

Attorney Webinar FAQ's

1. **Q:** What is the process for self-registering as a law firm administrator?
A: Access the WCAIS home page (www.wcais.pa.gov) and click on the "Are you a New User?" link. The next screen that displays is the User Selection screen. Click "I am a Law Firm, or I am a Law Firm's representative" and "Register." On the next screen, the user can select to gain access to WCAIS as an administrative user. For more information, refer to the "Self-Register to get an Account (Keystone ID and Password): Law Firm" How-To Guide.
2. **Q:** What is the difference between searching for a claim and searching for a dispute? What is the difference between a claim and a dispute?
A: The claim is linked with the date of injury, the claimant, and the defendant. The dispute is created once there is a petition filed on the claim. The dispute is at the Adjudication level, while the Claim is at the Bureau of Workers' Compensation level. Decisions are now made at the dispute level. You conduct a search for a claim and a dispute based upon the type of information that you wish to access. From the Claim Summary and Dispute Summary screens, there are always links at the top to access the other summary screen.
3. **Q:** How do we get our attorneys linked to cases other than through requesting an entry of appearance?
A: If the attorney files a petition, he or she will be added as the attorney when the petition is processed. If the attorney files an answer by mail, he or she will also be added as the attorney when the answer is processed. If, for whatever reason, an attorney submits an entry of appearance and is not added to the claim/dispute, he or she can contact the judge's office in order to obtain access.
4. **Q:** Can an entry of appearance be faxed without a claim number?
A: Send the entry of appearance to the field office it was assigned to, record the "date sent," and file the entry of appearance with the appropriate office.
5. **Q:** With WCAIS, why are attorneys required to serve copies of items that they did not serve in the past (e.g. exhibits)?
A: WCAIS requires attorneys to serve copies of items based upon the Pennsylvania Workers' Compensation Act and applicable Rules and Regulations. As a result, attorneys should only be distributing items, which they are required to serve. On the Certification tab, which attorneys must complete when uploading documents like exhibits, attorneys specify how they will get correspondence to the appropriate individuals. A request has been put in for an "N/A" option on this screen. Stay tuned for updates on this change.
6. **Q:** If a deposition is uploaded, will the opposing party get a copy of the actual deposition transcript?
A: If the deposition is uploaded as an exhibit the opposing parties will be able to view the transcript through WCAIS. The exhibit proof of service, which the submitting party must serve, also includes a copy of the uploaded deposition transcript.

7. **Q:** Where can I select how I wish to receive correspondence?
A: On the profile screen, a “Send Correspondence By” section displays. You can decide whether to receive correspondence by mail or email. The system only allows one email to be entered. You will receive all correspondence by the method that you choose on this screen.
8. **Q:** Is there any way to save a document to your computer, after you review it from correspondence tab, without having to print it?
A: Yes. By clicking on the document link, the document will display in a separate window. You will have the ability to download it and save it. Also, if you select the print icon in the same window, there is an option to save the document instead of sending it to a printer.
9. **Q:** If you are filing a petition for the first time, how do you get a WCAIS Claim # assigned? Do you need that # before you file the petition on line?
A: Petitions can be filed online with or without a claim number. An attorney will receive the claim number and dispute number on the assignment notices once the petition has been assigned to a judge.
10. **Q:** What types of requests are available for attorneys?
A: Attorneys can submit the following requests:
- Entry of Appearance
 - Brief Extension
 - Voluntary Mediation
 - Judge Reassignment
 - Interpreter
 - Recusal
 - Update a Scheduled Event
 - Motion to Quash a Subpoena
 - Objection
 - Indefinite Postponement
 - Miscellaneous
 - Informal Conference
 - Subpoena