

This is just a quick instructional guide on how to access a case docket and download filings. Colorado Courts E-Filing has all the cases we will manage as a firm and you'll interact with the courts exclusively through this system. Follow the steps below to see how to keep that process ticking along! You can also watch this guide here: joneslaw-colorado.com/dashboard

Steps to Follow

- Head to [this link](#) or click "court filings" in your browser bookmarks and log in.
- When the dashboard opens it will show you a search box, where you can search by name or case #.
- Once you've found your case from the list click the case number and you'll have the docket.
- Click filing names to view and download individual PDFs and view the court details at the top of the page.
- That's that! Good job!



Concluding Thoughts

You may be asked to check minute orders or the court calendar, check the tabs at the top of the docket. If you need to file into the case click the folder icon with a plus and follow the series of pages for your sort of filing. You can also download multiple documents at once by selecting them on the left side and then clicking the download button in the middle of the screen.