



COURTS on-line Announcement 2/18/2014

System Requirements for Electronic Filing of Pleadings with Attachments

The Division will be deploying a significant enhancement to the COURTS on-line e-filing program in the coming weeks:

- The addition of three new documents into the e-filing menu:
 - Motion for Medical/Temporary Benefits
 - Motion for Emergent Medical Treatment
 - Answer to Medical/Temporary Benefits

- Enhancement of the existing e-filing flow to enable filers to **attach** supporting documentation, medicals and exhibits to the following pleading types:
 - General Motion
 - Motion to Dismiss
 - Answer to Motion
 - Motion for Medical/Temporary Benefits
 - Motion for Emergent Medical Treatment
 - Answer to Medical/Temporary Benefits

- Enhancement of the current servicing/messaging flow and the case details view by displaying a link to the attachments for viewing/printing.

Prior to the launch of this system upgrade, it is very important that you confirm whether your system can:

- I. Create the “attachment” documents in the required format (only for e-filers opting to file with attachments).
- II. View, Save and Print attachments (PDF, TIFF and JPEG format) served to you through the COURTS on-line system.

I. GUIDELINES ON CREATING CASE EXHIBIT/ATTACHMENT FILES:

Acceptable file formats for case exhibits/attachment files: PDF, JPEG and TIFF

There are two options for creating a PDF/TIFF document: **Option 1** is to convert an original source document using PDF conversion software; **Option 2** is to scan an original paper document into a PDF or TIFF format

Requirements:

- SSN #'s on the original source document must be redacted.
- The original document must be legible
- The converted/scanned document must be 8.5 x 11 in size with the contents appropriately rotated for proper viewing.
- The converted/scanned document must not contain any security restrictions including password protection or encryption. Such filings will be flagged and then deleted.
- The converted/scanned document file name should contain only alphanumeric characters. No special characters are allowed.

Option 1: Converting an original source document to a PDF:

- You can automatically convert a Microsoft Word or Wordperfect source document into a PDF file, with the following versions:
 - Word 2013 (File > Save As > Select File Type = PDF)
 - Word 2007 - if updated with service pack 2 (File > Save As > Select File Type = PDF/XPS)
 - Wordperfect X3 or later (File > Publish To > PDF)

- If your word processing software does not have the capability to convert a source document to a pdf file, there are numerous products available (many are free). The following are some options. Feel free to explore other options:
 - Adobe Acrobat:** <http://www.adobe.com>
 - Primo PDF (free):** <http://www.primopdf.com/>
 - Cute PDF (free):** <http://www.cutepdf.com/products/cutepdf/writer.asp>

Note: If you have in-house or external technical support, it is recommended that you review this document with them prior to selecting and downloading a viewer or making any changes to your system settings.

Option 2: Scanning an original document into a PDF or TIFF:

- Make sure the original document is legible
- Make sure the scanner software you are using can create a multi-page document image
- You should scan your documents using the black and white setting with a minimum text resolution of 300 dots per inch (dpi). You should only scan using the color setting if the integrity of the information would be jeopardized if it were presented to the court in black and white. Color images are much larger than black and white and consume more storage space. If you need to scan in color, the document should have a minimum resolution of 600 dpi.
 - **Note:** Keep in mind that a higher resolution will result in a larger file. Larger documents will take longer to upload. If a large supporting document or exhibit document must be scanned, we recommend setting your scanner setting to the recommended resolution of 300 dpi for black/white text and 600 dpi for color images, and no higher.

II. SYSTEM REQUIREMENTS FOR DOWNLOADING/VIEWING ATTACHMENT DOCUMENTS:

Your system must be able to view and print PDF, JPEG and TIFF files in a multi-page format.

PDF: *Adobe Acrobat Reader* or similar PDF viewers must be installed on your computer.

TIFF: *Windows Photo Viewer* (for Windows 7 and 8), *Windows Picture and Fax Viewer* (for Windows XP and Windows Server 2003); or any other TIFF Viewer that displays the file in a multi-page format

JPEG: The same program that you use to view a TIFF file can be used to view a JPEG.

Note: It is recommended that you review this document with your in-house or external technical support prior to selecting and downloading a viewer or making any changes to your system settings.

Please follow these steps to ensure that an acceptable multi-page viewer is in place:

A. Test PDF document: http://lwd.dol.state.nj.us/labor/wc/images/PDF_sample_3pages.pdf

This should bring up a PDF document that is three pages long, 8 ½ x 11 in size. Depending on your local PC settings, the document may come up directly within your browser or in your PDF viewer.

B. Test JPEG image: http://lwd.dol.state.nj.us/labor/wc/images/Courts_Online.jpg

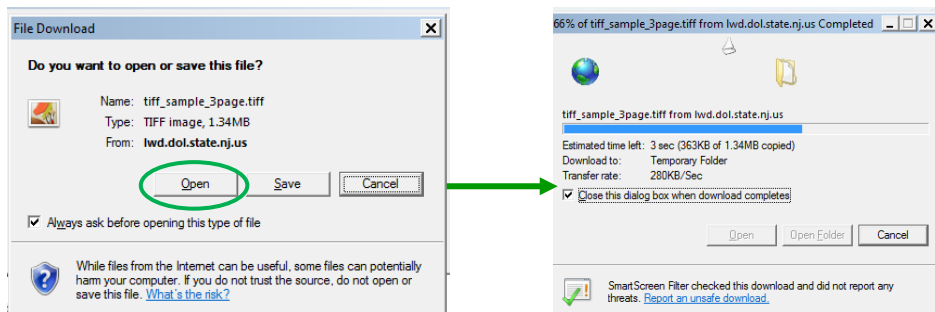
This should bring up the following COURTS on-line banner image in your Internet browser. You should be able to Print and Save the image. No special viewer is necessary to view this file.



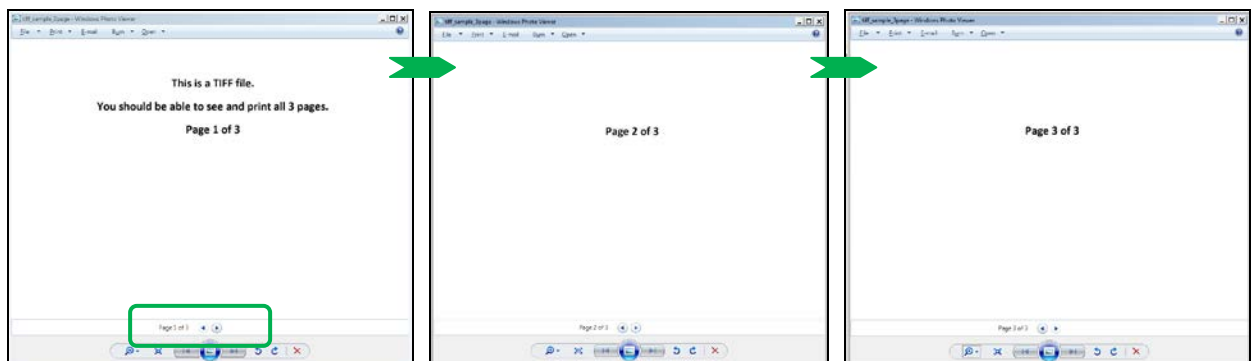
C. Test TIFF document: http://lwd.dol.state.nj.us/labor/wc/images/tiff_sample_3page.tif

Testing the tiff document will take a few steps as you have to first check to see if you have a TIFF viewer on your PC. If you do, you will then have to check whether that viewer displays the document in a multi-page format.


1. Click on the link above.
2. If a **"File Download"** box comes up, go to **step 2a**. If an **"Open With"** box comes up, proceed to [step 4](#).
 - a. Click **Open**. Wait for the file to load.



- b. Once the file has loaded, it will open in your default TIFF viewer. Check to see if it is a multi-page document (3 pages). In the example below, you know it's a multi-page viewer because of the page number display at the bottom (Page 1 of 3 ◀ ▶). Click on the arrows to scroll through the document (◀ ▶):



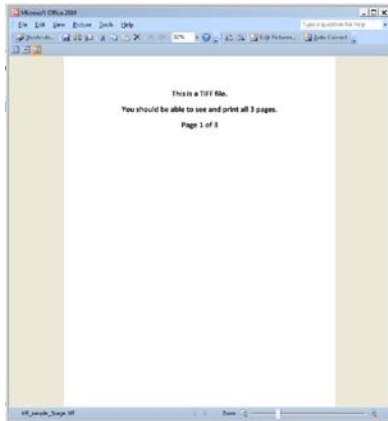
- c. You should be able to print and save this document with no issues.

Note: In the example above, the document came up in **Windows Photo Viewer**, an acceptable viewer. 
Windows Photo Viewer is a standard default viewer for most computers running a later version of Windows operating system (such as Windows 7).

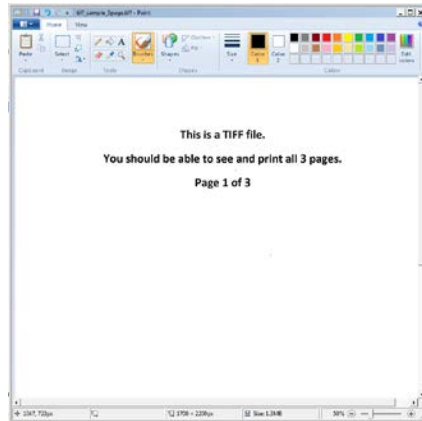
If you have Windows Photo Viewer or a similar multi-page image viewer, you are good to go. 

- d. If the document only displays the first page and doesn't allow you to view the rest of the document, the default image viewer you are using is not acceptable. The following will show you what the test document may look like if you are using **unacceptable** image viewers.

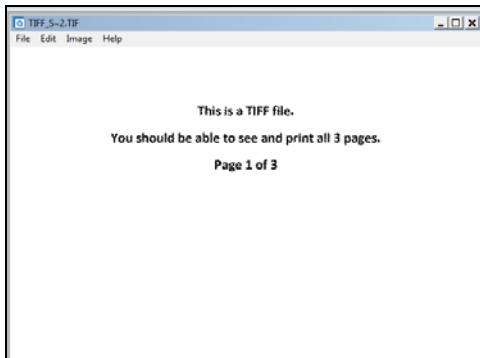
 **Microsoft Office Picture Viewer**



 **Microsoft Paint**



 **QuickTime Picture Viewer**



 **Other unacceptable formats:**

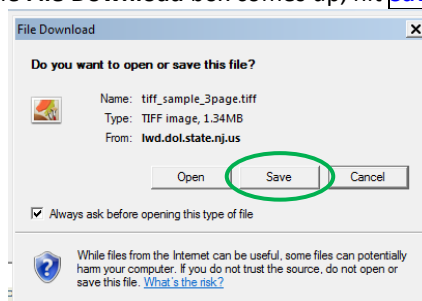
- Windows Picture and Fax Viewer if your system is using Windows 7 or 8

Proceed to step 3 to find out if you have another available image viewer on your computer or if you need to download a new image viewer.

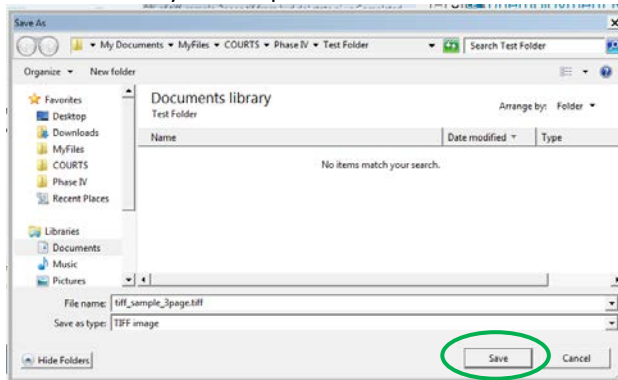
3. How can I get an acceptable image viewer that will allow me to view multi-page TIFF files?

First thing you need to do is to see what other image viewers are on your PC. To do this, simply follow these steps:

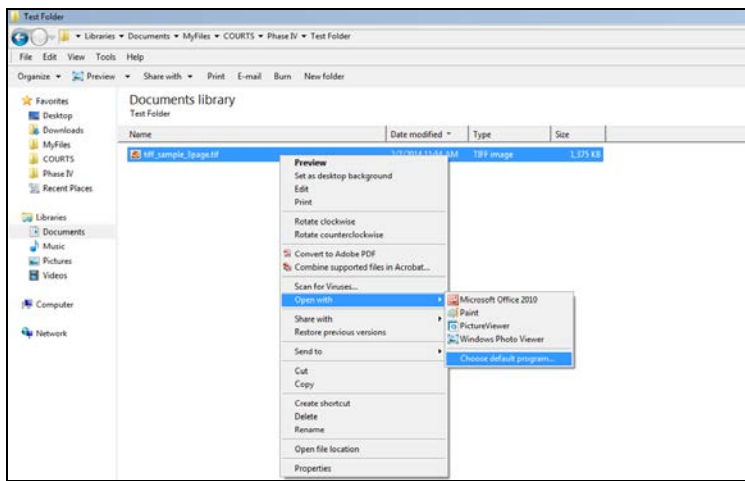
- Click again on http://lwd.dol.state.nj.us/labor/wc/images/tiff_sample_3page.tif
- When the **File Download** box comes up, hit **Save**.



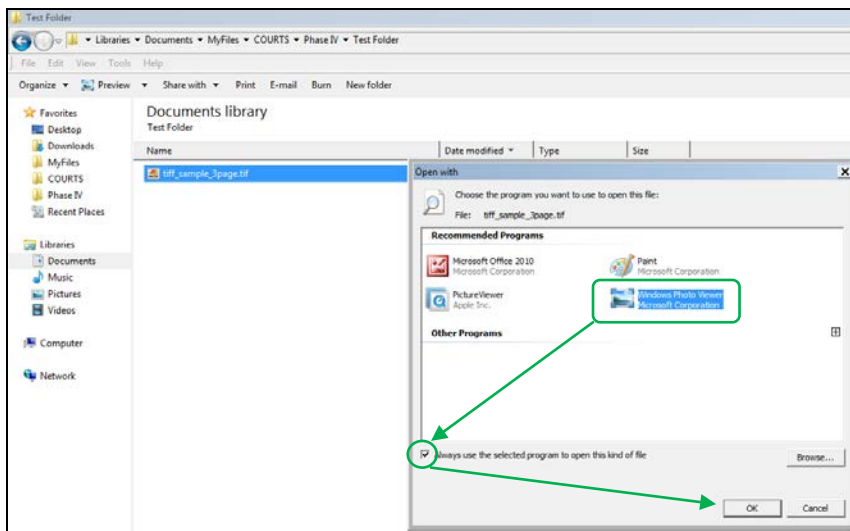
- c. Select the file folder on your computer this document should be saved in. Then hit **Save**.



- d. The TIFF file is now saved on your computer.
 - Go to that file in your directory and **Right mouse click on that file**
 - Select **Open With** from the drop-down and then **Choose Default Program**.

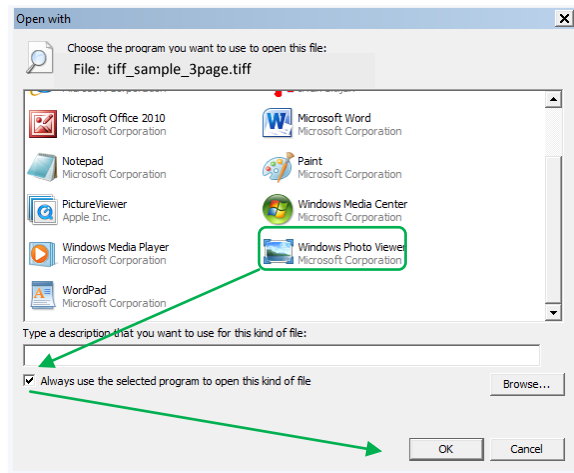


- An “Open With” dialogue box comes up as shown below. All the image viewers will be displayed here. Select **Windows Photo Viewer** if it is one of the available viewers. Indicate with a check if the system should always open tiff files using this program. Then hit **OK**.



- If no acceptable multi-page image viewers are available, **go to step 5**.

4. If after you clicked on the test link in step C1 (http://lwd.dol.state.nj.us/labor/wc/images/tiff_sample_3page.tif), you get an “Open With” box, as shown below, instead of the typical “File Download” box, follow these steps:



- a. Select **Windows Photo Viewer** if that is one of the options (or another multi-page tiff viewer).
 - b. Indicate with a check if the system should always open tiff files using this program.
 - c. Then hit **OK**. Windows Photo Viewer will now be the default TIFF viewer for your computer.
5. In the event there are no acceptable image viewers on your PC, you will have to download an image viewer from the Internet. There are numerous products available for download; many are free and very easy to use. The following are some options:
- Alternatiff:** <http://www.alternatiff.com/>
Brava Reader: <http://www.bravaviewer.com/download-brava-reader>
IrfanView: <http://www.irfanview.com/>

Note: If you have in-house or external technical support, it is recommended that you review this document with them prior to selecting and downloading a viewer or making any changes to your system settings.