

MEMORANDUM

May 29, 2013

To: COURTS on-line Subscribers
From: Shravani Kosnik
Subject: COURTS on-line one-year anniversary

The Division of Workers' Compensation's technology team would like to thank you for your continued support of the COURTS on-line project. As we are approaching the one year anniversary of the newly designed system, we hope that you have had an opportunity to use the program and that your experience has been positive.

Please know that a lot of hard work has been put into developing the redesigned system. **Your feedback is extremely important to us and we would appreciate hearing from you.** Please feel free to e-mail me any questions, comments or suggestions for future enhancements at shravani.kosnik@dol.state.nj.us.

Please make a note of the following features that were recently deployed or are in the works. A full listing of all the new features of the redesigned COURTS on-line system is attached for your reference.

Recent Enhancements:

Hearing List by Case Search:

- Clicking on the linked future hearing date in the case search results will launch a new window with the hearing list displayed.

E-Filing:

- Ability to e-file general Motions and Motions to Dismiss
- Electronic Service of Motions to all e-filing parties of a case

Attorney Hearing Schedules/Reports:

- Attorney Calendar report (hearing notice) is available as a downloadable report (under the menu item *Reports*)
- "**My Court Schedule**" is a snapshot view of your firm's court schedule for all finalized hearing schedules (approximately 2 ½ weeks out from today). It is a convenient way to plan out your schedule. It can also be used to find out if your firm is missing receipt of an e-mailed hearing notice. A link to the printed hearing notice is displayed for the days where your firm has at least 1 case scheduled before a judge. Rather than contacting the Division for a copy of the calendar, you can download it here instead.

In the Works (near-term):

E-Filing:

- *Ability to e-file Motion to Join the UEF (Coming Soon)*
- *Ability to e-file an Answer to General Motion (Coming Soon)*

Advanced Search

- *Customized case searches will be available for subscribers.*

In the Works (long-term):

Imaging :

- *On-line Access to case documentation and evidence on closed/archived/micro-filmed cases*

Uploading documents to COURTS on-line:

- *Ability to upload non-standard documents to the system (i.e. medical documentation, certifications, etc.)*

On-line registration

- *Limited use e-filing access for guest users*
- *On-line Contact Person and Subscriber registration*

Thank you again for your support and your participation!
--Shravani

COURTS on-line System – SUMMARY OF ALL NEW FEATURES:

HOME PAGE AND MENU OPTIONS:

- Redesigned Home Page and menu, providing easy access to all system features.
- System Alerts: Providing you with instant information about the system and upcoming system outages or upgrades.
- Your Name, Name of firm and Cycle Week and Cycle Day display on all pages
- Snapshot view of your Message Inbox and Draft Documents (for e-filers)

CASE SEARCH:

- New search criteria fields: Carrier (for attorneys only), Respondent Attorney (for carriers only), Respondent Name and Medical Claim Applicant Name. An Advanced Search, with additional search criteria, will be available in a later release.
- Expanded Search Results:
 - Assigned Judge's name will be displayed along with assigned district office
 - Case Type will be displayed (CP, DCP, MCP or AIH – Informal)
 - Future hearing date is displayed. Clicking on the linked date will launch a new window with the future hearing list displayed. (Recently deployed)
 - Search results can be printed in a pdf report.

CASE FOLDER VIEW:

- Enhanced display of data on all tabs, particularly *Case Summary* tab, providing pertinent information in one place
- Data lists in all tabs can be printed in a pdf report
- Info links to additional party information
- Enhanced related case information
- Single case search (*Case Search Lite*)
- Ability to print new documents (CP, DCP, MCP and AIH) data entered by staff post June 20, 2012
- Case Summary tab will display a history of all the documents entered, proceedings, assignment changes and Orders entered on this case, in chronological order.

HEARING LIST SEARCH

- Improved Search flow
- Easier to read hearing list result view
- Info button to provide Case Summary for selected Case

INQUIRY MENU:

- EXPANDED ACCESS TO NUMEROUS INQUIRY ONLY TABLES:
 - Attorney Lookup – provides address info for law firms registered with the DWC
 - Carrier Lookup – provides address info for carriers and self-insurers registered with the DWC
 - Case Attorneys – provides all attorneys active on a selected case
 - Decisions by SSN – search of all decisions for an injured worker
 - Proceeding Reasons
 - Proceeding Types
 - Document Codes

E-FILING:

- New document types for e-filing: MCP, Amended MCP, Answer to MCP, Amended Answer to MCP, Application for Informal Hearing (AIH)
- Ability to e-file general Motions and Motions to Dismiss and Electronic Service of Motions to all e-filing parties of a case (Recently deployed)
- Ability to e-file Motion to Join the UEF (Coming Soon)
- Ability to e-file an Answer to General Motion (Coming Soon)
- Carrier ability to e-file AIH (Application for Informal Hearing) documents
- Improved flow for e-filing cases
- Expandable forms to accommodate additional text (for all document types. Previously it was available for Answers)
- Ability to identify a Guardian for the petitioner (CP and DCP's)
- Related Case and Duplicate Draft Document display page – to help filer avoid duplicate filings
- Ability to add Corporate Officers to the filing if the Respondent is Uninsured
- Automatic scheduling of a newly filed case if the case has a related case that is already scheduled (where the attorney calendar has not been issued yet).
- Ability to remove an existing carrier from the case with the e-filing of an Amended Pleading
- Ability to e-file Re-Openers on cases with multiple respondents
- Ability to e-file back to back CP's even after the first filing resulted in an injured worker name – Date of Birth data mismatch.

MESSAGE INBOX (for e-filers):

- Link to the case folder for the selected case
- Ability to manually delete all messages in the inbox
- Ability to move viewed messages to an "Addressed" Tab

REPORTS/SCHEDULES:

Attorney Hearing Calendar report:

- Available as a downloadable report from COURTS on-line
- Improved format – display of Hearing Judge Full Name, Office address and telephone numbers
- New sort order of the proceedings: They will be grouped by Injured IDN and then sorted by order of priority of the Proceeding Type.
- Case parties include entities identified as "Other Party"
- Recipient name will be underlined throughout the report to enable easy identification of that firm's cases

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Print E-Filed Docs (for e-filing carriers)

- Enhanced printing function which displays a list of all documents to be printed