

## MEMORANDUM

February 8, 2013

To: COURTS on-line E-Filing Insurance Carriers  
From: Shravani Kosnik, COURTS on-line & COURTS IV Project Team  
Subject: COURTS on-line system upgrade – E-Filing of Motions

We are pleased to report a significant upgrade to the COURTS on-line system scheduled for Monday February 11, 2013. We will be rolling out the **E-Filing of Motions** module to all e-filing subscribers.

At this time, we will be offering two e-Motion document format types for attorneys:

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*

Complete overview and procedures on how to e-file Motions are available at the following link:  
[http://lwd.dol.state.nj.us/labor/forms\\_pdfs/wc/pdf/efiling\\_Motions\\_procedures\\_020713.pdf](http://lwd.dol.state.nj.us/labor/forms_pdfs/wc/pdf/efiling_Motions_procedures_020713.pdf)

**All COURTS on-line e-filing subscribers are encouraged to review these new procedures as service of e-Motions will be done electronically within the COURTS on-line system and no longer via US Mail.**

### **What does this mean for carriers?**

**If you are unrepresented by counsel at the time the Motion is e-filed, you will be served the Motion in your COURTS on-line Message Inbox, similar to an initial legal pleading (CP, DCP, MCP). You can print the Motion documents individually from the Message Inbox or in bulk through the "Print E-Filed Docs" function. These Motions will no longer be delivered to you through US Mail so it will be very important for carriers to frequently check your Message Inbox for newly filed documents.**

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.