

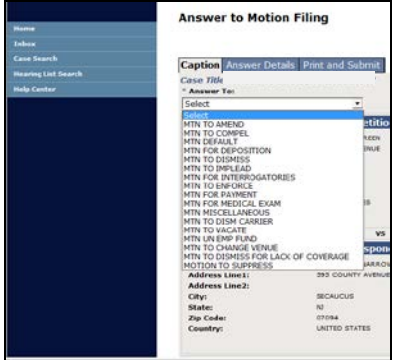

# MEMORANDUM

October 15, 2013

To: COURTS on-line E-Filers  
 From: Shravani Kosnik  
 Subject: COURTS on-line Update – October 2013

The following is a listing of new features that have recently been added to the COURTS system.

If you have any questions, please feel free to contact the technical support unit, [courts@dol.state.nj.us](mailto:courts@dol.state.nj.us).

Description of Problem/Issue:	Resolution:
<p><b>Addition of “Answer to Motion” to the list of documents that can be e-filed:</b></p>	<p><b>New feature Implemented.</b></p> <p>“Answer to Motion” is now available in the drop-down menu under E-Filing.</p> <p>You can select the type of Motion you are answering for from another drop-down available in the Answer template form (as shown below). If you select Mtn Miscellaneous, you have the option of typing in the name of the motion document you are filing an answer to.</p>  <p>Note – you should <u>not</u> use this form to submit an Answer to a Motion for Medical &amp; Temporary Benefits. That document should still be submitted on paper.</p>
<p><b>Proof of Filing and e-service:</b></p> <p>With certain motion filings, judges may ask the attorneys to produce proof of the e-filing and the e-delivery of the document to the case parties.</p>	<p><b>New features Implemented as follows:</b></p> <ol style="list-style-type: none"> <li>1) We have provided attorneys a print button on the e-Motions confirmation page that will allow them to easily print the confirmation screen.</li> <li>2) We have also provided a <b>lookup widget</b> (for judges, staff and attorneys) on the Details view of a selected e-filed document to show the following information: [date of filing, time stamp and the parties e-messaged]. See the following screen shot for an example. Here we selected a document that was e-filed (Mtn to Dismiss). Then we clicked on the button “E-Messaged Party Lookup”. The pop-up appears which shows that ABC Law Firm was e-messaged on 5/21/13.</li> </ol> 
<p><b>Security:</b></p> <p>To conform to security guidelines, it has been recommended that the SSN #'s be redacted or masked from the documents that are viewable from the Documents tab in the case folder in COURTS on-line. The only areas where the SSN should be displayed are on the documents that are e-delivered to target firms' messages boxes.</p> <p>This security measure applies to attorneys and carriers that have access to the case folders via COURTS on-line.</p>	<p><b>New features Implemented.</b></p> <p>The SSN's appearing in documents launched from Manage Case - Docs and proceedings tab are masked for external roles (Carrier and Attorney) only.</p>