

MEMORANDUM

February 20, 2013

To: COURTS on-line E-Filing Law Firms and Carriers
From: Shravani Kosnik, COURTS on-line & COURTS IV Project Team
Subject: E-Filing of Motions – IMPORTANT reminder about servicing of Motions

The E-Filing of Motions upgrade was successfully rolled out on Monday 2/11/13. Already, over a hundred motions have been successfully e-filed using this new feature.

As an important reminder, please note that service of e-Motions will be done electronically within the COURTS on-line system to e-filing case parties, and no longer via US Mail.

Your company is listed in our records as an e-filer. As such, you will be receiving notice of Motion filings directly per the below service rules. It will be very important for a designated person in your firm/company to frequently check the Message Inbox for newly filed documents.

Please review the servicing rules below:

For Motions that are e-filed by a petitioner or applicant attorney:

The COURTS on-line system will serve an electronic copy of the Motion to:

- E-Filing Insurance carrier(s) that are unrepresented by counsel
- E-Filing Respondent Attorney(s)

The filer will be responsible for serving a paper copy of the filed Motion to:

- All other non-e-filing parties on the case. If the party is not represented by counsel, the filing party is responsible for serving that party directly.

The E-Filing status of all parties of the case will be provided to the e-filer in the confirmation page that appears upon submitting the e-Motions.

For Motions that are e-filed by a respondent attorney:

The system will serve an electronic copy of the Motion to the

- E-Filing Petitioner/Applicant Attorney
- Other Respondent Attorneys active on the case representing other carriers and/or respondents (if they are e-filers)

The filer will be responsible for serving a paper copy of the filed Motion to the

- All other non-e-filing parties on the case. If the party is not represented by counsel, the filing party is responsible for serving that party directly.

The E-Filing status of all parties of the case will be provided to the e-filer in the confirmation page that appears upon submitting the e-Motions.

If you have any questions, please feel free to contact us at (609) 777-4921 or (609) 292-2556 or you can e-mail us at courts@dol.state.nj.us. Thank you.