

Workers' Compensation Judges' Procedural Questionnaire

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.

Table of Contents

- A. [First Event/First Hearing](#)
- B. [Witnesses/Exhibits](#)
- C. [C&Rs/Stipulations](#)
- D. [Close of Record/Briefs](#)
- E. [Mandatory Mediations](#)
- F. [Voluntary Mediations](#)
- G. [Requests/Miscellaneous](#)

First Event/Hearings:

1. What is the first Event (i.e., pretrial, hearing, conference call) and what will occur at the first Event with the judge? A trial schedule will be issued. Claimant's testimony is expected for Claimant filed petitions. Superesedeas documents are to be submitted on Employer filed petitions and Claimant can testify by deposition and at the final hearing. Mediation is scheduled and Bureau documents are to be submitted.
2. Are any first hearing filings or documents required at the first Event with the judge? If so, what are they? **Yes** **No**

Further explanation:

Parties are expected to bring all Bureau documents which will be marked as a Judge's exhibit and returned for uploading.

- a. Should first hearing filings or documents be uploaded as Exhibits or as Documents?

Exhibits **Documents**

Further explanation:

[Click here to enter text.](#)

- b. Should first hearing filings be uploaded before or after the first hearing?

Before After

Further explanation:

[Click here to enter text.](#)

3. What are your procedures for supersedeas hearings?

a. Will testimony be heard? Yes No

Further explanation:

[Click here to enter text.](#)

b. Is additional time generally granted to obtain medical evidence? Yes No

Further explanation:

[Click here to enter text.](#)

c. Under what circumstances will you reconsider a supersedeas order?

Upon good cause shown

d. Do you generally use written orders for denials? Yes No

Further explanation:

[Click here to enter text.](#)

e. What is required for employee's counsel to obtain interim fee approval?

[Click here to enter text.](#)

f. Do you have any other procedures for supersedeas hearings not described above? If so, what are they? Yes No

Further explanation:

[Click here to enter text.](#)

g. Do you have different procedures for special supersedeas hearings? If so, please describe them? Yes No

Further explanation:

[Click here to enter text.](#)

4. Do you use a one-day/one-hearing format or serial hearings? Please describe the structure of your hearings. Please indicate if you are willing to change your hearing format upon request of all parties.

Serial hearings with cases listed every 90 days. The scheduling may change with certain petitions, ie. Penalty, Utilization Review.

5. Are you willing to allow counsel to participate in hearings by telephone? **Yes** **No**

Further explanation:

Unless emergency

6. What procedure do you follow if a party fails to appear at an Event?

To be determined case by case

7. Do you have any special procedures for psychological injury cases? **Yes** **No**

Further explanation:

[Click here to enter text.](#)

Witnesses/Exhibits:

8. What are your rules regarding the taking of testimony?

- a. Do you prefer the testimony be taken at a hearing or by deposition?

Hearing **Deposition**

- b. If counsel wishes to bring a witness to a hearing, do you require prior notice? If so, how much notice do you require? **Yes** **No**

Further explanation:

Claimants must testify live unless there are compelling reasons for the taking of a deposition. At least 2 weeks notice should be given if a witness other than Claimant will be testifying at a hearing.

9. Under what circumstances will you permit a party or witness (including an expert witness) to testify by deposition or by phone, rather than appear at the hearing?

Medical and vocational witnesses should testify by deposition. Whether testimony of a fact witness is live or by deposition depends on the nature of the testimony. Testimony by phone would only be permitted upon good cause shown.

10. What is your procedure regarding the order of testimony with respect to submission of medical evidence, particularly when cross petitions are filed?

Testimony is to be presented by moving party first followed by responding party. With cross petitions, the party that filed first proceeds first.

11. Do the parties need to upload the Bureau documents as exhibits or will they automatically be made Judge Exhibits? **Parties Upload** **Judge**

12. Do you require that counsel upload exhibits to WCAIS before or after the hearing? If before, what is the latest day before the hearing that they may be uploaded? **Before** **After**

Further explanation:

All exhibits admitted into the record should be uploaded into WCAIS after they are admitted into the evidentiary record and prior to the filing of briefs and proposed findings of fact.

13. Do you require counsel to bring hard copies of the exhibits to the hearing? **Yes** **No**

Further explanation:

I will mark the Exhibit and admit into the record and return to the submitting party for uploading.

14. When will you rule on objections to exhibits?

At the time of submission or upon request of a party.

15. What is your procedure for handling discovery disputes, e.g., do you employ telephone conferences, do you prefer to attend certain depositions, etc.?

Discovery disputes may be addressed at a hearing or by telephone conference. Telephone conference requests must be requested in WCAIS and state the reason for the conference and the position of each party.

16. What is the last day the parties may file written preservations of deposition objections?

It depends on nature of the objection and impact on the case. They can file written preservations with the submission of the deposition, at the close of the record or with their Brief.

C&Rs/Stipulations:

17. Please describe your procedures regarding the review of Compromise and Release Agreements.

- a. Are you willing to allow amendments of existing petitions or do you require the filing of a separate Petition Seeking Approval of a Compromise and Release Agreement?

Amendments **New Petition**

Further explanation:

[Click here to enter text.](#)

- b. Do you require the parties to provide you with a draft of the Compromise and Release Agreement to review before the hearing? If so, how far in advance of the hearing do you need to receive it? **Yes** **No**

Further explanation:

[Click here to enter text.](#)

- c. Should the parties upload the Compromise and Release Agreement, including the fee agreement and any other attachments, before or after the hearing?

Before **After**

Further explanation:

[Click here to enter text.](#)

- d. Should the child support documents be uploaded as a separate exhibit? **Yes** **No**

Further explanation:

[Click here to enter text.](#)

- e. What other exhibits should be uploaded as part of the Compromise and Release Agreement or as separate exhibits (i.e., waiver of appeal, medical bills, etc.). Please indicate whether they should be uploaded as part of the Compromise and Release Agreement or as separate exhibits.

All attachments which will be noted on the record are to be uploaded as part of the Agreement as one document. Do not upload Bench Orders.

- f. When should the social security number and other confidential information be redacted from the C&R agreement and Act 109 documents?

At the time the exhibit is uploaded into WCAIS.

- g. Will you sign bench orders? **Yes** **No**

Further explanation:

[Click here to enter text.](#)

- h. Do you have any other procedures for Compromise and Release Agreements not described above? If so, what are they? **Yes** **No**

Further explanation:

[Click here to enter text.](#)

18. Please provide the following information regarding Stipulations resolving Disputes:

- a. What are your usual procedures regarding the submission, review, and adoption of such Stipulations?

In accordance with 34 PA Code Section 131.91.

- b. Should the fee agreement be uploaded as part of the Stipulation or as a separate exhibit? **Part of Stipulation** **Separate Exhibit**

Further explanation:

[Click here to enter text.](#)

- c. Should the child support documents be uploaded as a separate exhibit? **Yes** **No**

Further explanation:

[Click here to enter text.](#)

- d. What other exhibits should be uploaded as part of the Stipulation or as separate exhibits (i.e., medical bills, etc.)? Please indicate whether they should be uploaded as part of the Stipulation or as separate exhibits.

As part of the Stipulation.

- e. When should the social security number and other confidential information be redacted from the Stipulation and Act 109 documents?

At the time the Exhibit is uploaded into WCAIS.

- f. Do you have any other procedures for Stipulations not described above? If so, what are they? **Yes** **No**

Further explanation:

[Click here to enter text.](#)

Close of Record/Briefs:

19. Are you willing to close a case by electronic submission via WCAIS or is a final hearing required? **Electronic Submission** **Final Hearing**

Further explanation:

[Click here to enter text.](#)

20. What are the time requirements for the submission of briefs and other post-hearing submissions? Do you have any procedure if the briefs or post-hearing submissions are not received in a timely manner?

Briefs and Proposed Findings of Fact are to be filed in accordance with Section 131.101 of the Special Rules of Practice and Procedure. The record will be certified at the final hearing. A briefing schedule will be issued at the final hearing as circumstances dictate. Requests for extensions must be made in writing and WCAIS before the original due date. It will be within the Judge's discretion to issue a decision without a Brief or not to consider an untimely Brief.

21. Please describe your preferences for the format and content of briefs and post-hearing submissions.

In accordance with Section 131.101(h) of the Special Rules of Practice and Procedure.

Mandatory Mediations

22. Please list the offices at which you conduct mandatory mediations.

Philadelphia and Upper Darby

23. Do you require the parties to execute an agreement to mediate? If so, please describe the matters to be addressed by the agreement. **Yes** **No**

Further explanation:

[Click here to enter text.](#)

24. Do you require all participants (claimant, adjustor/employer representative, counsel) to attend the mediation personally? Under what circumstances do you permit a participant to attend by telephone, if any? **Yes** **No**

Further explanation:

All counsel and Claimant are required to attend the mediation. Employer representatives are encouraged to attend in person but must be available by telephone for consultation.

25. Do you require a Mediation Statement? **Yes** **No**

If so:

a. What information do you require in that Statement?

The Statement should not be more than 2 pages and should give me Claimant's age, job title and job duties, date of injury and disability, nature of injury and how injury happened, nature of petition, status of litigation, average weekly wage, compensation rate, if there was an IRE, whether Claimant is on SSDI/ SSI, whether Claimant is medicare eligible or a medicare beneficiary, all outstanding medical bills, the status of negotiations, has Claimant received any other benefit/ income, strengths and weaknesses of the case

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?

One day

26. Once you receive a mediation request, what is the usual amount of time that elapses until the mediation takes place?

As scheduling and circumstances permit

27. Are you willing to conduct more than one session per Dispute? **Yes** **No**

Further explanation:

[Click here to enter text.](#)

28. If a party wants to request cancellation or postponement of a mediation on a Dispute assigned to you:

a. Should the party contact you or the mediating judge?

Cancellation requests go to the adjudicating Judge. There are no postponements. If the parties have to reschedule, they will need to schedule a voluntary mediation.

b. If you are to be contacted, what is the latest day before the mediation that cancellation or postponement, absent an emergency situation, can be requested?

As soon as possible. Last minute cancellation requests are frowned upon.

29. Is there anything else the parties should know or do in advance of the mediation?

Yes **No**

Further explanation:

Click here to enter text.

Voluntary Mediations:

30. Do you conduct Voluntary Mediations? **Yes** **No**

Further explanation:

Click here to enter text.

31. Please list the offices at which you will mediate a Dispute.

Philadelphia, Upper Darby, Dresher and Bristol

32. Are you willing to mediate Disputes that are assigned to you for hearing and decision?

Yes **No**

Further explanation:

Click here to enter text.

33. Are you willing to mediate Disputes in which one or both parties are not represented by counsel? If so, do you have any special procedures? **Yes** **No**

Further explanation:

Click here to enter text.

34. Do you require the parties to execute an agreement to mediate? If so, please describe the matters addressed by the agreement. **Yes** **No**

Further explanation:

Click here to enter text.

35. Do you require all participants (claimant, adjustor/employer representative, counsel) to attend the mediation personally? Under what circumstances do you permit a participant to attend by telephone, if any? **Yes** **No**

Further explanation:

Same requirements as mandatory as set forth above.

36. Do you require a Mediation Statement? **Yes** **No**

Further explanation:

Same information as mandatory as set forth above.

If so:

- a. What information do you require in that Statement?

Same information as mandatory as set forth above.

- b. What documents, if any, must accompany the Statement?

[Click here to enter text.](#)

- c. How far in advance of the mediation must the parties submit the Statement and accompanying documents?

One day

37. Once you receive a mediation request, what is the usual amount of time that elapses until the mediation takes place?

I conduct mediations in Philadelphia on Fridays. I conduct mediations in Upper Darby 2 times a month and Dresher/ Bristol once a month. I schedule them myself. Parties are to email me requests for dates and times and once coordinated, upload the request in WCAIS.

38. Are you willing to conduct more than one session per Dispute? **Yes** **No**

Further explanation:

[Click here to enter text.](#)

39. If a party wants to request cancellation or postponement of a mediation on a Dispute assigned to you:

- a. Should the party contact you or the mediating judge?

The mediating Judge should be contacted for voluntary mediations.

- b. If you are to be contacted, what is the latest day before the mediation that cancellation or postponement, absent an emergency situation, can be requested?

As soon as possible

40. Is there anything else the parties should know or do in advance of the mediation?

Yes **No**

Further explanation:

[Click here to enter text.](#)

Requests/Miscellaneous:

41. What is your procedure regarding continuances, changes in hearing times and extensions, i.e., how far in advance do you require the Request be uploaded into WCAIS?

Continuances may be granted upon good cause shown and must be made in accordance with Section 131.13(a) through (n) of the Special Rules, such requests must contain the information required in Section 131.13(g), and must be made within the time frames set forth in Section 131.13(d) and (f).

42. Do you conduct/permit conference call? If so, under what circumstances? **Yes** **No**

Further explanation:

[Click here to enter text.](#)

43. Do you accept faxes and e-mails from the parties? If so, under what circumstances?

Yes **No**

Further explanation:

I accept emails only with respect to voluntary mediations. We do not accept faxes in Philadelphia.

44. Do you adhere strictly to duration listed for a hearing or mediation or are you willing to go over the allotted time? **Yes** **No**

Further explanation:

[Click here to enter text.](#)

45. What is the best way to contact you in an urgent/emergency situation?

Phone or email, or contact my secretary Alice Tran at 215-560-2488

46. What is your snow/emergency cancellation policy (i.e., do you follow a specific school district closing schedule, etc.)?

In accordance with the Southeastern District Policy, if Philadelphia schools are closed or delayed, all hearings and mediations are cancelled. Alerts will be posted on WCAIS.