Dashboard

The Colorado Courts E-Filing system (CCE) allows authorized users to file documents into new and existing cases electronically in the Colorado Courts. The dashboard gives you quick access to cases you have filed into, electronic documents served to you, upcoming court appearances on cases you have electronically filed into, and announcements.

My Cases

This section will show you cases you have filed into electronically. It will not display cases you have that have not been filed into using your Colorado Court E-Filing account. To gain access to your existing cases see the Quick Guide for Filing into an Existing Case.

The File link will give you quick access to file document into your case.

Click on the Case Number link to view the court record.

The dashboard will display the five most recent cases. Click on the More link to access all cases you have filed into.

Upcoming Court Dates

This section will show you any upcoming court dates on your CCE cases. The 5 most recent court appearance will display. If you have additional court appearances, click on the More link to access your schedule.

Announcements

Any changes to the Colorado Courts E-Filing system or the courts that may affect you will be listed under announcements.

Case Activity- Alerts tab

The Alerts tab will display the ten most recent alerts you have received. Click on the View link to review the document(s) and the details of the filing. If you click on the More link it will display all alerts.

The Alerts screen is your inbox for documents electronically served upon you. There are four types of Alerts that the Colorado Courts E-Filing system provides.
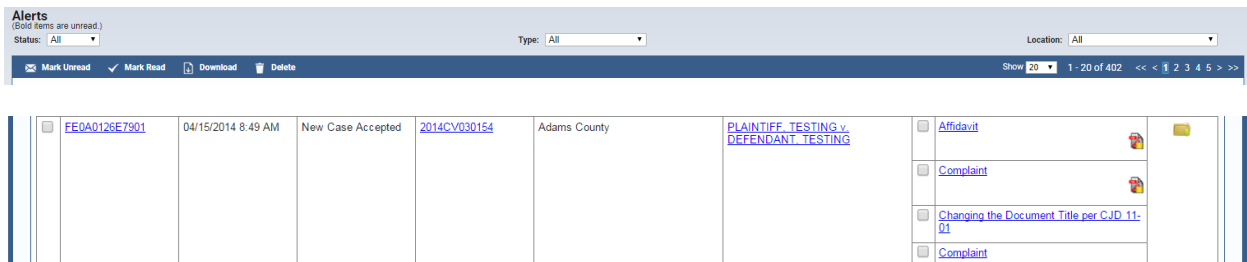
New Case Accepted: The court has accepted a new case that you e-filed.

E-Service: A document(s) is electronically served on you.

Rejected Filing: The court has rejected your filing.

Courtesy Copy: Someone filed a new case and electronically served copies of the documents. This does not constitute personal service on a new case.

Alert Functions

Download: Select the checkbox(s) to the left of the Document Title and then click the Download button on the toolbar. This will send the document(s) to the My Downloads screen creating a zip file that can be saved.

Rejected Document: The court is required to give the reason a document is rejected. A warning icon will appear on the Alerts screen. When you hover over the icon or click on it you will see the rejection reason.

Court Comments: This icon will display next to the document title when a court clerk accepts or rejects a document and wants to send a comment to the filing party. When you hover over the icon or click on it you will see the court comments.

Redacted Document: This icon will display next to the document title when a redacted version of a non-public document has been uploaded by the court. Click on this icon to view the redacted document.

Action Items: A user can act on a filing by clicking the folder icon.

- **File into an Existing Case:** The file folder icon under the Action column is a shortcut to start the filing process. It will enter the court location and case number that you are filing into.

Case Activity- My Filings tab
The My Filings tab will display the ten most recent filings you have submitted to the court. Click on the View link to review the document(s) and the details of the filing. If you click on the More link it

will display all your submitted filings.

Case Activity- All tab
The All tab is a combination of the Alerts and My Filings tab which will display the most recent activity under your account.

Menu Bar
Click on you name to access the My Profile and Reset Password screens to update your user information.

Case History

The **Registry of Action** displays the general case activity as maintained by the court. The court can have entries that are not documents. Some documents can be in paper format, especially on older cases before electronic filing. To **Download** documents on a case, check the box on the left of the document and the Download button. This will create a zip file that you may save to your computer.

Serve Only documents are documents electronically served between parties on the case. These documents are not submitted to the court.

The **Case Schedule** displays past and future court appearances related to this specific case.

Minute Orders are entries made in the courts case management system by court personnel. These can be notes about the case or a summary of a court appearance. To print minute orders, check the box on the left of the date and the Print button.

*Note: Any document with a document security of Sealed is not viewable by anyone in the Colorado Courts E-Filing system. This document has been sealed by a judicial officer.

My Downloads
To access your downloaded documents, go to your menu bar and click **Menu => My Downloads**.

Click on the green arrow under the action column to open your zip file. Once you have opened the

file you can save it to your computer.