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
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 efiling system.
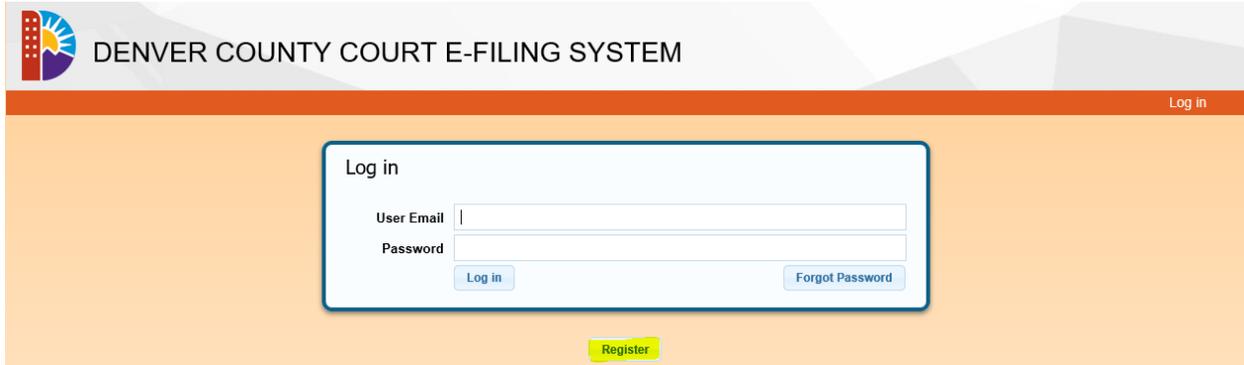
Clicking on Register button will lead you to following screen
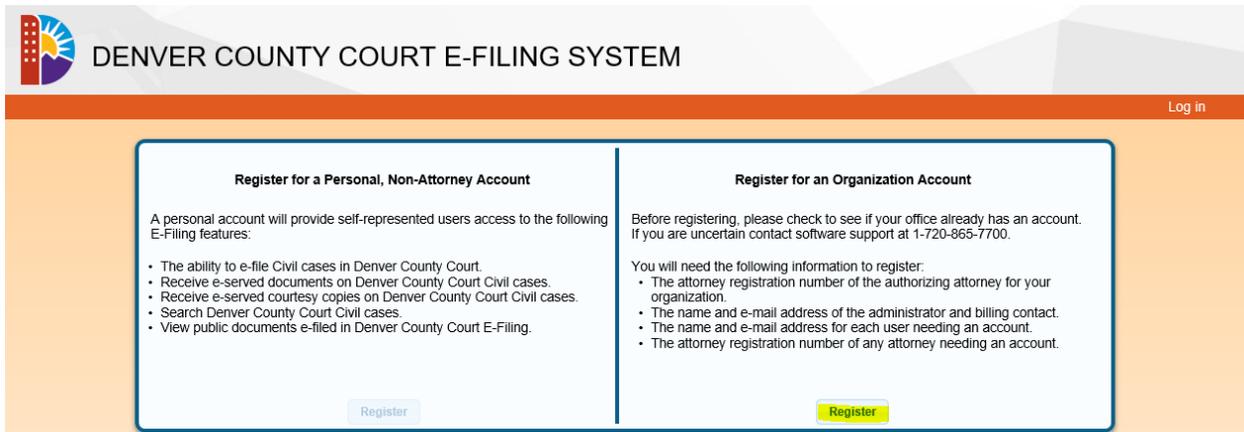
You should have the following information handy while registering the organization

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

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.

When the registration is successfully submitted, following screen is displayed

DENVER COUNTY COURT E-FILING SYSTEM

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>

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.
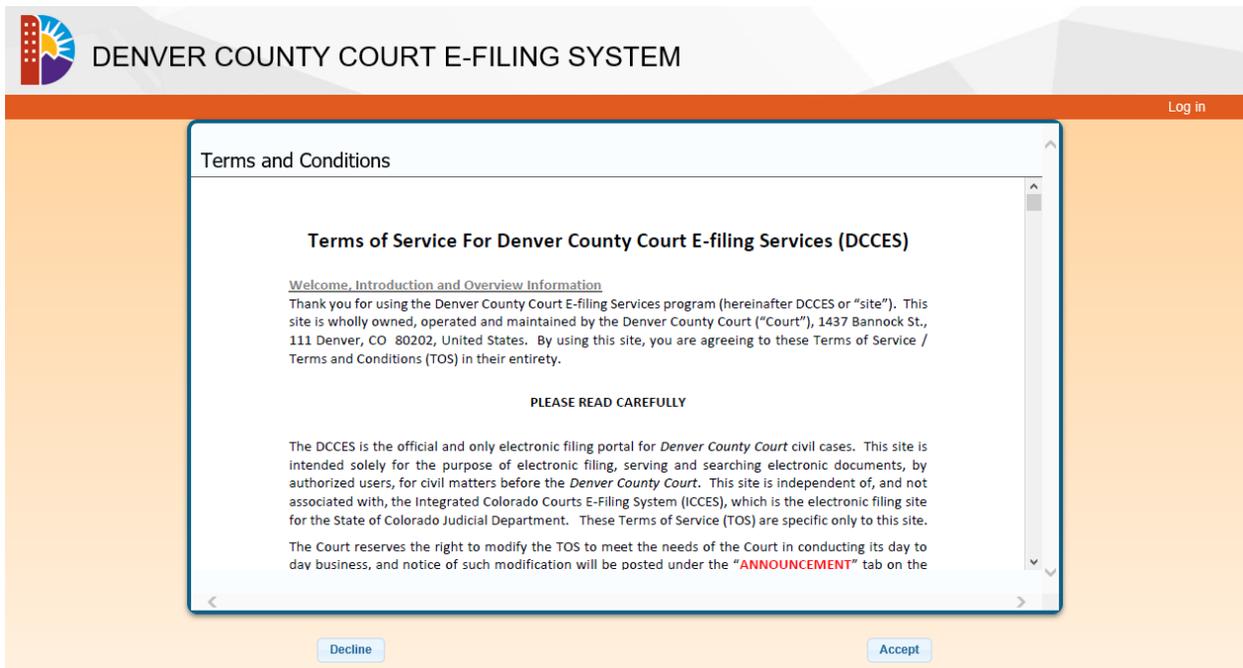
Once you accept the conditions, you can associate a password with your account. The login is same as the user email provided in the previous screen in the administrator's detail. The password needs to be 8-15 letters and should contain at least one capital letter, at least one number and at least one special character [*!@#$%*() only*]
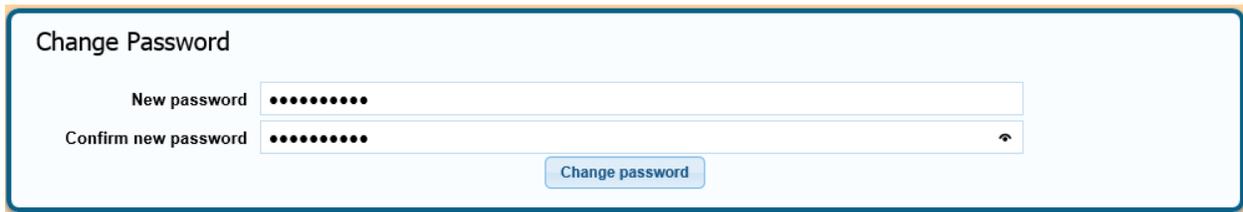
On successful attempt, you'll see following confirmation screen.
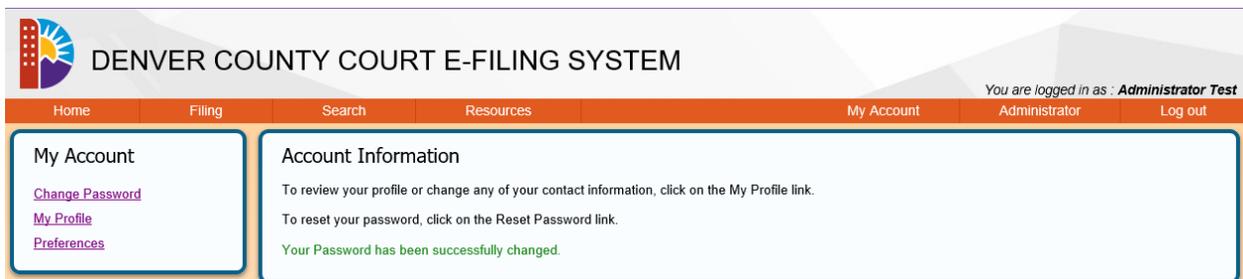
If your organization includes other people that will need to use the Denver County Court e-Filing system, the Administrator can add additional users to the organization, using **Add User** option in the Administrator menu.

ADD USERS

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.

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

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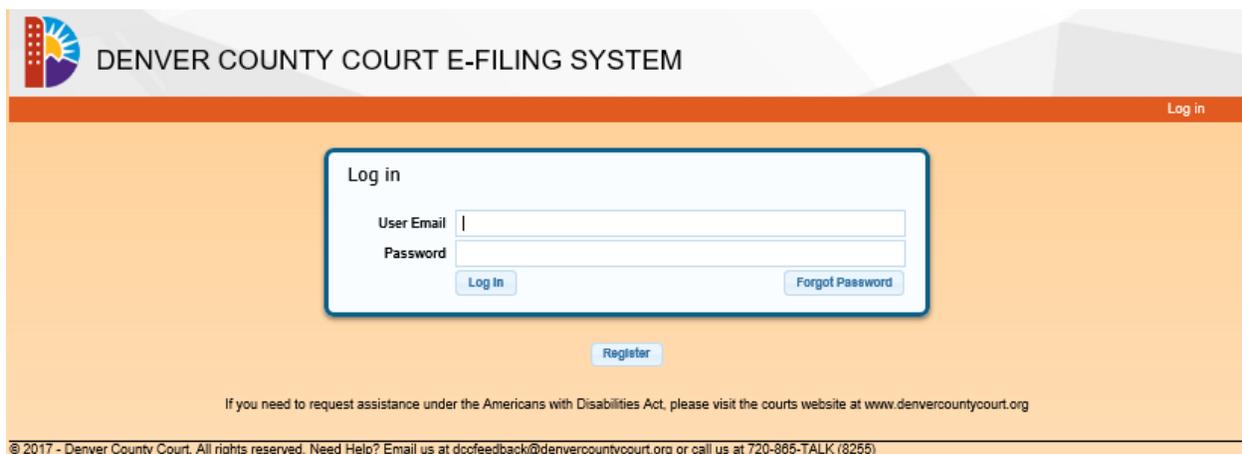
Please use the email address where the confirmation was sent and the password you chose while activating your account.

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.
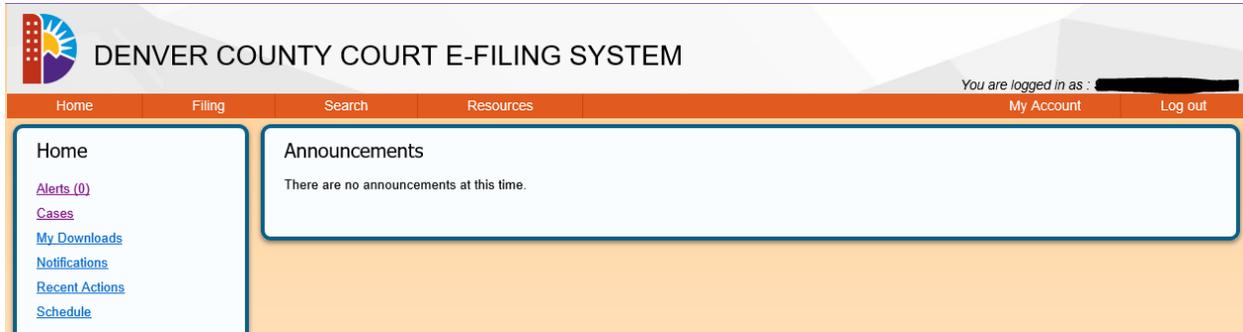
FILING

FILE A NEW CASE

To file a new case, please select **File New Case** option from **Filing** menu
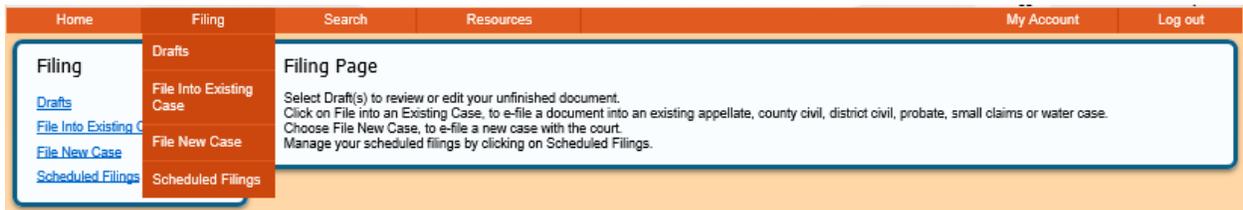
Select appropriate case type.
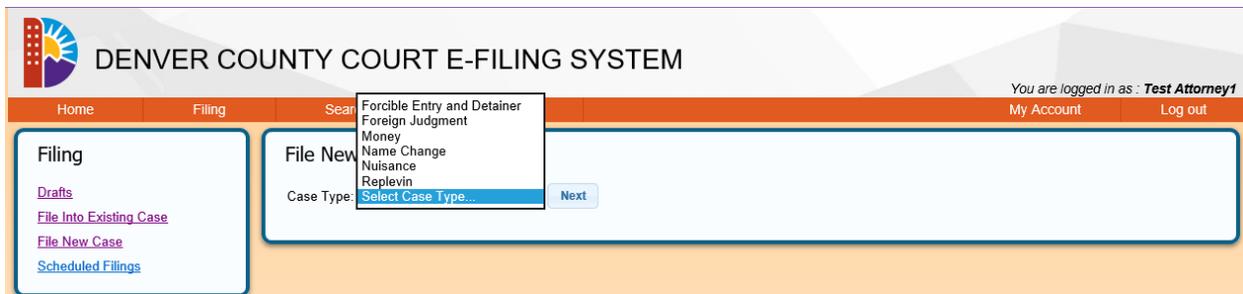
Click **Next**

ADD PARTIES – DEFENDANT AND PLAINTIFF

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

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.

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

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 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

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

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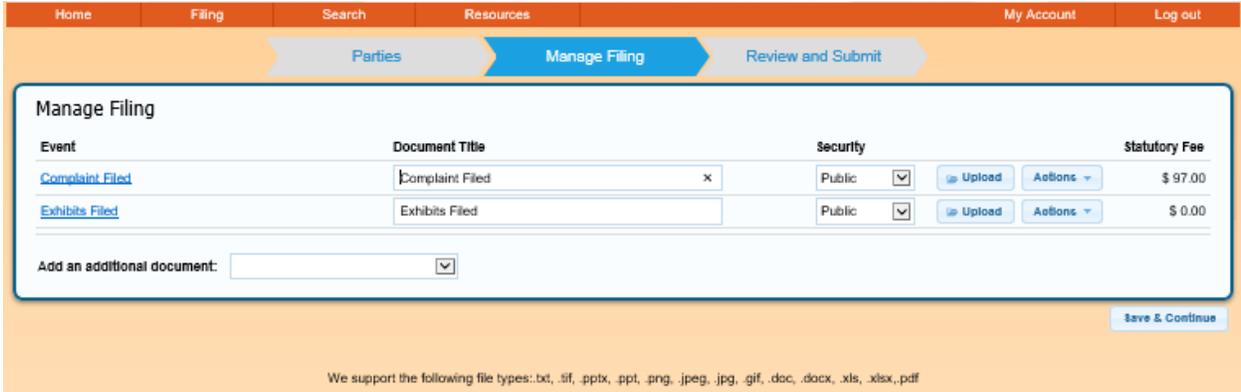
If you hover over the document, you also see a blurb notifying the document upload status.

You can change the event by using **Change Event** action.
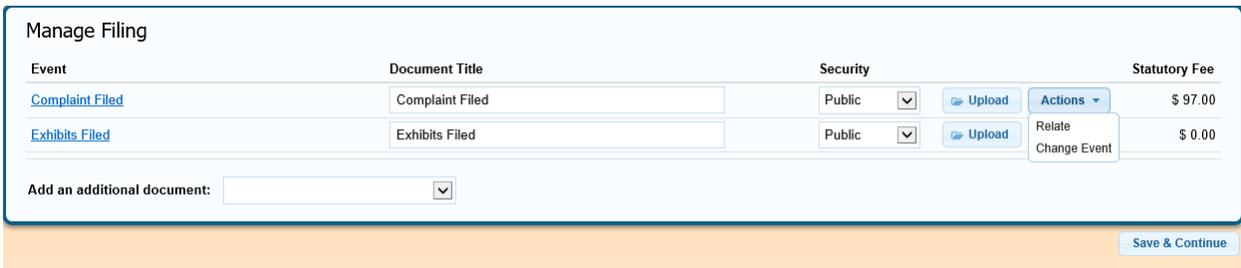
This displays a drop-down list of events and allows you to choose another event.

You can mark the related document by choosing Relate action.
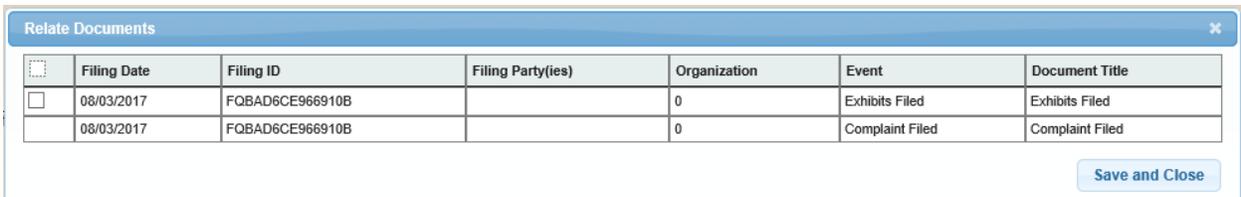
It is reflected on the Manage Filing as

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.

REVIEW AND SUBMIT

Please review the case filing before submission

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

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.

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.

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

You can enter the case number to access the case

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

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

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.

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.

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.

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 I 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 Case**s tab from the **Cases** option on **Home** menu.

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.

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

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

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

Home	Filing	Search	Resources		My Account	Log out

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 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 shatring the notification by removing the user.

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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.

MANAGING ACCOUNT

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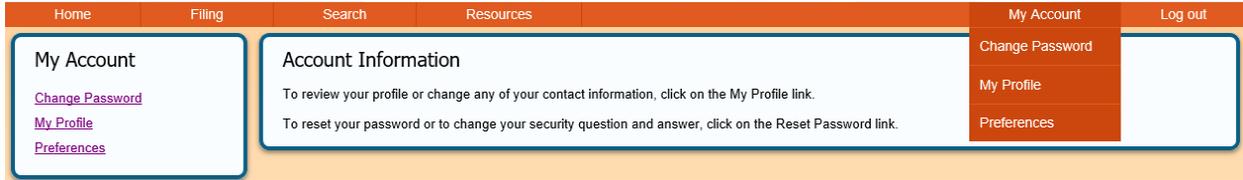
CHANGE PASSWORD
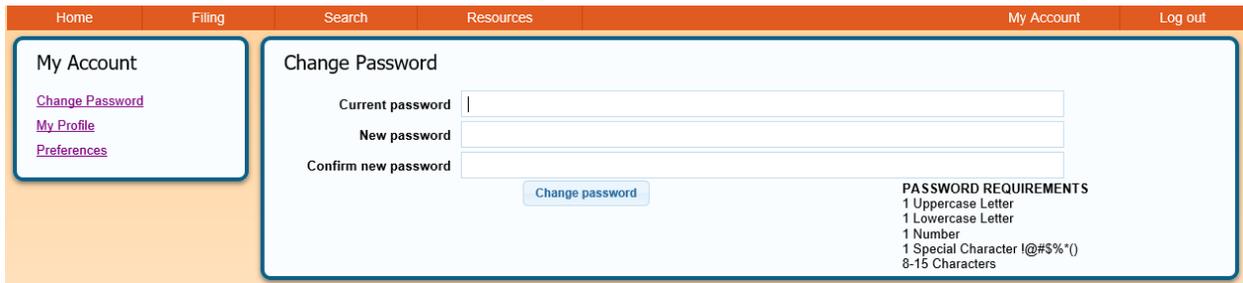
PREFERENCES

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**.
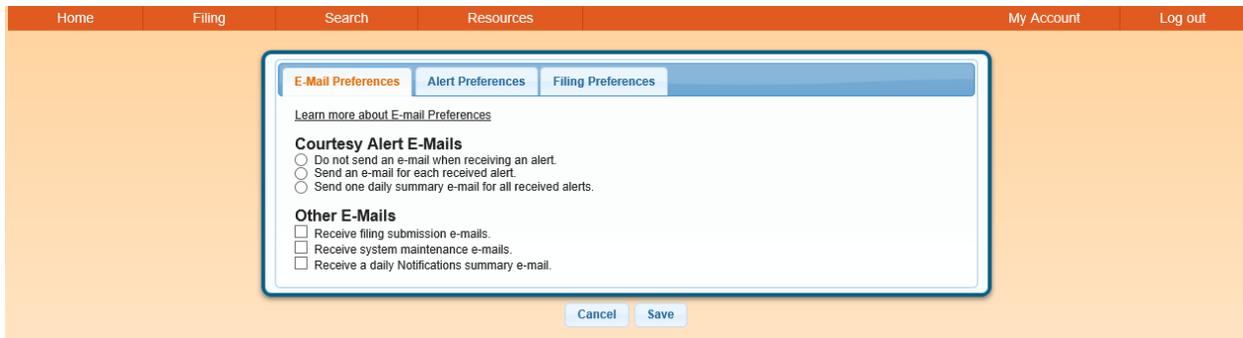
Receive Courtesy Emails for Alerts

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** -> **Preference**s 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.

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.**