



COURTS on-line

Electronic Filing of Motions and Answers to Motions with Attachment Upload PROCEDURES GUIDE

This document will outline the step-by-step procedures for e-filing and downloading Motions and Answers to Motions from the COURTS on-line system. It will also provide instructions on how to attach your own documents to Motion filings.

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 and Answer to Motion document in the COURTS system
- Ability to attach own supporting documentation (i.e. certifications, affidavits, medicals, etc.) to the filing
- Instant messaging of the document and attachments to e-filing parties on the case
- Ability to view and print the Motion (and any attachments) 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 is e-filing the Motion:

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 e-filing the Motion:

Message and link to Motion document will be sent to:

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

Filing attorney will still be responsible for serving a copy to all non-e-filing parties and other interested parties via US Mail. You will be advised which parties the Division has electronically served and which parties you are responsible for serving upon submitting the motion.

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

1. **Motion to Dismiss** (dismissal of the 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 for Default*
 - *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*
 - *Motion to Join the UEF*
3. **Motion for Medical/Temporary Benefits** (attachments required)
 4. **Motion for Emergent Medical Treatment** (attachments required)
 5. **Answer to Motion** (this form is used to Answer a Motion to Dismiss, General Motion or Motion for Emergent Medical Treatment)
 6. **Answer to Medical/Temporary Benefits**
 7. **Supplemental Document** (this form is to be used to submit additional information and/or attachments related to a previously filed Motion filing)

What Motions can I not file electronically?

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

System Requirements for Uploading Attachments:

- The approved file formats for document attachments are: PDF, JPEG & TIFF.
- If the original document is a multi-page document, then the scanned or converted document that is uploaded to the system must also be a multi-page document.
- Refer to [Addendum 1](#) for complete details on attachment requirements.

System Requirements for Viewing Attachments:

- All COURTS on-line subscribers must now be able to view the PDF, JPEG and TIFF documents, in a multi-page format. Please ensure that proper viewers are in place before the commencement of this program.
- Refer to [Addendum 2](#) for details on how to view attachments.

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.

Electronic Filing of Motions and Answers to Motions with Attachment Upload PROCEDURES GUIDE

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EXAMPLE 1: E-FILING A MOTION FOR MEDICAL AND TEMPORARY (WITH ATTACHMENT UPLOAD)

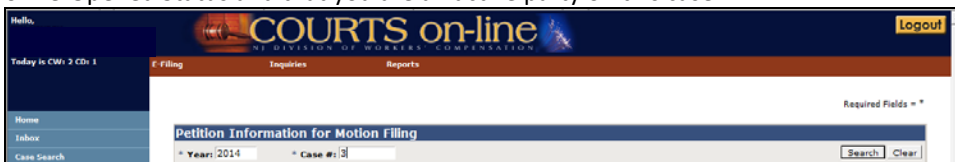
This example will demonstrate how to e-file a Motion for Med/Temp with an attachment. The same “upload attachment” process can be used to e-file any Motion or Answer to Motion document with attachments.

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 the case is in Open or Re-Opened Status and that you are an active party on this case.



- From the “Motion Type” drop-down – select **Motion for Med & Temp**

- From the “*Select Respondent*” drop-down – select the Respondent party that should appear in the case caption of the Motion document. If there is only one active respondent – carrier combination, the drop-down will default to that party. Then 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 / 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 **Create New**.

Draft Doc No.	Partitioner Name	Respondent Name	Insurance Carrier	Document Type	Last Updated	Updated By
2014-3	BOB TESTER	WORKPLACE	LIBERTY MUTUAL INS	MTN DISM	01/29/2014	MINDEKT

- The next set of screens is the Motion data entry template. The 1st tab is called the **Caption**. It will display the parties * that will appear in the case caption of the filed Motion document. The party information is not editable.

Motion for Med & Temp Benefits

Case Title: TESTER VS WORKPLACE Draft #: 2014-3

Petitioner		Attorney For Petitioner		
Name:	BOB TESTER	Company Name:	KUNZ & GERMICK	
Address Line1:	1 HOME AVE	Address Line1:	55 KITTENHOUSE PLACE	
Address Line2:		Address Line2:		
City:	TRENTON	City:	ARDMORE	
State:	NJ	State:	PA	
Zip Code:	08625	Zip Code:	19003	
Country:	UNITED STATES	Area Code	Phone	Extension
		Telephone No:	215 -	8751400

VS

Respondent		Attorney For Respondent		
Name:	WORKPLACE	Company Name:	MONIQUE T MORAN ESQ	
Address Line1:	1 MAIN ST	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:	QUALICARE PREFERRED PROVIDERS
Address Line1:	PO BOX 309
Address Line2:	
City:	RISCATAWAY
State:	NJ
Zip Code:	08855
Carrier Claim Number:	

(*Note: regardless of which parties are listed on the document caption, all parties will be electronically served a copy of the Motion if they are e-filers)

7. 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.
8. Complete the data fields on the **Motion Details** tab that next appears. Fields marked with an asterisk * are required.
 - a. Between A (Temporary Disability Benefits) and B (Medicals), At least one of these 2 check boxes must be checked and the related fields completed.

Motion for Med & Temp Benefits

Case Title: TESTER VS WORKPLACE Draft #: 2014-3

* To: [Dropdown]

Characters left: 250

* This Motion is supported by affidavit(s) and/or certification(s) made in the personal knowledge of the: (Must attach prior to submit)

Petitioner and/or Petitioner's Attorney

Petitioner alleges that:

A. Temporary Disability Benefits (If checked, all fields in this section are required. "N/A" or "unknown" are acceptable)

Petitioner is currently totally temporarily disabled and entitled to temporary disability benefits from [Dropdown] and continuing at the rate of \$ [Text] per week. Respondent provided benefits from [Text] through [Text] the rate of \$ [Text] per week.

B. Medicals

As set forth in the attached medical report(s) of [Dropdown]

Characters left: 160 (Note: An additional page may be generated depending on the amount of information entered here.)

Petitioner is currently in need of:

Medical treatment [Text]

Diagnostic studies [Text]

Referral to a specialist(s) [Text]

Medical report(s) must state the medical diagnosis. If the petitioner, having received treatment, cannot secure a report of the medical provider authorized by the respondent, this may be set forth in the affidavit in lieu of the physician's report.

C. Other Information attached if available (Attach prior to Submit)

[Dropdown]

Characters left: 750 (Note: An additional page may be generated depending on the amount of information entered here.)

D. Other Evidence in Support of Motion

[Dropdown]

Characters left: 3000 (Note: An additional page may be generated depending on the amount of information entered here.)

Clear Cancel Save and Continue

When completed with this page, hit **Save and Continue**. The page will be validated for errors. If there are any errors, they will be displayed at the top of the page. You must correct prior to Submitting the document.

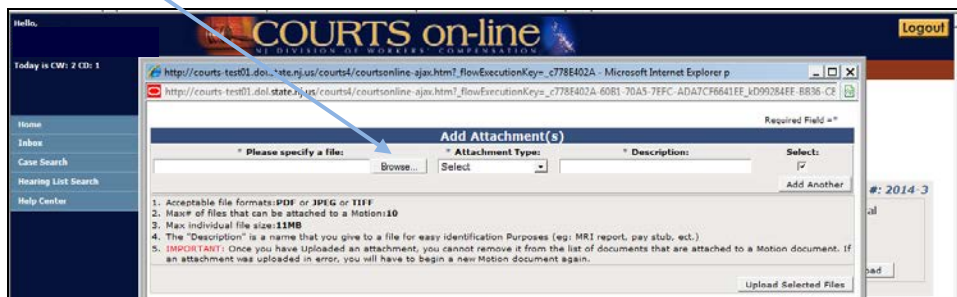
9. After saving the Details page, you will be brought to the **Print & Submit** tab.

10. The next step will be to **upload attachments**, if any. (**Note – Attachments are only required** for two documents: Motion for Medical & Temporary Benefits and Motion for Emergent Medical Treatment)

- a. Hit the **File Upload** button on this page to start the process.



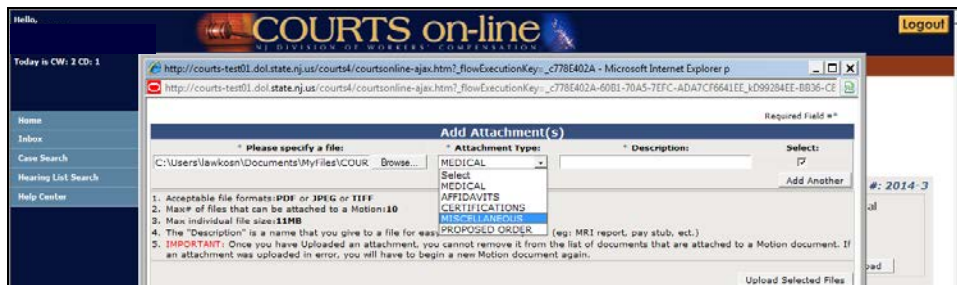
- b. An "Add Attachment(s)" dialog box (widget) will next appear as a pop-up window. To add an attachment, Hit the **Browse** button.



- c. This will open up your local PC file directory. Select the file you wish to upload from your file directory and then hit the **Open** button. (**Note:** Acceptable file formats for uploaded documents are: PDF, JPEG and TIFF. Refer to the [2/18/14 memo regarding document specifications and system requirements.](#))



- d. Next, you must identify what type of attachment this document is from the *Attachment Type* drop-down. You have 5 choices as shown below:

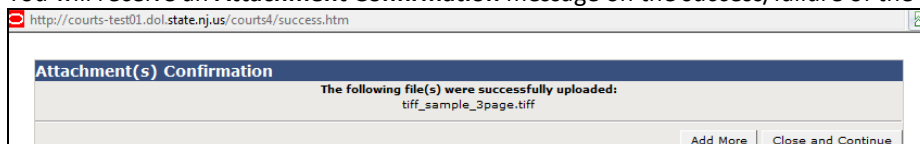


(Note: if you are submitting a Proposed Order with the filing, you can attach a pre-prepared Order form using any of the interactive Order forms available on the [Division's website](#). The judge can review and edit the Order accordingly.)

- e. Lastly, you must enter in a description for this attachment in the **Description** field. In this example, we will describe this document as: *Miscellaneous Test Document*.

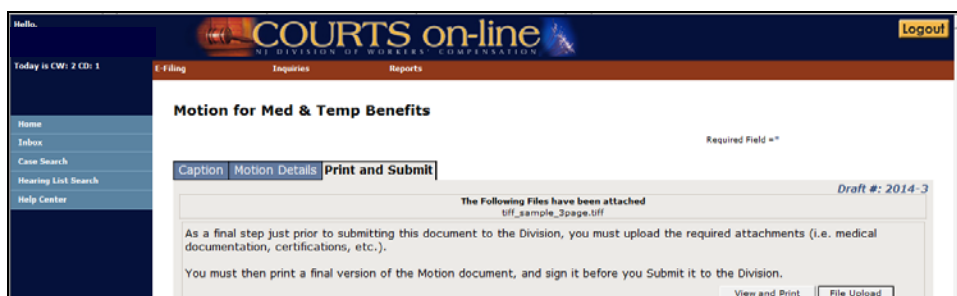


- f. If you wish to add more documents, simply hit the **Add Another** button and go through the above steps (maximum # of documents that can be attached is 10).
- g. Once you are done with your attachment package for this Motion, please carefully verify the list of attachments. If you wish to remove an attachment from the list, simply uncheck the check box under the "Select" column. If the remaining attachment list is correct, hit the **Upload Selected Files** button.
- h. You will receive an **Attachment Confirmation** message on the success/failure of the attachment upload:



NOTE: Once an attachment has been uploaded (in step h above), you **cannot** remove it from the list of attachments. If you've made a mistake, you will have to start the Motion filing over again.

- i. You can always add to the list of attachments for this filing by hitting the **Add More** button.
11. Once the Motion document is complete and the attachments have all been uploaded, you should print the document (hit **View & Print**), verify and sign the document that comes up. Retain for your records.

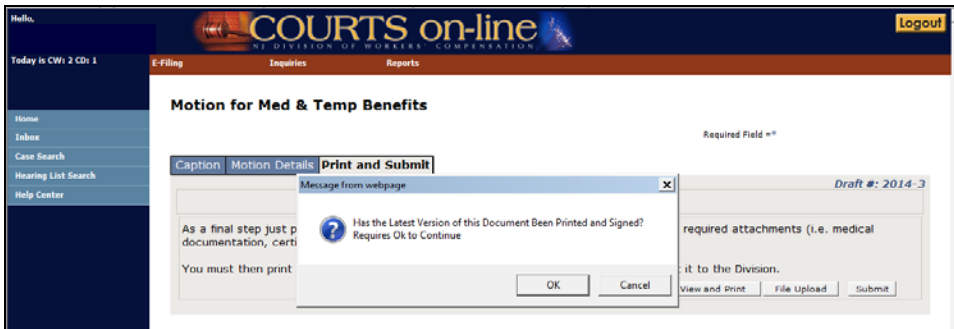


12. After printing, the **Submit** button will then become visible on the **Print and Submit** page.



If you are ready to submit the document to the Division, hit the **Submit** button.

13. Click on **OK** when you are prompted with the Question “Has the latest version of the document been printed and signed? Requires OK to continue”.



14. 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 the Motion filing with the Division. You should print this for your records in the event the judge asks for confirmation of service to your adversaries. There is a **Print Confirmation** button available for your convenience.



EXAMPLE 2: 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.

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**.



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.
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 **“Other Motion”**.



4. 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**.
5. 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.



6. 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.

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**. *Note – you cannot e-file a Motion to Restore. This must be filed via US Mail.*

Caption: Motion Details: Print and Submit
Case: 1760: DOE VS ABC/DOE/ABC
Draft #: 2013-28

Motion Type
Select
Default
MTN TO AMEND
MTN TO CORREL
MTN FOR DISPOSITION
MTN TO IMPEACH
MTN FOR INTERROGATORIES
MTN TO ENFORCE
MTN FOR PAYMENT
MTN FOR MEDICAL EXAM
MTN TO DISMISS
MTN TO DISMISS FOR LACK OF COVERAGE

Attorney For Petitioner
Company Name: LESTER S GOLDBLATT ESQ
Address Line1: 42 BRIDGE ST
City: WESTCHESTER
State: NJ
Zip Code: 08840
Phone: 732 - 7671300
Extension:

Caption: Motion Details: Print and Submit
Case: 1760: DOE VS ABC/DOE/ABC
Draft #: 2013-28

Motion Type
MTN MISCELLANEOUS

Motion Title: Notice of Motion
For More Money

Petitioner
Name: JANE DOE
Address Line1: 1 MAPLE BLVD
Address Line2:
City: TRENTON
State: NJ
Zip Code: 08620

Attorney For Petitioner
Company Name: LESTER S GOLDBLATT ESQ
Address Line1: 42 BRIDGE ST
City: WESTCHESTER
State: NJ

- After selecting the Motion Type and verifying the data on this page, Hit **Save & Continue** at the bottom of the page 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).
- 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** button located at the bottom of the page.
- You will be brought to the **Print & Submit** page. You have the option of attaching documents to this filing (it is not required for regular Motions). If you would like to attach document(s), hit the **File Upload** button and follow the *Upload Attachment* instructions from [Step 10 in the Motion for Med/Temp flow \(example 1\)](#).
- Once the document is complete, you must print the document (hit **View & Print**), verify and sign it and then retain in your records.
- 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. You will be asked if you have printed the latest version of the document. Hit **OK** to proceed.
- 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 should print this for your records in the event the judge asks for confirmation of service to your adversaries. There is a **Print Confirmation** button available for your convenience.

COURTS on-line Logout

Motion Filing

Document successfully submitted to DWCC on 01/30/2013 at 10:47:42 AM.

Following are the details of this motion filing.
Case Number: 2013-28

The Division has forwarded a copy of this filing to the following filing parties.
Party Name: MONTGOMERY WORKERS ESQ

The following parties are active on this case but could not be electronically noticed of this filing by the Division. You must serve these parties directly.
Party Name:

Name Found: _____
You must also serve any non-filing 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.

[File New Motion](#) [View Filed Document](#)

EXAMPLE 3: E-FILING A 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**.



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.
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”**.



4. 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”**.



5. 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.
6. 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](#))

7. The 2nd tab is the **Motion Details** page. Complete the data fields on this page.

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**.

8. You will be brought to the **Print & Submit** page. You have the option of attaching documents to this filing (it is not required for regular Motions). If you would like to attach document(s), hit the **File Upload** button and follow the *Upload Attachment* instructions from [Step 10 in the Motion for Med/Temp flow \(example 1\)](#).

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

10. 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.

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. This page displays the date and time of filing the Motion. You should print this for your records in the event the judge asks for confirmation of service to your adversaries. There is a **Print Confirmation** button available for your convenience.



EXAMPLE 4: E-FILING ANSWER TO A GENERAL MOTION

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

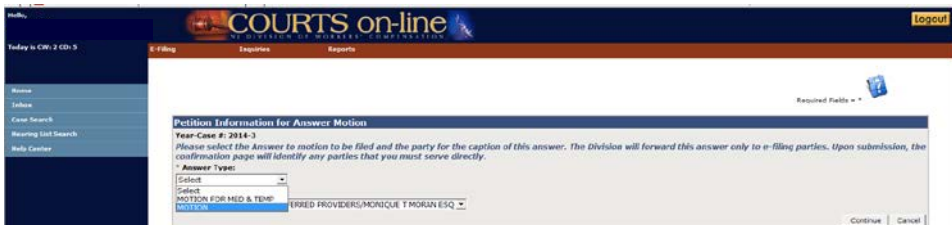
1. To file an electronic Motion, Hover your mouse over the **E-filing** menu item found at the top of the page. A drop down menu will appear. Choose **Answer to Motion**.



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.



3. From the **"Motion Type"** drop-down – select the type of Motion you wish to file an Answer for. There are 2 types of Answers being offered at this time – **Answer to Motion for Medical & Temporary Benefits** and **Answer to Motion**. Selecting **"Motion"** will allow you to file a variety of general Motions that fit the standard Answer to Motion document format. In this example, we will select **"Motion"**.



4. 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"**.



5. 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.

Draft Doc No	Petitioner Name	Respondent Name	Insurance Carrier	Document Type	Last Updated	Updated By
2014-3	BOB TESTER	WORKPLACE	QUALCARE PREFERRED PROVIDERS	ANSWER TO MOTION	03/27/2014	MTN06L7

- The next set of screens that come up is the data entry template of the Answer to 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 Answer to Motion document. The party information is not editable.

Before proceeding to the rest of the template, you must first select the specific type of Motion you are answering from the “Answer to” drop-down.

Note: If you do not find the specific motion type you are answering from this listing, you may select **MTN MISCELLANEOUS** from the drop-down. You must then type in the title of the Motion as it should appear on the form, in the space provided.

- After selecting the Motion Type and verifying the data on this page, Hit **Save & Continue** at the bottom of the page 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](#)).

- Complete the data fields on the **Answer Details** page that next appears. Enter in the name(s) of the parties that the Motion is directed to in the “To” field.

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

9. When completed with data entry, hit **Save and Continue** button located at the bottom of the page.
10. You will be brought to the **Print & Submit** page. You have the option of attaching documents to this filing (it is not required for regular Motions). If you would like to attach document(s), hit the **File Upload** button and follow the *Upload Attachment* instructions from [Step 10 in the Motion for Med/Temp flow \(example 1\)](#).

11. Once the document is complete, you must print the document (hit **View & Print**), verify and sign it and then retain in your records.
12. 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. You will be asked if you have printed the latest version of the document. Hit **OK** to proceed.
13. 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 should print this for your records in the event the judge asks for confirmation of service to your adversaries. There is a **Print Confirmation** button available for your convenience.

E-FILING A SUPPLEMENTAL DOCUMENT (EXAMPLE 5):

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

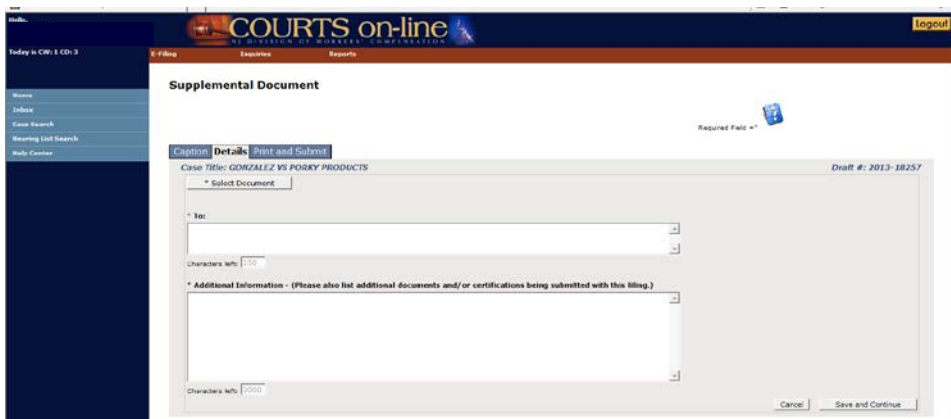
1. To file a Supplemental Document, Hover your mouse over the **E-filing** menu item found at the top of the page. A drop down menu will appear. Choose **Supplemental Document**.



2. Next, enter in the Year and Case Number of the claim petition and hit "**Search**". The system will verify whether you are an active party on this case and if you have previously filed a Motion document on this case. If yes, then you can proceed with the Motion filing.
3. 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**".



4. If your firm has initiated the process of filing another e-Motion/Supplement 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.
5. 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.
6. Hit "**Save & Continue**" at the bottom of the page 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).
7. Complete the three required data fields on the **Details** page that next appears.
 - The **Select Document** button will launch a pop-up window that will display all the Motions filed by you. You must select the document that is being supplemented with the current filing. (Note: You can also click on this button to change a previously selected document to another one)
 - Enter in the name(s) of the parties that the filing is directed to in the "To" field.
 - For the Additional Information field, there is enough space to accommodate up to an additional page of information in the printed form.



8. When completed with data entry, hit **Save and Continue** button located at the bottom of the page.
9. You will be brought to the **Print & Submit** page. You have the option of attaching documents to this filing (it is not required for Supplement Documents). If you would like to attach document(s), hit the **File Upload** button and follow the *Upload Attachment* instructions from [Step 10 in the Motion for Med/Temp flow \(example 1\)](#).
10. Once the document is complete, you must print the document (hit **View & Print**), verify and sign it and then retain in your records.
11. 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. You will be asked if you have printed the latest version of the document. Hit **OK** to proceed.
12. After the Supplement to 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 should print this for your records in the event the judge asks for confirmation of service to your adversaries. There is a **Print Confirmation** button available for your convenience.

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.



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.



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.



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 other e-filing attorneys active on that 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 workflow.

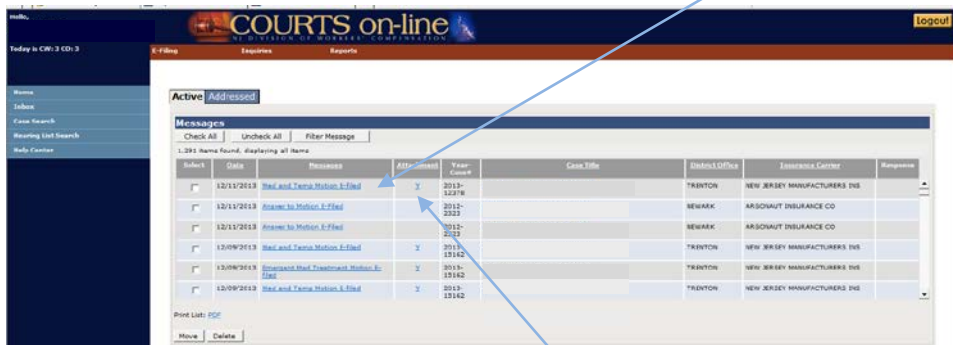
1. This is the Home Page of a respondent attorney. As you can see, a message has been delivered to their Message Inbox indicating that a Motion for Med/Temp was e-filed.



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

2. This is the Message Box.

- To view an e-filed Motion document for a selected case, click on the linked [Message](#) and the document will come up in a new browser window as a PDF document. To print the document, simply hit your Browser print function. You may also save the document by selecting the “Save As” option under “file”.



- To view the attachments (if any), click on the linked [Y](#) under the *Attachment* column, for the selected case. The attachment widget will appear in a pop-up window, as shown below. This will list the attachments that have been e-filed with this Motion. The list will identify the Type of Attachment (*Medical, Affidavit, Certification, Miscellaneous, Proposed Order*), the description (eg. X-ray report, wage stub, etc..) and in parentheses (file format: PDF, TIFF or JPEG). You can individually click on each link to view and print that attachment or hit the [View All](#) button. This will pull up all the attachments at one time, but in separate browser or “Open File” windows. You can go through each window to view, save by selecting the “Save As” option under the “File” menu option and/or Print.

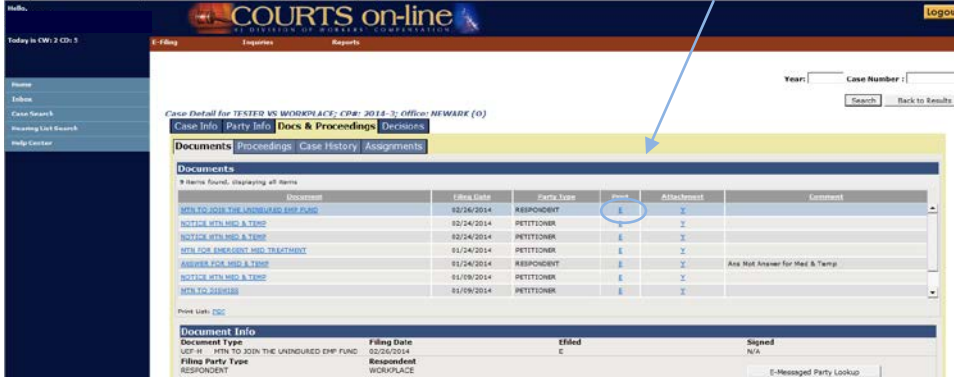


Note: In order to view TIFF documents properly, make sure you have an appropriate multi-page TIFF viewer on your computer. [Refer to the 2/18/14 memo regarding document specifications and system requirements.](#)

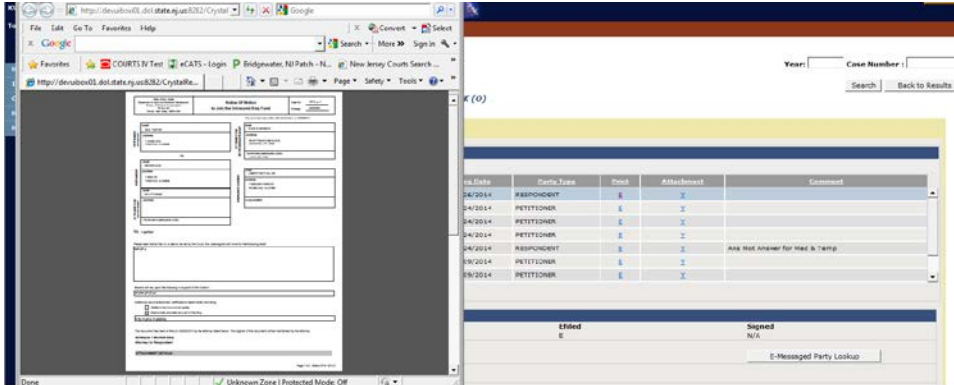
- After you have completed printing the main filing document and any attachments, you may delete the message or move the message into the “Addressed” tab in your Message Inbox for future reference. To do that, select the message by placing a check in the check box and then hit either the [Move](#) or the [Delete](#) button.

PROCEDURES FOR VIEWING ATTACHMENTS ON E-FILED DOCUMENTS FROM CASE LOOKUP VIEW:

1. In the Manage Case Folder view, go to the **Docs & Proceedings** tab. To view and print an E-filed Document, simply click on the linked **E** under the **Print** column.



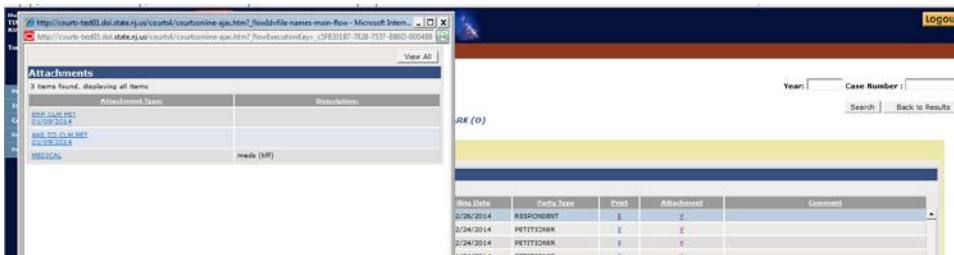
This will pull up the main e-filed document in a new browser window. Hit the Browser [X] to close.



2. Back on the Documents listing, if the document was submitted with Attachments, it will be identified with a linked **Y** in the **Attachment** column. To view and Print the attachments, click on the linked **Y** under the **Attachment** column.



3. The attachment widget will appear in a pop-up window, as shown below. This will list the attachments that have been e-filed with this Motion. The list will identify the Type of Attachment (*Medical, Affidavit, Certification, Miscellaneous, Proposed Order*), the description (eg. X-ray report, wage stub, etc..) and in parentheses (file format: PDF, TIFF or JPEG). You can individually click on each link to view and print that attachment or hit the **View All** button. This will pull up all the attachments at one time, but in separate browser or "Open File" windows. You can go through each window to view, save by selecting the "Save As" option under the "File" menu option and/or Print.



Addendum 1

System Requirements for Electronic Filing of Pleadings with Attachments

GUIDELINES FOR 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.
- If the source document is multi-page, then the scanned document must be multi-page as well.

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.

Addendum 2

System Requirements for Electronic Filing of Pleadings with Attachments

GUIDELINES 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

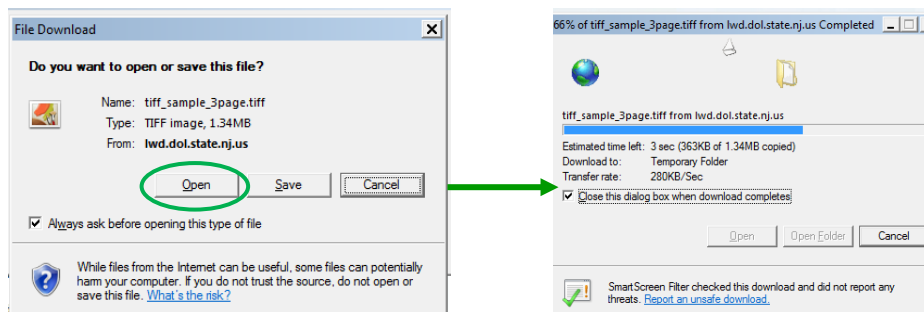
This should bring up the following COURTS on-line banner image in your Internet browser. You should be able to Print and Save the image. No special viewer is necessary to view this file.



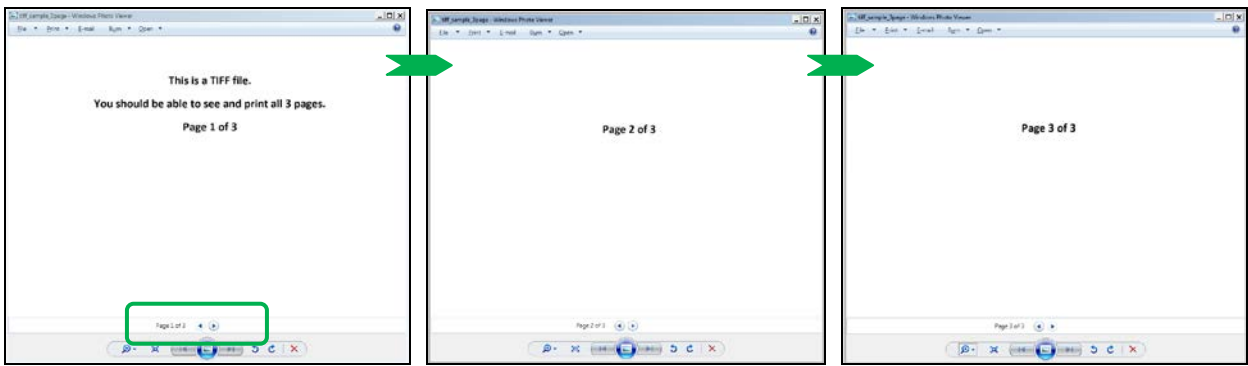
C. Test TIFF document: http://lwd.dol.state.nj.us/labor/wc/images/tiff_sample_3page.tif

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 or 3 ◀ ▶). Click on the arrows to scroll through the document ◀ ▶ :



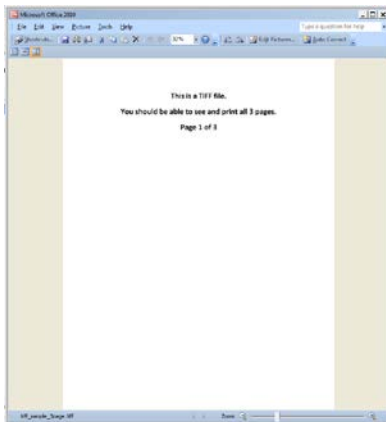
- c. You should be able to print and save this document with no issues.

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).

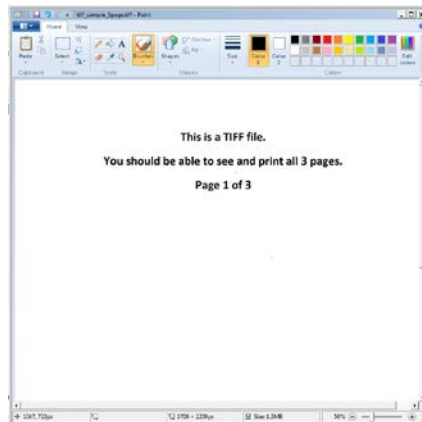
If you have Windows Photo Viewer or a similar multi-page image viewer, you are good to go. 

- 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.

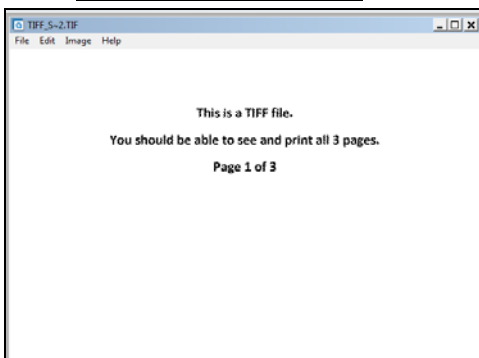
 **Microsoft Office Picture Viewer**



 **Microsoft Paint**



 **QuickTime Picture Viewer**



 **Other unacceptable formats:**

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

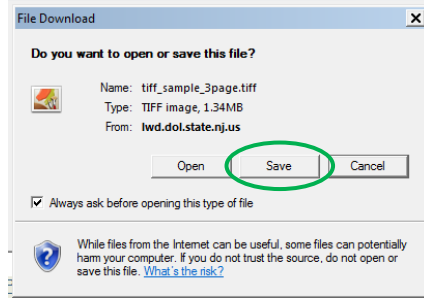
Proceed to step 3 to find out if you have another available image viewer on your computer or if you need to download a new image viewer.

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

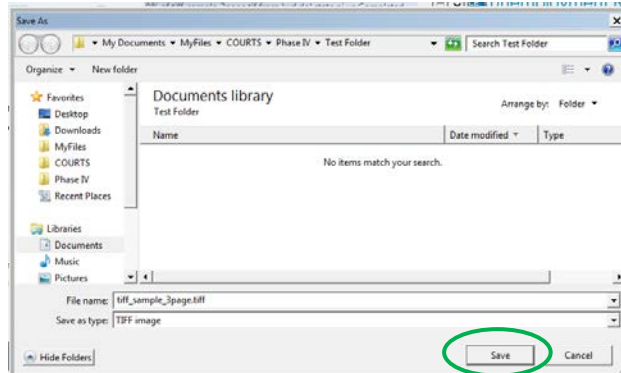
First thing you need to do is to see what other image viewers are on your PC. To do this, simply follow these steps:

- a. Click again on http://lwd.dol.state.nj.us/labor/wc/images/tiff_sample_3page.tif

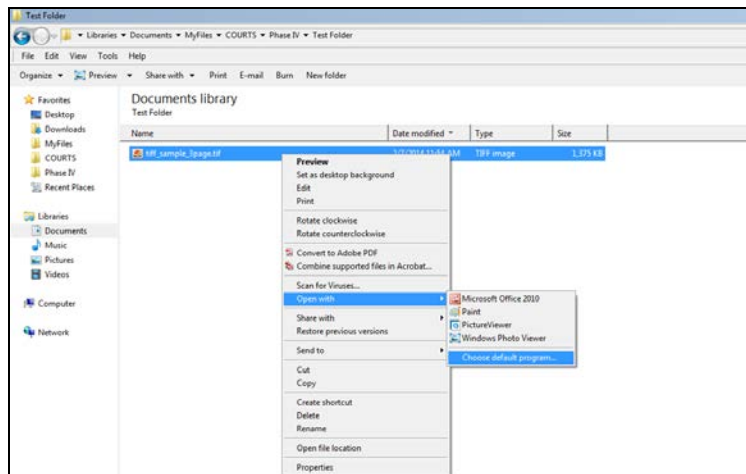
- b. When the **File Download** box comes up, hit **Save**.



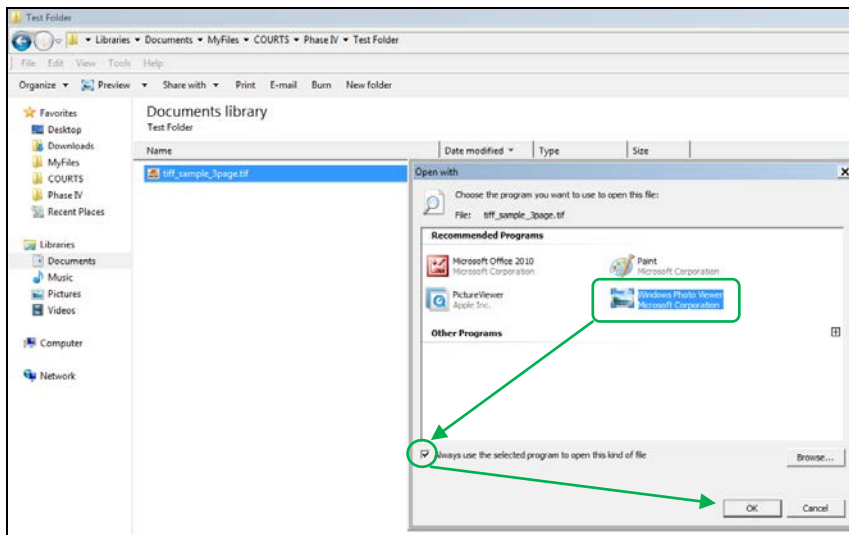
- c. Select the file folder on your computer this document should be saved in. Then hit **Save**.



- 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**.

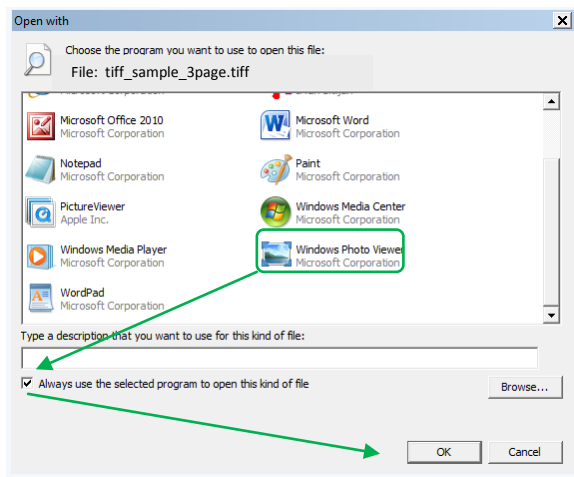


- An “**Open With**” dialogue box comes up as shown below. All the image viewers will be displayed here. Select **Windows Photo Viewer** if its one of the available viewers. Indicate with a check if the system should always open tiff files using this program. Then hit **OK**.



- 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.

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. There is a **Print Confirmation** button available for your convenience.

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

Q: What if I submit a Motion with an Attachment that does not belong with the filing. What do I do to correct the filing?

A: *Please e-mail the Division's Technical Support Staff (courts@dol.state.nj.us) with a request to delete the attachment. The CP #, Motion type, date of filing and the reason for deletion must be provided. This request will be reviewed with the assigned judge.*