

iCourt is **Coming** in October What You **Need to Know**



iCourt is launching in 16 additional Idaho counties in October. Here is what you can expect before, during and after your county transitions to the new case management software:

Electronic Filing (e-filing) Live in October, Mandatory in November

- On **October 9**, all remaining Idaho counties (Bannock, Bear Lake, Bingham, Bonneville, Butte, Caribou, Clark, Custer, Franklin, Fremont, Jefferson, Lemhi, Madison, Oneida, Power and Teton) will be able to send and receive electronic filings for all court documents.
- In November e-filing will become mandatory in these counties. All court documents will need to be filed, served, distributed and delivered electronically.
- E-filing will be required if you are an attorney representing a party in the case, a party, or anyone authorized to submit documents for filing on a party's behalf. Filers may also be a third party tasked with submitting reports, evaluations, or other communications for filing as directed by the court or required by law.
- This means your organization will need to register and create your organization if you have not done so already. A full video tutorial, FAQs and other resources are available at: icourt.idaho.gov/efileoverview.
- Trainings will be scheduled later this year in central locations for attorneys, firms and small businesses in transitioning counties, which will be shared via email and posted on the iCourt site.
- You can also find the Rule on Electronic Filing and Service on the Idaho Supreme Court's website at: isc.idaho.gov/main/idaho-court-rules.

Courthouse Operations

- Services will be limited at your courthouse in October. On October 5, services will be reduced to all but critical business, similar to operations the day preceding a holiday.
- Online payments (CitePay) will be offline from September 27 until October 9, when the system transitions to the iCourt Portal.
- Unless you have urgent business, please avoid the county courthouse from October 5-12. Anyone with a court appearance scheduled during this time frame **must still attend**.
- iCourt goes live **October 9 at 8am**. During that week, everyone using court services should prepare for delays and be patient as employees get comfortable navigating the new system.

Data Repository

- The Court Data Repository will be replaced by the iCourt Portal. Once iCourt launches in your county, you will need to visit mycourts.idaho.gov to look up trial court cases or search individual criminal records within the county.
- Current county information from the Court Data Repository will transition to this new website.
- The iCourt Portal will be unavailable from October 6-9 during the transition.
- All court records will be located on the iCourt Portal after the transition on October 9.

Trainings & Resources

- Trainings and additional information about e-filing, the new portal and other iCourt-related topics are available online at icourt.idaho.gov.