



## State of New Jersey

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
PO BOX 381  
TRENTON, NEW JERSEY 08625-0381


JON S. CORZINE  
*Governor*

DAVID J. SOCOLOW  
*Commissioner*

### MEMORANDUM

March 26, 2009

To: All Judges and Attorneys

From: Peter J. Calderone, Director and Chief Judge 

Subject: Mandatory Electronic Hearing Calendars Effective July 1, 2009

As you are aware, we have had support staff reductions in our central office and district office locations. We have also had to reassign central office personnel to the district offices to accommodate the daily flow of court proceedings and to best serve the case parties.

This has resulted in less staffing for, among other responsibilities, the imputing of paper documents, the microfilming of closed cases and the handling of OPRA and other document requests.

The large majority of attorneys and insurance carriers utilize the electronic hearing calendars which are more timely and efficient than paper notices. In addition, we have ongoing problems with the paper calendars and complaints that parties have not received a mailing or that a mailing arrived late.

Effective July 1, 2009, we will only be providing electronic hearing calendars to attorneys and insurance carriers. The notice which better explains this change is attached and will be mailed to all attorneys and carriers that are not currently utilizing electronic hearing calendars.

The electronic filing of claim petitions, answers and other documents is also a necessary process to conserve support staff time and to better serve attorneys and their clients. While the vast majority of insurance carriers and respondent attorneys utilize electronic filing, only about 50% of petitioner attorneys are filing electronically. This has resulted in a backlog of claim petition docketing which must be individually imputed by our staff. We are requesting that all parties utilize the electronic filing process which may at a future time be a mandatory requirement in order to maintain our operations.

Attachment

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LWD

DIVISION OF WORKERS' COMPENSATION  
(609) 292-2515 · FAX (609) 984-2515

AD-18.14 (R 01-06)



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

March 27, 2009

«Firm\_Name»  
«Address\_1», «Address\_2»  
«City», «State» 0«Zip5»  
Attn: Workers' Compensation Section

**Re: Mandatory Electronic Hearing Calendars  
Effective July 1, 2009**

Dear Sir/Madam,

The Division has been sending notices of upcoming hearings to the parties of pending workers' compensation cases via e-mail since 1999. Due to the efficiencies of this program, the majority of our notices are currently transmitted in this electronic format. Please be advised that we will discontinue mailing hearing calendar notices to the parties of workers' compensation cases effective July 1, 2009. The calendars will only be e-mailed.

To avoid missing notice of a scheduled hearing date, you must register for the Electronic Calendar program by completing the form provided on the back of this letter and faxing it to the Division at (609) 292-3758. **Please submit this form no later than ten days from receipt of this notice.**

The following are some facts about electronic hearing notices you should consider as you transition to this new program:

- You will receive electronic hearing calendars at least 3-5 days earlier than the mailed paper notices.
- The Division can e-mail calendars to multiple e-mail addresses, thereby ensuring that proper notice of hearings is provided to you and your back-up at all times. We encourage you to provide us with more than one e-mail address to avoid missing e-mails.
- The notices are available in either "PDF" or Microsoft Word™ format, giving users the flexibility of resizing or highlighting important text on the notice (e.g. - their firm's cases, etc). \*\*You must have Adobe Reader or Microsoft Word to view the calendars.
- If an e-mail transmission fails and the e-mail is returned to the Division, our IT support staff will resend the calendars through alternative means.
- If you change your e-mail address, you must notify the Division as soon as possible

Thank you for your anticipated cooperation.

Regards,  
NJ Division of Workers' Compensation

(form on reverse side) 

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

## IMPORTANT NOTICE

### Workers' Compensation Electronic Attorney Calendar Program

**Effective July 1, 2009, the Division will no longer be mailing hearing calendar notices to the parties of workers' compensation cases. The calendars will only be e-mailed.** To avoid missing a scheduled hearing date, you must register for the Electronic Calendar program by completing this form and faxing it to the Division at (609) 292-3758.

The e-mailed Attorney Calendars are available in either "pdf" or Microsoft Word™ format. The "pdf" version, which is identical to the hard copy mailed calendar, requires the use of Adobe™ Reader to view and print. A free copy of the software can be obtained by visiting the Adobe website ([www.adobe.com](http://www.adobe.com)). The Word™ version, offered in a single column format, allows users to resize or highlight important elements of their lists. To preview a sample calendar in Word™, please visit the technology page on our website at <http://lwd.dol.state.nj.us/labor/wc/egov/ecalendar.html>.

*Please note that e-mail filters used by some Internet Service Providers may classify messages from the Electronic Calendar program as Junk Mail, while others may completely prevent the delivery of our messages to you. To ensure that you receive your calendars without interruption, please add the "dol.state.nj.us" domain name to your e-mail program's address book.*

Once your application is submitted and processed, the Division will discontinue paper mailings of the calendars to your firm. If at a later date you need to change transmission format, add or delete an existing e-mail address, please notify us by sending another copy of this form, indicating that you would like to revise your account.

	I am setting up a new account: <input type="checkbox"/>	I am revising our existing e-mail account: <input type="checkbox"/>
<b>Firm Name:</b>		
<b>Address:</b>		
<b>Contact Person:</b>		
<b>Telephone Number:</b>		
<b>E-mail address(es) to be added:</b>		
<b>E-mail address(es) to be deleted:</b>		
<b>Transmission format:</b>	PDF: <input type="checkbox"/>	Microsoft Word™: <input type="checkbox"/>

If you have any questions, please feel free to call our technical support unit at:  
 tel: (609) 777-4921, fax: (609) 292-3758, e-mail: [courts@dol.state.nj.us](mailto:courts@dol.state.nj.us).