

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?** First event is a Pretrial. Petition(s) will be identified, issues will be addressed and mandatory mediation will be scheduled, unless futile.
2. **List any documents required at the first Event:** First hearing filing as per Section 131.52 of the WCJ Rules.
 - a. **Should docs be uploaded as Exhibits or Letters to the Judge?** Exhibits [Click or tap here to enter text.](#)
 - b. **Should docs be uploaded before or after the first Event?** Before [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. Affidavit of Claimant can be submitted.
 - b. **Is additional time generally granted to obtain medical evidence?** Yes
 - c. **Under what circumstances will you reconsider a supersedeas order?** If new evidence or change in circumstances requires reconsideration.
 - 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?** Fee Agreement and denial of supersedeas.
 - f. **Describe any other procedures for supersedeas hearings:** N/A
 - g. **Describe procedures for special supersedeas hearings, if different:** N/A

HEARINGS

1. **Describe the structure of your hearings and whether you are willing to change your hearing format:** Pretrial followed by hearing in 30 days to take testimony from Claimant. A Final hearing will be held after all evidence is developed. Interim hearing(s) will be scheduled if necessary.
 - 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 [Click or tap here to enter text.](#)
3. **What procedure do you follow if a party fails to appear at a hearing?** Varies case by case.
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?** No **If yes:**
 - i. **How much notice do you require?** Final hearings are generally scheduled for 90 minutes which usually allows for all testimony.
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?** Medical and Vocational witnesses appear by deposition. Other witnesses may appear by deposition or phone depending upon availability and geographical location.
3. **What is your procedure regarding the order of testimony with respect to submission of medical evidence, particularly when cross petitions are filed?** Party filing first Petition is considered the moving party throughout the litigation.
4. **Do the parties need to upload the Bureau and WCOA documents as exhibits or will you admit them electronically as Judge exhibits?** Judge 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?** Exhibits should be uploaded at least 24 hours before hearing.
6. **Do you require counsel to bring exhibit hard copies to the hearing?** No. However, hard copies of deposition transcripts are required.
7. **When will you rule on objections to exhibits?** At the 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.?** Varies case by case.
9. **What is the last day to file written preservations of deposition objections?** May be filed with Proposed Findings.

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?** Yes **If yes:**
 - i. **How far in advance of the hearing do you need to receive it?** At least 24 hours before hearing.
 - c. **Should the parties upload the C&R Agreement, including the fee agreement and any other attachments, before or after the hearing?** Not necessary to upload.
 - d. **Should child support docs be uploaded as a separate exhibit?** Not necessary to upload.
 - 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.?)** Not necessary to upload.
 - 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?** Not necessary on C&R Agreement.
 - h. **Will you sign bench orders?** No Click or tap here to enter text.

i. Describe any other procedures you have for C&R Agreements: N/A

STIPULATIONS (STIPs) RESOLVING DISPUTES

1. **What are your usual procedures regarding the submission, review, and adoption?** After Stipulation is received, A Decision and Order are entered adopting terms of Stipulation.
2. **Should the fee agreement be part of the stip or separate exhibit?** Separate Exhibit Click or tap here to enter text.
3. **Should child support documents be uploaded as a separate exhibit?** No Click or tap here to enter text.
4. **What other exhibits should be uploaded (i.e. medical bills, etc.)?** Varies case by case.
 - 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?** Click or tap here to enter text.
6. **Describe any other procedures you have for stips:** N/A

BRIEFS AND POST-HEARING SUBMISSIONS

1. **Will you close a case via WCAIS submission or is a final hearing required?** WCAIS Submission
2. **What are the time requirements for submissions and what procedures are taken when time requirements aren't met?** 30 days for Moving party, 15 days thereafter for Responding party.
3. **Describe any preferences regarding the format and content of submissions:** Click or tap here to enter text.

MANDATORY MEDIATIONS

1. **List the offices where you conduct mandatory mediations:** Greensburg
2. **Do you require all participants to attend in-person?** Yes
 - a. **Under what circumstances do you permit attendance by phone?** Adjustor/employer representative need not attend, but must be available by phone.
3. **Do you require a Mediation Statement?** Yes If yes:
 - a. **What information do you require in that Statement?** Click or tap here to enter text.
 - b. **What documents, if any, must accompany the Statement?** Click or tap here to enter text.
 - c. **How far in advance of the mediation must the parties submit the Statement and accompanying documents?** At least 24 hours before mediation.
4. **After you approve a Mediation Request, how long until it's scheduled?** Depends on schedule.
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?** Either
 - a. **What is the latest day before the mediation that cancellation or postponement, absent an emergency, can be requested?** At least 24 hours before mediation.
7. **What else should the parties know or do before the mediation?** N/A

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:** Greensburg
3. **Do you mediate Disputes assigned to you for hearing and decision?** Yes. Only on written consent of both parties.
4. **Do you mediate Disputes in which one or both parties are unrepresented?** Yes **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?** Click or tap here to enter text.
 - b. **What documents, if any, must accompany the Statement?** Click or tap here to enter text.
 - c. **How far in advance of the mediation must the parties submit the Statement and accompanying documents?** Click or tap here to enter text.
8. **After you approve a Mediation Request, how long until it's scheduled?** Click or tap here to enter text.
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?** Either
 - a. **What is the latest day before the mediation that cancellation or postponement, absent an emergency, can be requested?** At least 24 hours before mediation.
11. **What else should the parties know or do before the mediation?** N/A

REQUESTS/MISCELLANEOUS

1. **How far in advance do you require Requests for continuances, changes in hearing times, and extensions to be uploaded into WCAIS?** At least 24 hours before event.
2. **Under what circumstances do you conduct conference calls?** Click or tap here to enter text.
3. **Under what circumstances do you accept faxes and e-mails from parties?** Click or tap here to enter text.
4. **Do you adhere strictly to duration listed for a Hearing or Mediation?** Yes
5. **What is the best way to contact you in an urgent situation?** Call the office.
6. **What is your snow/emergency cancellation policy (i.e., do you follow a specific school district closing schedule, etc.)?** No established policy.