

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. In cases involving a Claim, Reinstatement, or Review Petition, the Claimant will be expected to testify at the first hearing.
2. **List any documents required at the first Event:** In Claim Petition proceedings only, Claimant must file a First Hearing Filing and Defendant must file a 45-Day Responding Party Filing.
 - a. **Should docs be uploaded as Exhibits or Letters to the Judge?** Letter to JudgeClick or tap here to enter text.
 - b. **Should docs be uploaded before or after the first Event?** BeforeClick 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?** If either party obtains additional relevant information subsequent to the supersedeas hearing.
 - 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?** Submit a copy of the fee agreement with a copy sent to their client.
 - 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. The hearings are scheduled every 60 to 90 days. Yes, the format can be changed upon request of all parties if appropriate in a given case.
 - 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 Click or tap here to enter text.
3. **What procedure do you follow if a party fails to appear at a hearing?** Either the Petition(s) are granted/dismissed or another hearing is scheduled, depending on the circumstances of the case.
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?** The parties must notify in writing at least 45 days prior to the next scheduled hearing.
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?** Witnesses may not testify by phone. Depositions are permitted if requested in advance and approved by this Judge.
3. **What is your procedure regarding the order of testimony with respect to submission of medical evidence, particularly when cross petitions are filed?** Determined on a case by case basis depending on the facts and burdens of proof.
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?** After a hearing it is required for all exhibits to be uploaded by counsel except depositions, which may be uploaded before the hearing.
6. **Do you require counsel to bring exhibit hard copies to the hearing? Yes** Hard copies of exhibits are preferred, but not required.
7. **When will you rule on objections to exhibits?** At a hearing or in writing.
8. **What is your procedure for handling discovery disputes, e.g. do you employ telephone conferences, do you prefer to attend certain depositions, etc.?** The disputes are handled at a hearing or in writing. If approved by this Judge, a telephone conference will be utilized.
9. **What is the last day to file written preservations of deposition objections?** The parties may submit deposition objections at the final hearing or 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** However, if there is any uncommon provision(s) in the Compromise and Release Agreement, the Agreement should be sent seven days prior to the hearing. **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.?)** Click or tap here to enter text.
 - 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?** When the Agreement is uploaded to WCAIS after the hearing.
- h. Will you sign bench orders?** No [Click or tap here to enter text.](#)
- i. Describe any other procedures you have for C&R Agreements:** If the Claimant resides out of state and both parties agree to permit the Claimant to testify by telephone, the Compromise and Release Agreement must be notarized prior to the hearing.

STIPULATIONS (STIPs) RESOLVING DISPUTES

- 1. What are your usual procedures regarding the submission, review, and adoption?** Stipulations may be submitted by mail without the need of a hearing. The Stipulation must be signed by the Claimant. The Stipulation will be approved in a Decision unless a change is deemed necessary by this Judge or it is not properly signed by all parties.
- 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?** [Click or tap here to enter text.](#)
- 5. When should SSNs and other confidential information be redacted from the stip and Act 109 documents?** When the documents are uploaded to WCAIS.
- 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?** [WCAIS Submission](#) If done by electronic submission, the party should also send a letter/facsimile to this Judge's office.
- 2. What are the time requirements for submissions and what procedures are taken when time requirements aren't met?** Briefs/Proposed Findings are due concurrently from the parties with the time period given at the final hearing or by correspondence.
- 3. Describe any preferences regarding the format and content of submissions:** Briefs and post-hearing submissions must be accurate.

MANDATORY MEDIATIONS

- 1. List the offices where you conduct mandatory mediations:** Bristol
- 2. Do you require all participants to attend in-person?** Yes
 - a. Under what circumstances do you permit attendance by phone?** All parties must attend the mediation personally. However, if the adjustor or employer representative is not available to attend, then he/she must be available by phone.
- 3. Do you require a Mediation Statement?** Yes **If yes:**
 - a. What information do you require in that Statement?** The Statement should include: a summary of the case; a party's strengths and weaknesses in the pending litigation; and, settlement negotiations that occurred to date.
 - 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?** Seven to 10 days.
4. **After you approve a Mediation Request, how long until it's scheduled?** Varies depending on this Judge's calendar.
5. **Are you willing to conduct more than one session per Dispute?** No 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?** For Mandatory Mediations in Bristol, the party must contact the adjudicating Judge. **If you:**
- a. **What is the latest day before the mediation that cancellation or postponement, absent an emergency, can be requested?** A week 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 If my schedule permits. Requests for Voluntary Mediations must be put in writing.
2. **List the offices where you conduct voluntary mediations:** Bristol
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?** 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 **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?** If the adjustor or employer representative is not able to attend the mediation, he/she must be available by phone.
7. **Do you require a Mediation Statement?** Yes **If yes:**
- a. **What information do you require in that Statement?** The Statement should include: a summary of the case; a party's strengths and weaknesses in the pending litigation; and, settlement negotiations that occurred to date.
- 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?** Seven to 10 days.
8. **After you approve a Mediation Request, how long until it's scheduled?** Varies depending on this Judge's calendar.
9. **Are you willing to conduct more than one session per Dispute?** No 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?** Mediating Judge **If you:**
- a. **What is the latest day before the mediation that cancellation or postponement, absent an emergency, can be requested?** Click or tap here to enter text.
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?** In accordance with the Rules.
2. **Under what circumstances do you conduct conference calls?** Only in rare instances. The request and reason for the conference call must be put in writing.
3. **Under what circumstances do you accept faxes and e-mails from parties?** Faxes regarding cases or mediations. E-mails only regarding mediations.
4. **Do you adhere strictly to duration listed for a Hearing or Mediation?** This Judge is willing to go over the allotted time if not excessive.
5. **What is the best way to contact you in an urgent situation?** My secretary or office supervisor if my secretary is not available.
6. **What is your snow/emergency cancellation policy (i.e., do you follow a specific school district closing schedule, etc.)?** Hearings/Mediations are cancelled if the Bristol Township School District is closed (does not apply if there is a delay).