

## **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 number should be completely redacted before the document is uploaded, unless otherwise specified below. All communications with the Judge, including but not limited to requests, should be submitted through WCAIS unless otherwise specified by the Judge.

### **HEARING PROCEDURES**

#### **1. What is the first event and what will occur?**

The Judge conducts pretrial hearings. No testimony will be heard at the first hearing. The moving party is required to provide a copy of the relevant bureau documents at the first hearing. At the first hearing on defense driven petitions, BOTH claimant and defendant are required to provide supersedeas documents. Claimant must provide an affidavit or medical records in opposition to supersedeas at the first hearing, except in exigent circumstances. At the first hearing on all petitions, the parties shall advise the Judge of the issues in dispute and the additional evidence to be presented. The Judge will issue a scheduling order and address mandatory mediation on the record. The parties must be prepared to address issues relating to mandatory mediation. Evidence is NOT admitted simply by uploading to WCAIS. The moving party must move the evidence into the record during a hearing held on the record.

##### **a. List any documents required at the first event:**

Pertinent bureau documents relating to the pending petitions outlining the current accepted injury, status of benefits, TTD rate, and AWW are required at all first hearings as exhibits. The party filing the petition is required to upload the bureau documents. Both parties are expected to submit supersedeas documents at the first hearing on defense driven petitions. Do NOT upload "first hearing filings" - this Judge does not require or want first hearing filings.

##### **b. Should documents be uploaded as Exhibits or Letters to the Judge?**

Evidence should always be uploaded under Exhibits unless the Judge instructs otherwise. Letters are correspondence to the court and should be uploaded as such. Letters are not evidence unless the documents are being utilized to prove an issue in the case. Do NOT number the exhibits – that will be done on the record at a hearing. Preserved objections and litigation costs are to be uploaded as exhibits and must be uploaded prior to the final hearing.

#### **2. Describe the format of your hearings (e.g., serial, one day – one trial).**

Generally, there will be a pre-trial hearing and a final hearing. Mediation does NOT delay the trial schedule. Appearances at virtual hearings from a car or other vehicle are NOT permitted.

#### **3. Are you willing to change the hearing format upon request?**

Yes, if cause is shown that would, in the Judge's discretion, require additional hearings.

#### **4. What factors will you consider in deciding whether to conduct a hearing in-person?**

The Judge will consider all issues including how to best assess credibility during testimony but health or safety issues pertaining to those participating, including all court personnel, will be the major determining factor. It is

recommended that counsel set forth a full and detailed explanation as to why it is necessary to switch an in-person hearing to a virtual hearing or a virtual hearing to an in-person hearing. The more information counsel provides, the easier it is to make a determination. If a virtual hearing is conducted, all testimony including C&R hearings will be conducted via Teams video conferencing and hearings with testimony including C&R hearings require video for all participants. Participants may NOT participate in virtual hearings from a vehicle or outdoors unless prior permission has been granted for cause shown. All participants are to treat virtual hearings as they would any other courtroom proceeding. This means that participants should conduct themselves appropriately, dress appropriately, and participate from an appropriate location where the participants can be easily seen and heard without interruption or distraction.

**5. What factors will you consider in deciding whether to conduct a virtual hearing by audio only or by audio with video?**

Virtual hearings with testimony including C&R hearings requires video of ALL participants. Participants in video hearings must dress appropriately for court and conduct themselves the same as is required in a physical courtroom. Participation from a vehicle or outdoors is NOT acceptable without prior permission after cause is shown. Status hearings (i.e., pre-trial and argument only hearings) will be video optional (i.e., audio only is permitted) but counsel's full name must be seen on the screen. Using the "Join Meeting" link instead of dialing in from your device will allow you to show your name on the screen.

**6. What procedure do you follow if a party fails to appear at a hearing?**

Failure to appear will likely result in dismissal of the petition(s) or granting of a petition adverse to the party that fails to appear. Arriving late will likely result in cancellation of the hearing and possibly dismissal of the petition.

**7. Do you have special procedures for psychological injury cases?**

No

**SUPERSEDEAS PROCEDURES**

**1. What are your procedures for supersedeas hearings?**

Claimant and Defendant must submit supersedeas documents at the first hearing. Supersedeas documents should be submitted as only ONE uploaded exhibit per party except bureau documents and fee agreements. Bureau documents and fee agreements should be uploaded separately from supersedeas documents and uploaded as exhibits in the case-in-chief.

**a. Will testimony be heard?**

No

**b. Is additional time generally granted to obtain medical evidence?**

Unless counsel was only retained within a few days of the first hearing, the parties will not be granted additional time for supersedeas. Other exigent circumstances may require additional time for supersedeas documents but, generally, all supersedeas documents must be presented at the supersedeas hearing. At a minimum, claimant should submit an affidavit at the first hearing even if medical records are not yet available.

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

If new information is discovered or there is a change in circumstance, a reconsideration can be requested. This Judge will not entertain reconsideration based on information that existed at the time of the supersedeas hearing. There will not be a hearing for reconsideration of supersedeas. If reconsideration is granted, any additional supersedeas documents must be uploaded into WCAIS by the deadline provided by the Judge.

**d. Do you generally use written orders for denials?**

If supersedeas documents are submitted, a written order is generally issued except in situations where indemnity benefits are not currently payable, or counsel is not seeking approval of a fee with supersedeas.

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

Counsel must submit supersedeas documents at the first hearing for consideration of interim fee approval. If there is not a supersedeas request, counsel must demonstrate that, through counsel's efforts, claimant received or continued to receive benefits. Fees will be approved only on the amount of indemnity benefits for which counsel was responsible for protecting or obtaining.

**f. Describe any other procedures for supersedeas hearings:**

Both attorneys must be prepared to discuss mandatory mediation and provide all pertinent details about the current status of benefits.

**g. Describe procedures for special supersedeas hearings, if different:**

There is no difference.

**WITNESSES/EXHIBITS**

**1. What are your rules regarding taking testimony?**

Claimant shall testify by deposition, as of direct and cross, within 30 days of the first hearing on claimant driven petitions. Claimant will be offered an opportunity to provide follow up testimony at the final hearing but must do so by video or in-person (no audio only participation for testimony). Counsel and his/her client can decide whether testimony during the final hearing is desirable (or if deposition is more desirable) but whether the hearing is virtual or in-person is at the Judge's discretion. Witnesses who are not a party to the case should testify by deposition unless the Judge has instructed otherwise. The parties may choose to present testimony from party witnesses via deposition if the opposing party does not object. A minimum of 30 days advance notice is required to present any witness at a hearing. Only one witness is permitted to testify per hearing so multiple hearings may be necessary where the parties do not proceed by deposition but have been approved for additional testimony at a hearing. Mediation does NOT delay the trial schedule.

**2. Do you require testimony at a virtual hearing, an in-person hearing, or by deposition?**

Please see the response to #1 above.

**3. Under what circumstances will you change your requirements for presentation of testimony?**

Please see above.

**4. If counsel wishes to present the testimony of a witness (either virtually or in-person), do you require prior notice? Yes. If yes, how much notice do you require? A minimum of 30 days so that the matter can be scheduled appropriately. Please review #1 above.**

**5. What is your procedure regarding the order of expert medical testimony when cross petitions are filed?**

Generally, the party who filed first is required to present evidence first on all petitions regardless of the number or type of petitions filed.

**6. Do the parties need to upload the Bureau and WCOA documents as exhibits or will you admit them electronically as Judge exhibits?**

The moving party is required to upload relevant Bureau and WCOA documents as exhibits. Uploaded documents are NOT admitted until moved into the record by counsel at a hearing.

**7. Do you require counsel to upload exhibits to WCAIS before or after the hearing?** Exhibits must be uploaded 24 hours BEFORE a hearing so that the opposing party can review and determine if there is an objection. Exhibits are NOT admitted until properly moved into the record by counsel at a hearing. **If before, how far in advance of the hearing must they be uploaded?** Exhibits must be uploaded at least 24 hours in advance of a hearing so that the opposing side has an opportunity to review the documents prior to counsel moving the exhibit into the record. Failure to upload 24 hours in advance will result in preclusion of the exhibit if the opposing party objects and/or at the discretion of the Judge. ALL evidence including litigation costs to date, quantum meruit exhibits to date, Act 109 documents, and preserved objections must be uploaded 24 hours BEFORE the final hearing. Exhibits will NOT be admitted if uploaded after the hearing. Addenda to litigation costs and quantum meruit will be considered after close of the record but only when the initial exhibits have been uploaded pursuant to the above rules. Please do not number exhibits when uploading.

**8. When will you rule on objections to exhibits?**

Objections made during a hearing are generally ruled on at the time of the hearing. Preserved Objections to depositions are ruled on when rendering the final decision.

**9. What is your procedure for handling discovery disputes?**

All parties are required to comply with the rules of discovery in a timely matter – no exceptions. Unless placed on the record at a hearing, discovery disputes shall be put in writing, identifying the issue and the respective positions of the parties.

**10. What is the last day to file written preservations of deposition objections?**

Preserved objections must be moved into the record at the final hearing and therefore, must be uploaded 24 hours in advance of the final hearing. Failure to upload 24 hours in advance will result in waiver of the objections.

**COMPROMISE & RELEASES (C&Rs)**

**1. Describe your procedures regarding the review of C&R Agreements:**

Counsel is strongly encouraged to prepare C&R documents prior to filing a C&R Petition or requesting a C&R hearing. C&R documents should be succinct and repetition of terms of the agreement in each paragraph/page is discouraged.

**Virtual C&R hearings are the default but in person C&R hearings are available upon request and are preferred by this Judge.** All parties, including Claimant, MUST appear by video for virtual C&R hearings. Best practice is to have Claimant in counsel's office during the hearing to avoid technology and other issues but is not required. All participants are to treat virtual hearings as they would any other courtroom proceeding. This means that participants should conduct themselves appropriately, dress appropriately, and participate from an appropriate location where the participants can be easily seen and heard without interruption or distraction.

**C&R documents must be uploaded consistent with my time and formatting requirements at least four business days BEFORE the C&R hearing.** This means that for a C&R hearing scheduled for a Tuesday, documents must be uploaded no later than 9:00 am the prior Thursday. For a C&R hearing scheduled for a Thursday, documents must be uploaded no later than 9:00 am the prior Monday. If changes are required, changes will be noted in Judge Instructions. Revised documents must be uploaded by 9:00 the day prior to the scheduled hearing day. **If instructions are not followed, the hearing will be postponed and will NOT be rescheduled for the original date.**

Two copies must be uploaded: 1) a redacted copy that is labeled REDACTED in WCAIS when uploaded and MUST include the fee agreement, Act 109 documents with an up-to-date lien search page, annuity documents, CMS documents, etc. as part of a single uploaded exhibit; and 2) a separate unredacted copy that is labeled UNREDACTED in WCAIS when uploaded and MUST include the fee agreement, Act 109 documents with an up-to-date lien search page, annuity documents, CMS documents, etc. as part of a single uploaded exhibit. The unredacted copy will be deleted by the Judge after the C&R hearing. Redacted means that all references to Claimant's date of birth and social security number are removed or blacked/whited out.

**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?**

Parties may amend existing petitions, if those petitions will be rendered moot by the C&R. If counsel is requesting a decision on any portion of an existing petition, a C&R Petition must be filed.

**b. Are parties required to provide a draft of the C&R Agreement before the hearing? If yes, how far in advance of the hearing do you need to receive it?**

This Judge will not review "draft" agreements. Final C&R documents with all signatures must be uploaded as an exhibit in WCAIS. C&R documents must be uploaded pursuant to the time requirements outlined in #1 above.

**c. Should the parties upload the signed C&R Agreement, including the fee agreement and any other attachments, before or after the hearing?**

C&R documents must be uploaded pursuant to the time requirements outlined in #1 above. Two copies must be uploaded: 1) a redacted copy that is labeled REDACTED in WCAIS when uploaded and MUST include the fee agreement, Act 109 documents with an up-to-date lien search page, annuity documents, CMS documents, etc. as part of a single uploaded exhibit; and 2) a separate unredacted copy that is labeled UNREDACTED in WCAIS when uploaded and MUST include the fee agreement, Act 109 documents with an up-to-date lien search page, annuity documents, CMS documents, etc. as part of a single uploaded exhibit. The unredacted copy will be deleted by the Judge after the C&R hearing. Redacted means that all references to Claimant's date of birth and social security number are removed or blacked/whited out.

**d. Should child support documents be uploaded as a separate exhibit?**

No. Act 109 documents with an up-to-date lien search page should be uploaded with the C&R as one exhibit. Please see above and review Act 109.

**e. Should Social Security numbers and other confidential information be redacted from the C&R Agreement and Act 109 documents?**

A redacted and an unredacted copy must be uploaded. Please see above.

**f. Will you sign bench orders?**

Bench orders cannot be signed for virtual hearings. If the hearing is held in-person, a bench order will be considered.

**g. Describe any other procedures you have for C&R Agreements:**

Please carefully review #1 above with regard to when and what must be uploaded.

## STIPULATIONS RESOLVING DISPUTES

### **1. What are your usual procedures regarding the submission, review, and adoption of stipulations?**

Two copies of Stipulations should be uploaded: 1) a redacted copy that is labeled REDACTED in WCAIS when uploaded and must include the fee agreement, Act 109 documents with up-to-date lien search pages, and any other attachments as part of a single uploaded exhibit; 2) an unredacted copy that is labeled UNREDACTED in WCAIS when uploaded and must include the fee agreement, Act 109 documents with up-to-date lien search pages, and any other attachments as part of a single uploaded exhibit.

### **2. Should the fee agreement be part of the stipulation or separate exhibit?**

It should be uploaded with the Stipulation as one exhibit. It is NOT a separate exhibit.

### **3. Should child support documents be uploaded as a separate exhibit?**

It should be uploaded with the Stipulation as one exhibit. It is NOT a separate exhibit.

### **4. What other exhibits should be uploaded (i.e. medical bills, etc.)?**

Additional documents such as medical bills should not be included unless important to the content of the Stipulation. Stipulations are circulated with the final order. Therefore, if a document should not be circulated with the decision and order, it should not be included in the upload.

### **5. Should other exhibits uploaded as be part of the stipulation or as separate exhibits?**

Please see above.

### **6. When should Social Security numbers and other confidential information be redacted from the stipulation and Act 109 documents?**

Please see above.

### **7. Describe any other procedures you have for stipulations:**

Stipulations must be drafted consistent with the Regulations. The Stipulation must indicate the disposition of the pending petitions. "Resolved" is not a disposition.

## BRIEFS AND PROPOSED FINDINGS

### **1. Will you close a case via WCAIS submission or is a final hearing required?**

A final hearing is required to close a case except where a stipulation is uploaded correctly and conforms with the Regulations and this Judge's rules. Briefs and proposed findings may be submitted via WCAIS after the final hearing.

### **2. What are the time requirements for final submissions and what procedures are taken when time requirements are not met?**

Generally, the parties can choose the briefing schedule within reason. The Judge sets the deadlines at the final hearing and the parties must follow the same unless the Judge has granted an extension. The Judge does not send

reminders about deadlines and decisions will be circulated when the briefing schedule has expired regardless of whether briefs are submitted. Please remember that litigation costs, Act 109 documents, quantum meruit (QM) exhibits, and preserved objections MUST be submitted 24 hours in advance of the final hearing or will be precluded. Only the cost of the transcript for the final hearing and QM hours incurred after the final hearing will be permitted after the final hearing occurred and must be submitted on or before the deadline for the brief of that party. Failure to submit these documents by the deadline will result in preclusion.

**3. Describe any preferences regarding the format and content of final submissions:**

Proposed Findings of Fact should start with a procedural history, followed by a concise summary of relevant evidence, followed by credibility determinations with the basis for the same, and then the specific factual findings. Proposed Conclusions of Law should address the burdens of proof. The supporting brief should cite relevant cases and apply the law to the facts of the case and cite to the record. A copy of the case law relied upon should be provided with the brief.

### **MANDATORY MEDIATIONS**

**1. List the offices where you conduct mandatory mediations:**

Malvern

**2. What factors will you consider in deciding whether to conduct a mandatory mediation virtually or in-person?**

The Judge will consider all issues but health or safety issues pertaining to those participating, including all court personnel, will be the major determining factor. The same is true if counsel is requesting that an in-person mediation be switched to a virtual mediation. It is recommended that counsel set forth a full and detailed explanation as to why an in-person mediation is necessary. The more information counsel provides, the easier it is to make a determination. If a virtual mediation is conducted, the mediation will be conducted via Teams video conferencing. Claimants are expected to attend and a representative with approving authority for the employer/insurance carrier must be available at all times via telephone during mediations including virtual mediations. The parties are expected to conduct themselves in virtual mediations in the same manner as they would for in-person mediations. Participation from a vehicle is NOT permitted without prior permission granted for cause shown.

**3. What factors will you consider in deciding whether to conduct a virtual mandatory mediation by audio only or by audio with video?**

The mediation will be conducted using video unless the parties can show cause why they cannot participate by video. Virtual mediation works best when you join the mediation using the "Join Meeting" link so that you can be moved to private virtual meeting rooms. Using a telephone for the mediation does not allow for use of the private virtual meeting rooms. Therefore, the parties are expected to use the "Join Meeting" link unless granted permission to participate by audio only.

**4. Are you willing to allow counsel or a party to participate virtually in an in-person mandatory mediation? If so, under what circumstances?**

No. If an in-person mediation is held, all parties must be physically present.

**5. Do you require a Mediation Statement? Yes If yes:**

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

The statement should set forth the assigned Judge, currently pending petitions, AWW and TTD rate, current status of receipt of benefits, outstanding medical bills, social security and Medicare issues, child support arrears, status of negotiations to date (negotiations must begin before mediation – demand, offer,

and discussion of the issues). The statement should also briefly explain the facts and the reasons for the settlement values placed by the parties.

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

None. Do NOT submit evidence/exhibits with the mediation statement.

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

Statements must be submitted at least 3 business days in advance of the mediation.

**6. If there is a request to postpone a mandatory mediation, will it be rescheduled? Postponement requests will only be considered if made at least 10 days prior to the scheduled mediation. If so, how long until it is rescheduled? Mediations are rescheduled as soon as there is an opening in the Judge's mediation calendar. The length of time varies.**

**7. Are you willing to conduct more than one mandatory mediation session per Dispute?**

No.

**8. What is the latest day before the mediation that cancellation or postponement, absent an emergency, can be requested?**

Postponement requests for mediations scheduled with this Judge must be made at least 10 days in advance. Postponement requests for cases heard for adjudication by this Judge but scheduled for mediation with another Judge must be sent to the mediating Judge for consideration of the postponement. Cancellation requests should be made to this Judge only for those cases that this Judge is adjudicating, not mediating. Cancellation requests are considered on a case-by-case basis and must include a basis for a finding of futility. This Judge's policy is that once canceled, mandatory mediation will not be scheduled again.

**9. What else should the parties know or do before the mediation?**

Mediation does NOT delay the trial schedule in cases adjudicated by this Judge. Claimants must attend mediations and are required to use video if the mediation is virtual. This Judge requires that someone with approving authority from employer/insurance carrier be available at the time of the mediation and that the parties come prepared with all relevant details of the case (i.e., social security status, amount of outstanding medical bills, etc.). Negotiations (a demand, offer, and discussion) must begin before mediation – this Judge will not provide advisory opinions.

### **VOLUNTARY MEDIATIONS**

**1. Do you conduct Voluntary Mediations?**

Yes, this Judge will conduct voluntary mediation on cases that are not assigned to this Judge for litigation. The Judge does not mediate her own cases under any circumstance.

**2. How should the parties request a Voluntary Mediation?**

The parties must directly request voluntary mediation with this Judge via email and will be asked to agree to this Judge's voluntary mediation rules before mediation dates are provided. This Judge personally schedules all voluntary mediations and provides all mediation rules via email. Therefore, the attorneys (not their staff) must contact this Judge with voluntary mediation requests. This Judge will not respond to any requests that are not directly from counsel.



**3. List the locations where you conduct in-person voluntary mediations:**

Malvern

**4. Will you conduct virtual voluntary mediations? If yes, for which WCOA Districts will you conduct them?**

Yes. Any district will be considered for voluntary mediation.

**5. Do you mediate Disputes assigned to you for hearing and decision?**

No.

**6. Do you mediate Disputes in which one or both parties are unrepresented? If yes, describe any special procedures you have for such cases:**

This Judge will not conduct voluntary mediation in matters involving unrepresented parties.

**7. What factors will you consider in deciding whether to conduct a voluntary mediation virtually or in-person?**

The Judge will consider all issues but health or safety issues pertaining to those participating, including all court personnel, will be a major determining factor. It is recommended that counsel set forth a full and detailed explanation as to why an in-person mediation is necessary. The same is true when a party desires to switch an in-person mediation to a virtual mediation. The more information counsel provides, the easier it is to make a determination.

**8. What factors will you consider in deciding whether to conduct a virtual voluntary mediation by audio only or by audio with video?**

Please see above. Virtual mediation works best when you join the mediation using the "Join Meeting" link so that you can be moved to private virtual meeting rooms. Using a telephone for the mediation does not allow for use of the private virtual meeting rooms. Therefore, the parties are expected to use the "Join Meeting" link.

**9. Are you willing to allow counsel or a party to participate virtually in an in-person voluntary mediation? If so, under what circumstances?**

No.

**10. Do you require a Mediation Statement? Yes If yes:**

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

The statement should set forth the assigned Judge, currently pending petitions, AWW and TTD rate, current status of receipt of benefits, outstanding medical bills, social security and Medicare issues, child support arrears, status of negotiations to date (negotiations must begin before mediation). The statement should also briefly explain the facts and the reasons for the settlement values placed by the parties.

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

None. Do NOT submit evidence/exhibits with the mediation statement.

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

Statements must be submitted at least 3 business days in advance of the mediation.

**11. After you approve a Voluntary Mediation Request, how long until it is scheduled?**

Generally, there is availability within 30 days, but it varies depending on the Judge's schedule.

**12. Are you willing to conduct more than one voluntary mediation session per Dispute?**

It is determined on a case-by-case basis.

**13. If the party wants to request cancellation or postponement of a voluntary mediation on a Dispute assigned to you, should they contact you or the mediating Judge?**

For cancellation or postponement of a voluntary mediation that is mediated by this judge, counsel should contact this Judge.

**14. What is the latest day before the mediation that cancellation or postponement, absent an emergency, can be requested?**

Cancellation will be considered at any time. Postponement will be considered when requested at least 10 days in advance.

**15. What else should the parties know or do before the mediation?**

Claimants must attend mediations and are required to use video if the mediation is virtual. This Judge requires that someone with approving authority from employer/insurance carrier be available at the time of the mediation and that individual must be willing to speak directly to this Judge during voluntary mediation. All parties are required to come prepared with all relevant details of the case (i.e., social security status, amount of outstanding medical bills, etc.). Negotiations (a demand, offer, and discussion) must begin before mediation – this Judge will not provide advisory opinions

**REQUESTS/MISCELLANEOUS**

**1. How far in advance do you require Requests for continuances, changes in hearing times, and extensions to be uploaded into WCAIS?**

A) The Judge follows the Special Rules of Administrative Practice and Procedure regarding continuance requests and requests for extensions in the trial schedule. The Rules are strictly enforced. B) Mediation does NOT delay the trial schedule in cases heard by this Judge. C) Counsel MUST submit all WCAIS requests with a formal letter uploaded within the request.

**2. Under what circumstances do you conduct off the record conference calls?**

This Judge does not generally conduct conference calls. The Judge hears all arguments and takes all evidence on the record at a hearing.

**3. Under what conditions/circumstances do you accept e-mails from parties?**

Emails are strictly prohibited except when requesting a voluntary mediation per the rules set forth above. Parties may submit a formal letter via email to this Judge's secretary when requesting an amended Order on a closed case pursuant to the Rules.

**4. Do you adhere strictly to the duration listed for a Hearing or Mediation?**

This Judge uses a very limited "call of the list" style hearing for status listings and first hearings/pre-trial hearings only. Status listings and first hearings/pre-trial hearings are scheduled in one of two 30-minute "Call of the List" slots

on a hearing day (9:30 or 10:00 am). “Call of the List” cases are expected to last approximately 5 minutes. Testimony will NOT be entertained during a “Call of the List”. Any cases scheduled for C&R or testimony are slotted for specific times. The parties are expected to adhere to the time allotted for C&R and testimony. All parties are required to appear on time, whether in-person or virtual, for hearings and mediations and regardless of “call of the list” or slotted time. The exact hearing time for a particular case will be listed on the formal Hearing Notice. The specific time listed on the Hearing Notice controls, not the time listed on the Teams Invitation for virtual hearings. Counsel should arrive or join the virtual hearing at least 5 minutes prior to the time listed on the Hearing Notice. Failure to appear on time (virtually or in-person) will result in postponement of the hearing to another date and time.

**5. What is the best way to contact you in an emergency situation?**

Please contact this Judge’s assistant listed at the top of this document for strictly urgent matters but all other situations require the parties to communicate via a formal letter in WCAIS. ALL communication with the Court/Judge should be via a formal letter. Text box entries are NOT formal letters. Ex-parte communications with the Judge are never permitted. Parties may submit a formal letter via email to this Judge’s secretary when requesting an amended Order on a closed case pursuant to the Rules.

**6. What is your snow/emergency cancellation policy regarding in-person and virtual events (i.e., do you follow a specific school district closing schedule, etc.)?**

Please check the WCAIS dashboard first for all cancellation information for both virtual and in-person hearings. If the Judge cancels hearings/mediations for emergency reasons, counsel will be notified by an alert on the WCAIS Dashboard. If hearings are not listed as cancelled on the WCAIS dashboard and a party believes the weather conditions are too dangerous or has another emergency, the party is expected to call/email the Judge’s secretary immediately and explain the circumstances that created the last-minute continuance request (i.e., weather conditions in your area prohibiting your participation or the nature of the emergency situation). The requesting party is required to contact the remaining parties and advise whether the Judge has granted the continuance request. A follow up letter of explanation must be sent by the requesting party to document the file via WCAIS. The Judge WILL grant continuances liberally in snow/emergency situations IF the above criteria is met. Failure to extend all requisite professional courtesies may result in future denials of requests.

**7. What is your policy for subpoenas?**

Subpoena requests must allow at least 35 days for the deponent to respond from the date of the request for the subpoena. Subpoena requests may reference claimant’s date of birth but should not reference any portion of claimant’s social security number. Subpoenas should not seek more than 10 years of records unless counsel provides cause for a more extensive request.