

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?** There will always be a first hearing on every petition assigned to myself. What events will occur are dependent upon the type of petition pending,
2. **List any documents required at the first Event:** Click or tap here to enter text.
 - 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?** Choose an item. 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 Click or tap here to enter text.
 - b. **Is additional time generally granted to obtain medical evidence?** Yes
 - c. **Under what circumstances will you reconsider a supersedeas order?** Very limited circumstances.
 - 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 written request.
 - 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:** A three hearing- serial style is utilized by myself.
 - 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?** No There are always exception and for good cause, I will entertain the request.
3. **What procedure do you follow if a party fails to appear at a hearing?** One additional hearing is afforded to the party who failed to appear and then consideration will be given to attending parties Motion at next listing.
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?** Expert testimony can always be taken by deposition however fact testimony should always be presented live. A request for fact testimony by way of deposition should be made to me.
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?** Choose an item. Click or tap here to enter text.
5. **Do you require counsel to upload exhibits to WCAIS before or after the hearing?** After I DO NOT want any evidence in WCAIS until after admitted into evidence on the record at a hearing. **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?** Rulings on objections are made on the record at the time of submission at a 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.?** Click or tap here to enter text.
9. **What is the last day to file written preservations of deposition objections?** Compliance with the Rules of Practice and Procedure before WCJ is expected.

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.?)** The only exhibits which should be uploaded with Compromise and Release Agreement are the ones set forth at the resolution hearing.
 - 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?** The Social Security number and Date of Birth should ALWAYS be redacted on the Compromise and Release Agreement.
 - 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?** Click or tap here to enter text.
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?** 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?** Click or tap here to enter text.
5. **When should SSNs and other confidential information be redacted from the stip and Act 109 documents?** The Social Security Number and Date of Birth should ALWAYS be redacted on the Stipulation.
6. **Describe any other procedures you have for stips:** 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 All evidence must be admitted on the record at a hearing before me. The only evidence which will be accepted after the final hearing is Litigation Costs, and Updated Act 109 documents. These can be submitted with brief.
2. **What are the time requirements for submissions and what procedures are taken when time requirements aren't met?**
3. **Describe any preferences regarding the format and content of submissions:** Please refer to prior decisions issued by me for guidelines on formatting of briefs.

MANDATORY MEDIATIONS

1. **List the offices where you conduct mandatory mediations:** Philadelphia and Upper Darby WCOA offices
2. **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.
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?** Click or tap here to enter text.
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?** Postponement of mediation is requested through Mediating Judge Office. Cancellation of mediation is requested through Assigned Judge Office. **If you:**
 - a. **What is the latest day before the mediation that cancellation or postponement, absent an emergency, can be requested?** Day of mediation for which I am given authority to either cancel or postpone.
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:** Philadelphia and Upper Darby WCOA Offices.
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?** No **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 I will require a statement on the record if I am the assigned and mediating Judge. **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?** Upon reasonable request.
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?** [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?** Same as with Mandatory Mediations **If you:**
 - a. **What is the latest day before the mediation that cancellation or postponement, absent an emergency, can be requested?** Same as with Mandatory Mediations
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?** [Click or tap here to enter text.](#)
2. **Under what circumstances do you conduct conference calls?** No
3. **Under what circumstances do you accept faxes and e-mails from parties?** Yes
4. **Do you adhere strictly to duration listed for a Hearing or Mediation?** I conduct call of the list not slotted hearings.
5. **What is the best way to contact you in an urgent situation?** Telephone call to myself or my secretary or e-mail.
6. **What is your snow/emergency cancellation policy (i.e., do you follow a specific school district closing schedule, etc.)?** If the School District of Philadelphia is closed, then my hearing and/or mediations are automatically cancelled. If the any school district is closed or delayed or having a early dismissal – I am extremely liberal with cancellations and relistings.