

Communication with the Judge:

All communication for a case pending before Judge Rosen is to be submitted through WCAIS. If you are requesting a response from Judge Rosen, please use the Request section. If you are giving a status on the case or submitting a letter, use the Documents and Correspondence section. Do not send an email regarding pending litigation unless you are responding to an email from Judge Rosen.

Procedures for In-Person/Live and Virtual Hearings:

All attorneys are expected to be wearing business attire during a hearing.

Claimant's testimony will be scheduled for In-Person hearings. If there is an agreement of the parties, the hearing will be changed to a Virtual hearing upon request through WCAIS.

Fact witnesses will be scheduled for an In-Person hearing only upon a request of the party presenting the witness; otherwise, the testimony will be scheduled for a Virtual hearing. Unless otherwise ordered by Judge Rosen, a fact witness may be taken by deposition upon agreement of the parties.

Hearings scheduled for 30 minutes or more are hearings for testimony from the Claimant or a fact witness. If a party will not be presenting testimony, the party must notify Judge Rosen on WCAIS at least 10 days prior to the hearing.

Claimants and fact witnesses must appear by video when presenting testimony at a Virtual hearing. If an individual does not have video capability, the testimony will be taken by deposition.

All Virtual hearings are conducted by Microsoft Teams and an invitation to the Hearing will be emailed to counsel and unrepresented parties prior to the hearing. It is counsel's responsibility to ensure that the invitation is forwarded to the correct attorney if another counsel is covering the hearing for the counsel who entered their appearance. If counsel determines that another attorney or unrepresented party did not receive an Invitation to the Hearing, please email Judge Rosen's assistant with the information.

If a continuance of a hearing is needed, then a Continuance Request shall be submitted on WCAIS in the manner prescribed by the Administrative Rules of Practice and Procedure. Continuance Requests will not be addressed if sent by email.

Requests for an Interpreter must be made at least 14 days prior to the hearing date.

Compromise and Release Agreements/Hearings:

Counsel shall forward the invitation to the Claimant in Compromise and Release Hearings. Counsel will ensure that the Claimant is able to appear by video and have a copy of the Compromise and Release Agreement open and readable at the time of the hearing.

A redacted and an unredacted Compromise and Release Agreement and Act 109 Documents (preferably attached to the Agreement) must be uploaded as exhibits at least two days prior to the Compromise and Release Hearing.

Uploading Evidence:

All evidence must be uploaded at least two days prior to the hearing that the evidence will be submitted.

All depositions must be checked by counsel to ensure that all exhibits admitted during the deposition are attached to the uploaded deposition.

Mediations:

Mandatory and Voluntary Mediations will be conducted virtually by Microsoft Teams.

Both parties are expected to timely submit a Mediation Disclosure Memorandum by using a form or by letter.

If there is a cancellation request due to futility concerning a Mandatory Mediation, the request must be made to the assigned Judge through WCAIS.

Any other issues or requests regarding a mediation may be made to Judge Rosen by email.