



File into an Existing Family Case

The [Colorado Courts E-Filing](#) system allows authorized users to file and serve documents electronically in the Colorado Courts.

Before you Start

You must be a party to the case. If you are not, the court will reject your filing and the e-filing and e-service fees are not refundable.

Can't afford fees? You will not be able to use this system. You will need to file your documents in person or by mail. Additional forms are required.

Complete and save your forms first. The system will not complete your forms for you.

Need Help? Instructions, forms and flowcharts can be found at the Colorado Judicial Website.

File into an Existing Case

The screenshot shows a dashboard with four main sections:

- MY CASES:** Includes a table with columns 'Case Number' and 'Case Caption'. It shows 'No Items' and a 'More >' link. There are buttons for 'File a New Case' and 'File into Existing Case'.
- CASE ACTIVITY:** Includes a table with columns 'Date', 'Type', and 'Case Number'. It shows 'No Items'. There are tabs for 'All', 'Alerts', and 'My Filings'.
- UPCOMING COURT DATES:** Includes a table with columns 'Date', 'Hearing Type', and 'Case Number'. It shows 'No Items' and a 'More >' link.
- ANNOUNCEMENTS:** Features a red heading '2019 County Court Civil Fees' and a paragraph: 'Please click [here](#) for an important announcement about county court civil filing fees effective January 1, 2019.' It also has navigation arrows.

- Select the **File into Existing Case** from your dashboard.

File into Existing Case

Enter your court location and case number below and click the search icon

<small>Court Location</small> El Paso County	<small>Case Number</small> 19DR30049
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Opt-In As Case Participant For:
Divorce Case - El Paso County, 2019DR030049 [Doe, John and Doe, Jane](#)

The Colorado Courts E-Filing system allows parties of record to file, serve, receive, and view documents electronically in the above-captioned case.

By opting into this case, I understand and agree to the following conditions.

1. I am a party in this case;
2. I will receive documents electronically and not by US Mail; and
3. If I retain an attorney, my attorney will file and receive all documents.

CANCEL
I AGREE

- Select your court location and enter your case number. Click the search icon to find your case.
- The first time you file electronically into your case you will need to accept the terms of electronic filing. Click the I Agree button to continue.

Upload Documents

File into Existing Divorce Case - El Paso County, 2019DR030049 [Doe, John and Doe, Jane](#)

<small>Document Title</small> Notice of Electronic Filing Opt-In View Original View PDF	<small>Document Title</small> Notice of Electronic Filing Opt-In
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Select Another Document to File ▼ + ADD DOCUMENT
Total Upload: 0.19 MB of 50 MB limit
Max Document Size: 3.0 MB

Need Help? Instructions, forms, and flowcharts can be found at the [Colorado Judicial Website](#)
SAVE AND CLOSE
CANCEL FILING
CONTINUE

- The Notice of Electronic Filing Opt-In will be submitted to the court and made part of the court record. Once this document is accepted you will have electronic access to your court case and you will receive documents electronically from the court.
- If there are additional documents that you would like to file, select them from the Select Another Document to File list.

Select Another Document to File
▼
+ ADD DOCUMENT

- The system will add a default document title on many documents that can be filed in the system. You can edit this document title if it does not match the title of your pleading.
- Upload your document by clicking the browse button, navigate to where your document is stored on your computer or network and select the document. Your original document will be uploaded to the system and the system will create a PDF version of your document.
 - The confirmation message “Your document was uploaded successfully” will appear.
 - After uploading your document, you can review the original document by clicking the View Original or the converted PDF version by clicking the View PDF link.


File New Divorce Case - El Paso County

✔ Your document was uploaded successfully.

✔ Petition - Dissolution w/Children Document Title JDF 1101 - Petition

[View Original](#) | [View PDF](#) _____

Drop files to attach, or browse.

- If there is a document listed that you do not want to file at this time remove it by clicking the trash can.  This will remove it from your list.
- The maximum document size is 3MB and the entire filing submission must be 50MB or less.
- Double check that the documents you uploaded are correct.
- Once you have added all the documents click continue.
- Statutory filing fees are based on the document you are filing. For a complete list of statutory filing fees, click [here](#).

Service

File into Existing Divorce Case - El Paso County, 2019DR030049 [Doe, John and Doe, Jane](#)

You are required to provide copies of your documents to all case parties. Parties under the E-Service Recipients section will receive your documents electronically. You can choose to send your documents to any parties listed under US Mail Recipients via the Colorado Courts E-Filing system, and if you do, additional fees will apply. You also have the choice to mail your documents to those parties yourself.

E-Service Recipients

<input checked="" type="checkbox"/> Name	Type	Attorney	Organization
<input checked="" type="checkbox"/> John Doe	Petitioner	Self-Represented	N/A

U.S. Mail Recipients (Optional)

<input type="checkbox"/> Name	Type	Attorney	Address
<input type="checkbox"/> Jane Doe	Respondent	Self-Represented	N/A
<input type="checkbox"/> Party Suppressed	Impartial	Self-Represented	N/A

Need Help? Instructions, forms, and flowcharts can be found at the [Colorado Judicial Website](#)

SAVE AND CLOSE CANCEL FILING **CONTINUE**

- E-Service - C.R.C.P. Rule 121, Section 1-26(6) requires e-service on parties who have subscribed to the Colorado Courts E-Filing application. If an attorney or self-represented party on the case has an active CCE account, e-service will automatically be selected for that party.
- US Mail Service – If other parties on the case are self-represented or represented by an attorney that does not have an active CCE account you can select to have documents mailed through the system.
 - If the party is self-represented and there is an address on record for the party, this address will automatically be pulled in when you select US Mail service for them. **Note:** For security purposes, if this is the first time you are filing in the case, party addresses will not be pulled from the court record. Once the court has accepted you as a party to the case, this information will display.
 - If the party is represented by an attorney and does not have an active CCE account, then the attorney’s address that is listed with Attorney Registration will display here.
 - If you would like to enter a different address or change your mailing from regular mail to certified mail, click the Add Address link.
 - Additional fees apply for using the U.S. Mail option and you may mail documents to those parties yourself.

Review and Submit

File New Divorce Case - El Paso County

Credit Card Number * MM * YY * CVC *

Use my account information for the billing address

First Name * Jane Last Name * Doe

Address * 1st Avenue

City * Denver State * Colorado Zip Code * 80203

Email Address * ProseAccount@gmail.com

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Purchase Details

Statutory Filing Fees: \$230.00*

E-Filing Fees: \$6.00

Total Fees: \$236.00

*The court may modify statutory filing fees before accepting your filing.

- Enter your credit card and billing information. Credit card information is not stored in our system and not sent to the court. If this screen is refreshed or you save your filing to submit later, you will need to re-enter your credit card information.

- Click the submit filing button.

Now what happens?

- Your filing is submitted to the court and any e-service recipients. Any service for US Mail will be processed and sent out from our mail vendor.
- Your submitted filing will display on the My Filings screen.
- The court clerk will review your filing and either accept or reject the documents. If a filing is rejected, you will receive an email notification and it will appear on your Alerts screen.
- The document will have a date/time stamp of when the filing was submitted by the user.
- Any statutory filing fees are charged only when the filing is accepted.