

## Attorney Webinar FAQ's 11-12-13 & 11-19-13

1. **Q:** When I select "Mail" as an option for service on the certification tab, am I mailing a copy of the petition to the other parties, or do I need to send the copy of the petition to the other parties?

**A:** The mail option for service on the certification tab of the petition filing screen option indicates that the external party submitting the petition will be serving parties by mailing a copy of the petition to the parties. The system will not be sending a copy of the petition to the parties for the submitting party.
2. **Q:** If I file a claims petition on behalf of the claimant, will it automatically generate an entry of appearance for the claimant's counsel?

**A:** If the answer is filed on paper, the attorney submitting the answer will be added as the attorney for the party on the dispute. The attorney will not need to file the entry of appearance request for answers filed by paper. For online filing of answers, the external party will not have access to file the answer until they are a party on the dispute.
3. **Q:** How do I print a copy of the petition and can I save the petition to my computer?

**A:** Yes, you can print a copy of the petition. Click on the document link to view the document. There should be a download button or a save button.
4. **Q:** How do I get a copy of the petition if I do not have access to the file yet through WCAIS?

**A:** The submitting party will receive a copy of the filed petition on their WCAIS dashboard if they filed the following petitions: claim petitions, petition to/for, review of utilization review determination and petition for examination-expert interview, without a claim. For petitions which are uploaded through WCAIS without a claim, the submitting party has the copy of the uploaded petition.
5. **Q:** How do I file an answer to a claim petition? The system tells me to answer in numerical order according to the allegations in the petition; however the new claim petition does not currently use numbers to make allegations.

**A:** We are currently looking into this to add the numbers back to forms as a future system enhancement. Please note you may also contact the judge to determine how the judge wants the answers completed as it may be a preference of the judge.
6. **Q:** If staff has to review the entry of appearance, how long does that take? Will we be notified once our appearance is entered and once we have gained access to the claim?

**A:** The amount of time it takes to process the EOA depends on the inflow of request which for a specific judge secretary. There is currently no notification the appearance request was approved however the attorney will begin receiving any event notices which are related to the dispute they requested their appearance on.
7. **Q:** If I would like to file a supplemental agreement that a claimant signed, where do I file this in WCAIS?

**A:** They should still be filed with the bureau.

8. **Q:** Can I request the bureau documents from WCAIS?  
**A** Yes, you can request bureau documents from WCAIS. There is a how-to guide listed in the help center titled "Records Request."
9. **Q:** How do I file a claim petition on an existing claim if I am unaware of an existing claim?  
**A:** If you are not a party on the claim, you will not be able to search for it. In this case, you should submit the petition without a claim and the staff will link the petition with the appropriate claim.
10. **Q:** How do I request reassignment to another judge?  
**A:** On the dispute summary in WCAIS, there is a request tab with an option to submit a request. Through this process, they can select the request type of reassignment and their submitted request will be submitted to the judge for approval.