



COURTS on-line Electronic Filing of Motions Overview

This document will outline the step-by-step procedures for e-filing and downloading Motions from the COURTS on-line system. All participants of the COURTS on-line e-filing program are encouraged to review these new procedures as service of e-Motions will be done electronically within the COURTS on-line system.

If at any time during the process you need assistance, 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.

Why should I e-file Motions?

- Instant docketing of the Motion in the COURTS system
- Instant messaging of the Motion to e-filing parties on the case
- Ability to view and print the Motion from the COURTS on-line system

Who can e-File a Motion?

- Your firm must designate you as an approved "E-Filer" for the firm.
- You must be an active attorney on the case for which you wish to e-file a Motion for.

How will e-Motions be served on the parties of a case?

If Petitioner/Applicant Attorney filing:

Message and link to Motion document will be sent to:

- All active E-Filing carriers on the case if they are not represented by counsel yet
- All active Respondent attorneys on the case

If Respondent Attorney is filing:

Message and link to Motion document will be sent to:

- Active e-filing Petitioner/Applicant Attorney
- Other active E-Filing carriers on the case if they are not represented by counsel yet
- Other active Respondent attorneys on the case

Filing attorney will still be responsible for sending all non-e-filing parties and other interested parties a copy of the e-Motion via US Mail. You will be advised which parties the Division has served when you submit the motion.

What kinds of Motions can be e-filed through COURTS on-line?

At this time, we are offering two e-Motion format types:

1. **Motion to Dismiss** (case):
2. **General Motion:** This Motion format can accommodate a large variety of general Motion types:
 - *Motion to Amend*
 - *Motion to Compel*
 - *Motion for Deposition*
 - *Motion to Implead*
 - *Motion for Interrogatories*

- *Motion to Enforce*
- *Motion for Payment*
- *Motion for Medical Exam*
- *Miscellaneous Motion (with option to write in name of Motion as it will appear on the printed form)*
- *Motion to Dismiss Carrier*
- *Motion to Vacate*
- *Motion to Change Venue*
- *Motion to Dismiss for Lack of Coverage*

What Motions can I not file electronically?

These Motions cannot be filed electronically as they require judicial review of supporting documentation at the time of filing:

- *Motion for Medical & Temporary Benefits*
- *Motion for Emergent Medical Treatment*

This Motion also cannot be efiled electronically as the system requires that a case to be in open status for a Motion to be e-filed. Please submit this Motion via paper to the court.

- *Motion to Restore*

E-filing of Motions is very similar to the existing workflow for e-filing legal pleadings (CP's & Answers). To get started, please review the detailed step-by-step instructions on the following pages.



COURTS on-line Electronic Filing of Motions Procedures Guide (for law firms)

- [STEP BY STEP PROCEDURES FOR E-FILING A GENERAL MOTION \(EXAMPLE 1\):](#)
- [STEP BY STEP PROCEDURES FOR E-FILING A MOTION TO DISMISS \(EXAMPLE 2\):](#)
- [STEP BY STEP PROCEDURES FOR DOWNLOADING E-MOTIONS DELIVERED TO MY FIRM'S INBOX:](#)
- [HOW TO RETRIEVE A DRAFT DOCUMENT:](#)
- [QUESTIONS:](#)

STEP BY STEP PROCEDURES FOR E-FILING

Example 1: E-Filing a General Motion

This example will demonstrate how to e-file a General Motion. The filer in this example is the Petitioner/Applicant Attorney.

- To file an electronic Motion, Hover your mouse over the **E-filing** menu item found at the top of the page. A drop down menu will appear. Choose **Motion**.

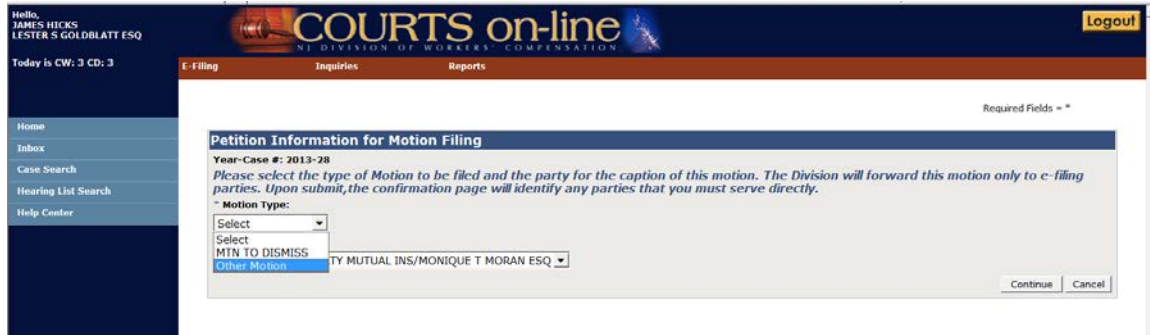


- Enter in the Year and Case Number of the claim petition and hit **“Search”**
The system will verify if you are an active party on this case. If yes, then you can proceed with the Motion filing.



- From the **“Motion Type”** drop-down – select the type of Motion you wish to file. There are 2 types being offered at this time – **Motion to Dismiss (Case)** or **Other Motions**. Selecting Other Motions will allow you to file a variety of general Motions that fit the standard Motion document format.

In this example, we will select “Other Motion”.



- From the “Select Respondent” drop-down – select the Respondent party that should appear in the case caption of the Motion document. If you are a respondent attorney, select the party that you are representing. If there is only one active respondent – carrier combination, the dropdown will default to that party.

Hit “Continue”.



- If your firm has initiated the process of filing another e-Motion for this case, a list of those draft “unsubmitted” documents will be displayed under the section called “Existing Draft Documents”. Having this listing may help you avoid creating and filing duplicate documents with the Division. You can select one of the existing documents from this list (by clicking on the linked Draft Doc #) or continue with your new filing by hitting the “Continue” button.



The next set of screens that come up is the data entry template of the Motion form.

The 1st tab is called the **Caption**. It will display the parties that will later be printed in the case caption section of the filed Motion document. The party information is not editable.

Caption Motion Details **Print and Submit**

Case Title: DOE VS ABC ROOFING Draft #: 2013-28

* Motion Type
Select

Petitioner		Attorney For Petitioner		
Name:	JANE DOE	Company Name:	LESTER S GOLDBLATT ESQ	
Address Line1:	1 MAPLE AVE	Address Line1:	42 BRIDGE ST	
Address Line2:		Address Line2:		
City:	TRENTON	City:	METUCHEN	
State:	NJ	State:	NJ	
Zip Code:	08625	Zip Code:	08840	Area Code
Country:	UNITED STATES	Telephone No:	732	Phone
				7671300
				Extension

VS

Respondent		Attorney For Respondent		
Name:	ABC ROOFING	Company Name:	MORIQUE T MORAN ESQ	
Address Line1:	1 ELM DRIVE	Address Line1:	330 FELLOWSHIP ROAD	
Address Line2:		Address Line2:	SUITE 201	
City:	TRENTON	City:	MT LAUREL	
State:	NJ	State:	NJ	
Zip Code:	08625	Zip Code:	08054	Area Code
Country:	UNITED STATES	Telephone No:	856	Phone
				7273167
				Extension

Insurance Carrier	
Name:	LIBERTY MUTUAL INS
Address Line1:	3 BECKER FARM RD
Address Line2:	
City:	ROSELAND
State:	NJ
Zip Code:	07068
Carrier Claim Number:	WC324-1234567

Clear Cancel Save and Continue

- Before proceeding to the rest of the template, you must first select the specific type of motion from the Motion Type drop-down.

Note: If you do not find the specific “general” motion in this listing, you may select **MTN MISCELLANEOUS** from the drop-down. You must then enter the title of the Motion as it will appear on the form. The Motion will be docketed as a Miscellaneous Motion regardless of what you enter in this field. In this example, we will select **MTN MISCELLANEOUS**.

Caption Motion Details **Print and Submit**

Case Title: DOE VS ABC ROOFING Draft #: 2013-28

* Motion Type
Select

- MTN TO AMEND
- MTN TO COMPEL
- MTN FOR DEPOSITION
- MTN TO IMPEAD
- MTN FOR INTERROGATORIES
- MTN TO ENFORCE
- MTN FOR PAYMENT
- MTN FOR MEDICAL EXAM
- MTN MISCELLANEOUS**
- MTN TO DISM CARRIER
- MTN TO VACATE
- MTN TO CHANGE VENUE
- MTN TO DISMISS FOR LACK OF COVERAGE

Respondent		Attorney For Respondent		
Name:	ABC ROOFING	Company Name:	MORIQUE T MORAN ESQ	
Address Line1:	1 ELM DRIVE	Address Line1:	330 FELLOWSHIP ROAD	
Address Line2:		Address Line2:	SUITE 201	
City:	TRENTON	City:	MT LAUREL	
State:	NJ	State:	NJ	
Zip Code:	08625	Zip Code:	08054	Area Code
Country:	UNITED STATES	Telephone No:	856	Phone
				7273167
				Extension

Insurance Carrier	
Name:	LIBERTY MUTUAL INS
Address Line1:	3 BECKER FARM RD
Address Line2:	
City:	ROSELAND
State:	NJ
Zip Code:	07068
Carrier Claim Number:	WC324-1234567

Clear Cancel Save and Continue

NOTE: You CANNOT use the MTN MISCELLANEOUS selection to e-file the following Motions:

Motion for Medical & Temporary Benefits
Motion for Emergent Medical Treatment
Motion to Restore

These must continue to be filed via US Mail.

- After selecting the Motion Type and verifying the data on this page, Hit **“Save & Continue”** to proceed. The system will save this document. You can leave the filing process at this time without losing the document. You can retrieve the document at a later time from your **Draft Document List** (see procedures further down)

Caption Motion Details **Print and Submit**

Case Title: DOE VS ABC ROOFING Draft #: 2013-28

* Motion Type: MTN MISCELLANEOUS * Motion Title: Notice of Motion for More Money

Petitioner		Attorney For Petitioner			
Name:	JANE DOE	Company Name:	LESTER S GOLDBLATT ESQ		
Address Line1:	1 MAPLE AVE	Address Line1:	42 BRIDGE ST		
Address Line2:		Address Line2:			
City:	TRENTON	City:	METUCHEN		
State:	NJ	State:	NJ		
Zip Code:	08623	Zip Code:	08840	Area Code:	732
Country:	UNITED STATES	Telephone No:	Phone:	7671300 Extension:	

VS

Respondent		Attorney For Respondent			
Name:	ABC ROOFING	Company Name:	MONIQUE T MORAN ESQ		
Address Line1:	1 ELM DRIVE	Address Line1:	330 FELLOWSHIP ROAD		
Address Line2:		Address Line2:	SUITE 201		
City:	TRENTON	City:	MT LAUREL		
State:	NJ	State:	NJ		
Zip Code:	08623	Zip Code:	08054	Area Code:	856
Country:	UNITED STATES	Telephone No:	Phone:	7273167 Extension:	

Insurance Carrier	
Name:	LIBERTY MUTUAL INS
Address Line1:	3 BECKER FARM RD
Address Line2:	
City:	ROSELAND
State:	NJ
Zip Code:	07068
Carrier Claim Number:	WC324-1234567

Clear Cancel Save and Continue

- Complete the data fields on the **Motion Details** page that next appears. The only required field is the “To” field. The name(s) of the parties that the Motion is directed against should be inserted here.

There is enough space to accommodate up to an additional page of information in the printed form.

When completed with data entry, hit “**Save and Continue**”.

Caption Motion Details **Print and Submit**

Draft #: 2013-28

* To:

List here the names of the parties that the Motion is directed to

Characters left: 103

Please take notice that on a date to be set by the Court, the undersigned will move for the following relief:

This is a free form space limited to 750 characters.

Characters left: 690

Movant will rely upon the following in support of this motion:

This is a free form space limited to 3000 characters. Depending on how much text is entered here, the Motion document may expand from the standard 1-page to a 2-page form.

Characters left: 2829 *Note: An additional page may be generated depending on the amount of information entered here.*

Additional documents and/or certifications listed herein are being mailed to the Court and all parties:

If you have any additional supporting documentation (i.e. medical reports, etc), you can check off the box and list the documents here in this space. The documentation can be provided to the court on the next scheduled hearing date.

Characters left: 10

Clear Cancel Save and Continue

- If the document is complete, you must print the document (hit **View & Print**), verify and sign it and then retain in your records.

Caption Motion Details **Print and Submit**

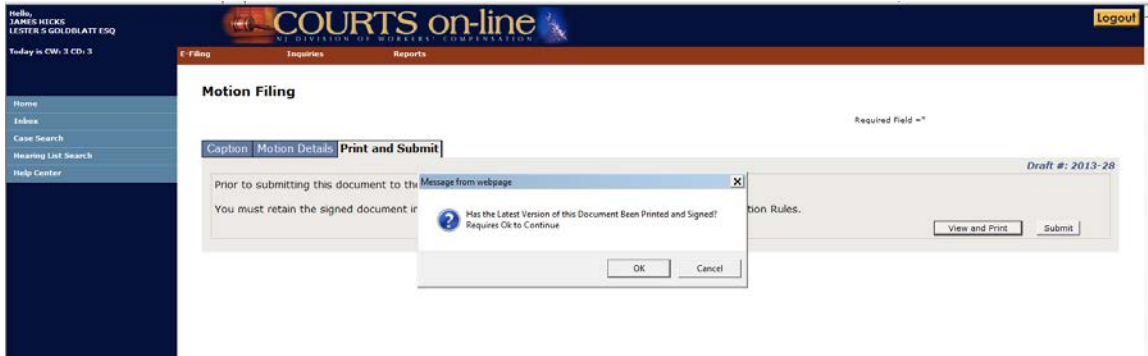
Draft #: 2013-28

Prior to submitting this document to the Division, it must be printed and signed.

You must retain the signed document in your records as required by the Division of Workers' Compensation Rules.

View and Print

- After printing, the Submit button will become visible on the page. If you are ready to submit the document to the Division, hit the “**Submit**” button.

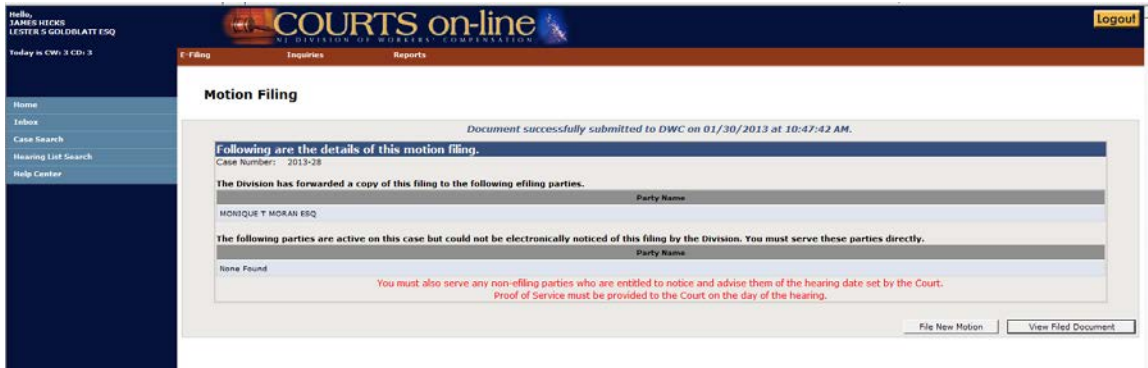


11. After the Motion has been successfully submitted, a confirmation message will be displayed as shown below.

The message will list all the active attorneys and unrepresented carriers on the case and inform you as to whether we were able to e-serve them the document.

For parties we were unable to e-serve, you must send them a copy of the filing.

This page displays the date and time of filing the Motion. You may print this for your records.



STEP BY STEP PROCEDURES FOR E-FILING

Example 2: Motion to Dismiss

This example will demonstrate how to e-file a Motion to Dismiss. The filer in this example is the Respondent Attorney.

1. To file an electronic Motion, Hover your mouse over the **E-filing** menu item found at the top of the page. A drop down menu will appear. Choose **Motion**.

The screenshot shows the COURTS on-line portal. The user is logged in as TIM MINDEK MONIQUE T MORAN ESQ. The top navigation bar includes E-Filing, Inquiries, and Reports. The E-Filing dropdown menu is open, showing options: New Claim, Re-Opener, Answer, MOTION (highlighted), Amended Pleading, Inbox, and Draft Documents. The main content area includes a System Alerts section (no active alerts), a Message Inbox with one message from 01/30/2013 regarding a motion e-filed, and a Draft Documents table with two entries.

Date Saved	Ref#	Petitioner Last Name	Document Type
01/24/2013	2012-16037	MTN DISM LACK COVG	
11/28/2012	33657	TESTING	CP

2. Enter in the Year and Case Number of the claim petition and hit “Search”
The system will verify if you are an active party on this case. If yes, then you can proceed with the Motion filing.

The screenshot shows the 'Petition Information for Motion Filing' form. The 'Year' field is set to 2013 and the 'Case #' field is set to 28. There are Search and Clear buttons. A note indicates 'Required Fields = *'.

3. From the “Motion Type” drop-down – select the type of Motion you wish to file. There are 2 types being offered at this time – **Motion to Dismiss (Case)** or **Other Motions**. Selecting Other Motions will allow you to file a variety of general Motions that fit the standard Motion document format.

In this example, we will select “Motion to Dismiss”.

The screenshot shows the 'Petition Information for Motion Filing' form with the 'Year-Case #' field set to 2013-28. A message instructs the user to select the type of motion. The 'Motion Type' dropdown menu is open, showing options: Select, MTN TO DISMISS (highlighted), and Other Motion. There are Continue and Cancel buttons.

- From the “Select Respondent” drop-down – select the Respondent party that should appear in the case caption of the Motion document. **If you are a respondent attorney, select the party that you are representing.** If there is only one active respondent – carrier combination, the dropdown will default to that party.

Hit “Continue”.

- The next set of screens that come up is the data entry template of the Motion form.

The 1st tab is called the **Caption**. It will display the parties that will later be printed in the case caption section of the filed Motion document. The party information is not editable.

After verifying the data on the Caption page, Hit “Save & Continue” to proceed. The system will save this document. You can leave the filing process at this time without losing the document. You can retrieve the document at a later time from your **Draft Document** List (see procedures further down)

Petitioner		Attorney For Petitioner		
Name:	JANE DOE	Company Name:	LESTER S GOLDBLATT ESQ	
Address Line1:	1 MAPLE AVE	Address Line1:	42 BRIDGE ST	
Address Line2:		Address Line2:		
City:	TRENTON	City:	METUCHEN	
State:	NJ	State:	NJ	
Zip Code:	08625	Zip Code:	08840	
Country:	UNITED STATES	Area Code	Phone	Extension
		Telephone No:	732 - 7671300	

vs

Respondent		Attorney For Respondent		
Name:	ABC ROOFING	Company Name:	MONIQUE T MORAN ESQ	
Address Line1:	1 ELM DRIVE	Address Line1:	330 FELLOWSHIP ROAD	
Address Line2:		Address Line2:	SUITE 201	
City:	TRENTON	City:	MT LAUREL	
State:	NJ	State:	NJ	
Zip Code:	08625	Zip Code:	08054	
Country:	UNITED STATES	Area Code	Phone	Extension
		Telephone No:	856 - 7273167	

Insurance Carrier	
Name:	LIBERTY MUTUAL INS
Address Line1:	3 BECKER FARM RD
Address Line2:	
City:	ROSELAND
State:	NJ
Zip Code:	07068
Carrier Claim Number:	WC324-1234567

6. Complete the data fields on the **Motion Details** page that next appears.

The only required fields are:

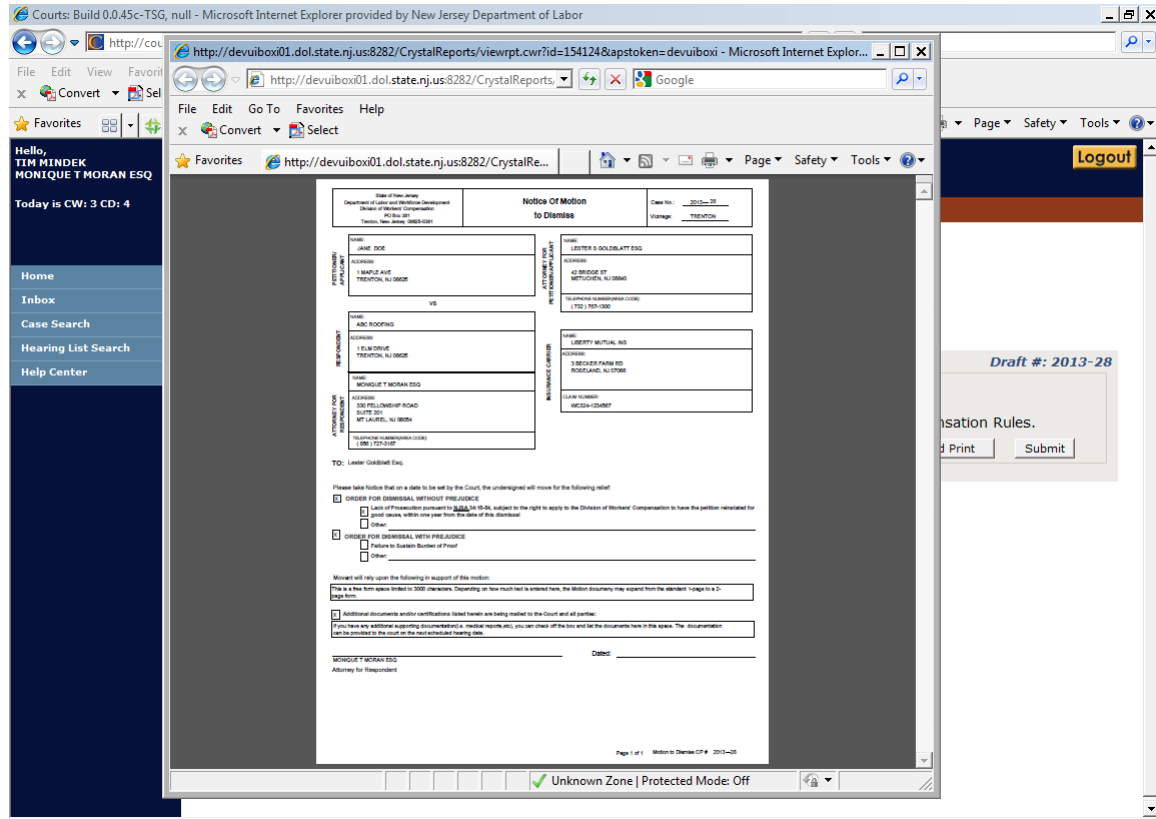
- “To” field. The name(s) of the parties that the Motion is directed against should be inserted here.
- Selection of the Type of Dismissal (**With Prejudice** our **Without Prejudice**). One must be selected.

There is enough space to accommodate up to an additional page of information in the printed form.

When completed with data entry on this page, hit “**Save and Continue**”.

7. If the document is complete, you must print the document (**View & Print**), verify and sign it and then retain in your records.

This is the draft document. It comes up as a pdf document in a separate window. Print the document using the browser print button.



8. After printing, the **Submit** button will become visible on the page. If you are ready to submit the document to the Division, hit the **“Submit”**. A prompt will appear asking if you’ve printed and signed the latest version. Hit **OK** to proceed.



9. After the Motion has been successfully submitted, a confirmation message will be displayed as shown below.

The message will list all the active attorneys and unrepresented carriers on the case and inform you as to whether we were able to e-serve them the document.

For parties we were unable to e-serve, you must send them a copy of the filing.

This page displays the date and time of filing the Motion. You may print this for your records.

The screenshot shows the 'COURTS on-line' portal for the NJ Division of Workers' Compensation. The user is logged in as TIM MINDEK and MONIQUE T MORAN ESQ. The page title is 'Motion Filing'. A confirmation message states: 'Document successfully submitted to DWC on 01/31/2013 at 12:10:18 PM.' Below this, it says 'Following are the details of this motion filing.' and lists 'Case Number: 2013-28'. A table shows the party served: LESTER S GOLDBLATT ESQ. A second table indicates that no other active parties could be electronically notified. A red warning message states: 'You must also serve any non-parties who are entitled to notice and advise them of the hearing date set by the Court. Proof of Service must be provided to the Court on the day of the hearing.' At the bottom, there are buttons for 'File New Motion' and 'View Filed Document'.

STEP BY STEP PROCEDURES FOR DOWNLOADING E-MOTIONS DELIVERED TO MY FIRM'S INBOX

After a Motion is e-filed, the system will deliver the Motion to the Message Inbox of all the e-filing attorneys active on the case. In addition, if an e-filing carrier is unrepresented by counsel, they too will receive notice of the filing in their message Inbox. The following screens will show you this process.

1. This is the Home page of the respondent attorney from example #1 above (MISC MOTION). As you can see, a new message has been delivered to their Message Inbox indicating that a Motion was e-filed.

Click on the link [View Full Message Box](#) to see the full Inbox and to download the message.

The screenshot shows the home page of the COURTS on-line system. The user is logged in as TIM MINDEK, MONIQUE T MORAN ESQ. The page features a navigation menu on the left, a central content area with a 'Welcome To COURTS On-line' message, and a 'Message Inbox' section. A red arrow points to the 'View Full Message Box' link in the Message Inbox table.

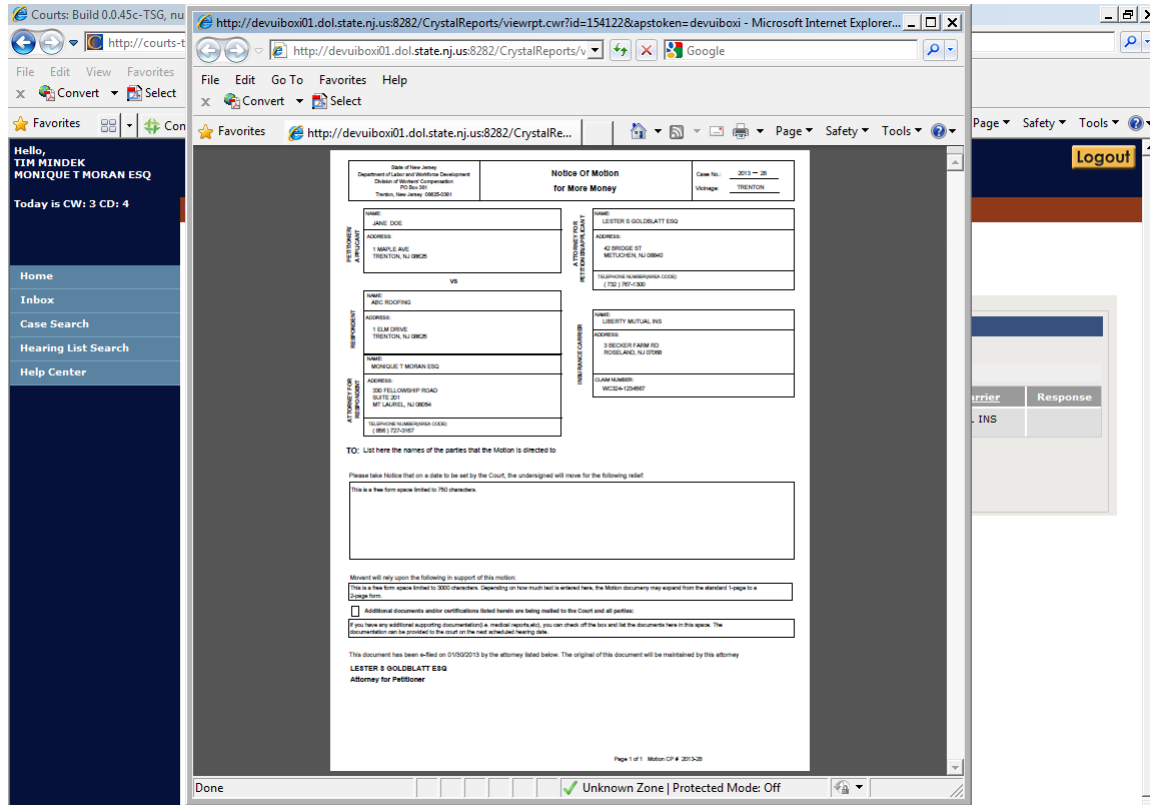
Date	Year-Case#	Message
01/30/2013	2013-28	**MOTION E-FILED**

2. To view the document, click on the linked "Motion E-Filed" and document will come up in a new browser window as a PDF document.

The screenshot shows the 'Active' tab selected in the message inbox. A table displays one message with a linked case title. The 'Response' column is empty.

Select	Date Filed	Messages	Year-Case#	Case Title	District Office	Insurance Carrier	Response
<input type="checkbox"/>	01/30/2013	**MOTION E-FILED**	2013-28	DOE VS ABC ROOFING	TRENTON	LIBERTY MUTUAL INS	

- To print the document, simply hit your Browser print function. You may also save the document by selecting the "Save As" option under "file".



- After you have completed printing the document, you may delete the message or move the Message into the "Addressed" tab in your Message Inbox for future reference. To do that, select the message by placing a check box and then hit either the **Move** button or the **Delete** button.



HOW TO RETRIEVE A DRAFT DOCUMENT:

During the e-filing process, a document may be saved several times. After a document has been saved, the filer may leave the filing process at that time without losing that document. They can retrieve the document at a later time from the firm's **Draft Document List**. Once the document has been submitted, it will be automatically deleted from the list.

1. To view your firm's draft documents, click on the E-Filing Menu and select "**Draft Documents**" or click on the link "**View full Draft Document List**" from the Draft Documents section on the home page.

The screenshot shows the COURTS on-line home page. The user is logged in as TIM MINDEK, MONIQUE T MORAN ESQ. The page features a navigation menu on the left with options like Home, Inbox, Case Search, and Draft Documents. The main content area includes a 'Draft Documents' table with the following data:

Date Saved	Ref#	Petitioner Last Name	Document Type
01/31/2013	2013-28	DOE	MTN DISM
01/24/2013	2012-16037		MTN DISM LACK COVG
11/28/2012	33657	TESTING	CP

Other sections visible include 'System Alerts' (no active alerts), 'Message Inbox' (one message: **MOTION E-FILED**), and a 'Resource Center' with links to procedures, application forms, and support information.

2. This will pull up your firm's Draft Document list. You can scroll through the list to find the document you wish to bring up.

The screenshot shows the 'My Draft Documents' page. It displays a table with 3 items found. The table has columns for Draft Doc #, Person IDN, Petitioner Name, Respondent Name, Insurance Carrier, Document Type, Last Updated, Updated By, and Preview. The data is as follows:

Delete	Draft Doc #	Person IDN	Petitioner Name	Respondent Name	Insurance Carrier	Document Type	Last Updated	Updated By	Preview
<input type="checkbox"/>	2013-28	***-**-8956	JANE DOE	123 ROOFIN...	CARROON & BLAC...	MTN DISM	02/07/2013	MINDEK, TIM	
<input type="checkbox"/>	2012-16037		THE TJX CO...		LIBERTY MU...	MTN DISM LACK COVG	01/24/2013	MINDEK, TIM	
<input type="checkbox"/>	33657	***-**-4566	TESTING TESTING	ABC ROOFIN...	LIBERTY MU...	CP	11/28/2012	MINDEK, TIM	

Buttons for 'Check All', 'Uncheck All', and 'Filter' are visible at the bottom of the table.

3. If you are having difficulty finding the document, you can hit the **Filter** button and it will allow you to search the Draft Document List as shown here.

The screenshot shows the 'Filter Draft Documents' page. It includes a search form with the following fields and options:

- Person IDN:
- Last Name: (Contains dropdown)
- Draft Doc #:
- Year:
- Case #:
- Carrier Name: (Select dropdown)
- Last Updated: (with help icon)
- Updated By: (Select dropdown)

Buttons for 'Search', 'Full List', and 'Clear' are located below the search form. Below the search form is the 'My Draft Documents' table, which is identical to the one in the previous screenshot.

QUESTIONS:

Q: If I file a **Motion to Implead**, how will I add the new parties to the filing and will the system serve the Motion on the new parties that are being impleaded?

A: *You can identify the name and address of the new party in the body of the motion. The Division however, cannot serve the motion on the party that is being impleaded as they are not parties on the case yet. The filing attorney will have to manually serve the Motion on the new party and advise them of the hearing date set by the Court.*

Q: **Motions to Dismiss** presently require attorneys to produce proof of mailing (certified mail receipt). Will this requirement be modified with the commencement of the e-Motion program?

A: *Upon e-filing a Motion, a confirmation page will be presented which will provide the date and time of the filing and the names of the parties that have been electronically messaged and the names of the parties that will need to be manually served by your firm.
This page can be printed for your records and can serve as the proof of service for the e-filing parties on the case.*

For those parties that are manually served by you, you must present proof of service to the court upon request.

Q: How can we support our Motion with a factual certification or affidavit? Will the information that is entered into the "Movant will rely upon the following in support of this motion" field be deemed the contents of a certification? Will this comply with the rule set out in 12:235-3.5(b)? How would I attach a client's affidavit to an e-filed Motion?

A: *E-Filing Attorneys may insert their own certification into the "Movant will rely upon the following in support of this Motion" space provided in the form. Affidavits or any other documentation cannot be attached and will have to be supplied to the court and to the parties at a later date. To facilitate this, the e-Motion forms include a checkbox to indicate that additional documentation will be made available to the court and to the parties separately.*