

**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 will be a hearing.
2. **List any documents required at the first Event:** No first hearing filings or documents are required.
  - 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?** Any first hearing filings should be uploaded after the first hearing.

**SUPERSEDEAS PROCEDURES**

1. **What are your procedures for supersedeas hearings?** Click or tap here to enter text.
  - a. **Will testimony be heard?** Choose an item. Click or tap here to enter text.
  - b. **Is additional time generally granted to obtain medical evidence?** Additional time will generally be granted
  - c. **Under what circumstances will you reconsider a supersedeas order?** In compelling circumstances.
  - d. **Do you generally use written orders for denials?** Written orders will be used for denial.
  - e. **What is required for employee's counsel to obtain interim fee approval?** Supersedeas denial or a fee request.
  - f. **Describe any other procedures for supersedeas hearings:** No additional procedures.
  - g. **Describe procedures for special supersedeas hearings, if different:** No different procedures.

**HEARINGS**

1. **Describe the structure of your hearings and whether you are willing to change your hearing format:** I employ serial hearings.
  - 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?** Only rarely.
3. **What procedure do you follow if a party fails to appear at a hearing?** Procedure has to depend on the circumstances.
4. **Do you have special procedures for psychological injury cases?** No special procedure.

**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?** Choose an item. Click or tap here to enter text.
- b. **If a counsel wishes to bring a witness to a hearing, do you require prior notice?** Choose an item. **If yes:**
  - i. **How much notice do you require?** Whether by hearing or by deposition will depend upon the individual circumstances. Reasonable prior notice is required.
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?** This will differ depending upon the individual 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 party with the burden of proof will proceed first.
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?** After **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 Click or tap here to enter text.
7. **When will you rule on objections to exhibits?** At the hearing when offered.
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.
9. **What is the last day to file written preservations of deposition objections?** With the party's 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 I will allow amendments and do not require a separate petition.
  - 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?** No 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.?)** None
  - 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?** Redacted before the hearing.
  - 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:** No other procedures.

### STIPULATIONS (STIPs) RESOLVING DISPUTES

1. **What are your usual procedures regarding the submission, review, and adoption?** I have no special procedures.

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?** No Click or tap here to enter text.
4. **What other exhibits should be uploaded (i.e. medical bills, etc.)?** None
  - 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?** Redaction prior to submission.
6. **Describe any other procedures you have for stips:** No other procedures.

### 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?** As the parties decide.
3. **Describe any preferences regarding the format and content of submissions:** None other than prescribed by the Rules.

### MANDATORY MEDIATIONS

1. **List the offices where you conduct mandatory mediations:** Philadelphia and Upper Darby.
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?** 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?** Scheduling is done by a designated person and depends on many factors.
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?** Standard procedure requires a postponement request to be directed to the mediating judge, while a request to cancel is directed to the assigned judge. **If you:**
  - a. **What is the latest day before the mediation that cancellation or postponement, absent an emergency, can be requested?** No specific deadline.
7. **What else should the parties know or do before the mediation?** Nothing additional

### 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:** Philadelphia and Upper Darby.
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?** 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?** See above **If you:**
  - a. **What is the latest day before the mediation that cancellation or postponement, absent an emergency, can be requested?** See above
11. **What else should the parties know or do before the mediation?** Nothing additional.

#### REQUESTS/MISCELLANEOUS

1. **How far in advance do you require Requests for continuances, changes in hearing times, and extensions to be uploaded into WCAIS?** This has to depend upon the case.
2. **Under what circumstances do you conduct conference calls?** Yes, I conduct or permit a conference call.
3. **Under what circumstances do you accept faxes and e-mails from parties?** Yes, I will accept fax or e-mail.
4. **Do you adhere strictly to duration listed for a Hearing or Mediation?** Yes, I will go over the allotted time when I think it necessary.
5. **What is the best way to contact you in an urgent situation?** e-mail and telephone.
6. **What is your snow/emergency cancellation policy (i.e., do you follow a specific school district closing schedule, etc.)?** I adhere to the SE District policy based upon the School District of Philadelphia.