

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, at which the parties submit applicable Bureau documents and previous pertinent Decisions and Orders into evidence. The testimony of the Claimant should be presented at the first hearing.
2. **List any documents required at the first Event:** The parties should submit applicable Bureau documents and pertinent Decisions and Orders and Opinions and Orders.
 - a. **Should docs be uploaded as Exhibits or Letters to the Judge?** Exhibits Bureau documents and pertinent Decisions and Orders and Opinions and Orders are exhibits.
 - 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?** Yes The Claimant should testify at the first hearing for a Petition to Terminate Compensation Benefits, Petition to Suspend Compensation Benefits, and Petition to Modify Compensation Benefits.
 - b. **Is additional time generally granted to obtain medical evidence?** No
 - c. **Under what circumstances will you reconsider a supersedeas order?** A reconsideration of a supersedeas order will occur with the presentation of newly submitted documents and upon the request of a party.
 - 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?** A fee agreement is required.
 - 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:** Serial hearings are conducted. The hearing format can be changed upon a request by a party.
 - 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?** The matter is generally quickly rescheduled or a Decision and Order is issued upon the lack of an appearance by a party.

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?** Click or tap here to enter text.

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?** Parties and witnesses can testify by deposition or phone but my preference is their presence and testimony at a hearing in court.

3. **What is your procedure regarding the order of testimony with respect to submission of medical evidence, particularly when cross petitions are filed?** The first moving party initially submits medical evidence.

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?** The parties can submit exhibits into WCAIS before or on the day of the hearing.

6. **Do you require counsel to bring exhibit hard copies to the hearing?** No Click or tap here to enter text.

7. **When will you rule on objections to exhibits?** The ruling will occur at or about the time of the objection.

8. **What is your procedure for handling discovery disputes, e.g. do you employ telephone conferences, do you prefer to attend certain depositions, etc.?** Telephone conferences and/or interlocutory orders about discovery disputes can occur.

9. **What is the last day to file written preservations of deposition objections?** The parties can file written preservations of deposition objection before or at the time of the submission of a brief.

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.?)** Documents with respect to a waiver of an appeal and medical bills can be uploaded with the Compromise & Release Agreement or as separate exhibits.

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?** Social Security numbers and other confidential information should be redacted from the C & R Agreement and Act 109 documents.
- 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 Stipulations are incorporated into Decisions and Orders or Interlocutory Decisions and Orders.
- 2. Should the fee agreement be part of the stip or separate exhibit?** The fee agreement should be referenced in a Stipulation and attached to it or entered as a separate exhibit.
- 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.)?** Other exhibits should be uploaded as separate exhibits.
 - 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?** Social Security numbers and other confidential information should be redacted.
- 6. Describe any other procedures you have for stip:** 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
- 2. What are the time requirements for submissions and what procedures are taken when time requirements aren't met?** Time requirements for the submission of briefs and other post hearing submissions are set forth in a scheduling order or briefing schedule.
- 3. Describe any preferences regarding the format and content of submissions:** There is no preference.

MANDATORY MEDIATIONS

- 1. List the offices where you conduct mandatory mediations:** I conduct mandatory mediations in the Upper Darby office.
- 2. Do you require all participants to attend in-person?** No
 - a. Under what circumstances do you permit attendance by phone?** Participation by phone is permitted.
- 3. Do you require a Mediation Statement?** No 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.
- 4. After you approve a Mediation Request, how long until it's scheduled?** There is no usual amount of time between the request for a mediation and the mediation itself.
- 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?** The party should contact the presiding judge for a cancellation and the mediating judge for a postponement of a mediation. **If you:**
 - a. **What is the latest day before the mediation that cancellation or postponement, absent an emergency, can be requested?** The latest day is the day before the mediation.
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:** I will conduct a voluntary mediation in the Upper Darby office.
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?** 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?** No
 - a. **Under what circumstances do you permit attendance by phone?** A participant may participate by phone.
7. **Do you require a Mediation Statement?** No **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?** There is no usual time between the date of a request for a mediation and the mediation itself.
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?** A party should contact the presiding judge for a cancellation and the mediating judge for a postponement. **If you:**
 - a. **What is the latest day before the mediation that cancellation or postponement, absent an emergency, can be requested?** The day before the mediation is the latest day.
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?** Each request for a continuance, change in hearing time, and extension is separately considered.
2. **Under what circumstances do you conduct conference calls?** Conference calls are conducted/permitted upon requests by a party.

- 3. Under what circumstances do you accept faxes and e-mails from parties?** Faxes are not accepted. E-mails must include opposing counsel if the party is represented and/or the opposing party if the party isn't represented.
- 4. Do you adhere strictly to duration listed for a Hearing or Mediation?** There isn't strict adherence to a duration for a hearing or mediation and allotted times can be extended.
- 5. What is the best way to contact you in an urgent situation?** A phone call to the Upper Darby office, an e-mail, or a submission into WCAIS can be used.
- 6. What is your snow/emergency cancellation policy (i.e., do you follow a specific school district closing schedule, etc.)?** The Upper Darby office follows the Southeastern region policy.