



State of New Jersey  
Department of Labor & Workforce Development  
Division of Workers' Compensation

## MEMORANDUM

March 5, 2014

To: COURTS on-line E-Filing Law Firms  
From: Shravani Kosnik, COURTS on-line Project Team  
Subject: (1) COURTS on-line system upgrade – E-Filing of Motions with Attachments  
(2) System Performance Monitoring

We are pleased to report a significant upgrade to the COURTS on-line system scheduled for today, Thursday March 6th. We will be rolling out the expanded **E-Filing of Motions program along with the new Upload Attachments feature** to all e-filing law firms and carriers.

With this upgrade, 3 additional Motion/Answer to Motion documents will be added to the e-filing menu:

- Motion for Medical and Temporary Benefits
- Emergent Motion for Medical Treatment
- Answer to Motion for Medical and Temporary Benefits

Additionally and more significantly, e-filers will now be able to attach their own documents (i.e. medical reports, certifications, affidavits, etc.) to certain legal pleadings. These filings with attachments will be e-served to the Division and all e-filing parties of a case.

Complete overview and procedures on how to prepare for this system upgrade and also how to e-file Motions with attachment are available at the following links. If you have not already done so, please review them at your earliest:

[System Requirements for Electronic Filing of Pleadings with Attachments](#)

[E-Filing of Pleadings with Attachments](#)

**IMPORTANT: All COURTS on-line e-filing subscribers are encouraged to review these new procedures as service of electronically filed Motions for Medical & Temporary Benefits and Emergent Medical Motions will be done electronically within the COURTS on-line system and no longer via US Mail. Unlike electronic Claim Petitions and other initial legal pleadings which are e-served to the carrier, you will now be receiving notice of Motion filings directly so it will be very important for your firm to frequently check your Message Inbox for newly filed documents.**

During the first few weeks after the roll-out, we will be monitoring system performance. We would appreciate very much if you would give us some feedback, as follows:

We need to hear from you if it takes more than 10 seconds to **upload a single attachment** from your computer to the system **OR** to **download or view a single attachment** from your Message Inbox or from the case folder. (Note: Keep in mind that large file sizes naturally take much longer to upload/download than small file sizes.)

Please e-mail us ([courts@dol.state.nj.us](mailto:courts@dol.state.nj.us)) the following information (**if not known, leave blank**):

|   |  |
|---|--|
| <b>Your name</b>  |  |
| <b>Firm Name</b>  |  |
| <b>CP#</b>  |  |
| <b>Were you Uploading or Downloading?</b>                   |  |
| <b>Date and time</b>  |  |
| <b>File name</b>  |  |
| <b>File format (PDF, TIFF, JPEG)</b>                        |  |
| <b>File size (for file Uploads only)</b>                    |  |
| <b>Approximate time to upload or download – in seconds</b>  |  |
| <b>Your network connection speed (DSL,Cable, T1, etc.):</b> |  |

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](mailto:courts@dol.state.nj.us).

Thank you for your continued support of this program.