

**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?** Pretrial. Parties will be given one day trial date, scheduling order and mandatory mediation will be scheduled. Parties may make preliminary motions and present supersedeas evidence.
2. **List any documents required at the first Event:** Stipulation of undisputed facts, List of witnesses.
  - a. **Should docs be uploaded as Exhibits or Letters to the Judge?** Letter to Judge Should first hearing filings be uploaded before or after the first hearing?
  - b. **Should docs be uploaded before or after the first Event?** AfterClick 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 Parties may submit supersedeas documents at hearing or within 14 days if agreed to by both parties.
  - b. **Is additional time generally granted to obtain medical evidence?** Yes Parties given 7 days or up to 14 days if both parties are in agreement.
  - c. **Under what circumstances will you reconsider a supersedeas order?** If new information is presented by either party.
  - 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?** Signed Fee Agreement
  - 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:** One Day Trial. The parties will conduct trial depositions of all witnesses and may bring any witness on the day of trial for updated testimony. This format can always be adjusted based on individual circumstances of each 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?** Yes Click or tap here to enter text.
3. **What procedure do you follow if a party fails to appear at a hearing?** The Judge will consider a motion to dismiss the petition based on the parties failure to appear if no reasonable excuse is offered.

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?** Desposition 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?** Certificate of Readiness is required 7 days prior to one day trial date.
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?** By Agreement of the parties.
3. **What is your procedure regarding the order of testimony with respect to submission of medical evidence, particularly when cross petitions are filed?** Determined at the pretrial.
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 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?** No Click or tap here to enter text.
7. **When will you rule on objections to exhibits?** Click or tap here to enter text.
8. **What is your procedure for handling discovery disputes, e.g. do you employ telephone conferences, do you prefer to attend certain depositions, etc.?** Phone Conferences
9. **What is the last day to file written preservations of deposition objections?** With submission of final 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 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?** 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.?)** Fee Agreement as an exhibit
  - 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?** Prior to uploading C& R 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?** Stipulations may be submitted at hearing, uploading or by mail. Judge will promptly review and approve or deny.
- 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.)?** Litigation expense exhibits should be uploaded separately
  - 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?** Before uploading.
- 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
- 2. What are the time requirements for submissions and what procedures are taken when time requirements aren't met?** Briefing schedule by agreement of the parties usually within 60 days. If brief is not receive by deadline day a 10 day warning letter is issued. Judge will issue a decision if briefs are not submitted after the 10 day period has expired.
- 3. Describe any preferences regarding the format and content of submissions:** [Click or tap here to enter text.](#)

## MANDATORY MEDIATIONS

- 1. List the offices where you conduct mandatory mediations:** Upper Darby
- 2. Do you require all participants to attend in-person?** No
  - a. Under what circumstances do you permit attendance by phone?** By agreement of the parties
- 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?** The policy in this region is to contact the Judge assigned to litigate the dispute. **If you:**
  - a. What is the latest day before the mediation that cancellation or postponement, absent an emergency, can be requested?** Five Days.
- 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?** No Click or tap here to enter text.
2. **List the offices where you conduct voluntary mediations:** Click or tap here to enter text.
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:** 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?** By agreement of the parties
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?** Choose an item. **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?** Five Days
2. **Under what circumstances do you conduct conference calls?** By agreement of the parties
3. **Under what circumstances do you accept faxes and e-mails from parties?** No.
4. **Do you adhere strictly to duration listed for a Hearing or Mediation?** If the case requires additional time to complete testimony the time will be adjusted.
5. **What is the best way to contact you in an urgent situation?** Contact office secretary 610-284-6913
6. **What is your snow/emergency cancellation policy (i.e., do you follow a specific school district closing schedule, etc.)?** This district postpones all hearings if Philadelphia Public School District is closed for weather conditions. This Judge will always grant continuance if parties believe their health and safety prevents them from traveling on a hearing day.