

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?** Only the claimant testifies no matter whether the claimant or defendant has filed the petition as the moving party. Each party on the record will then advise of any additional evidence they plan to submit. I then place on the record the timetable for submission of the additional evidence.
2. **List any documents required at the first Event:** N/A
 - a. **Should docs be uploaded as Exhibits or Letters to the Judge?** Exhibits [Click or tap here to enter text.](#)
 - b. **Should docs be uploaded before or after the first Event?** Not required.

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?** Yes. Additional time may be granted in accordance with the Special Rules of seven days in special supersedeas requests and 14 days for regular supersedeas requests if agreed to by counsel.
 - c. **Under what circumstances will you reconsider a supersedeas order?** Reconsideration may be requested but reconsideration rulings are only made after a hearing is scheduled and conducted.
 - d. **Do you generally use written orders for denials?** Yes. Written Orders are issued for denials and the granting of supersedeas.
 - e. **What is required for employee's counsel to obtain interim fee approval?** Submit a Fee Agreement.
 - f. **Describe any other procedures for supersedeas hearings:** N/A
 - g. **Describe procedures for special supersedeas hearings, if different:** N/A

HEARINGS

1. **Describe the structure of your hearings and whether you are willing to change your hearing format:** I use serial hearings. At the first hearing, the claimant testifies no matter which party has filed the petition as the moving party. By the second scheduled hearing in 90 to 120 days, the moving party must have completed their depositions and be prepared to rest. By the third scheduled hearing in an additional 90 to 120 days, the non-moving party must be prepared to rest, and the evidentiary portion of the record is then closed. No witness may be brought to hearings without prior notice to allow proper scheduling.
 - 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?** Reschedule for a final hearing
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?** Thirty days in advance of the month the case is to be rescheduled in.
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?** If counsel agree.
3. **What is your procedure regarding the order of testimony with respect to submission of medical evidence, particularly when cross petitions are filed?** The more encompassing petition is considered as the moving party when cross petitions are filed. For example, if a claimant files a Claim Petition and the defendant files a Review Medical Petition, the claimant's Claim Petition is the primary, more encompassing petition and the claimant must first proceed with their medical evidence. If the defendant files a Termination Petition and the claimant files a Review Medical Petition or Reinstatement Petition, the defendant's Termination Petition is the primary, more encompassing petition and the defendant must first proceed with 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?** Judge Click or tap here to enter text.
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?** Also, counsel must bring hard copies to hearing for submission into evidence.
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.
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 do use telephone conferences and will attend certain depositions if agreed to by the parties.
9. **What is the last day to file written preservations of deposition objections?** 30 days after submission of deposition at a hearing.

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? Yes If yes:**
 - i. **How far in advance of the hearing do you need to receive it?** It's at least two days prior to scheduled hearing date.
 - c. **Should the parties upload the C&R Agreement, including the fee agreement and any other attachments, before or after the hearing?** After. Hard copy must be brought to hearing which I will enter into evidence.

- 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?** Uploaded as separate exhibits.
- g. **When should SSNs and other confidential information be redacted from the C&R Agreement and Act 109 documents?** No. I will do that.
- 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:** N/A

STIPULATIONS (STIPs) RESOLVING DISPUTES

- 1. **What are your usual procedures regarding the submission, review, and adoption?** I will review before marking it as an exhibit.
- 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?** Uploaded as separate exhibits.
- 5. **When should SSNs and other confidential information be redacted from the stip and Act 109 documents?** I do that.
- 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?** Final Hearing
- 2. **What are the time requirements for submissions and what procedures are taken when time requirements aren't met?** Normally, the Special Rules are enforced for submission of letter briefs within 30 days of the final hearing. If the brief or other documents are not timely submitted, the record is closed and a decision then rendered.
- 3. **Describe any preferences regarding the format and content of submissions:** Letter briefs are preferred rather than Proposed Findings of Fact. Also, supporting case law citations are strongly encouraged.

MANDATORY MEDIATIONS

- 1. **List the offices where you conduct mandatory mediations:** Butler and New Castle
- 2. **Do you require all participants to attend in-person?** No
 - a. **Under what circumstances do you permit attendance by phone?** Adjuster/employer representative may participate by telephone.
- 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?** Within 30 days.
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?** Both
 - a. **What is the latest day before the mediation that cancellation or postponement, absent an emergency, can be requested?** At least three days 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:** Butler and New Castle
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:** No special procedures.
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?** Adjuster/employer representative may participate by telephone.
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?** Within 30 days.
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?** Both
 - a. **What is the latest day before the mediation that cancellation or postponement, absent an emergency, can be requested?** Three days 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.
2. **Under what circumstances do you conduct conference calls?** Any
3. **Under what circumstances do you accept faxes and e-mails from parties?** Any

- 4. Do you adhere strictly to duration listed for a Hearing or Mediation? Yes**
- 5. What is the best way to contact you in an urgent situation? By telephone.**
- 6. What is your snow/emergency cancellation policy (i.e., do you follow a specific school district closing schedule, etc.)? By office policy.**