

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?** Hearing for claimant's testimony.
2. **List any documents required at the first Event:** N/A
 - a. **Should docs be uploaded as Exhibits or Letters to the Judge?** Letter to Judge No letters to judge upload docs
 - b. **Should docs be uploaded before or after the first Event?** After or before is fine

SUPERSEDEAS PROCEDURES

1. **What are your procedures for supersedeas hearings?** Click or tap here to enter text.
 - a. **Will testimony be heard?** Yes Click or tap here to enter text.
 - b. **Is additional time generally granted to obtain medical evidence?** No
 - c. **Under what circumstances will you reconsider a supersedeas order?** Strong additional evidence.
 - 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 and agreement by the claimant.
 - f. **Describe any other procedures for supersedeas hearings:** N/A
 - g. **Describe procedures for special supersedeas hearings, if different:** Usually take claimant's testimony and supersedeas documents but may limit it to supersedeas documents.

HEARINGS

1. **Describe the structure of your hearings and whether you are willing to change your hearing format:** I use serial hearings. Hearings are for the presentation of testimony, admission of evidence and rulings on evidentiary matters.
 - 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 Particularly if it is status or defense counsel at a C&R hearing.
3. **What procedure do you follow if a party fails to appear at a hearing?** Usually relist.
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?** Timely enough so that sufficient time may be allotted.
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 evidence and vocational testimony may be done by deposition. I would like to see most of the other witnesses live.
3. **What is your procedure regarding the order of testimony with respect to submission of medical evidence, particularly when cross petitions are filed?** First to file is first to complete their 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? After If before:**
 - a. **What is the latest day before the hearing that they may be uploaded?** The day of the hearing
6. **Do you require counsel to bring exhibit hard copies to the hearing?** Yes Particularly the medical depositions.
7. **When will you rule on objections to exhibits?** At the hearing or in the decision.
8. **What is your procedure for handling discovery disputes, e.g. do you employ telephone conferences, do you prefer to attend certain depositions, etc.?** A discussion at hearing or telephone conference.
9. **What is the last day to file written preservations of deposition objections?** With their briefs.

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.?)** Agreement is part of the C&R The other documents are separate exhibits.
 - f. **Should they be a part of the C&R Agreement or separate exhibits?** Separate exhibits except for the fee agreement which is supposed to be attached to the Agreement.
 - g. **When should SSNs and other confidential information be redacted from the C&R Agreement and Act 109 documents?** They should be redacted before they are uploaded.
 - 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:** N/A

STIPULATIONS (STIPs) RESOLVING DISPUTES

- 1. What are your usual procedures regarding the submission, review, and adoption?** Submit prior to the hearing and it will be immediately reviewed and a decision issued and the hearing cancelled.
- 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?** 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?** Other evidence as separate exhibits.
- 5. When should SSNs and other confidential information be redacted from the stip and Act 109 documents?** They should be redacted before they are uploaded.
- 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?** They will be addressed at a hearing if necessary
- 3. Describe any preferences regarding the format and content of submissions:** Willing to accept electronically but also by mail if long.

MANDATORY MEDIATIONS

- 1. List the offices where you conduct mandatory mediations:** Harrisburg and the York hearing site if there's enough.
- 2. Do you require all participants to attend in-person?** Yes
 - a. Under what circumstances do you permit attendance by phone?** N/A
- 3. Do you require a Mediation Statement?** Yes If yes:
 - a. What information do you require in that Statement?** N/A
 - b. What documents, if any, must accompany the Statement?** No additional documents.
 - c. How far in advance of the mediation must the parties submit the Statement and accompanying documents?** Ten days
- 4. After you approve a Mediation Request, how long until it's scheduled?** As soon as possible after the request.
- 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?** Choose an item. Either is fine. If you:
 - a. What is the latest day before the mediation that cancellation or postponement, absent an emergency, can be requested?** Day before.
- 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:** Harrisburg and York
3. **Do you mediate Disputes assigned to you for hearing and decision?** Yes 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:** N/A
5. **Do you require parties to execute an agreement to mediation?** No **If yes:**
 - a. **Describe the matters addressed by the agreement:** N/A
6. **Do you require all participants to attend in-person?** Yes
 - a. **Under what circumstances do you permit attendance by phone?** I will make exceptions.
7. **Do you require a Mediation Statement?** Yes **If yes:**
 - a. **What information do you require in that Statement?** Those included on the various forms
 - 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?** Ten days
8. **After you approve a Mediation Request, how long until it's scheduled?** As soon as possible or requested
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?** Choose an item. Either is fine. **If you:**
 - a. **What is the latest day before the mediation that cancellation or postponement, absent an emergency, can be requested?** Day before.
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?** Three days before Click or tap here to enter text.
2. **Under what circumstances do you conduct conference calls?** Upon request or when I find a need
3. **Under what circumstances do you accept faxes and e-mails from parties?** None use WCIAS
4. **Do you adhere strictly to duration listed for a Hearing or Mediation?** No, I am willing to go over the allotted time.
5. **What is the best way to contact you in an urgent situation?** Contact my secretary.
6. **What is your snow/emergency cancellation policy (i.e., do you follow a specific school district closing schedule, etc.)?** Follow directions of the office