

JUDGE'S PROCEDURAL RULES AND POLICIES

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.

[CLICK HERE TO VIEW THE JUDGE'S SPECIAL PROCEDURES DURING THE GOVERNOR'S EMERGENCY DECLARATION DUE TO COVID-19.](#)**FIRST EVENTS**

1. **What is the first event (i.e. pretrial, hearing, conference call) and what will occur?** The first Event is a hearing involving a new Dispute. The Claimant's testimony shall be heard at the first hearing on a Claim and Reinstatement Petition. All other disputes will have a hearing at which the merits of the dispute will be discussed; a scheduling order will be entered; and a mediation will be proposed.
2. **List any documents required at the first Event:** Click or tap here to enter text.
 - a. **Should docs be uploaded as Exhibits or Letters to the Judge?** Choose an item. Click or tap here to enter text.
 - b. **Should docs be uploaded before or after the first Event?** Choose an item. Click or tap here to enter text.

SUPERSEDEAS PROCEDURES

1. **What are your procedures for supersedeas hearings?** Click or tap here to enter text.
 - a. **Will testimony be heard?** No Click or tap here to enter text.
 - b. **Is additional time generally granted to obtain medical evidence?** Yes. I encourage the Claimant to be prepared to respond to a supersedeas request at the initial hearing on Termination, Modification, and Suspension Petitions. If the Claimant should require additional time to respond, a fourteen day period will be extended.
 - c. **Under what circumstances will you reconsider a supersedeas order?** A reconsideration motion shall be accompanied by competent evidence to support an order to change a prior supersedeas ruling.
 - d. **Do you generally use written orders for denials?** Yes Click or tap here to enter text.
 - e. **What is required for employee's counsel to obtain interim fee approval?** The submission of a contingency fee agreement between Claimant and counsel. An affidavit by the Claimant that he has consented to the entry of an order which allows a deduction for counsel fees is encouraged.
 - f. **Describe any other procedures for supersedeas hearings:** Click or tap here to enter text.
 - g. **Describe procedures for special supersedeas hearings, if different:** Click or tap here to enter text.

HEARINGS

1. **Describe the structure of your hearings and whether you are willing to change your hearing format:** A first hearing will be held on all initial disputes. A scheduling order will be established at the first hearing. One final event, in the nature of a hearing or a conference call will be held on the record. The record will be certified; the record will close; and a briefing schedule will be issued at the final Event.
 - a. **Are you willing to change the hearing format upon request?** Choose an item. Click or tap here to enter text.

2. **Are you willing to allow counsel to participate by telephone?** Yes. Counsel may participate by telephone at the final event of a dispute.
3. **What procedure do you follow if a party fails to appear at a hearing?** The procedure is determined on a case by case basis.
4. **Do you have special procedures for psychological injury cases?** No [Click or tap here to enter text.](#)

WITNESSES/EXHIBITS

1. **What are your rules regarding taking testimony?** [Click or tap here to enter text.](#)
 - a. **Do you prefer testimony at a hearing or by deposition?** Hearing [Click or tap here to enter text.](#)
 - b. **If a counsel wishes to bring a witness to a hearing, do you require prior notice? Yes If yes:**
 - i. **How much notice do you require?** A request by a party to have a witness testify before the court should be placed in WCAIS, and a Hearing Notice will generate in WCAIS.
2. **Under what circumstances will you permit a party or witness (including an expert witness) to testify by deposition, phone, or videoconference, rather than appear at the hearing?** A party may testify by deposition if such manner has been approved by the court. The reason for taking a party or witness' deposition is specific to each case.
3. **What is your procedure regarding the order of testimony with respect to submission of medical evidence, particularly when cross petitions are filed?** The procedure is determined on a case by case basis. Generally, the filing date of the petitions serve as guides. The merits of the case and costs factors also serve as determinants in these cases.
4. **Do the parties need to upload the Bureau and WCOA documents as exhibits or will you admit them electronically as Judge exhibits?** Parties Upload [Click or tap here to enter text.](#)
5. **Do you require counsel to upload exhibits to WCAIS before or after the hearing? Before If before:**
 - a. **What is the latest day before the hearing that they may be uploaded?** [Click or tap here to enter text.](#)
6. **Do you require counsel to bring exhibit hard copies to the hearing?** Yes. This Judge prefers that counsel bring hard copies of deposition testimony to the hearing.
7. **When will you rule on objections to exhibits?** When presented – either in WCAIS or on the record at a hearing.
8. **What is your procedure for handling discovery disputes, e.g. do you employ telephone conferences, do you prefer to attend certain depositions, etc.?** Case by case determination.
9. **What is the last day to file written preservations of deposition objections?** On the date of the Final Hearing/Event.

COMPROMISE & RELEASES (C&Rs)

1. **Describe your procedures regarding the review of C&R Agreements:** [Click or tap here to enter text.](#)
 - a. **Are you willing to allow amendments of existing petitions or do you require the filing of a separate Petition Seeking Approval of a C&R Agreement?** Amendments [Click or tap here to enter text.](#)
 - b. **Are parties required to provide a draft of the C&R Agreement before the hearing? No If yes:**
 - i. **How far in advance of the hearing do you need to receive it?** [Click or tap here to enter text.](#)
 - c. **Should the parties upload the C&R Agreement, including the fee agreement and any other attachments, before or after the hearing?** After [Click or tap here to enter text.](#)

- d. **Should child support docs be uploaded as a separate exhibit?** Yes [Click or tap here to enter text.](#)
- e. **What other exhibits should be uploaded as part of the C&R Agreement or as separate exhibits (i.e., waiver of appeal, medical bills, etc.)?** [Click or tap here to enter text.](#)
- f. **Should they be a part of the C&R Agreement or separate exhibits?** [Click or tap here to enter text.](#)
- g. **When should SSNs and other confidential information be redacted from the C&R Agreement and Act 109 documents?** Redaction occurs prior to upload!
- h. **Will you sign bench orders?** Yes [Click or tap here to enter text.](#)
- i. **Describe any other procedures you have for C&R Agreements:** [Click or tap here to enter text.](#)

STIPULATIONS (STIPs) RESOLVING DISPUTES

- 1. **What are your usual procedures regarding the submission, review, and adoption?** The Stipulation is uploaded in WCAIS in the Exhibits Screen, along with a request to the Judge in WCAIS to review and adopt the Stipulation.
- 2. **Should the fee agreement be part of the stip or separate exhibit?** Part of Stipulation [Click or tap here to enter text.](#)
- 3. **Should child support documents be uploaded as a separate exhibit?** Yes [Click or tap here to enter text.](#)
- 4. **What other exhibits should be uploaded (i.e. medical bills, etc.)?** [Click or tap here to enter text.](#)
 - a. **Should they be part of the stip or a separate exhibit?** [Click or tap here to enter text.](#)
- 5. **When should SSNs and other confidential information be redacted from the stip and Act 109 documents?** Prior to upload in WCAIS.
- 6. **Describe any other procedures you have for stips:** [Click or tap here to enter text.](#)

BRIEFS AND POST-HEARING SUBMISSIONS

- 1. **Will you close a case via WCAIS submission or is a final hearing required?** Final Hearing. The attorneys may participate by telephone at the final hearing; notification of same should be given in WCAIS prior to the final hearing.
- 2. **What are the time requirements for submissions and what procedures are taken when time requirements aren't met?** Both briefs shall be received through WCAIS within 90 days. The parties will be notified by the
- 3. Judge if briefs are not received timely. The party can notify the court of his/her intention to waive
- 4. the opportunity to file a written brief.
- 5. **Describe any preferences regarding the format and content of submissions:** No preference.

MANDATORY MEDIATIONS

- 1. **List the offices where you conduct mandatory mediations:** Easton court; Doylestown court
- 2. **Do you require all participants to attend in-person?** Yes
 - a. **Under what circumstances do you permit attendance by phone?** [Click or tap here to enter text.](#)
- 3. **Do you require a Mediation Statement?** Yes **If yes:**
 - a. **What information do you require in that Statement?** The general mediation format.
 - b. **What documents, if any, must accompany the Statement?** No

- c. **How far in advance of the mediation must the parties submit the Statement and accompanying documents?** 72 hours
4. **After you approve a Mediation Request, how long until it's scheduled?** 30 – 45 days; flexible
5. **Are you willing to conduct more than one session per Dispute?** Yes [Click or tap here to enter text.](#)
6. **If the party wants to request cancellation or postponement of a mediation on a Dispute assigned to you, should they contact you or the mediating Judge?** Both **If you:**
 - a. **What is the latest day before the mediation that cancellation or postponement, absent an emergency, can be requested?** 72 hours
7. **What else should the parties know or do before the mediation?** [Click or tap here to enter text.](#)

VOLUNTARY MEDIATIONS

1. **Do you conduct Voluntary Mediations?** Yes [Click or tap here to enter text.](#)
2. **List the offices where you conduct voluntary mediations:** Easton court / Doylestown court
3. **Do you mediate Disputes assigned to you for hearing and decision?** No [Click or tap here to enter text.](#)
4. **Do you mediate Disputes in which one or both parties are unrepresented?** No **If yes:**
 - a. **Describe any special procedures:** [Click or tap here to enter text.](#)
5. **Do you require parties to execute an agreement to mediation?** No **If yes:**
 - a. **Describe the matters addressed by the agreement:** [Click or tap here to enter text.](#)
6. **Do you require all participants to attend in-person?** Yes
 - a. **Under what circumstances do you permit attendance by phone?** [Click or tap here to enter text.](#)
7. **Do you require a Mediation Statement?** Yes **If yes:**
 - a. **What information do you require in that Statement?** General information – pros and cons of case.
 - b. **What documents, if any, must accompany the Statement?** None
 - c. **How far in advance of the mediation must the parties submit the Statement and accompanying documents?** 72 hours
8. **After you approve a Mediation Request, how long until it's scheduled?** Flexible – 30 – 45 days
9. **Are you willing to conduct more than one session per Dispute?** Yes [Click or tap here to enter text.](#)
10. **If the party wants to request cancellation or postponement of a mediation on a Dispute assigned to you, should they contact you or the mediating Judge?** both **If you:**
 - a. **What is the latest day before the mediation that cancellation or postponement, absent an emergency, can be requested?** 72 hours
11. **What else should the parties know or do before the mediation?** [Click or tap here to enter text.](#)

REQUESTS/MISCELLANEOUS

1. **How far in advance do you require Requests for continuances, changes in hearing times, and extensions to be uploaded into WCAIS?** When the circumstances requiring such change arises.
2. **Under what circumstances do you conduct conference calls?** Upon a reasonable request of the party.

3. **Under what circumstances do you accept faxes and e-mails from parties?** Emails
4. **Do you adhere strictly to duration listed for a Hearing or Mediation?** Willing to reasonably extend the allotted time.
5. **What is the best way to contact you in an urgent situation?** WCAIS
6. **What is your snow/emergency cancellation policy (i.e., do you follow a specific school district closing schedule, etc.)?** The Easton hearings and mediations will cancel upon the closing of the Easton courthouse. The mediations in Doylestown will cancel upon the closing of the Doylestown courthouse.