

# **ELECTRONIC CASE FILING REFERENCE GUIDE**

As of January 1, 2018, pleadings filed with the Workers' Compensation Administration (WCA) must be filed, served, and received by electronic means through the WCA's Electronic Case Filing (ECF) system. Pro se parties may continue to file paper copies with the WCA by mailing or delivering documents to the Clerk of the Court.

Electronic filing is available for every court form used by the WCA. The ECF allows both initial and subsequent filings online.

**To access and utilize electronic filing, all parties and party representatives must have a valid and current email address on file with the Clerk of the Court and be associated with a case at the WCA. To register and log into ECF, visit:**

**<https://workerscomp.nm.gov/WCA-eServices>.**

The screenshot displays the WCA eServices website interface. At the top, there is a navigation menu with links for Home, Information, Forms and Publications, eServices, FAQ, and Contact Us & Locations. Below the navigation is a sidebar with a list of user roles: Workers, Employers, Attorneys, HealthCare Providers, and Insurers/Carriers. The main content area features a banner for 'e-Service' and a section titled 'The eServices page provides resources for electronic submission of information.' Below this, there is a section for 'Look Up Employer Coverage' with a link to 'Access Workers' Compensation Coverage Verification'. The 'Electronic Case Filing (ECF)' section explains that starting January 1, 2018, e-filing is mandatory for all represented parties and provides information on how to get started, including a link to 'Access Electronic Case Filing (ECF Portal, formerly known as My Calendar/My Cases)'. At the bottom, there is a link to download the 'ECF Quick Reference Guide' and 'ECF Technical Guidelines'.

## HELPFUL RESOURCES

[WCA](#) Rule 11.4.4.9, Filing and Service, provides additional information regarding electronic filing including general provisions, filing, and service of process.

Frequently Asked Questions (FAQs) are available on the WCA website under FAQ and may address specific questions to common situations.

Technical requirements for efilg are available at the end of this guide and provide information regarding:

- Computer requirements

- Formatting PDF documents

- File and page size

- Prohibited technical items

## REGISTER FOR ACCESS TO ECF

If you are not represented by an attorney or are a new workers' compensation attorney and want to participate in e-filing, you must have an email account with a public email provider and will need to submit your initial pleadings by mailing or delivering them to the Albuquerque WCA location. The agency will use the contact information to provide service of filed pleadings.

**Note:** You must be associated with a case before you can register. Pro se individuals must contact the agency Help Desk for help to registered

From the ECF login screen, click on NEW USER SIGN UP.

Complete the required fields identified by an asterisk. Click on CREATE USER, and the WCA will email you a temporary password once the registration is accepted and you will be prompted to create a password with the following criteria:

One special symbol @!#\$%^&\* /

One or more numbers

7-12 characters (no spaces)

The screenshot shows the 'Sign Up for Your New Account' page. At the top, it says 'Electronic Case Filing (ECF)' and has a 'Login' link. The header features the State of New Mexico Workers' Compensation Administration logo and the slogan 'ONE TEAM | ONE GOAL A Better New Mexico for Workers and Employers'. The main content area is titled 'Sign Up for Your New Account' and contains several required fields marked with an asterisk: \*E-mail, \*First Name, \*Last Name, \*Mailing Address, \*City, \*State, \*Zip, \*Phone #, Cell #, and Fax #. Below these fields is a CAPTCHA image showing the code 'D P J Y 4' and a text prompt 'Enter the code shown:'. At the bottom of the form are 'Start Over' and 'Create User' buttons, and a 'Contact Us' link. The footer of the page reads 'State of New Mexico Copyright ©2012'.

## LOG IN TO ECF

Under the ELECTRONIC CASE FILING (ECF) heading, click on the ACCESS ELECTRONIC CASE FILING link.

Enter your username (your email) and password.

ECF can be used by:

Attorneys

Firms with multiple attorneys

Pro se parties (skip to page 19 for filing instructions)

Insurance carriers/adjusters

**Note:** If you forget your password, click on FORGOT PASSWORD on the ECF login screen and enter your user name (email address), phone number, and the required code provided and click SUBMIT. A new password will be sent to your email address.

The screenshot shows the login interface for the Electronic Case Filing (ECF) system. At the top, the text "Electronic Case Filing (ECF)" is displayed in a dark header, with a "Login" link in the top right corner. Below this is a banner for the "STATE OF NEW MEXICO Workers' Compensation Administration" featuring a logo and the slogan "ONE TEAM | ONE GOAL A Better New Mexico for Workers and Employers".

The main content area includes a "Norton SECURED" logo on the left, indicating a secure connection. To the right of the logo is a link for "Whats NEW!". The central focus is a "LOGIN:" form with two input fields: "UserName" containing the email address "heather.jordan@state.nm.us" and "Password" masked with dots. A "Login" button is positioned below the password field. A checkbox labeled "Remember me on this Computer" is located at the bottom of the form.

On the left side of the page, there are several links: "Forgot Password", "New User Sign Up", "Contact Us", and "WCA User Agreement". At the bottom of the page, a footer states "State of New Mexico Copyright ©2012".

## UNDERSTANDING THE MAIN PAGE

The main profile page contains a menu bar with the following options:

- My Info-Account information
- My Calendar-Scheduled events for your cases
- My Mediations– Scheduled mediations
- My Cases– Lists of active/inactive cases and pleadings
- My E-file– Submit documents for filing
- Contact Us-Send an email to the WCA Helpdesk
- FAQs

**My Info** allows the user to modify contact information except for the User Name and email address associated with the profile. Use the Contact Us tab to change your email address.

You can also edit the account to add additional email addresses in the bottom box for e-filing notifications only. Separate emails by a semicolon. You are responsible for removing invalid email addresses.

The screenshot displays the 'Electronic Case Filing (ECF)' interface for the State of New Mexico Workers' Compensation Administration. The user is logged in as Heather Jordan. The 'My Account Info' form is active, showing the following details:

- User name:** Heather.Jordan@state.nm.us
- \*First name:** Heather
- \*Last name:** Jordan
- \*Mailing Address:** 2410 Centre Ave SE
- \*City:** Albuquerque
- \*State:** NM
- \*Zip:** 87125
- \*Phone:** 505-123-XXXX (with a note: \*\*Please ensure this number is correct. You will need it to reset a lost password.)
- Cell:** [Empty field]
- Fax:** [Empty field]
- Notify Email:** Heather.Jordan@state.nm.us
- Additional Notify Emails:** heather.jordan@state.nm.us;

Buttons for 'Update' and 'Cancel' are located at the bottom of the form. A 'Reset My Password' link is also visible. A '\*required' label is present at the bottom left of the form area. The footer of the page reads 'State of New Mexico Copyright ©2012'.

**My Calendar** displays upcoming events on the scheduled date identified by a blue box. If you hover over the box, the case and event information will appear.

*Electronic Case Filing (ECF)* [LogOut](#)

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[My Info](#)
[My Calendar](#)
[My Mediations](#)
[My Cases](#)
[My E-file](#)
[Contact Us](#)
[FAQs](#)

User : Heather Jordan

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**My Mediations** contains a list of your cases scheduled for a mediation. Select a case using the **SELECT** link, and the following information will appear:

- ID Number
- WCA number and Plaintiff Name
- Start Time
- End Time
- Description
- Date
- Video Requirements
- Reschedule Button

When the **RESCHEDULE** option is selected, a calendar appears with available dates and times. Choose the new appointment time and verify the change. Check the box to confirm you have reviewed the Notice of Terms & Conditions and **CONFIRM CHANGE**. Rescheduling should not happen without the agreement of other parties and party representatives.

The screenshot displays the 'Electronic Case Filing (ECF)' interface for the State of New Mexico Workers' Compensation Administration. The header includes the agency logo and the slogan 'ONE TEAM | ONE GOAL'. The navigation menu contains 'My Info', 'My Calendar', 'My Mediations', 'My Cases', 'My E-file', 'Contact Us', and 'FAQs'. The user is identified as Heather Jordan. The main content area is divided into two sections. On the left, a table lists mediation cases with 'SELECT' links. On the right, a detailed view of a mediation case is shown, including fields for ID, Case #, Type (Mediation), Name, Start Time (11/14/2018 10:30 AM), End Time (11/14/2018 12:00 PM), Description, and a 'Reschedule' button. The 'Requires Video' field is set to 'No'. A 'My Mediation Exhibit Filing History - Last 30 days ...' section is visible at the bottom.

After selecting a case, **My Mediations** also provides an option to electronically upload mandatory production/mediation exhibits. Click the **UPLOAD MED. EXHIBITS** button. Check the box confirming you have reviewed and agree to the terms for uploading mediation exhibits.

All exhibits must be uploaded in PDF format that cannot be edited. Please see the ECF Technical Requirements at the back of this user guide.

Browse and attach the document you wish to submit.

Once the document is attached, select **UPLOAD**.

The submission will appear at the bottom of the My Mediations tab.

**Administration**  
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[My Info](#) | [My Calendar](#) | [My Mediations](#) | [My Cases](#) | [My E-file](#) | [Contact Us](#) | [FAQs](#)User : Heather Jordan

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**Submit Mandatory Production into an Existing Case ...**

**Active Mediation Cases**  ▼

\*You must be listed as party to the case in order to have it appear on this list. If you can not find your case please [Contact Us](#)

**Case Info ...**

Worker:

**Party Info ...**

WCA #	Suffix	Representing	Name	Email
<input type="text" value=""/>	<input type="text" value=""/>	WKA	<input type="text" value=""/>	<input type="text" value=""/>
		E/I		

**PDF Upload Section (Accept terms and conditions to proceed...)**

**NOTICE of TERMS & CONDITIONS:**

*The documents being submitted are considered mandatory production and are being provided for the sole purpose of carrying out the mediation process. The documents being submitted shall not include exhibits or depositions intended for use during formal adjudication or trial. I understand that mandatory production shall not become part of the case record and shall be destroyed following the issuance of the Recommended Resolution pursuant to WCA Rule 11.4.4.10 (B).*

By checking this box, you signify you have reviewed, understand, meet and agree to the NOTICE of TERMS & CONDITIONS.

**Title / Comments:**

TEST

Please select a file from your computer to upload. The file should be in .pdf format and less than 7mb.

Drop files here

Select File 1 file(s) in queue.

Test.pdf (application/pdf) - 174.19 kb (pending) Remove Upload

**My Cases** provides a list of your active cases. You also have the option to locate any inactive cases to which you are a party by searching either the WCA number or the worker's name.

Select a case in the list by clicking on the **SELECT** link to display a list of all pleadings filed in that case.

Click the **VIEW** link to view the filed pleading.

Electronic Case Filing (ECF) Logout

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**My Info** **My Calendar** **My Mediations** **My Cases** **My E-file** **Contact Us** **FAQs** User : Heather Jordan

Last Name

Note: Only open cases are available through this page. When a case receives a date of disposition it will not be visible 90 days after it closes.

There are no active cases associated with your email that are available to View at this time.

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**Contact Us** is used to send an email to the WCA Helpdesk for issues like:

Errors when attempting to efile

Issues logging in to ECF

Problems rescheduling a mediation

Technical issues not related to filing processes and rules

Electronic Case Filing (ECF) [LogOut](#)

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[My Info](#) [My Calendar](#) [My Mediations](#) [My Cases](#) [My E-file](#) [Contact Us](#) [FAQs](#) User : Heather Jordan

**Name**

**Your Email**

**Subject**

**Message**

**Technical Support:**  
M-F 8am - 5pm  
(excl. holidays)  
505-841-6048

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**FAQs** contain a list of common questions and responses related to the use and navigation of ECF. To view a response, simply click on the question.

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**What can I do in the NM Workers Compensation Dispute Resolution Website?**

1. You can update & maintain your contact information for better communication with us.
2. You can reschedule an upcoming mediation up to 90 days after it has been filed as long you have coordinated the change with all parties involved.
3. You can view all pleadings filed with our Clerk of the Clerk for all your active and Inactive cases.
4. You can verify all upcoming Mediations, Hearings and Settlement conferences with us using "My Calendar".
5. You can E-File all Pleadings into any case you are a party to, Efile an Entry into any existing case, or E-file a new case.

**How do I register to use the NM Workers Compensation Dispute Resolution Website?**

**What do I do if I change law offices or I change my Email address?**

**What to do if I forget my password?**

**Why do I need to create such a robust password?**

**Why can't I see my cases after I log in?**

**Why can't I reschedule my Mediation online?**

**Why can't I view the image of certain pleadings in my case?**

**What if I can't see a scheduled event in "My Calendar"?**

**Why can't I see all the cases for every attorney in our office?**

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**My E-file** is the module used to electronically file pleadings.

Users are provided with a dashboard containing the status of documents submitted for e-filing:

Accepted documents have been reviewed and are eligible for filing in accordance with WCA rules. Once filed, all registered parties and party representatives will receive a NOTICE OF FILING email.

Pending submissions are awaiting review, acceptance, and filing. Once a document has been uploaded for filing, the party will receive notice of the submission.

Rejected documents have been reviewed and may not conform to requirements of the WCA Rules for electronic filing. Reasons that a pleading may be rejected are listed in [WCA](#) Rule 11.4.4.9 and will be stated in the Notification of Rejection for Filing.

Electronic Case Filing (ECF) Logout

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My Info | My Calendar | My Mediations | My Cases | My E-file | Contact Us | FAQs User : Heather Jordan

### My E-File Dashboard

**My Filings:**

<a href="#">Accepted</a>	0
<a href="#">Pending</a>	0
<a href="#">Rejected</a>	0
<a href="#">E-Served</a>	0

**New Filing:**

[Start a New Claim](#)

[File into an Existing Case](#)

[File into a Case I'm not a Party To](#)

### My Filing History

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## ELECTRONIC FILING PROCESS

The My E-file dashboard lists three options for e-filing with the WCA.

**Start a New Claim** is selected when a claim is brand new and does not yet have an assigned WCA number. Filing one of the pleadings listed below will initiate a case with the WCA.

Worker's Compensation Complaint

Application to Workers' Compensation Judge

Application to Director

Petition for Lump Sum Payment

Health Care Provider Disagreement Form

A window will open requesting general information about the worker and the injury. You will also be asked to provide the type of initial pleading you are e-filing.

Once complete, click on INSERT.

The screenshot shows a web form titled "Efile an Initial Pleading ...". The form contains the following fields and values:

Document Type	COMPLAINT FOR WORKERS' COMPENSATION BENEFITS
Doc. Title	
Wkr First name	JANE
Wkr Middle	
Wkr Last Name	DOE
Wkr Deceased	No
Wkr Injury Date	1/1/2018
Employer	THE BUSINESS
DBA	
Insurer	THE CARRIER

At the bottom of the form, there are two buttons: "Insert" and "Cancel".

Case information will appear just below the main menu. Below the case information you will add the parties or party representatives for the case. Contact information for the filing party will automatically be added.

Attorney and insurance carrier information is added by selecting the correct button and using the drop down list. Worker and employer information requires the user to manually type information into required fields.

The screenshot displays the 'Electronic Case Filing (ECF)' interface. At the top, there is a header with the title 'Electronic Case Filing (ECF)' and a 'LogOut' link. Below the header is the logo for the 'STATE OF NEW MEXICO Workers' Compensation Administration' with the tagline 'ONE TEAM | ONE GOAL' and 'A Better New Mexico For Workers and Employers'. A navigation menu contains links for 'My Info', 'My Calendar', 'My Mediations', 'My Cases', 'My E-file', 'Contact Us', and 'FAQs'. The user is identified as 'User : Heather Jordan'. The main content area is divided into sections: 'E-file an Initial Pleading' and 'Case Info ...'. The 'Case Info ...' section shows case details: '47574 Worker: DOE , JANE Wkr\_dtinj: 1/1/2018', 'Title: COMPLAINT FOR WORKERS' COMPENSATION BENEFITS', and 'ProcCD: 200'. There is a 'Delete' link below the title. Below this is the 'Party Info ...' section with three buttons: 'Add Attorney', 'Add Carrier', and 'Add Party'. At the bottom of the main content area is an 'Upload PDF ...' section with a note: 'Please add a carrier or a party to activate the upload PDF boxes below.'. The footer of the page reads 'State of New Mexico Copyright ©2012'.

Options to upload pleadings will be available after case and party information have been entered. All documents must be uploaded in PDF format that cannot be edited. Please see the ECF Technical Requirements at the back of this user guide.

Browse and attach the document you wish to efile based on the pleading type denoted by an asterisk (\*).

Once all documents are attached, select UPLOAD. This will send your pleadings to the Clerk of the Court for review and filing.

You will receive an email notifying you the documents have been submitted for filing. If the documents are accepted for filing, a notice of filing email will be sent to all party representatives. A notice of rejection will be sent to the filing party if the document cannot be filed for reasons outlined in Rule 11.4.4.9.

*Electronic Case Filing (ECF)* LogOut



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**My Info** | **My Calendar** | **My Mediations** | **My Cases** | **My E-file** | **Contact Us** | **FAQs** User : Heather Jordan

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**E-file an Initial Pleading** Case Info ...

47574 Worker: DOE, JANE Wkr\_dtin: 1/1/2018  
 Title:  
 ProcCD: 200 COMPLAINT FOR WORKERS' COMPENSATION BENEFITS  
[Delete](#)

**Party Info ...**

[Add Attorney](#) [Add Carrier](#) [Add Party](#)

	Representing	Name	Email	Addr1	Addr2	City	State	Zip	Phone
<a href="#">Delete</a>	EMP	THE BOSS		2410 CENTRE AVE		ALBUQUERQUE	NM	87106	5058416000

**Upload PDF ...** *Please add a carrier or a party to activate the upload PDF boxes below.*  
*Please select a lead document from your computer to upload, then if required, attach a Summons, Medical Release, Request for Setting or Request for Mandatory Production. The files should be in .PDF format.*

**Lead Document:**  [Browse...](#)

**\*Summons:**  [Browse...](#)

**\*Medical Release:**  [Browse...](#)

**\*Request for Setting:**  [Browse...](#)

**\*Request for Production:**  [Browse...](#)

**\*Misc:**  [Browse...](#)

**File Into an Existing Claim** is selected to file subsequent pleadings into a case that is currently active or into a case that has been inactive but has an assigned WCA number.

Search for the existing case using the options available: Active Case by WCA#, Active Case by Worker Name, Inactive Case by WCA #, or Inactive Case by Worker Name

Once you have selected the case either by WCA number or worker name, the case and party information will populate under the corresponding section.

Select the type of pleading using the DOCUMENT TYPE drop down list. Browse and attach the document you wish to efile and select UPLOAD. This will send your pleadings to the Clerk of the Court for review and filing.

You will receive an email notifying you the documents have been submitted for filing. If the documents are accepted for filing, a notice of filing email will be sent to all party representatives. A notice of rejection will be sent to the filing party if the document cannot be filed for reasons outlined in Rule 11.4.4.9.

The screenshot displays the 'Electronic Case Filing (ECF)' interface. At the top, it says 'Electronic Case Filing (ECF)' and 'LogOut'. Below that is the logo for the 'STATE OF NEW MEXICO Workers' Compensation Administration' with the tagline 'ONE TEAM | ONE GOAL' and 'A Better New Mexico for Workers and Employers'. A navigation bar contains links: 'My Info', 'My Calendar', 'My Mediations', 'My Cases', 'My E-file', 'Contact Us', and 'FAQs'. The user is logged in as 'User : Heather Jordan'. The main content area is titled 'E-file Into an Existing Case' and features four radio button options: 'Search for Active Case by WCA #' (selected), 'Search for Active Case by Worker Name', 'Search for InActive Case by WCA #', and 'Search for InActive Case by Worker Name'. A dropdown menu next to the second option shows 'Please Select ...'. A note states: '\*You must be listed as party to the case in order to have it appear on this list. If you can not find your case please [Contact Us](#)'. Below are sections for 'Case Info ...' and 'Party Info ...'. A large file upload area contains the text 'Drop files here' and a 'Select File' button. A message at the bottom right of the upload area says 'Please select file(s) to upload.'. At the bottom of the page, it says 'Upload PDF ...' and 'State of New Mexico Copyright ©2012'.

**File into a Claim You are Not a Party To** is used to file a pleading into a case that will alert the WCA that you are a party to or a party representative to a case.

You must know the WCA number or the worker's name and date of injury when using this option to file. Once the desired case is found, the case and party information will populate under the corresponding section.

Select the type of pleading using the DOCUMENT TYPE drop down list. Browse and attach the document you wish to efile and select UPLOAD. This will send your pleadings to the Clerk of the Court for review and filing.

You will receive an email notifying you the documents have been submitted for filing. If the documents are accepted for filing, a notice of filing email will be sent to all party representatives. A notice of rejection will be sent to the filing party if the document cannot be filed for reasons outlined in Rule 11.4.4.9.

Electronic Case Filing (ECF) LogOut

 STATE OF NEW MEXICO  
Workers' Compensation  
Administration  
ONE TEAM | ONE GOAL  
A Better New Mexico for Workers and Employers

My Info My Calendar My Mediations My Cases My E-file Contact Us FAQs User : Heather Jordan

**E-file Into an Existing Case I am not a party to...**

Search for a Case by WCA #:

Search for a Case by Name and Date of Injury:  
First Name  Last Name  Date of Injury

\*Only use this page if you are Not already a party to this case and would like to file an entry to be added as a party to this case. Please use the "File Into An Existing Case" option if you are already listed as party.

**Case Info ...**

Worker:

**Party Info ...**

WCA #	Suffix	Representing	Name	Email
<input type="text"/>	01	EMP	<input type="text"/>	<input type="text"/>
<input type="text"/>	01	UEF	<input type="text"/>	<input type="text"/>
<input type="text"/>	01	WKA	<input type="text"/>	<input type="text"/>

**Upload PDF ...**

Document Type:

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## TIPS AFTER EFILING

- Select My Efile to view your dashboard and the status of documents you have submitted for filing.
- The documents listed under My Filing History will appear exactly as you submitted them and should not be considered the filed copy.
- If you mistakenly uploaded a document, you can select the DELETE option on the far right of the screen. This will retrieve the document and it will not be filed by the clerk.
- If the DELETE option is not available, the pleading has already been received, reviewed, and filed by the clerk.
- Select My Cases to view the filed version of the pleadings you have submitted.
- Please allow four to eight hours from receipt of the email to view the filed pleadings under My Cases.
- After the clerk files a pleading, registered parties and party representatives will receive a NOTICE OF FILING via email.
- Do not respond directly to email notices sent by efile.clerk. The email account is not monitored.
- If you have any questions, please call 1-800-255-7965. Please specify whether your call pertains to pleadings or is of a technical nature.

## PRO SE ELECTRONIC FILING PROCESS (continued from page 4)

The main page provides a list of your active cases.

**Note:** To participate in in e-filing, pro se parties must complete a form consenting to the terms of the electronic filing requirements. This form can be provided by a WCA ombudsman at the Albuquerque and field office locations. You must file the form by mailing or delivering it to the Clerk of the Court prior to contacting the Help Desk at [wca.helpdesk@state.nm.us](mailto:wca.helpdesk@state.nm.us) for assistance in registering for ECF.

Electronic Case Filing (ECF) Logout

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User : Heather Jordan

Last Name    [E-File a Pleading](#)

Note: Only open cases are available through this website. When a case receives a date of disposition it will not be visible 90 days after it closes.

Case #	Date of Injury	First Name	Last Name
Select			

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View a case in the list by clicking on the SELECT link to display a list of all pleadings filed in that case.

Click the VIEW link to view the filed pleading.

*Electronic Case Filing (ECF)* [LogOut](#)

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---

User : Heather Jordan

Last Name

Note: Only open cases are available through this website. When a case receives a date of disposition it will not be visible 90 days after it closes.

Case #	Date of Injury	First Name	Last Name
<a href="#">Select</a>			

[E-File a Pleading](#)

Case #	Suffix	Code	Date	Description
<a href="#">View</a>			10/3/2018	MISCELLANEOUS DISPOSITION
<a href="#">View</a>			10/2/2018	TAPE LOG
<a href="#">View</a>			8/28/2018	NOTICE OF HEARING
<a href="#">View</a>			8/27/2018	REQUEST FOR SETTING
<a href="#">View</a>			8/27/2018	MOTION
<a href="#">View</a>			6/15/2018	NOTICE TO TAKE DEPOSITION OF:
<a href="#">View</a>			6/12/2018	NOTICE OF TRIAL
<a href="#">View</a>			4/17/2018	FORMAL OTHER
<a href="#">View</a>			4/13/2018	NOTICE TO TAKE DEPOSITION OF:
<a href="#">View</a>			1/25/2018	ORDER
<a href="#">View</a>			1/25/2018	NOTICE OF TRIAL
<a href="#">View</a>			1/24/2018	MOTION
<a href="#">View</a>			1/16/2018	TAPE LOG
<a href="#">View</a>			1/9/2018	FORMAL OTHER
<a href="#">View</a>			1/9/2018	FORMAL OTHER
<a href="#">View</a>			12/15/2017	NOTICE TO TAKE DEPOSITION OF:
<a href="#">View</a>			9/28/2017	FORMAL OTHER

To efile a pleading, select the EFILE A PLEADING link located on the right hand side of the main page.

Once you have selected the case in the drop-down list, the case and party information will populate under the corresponding section.

Select the type of pleading using the DOCUMENT TYPE drop down list. Browse and attach the document you wish to efile and select UPLOAD. This will send your pleadings to the Clerk of the Court for review and filing.

You will receive an email notifying you the documents have been submitted for filing. If the documents are accepted for filing, a notice of filing email will be sent to all party representatives. A notice of rejection will be sent to the filing party if the document cannot be filed for reasons outlined in Rule 11.4.4.9.

Electronic Case Filing (ECF) Logout

 STATE OF NEW MEXICO  
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User : Heather Jordan

**E-file Into an Existing Case**

Search for Active Case by WCA #  ▼

Search for InActive Case by WCA #

\*You must be listed as party to the case in order to have it appear on this list. If you can not find your case please [Contact Us](#)

**Case Info ...**

Worker:

**Party Info ...**

WCA #	Suffix	Representing	Name	Email
<input type="text" value=""/>				
<input type="text" value=""/>				

**Upload PDF ...**

Document Type:  ▼

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# **ELECTRONIC CASE FILING TECHNICAL REQUIREMENTS**

## **COMPUTER REQUIREMENTS**

The WCA does not provide technical support for your computer or device. Please contact your technical support provider for assistance.

Should you receive an error while utilizing the ECF system, please contact the WCA helpdesk by calling 505-841-6817 or emailing [wca.helpdesk@state.nm.us](mailto:wca.helpdesk@state.nm.us).

### **PC Specifications for Windows-Based Devices**

- Operating System-Windows 7 64-bit or higher
- Memory (RAM)- 8GB
- Web Browser-Internet Explorer 11 or higher or Mozilla Firefox
- Word Processor-MS Office 2010 or higher
- Printer-Windows compliant laser printer

## **FORMATTING DOCUMENTS**

### **All documents must be submitted as a PDF.**

The ideal process is to save or export the source document to a PDF format electronically. This preserves the text of the source document, making it searchable and resulting in a smaller file size. Many word processing programs can save a document in a PDF format and there are several free websites that will convert files to PDF.

Another option is to scan paper documents to a PDF. Scanning should only be used if you do not have an electronic source document. You may also combine a scanned document with an exported document if necessary.

### **Fillable PDF Forms**

Some documents you wish to e-file may be available as fillable PDF such as the mandatory forms available on the WCA website. While it is possible to save your form entries in a fillable PDF, you cannot upload a saved fillable PDF to the e-filing system. If you do, one of the following problems may occur:

- The entries will be missing

- The entries will be editable

### **Setting Requirements for Scanned PDF**

- Resolution of 300 DPI (dots per inch, also PPI or pixels per inch)
- Scan to PDF or Tagged Image File format with Group 4 compression
- Color is not accepted
- Convert TIFF, JPG, or PNG to PDF before uploading

### **Viewable and Legible Documents**

Every document must be viewable in its entirety with PDF viewing software. Corrupt files will be rejected. Documents must contain legible text. You are responsible for making sure the scanning process does not diminish the quality and readability of the document.

### **File and Page Size**

There is a 7MB size limit on each document; therefore, files exceeding this limit will not be accepted. You may need to modify your scanner settings to reach the acceptable limit. Please contact your technical support provider for assistance.

PDF documents should meet the following specifications:

- 8.5" x 11" page size
- Portrait orientation
- 1" top margin free of text and other markings
- File names must not exceed 40 characters

### **Prohibited Items**

PDF documents must not contain:

- Encryption, password protection, features that limit access
- Unreadable words or images
- Invalid or corrupted tables
- Embedded files or images
- Information not viewed in its entirety with PDF viewing software

## Special Characters

Sometimes special characters in a document do not convert well into a PDF format. This is unusual and can typically be fixed by modifying the settings in your PDF software. Characters that can be typed on a standard English keyboard can be processed, including these symbols:

§ ® © ™ ¶ € £