

**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 pre-trial telephone conference scheduled for 15 minutes.
2. **List any documents required at the first Event:** None.
  - a. **Should docs be uploaded as Exhibits or Letters to the Judge?** N/A
  - b. **Should docs be uploaded before or after the first Event?** N/A

**HEARINGS**

1. **Describe the structure of your hearings and whether you are willing to change your hearing format:** Most of the fee review hearings are telephone hearings, but Counsel is welcome to appear in person.
  - 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
3. **What procedure do you follow if a party fails to appear at a hearing?** I send a Memorandum advising the Party of the missed event and relist the matter for another Event in approximately 30 days. If, at the next Event, there is a second failure to appear, I may grant motions for dismissal, closure of record, etc.
4. **Do you have special procedures for psychological injury cases?** N/A

**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          I prefer testimony be given in person or by deposition.
  - 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?** Parties should provide notice prior to the circulation of the Hearing Notice or as soon as possible following its circulation.
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?** I generally allow deposition testimony, unless it is a case where credibility is critical. In such a case, the witness should testify in person during a hearing.

3. **What is your procedure regarding the order of testimony with respect to submission of medical evidence, particularly when cross petitions are filed?** Click or tap here to enter text.
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 The Parties should upload the Bureau documents as exhibits
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?** Counsel should upload exhibits at least one day prior to the hearing.
6. **Do you require counsel to bring exhibit hard copies to the hearing?** No I do not require hard copies of exhibits, but the Party submitting the evidence must be certain that the opposing Party has received a copy of all exhibits.
7. **When will you rule on objections to exhibits?** During a hearing, I will generally rule on any objections at the time they are made. If closing by mail or by WCAIS, I will rule on objections either prior to the circulation of the Decision, or in the Decision itself.
8. **What is your procedure for handling discovery disputes, e.g. do you employ telephone conferences, do you prefer to attend certain depositions, etc.?** I would address any disputes during a hearing or during a conference call.
9. **What is the last day to file written preservations of deposition objections?** Yes, Parties may present written argument with respect to timely made objections.

### **STIPULATIONS (STIPs) RESOLVING DISPUTES**

1. **What are your usual procedures regarding the submission, review, and adoption?** The Stipulation should be uploaded to WCAIS as a joint exhibit. I will review the Stipulation to ensure that it addresses all of the issues and is fair and equitable to both Parties. If those criteria are met, I will circulate a Decision adopting the Stipulation. If I have any questions, I will contact the Parties.
2. **Should the fee agreement be part of the stip or separate exhibit?** Choose an item. Click or tap here to enter text.
3. **Should child support documents be uploaded as a separate exhibit?** N/A
4. **What other exhibits should be uploaded (i.e. medical bills, etc.)?** I generally do not require additional exhibits with a Stipulation, but if the Parties wish to present additional exhibits, or reference additional exhibits in the Stipulation, they should be uploaded as part of the Stipulation.
  - 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?** Confidential information should be redacted from the Stipulation before it is uploaded to WCAIS.
6. **Describe any other procedures you have for stips:** None

### **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?** Briefs are generally due between 45-60 days after the close of the record. The briefing schedule will either be established at the final hearing or circulated by Memorandum in cases where the record closes by WCAIS after the final hearing. Requests for extensions are considered on a case-by-case basis. I generally request simultaneous briefs unless the Parties prefer a staggered briefing schedule. Once the deadline for submission of briefs has passed, I may circulate the Decision at any time, regardless of whether the briefs have been received. I do not

contact the Party from whom the brief is outstanding after the deadline has passed. It is the responsibility of the Parties to submit the briefs timely

3. **Describe any preferences regarding the format and content of submissions:** None

### **VOLUNTARY MEDIATIONS**

1. **Do you conduct Voluntary Mediations?** No I do not conduct voluntary mediations; however, if the Parties wish to pursue a voluntary mediation, I will have it scheduled for them. I try to schedule with a WCJ who has heard fee reviews in the past or is currently hearing fee reviews.
2. **List the offices where you conduct voluntary mediations:** N/A
3. **Do you mediate Disputes assigned to you for hearing and decision?** No [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?** I prefer the request to be uploaded at least 24 hours prior to the hearing or to the deadline for submission of evidence, briefs, etc. The request should be uploaded to the Requests section of WCAIS so I can approve or deny it. The Party should state clearly in the request that he/she has contacted the opposing Party, and that the opposing Party has no objection to the request.
2. **Under what circumstances do you conduct conference calls?** Conference calls are conducted if requested by the Parties.
3. **Under what circumstances do you accept faxes and e-mails from parties?** Faxes are accepted, but I prefer to have the documents uploaded to WCAIS. Emails are accepted, but I prefer to have the documents uploaded to WCAIS.
4. **Do you adhere strictly to duration listed for a Hearing or Mediation?** I generally adhere strictly to the duration of the hearing listed on the Hearing Notice. I am willing to go over the allotted time by a few minutes, as long as it will not inconvenience any of the Parties. Parties should contact me at least 72 hours prior to the hearing if they feel that more time will be needed than has been allotted.
5. **What is the best way to contact you in an urgent situation?** Parties may contact my secretary by phone 717-425-7758.
6. **What is your snow/emergency cancellation policy (i.e., do you follow a specific school district closing schedule, etc.)?** If the Offices Under the Governor's Jurisdiction in the Harrisburg Capitol Complex are closed, my hearings will be cancelled. If hearings are not cancelled on that basis, I may still cancel hearings – any cancellations will be posted on WCAIS. If I do not cancel continuance requests may be granted.