

Date: 6/6/12

Message to COURTS on-line subscribers

Subject: Preparing for transition to the new COURTS on-line system (IMPORTANT**)**

We hope that you had the opportunity to preview the new COURTS on-line website during the recent testing session on June 4th. The comments and feedback received were positive and we look forward to deploying the fully functioning program shortly. As of now, we are targeting the week of June 18th for the transition. If you did not get the chance to preview the test site, no worries. Visit our COURTS informational page where you can find screen flows, mock-ups and procedures.

(<http://lwd.dol.state.nj.us/labor/wc/egov/courts4/C4index.html>).

As we approach the June 18th date, we will provide you with more definitive information and system outage information. Depending on a number of factors, this date may change, so we appreciate your flexibility and patience during this transition.

To prepare for the transition, please note the following important information:

File Cabinet clean up:

As you know, the FileCabinet is a storage area on your firm's profile that stores saved documents. Once a document is submitted, that document gets automatically deleted from the FileCabinet. We have found that many firms are retaining unsubmitted documents in their firm's FileCabinet for lengthy periods of time. We would appreciate if you would take a few minutes and review what's in your firm's FileCabinet and delete those inactive documents that no longer need to be retained.

Additionally, once we transition to the new system, the system will not retain draft documents created by your firm using in the old system as the format of the documents are changing. We urge you to review all the draft documents in your File Cabinet and plan for this transition. Submit what can be filed before the cutover date, print the remaining and file those documents manually or recreate them in the new system. We apologize for any inconvenience this may cause.

Message Box clean up:

A recent review shows that many companies are retaining deletable Answer documents in their Message Box, thus taking up valuable storage space on the server. We would appreciate if you would take a few minutes and review what's in your firm's Message Box and delete those Answer documents that have already been viewed and printed. You always have access to these documents or to any e-filed document in general by directly going into the case itself (via Case Search) and looking at the Documents section for that case.

Please note that prior to the transition, we will be archiving all messages dated prior to January 1, 2011 that are related to cases that are currently closed or discontinued. This clean up will reduce the load time of your firm's message box in the new system, particularly if your firm has a lot of messages.

Print E-Filed Docs (batch print function):

Once the new system is in place, you will not be able to batch print any documents that were filed in the old version of COURTS. The future batch print function (Print E-Filed Docs) will only pull up documents filed in the new system. If you need to print older documents, you may do so by individually printing the document from the message in your Message box or from the case folder for that case.

Hearing Calendars:

In the new system, the sort order of the Hearing List will be changed as follows:

The proceedings will be grouped by Injured IDN and then sorted by order of priority of the Proceeding Type.

As the hearing calendars will continue to be mailed or e-mailed to you from the old system until the cut-off date, there will be a discrepancy in the sequencing between the calendar that has been sent to you and the hearing list that is in the new system. This will be a minor inconvenience and will resolve itself after 2 ½ weeks.

In the interim, we encourage you to preview the new site design, case search module and e-filing flows prior to roll-out so that you are fully familiar with the new program. Detailed information, workflows and tutorials can be found at the COURTS IV informational website

(<http://lwd.dol.state.nj.us/labor/wc/egov/courts4/C4index.html>).

If you have any questions regarding any of the above, please contact us.

Thank you for your cooperation.

Regards,

Shravani Kosnik

Division of Workers' Compensation

COURTS on-line / COURTS IV Projects

PO Box 381 Trenton, NJ 08625-0381

609-777-4921 or 609-292-2556

e-mail: courts@dol.state.nj.us