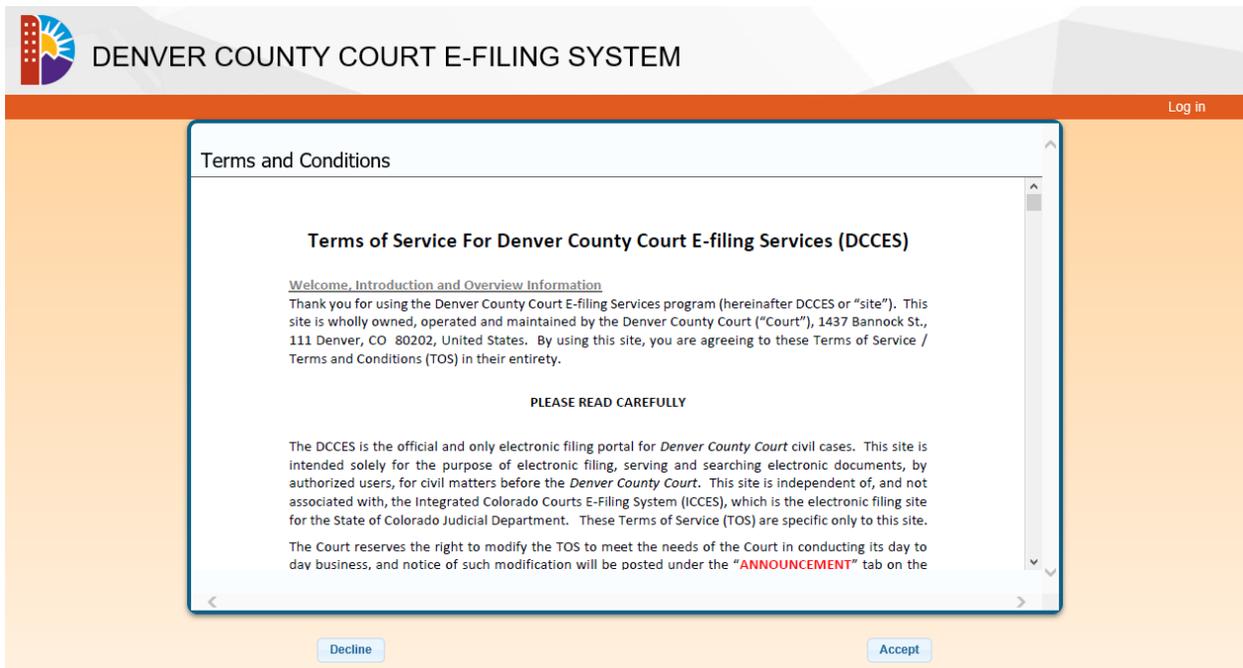
Thank You,

DCCE Support.

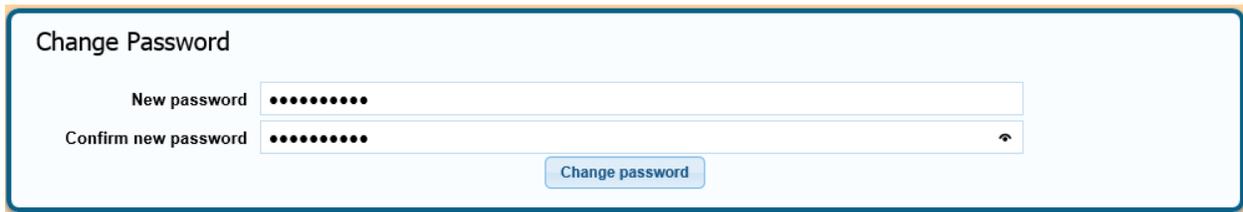
If you need additional assistance, you may contact us at 1-720-865-7840.

*This e-mail was sent from an automated service. Please do not reply to this e-mail directly.*

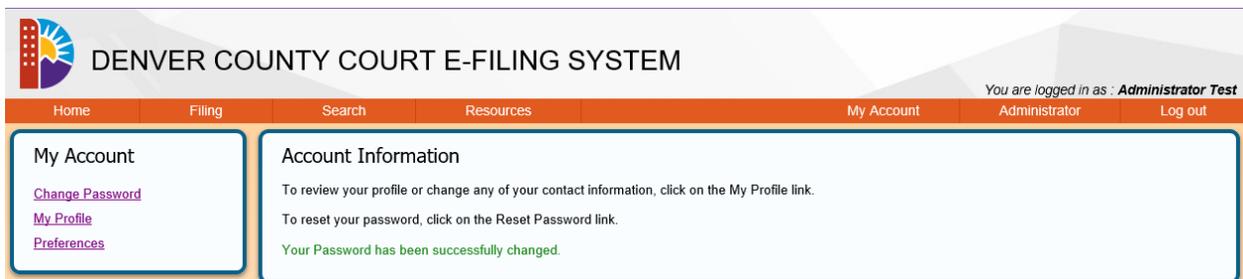
Please follow the instructions provided in the email. The following screen is displayed.



Once you accept the conditions, you can associate a password with your account. The login is same as the user email provided in the previous screen in the administrator’s detail. The password needs to be 8-15 letters and should contain at least one capital letter, at least one number and at least one special character [ !@#%\*( ) only]



On successful attempt, you’ll see following confirmation screen.



If your organization includes other people that will need to use the Denver County Court e-Filing system, the Administrator can add additional users to the organization, using **Add User** option in the Administrator menu.

## ADD USERS

Home	Filing	Search	Resources	My Account	Administrator	Log out
<div style="border: 1px solid blue; padding: 5px;"> <b>Administrator</b>  <a href="#">Add User</a>  <a href="#">Billing</a>  <a href="#">Modify User</a>  <a href="#">Modify Organization</a> </div>					<div style="border: 1px solid orange; padding: 5px;"> <a href="#">Add User</a>  <a href="#">Billing</a>  <a href="#">Modify User</a>  <a href="#">Modify Organization</a> </div>	



## DENVER COUNTY COURT E-FILING SYSTEM

You are logged in as : **Administrator Test**

Home	Filing	Search	Resources	My Account	Administrator	Log out
<div style="border: 1px solid blue; padding: 5px;"> <b>Administrator</b>  <a href="#">Add User</a>  <a href="#">Billing</a>  <a href="#">Modify User</a>  <a href="#">Modify Organization</a> </div>					<div style="border: 1px solid blue; padding: 10px;"> <h3 style="margin: 0;">Add User</h3> <p style="font-size: small; margin: 0;">Add pre-authorized users to this organization.</p> <p style="margin: 0;">Attorney Registration Number <input type="text" value="99002"/> <input type="button" value="Search"/></p> <p style="margin: 0;">Attorney Role <input type="text" value="Private Attorney"/> <input type="button" value="v"/></p> <p style="margin: 0;">*First Name <input type="text" value="Test"/></p> <p style="margin: 0;">Middle Name <input type="text"/></p> <p style="margin: 0;">*Last Name <input type="text" value="Authorizer2"/></p> <p style="margin: 0;">Suffix <input type="text" value="Select Suffix..."/> <input type="button" value="v"/></p> <p style="margin: 0;">*Email <input type="text" value=":ctest4@denvercountycourt.org"/></p> <p style="margin: 0;">*Phone # <input type="text" value="(303) 111-1114"/></p> <p style="margin: 0; font-size: small;">Is this person authorized to be an administrator for your organization's account? Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p style="text-align: right; margin: 0;"><input type="button" value="Add User"/></p> </div>	

Administrator can also assign other users as Administrator, by selecting **Yes** as response to **Is this person authorized to be an administrator for your organization's account?**

When a new user is added, a corresponding user account is created on the Payment Gateway to ensure accurate billing and tracking for your organization. This usually happens within a few moments, but may take longer. When the Denver County Court e-Filing system receives confirmation from the Payment Gateway that the corresponding user account has been created, a confirmation email will be sent to the user. Each user needs to follow the instructions in the confirmation email to activate their account within 15 minutes. If the user is unable to respond to the email within 15 minutes, account activation will fail, and the user will need to click the Resend button.

## DENVER COUNTY COURT E-FILING SYSTEM



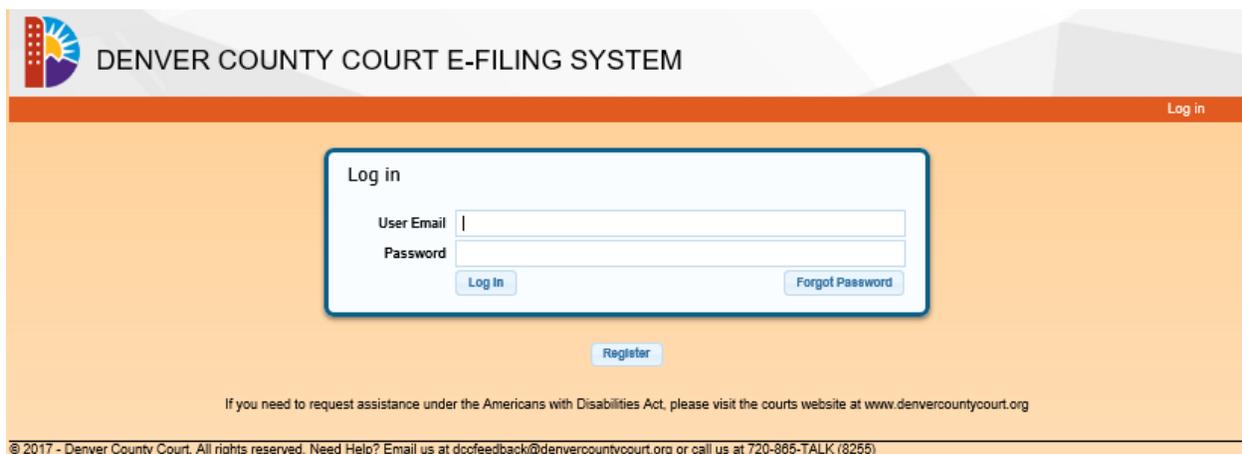
Press **Resend**. Following message would be displayed.

**A new account confirmation link has been resent to your email address.**

**Resend**

## LOG IN

To use Denver County Court e-Filing system, you need to log in to the e-Filing portal at <https://efile.denvercountycourt.org>



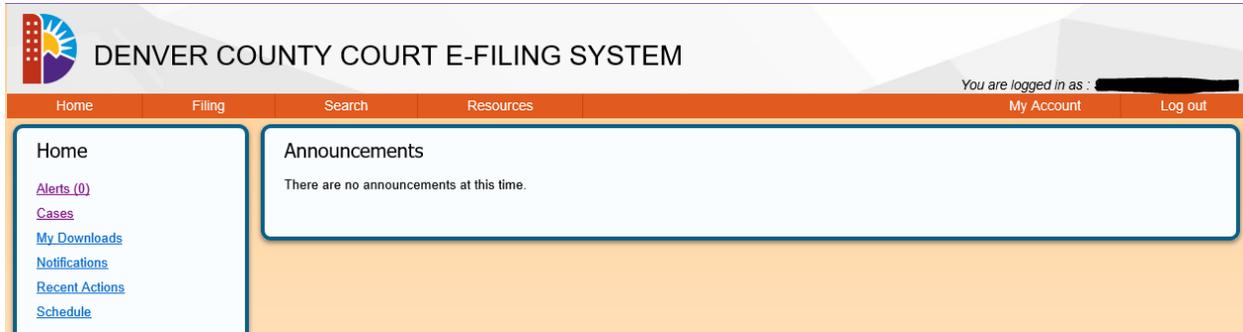
Please use the email address where the confirmation was sent and the password you chose while activating your account.

## HOME

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

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

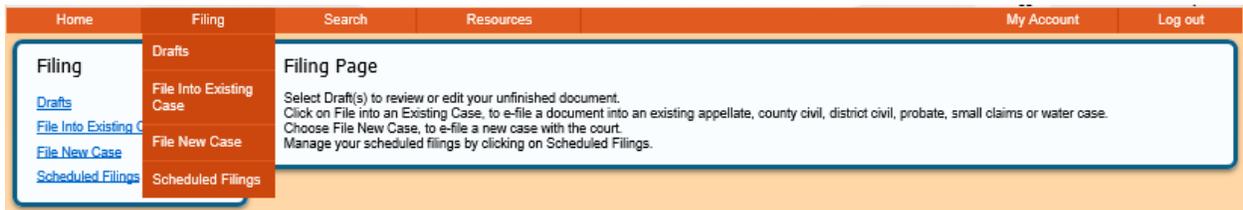
Current program announcements and updates display in the center of the Home page.



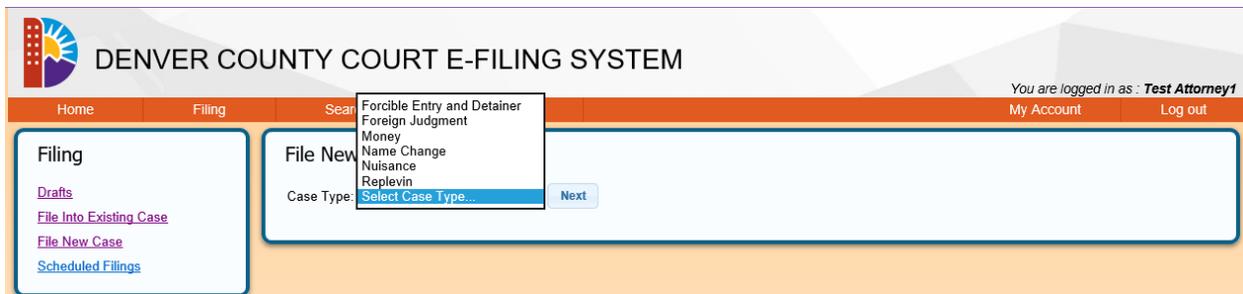
## FILING

### FILE A NEW CASE

To file a new case, please select **File New Case** option from **Filing** menu



Select appropriate case type.



Click **Next**

### ADD PARTIES – DEFENDANT AND PLAINTIFF

Next screen allows you to add the parties associated with the case

© 2017 - Denver County Court. All rights reserved. Need Help? Email us at [dfefeehark@denvercountycourt.org](mailto:dfefeehark@denvercountycourt.org) or call us at 720.386.TALK (8266).

Party Types

- Defendant
- Plaintiff

Entity type

- Business
- Government
- Person
- School

If Entity type is person, following details should be supplied.

For all other types of entities, name of the party is required.

**Party Information**

\* Required Field

\* Party Type: Defendant

\* Entity Type: Business

\* Party Name: ABC Inc.

[Add Alias](#)

Attorney: Select Attorney...

Address Type: Business

Address Line 1: 56789 Broadway

Address Line 2: Unit #4

City: Denver

Country: United States

State: Colorado

Zip Code: 80202

Email: contact@abc.com

Phone\_Type: Business

Phone Number: (303) 222-2222

[Add Party](#)

**Parties Added**

None

Each case should have at least one defendant and one plaintiff. Click Add Party to save the party information.

Please add attorney using the drop-down list for Attorney for plaintiff or defendant, this includes all the attorney users that were added for the organization.

#### ADD ALIAS

You can add alias for the parties by clicking **Add Alias** button

**Add Alias**

\*Alias Type: Select Alias Type...

\*Entity Type: Also Known As, Doing Business As, Formerly Doing Business As, Now Known As

\*Party Name: [Text Input]

[Save](#) [Cancel](#)

Entity types are same as that for the party; Business, Government, Person and School.

Please enter the required details and save.

#### ADD RETURN DATE

For **Money** and **Forcible Entry & Detainer** type cases, you are also required to enter **Return Date**.

**Return Date**

\*Date: 08/24/2017

\*Time: 8:00 AM

Amount Prayed For: 3000.00

Return date needs to be at least three days away. Both date and time are required fields. Denver County Court Civil Division only accepts the cases where the amount prayed for is less than \$15,000.

## PROPOSED JUDGMENTS

For Money, Forcible Entry & Detainer and Nuisance case types, one needs to enter at least one proposed judgment.

In addition to and at least one money amount, both Creditor and Debtor are required. These should be selected from the drop-down box.

## BUILD FILING

When the case is successfully saved, Build Filing form is displayed.

Select the initiating document from the drop-down list.

You can also add one or more additional documents.

Click **Continue** to proceed to select Filing Parties.

## COMPLETE FILING

To complete initial filing, navigate through

- Parties
- Manage Filing, and
- Review and Submit

**DENVER COUNTY COURT E-FILING SYSTEM**

You are logged in as : **Test Attorney1**

Home Filing Search Resources My Account Log out

Parties Manage Filing Review and Submit

Select Filing Party(ies)

(Select all that apply)  
[Add/Edit New Party](#)

<input type="checkbox"/>	Party	Type	Status	Attorney
<input checked="" type="checkbox"/>	Jane Doe <a href="#">Edit</a>	Plaintiff		Attorney1, Test
<input type="checkbox"/>	ABC Inc. <a href="#">Edit</a>	Defendant		Self-Represented

[Save & Continue](#)

One can navigate by clicking on the tabs, or by clicking **Save & Continue**.

Home Filing Search Resources My Account Log out

Parties Manage Filing Review and Submit

**Manage Filing**

Event	Document Title	Security	Statutory Fee
Complaint Filed	Complaint Filed x	Public <input type="checkbox"/>	\$ 97.00
Exhibits Filed	Exhibits Filed	Public <input type="checkbox"/>	\$ 0.00

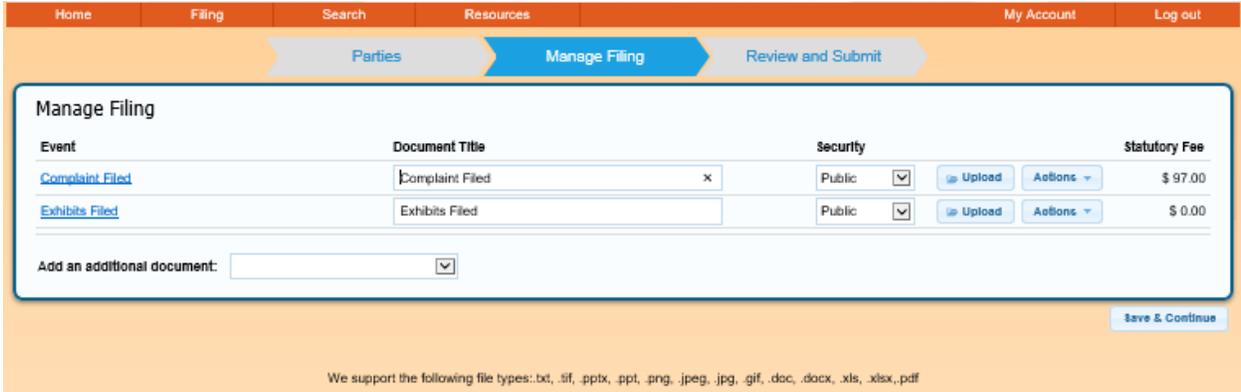
Add an additional document:

[Save & Continue](#)

We support the following file types: .txt, .tif, .pptx, .ppt, .png, .jpeg, .jpg, .gif, .doc, .docx, .xls, .xlsx, .pdf

You can add additional documents to the case at this stage.

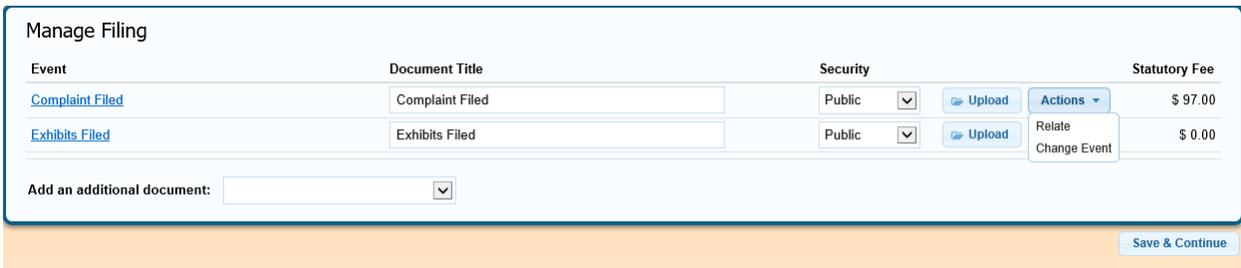
Upload the documents by clicking the **Upload** button. The supported document types are .txt, .tif, .pptx, .png, .jpeg, .jpg, .gif, .doc, .docx, .xls, .xlsx and .pdf. When the document is uploaded, it must also be cataloged into the document library. When this process is complete, the document is shown as a clickable link to the document.



If you hover over the document, you also see a blurb notifying the document upload status.



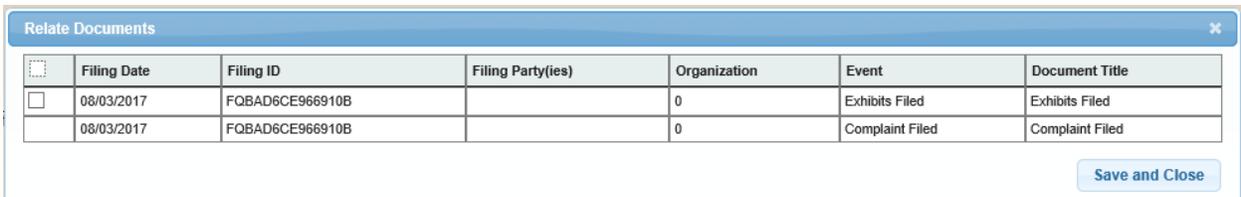
You can change the event by using **Change Event** action.



This displays a drop-down list of events and allows you to choose another event.



You can mark the related document by choosing Relate action.



It is reflected on the Manage Filing as



### Manage Filing

Event	Document Title	Security	Statutory Fee
<a href="#">Complaint Filed</a> Related To: • Exhibits Filed	Complaint Filed <input type="text"/>	Public <input type="text"/>	\$ 97.00
<a href="#">Exhibits Filed</a> Related To: • Complaint Filed	Exhibits Filed <input type="text"/>	Public <input type="text"/>	\$ 0.00

Add an additional document:

[Save & Continue](#)

After all the documents are uploaded, you can continue to submit the case by clicking on Review and submit, or by clicking **Save & Continue** button.

You can also Remove the documents by choosing action **Remove**. This action is shown only for the subsequent documents, not the initial one.

### Manage Filing

Event	Document Title	Security	Statutory Fee
<a href="#">Complaint Filed</a>	Complaint Filed <input type="text"/>	Public <input type="text"/>	\$ 97.00
<a href="#">Exhibits Filed</a>	Exhibits Filed <input type="text"/>	Public <input type="text"/>	\$ 0.00

Add an additional document:

Actions  
 Relate  
 Change Event  
 Remove

[Save & Continue](#)

## REVIEW AND SUBMIT

Please review the case filing before submission



**Review and Submit**

Denver County, County Civil (Money)

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	Attorney
Jane Doe	Plaintiff		Attorney1, Test
ABC Inc.	Defendant		Self-Represented

Return Date: 08/24/2017 8:00 AM  
 Amount Prayed For: \$ 3000.00

Proposed Judgments:

Creditor(s)	Debtors(s)	Amount
Jane Doe	ABC Inc.	3000.00

Edit

**Filing Party(ies)**

Party	Type	Attorney
Jane Doe	Plaintiff	Attorney1, Test

Edit

**Documents**

Document ID	Event	Title	Security	Related Document(s)
DO6B913206404F2	<a href="#">Complaint Filed</a>	Complaint Filed	Public	No
DO4C2F87578C911	<a href="#">Exhibits Filed</a>	Exhibits Filed	Public	No

Edit

You can still change the information by clicking the **Edit** button in respective panel. If **Relate** action was selected for any document, **Related Document(s)** column will show **Yes** against the document.

The next panel shows submission options

**Submission Options**

\*Submit to the Court  
 Submit now  Submit on

Note To Clerk

\*Primary Attorney Test Attorney1

\*Attorney Role Private Attorney

Test Attorney1  
 Test Attorney2  
 Test Authorizer1  
 Test Authorizer2

\*Authorizer

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

You can choose to submit immediately (**Submit now**), or on a specific date and time (**Submit on**). Choose the name of the Primary Attorney and the role from the drop-down box. You can select one, or more Authorizers by selecting those listed in the Authorizer box. Enter any helpful notes the court may need to process the filing.

**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**

eFiling Fee : \$6.75  
 Statutory : \$97.00  
 Total : \$103.75

*\*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  X

[Submit](#)

If the filing is exempt from fees, select the appropriate box. You can add billing reference. Click "Submit" to complete your filing.

**CONFIRMATION**

You'll see Filing summary showing all the details.



## DENVER COUNTY COURT E-FILING SYSTEM

You are logged in as : **Test Attorney1**  
[My Account](#)   [Log out](#)

Home
Filing
Search
Resources

### Filing Summary

**Filing Information:**

Filing ID: FQ21E58AD8241A6  
 Case Number:  
 Case Caption: Jane Doe v. ABC Inc.  
 Authorized Date: 8/7/2017 4:53:41 PM  
 Submitted By: Test Attorney1  
 Return Date: 08/24/2017 8:00 AM  
 Amount Proposed: \$ 3000.00

**Proposed Judgments:**

Creditor(s)	Debtors(s)	Amount
Jane Doe	ABC Inc.	3000.00

**Filing Party(ies):**

Party	Type	Attorney
Jane Doe	Plaintiff	Attorney1, Test

**Documents:**

Document ID	Event	Title	Security	Related Document(s)
DQ6B913206404F2	Complaint Filed	Complaint Filed	Public	Yes
DQ4C2F87576C911	Exhibits Filed	Exhibits Filed	Public	Yes

**Submission Options:**

Note To Clerk:  
 Primary Attorney: 99003  
 Authorizer: Authorizer1, Test  
 Submit Options:

**Billing Information:**

eFiling Fee : \$6.75  
 Statutory : \$97.00  
 Total : \$103.75  
 Billing Reference: Jane Doe vs. ABC Inc

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.

**FILE INTO AN EXISTING CASE**

You can electronically file documents for an existing case using **File Into Existing case** option from **Filing** menu

Home Filing Search Resources My Account Log out

**Filing**

[Drafts](#)

[File Into Existing Case](#)

[File New Case](#)

[Scheduled Filings](#)

**Filing Page**

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.

You can enter the case number to access the case

Home Filing Search Resources My Account Log out

**File Into Existing Case**

\* Required Field

1. Enter Case Number \*

Once the case is located, you can proceed to file the documents.

Home Filing Search Resources My Account Log out

**File Into Existing Case**

\* Required Field

1. Enter Case Number \*

2. Select document to file \*

- Affidavit of Service
- Alias Citation
- Alias Summons To Issue
- Ans Cc & Jury Demand
- Ans. And Counter Claim
- Answer & Jury Demand
- Answer Filed
- Assignment Of Judgment
- Bankruptcy Notice
- Cert. Of Dismissal
- Cert. Of Satisfaction
- Certified Mail Fee
- ...

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

**Confirm Filing**

[17C00124 - Denver county court, v New Mexico](#)

Answer Filed

Alternatively, you can also look up existing cases using **Cases** option from **Home** menu.

Home Filing Search Resources My Account Log out

**Cases**

Case Year: All Case Status: All Attorney: All

Organization Cases **Monitored Cases** Purchased Cases

(This list will only be populated with cases that are connected to Denver County Court E-Filings)

Showing 1 to 1 of 1 entries (filtered from 368 total entries) Search: 17C00124

Case Number	Case Caption	Case Type	Status
<input type="checkbox"/> 17C00124	Denver county court, v New Mexico	Foreign Judgment	Active

Click on the folder icon to file new documents

Clicking on the case will display the case details. You can file documents by clicking on the folder icon.

**Case History**

Filed By Plaintiff  
 Filed By Defendant  
 Filed By Court

Case Number: 17C00124  
 Case Type: Foreign Judgment  
 Case Caption: [Denver county court, v New Mexico](#)

Courtroom: 175  
 Judicial Officer: [REDACTED]

[View Judgments](#)

\* Pending Acceptance by the Court

[Printable Version](#)

**Register of Actions** | Case Schedule

Filing ID	Date Filed	Authorizer	Organization	Filing Party	Event	Document Title	Document Security	Status
N/A	02/24/2017 8:50 AM	N/A		N/A	Document Filed	Document Filed		
FQ9623ED70937E5	02/24/2017 8:44 AM	[REDACTED]	Test Company	Denver county court,	Complaint Filed	Complaint Filed	SEA	P

[Download Documents](#)

**DRAFTS**

Any unfinished filing is automatically saved by the system and displays in the Drafts screen. To see the drafts, use **Drafts** option from **Filing** menu.

Home | Filing | Search | Resources | My Account | Log out

**Filing**

- Drafts
- File Into Existing Case
- File New Case
- Scheduled Filings

The Drafts screen displays a table of unfinished e-filing activity. If the case has been accepted by the courts, it shows the case number and case caption.

A draft can be deleted by clicking 

Continue case submission by clicking on [Continue](#) link.

**Drafts**

Search:

Continue Filing	Remove Filing	Filing ID	Date Started	Date Updated	Case Number	Saved Filing Type	Case Caption
<a href="#">Continue</a>		FQE84D23F167E48	2/3/2017 9:38:01 AM	2/3/2017 9:38:01 AM	17C00077	Forcible Entry and Detainer	Jennifer Ann, v Amy Avila
<a href="#">Continue</a>		FQE6C3AAC379E67	2/13/2017 12:56:30 PM	2/13/2017 12:56:30 PM	New	Money	N/A
<a href="#">Continue</a>		FQ195BDC35BBAD0	2/13/2017 12:58:22 PM	2/13/2017 1:21:08 PM	New	Money	N/A
<a href="#">Continue</a>		FQF77BA970641C6	2/13/2017 4:38:48 PM	2/13/2017 4:38:48 PM	New	Money	N/A
<a href="#">Continue</a>		FQ78DC9D2C29763	2/14/2017 7:39:32 AM	2/14/2017 7:39:32 AM	New	Foreign Judgment	N/A

ALERTS

Alerts shows the communications from the Denver County Court e-Filing system. These include

- 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”.

You can get a selective view by selecting the attorney name in the **For** box and **status** (Read / Unread / Deleted). You can also choose a specific period, or search for specific case by entering in the **search** box.

MONITOR A CASE

You can monitor a case by clicking  icon. If the case is being monitored, the icon changes to .

You can view the monitored cases by selecting **Monitored Cases** tab from the **Cases** option on **Home** menu.

Case Number	Case Caption	Case Type	Status
17C00268	Amy Smith v. Adams County	Money	Active
17C00273	Denver Property Management, v Polly Purebread	Forcible Entry and Detainer	Active
17C00277	Bountiful Bankers of Boston v. Percival Yale Harvard	Money	Active

PURCHASED CASES

You can purchase a case not filed by your organization

Look up the case using Search Menu.

The case number and case caption will be displayed. You may opt to purchase the case, or cancel the action.

Home Filing Search Resources My Account Log out

### Billing Information

Case History Purchase  
 Fee: \$10.50

Case Number: [REDACTED]  
 Case Caption: [REDACTED]

---

Billing Reference:

You can view purchased cases by selecting **Purchased Cases** tab from the **Cases** option on **Home** menu.

Home Filing Search Resources My Account Log out

### Cases

Case Year: All | Case Status: All | Attorney: All

Showing 1 to 1 of 1 entries

Date Purchased	Expiration Date	Case Number	Case Caption
08/04/2017 3:13 PM	08/18/2017 11:59 PM	[REDACTED]	[REDACTED]

## MY DOWNLOADS

My downloads page displays requested downloads from Alerts, Recent Actions, Case History

Status options

Expired	Request for documents download has expired, but can 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.

Click on [View](#) to show Download details

### Downloads

You may download the items by clicking . Expired downloads may be renewed by clicking , otherwise they will be deleted 30 days from the expiration date. To view downloaded items, you must have Adobe Reader and Flash installed on your computer. [Click Here](#) to learn about this feature.

Status:

Showing 1 to 4 of 4 entries

Status	Creation Date	Expiration Date	File Name	Details	Action
<input type="checkbox"/> READY	12/28/2016 1:03 PM	01/27/2017 1:03 PM	WD030503BEEF87D.pdf	<a href="#">View</a>	
<input type="checkbox"/> READY	12/28/2016 2:26 PM	01/27/2017 2:26 PM	WD415E10DA0D669.pdf	<a href="#">View</a>	
<input type="checkbox"/> READY	12/28/2016 2:27 PM	01/27/2017 2:27 PM	WD08BA62F5BDF A6.pdf	<a href="#">View</a>	
<input type="checkbox"/> READY	12/28/2016 2:27 PM	01/27/2017 2:27 PM	WD4D0A3DD93921F.pdf	<a href="#">View</a>	

## NOTIFICATIONS

Notifications allows you to define a specific set of conditions – Case Information, or document information, Share Notification to other user, or party information, or Attorney information – for the system to watch for and collect matching documents and send notifications to user if a document matching those conditions is filed.

You can create and access your notifications by selecting **Notifications** option on **Home** menu.

## CREATE NOTIFICATIONS

Notification Rules

Total User Rules: 0 [Where is my notification rule?](#)

[Create New Notification Rule](#)  My Notifications  My Organization Notifications

Showing 0 to 0 of 0 entries Search:

Rule Name	New Items	Creator	Active	Action
No data available in table				

To create a new notification, click **Create New Notification Rule**.

You can create Notifications for

- Case

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

- Document

You can focus your rule set by adding document-specific conditions for the system to look out for.

- Party

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 you have defined in your rule.

- Attorney

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

You can manage the rules more easily by naming these. The notifications can be disabled by marking these as **Inactive**.

You can choose to share a notification with another user from your organization. You can stop sharing the notification by removing the user.

Home Filing Search Resources My Account Log out

### Notification Rule Setup

**\* Required Field**  
 \* Rule Name:   
 Rule Status:  Active  Inactive

Share Notification:

Name	Remove
Notifications are not shared	

---

### Case Information

Case Details  Case Number

Case Number:

Case Number	Remove
Rule has no Case Number criteria	

### Document Information

Document Type:

Document Title:

Document Type	Document Title	Remove
Rule has no Document criteria		

---

### Party Information

Person  Business/Government/School

Party Type:

Party Name:

Party Type	First Name	Last Name/Party Name	Remove
Rule has no Party criteria			

### Attorney/Judicial Officer

Bar Number:

First Name:

Last Name:

Bar Number	First Name	Last Name	Remove
Rule has no Attorney criteria			

## SCHEDULE

Schedule option shows the upcoming court dates for the cases filed through e-Filing. The default window is next seven business days. You can look up schedule for a specific attorney, or a custom period. You can customize number of entries that get displayed at any time. You can print out the schedule.

Home Filing Search Resources My Account Log out

### Schedule

(Maximum display is 7 days)

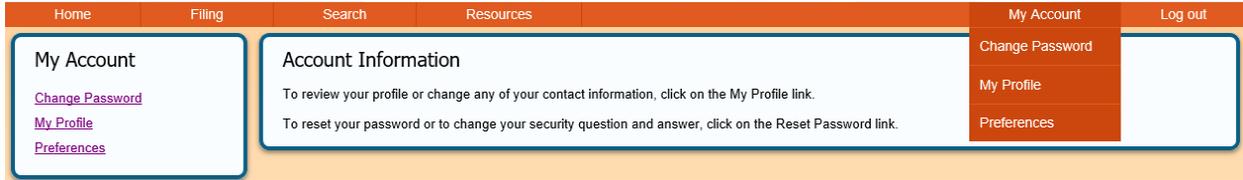
From:  To:  Attorney:

Showing 1 to 10 of 12 entries Show  entries

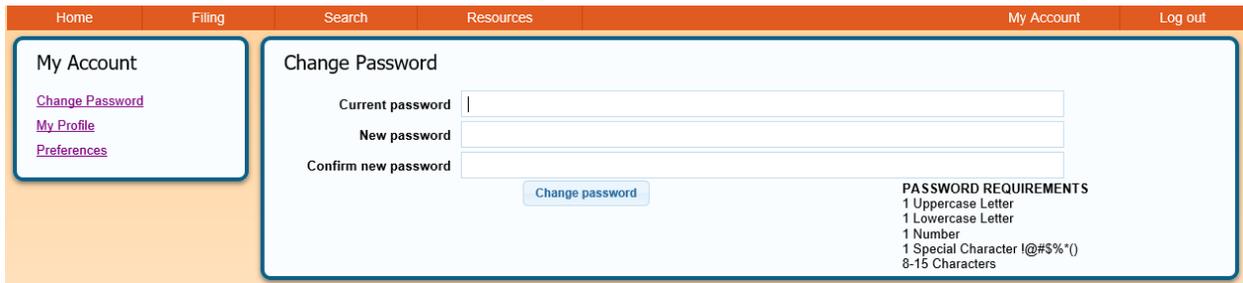
Date	Case Number	Case Caption	Ctrm	Type	Status	Attorneys
08/04/2017 08:00 AM	<a href="#">17CS5054</a>	<a href="#">Arnold Goldblatt v. Bruce Gomez</a>	164	Return Date		[Redacted]
08/04/2017 08:00 AM	<a href="#">17CS5085</a>	<a href="#">Arnold Goldblatt v. Bruce Gomez</a>	164	Return Date		[Redacted]
08/04/2017 08:00 AM	<a href="#">17CS5099</a>	<a href="#">Arnold Goldblatt v. Bruce Gomez</a>	164	Return Date		[Redacted]
08/08/2017 08:00 AM	<a href="#">17CS5058</a>	<a href="#">test v. test56 test65</a>	164	Return Date		[Redacted]
08/08/2017 08:00 AM	<a href="#">17CS5115</a>	<a href="#">Trinity Property Consultants v. Jason Densberger, Any And All Other Occupants</a>	164	Return Date		[Redacted]
08/09/2017 08:00 AM	<a href="#">17CS5046</a>	<a href="#">test v. Arapahoe</a>	164	Return Date		[Redacted]
08/10/2017 08:00 AM	<a href="#">17CS5057</a>	<a href="#">Test1 Test 2 v. Test 3 Test 4</a>	164	Return Date		[Redacted]
08/10/2017 08:00 AM	<a href="#">17CS5057</a>	<a href="#">Test1 Test 2 v. Test 3 Test 4</a>	164	Return Date		[Redacted]
08/10/2017 08:00 AM	<a href="#">17CS5103</a>	<a href="#">Juanita Nolasco Residences v. Any and All Other Occupants, Mary Bell</a>	164	Return Date		[Redacted]
08/10/2017 08:00 AM	<a href="#">17CS5116</a>	<a href="#">Juanita Nolasco Residences Community Management L.L.C. v. Any And All Other Occupants, Mary Bell</a>	164	Return Date		[Redacted]

MANAGING ACCOUNT

You can change password, personal details and preferences using **My Account** Menu



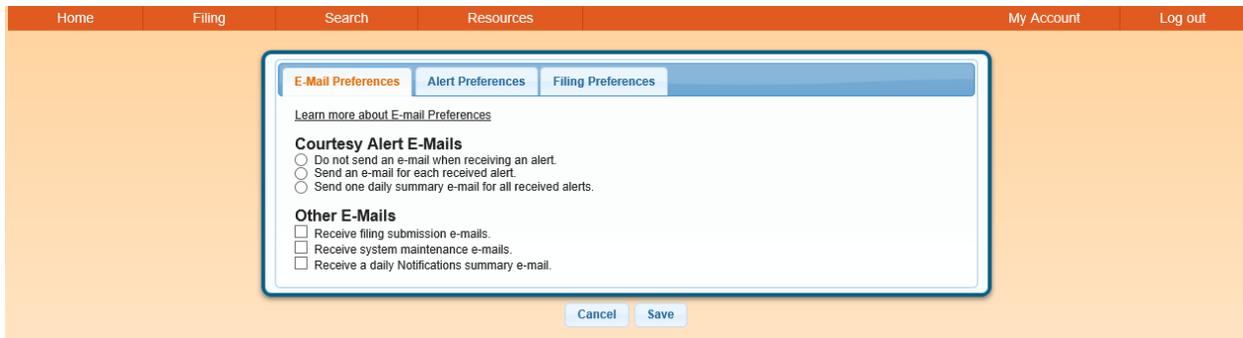
CHANGE PASSWORD



PREFERENCES

The Denver County Court E-Filing system provides courtesy e-mails for Alerts, Filing Submissions Receipts, System Maintenance, and Notifications.

IMPORTANT: The Denver County Court E-Filing system provides these e-mails as a courtesy. Courtesy e-mails do not serve as official service or notice under the Colorado Rules of Civil Procedure. For additional information, please read the Denver County Court E-Filing Terms and Conditions located under **Resource Center -> Legal**.



Receive Courtesy Emails for Alerts

You can opt to receive a courtesy email when the Denver County Court E-Filing system delivers an Alert to your online Alerts box. Courtesy emails also have direct links to the documents. Go to **My Account -> Preferences** and click on the **E-mail Preferences** Tab. Set your Alert e-mail preferences under the Courtesy Alert E-mails section.

- **Do not send an e-mail when receiving an alert.** Choose this option if you do not want any courtesy e-mails when you receive an online Alert.
- **Send an e-mail for each received alert.** Choose this option if you want a courtesy e-mail for each online Alert you receive.
- **Send one daily summary e-mail for all received alerts.** Choose this option if you want one daily courtesy e-mail that includes all Alerts you received that day.

### Other E-mail Options

You can also choose to receive e-mails for filing submission receipts, system maintenance notices, and Notification profiles. Configure these e-mails under the Other E-mails section of the E-mail Preferences tab.

- **Receive filing submission e-mails.** Check this box if you want to receive an e-mail confirmation each time you submit a filing to the court.
- **Receive system maintenance e-mails.** Check this box if you want to receive notices about planned Denver County Court E-Filing system outages.
- **Receive a daily Notifications summary e-mail.** Check this box if you want a daily e-mail that summarizes your Notifications for a day.

### Alert Preferences

You can choose to send a copy of your alerts to others from your organization. You can also choose to receive alerts that were sent to others.

### Filing preferences

You can choose the default primary attorney, authorizer, default attorney using filing preference.

ADMINISTRATOR

Administrator can add and modify users, modify organization details using the Administrator menu. It also leads to Colorado Interactive’s billing Login.

To modify a user, select **Modify User**. A list of users is displayed.

Last Name	First Name	Email	Account Type	Organization Name
Attorney2	Test	dcctest6@denvercountycourt.org	Attorney	Test Organization
Attorney1	Test	dcctest5@denvercountycourt.org	Attorney	Test Organization
Authorizer1	Test	dcctest3@denvercountycourt.org	Attorney	Test Organization
Test	Billing	dcctest2@denvercountycourt.org	Staff	Test Organization
Authorizer2	Test	dcctest4@denvercountycourt.org	Attorney	Test Organization
Test	Administrator	dcctest@denvercountycourt.org	Staff	Test Organization

Select the user you want to modify.

The user form has a link to [delete user](#). Select this if you want to delete the user.

You can change billing contact for the organization using **Modify Organization**.

**DENVER COUNTY COURT E-FILING SYSTEM**

You are logged in as : **Administrator Test**

Home Filing Search Resources My Account Administrator Log out

**Administrator**

- [Add User](#)
- [Billing](#)
- [Modify User](#)
- [Modify Organization](#)

### Modify Organization

\*Organization Name

\*Organization Type

\*Address

\*City

\*State

\*Zip Code

\*Country

Phone Number

Fax

\*Billing Contacts

Billing Test

Organization Status

Mandatory Billing Reference

Administrator(s) Test Authorizer1 [dcctest3@denvercountycourt.org](mailto:dcctest3@denvercountycourt.org)  
Test Authorizer2 [dcctest4@denvercountycourt.org](mailto:dcctest4@denvercountycourt.org)  
Administrator Test [dcctest@denvercountycourt.org](mailto:dcctest@denvercountycourt.org)