



PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lieutenant Governor*

*State of New Jersey*  
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
P.O. Box 381  
TRENTON, NEW JERSEY 08625-0381

ROBERT ASARO-ANGELO  
*Commissioner*

RUSSELL WOJTENKO, JR.  
*Director & Chief Judge*

**MEMORANDUM**

November 15, 2018

To: Notice to the Bar

From: Russell Wojtenko, Jr.   
Director and Chief Judge of Compensation

Subject: **COURTS on-line Workers' Compensation Mandatory Electronic Filing - Initial Pleadings**

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COURTS on-line, a web based application designed to allow attorneys in good standing to electronically file pleadings with the N.J. Division of Workers' Compensation, has been implemented in the State of New Jersey for all vicinages since June 2012. Ninety-four percent (94%) of pleadings are filed electronically by attorneys and law firms through COURTS on-line.

As of March 15, 2019, the N.J. Division of Workers' Compensation shall require all licensed New Jersey attorneys and law firms to file the following pleadings electronically through COURTS on-line in accordance with N.J.A.C. 12:235-3.1:

- + Claim Petitions
- + Answers to Claim Petitions
- + Dependency Claim Petitions
- + Answers to Dependency Claim Petitions
- + Medical Claim Petitions
- + Answers to Medical Claim Petitions
- + Applications for Review and Modification of Formal Awards (Re-Openers)
- + Answers to Review and Modification of Formal Awards (Re-Openers)
- + Amendments to all the pleadings set forth above

Any pleading listed above filed by an attorney or law firm on paper on or after March 15, 2019, shall be rejected for filing, with instructions to file the matter electronically through COURTS on-line. In such instances, the filing date shall be the date the document is received through COURTS on-line.

All other pleadings, motions and briefs may be filed electronically or on paper in accordance with our Court rules.

Pro Se parties may continue to file all pleadings on paper, on the forms prescribed by the Division, subject to the requirements of N.J.A.C. 12:235-3.1.

If your law firm is not enrolled in COURTS on-line, please complete a COURTS on-line Internet Access Application Form and submit it to the COURTS on-line Technical Support Unit of the N.J. Division of Workers' Compensation via mail or fax. Within two to four (2-4) weeks, you shall receive instructions in the mail from the COURTS on-line Technical Support Unit on how to access the COURTS on-line system.

The COURTS on-line Internet Access Application Form can be found on our website at:  
[https://www.nj.gov/labor/forms\\_pdfs/wc/pdf/interactive\\_pdf/courts\\_online\\_app\\_i.pdf](https://www.nj.gov/labor/forms_pdfs/wc/pdf/interactive_pdf/courts_online_app_i.pdf)

If you have any questions, please contact:

COURTS on-line Technical Support Unit  
N.J. Division of Workers' Compensation  
P.O. Box 381  
Trenton, NJ 08625-0381  
Tel: 609-777-4921 or 609-292-2556  
Fax: 609-292-3758  
Email: [courts@dol.nj.gov](mailto:courts@dol.nj.gov)

Or visit [https://www.nj.gov/labor/wc/egov/efiling/courts\\_efile\\_index.html](https://www.nj.gov/labor/wc/egov/efiling/courts_efile_index.html) for more information.