

Judge's Name: [Click here to enter text.](#)

Judge's District: [Choose an item.](#)

Workers' Compensation Judges' Procedural Questionnaire

Workers' Compensation Automation and Integration System (WCAIS) is the official repository for all documents related to a Dispute (matter pending) before a Workers' Compensation Judge. All documents, including evidence and briefs, that would have been submitted to a Workers' Compensation Judge by mail or in person prior to WCAIS should now be uploaded into WCAIS. If Social Security numbers appear on any such document, the first five numbers should be redacted before the document is uploaded, unless otherwise specified below. Requests, such as Requests for Continuance and Subpoenas, should also be made through WCAIS.

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First Event/Hearings:

1. What is the first Event (i.e., pretrial, hearing, conference call) and what will occur at the first Event with the judge? I am unsure as to the definition of "event" but first hearings regarding the following Petitions will be call of the list beginning at 9.30am: Supersedeas requests, Penalty Petitions, Employee Challenge Petitions, Physical Examination Petitions and C&R Petitions. First hearings regarding Claim Petitions, Reinstatement Petitions and Review Petitions will be for the presentation of testimony and have dedicated hearing times which will appear on the Hearing Notice.
2. Are any first hearing filings or documents required at the first Event with the judge? If so, what are they? **Yes** **No**

Further explanation:

Bureau Documents

- a. Should first hearing filings or documents be uploaded as Exhibits or as Documents?

Exhibits **Documents**

Further explanation:

If they are simply the parties' statements, they are documents, not exhibits since they are not evidence.

b. Should first hearing filings be uploaded before or after the first hearing?

Before **After**

Further explanation:

They may also be handed up at the first hearing.

3. What are your procedures for supersedeas hearings?

a. Will testimony be heard? **Yes** **No**

Further explanation:

Exhibits may be submitted and I will announce the scheduling order.

b. Is additional time generally granted to obtain medical evidence? **Yes** **No**

Further explanation:

Upon good cause.

c. Under what circumstances will you reconsider a supersedeas order?

When it is requested and the Claimant is receiving benefits.

d. Do you generally use written orders for denials? **Yes** **No**

Further explanation:

[Click here to enter text.](#)

e. What is required for employee's counsel to obtain interim fee approval?

A request and the fee agreement

f. Do you have any other procedures for supersedeas hearings not described above? If so, what are they? **Yes** **No**

Further explanation:

[Click here to enter text.](#)

g. Do you have different procedures for special supersedeas hearings? If so, please describe them? **Yes** **No**

Further explanation:

Click here to enter text.

4. Do you use a one-day/one-hearing format or serial hearings? Please describe the structure of your hearings. Please indicate if you are willing to change your hearing format upon request of all parties.

I use serial hearing format but am willing to be flexible on a case by case basis if the parties need a modification of that format.

5. Are you willing to allow counsel to participate in hearings by telephone? **Yes** **No**

Further explanation:

Under certain circumstances and upon prior approval

6. What procedure do you follow if a party fails to appear at an Event?

I generally require a written explanation for the failure to appear. If that is not forthcoming and depending on the type of Petition, I may dismiss the Petition sua sponte.

7. Do you have any special procedures for psychological injury cases? **Yes** **No**

Further explanation:

I may clear the courtroom gallery during testimony if it is appropriate.

Witnesses/Exhibits:

8. What are your rules regarding the taking of testimony?

- a. Do you prefer the testimony be taken at a hearing or by deposition?

Hearing **Deposition**

- b. If counsel wishes to bring a witness to a hearing, do you require prior notice? If so, how much notice do you require? **Yes** **No**

Further explanation:

Notice of intended witnesses must be provided to the court and opposing counsel at least 14 days prior to the hearing.

9. Under what circumstances will you permit a party or witness (including an expert witness) to testify by deposition or by phone, rather than appear at the hearing?

It depends upon the content of the testimony. If it is more procedural such as notice or earnings, I will permit depositions. If it pertains to substantive issues, I require that the witness appear and testify at a hearing.

10. What is your procedure regarding the order of testimony with respect to submission of medical evidence, particularly when cross petitions are filed?

The party with the burden of proof moves forward first.

11. Do the parties need to upload the Bureau documents as exhibits or will they automatically be made Judge Exhibits? **Parties Upload** **Judge**

12. Do you require that counsel upload exhibits to WCAIS before or after the hearing? If before, what is the latest day before the hearing that they may be uploaded? **Before** **After**

Further explanation:

I generally advise the parties to identify the exhibit on the record and subsequently upload it.

13. Do you require counsel to bring hard copies of the exhibits to the hearing? **Yes** **No**

Further explanation:

I understood that WCAIS was intended to obviate the need for hard copies.

14. When will you rule on objections to exhibits?

When they are registered.

15. What is your procedure for handling discovery disputes, e.g., do you employ telephone conferences, do you prefer to attend certain depositions, etc.?

It was my understanding that judges may not attend depositions outside of the hearing offices. I do employ telephone conferences or informal conferences in the hearing offices if both sides are present.

16. What is the last day the parties may file written preservations of deposition objections?

The day the party files the Brief.

C&Rs/Stipulations:

17. Please describe your procedures regarding the review of Compromise and Release Agreements.

a. Are you willing to allow amendments of existing petitions or do you require the filing of a separate Petition Seeking Approval of a Compromise and Release Agreement?

Amendments **New Petition**

Further explanation:

To do otherwise would not be expedient, unless the parties request a decision on the merits of one of the Petitions and so nothing remains to amend.

- b. Do you require the parties to provide you with a draft of the Compromise and Release Agreement to review before the hearing? If so, how far in advance of the hearing do you need to receive it? **Yes** **No**

Further explanation:

No, I do not have time to preview Agreements prior to the hearing.

- c. Should the parties upload the Compromise and Release Agreement, including the fee agreement and any other attachments, before or after the hearing?

Before **After**

Further explanation:

There may be changes to the Agreement during the hearing.

- d. Should the child support documents be uploaded as a separate exhibit? **Yes** **No**

Further explanation:

[Click here to enter text.](#)

- e. What other exhibits should be uploaded as part of the Compromise and Release Agreement or as separate exhibits (i.e., waiver of appeal, medical bills, etc.). Please indicate whether they should be uploaded as part of the Compromise and Release Agreement or as separate exhibits.

It depends upon what they are. If the documents pertain to a resignation or some other issue over which the court has no jurisdiction, it should not be attached.

- f. When should the social security number and other confidential information be redacted from the C&R agreement and Act 109 documents?

It is not my policy to require the redaction of such information since the entire process is a matter of public record. If the parties wish to redact that information, they are free to do so.

- g. Will you sign bench orders? **Yes** **No**

Further explanation:

Click here to enter text.

- h. Do you have any other procedures for Compromise and Release Agreements not described above? If so, what are they? **Yes** **No**

Further explanation:

The time of the hearing is the time to proceed with testimony, it is not the opportunity to meet with the Claimant for the first time to review the documents.

18. Please provide the following information regarding Stipulations resolving Disputes:

- a. What are your usual procedures regarding the submission, review, and adoption of such Stipulations?

If they are executed fully before a scheduled hearing, they have to be uploaded and the hearing will be canceled. If the parties execute the Stipulation just prior to a hearing, one party must submit it at the hearing.

- b. Should the fee agreement be uploaded as part of the Stipulation or as a separate exhibit? **Part of Stipulation** **Separate Exhibit**

Further explanation:

Click here to enter text.

- c. Should the child support documents be uploaded as a separate exhibit? **Yes** **No**

Further explanation:

Click here to enter text.

- d. What other exhibits should be uploaded as part of the Stipulation or as separate exhibits (i.e., medical bills, etc.)? Please indicate whether they should be uploaded as part of the Stipulation or as separate exhibits.

I do not know why there have to be any other exhibits aside from the Stipulation, with the possible exception of the Fee Agreement. Medical bills and other such documents may be identified within the body of the Stipulation.

- e. When should the social security number and other confidential information be redacted from the Stipulation and Act 109 documents?

I do not require redaction but of course allow the parties to redact such information.

- f. Do you have any other procedures for Stipulations not described above? If so, what are they? **Yes** **No**

Further explanation:

Click here to enter text.

Close of Record/Briefs:

19. Are you willing to close a case by electronic submission via WCAIS or is a final hearing required? **Electronic Submission** **Final Hearing**

Further explanation:

So long as both Briefs are submitted the case will close.

20. What are the time requirements for the submission of briefs and other post-hearing submissions? Do you have any procedure if the briefs or post-hearing submissions are not received in a timely manner?

When the record closes is dependent upon WCAIS. Once it closes the record, correctly or otherwise, I cannot reopen the record without formal approval of my Judge Manager.

21. Please describe your preferences for the format and content of briefs and post-hearing submissions.

I require that Briefs be brief and contain relevant, accurate information.

Mandatory Mediations

22. Please list the offices at which you conduct mandatory mediations.

Philadelphia. I conduct voluntary mediations in Philadelphia and Upper Darby.

23. Do you require the parties to execute an agreement to mediate? If so, please describe the matters to be addressed by the agreement. **Yes** **No**

Further explanation:

Click here to enter text.

24. Do you require all participants (claimant, adjustor/employer representative, counsel) to attend the mediation personally? Under what circumstances do you permit a participant to attend by telephone, if any? **Yes** **No**

Further explanation:

I require at a minimum that the Claimant and all attorneys attend. I would prefer for the adjuster and/or Employer attend, too. If that is not possible, the person with authority to settle the matter on behalf of the Employer MUST be accessible by phone for the entire duration of the mediation.

25. Do you require a Mediation Statement? **Yes** **No**

If so:

a. What information do you require in that Statement?

It is stated on the form

b. What documents, if any, must accompany the Statement?

Perhaps an IME if it is relevant to the litigation.

c. How far in advance of the mediation must the parties submit the Statement and accompanying documents?

24 hours

26. Once you receive a mediation request, what is the usual amount of time that elapses until the mediation takes place?

If it is a mandatory mediation, the timing of it is not up to me. If it is a voluntary mediation, I am presently scheduling two months in advance.

27. Are you willing to conduct more than one session per Dispute? **Yes** **No**

Further explanation:

[Click here to enter text.](#)

28. If a party wants to request cancellation or postponement of a mediation on a Dispute assigned to you:

a. Should the party contact you or the mediating judge?

Both

b. If you are to be contacted, what is the latest day before the mediation that cancellation or postponement, absent an emergency situation, can be requested?

48 hours

29. Is there anything else the parties should know or do in advance of the mediation?

Yes **No**

Further explanation:

Know the facts of the case including outstanding medical bills, employment status, litigation costs and available medical benefits.

Voluntary Mediations:

30. Do you conduct Voluntary Mediations? **Yes** **No**

Further explanation:

[Click here to enter text.](#)

31. Please list the offices at which you will mediate a Dispute.

I am confined to the Philadelphia and Upper Darby hearing offices.

32. Are you willing to mediate Disputes that are assigned to you for hearing and decision?

Yes **No**

Further explanation:

I believe it is improper.

33. Are you willing to mediate Disputes in which one or both parties are not represented by counsel? If so, do you have any special procedures? **Yes** **No**

Further explanation:

[Click here to enter text.](#)

34. Do you require the parties to execute an agreement to mediate? If so, please describe the matters addressed by the agreement. **Yes** **No**

Further explanation:

[Click here to enter text.](#)

35. Do you require all participants (claimant, adjustor/employer representative, counsel) to attend the mediation personally? Under what circumstances do you permit a participant to attend by telephone, if any? **Yes** **No**

Further explanation:

Same procedure as mandatory mediations, stated above.

36. Do you require a Mediation Statement? **Yes** **No**

Further explanation:

[Click here to enter text.](#)

If so:

- a. What information do you require in that Statement?

It is contained on the form

- b. What documents, if any, must accompany the Statement?

IME results if relevant

- c. How far in advance of the mediation must the parties submit the Statement and accompanying documents?

24 hours

37. Once you receive a mediation request, what is the usual amount of time that elapses until the mediation takes place?

I am scheduling 2 months in advance at the moment.

38. Are you willing to conduct more than one session per Dispute? **Yes** **No**

Further explanation:

[Click here to enter text.](#)

39. If a party wants to request cancellation or postponement of a mediation on a Dispute assigned to you:

- a. Should the party contact you or the mediating judge?

Both

- b. If you are to be contacted, what is the latest day before the mediation that cancellation or postponement, absent an emergency situation, can be requested?

48 hours

40. Is there anything else the parties should know or do in advance of the mediation?

Yes **No**

Further explanation:

Know the facts, including such information as outstanding medical bills, litigation costs and employment status.

Requests/Miscellaneous:

41. What is your procedure regarding continuances, changes in hearing times and extensions, i.e., how far in advance do you require the Request be uploaded into WCAIS?

At least 7 days

42. Do you conduct/permit conference call? If so, under what circumstances? **Yes** **No**

Further explanation:

[Click here to enter text.](#)

43. Do you accept faxes and e-mails from the parties? If so, under what circumstances?

Yes **No**

Further explanation:

[Click here to enter text.](#)

44. Do you adhere strictly to duration listed for a hearing or mediation or are you willing to go over the allotted time? **Yes** **No**

Further explanation:

I am happy to extend hearing and/or mediation times if there is a good reason to do so.

45. What is the best way to contact you in an urgent/emergency situation?

Email

46. What is your snow/emergency cancellation policy (i.e., do you follow a specific school district closing schedule, etc.)?

It is the policy of the Philadelphia Office of Adjudication, set forth in written form in the lobby at 801 Arch Street.