

COMPFILE USER MANUAL

PART 1

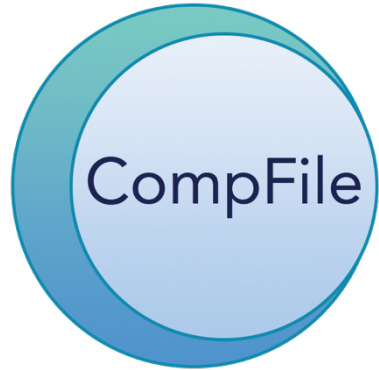


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SECTION 1: COMPFILE BASIC INTRODUCTION

CompFile is the IWCC's e-filing system for managing workers' compensation cases. The IWCC contracted with Microsoft to implement the CompFile system and kicked off the project in the summer of 2019.

CompFile includes the following features:

- Online accounts for attorneys
- Electronic filing of applications and other litigation documents
- Electronic submission of settlement contracts
- Electronic delivery of notices and decisions
- Secure, online access to case information and documents

Some key benefits of CompFile include reduced usage of paper, real-time access to court filings and documents, immediate verification of successful filing, and electronic service of documents on counsel.

SECTION 2: COMPFILE REGISTRATION

SUBSECTION 2.1: WHO SHOULD REGISTER?

To be a CompFile user, you must register in the system and provide basic information to activate your account. Registration is open for law firm administrators, attorneys (including solo practitioners), and pro se petitioners. **Law Firm Administrators** and **Solo Practitioners** are responsible for setting up and maintaining the firm's account and inviting firm attorneys and additional firm administrators to open their accounts. **Attorneys & Solo Practitioners** set up CompFile law firm profiles. **Pro Se petitioners** may also register in CompFile.

Represented petitioners and non-attorney respondents such as insurance adjusters should not register in CompFile through the main portal sign-in page. These individuals are able to register in CompFile when they are sent an invitation email by an attorney through CompFile.

SUBSECTION 2.2: LAW FIRMS/ATTORNEYS WITH ASSIGNED IWCC CODE NUMBERS

If you/your law firm have submitted legal pleadings to the IWCC in the past, you already have an IWCC Code number assigned. If you have an IWCC Code number assigned to you, please provide that number when registering. This prevents possible duplication of numbers in the system.

SUBSECTION 2.3: LAW FIRM ADMINISTRATOR/SOLO PRACTITIONER REGISTRATION PROCESS

1. The Law Firm Administrator/Solo Practitioner opens the CompFile portal.
2. Law Firm Administrator/Solo Practitioner clicks on the 'Register' button at the top right of the sign-in window.

Illinois Workers' Compensation Commission

Home | News | **Register** | Sign In

Call Sheets Search

CompFile Case Docket Search

CompFile Resources

News Alerts

Signing in to CompFile Now Requires Multifactor Authentication

In order to ensure optimal security for your account, CompFile now requires multifactor authentication when you sign in with your username and password. If you already have a CompFile account and have not yet set up multifactor authentication, please contact your law firm administrator. If you are your firm's law firm administrator, be sure to send new invitations to all CompFile users in your firm.

Posted: Jun 22, 2022

Accessing CompFile

Welcome to CompFile, the electronic filing system for the Illinois Workers' Compensation Commission.

--If you already have a CompFile account, click "Sign in" above to access CompFile.
 --If you are a new law firm or solo practitioner, click "Register" above to establish your account.
 --If you are an attorney and need assistance logging on, contact your CompFile Law Firm Administrator.
 --If you are a petitioner, contact your attorney, or if you do not have an attorney, [click here](#) for more information.

Contact Us | Help

Terms & Conditions | IWCC

3. Upon clicking the register button, the Registration box appears. The first field dictates what information is required for the remainder of registration. If you are the law firm administrator, please be sure to select Law Firm Administrator in the drop-down box.
 - a. If you are an attorney doubling as the law firm administrator, you MUST provide your ARDC number to ensure you have e-filing permissions.
 - b. If you are an attorney practicing within a law firm, please contact your law firm administrator to invite you to register in CompFile to ensure you are integrated into the law firm.
4. If you are a solo practitioner, please be sure to select Solo Practitioner in the drop-down box.

Illinois Workers' Compensation Commission

Home | News

Home > Registration

Registration

Please complete the registration web form below. For a detailed explanation of the CompFile registration process, including descriptions of each user type, please refer to the materials posted at www.iwcc.il.gov/compfile

User Type *

Law Firm Administrator
Pro Se
Solo Practitioner

First Name *

Last Name *

Email Address *

Direct Phone

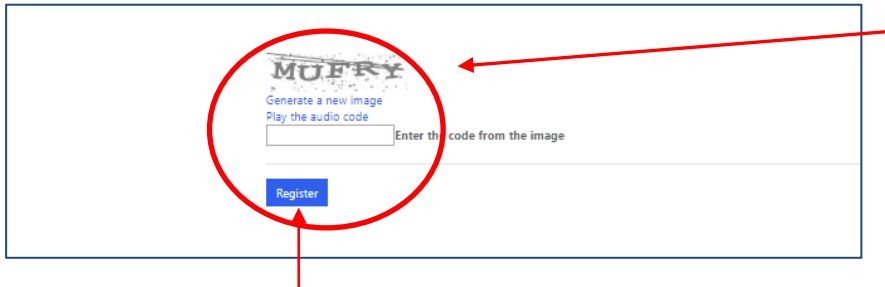
5. User type is a mandatory field, and you may not proceed until you choose one of the options from the drop-down list. Once you have selected the user type, you are ready to continue.
6. The page requires that certain fields be filled out before successfully submitting the request. If any of the fields marked with an * are left blank, you will receive an error.
 - a. **NOTE:** If you are an attorney doubling as a firm administrator and are the first person registering your firm, you **MUST** provide your ARDC number (even though it is not mandatory in this case) to ensure you have filing permissions.
7. If you click on the error message link, it will take you to the field you need to populate/provide/correct your answer.
 - a. You do not need to include a 1 with a phone number. The phone number format is (111) 111-1111.
 - b. The website you provide should be the law firm web address.

Registration

Please complete the registration web form below. For a detailed explanation of the CompFile registration process, including descriptions of each user type, please refer to the materials posted at www.ilvcc.il.gov/compfile

User Type *	
<input type="text"/>	
Website	
<input type="text"/>	
First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Email Address *	Direct Phone
<input type="text"/>	<input type="text"/>
Date of Birth	
<input type="text"/>	
Primary Location Address Line 1 *	Primary Location Address Line 2
<input type="text"/>	<input type="text"/>
Primary City *	Primary State *
<input type="text"/>	<input type="text" value="IL"/>
Primary Zip *	
<input type="text"/>	

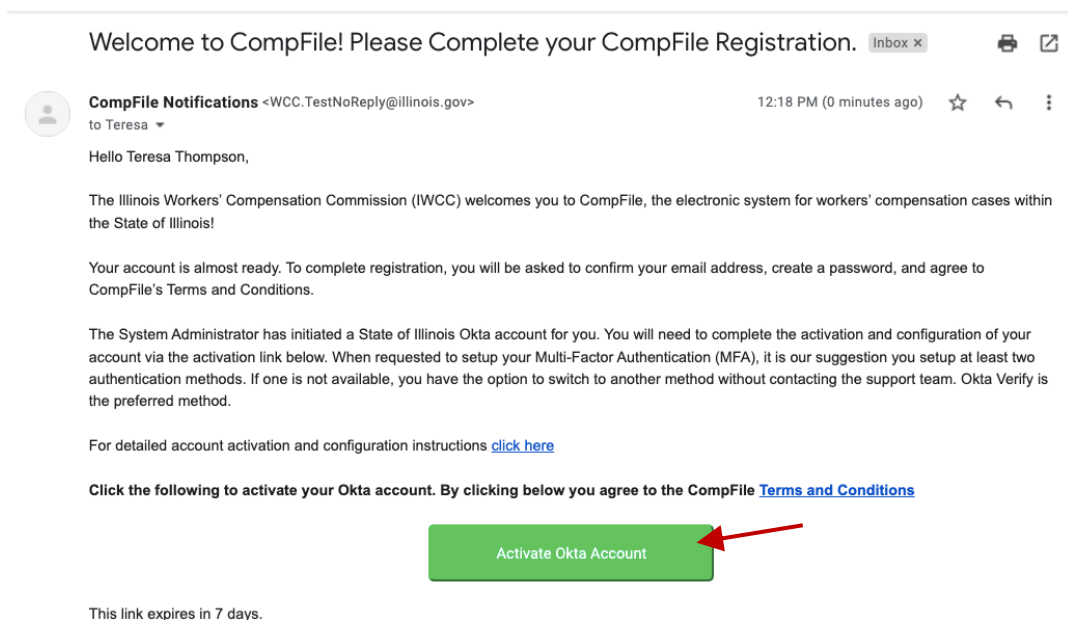
8. After the above fields are completed, the final step is to verify the captcha image.
 - a. Captcha allows CompFile to distinguish human versus machine input to prevent spam and extraction of data. By entering the captcha code into the box accurately, you can submit your registration. If you have trouble determining the captcha code in the image, you may click the link 'Generate a new image' or click 'Play the audio code'. Once you enter the code, click on Register.



9. After clicking the register button, a message is displayed: "Thank you for submitting your CompFile registration request. An IWCC staff member will process your request and send an email asking you to complete your account setup within 1-2 business days. Please monitor your email's inbox and spam folders. For any questions or concerns, please contact the CompFile team at wcc.compfile@illinois.gov."
10. The Law Firm Administrator/Solo Practitioner receives an email with instructions how to complete the registration process. Accepting an invitation is the same for all users.



11. The identity platform used by the State of Illinois is called "Okta." Through Okta, a password and multifactor authentication is established. The law firm administrator/solo practitioner clicks on the "Activate Okta Account" link provided in the body of the email they receive as the example shows below.




12. The Law Firm Administrator/Solo Practitioner clicks the link which allows them to create a password and set up multifactor authentication.

Create a password.

The screenshot shows the Illinois.gov website with the header logo. The main content area is titled "Welcome to State of Illinois - Preview Workforce, Teresa!" and "Create your State of Illinois - Preview Workforce account". Below this is a form titled "Enter new password" with a blue lock icon. It includes a password input field and a list of password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of the username, does not include the first or last name, and is not one of the last 10 passwords. Below the requirements is a "Repeat new password" input field.

ILLINOIS.gov

Welcome to State of Illinois - Preview Workforce, Teresa!
Create your State of Illinois - Preview Workforce account

 Enter new password


Password requirements:


- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 10 passwords
- At least 1 day(s) must have elapsed since you last changed your password


Repeat new password


Add a phone number for resetting your password if desired.

The screenshot shows two sections for adding a phone number. The first section is for "SMS (optional)" and the second is for "Voice Call (optional)". Both sections include a blue icon (a phone for SMS and a handset for Voice Call), a title, a description of the feature, and an "Add Phone Number" button with a plus icon.


 Add a phone number for resetting your password or unlocking your account using SMS (optional)
Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

 Add Phone Number

 Add a phone number for resetting your password or unlocking your account using Voice Call (optional)
Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email.













 Add Phone Number

Choose a security image and click "Create My Account."



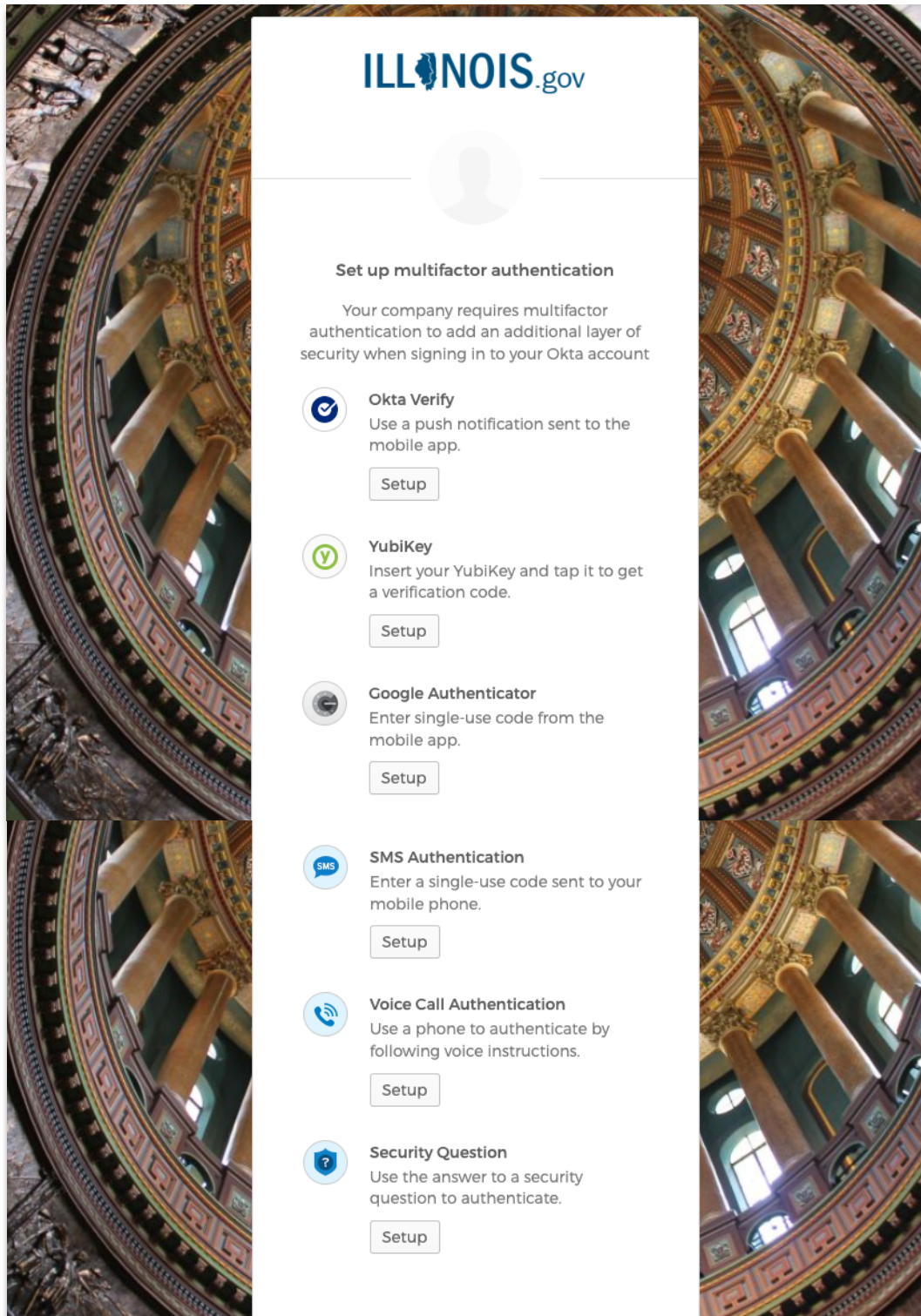
Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.




Create My Account

Choose one or more authentication methods. (It is recommended to select at least two.) Once the authentication method(s) are established, click "Finish."









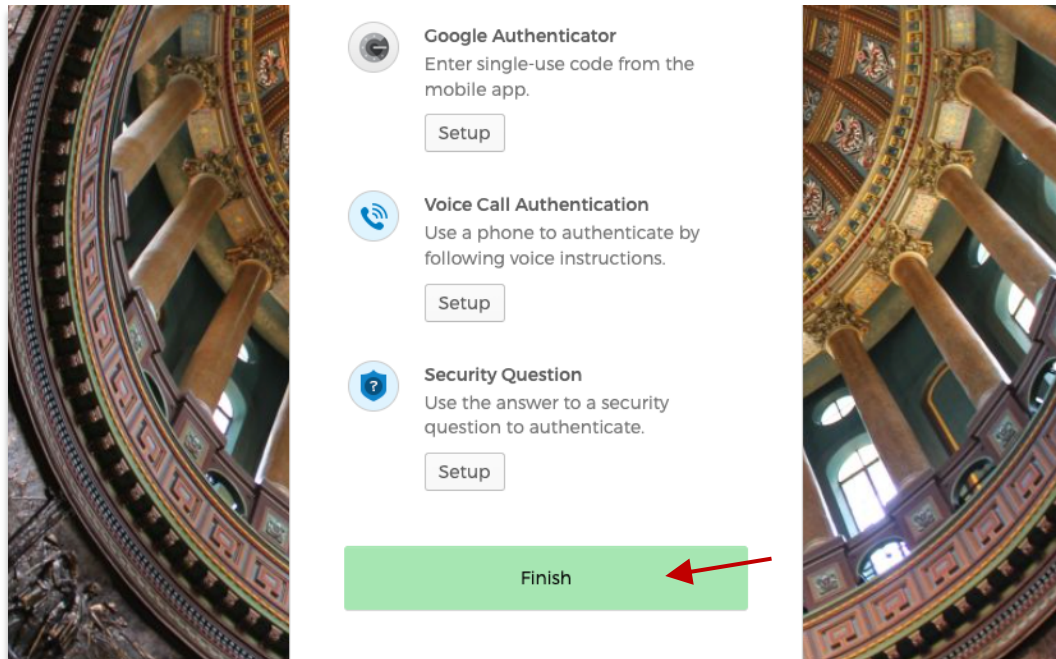
ILLINOIS.gov



Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

-  **Okta Verify**
Use a push notification sent to the mobile app.
[Setup](#)
-  **YubiKey**
Insert your YubiKey and tap it to get a verification code.
[Setup](#)
-  **Google Authenticator**
Enter single-use code from the mobile app.
[Setup](#)
-  **SMS Authentication**
Enter a single-use code sent to your mobile phone.
[Setup](#)
-  **Voice Call Authentication**
Use a phone to authenticate by following voice instructions.
[Setup](#)
-  **Security Question**
Use the answer to a security question to authenticate.
[Setup](#)



Google Authenticator
Enter single-use code from the mobile app.
[Setup](#)

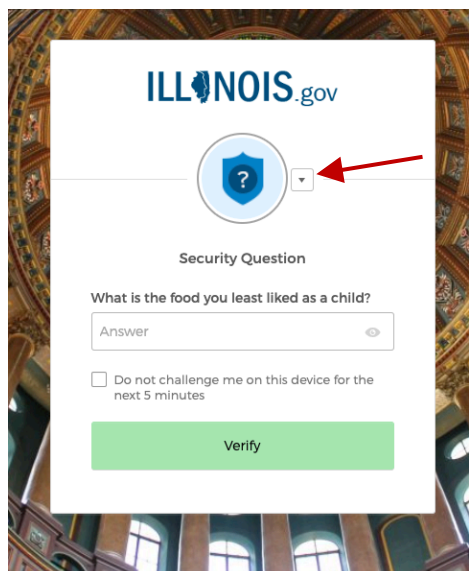
Voice Call Authentication
Use a phone to authenticate by following voice instructions.
[Setup](#)

Security Question
Use the answer to a security question to authenticate.
[Setup](#)



[Finish](#)

- Registration is now complete, and the Law Firm Administrator/Solo Practitioner will use their password and multifactor authentication to sign in to the CompFile portal.

If more than one multifactor authentication method is chosen, the CompFile user can select which method to use by clicking the down-arrow as shown below.



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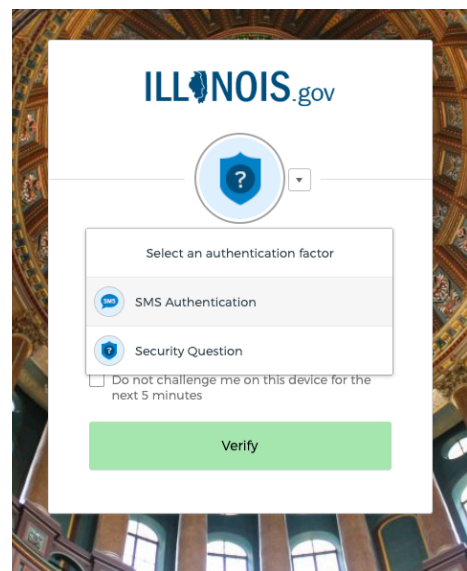
Security Question

What is the food you least liked as a child?



Answer

☐ Do not challenge me on this device for the next 5 minutes



[Verify](#)



ILLINOIS.gov

Select an authentication factor

-  SMS Authentication
-  Security Question

☐ Do not challenge me on this device for the next 5 minutes

[Verify](#)

SUBSECTION 2.4: ATTORNEY REGISTRATION PROCESS

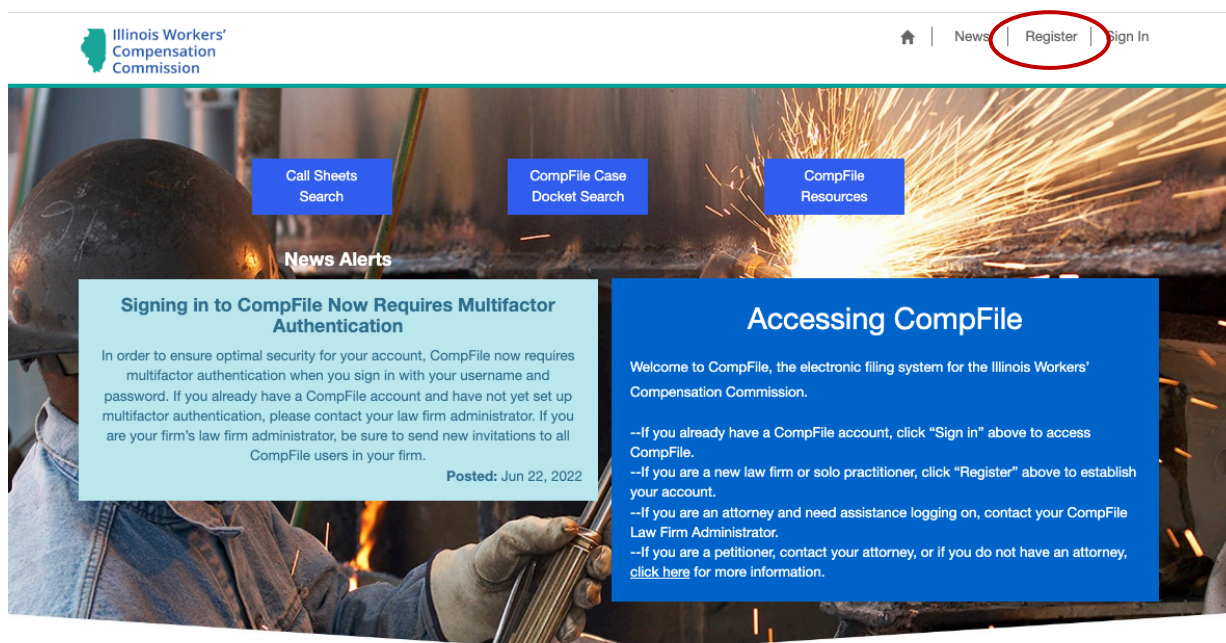
For attorneys in a law firm to register in CompFile, the Law Firm Administrator MUST add them, assign them a web role, and send the attorney an invitation to activate their account. When the attorney receives the invitation email, it will contain the registration link as described in steps 11, 12, and 13 of subsection 2.3 above.

Instructions for adding the attorney, assigning a web role, and sending an invitation are listed below in section 4.

SUBSECTION 2.5: PRO SE REGISTRATION PROCESS

A pro se petitioner does not need to register in CompFile through the CompFile sign-in page only for the purpose of e-signing a settlement contract. However, in order to electronically file with the IWCC, pro se petitioners must register in CompFile.

1. The Pro Se user opens the CompFile portal.
2. The Pro se user clicks on the Register button in the sign-in window.



3. User type is a mandatory field, and you may not proceed until you choose one of the options from the drop-down list. The Pro Se user should select Pro Se. Once selected, the user is ready to continue.

Registration

Please complete the registration web form below. For a detailed explanation of the CompFile registration process, including descriptions of each user type, please refer to the materials posted at www.iwcc.il.gov/compfile

User Type *

Law Firm Administrator

Pro Se

Solo Practitioner

First Name *

Last Name *

4. The page requires certain fields be filled out before successfully submitting the request.
 - a. If any of the fields marked with an * are left, you will receive an error.
 - i. If you click on the error message link, it will take you to the field you need to populate/provide/correct your answer.
 - b. You do not need to include a 1 with a phone number. The phone number format is (111) 111-1111.

Registration

Please complete the registration web form below. For a detailed explanation of the CompFile registration process, including descriptions of each user type, please refer to the materials posted at www.iwcc.il.gov/compfile

User Type *

Law Firm Administrator

AEDC Number

IRCC Code Number

Law Firm Name *

Office Phone *

Website

First Name *

Last Name *

Email Address *

Direct Phone

Date of Birth

Primary Location Address Line 1 *

Primary Location Address Line 2

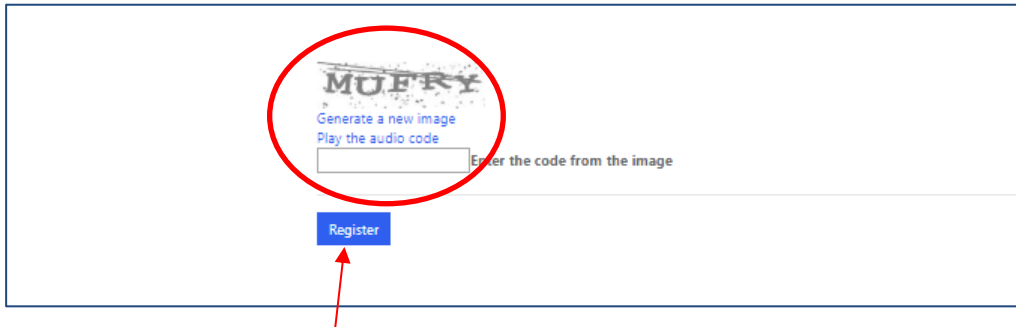
Primary City *

Primary State *

IL

Primary Zip *

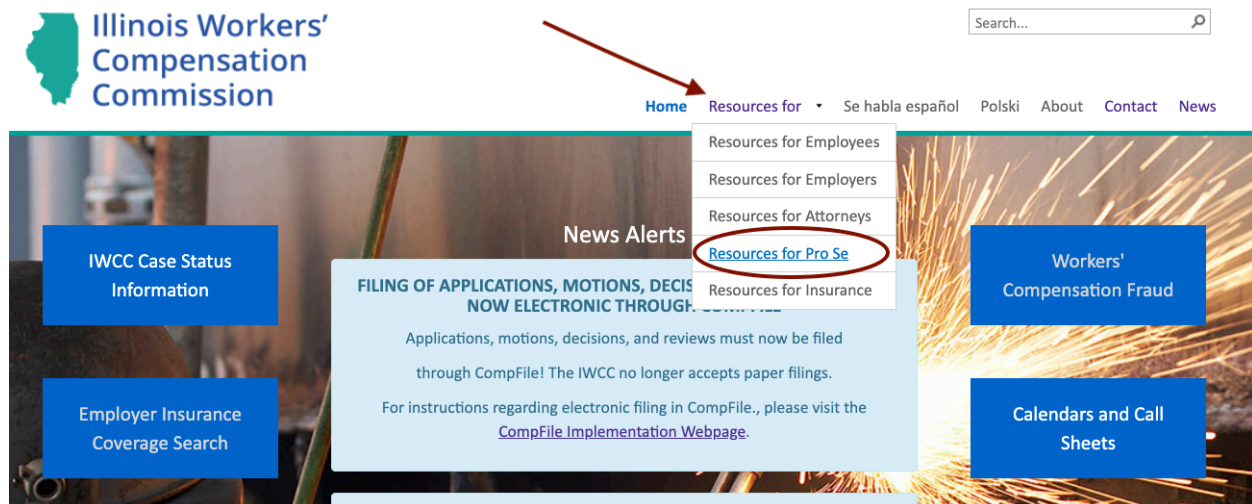
5. After the above fields are filled out in the CompFile portal registration page, the final step on this page is to verify the captcha image in the box.
 - a. Captcha allows CompFile to distinguish human versus machine input to prevent spam and extraction of data. By entering the captcha code into the box accurately, you can submit your registration. If you have trouble determining the captcha code in the image, you may click the link 'Generate a new image' or click 'Play the audio code'. Once you enter the code, click on the Register button.



6. After clicking the register button, a new window displays the following message: 'Thank you for submitting your CompFile registration request. An IWCC staff member will process your request and send an email asking you to complete your account setup within 1-2 business days. Please monitor your email's inbox and spam folders. For any questions or concerns, please contact the CompFile team at wcc.compfile@illinois.gov.'

The Pro Se user receives an email with instructions on how to complete the registration process. It will contain the registration link as described in steps 11, 12, and 13 of subsection 2.3 above.

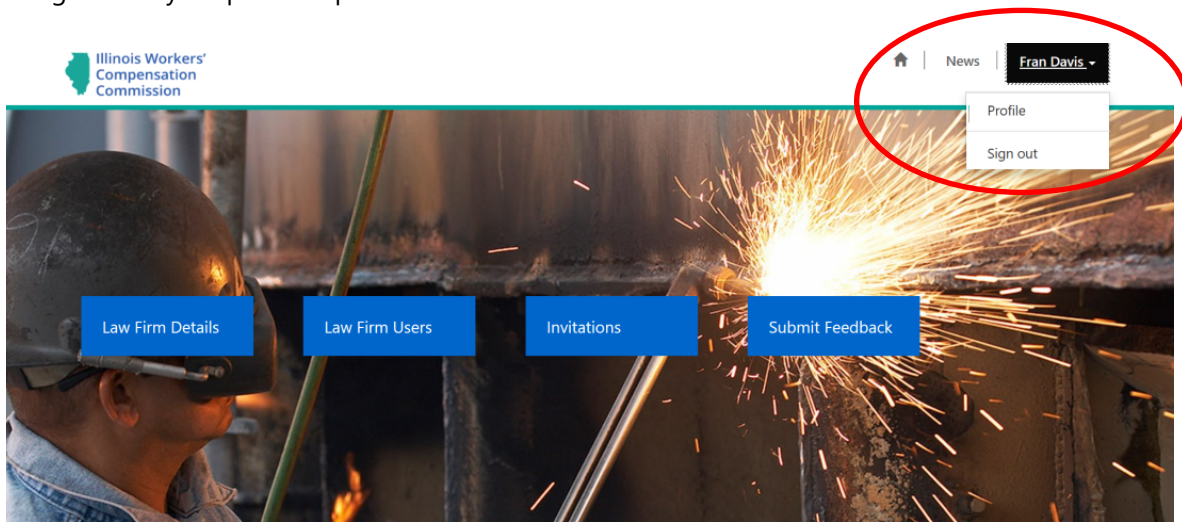
Other resources for pro se petitioners are available on the IWCC website under "Resources for Pro Se."



SECTION 3: PROFILE AND ACCOUNT MAINTENANCE

SUBSECTION 3.1: PROFILE

1. The user signs into CompFile with their username and password.
2. The user clicks on their profile by clicking on their name the top right-hand corner of the screen. The Law Firm Administrator, Attorney, Solo Practitioner, and Pro Se home pages are all different. Nevertheless, navigation to your personal profile is the same for all users.



3. The user clicks the down arrow next to their name in the profile drop down box and clicks "Profile."
4. The user views their profile information on the screen. Changes can be made on this screen as needed.

SUBSECTION 3.2: I FORGOT MY PASSWORD - HOW TO RESET PASSWORD

1. Click "Sign In" in the top right corner of the CompFile portal sign-in page.
2. Click "Need help signing in?" Options will appear that will allow you to reset your password through Okta.

ILLINOIS.gov

Sign In

Username

CompFileTesting+MMcCann@gmail.com

Password

.....

☐ Remember me

Sign In

Need help signing in?

ILLINOIS.gov

Sign In

Username

CompFileTesting+MMcCann@gmail.com

Password

.....

☐ Remember me

Sign In

Need help signing in?

Forgot password?

Unlock account?

Help

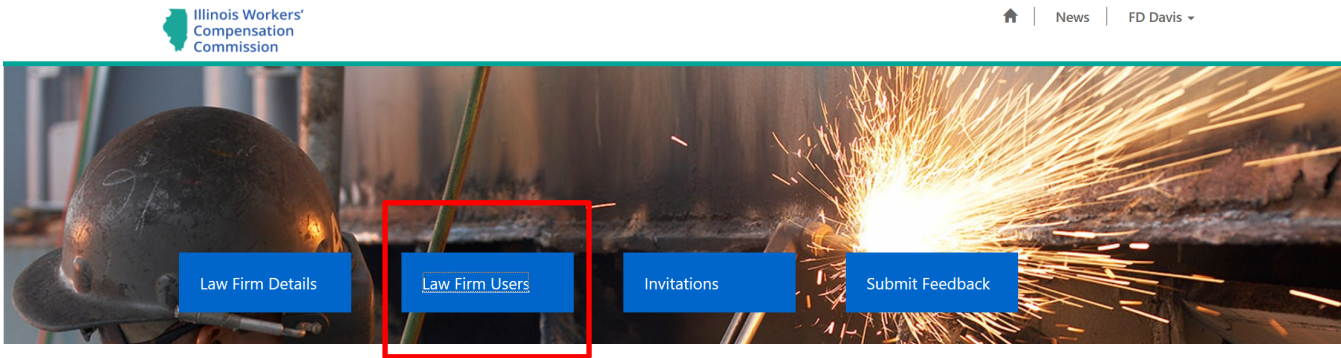
SECTION 4: LAW FIRM ADMINISTRATOR (LFA) AND SOLO PRACTITIONER OPERATIONS

The Law Firm Administrator is responsible for managing CompFile accounts for a law firm, and inviting other users (i.e., Attorneys and Administrators) to CompFile accounts. The LFA will **not** have e-Filing permissions (unless they are also an attorney and have provided CompFile with their ARDC number or have registered as a Solo Practitioner).

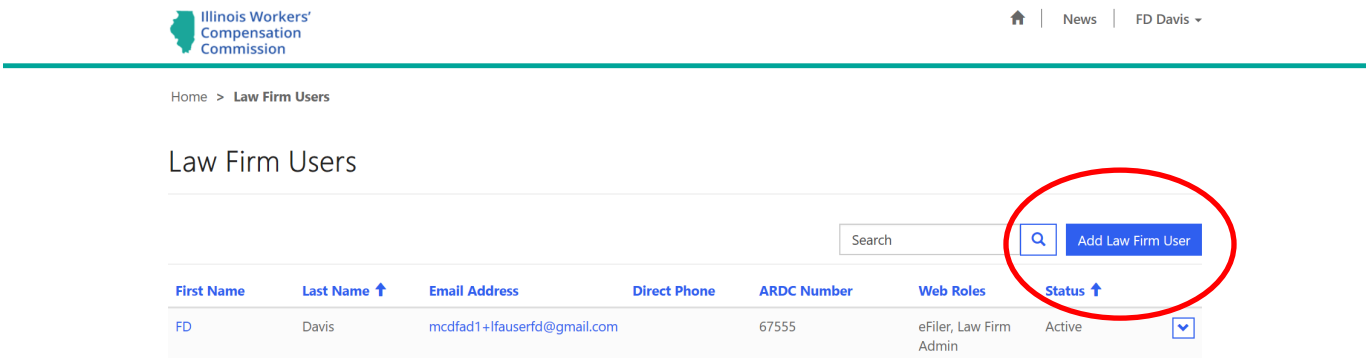
SUBSECTION 4.1: ADD LAW FIRM USERS (INVITING ATTORNEYS AND LAW FIRM SUPPORT STAFF TO REGISTER)

Law Firm Administrators and Solo Practitioners can invite users to the law firm’s CompFile account.

- 1. The Law Firm Administrator/Solo Practitioner signs into the CompFile portal with their username and password.
- 2. The Law Firm Administrator/Solo Practitioner clicks the “Law Firm Users” button on the screen as shown in the following image.



- 3. The Law Firm Administrator/Solo Practitioner clicks on the “Add Law Firm User” button.



- The Add Law Firm User page appears. This allows the Law Firm Administrator to enter information for the user they are adding into CompFile.

Illinois Workers' Compensation Commission

Home > Law Firm Users > Add Law Firm User

Add Law Firm User

User Type *

ARDC Number

First Name * Last Name *

Email Address * Direct Phone

Date of Birth

- By selecting the User Type, the Law Firm Administrator specifies whether they are adding an Attorney or a backup/additional Law Firm Administrator.

Illinois Workers' Compensation Commission

Home > Law Firm Users > Add Law Firm User

Add Law Firm User

Law Firm Administrator
Attorney

ARDC Number *

First Name * Last Name *

Email Address * Direct Phone

Date of Birth

- There is one difference between adding an Attorney versus adding a Law Firm Administrator. The attorney selection requires the ARDC number to complete the process. You cannot add an attorney to the firm without an ARDC number. If you are adding a law firm administrator who is also an attorney, you **MUST** enter an ARDC upon the initial invitation. This will ensure the attorney has e-Filing permissions.

SUBSECTION 4.2: ASSIGN E-FILING PERMISSIONS

In addition to being able to add users to the firm, the Law Firm Administrator/Solo Practitioner can assign filing permissions. The Law Firm Administrator assigns both e-Filing permissions and Law Firm Administrator permissions.

- 1. The Law Firm Administrator/Solo Practitioner signs into CompFile with their username and password.
- 2. The Law Firm Administrator/Solo Practitioner clicks the 'Law Firm Users' tab.
- 3. The Law Firm Administrator/Solo Practitioner clicks the down arrow next to the user that needs permissions assigned.

NewsFD Davis

Home > Law Firm Users

Law Firm Users

Search

Add Law Firm User

First Name	Last Name ↑	Email Address	Direct Phone	ARDC Number	Web Roles	Status ↑	
FD	Davis	mcdfad1+lfuserfd@gmail.com		67555	eFiler, Law Firm Admin	Active	▼
Chad	Davis	mcdfad1+lfusercd@gmail.com				Active	▼

Assign Administrator Permissions
Deactivate

- 4. The Law Firm Administrator/Solo Practitioner assigns Law Firm Administrator permissions to this user.
- 5. Once the permission has been assigned, the Law Firm Administrator/Solo Practitioner clicks the arrow next to the new user and clicks on "Send Invitation."

NOTE: the Send Invitation option will not appear unless the user has a role assigned.

NewsFD Davis

Home > Law Firm Users

Law Firm Users

Search

Add Law Firm User

First Name	Last Name ↑	Email Address	Direct Phone	ARDC Number	Web Roles	Status ↑	
FD	Davis	mcdfad1+lfuserfd@gmail.com		67555	eFiler, Law Firm Admin	Active	▼
Chad	Davis	mcdfad1+lfusercd@gmail.com			Law Firm Admin	Active	▼

Revoke Administrator Permissions
Send Invitation
Deactivate

- The Law Firm Administrator/Solo Practitioner may ensure the invitation was sent when the field in the "CompFile Access" column reads, "Invitation Sent." When the added user redeems their invitation and sets up their password and multifactor authentication, the field will update to "Active."

Law Firm Users

<div><input type="text" value="Search"/> <input type="button" value="Add Law Firm User"/></div>						
First Name	Last Name ▾	Email Address	Direct Phone	ARDC Number	Web Roles	CompFile Access
Lois	Sokolowski	CompFileTesting+LSokolowski@gmail.com	(111) 222-3335	2345678	eFiler	Active ▾
Jon	Salinas	CompFileTesting+JSalinas@gmail.com	(111) 222-3334	7654321	eFiler	Active ▾
Whitney	Reed	CompFileTesting+WReed@gmail.com	(111) 222-3333	1234567	eFiler, Law Firm Admin	Active ▾
Jamal	Harrison	CompFileTesting+JHarrison@gmail.com	(777) 888-9999	1234567	eFiler	Invitation sent ▾

The added user receives an email with instructions on how to complete the registration process. It will contain the registration link as described in steps 11, 12, and 13 of subsection 2.3 above.

SUBSECTION 4.3: REVOKE PERMISSIONS

Law Firm Administrators/Solo Practitioners can revoke permissions as necessary, whether someone leaves the firm or changes positions within the firm.

NOTE: DO NOT REVOKE YOUR OWN PERMISSIONS

- The Law Firm Administrator/Solo Practitioner signs into CompFile with their username and password.
- The Law Firm Administrator/Solo Practitioner clicks on the "Law Firm Users" button.
- The Law Firm Administrator/Solo Practitioner clicks the down arrow next to the user whose permissions are to be revoked.
- The Law Firm Administrator/Solo Practitioner clicks on "Revoke Administrator Permissions" or "Revoke Filing Permissions."

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Home > Law Firm Users

Search

Add Law Firm User

First Name	Last Name ↑	Email Address	Direct Phone	ARDC Number	Web Roles	Status ↑
FD	Davis	mcdfad1+lfuserfd@gmail.com		67555	eFiler, Law Firm Admin	Active
Chad	Davis	mcdfad1+lfusercd@gmail.com			Law Firm Admin	Active

Revoke Administrator Permissions
 Send Invitation
 Deactivate

SUBSECTION 4.4: DEACTIVATE LAW FIRM USER

If an individual (either Attorney or Law Firm Administrator) leaves a law firm, the Law Firm Administrator should deactivate them from the firm.

1. The Law Firm Administrator/Solo Practitioner logs into CompFile with their username and password.
2. The Law Firm Administrator/Solo Practitioner navigates to the "Law Firm Users" button.
3. The Law Firm Administrator /Solo Practitioner selects the user in need of "Deactivation."

[Home](#) | [News](#) | [FD Davis](#)

Home > Law Firm Users

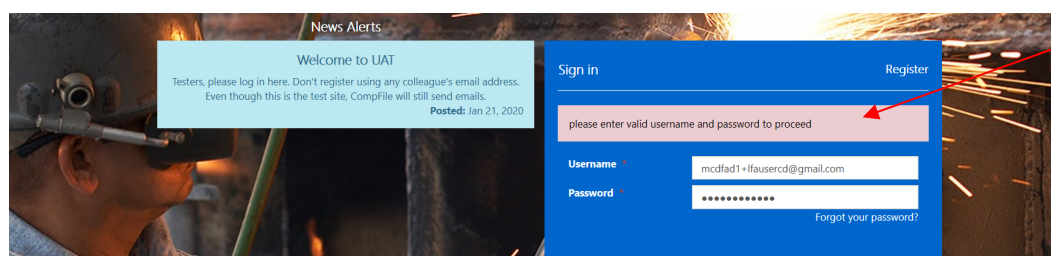
Search

Add Law Firm User

First Name	Last Name ↑	Email Address	Direct Phone	ARDC Number	Web Roles	Status ↑
FD	Davis	mcdfad1+lfuserfd@gmail.com		67555	eFiler, Law Firm Admin	Active
Chad	Davis	mcdfad1+lfusercd@gmail.com			Active	

Assign Administrator Permissions
 Deactivate

4. The Law Firm Administrator/Solo Practitioner clicks "Deactivate" and the system displays a confirmation message asking if user is sure about the deactivation. If "Yes" is selected, the user is no longer able to access CompFile with their username and password. Their status in Law Firm Users is listed as "inactive."
5. If the deactivated user tries to access the CompFile system, they get a message that the username and password entered is not valid.



SUBSECTION 4.5: REACTIVATE LAW FIRM USER

The Law Firm Administrator can reactivate an account of an attorney who has returned to work at the law firm if the email address is the same as it was when that person was an active law firm user. If the email address is different upon return, a NEW account must be opened. See Subsection 4.1 on adding new users to the law firm.

1. The Law Firm Administrator signs into CompFile with their username and password.
2. The Law Firm Administrator navigates to the “Law Firm Users” page.
3. The Law Firm Administrator clicks the down arrow next to the individual in need of activation as shown below.

Home > Law Firm Users

Law Firm Users

Search [] Add Law Firm User

First Name	Last Name ↑	Email Address	Direct Phone	ARDC Number	Web Roles	Status ↑
FD	Davis	mcdfad1+lfuserfd@gmail.com		67555	eFiler, Law Firm Admin	Active
Chad	Davis	mcdfad1+lfusercd@gmail.com				Inactive

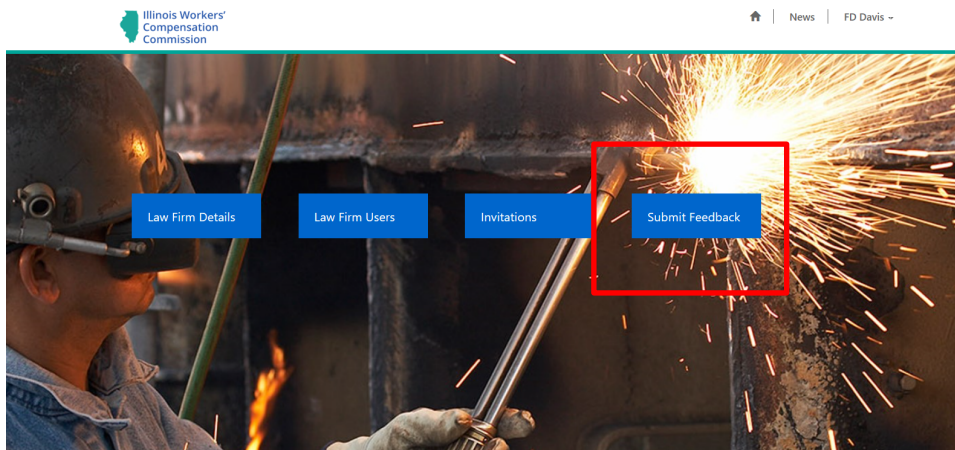
Assign Administrator Permissions
Activate

4. The Law Firm Administrator clicks on the activate button, and the user is ready to work in CompFile.
5. The Law Firm Administrator should make sure that the law firm user has assigned permissions in the system, otherwise, the law firm user will be limited to only submitting feedback. (See Subsection 4.2 for assigning permissions.)

SECTION 5: SUBMITTING FEEDBACK

All CompFile users can submit feedback to the IWCC if something is wrong, ask questions about CompFile processes, suggest enhancements, or even send a compliment through the Feedback functionality of CompFile.

1. The user signs into the CompFile system with their username and password.
2. The user clicks on the 'Submit Feedback' button.



3. The user is taken to a feedback 'form' that once completed can be submitted to the CompFile Support Team.

A screenshot of the feedback form on the Illinois Workers' Compensation Commission website. The breadcrumb trail shows 'Home > Feedback'. The form has the following fields: 'Title *' (text input), 'Comments *' (text area), 'Feedback Category *' (dropdown menu), and 'Attach a file' (with a 'Browse...' button). A blue 'Submit' button is located at the bottom of the form.

4. The Title (description) of the feedback being submitted is a required field as are Comments. These allow the user to describe in detail what issue, question, or concern they have relating to CompFile.
5. The Feedback category is also a required field; the user selects the category that best fits the description of the feedback being submitted. Below is a list of feedback categories currently in the CompFile system.
NOTE: The categories will evolve as additional functionality is added to CompFile.

Feedback

Title *

Comments *

Feedback Category *

Adding Law Firm Issue
Adding Law Firm User Issue
Compliment
Improvement Opportunity
Law Firm Details Issue
Login Issue
Other
Password Issue
Personal Profile Issue

Submit

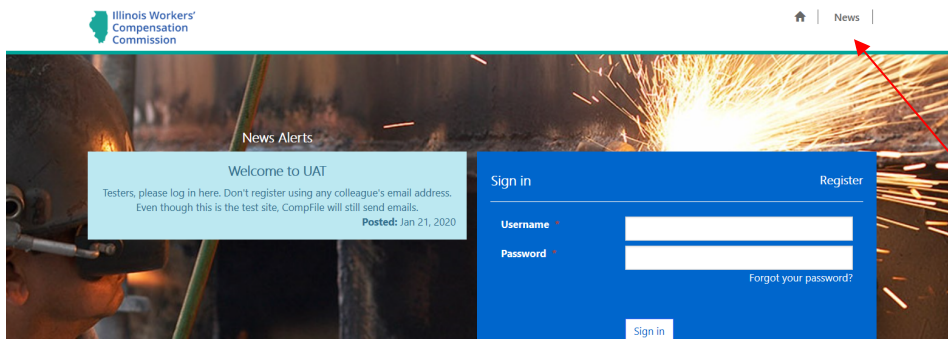
6. If the user wants to include an attachment with feedback, the user clicks on the 'Choose Files' box under 'Attach a file', browses to and selects (on their computer or phone) the .jpg, .png or .pdf file(s) they wish to attach to the feedback.
7. The next page provides confirmation that the feedback has been uploaded to CompFile.

.....

SECTION 6: VIEW COMPFILE ANNOUNCEMENTS

All users can view announcements. CompFile announcements may or may not be duplicated on the IWCC web page. CompFile announcements will also contain announcements specific to CompFile.

1. The user navigates to the CompFile site. The top two most important announcements (as defined by IWCC) are displayed in the light blue box. These announcements will change. Once the user logs into CompFile, the News Alerts box is no longer visible, however, clicking on the News link (shown on the next page) allows the user to view news (including archived items).



SECTION 7: ELECTRONIC SETTLEMENT CONTRACTS

SUBSECTION 7.1: HOW DO I DRAFT A SETTLEMENT CONTRACT?

Subsection 7.1.1: Initiate Settlement

From the “Settlements” screen, you can start a new settlement by clicking the “Initiate Settlement” button. On the “Initiate Settlement” screen, you are asked to identify your role in the case being settled: respondent attorney or petitioner attorney. You are also asked for the case number. You can initiate a settlement contract without a case number. Immediately upon submission, a case number and Arbitrator will be assigned to the case. If you answer “Yes” to the question, “Do you have a case number,” two additional questions will appear: “Do you need a Commissioner assigned to the case that is being settled?” and “Are you amending a previously approved settlement contract?” Answer “Yes” to the question, “Are you amending a previously approved settlement contract?” only if you are amending a prior approved settlement contract.

If you have a case number, enter the case number and then click the “Search” box to the right of the number you just input. (Use the ##WC##### case number format with no space between the numbers and letters and leading zeros when searching for the case - e.g., 20WC123456 or 20WC000123.) A new field will appear that reads, “Select Case.” Click the down-arrow to all the way to the right of this field to select the case. You can add additional cases by repeating the same process.

You will notice a question at the bottom of this screen, “Do you want to prepopulate the settlement contract?” The prepopulate function does not work if the original or amended application was filed on paper.

Subsection 7.1.2: Case Caption Information

The “Case Caption Information” screen covers the identifying information for the case being settled. You will identify whether the Workers’ Compensation Act or Occupational Diseases Act applies to the case and indicate if it is a fatal case. Enter the names of the employee/petitioner and employer/respondent, as well as the name of the respondent’s insurance or service company, and click the “Next” button to move to the next screen.

The subsequent screens and fields in the electronic settlement contract closely mimic the previously used paper settlement contract (“Form IC5”). The following screenshots show a comparison between the various sections from the paper Form IC5 and the screens from the CompFile settlement contract. Notice there is a percentage that shows up in blue in the screenshot below. This percentage represents the level of completion for the settlement contract on that particular screen. The percentage complete will advance as you progress through the electronic settlement contract. You will also notice there is a red asterisk (*) next to the “Date of death” field in the screenshot. A red asterisk (*) signifies a mandatory field. In the screenshot below, the “Date of death” field becomes mandatory *only if* you select the “Yes” option to the “Fatal case?” question.

Subsection 7.1.3: Employment Information

The “Employment Information” screen covers the employee’s and employer’s addresses and the employee’s personal information, such as gender, marital status, dependents under age 18, birthdate, and average weekly wage.

The electronic settlement contract screens contain a combination of radio buttons (“Yes/No” answers), drop-down menus (as shown by the down arrow next to the “Employee City” field), and pop-up calendars for selecting dates (as shown by the calendar icon next to the “Birthdate” field) for your convenience. The electronic settlement

contract screens also contain “Notes” fields. You can use these fields to include additional information or statements regarding the settlement that you want to communicate to the IWCC (e.g., “Disputed” or “See Terms of Settlement”).

Employment Information

IC5

Employee's name		Street address		City, State, Zip code	
Employee's name		Street address		City, State, Zip code	
State Employee?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	Married <input type="checkbox"/> Single <input type="checkbox"/>		
# Dependents under age 18	Birthdate		Average weekly wage \$		

CompFile

20%

Employment Information

Does the employee reside in Illinois? *

☐ No ☒ Yes

Employee Name *

Employee Street Address *

Employee City *

Employee State *

Employee Zip *

Employer Name *

Employer Street Address *

Employer City *

Employer State

Employer Zip *

State Employee? ☒ No ☐ Yes

Gender

Marital status *

Notes regarding marital status

Dependents under age 18 *

Notes regarding # dependents under age 18

Birthdate *

Average weekly wage *

Notes regarding average weekly wage

As you complete the electronic settlement contract screens, you will see blue buttons at the bottom of each screen. Depending on where you are in the drafting process, the buttons may change. The “Back” button takes you to the previous screen. If you start filling out fields on the screen, you will get a message warning data loss if you attempt to go back to the previous screen. You may cancel the action or return to the previous screen. The “Save & Exit” will save your work and take you out of the electronic settlement contract altogether. You can go back to your draft when you are ready to finalize the settlement contract.

Back Save & Exit Next

[Contact Us](#) | [Help](#)

[Terms & Conditions](#) © IWCC

Subsection 7.1.4: Accident/Injury Information

The “Accident/Injury Information” screen covers information about the employee’s accident and injury. Again, any mandatory fields are marked with a red asterisk (*). There are also character limits on certain fields in the electronic settlement contract. For example, the “How did the accident occur?” field has a limit of 150 characters, which

includes spaces and any punctuation. Once you reach the character limit, you cannot type any additional information into that specific field.

Accident/Injury Information

IC5

Date of accident _____

How did the accident occur? _____

What part of the body was affected? _____

What is the nature of the injury? _____

The employer was notified of the accident orally ☐ in writing ☐ . Return-to-work date _____

Location of accident _____ Did the employee return to his or her regular job? Yes ☐ No ☐

If not, explain below and describe the type of work the employee is doing, the wage earned, and the current employer's name and address.

CompFile

Accident/Injury Information

Date of accident * _____ Notes regarding date of accident _____

How did the accident occur? * _____

What part of the body was affected? * _____

What is the nature of the injury? * _____

The employer was notified of the accident * _____

Did the accident occur in Illinois? * ☐ No ☒ Yes

Locality (City or County) * _____

State * _____

Return-to-work date * _____ Did the employee return to his or her regular job? * _____

If not, explain in the field below and describe the type of work the employee is doing, the wage earned, and the current employer's name and address.

Subsection 7.1.5: TTD Benefits

The next screen covers information about temporary total disability (TTD) benefits, medical expenses, and previous agreements. CompFile allows users to add text or dates to the TTD period listed on the electronic settlement contract (e.g., "from 3/15/2020 through date of contract approval"). To add the TTD period, click the "Add TTD Dates" button, enter the TTD from and through dates as shown in the screenshot below, and click the "Add" button. Repeat these steps for multiple periods of TTD.

TTD Benefits

IC5

TEMPORARY TOTAL DISABILITY BENEFITS: Compensation was paid for _____ weeks at the rate of \$ _____/week.

The employee was temporarily totally disabled from _____ through _____

MEDICAL EXPENSES: The employer has ☐ has not ☐ paid all medical bills. List unpaid bills in the space below.

CompFile

30%

Temporary Total Disability Benefits

Number of weeks employee received compensation * _____ Compensation rate in dollars per week * _____

Temporarily totally disabled dates

Temporarily totally disabled from ↑ 3/2/2020 Temporarily totally disabled through 4/16/2020 [v]

Accident Christmas, 2019 [v]

Notes regarding temporary total disability benefits

Medical Expenses

Employer paid all medical bills * _____ List unpaid bills in the field below

Add Temporarily Totally Disabled Dates

Temporarily totally disabled from _____

Temporarily totally disabled through _____

Add

Subsection 7.1.6: Medical Expenses

After adding the TTD benefits information, you must answer whether the employer paid all medical bills. If the answer is that the employer "has not" paid all medical bills, then you must provide a list of all unpaid medical bills. If the answer is that the employer "has" paid all medical bills, then you can simply proceed to the next section on previous agreements.

Medical Expenses

IC5

TEMPORARY TOTAL DISABILITY BENEFITS: Compensation was paid for _____ weeks at the rate of \$ _____/week.

The employee was temporarily totally disabled from _____ through _____.

MEDICAL EXPENSES: The employer has ☐ has not ☐ paid all medical bills. List unpaid bills in the space below.

CompFile

30%

Temporary Total Disability Benefits

Number of weeks employee received compensation *

Compensation rate in dollars per week *

Temporarily totally disabled dates

Add TTD Dates

Temporarily totally disabled from ↑	Temporarily totally disabled through
3/2/2020	4/16/2020 <input type="button" value="v"/>
Accident	Christmas, 2019 <input type="button" value="v"/>

Notes regarding temporary total disability benefits

Medical Expenses

Employer paid all medical bills *

List unpaid bills in the field below

has

has not

Subsection 7.1.7: Previous Agreements

The next section covers information about previous agreements. You must indicate if the respondent made an offer in writing before the petitioner signed an *Attorney Representation Agreement* or if an Arbitrator or Commissioner previously awarded benefits on the case being settled. Provide details about the previous offer or awarded benefits in this section. Even if there are no previous agreements or awards on the case, the fields in this section are mandatory as indicated by the red asterisk (*). If this applies to you, then you would enter "N/A" for "Not Applicable" in these fields and click the "Next" button to move to the next screen.

Previous Agreements

IC5

PREVIOUS AGREEMENTS: Before the petitioner signed an *Attorney Representation Agreement*, the respondent or its agent offered in writing to pay the petitioner \$ _____ as compensation for the permanent disability caused by this injury.

An arbitrator or commissioner of the Commission previously made an award on this case on _____ regarding _____

TTD _____ Permanent disability _____ Medical expenses _____ Other _____

CompFile

Before the petitioner signed an *Attorney Representation Agreement*, the respondent or its agent offered in writing to pay the petitioner the amount specified below as compensation for the permanent disability caused by this injury.

Compensation amount (or N/A) *

Previous Commission Awards

An arbitrator or commissioner of the commission previously made an award on this case on the date specified below.

Date of previous award (or N/A) *

TTD awarded (or N/A) *

Permanent disability awarded (or N/A) *

Medical expenses awarded (or N/A) *

Other (or N/A) *

Subsection 7.1.8: Terms of Settlement, Settlement Amount, and Deduction Amounts

The "Terms of Settlement" screen is a critical part of the electronic settlement contract. CompFile has the capability to include all relevant settlement terms in the "Terms of Settlement" field. This area of the electronic settlement contract can expand and hold up to 50,000 characters, which equates to approximately 12-15 pages of text. A best practice for the "Terms of Settlement" field is to draft the terms in Microsoft Word, including any spread language or agreements for Medicare Set-Aside Arrangements, and copy/paste these into the "Terms of Settlement" field (as shown in the following screenshot). Do not attach riders or addendums separately. The Arbitrator or Commissioner will not separately stamp riders or addendums.

Terms of Settlement and Settlement Amount and Deductions

IC5

TERMS OF SETTLEMENT: Attach a recent medical report signed by the physician who examined or treated the employee.

Total amount of settlement	\$	_____
Deduction: Attorney's fees	\$	_____
Deduction: Medical reports, X-rays	\$	_____
Deduction: Other (explain)	\$	_____
Amount employee will receive	\$	_____

40%

Terms of Settlement

Enter the terms of settlement in the field below. This field has a 50,000-character limit and can accommodate approximately 15 single-spaced pages of text. The parties should enter all contract language into this field, including spread language and agreements for Medicare Set-Aside Arrangements, and avoid attaching any addendums or riders. The Arbitrator or Commissioner will not separately stamp addendums and riders.

Settlement Amount and Deductions

Total amount of settlement *	Notes regarding total amount of settlement
_____	_____
Deduction: Attorney's fees *	Notes regarding deduction: attorney's fees
_____	_____
Deduction: Medical reports, X-rays *	Notes regarding deduction: medical reports, x-rays
_____	_____
Deduction: Other *	Notes regarding deduction: other
_____	_____
Amount employee will receive	Notes regarding amount employee will receive
_____	_____

Save

CompFile

Settlement Amount and Deductions

Click the "Add Amount and Deductions" button to enter the total amount of settlement and any attorney's fees or costs incurred in the prosecution of the case.

Add Amount and Deductions

Total amount of settlement *	Notes regarding total amount of settlement
_____	_____
Deduction: Attorney's fees	Notes regarding deduction: attorney's fees
_____	_____
Deduction: Medical reports, X-rays	Notes regarding deduction: medical reports, x-rays
_____	_____
Deduction: Other	Notes regarding deduction: other
_____	_____
Amount employee will receive	Notes regarding amount employee will receive
_____	_____

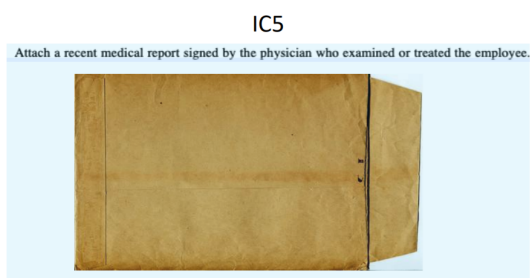
After entering the settlement terms, you must add the settlement amount and deductions. Your role in the case (respondent attorney or petitioner attorney) determines what fields you can complete in this section. The respondent attorney can add an amount to the "Total amount of settlement" field as well as a note with additional information explaining the amount. Only a petitioner attorney can fill out the deductions and deduction notes.

The "Amount employee will receive" field is locked and auto-calculates a final amount after the total amount of settlement and the deductions have been added to the electronic settlement contract. For either attorney to add amounts and notes to this section, click on the "Add Amount and Deductions" button. A new window appears where you may add in the appropriate amounts and notes depending on your role in the case.

Subsection 7.1.9: Settlement Documents:

To submit an electronic settlement contract for approval, the parties **must** include a recent medical report. Adding documents to the electronic settlement contract is a simple, two-step process. In the first step, attorneys need to select and name their document set. The following are the four available options for the types of documents that can be added to the electronic settlement contract: 1.) Medical Report, 2.) Representation Agreement, 3.) MSA Documentation, and 4.) Other. The document set name should include the case number and describe the selected document type. For example, an attorney attaching a recent medical report would type "20WC001234 Medical Report" as the document set name. In the second step, attorneys need to add the appropriate documents or files. Browse your computer and choose the appropriate files to add to the document set. Attorneys can add multiple files to a document set. After choosing the appropriate files, the attorney clicks the "Upload Files" button to complete the process. There are limitations on the document type (.pdf, .doc, .docx) and document size (10 MB max limit).

Settlement Documents



CompFile

50%

Settlement Documents

Click the "Add Document Set" button to attach a recent medical report signed by the physician who examined or treated the employee and any other additional documents relevant to the settlement.

Use consistent and descriptive file names that include the case number. Some file name examples include 20WC099999 Medical Report.pdf or 20WC099999 CMS Approval of MSA.pdf. Do not use file names that contain the following special characters: \ / : * ? " < > |. Max file size is 10 megabytes.

[Add Document Set](#)

Document Set Name ↑	Document Set Type	Submitter	Date Submitted	
20WC01000 Med Rpts.	Medical Report	Martin Res Atty Erb	6/25/2020 8:47 PM	▼
Service Agreement	MSA Documentation	Martin Res Atty Erb	6/25/2020 8:53 PM	▼

Document Set Name *

20WC01000 Med Rpts.

Click the "Add files" button to add files to the pending upload list below. Use consistent and descriptive file names that include the case number. For example, 20WC099999 Medical Report.pdf or 20WC099999 CMS Approval of MSA.pdf. Do not use file names that contain the following special characters: \ / : * ? " < > |. Max file size is 10 megabytes.

Click the "Upload Files" button when you are finished adding files to the list.

Files Pending Upload List

[Add files](#)

Name ↑	Modified
Disability Determination Services.pdf (102 KB)	6/25/2020 8:47 PM
Fitness for Work.pdf (215 KB)	6/25/2020 8:50 PM
PE Progress Report.docx (25 KB)	6/25/2020 8:50 PM

[Upload Files](#)

Subsection 7.1.10: Add Attorneys

For settlements with a case number, the attorneys of record on the case will automatically populate into the settlement contract. However, for settlement contracts without a case number, you will add the other attorney(s) to the electronic settlement contract. Click the "Add to Signature List" button and a new window appears where you select the role of your opposing counsel (respondent attorney or petitioner attorney) and click the search icon in the "Contact" field to bring up a record lookup for searching the name of the attorney. Type the attorney's name in the search bar and click the search icon. You will be presented with search results containing a list of names that match your search criteria. Select the appropriate attorney's name and click the "Select" button to add the attorney to the settlement contract.

NOTE: The drafter must add all other attorneys on the settlement. Repeat these steps to add all attorneys who must review and sign the electronic settlement contract before submitting it to the IWCC for approval.

To simplify searching, you may want to include an asterisk (*), which is oftentimes referred to as a “wildcard” in your search. In the example below, Mr. Larson is the attorney being added to the electronic settlement contract. Depending on the number of attorneys with the name “Larson” in the system, the search could return many results. There may also be a time when you do not know the full name of the attorney you want to add to the settlement contract. You can search by partial names using wildcards. For example, you can type *Lar* in the search bar and it will return all results that include the letters “lar” in the name.

Add Attorney (Signer)

CompFile

60%

Add Attorney

Click the “Add to Signature List” button to search and select the other attorney(s) involved in this case who must review and sign the settlement contract. Only attorneys with registered CompFile accounts appear in the search list. If an attorney is not listed, contact the attorney directly and encourage him or her to register in CompFile so that the parties can complete the settlement contract.

[Add to Signature List](#)

PETITIONER'S ATTORNEY. I attest that any fee petitions on file with the IWCC have been resolved. Based on the information reasonably available to me, I recommend this settlement contract be approved.

Signature of attorney _____ Date _____

Attorney's name and IC code # (please print) _____

Firm name _____

Street address _____

City, State, Zip code _____

Telephone number _____ E-mail address _____

RESPONDENT'S ATTORNEY. I attest that any fee petitions on file with the IWCC have been resolved. The respondent agrees to this settlement and will pay the benefits to the petitioner or the petitioner's attorney, according to the terms of this contract, promptly after receiving a copy of the approved contract.

Signature of attorney or agent _____ Date _____

Attorney's name and IC code # or agent (please print) _____

Firm name _____

Street address _____

City, State, Zip code _____

Telephone number _____ E-mail address _____

Name of respondent's insurance or service company (please print)
Entered on Case Caption Page and
Respondent's Insurance or Service
Company Page

Full Name ↑	Role	E-mail Address	Telephone Number	Date Signed	Signature Type	Drafter	Invitation Status
Dave Larson	Respondent Attorney	IWCCTesting+SoloPrac1@gmail.com	(456) 789-0123		E-Signature	No	▼
Martin Res Atty Erb	Petitioner Attorney	merb2022+ResAtty@gmail.com	(812) 111-2222		E-Signature	Yes	▼

Lookup records

To search on partial text, use the asterisk (*) wildcard character.

Larson []

First Name	Last Name	Law Firm
✓ Dave	Larson	Dave Larson Law
David	Larson	R211 Functional Testing Solo Practice

[Select](#) [Cancel](#) [Remove value](#)

Subsection 7.1.11: Add Respondent Signer

Once the other attorney(s) has been added to the electronic settlement contract, the next screen asks whether the respondent's insurance or service company needs to sign the settlement contract. This is the screen where you would add a third-party adjuster if needed. Select “Yes” in the box below the “Does respondent's insurance or service company need to sign the settlement contract?” field and click the “Add to Signature List” button to add the signer's name, phone, and email address. If you accidentally add a signer, you can remove him or her by clicking the down arrow at the end of the row and selecting the “Remove” option.

Respondent's Insurance or Service Company (Signer)

Only if Insurer or Servicer must sign.

CompFile

70%

Respondent's Insurance or Service Company

Does respondent's insurance or service company need to sign the settlement contract?

Yes

[Add to Signature List](#)

Full Name ↑	Role	E-mail Address	Telephone Number	Date Signed	Signature Type	Drafter	Invitation Status
George Spauls	Respondent	GSpauls@Continental.com	(321) 321-3211		E-Signature	No	▼

Subsection 7.1.12: Add Petitioner Signer

The “Add Petitioner” screen allows the petitioner attorney to add a petitioner to the electronic settlement contract. Click the “Add to Signature List” button, and a window appears where you can select the petitioner’s signature type. There are two options for the petitioner to sign the electronic settlement contract: 1) E-Signature and 2) Signature on File.

E-Signature involves having the petitioner e-sign the contract. The petitioner attorney will add the petitioner to the contract along with his or her email address. The petitioner will then receive an email and a link to the settlement. The petitioner will need to create a password to complete registration for electronic filing and click “E-Sign” on the settlement to add his or her signature. The petitioner can also print a copy of the contract just signed or return later to the settlement, for example after the contract is approved, and print a final, stamped copy of the contract.

Signature on File involves the petitioner attorney printing a copy of the electronic settlement contract and collecting the petitioner’s signature onto the printed copy. The attorney should then input the date of this signature in CompFile. On the submitted version of the contract, the petitioner’s signature says, “Signature on File.” The Rules Governing Practice Before the Illinois Workers’ Compensation Commission, 50 Ill. Admin. Code 9015.40, “Signatures,” covers this scenario of a signer not registered for electronic filing and requires the attorney to retain the document and make it available for inspection by the IWCC upon request.

Add Petitioner (Signer)

CompFile

80%

Add Petitioner

Click the "Add to Signature List" button to add the petitioner and identify his or her signature type. You can select "E-Signature" and provide the petitioner's email address to send him or her a read-only copy of the settlement contract for review and electronic signature. Alternatively, you can select "Signature on File" and obtain the petitioner's original signature on a printed copy of the settlement contract before submitting this electronic settlement contract to the IWCC for approval. Click the "Print" button below to print a copy of the settlement contract.

Add to Signature List

Full Name	Role	E-mail Address	Telephone Number	Date Signed	Signature Type	Drafter	Invitation Status
Edith Bunker	Petitioner	ArchieBunker@Allin.fam	(321) 321-1976		E-Signature	No	

PETITIONER'S SIGNATURE. Attention, petitioner. Do not sign this contract unless you understand all of the following statements. I have read this document, understand its terms, and sign this contract voluntarily. I believe it is in my best interests for the Commission to approve this contract. I understand that I can present this settlement contract to the Commission in person. I understand that by signing this contract, I am giving up the following rights:

1. My right to a trial before an arbitrator;
2. My right to appeal the arbitrator's decision to the Commission;
3. My right to any further medical treatment, at the employer's expense, for the results of this injury;
4. My right to any additional benefits if my condition worsens as a result of this injury.

Signature of petitioner

Name of petitioner (please print)

Telephone number

Date

Add Petitioner

Signature Type *

E-Signature

First Name *

Edith

Last Name *

Bunker

Phone *

(321) 321-1976

Email Address *

ArchieBunker@Allin.fam

Add Petitioner

Signature Type *

Signature on File

First Name *

John

Last Name *

Hancock

Phone *

(321) 321-1776

Date Signed *

7/4/1776

Subsection 7.1.13: Prepare Submission Information

The “Prepare Submission Information” screen provides a way for attorneys to communicate with the Arbitrator or Commissioner. By clicking the “Add Comment” button, the attorneys can add handling instructions or background information on the case. Any comments added to the electronic settlement contract are visible to opposing counsel.

This screen is also where the attorneys add details about the settlement for data entry and informational purposes. The information input here does not appear on the electronic settlement contract and has no controlling effect on the terms of settlement. The attorneys add the agreed scheduled body part or person-as-a-whole injury and percentage permanent loss. Click the “Add Body Part” button, and a new window appears where you select the body part from a drop-down menu and enter the percentage permanent loss for the selected body part (e.g., 15.5

or 25). The acceptable values for percentage permanent loss are 0.01 – 100.00. Do not include the percent symbol, but only input numerals as indicated; the percent symbol is automatically applied to your input. You cannot submit the electronic settlement contract without adding a body part. You may select, however, the “N/A” option for “Not Applicable” from the drop-down menu. If you select the “N/A” option, the percentage permanent loss is not mandatory, and you may proceed to the next screen.

Finally, the attorneys must indicate if the petitioner reserved his or her right to reimbursement for future medical expenses under §8(a) or additional compensation under §19(h) of the Workers’ Compensation Act. Mark the appropriate answer for each question and then click the “Next” button to move to the next screen.

Prepare Submission Information

- Comments for Arbitrator or Commissioner
- Body part information
- §8(a) reservation
- §19(h) reservation

CompFile

90%

Prepare Submission Information

Click the “Add Comment” button to add an attorney comment for the Arbitrator or Commissioner to communicate handling instructions or background information on the case. Any comments added to the submission are visible to opposing counsel.

[Add Comment](#)

Attorney	Comment
Martin Res Atty Erb	Thank you for your consideration of this Settlement Contract

The IWCC requests details about the settlement for data entry and informational purposes only. The information input here does not appear on the settlement contract and has no controlling effect on the terms of settlement.

Add the agreed scheduled body part or person-as-a-whole injury and percentage permanent loss. You may select multiple entries. If not applicable, select “N/A”.

[Add Body Part](#)

Body Part ↑	Percentage Permanent Loss (%)
Finger, Fourth, or little (Left)	100.00
Finger, Third, or ring (Left)	50.00

Any right to future medical expenses under §8(a) reserved?
☒ No ☐ Yes

Any right to additional compensation under §19(h) reserved?
☒ No ☐ Yes

Subsection 7.1.14: Route for Signatures and Submit to IWCC

The “Route for Signature and Submit to IWCC” screen is the final screen for the drafting attorney. The electronic settlement contract is now ready to circulate for review and signature. As the drafting attorney, you can e-sign the settlement contract now or wait to e-sign until after the other settlement parties sign the settlement contract. If you wish to e-sign first, go to your name in the table that appears on the screen (as shown below), click the down arrow on the right-hand side of the row, and select the “E-Sign” option. Once you select the “E-Sign” option, a signature date populates in the table below the “Date Signed” column heading. There is also a “Print” button at the bottom of the screen. If you click the “Print” button, a window appears where you can click the link to a downloadable copy of the unapproved electronic settlement contract. It will download to your computer and the download itself will show up (in most browser windows) in the lower left of your screen. Once the download is complete, click on the document and it will open for you to view/save a PDF copy of the settlement contract.

You can route the electronic settlement contract to the other settlement parties listed in the table by clicking the “Route for Signatures & Exit” button. When you click the “Route for Signatures & Exit” button, a message is displayed to confirm your request and ensure that you want to route the settlement contract for signatures. Clicking the “Yes” button triggers CompFile to deliver the settlement contract to the other settlement parties and send an email notifying them that there is a settlement contract waiting for their review and signature on a specific case number.

CompFile

100%

Route for Signatures and Submit to IWCC

The draft is now ready to be circulated for signatures. You may return to this page to monitor the status of the signatures. As the drafter, you may add your e-signature now or wait until all other parties have signed the settlement contract. Add your signature by clicking the dropdown arrow next to your name in the table below and clicking the "E-Sign" option. Once all signatures are collected, the "Submit to IWCC for Approval" button below will become active to any attorney on the settlement. You will receive an email notification when the settlement contract is submitted to the IWCC for approval.

Route for Signatures & Exit

Full Name ↑	Role	E-mail Address	Telephone Number	Date Signed	Signature Type	Drafter	Invitation Status
Dave Larson	Respondent Attorney	IWCCTesting+SoloPrac1@gmail.com	(456) 789-0123		E-Signature	No	
Edith Bunker	Petitioner	ArchieBunker@Allin.fam	(321) 321-1976		E-Signature	No	▼
George Spauls	Respondent	GSpauls@Continental.com	(321) 321-3211		E-Signature	No	▼
Martin Res Atty Erb	Petitioner Attorney	merb2022+ResAtty@gmail.com	(612) 111-2222		E-Signature	Yes	▼

E-Sign

Print Back Save & Exit Submit to IWCC for Approval

If the petitioner is added to the electronic settlement contract as an E-Signer, he or she also receives an email from CompFile with a link to the CompFile system. Clicking the link takes the petitioner to a log-in screen where the petitioner registers in CompFile by creating a password, agreeing to terms and conditions, and filling out the Captcha code (to ensure user is not a robot.) Once logged into CompFile, the petitioner can see the "Settlements" button. Clicking the "Settlements" button takes the petitioner to the "Settlement" screen where he or she can open the settlement and view a read-only copy of the electronic settlement contract to verify the settlement information. The petitioner can then e-sign by clicking the down arrow and selecting the "E-Sign" option. Once e-signed, a signature date populates in the table below the "Date Signed" column heading. The same process applies for a non-attorney respondent.

Add Signature and Submit to IWCC

The settlement contract is now ready for you to sign. You may return to this page to monitor the status of the signatures. Add your signature by clicking the dropdown arrow next to your name in the table below and clicking the "E-Sign" option. Once all signatures are collected, the "Submit to IWCC for Approval" button below will become active to any attorney on the settlement. You will receive an email notification when the settlement contract is submitted to the IWCC for approval.

Signature Status

Full Name ↑	Role	E-mail Address	Telephone Number	Date Signed	Signature Type	Drafter	Invitation Status
frances davis	Respondent	mcdfad1@gmail.com	(333) 333-3333		E-Signature	No	Redeemed ▼
Frances Davis	Petitioner Attorney	iwccTesting+solopracticeedge@gmail.com	(777) 777-7777		E-Signature	No	
Gracie Davis	Respondent Attorney	IWCCTesting+GDPetitionerAttorney@Gmail.com	(777) 777-7777	6/26/2020	E-Signature	Yes	

E-Sign

Print Back Save & Exit Back to Settlements

A best practice is for the drafter to confirm, prior to routing for signatures, that the settlement contract is acceptable to the other settlement parties. You can download a copy of the draft electronic settlement contract by clicking the "Print" button, which opens a new window containing a link to a downloadable PDF copy of the unapproved settlement contract. You can open and download (or print) the draft settlement contract and send it to clients and the other attorneys involved in the settlement for review. It is simpler for the drafter to perform edits on the

settlement contract at this stage before routing it to the other parties for signature. Another best practice is to confirm the preferred signature sequence with opposing counsel prior to routing for signatures. Some attorneys prefer the practice of drafting the settlement contract, forwarding it to opposing counsel for signature, and receiving it back for final signature and submission. Other attorneys draft and sign the settlement contract and then forward it to opposing counsel for signature and submission. Both approaches work in CompFile.

When the settlement contract is being routed for signatures, it appears on your list of settlements in the status of "Routed for Signatures." You can search among your listed settlements, sort by status, and perform other functions to sort and filter your settlements. This is covered in the section below on Settlement Views. There is also a section covering the various statuses and their definitions.

SUBSECTION 7.2: MY OPPONENT ROUTED A SETTLEMENT CONTRACT FOR MY SIGNATURE IN COMPFILE. HOW DO I REVIEW AND SIGN IT?

CompFile tracks the attorney who drafted and routed an electronic settlement contract for signatures as the drafting attorney or "drafter." All other attorneys on the settlement who did not draft the settlement contract are considered non-drafting attorneys or "non-drafters." Non-drafters are responsible for adding certain information to the electronic settlement contract depending on their role as a petitioner attorney or a respondent attorney.

Subsection 7.2.1: Reviewing Settlement Contracts

When the drafter clicks the "Route for Signatures & Exit" button, CompFile delivers the electronic settlement contract to the non-drafters for review and signature and sends the following email notifying that a settlement contract is awaiting their signatures:

Subject Line: 99WC123456 – A Settlement Contract is Awaiting Your Signature in CompFile

This email is to inform you that a settlement contract in case # 99WC123456 is now drafted and requires your review and signature to proceed for approval. Please click the following link to view the settlement contract:

[Link](#)

Thank you for your attention to this matter.

This is an automated message – Please Do Not Reply

Clicking the "Link" button in the email opens a new CompFile window and takes you directly to the electronic settlement contract. Note that the link is specific to the user who received the email. Thus, a law firm administrator (non-attorney) who assists an attorney must first be logged in as the attorney who received the email before clicking the "Link" and attempting to access the settlement contract from the email. The law firm administrator can also locate the electronic settlement contract from their own account by searching for the case number indicated in the subject line.

Alternatively, non-drafters can manually search for the electronic settlement contract from the "Settlements" screen of CompFile. Once located, click the "Case Number" link or click the down arrow next to the "Last Status Change Date" column and select the "View Settlement Contract" option to begin reviewing the settlement contract.

NOTE: A settlement's status changes to "Routed for Signatures" when the drafter routes it to the non-drafters for review and signature. This change in status also updates the settlement's "Last Status Change Date," meaning the newly routed settlement should appear at the top of your various settlement views.

Subsection 7.2.2: How to Request Changes

Once the drafter has routed the settlement for signatures, they cannot edit the settlement contract unless the "Changes Needed" button is clicked. Either the drafter or non-drafter can click "Changes Needed." When reviewing an electronic settlement contract as a non-drafting attorney, CompFile presents most of the information on one screen; note that most fields cannot be edited on this screen. If you notice any information that the drafter needs to change, click the "Changes Needed" button at the bottom of the screen. When you click the "Changes Needed" button, a message is displayed to confirm your request and ensure that you want to send the electronic settlement contract back to the drafter for changes. Clicking the "Yes" button triggers CompFile to deliver the electronic settlement contract back to the drafter and send the drafter an email notifying him or her that the settlement contract requires changes.

Changes Needed

Back

Save & Exit

Next

CompFile also removes or clears any previously applied signatures from the electronic settlement contract. After clicking "Changes Needed," all settlement parties will need to re-sign the settlement contract once the drafter re-routes it for review and signature.

Subsection 7.2.3: Settlement Documents (Non-Drafting Attorney)

At the end of the first settlement review screen is the "Settlement Documents" section. Non-drafting attorneys can click the "Add Document Set" button to add documents to the electronic settlement contract. The process for adding documents is the same for drafting and non-drafting attorneys. **NOTE: The parties must add a recent medical report before submitting the settlement contract to the IWCC for approval.**

Subsection: 7.2.4: Non-Drafter Review and Signature – Differences between Petitioner Attorney and Respondent Attorney Views

There are differences on the first settlement review screen and the screens that follow depending on whether the reviewing attorney is a petitioner attorney or respondent attorney.

Petitioner Attorney Only: Adding Deductions

Towards the middle of the first settlement review screen, the petitioner attorney non-drafter sees the "Add Amount and Deductions" button. When you click the "Add Amount and Deductions" button, a new window appears where you can add the deductions and deduction notes. The deduction amount fields are mandatory fields marked with a red asterisk (*). If a deduction does not apply, input the numeral zero ("0") in the field. **NOTE:** A respondent attorney cannot add deductions or deduction notes. A respondent attorney non-drafter reviewing the electronic settlement contract sees a "View Amount and Deduction" button as opposed to the "Add Amount and Deductions" button.

Settlement Amount and Deductions

Click the "Add Amount and Deductions" button to enter

Add Amount and Deductions

The screenshot shows a web form titled "Settlement Amount and Deductions". It has a table-like structure with two columns. The first column contains input fields for monetary values, and the second column contains text areas for notes. The rows are: "Total amount of settlement" (with a value of \$ 100,000.00), "Deduction: Attorney's fees", "Deduction: Medical reports, X-rays", "Deduction: Other", and "Amount employee will receive" (with a value of \$100,000.00). Each row has a corresponding "Notes regarding..." field on the right.

Respondent Attorney Only: Adding Insurance or Service Company Signer

If the non-drafting attorney is a respondent attorney, clicking the "Next" button at the bottom of the first settlement review screen takes the respondent attorney to the "Respondent's Insurance or Service Company" screen. This screen asks whether the respondent's insurance or service company needs to sign the settlement contract. If this situation arises, select "Yes" in the box below the "Does respondent's insurance or service company need to sign the settlement contract?" field and click the "Add to Signature List" button to add the signer's name, phone, and email address. If you accidentally add a signer, you can remove him or her by clicking the down arrow at the end of the row and selecting the "Remove" option.

Respondent's Insurance or Service Company

Does respondent's insurance or service company need to sign the settlement contract?

No

Adding Petitioner Signers

If the non-drafting attorney is a petitioner attorney, clicking the "Next" button at the bottom of the first settlement review screen takes the petitioner attorney to the "Add Petitioner" screen. This screen allows the petitioner attorney to add a petitioner to the electronic settlement contract. Click the "Add to Signature List" button and a window appears where you can select the petitioner's signature type. There are two options for the petitioner to sign the electronic settlement contract: 1) E-Signature and 2) Signature on File.

E-Signature involves having the petitioner e-sign the contract. The petitioner attorney will add the petitioner to the contract along with his or her email address. The petitioner will then receive an email and a link to the settlement. The petitioner will need to create a password to complete registration for electronic filing and click "E-Sign" on the settlement to add his or her signature. The petitioner can also print a copy of the contract just signed or return later to the settlement, for example after the contract is approved, and print a final, stamped copy of the contract.

Signature on File involves the petitioner attorney printing a copy of the electronic settlement contract and collecting the petitioner's signature onto the printed copy. The attorney should then input the date of this signature in CompFile. On the submitted version of the contract, the petitioner's signature says, "Signature on File." The Rules Governing Practice Before the Illinois Workers' Compensation Commission, 50 Ill. Admin. Code 9015.40, "Signatures," covers this scenario of a signer not registered for electronic filing and requires the attorney to retain the document and make it available for inspection by the IWCC upon request.

Add Petitioner

Click the "Add to Signature List" button to add the petitioner and identify his or her signature type. You can select "E-Signature" and provide the petitioner's email address to send him or her a read-only copy of the settlement contract for review and electronic signature. Alternatively, you can select "Signature on File" and obtain the petitioner's original signature on a printed copy of the settlement contract before submitting this electronic settlement contract to the IWCC for approval. Click the "Print" button below to print a copy of the settlement contract.

Add to Signature List

Full Name ↑	Role	E-mail Address	Telephone Number	Date Signed	Signature Type	Drafter	Invitation Status
-------------	------	----------------	------------------	-------------	----------------	---------	-------------------

Respondent attorneys can add petitioners to electronic settlement contracts only when they are drafting a settlement contract and answer "Yes" to the "Is this a pro se settlement?" question on the initial screen.

Subsection: 7.2.5: Prepare Submission Information (Non-Drafting Attorney)

Clicking the "Next" button at the bottom of either the "Add Petitioner" screen or "Respondent's Insurance or Service Company" screen takes the non-drafter to the "Prepare Submission Information" screen. The non-drafting attorney can also add a comment using the "Add Comment" button. Any comments previously added by an attorney are visible here. The comment is not part of the final contract but instead serves as a proxy for a cover letter to the reviewing Arbitrator or Commissioner.

Subsection 7.2.6: Add Signature and Submit to IWCC

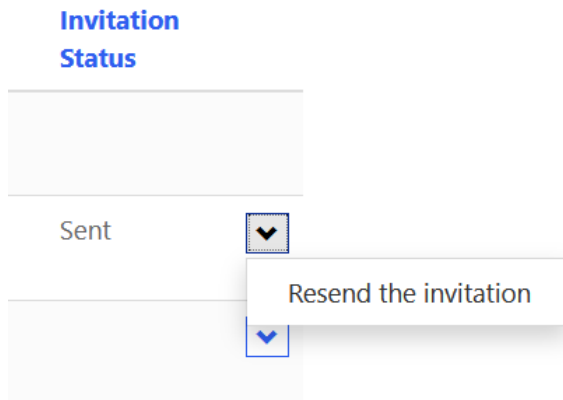
Clicking the "Next" button at the bottom of the "Prepare Submission Information" screen takes the non-drafting attorney to the "Add Signature and Submit to IWCC" screen. To apply your signature, go to your name in the table that appears on the screen, click the down arrow on the right-hand side of the row, and select the "E-Sign" option. Once you select the "E-Sign" option, the signature date (today's date) populates in the table below the "Date Signed" column heading. If the petitioner attorney wishes to wait and e-sign until after the petitioner has signed (if the petitioner is e-signing the contract), then the petitioner attorney can click the "Save & Exit" button and add their e-signature after the petitioner has reviewed and e-signed the electronic settlement contract.

Signature Type	Drafter	Invitation Status
E-Signature	Yes	
E-Signature	No	▼
Signature on File	No	

E-Sign

Resending E-Signer Invitations

If you added any petitioner e-signers on the "Add Petitioner" screen or respondent e-signers on the "Respondent's Insurance or Service Company" screen, you may need to resend their invitation to register for CompFile and review the electronic settlement contract. Click the down arrow on the right-hand side of their respective row in the table that appears on the "Add Signature and Submit to IWCC" screen. You then select the "Resend the invitation" option to send another email to that e-signer identical to the initial email that CompFile sent the e-signer prompting him or her to register and sign the electronic settlement contract.



Submitting to IWCC for Approval

After all parties sign the electronic settlement contract in CompFile, the "Submit to IWCC for Approval" button becomes active for any attorney on the settlement. If a non-drafting attorney is the last party to apply a signature in CompFile, he or she can click the "Submit to IWCC for Approval" button. When you click the "Submit to IWCC for Approval" button, CompFile transmits the electronic settlement contract to the assigned Arbitrator or Commissioner for review and approval, sends an email to all attorneys on the settlement notifying them of the submission, and changes the settlement's status to "Submitted for Approval."

Attorneys should communicate with each other concerning the desired order of signatures. If the drafter intends for the non-drafter to review, e-sign, and submit the electronic settlement contract, then the drafter would apply his or her signature prior to routing the settlement contract to the other settlement parties for their review and signature. If the drafter wants to have the final review, then he or she routes the electronic settlement contract for signatures and waits until the other settlement parties have reviewed and e-signed the settlement contract. The drafter can monitor the signature status and once all other parties have signed the electronic settlement contract, the drafter can add his or her e-signature and click the now-active "Submit to IWCC for Approval" button.

In the "E-Filer Views" section of this manual, we discuss a shortcut whereby an attorney can select the "View Signatures" option for a settlement and quickly check the status of the signatures.

CompFile accommodates variations in the order for applying signatures and submitting the electronic settlement contract to the IWCC. Attorneys should continue to communicate with each other concerning the status of their signatures and whether they feel ready to submit the settlement contract. Note that once any attorney applies his or her signature, the settlement terms become locked and cannot be changed or edited. CompFile removes any and all signatures before allowing the drafter to make changes to the electronic settlement contract. The drafter must then re-route the electronic settlement contract for review, and all settlement parties, including petitioner and respondent e-signers must re-apply their signatures before submitting the settlement contract to the IWCC.

Telephone Number	Date Signed	Signature Type	Drafter	Invitation Status
(123) 456-7890	6/29/2020	E-Signature	Yes	
(123) 456-7890	6/29/2020	E-Signature	No	Sent
(123) 456-7890	6/29/2020	E-Signature	No	

[Print](#)
[Back](#)
[Save & Exit](#)
[Submit to IWCC for Approval](#)

NOTE: CompFile does NOT send emails to the drafter when a settlement party signs the electronic settlement contract. If the drafter has not signed the settlement contract by the time you sign it, contact the drafter outside of CompFile to let them know when you have signed the electronic settlement contract.

If a petitioner or respondent (not the attorney) will be an e-signer, their view of the settlement contract is very similar to that of the attorney non-drafter with the exception that they **CANNOT** make any changes whatsoever to the electronic settlement contract. A petitioner or respondent **CANNOT** add comments or documents or update any fields on the electronic settlement contract. They also **CANNOT** click the "Submit to IWCC for Approval" button. The petitioner or respondent can only access a read-only copy of the electronic settlement contract to view the settlement terms, attached documents, and comments. They may then apply their e-signature. It is advisable to download a copy of the settlement contract and share it with the petitioner or respondent party prior to routing the electronic settlement contract for signature to ensure that they have no suggested changes. This guarantees the signature process is a straightforward application of the e-signature step indicated above.

SUBSECTION 7.3: SETTLEMENT VIEWS (ATTORNEY)

Subsection 7.3.1: My Active Settlements, Sorting, and Filtering

When a user logs into CompFile and clicks on the "Settlements" button, the default screen is the "My Active Settlements" view shown here:

My Active Settlements

Case Number (Primary) ↑	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date ↓
20WC000228	Savala, David v. Wakanda	Chicago	To Be Assigned	Alan J Stitzer	Dave Larson	Dave Larson Law	Alan J Stitzer	AJ Stitzer, LLC	Returned by Attorney	6/26/2020
08WC000224	Changes Needed, FF Test v. Doms	Chicago	To Be Assigned	Alan J Stitzer	Alan J Stitzer	AJ Stitzer, LLC	Dave Larson	Dave Larson Law	Returned by Attorney	6/25/2020
08WC000223	schweitzer, karen v. Community Consolidated Schoo	Chicago	# Alan Stitzer	Alan J Stitzer	Alan J Stitzer	AJ Stitzer, LLC	Dave Larson	Dave Larson Law	Approved	6/25/2020
20WC012570	Pln74213, Pfn74213 v. Rln74213, Rfn74213	Ottawa	To Be Assigned	Manoj M	Manoj M	Test	Alan J Stitzer	AJ Stitzer, LLC	Waiting for Signatures	6/25/2020
19WC000013	Martin, Julie v. Villa	Chicago	# Alan Stitzer	Alan J Stitzer	Alan J Stitzer	AJ Stitzer, LLC	Dave Larson	Dave Larson Law	Rejected	6/24/2020

Notice the column headings on the screen. The two columns highlighted in red and displaying the blue arrow denote the default sort order. Active settlements are sorted first by most recent status change date THEN by primary case number.

You can adjust the sort order to anything you prefer by clicking the column header. The first click will change the display order to ascending on that column. A second click on the same column header will switch the order to descending. You will know what you have sorted on by the blue arrow pointed either up or down next to the column header name. In the screenshot below, the "My Active Settlements" view is sorted in ascending status order.

My Active Settlements

Case Number (Primary)	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status ↑	Last Status Change Date
19WC000111	Lincoln, Abraham v. US Gov't	Collinsville	To Be Assigned	Matt Bryant	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Matt Bryant	R211 Functional Testing Solo Practice	Approved	6/4/2020
20WC000010	Douglas, Stephen v. State of IL	Woodstock	To Be Assigned	Matt Bryant	Matt Bryant	R211 Functional Testing Solo Practice	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Approved	6/4/2020

You will also notice the "Search Settlements" box and a magnifying glass next to the blue "Initiate Settlement" button on the upper right side of the screen.

This search box allows you to search on any information in any column. For instance, if you want to show your active settlements with "Matt Bryant," you type that name in the search box and click the magnifying glass. The search results will be displayed in the table. Notice that the system will find ALL occurrences of "Matt Bryant" no matter where that name appears in the columns. See below.

My Active Settlements ▾

Q

Initiate Settlement

Case Number (Primary)	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status ↑	Last Status Change Date	
19WC000111	Lincoln, Abraham v. US Gov't	Collinsville	To Be Assigned	Matt Bryant	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Matt Bryant	R211 Functional Testing Solo Practice	Approved	6/4/2020	▾
20WC000010	Douglas, Stephen v. State of IL	Woodstock	To Be Assigned	Matt Bryant	Matt Bryant	R211 Functional Testing Solo Practice	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Approved	6/4/2020	▾
18WC000100	q. q v. q	Chicago	To Be Assigned	Matt Bryant	Matt Bryant	R211 Functional Testing Solo Practice	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Approved	6/4/2020	▾

As stated above, the default screen is the "My Active Settlements" view. To see different views of the settlements, click on the blue down arrow next to the "My Active Settlements" label. See below:

My Active Settlements ▾

My Active Settlements

My Firm's Active Settlements

Active Settlements I Follow

My Draft Settlements

Archived Settlements

Search Settlements

Q

Initiate Settlement

		Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status ↑	Last Status Change Date	
	v. US Gov't	Collinsville	To Be Assigned	Matt Bryant	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Matt Bryant	R211 Functional Testing Solo Practice	Approved	6/4/2020	▾
20WC000010	Douglas, Stephen v. State of IL	Woodstock	To Be Assigned	Matt Bryant	Matt Bryant	R211 Functional Testing Solo Practice	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Approved	6/4/2020	▾
18WC000100	q. q v. q	Chicago	To Be Assigned	Matt Bryant	Matt Bryant	R211 Functional Testing Solo Practice	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Approved	6/4/2020	▾

Subsection 7.3.2: My Firm's Active Settlements

This view will display all your firm's active settlements. In other words, even if you are not the attorney of record on the settlement, you can see all the settlements in which your firm is associated.

My Firm's Active Settlements

Search Settlements

Initiate Settlement

Case Number (Primary) ↑	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date ↓	
20WC000228	Savala, David v. Wakanda	Chicago	To Be Assigned	Alan J Stitzer	Dave Larson	Dave Larson Law	Alan J Stitzer	AJ Stitzer, LLC	Returned by Attorney	6/26/2020	▼
08WC000224	Changes Needed, FF Test v. Doms	Chicago	To Be Assigned	Alan J Stitzer	Alan J Stitzer	AJ Stitzer, LLC	Dave Larson	Dave Larson Law	Returned by Attorney	6/25/2020	▼
08WC000223	schweitzer, karen v. Community Consolidated Schoo	Chicago	# Alan Stitzer	Alan J Stitzer	Alan J Stitzer	AJ Stitzer, LLC	Dave Larson	Dave Larson Law	Approved	6/25/2020	▼
20WC012570	Pln74213, Pfn74213 v. Rln74213, Rfn74213	Ottawa	To Be Assigned	Manoj M	Manoj M	Test	Alan J Stitzer	AJ Stitzer, LLC	Waiting for Signatures	6/25/2020	▼
19WC000013	Martin, Julie v. Villa	Chicago	# Alan Stitzer	Alan J Stitzer	Alan J Stitzer	AJ Stitzer, LLC	Dave Larson	Dave Larson Law	Rejected	6/24/2020	▼

View Settlement Contract
View Terms of Settlement
Print
Follow

Subsection 7.3.3: Active Settlements I Follow

The "Follow" feature allows you to quickly see the status of settlements that you are not assigned to but have an interest in following. To follow a settlement, click the down arrow next to the "Last Status Change Date" column and select the "Follow" option. Notice in the screenshot above, the screen has been changed to the "My Firm's Active Settlements" view. **NOTE:** You do not have to be an attorney to follow a case. This feature is helpful to law firm administrators who are not an attorney but assist particular attorneys with their cases. They can "follow" certain settlements to get a quick view of the status of those settlements.

Active Settlements I Follow

Search Settlements

Initiate Settlement

Case Number (Primary) ↑	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date ↓	
20WC012570	Pln74213, Pfn74213 v. Rln74213, Rfn74213	Ottawa	To Be Assigned	Manoj M	Manoj M	Test	Alan J Stitzer	AJ Stitzer, LLC	Waiting for Signatures	6/25/2020	▼
19WC000012	Shepard, Aaron v. Taco Bell	Chicago	# Connor Gallagher	Alan J Stitzer	Alan J Stitzer	AJ Stitzer, LLC	Dave Larson	Dave Larson Law	Approved	6/19/2020	▼
19WC000010	Williamson, Lance v. Caldic	Chicago	# Alan Stitzer	Alan J Stitzer	Alan J Stitzer	AJ Stitzer, LLC	Dave Larson	Dave Larson Law	Approved	6/19/2020	▼
19WC000002	MAHMOUD, GHNAIMAT v. SIBLEY SHARKS, INC	Chicago	# Connor Gallagher	Alan J Stitzer	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Robin Gates	Robin Gates Training Law Firm 6-3	Rejected - Returned to Call	6/18/2020	▼

If you would like to “unfollow” a settlement from the “Active Settlements I Follow” view, click the down arrow next to the “Last Status Change Date” column and select the “Unfollow” option. This action does nothing to the status of the settlement but removes the settlement from this view for the logged in user.

Active Settlements I Follow										
Search Settlements										
Initiate Settlement										
Case Number (Primary) ↑	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date ↓
20WC012570	Pln74213, Pfn74213 v. Rln74213, Rfn74213	Ottawa	To Be Assigned	Manoj M	Manoj M	Test	Alan J Stitzer	AJ Stitzer, LLC	Waiting for Signatures	6/25/2020
19WC000012	Shepard, Aaron v. Taco Bell	Chicago	# Connor Gallagher	Alan J Stitzer	Alan J Stitzer	AJ Stitzer, LLC	Dave Larson	Dave Larson Law	Approved	6/19/2020

View Settlement Contract
View Terms of Settlement
Print
Unfollow

Subsection 7.3.4: My Draft Settlements

This view displays all settlements you’re working on that HAVE NOT been routed for signature to either your client and/or opposing counsel. In other words, a “Draft” is one where you have clicked “Initiate Settlement,” started on the draft, and clicked “Save and Exit.” Later, you can return to the draft and pick up where you left off. Once you click “Route for Signatures” it is no longer in the “My Drafts Settlements” view, but in the “My Active Settlements” and other views of active cases.

Home > Settlements

My Draft Settlements										
Search Settlements										
Initiate Settlement										
Case Number (Primary) ↑	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date ↓
	, v.		To Be Assigned	Dave Larson					Draft	
20WC000487	GHANAYEM, KHALIL v. Flying Good Group	Chicago	To Be Assigned	Dave Larson	Dave Larson	Dave Larson Law	Alan J Stitzer	AJ Stitzer, LLC	Draft	

Subsection 7.3.5: Archived Settlements

This view will show all approved and rejected settlements from your firm that have had no activity in 45 days. This means that for 45 days after approval, the settlement will show in “My Active Settlements,” after which it will show in the “Archived Settlements” view. The settlements are not really archived, but they are taken off the active view to keep that view as clean as possible.

Archived Settlements

Search Settlements

Q

Initiate Settlement

Case Number (Case)	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date ↓
There are no records to display.										

SUBSECTION 7.4: SETTLEMENT VIEWS (LAW FIRM ADMINISTRATOR)

This section refers to Law Firm Administrators (LFA) without E-filing permissions. This means that the LFA is a legal assistant in the firm, responsible for assisting with the firm's registered users. LFAs also have the ability to view cases and settlements, but without e-filing permissions (registration with an ARDC number) they cannot make filings. The ability to follow and view settlements, as are all the other LFA functions previously described, is available. When logged in as an LFA, the ability to do anything other than view settlements (e.g., click "Initiate Settlement") is not permitted. If, as an LFA, you need to perform activities for an attorney, you must be logged in to that attorney's account to accomplish those tasks.

Subsection 7.4.1: My Active Settlements

When you first log into CompFile and click the blue Settlements button on the home page, you are taken to a screen "My Active Settlements." This will always be blank since an LFA without E-Filing permissions cannot file anything with the IWCC.

☰ My Active Settlements ▾

Search Settlements

🔍

Case Number (Primary) ↑	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date ↓
There are no records to display.										

Subsection 7.4.2: My Firm's Active Settlements

To see all your firm's settlements, you must change the view by clicking on the blue down arrow next to "My Active Settlements" on the left side of the screen. Clicking the down arrow show all view options.

My Firm's Active Settlements ▾											Search Settlements
Case Number (Primary) ↑	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date ↓	
20WC000289	Fry, Lacie v. Costco	Chicago	To Be Assigned	Connor WCS Law Gallagher	SoloPrac Non-Redeemed	Dave Larson Law	Connor WCS Law Gallagher	WCS Law, LLC	Waiting for Signatures	6/26/2020	▾
17WC000136	Chris, Shorner, Jr v. Forest Park School District	Chicago	Test Rizwan.Lodhi	Alan J Stitzer	Connor WCS Law Gallagher	WCS Law, LLC	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Approved	6/15/2020	▾
19WC001008	Petitioner, Frank v. Riordan Steel	Peoria	To Be Assigned	Robin SP Gates	Connor Gallagher	WCS Law, LLC	Robin SP Gates	Robin Gates SP LLC	Waiting for Signatures	6/8/2020	▾
19WC001001	Johnson, Frank v. Riordan Steel	Chicago	To Be Assigned	Robin Gates	Connor Gallagher	WCS Law, LLC	Robin Gates	Robin Gates Training Law Firm 6-3	Waiting for Signatures	6/6/2020	▾
20WC000009	Smith, John v. Toyota Manufacturing	Peoria	# Fran Davis	Frances Davis	Frances Davis	Fran's Solo Practice	Martin Erb	WCS Law, LLC	Rejected	6/4/2020	▾

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Notice the blue arrows next to Case Number and Last Status Change Date. The initial sort sequence is the last status change date, followed by case number. This allows you to see the most recent activity on the most recent case.

To change the sort order on this display (or any screen), you can click on the column header. Clicking once will sort the column ascending, clicking again will sort that same column descending. Notice in the screen shot below, it is sorted on Status. Also notice the blue arrow pointing up. This indicates the view you are looking at is sorted by status, in ascending order.

My Firm's Active Settlements ▾											Search Settlements
Case Number (Primary)	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status ↑	Last Status Change Date	
17WC000136	Chris, Shorner, Jr v. Forest Park School District	Chicago	Test Rizwan.Lodhi	Alan J Stitzer	Connor WCS Law Gallagher	WCS Law, LLC	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Approved	6/15/2020	▾
20WC000009	Smith, John v. Toyota Manufacturing	Peoria	# Fran Davis	Frances Davis	Frances Davis	Fran's Solo Practice	Martin Erb	WCS Law, LLC	Rejected	6/4/2020	▾
19WC001001	Johnson, Frank v. Riordan Steel	Chicago	To Be Assigned	Robin Gates	Connor Gallagher	WCS Law, LLC	Robin Gates	Robin Gates Training Law Firm 6-3	Waiting for Signatures	6/6/2020	▾
19WC001008	Petitioner, Frank v. Riordan Steel	Peoria	To Be Assigned	Robin SP Gates	Connor Gallagher	WCS Law, LLC	Robin SP Gates	Robin Gates SP LLC	Waiting for Signatures	6/8/2020	▾
20WC000289	Fry, Lacie v. Costco	Chicago	To Be Assigned	Connor WCS Law Gallagher	SoloPrac Non-Redeemed	Dave Larson Law	Connor WCS Law Gallagher	WCS Law, LLC	Waiting for Signatures	6/26/2020	▾

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CompFile has a "Follow" feature which is helpful to you as an LFA. The follow feature allows you to be able to easily locate all the settlements in which your attorney(s) have an interest.

To follow a settlement, click the blue arrow next to the Last Status Change Date column, and select "Follow" from the drop-down menu. This adds that settlement to the "Active Settlements I Follow" view (discussed below), where you will see all cases where you have made the "Follow" selection.

My Firm's Active Settlements

Search Settlements

Case Number (Primary)	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date	
17WC000136	Chris, Shorner, Jr v. Forest Park School District	Chicago	Test Rizwan.Lodhi	Alan J Stitzer	Connor WCS Law Gallagher	WCS Law, LLC	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Approved	6/15/2020	
20WC000009	Smith, John v. Toyota Manufacturing	Peoria	# Fran Davis	Frances Davis	Frances Davis	Fran's Solo Practice	Martin Erb	WCS Law, LLC	Rejected	6/4/2020	
19WC001001	Johnson, Frank v. Riordan Steel	Chicago	To Be Assigned	Robin Gates	Connor Gallagher	WCS Law, LLC	Robin Gates	Robin Gates Training Law Firm 6-3	Waiting for Signatures	6/6/2020	
19WC001008	Petitioner, Frank v. Riordan Steel	Peoria	To Be Assigned	Robin SP Gates	Connor Gallagher	WCS Law, LLC	Robin SP Gates	Robin Gates SP LLC	Waiting for Signatures	6/8/2020	
20WC000289	Fry, Lacie v. Costco	Chicago	To Be Assigned	Connor WCS Law Gallagher	SoloPrac Non-Redeemed	Dave Larson Law	Connor WCS Law Gallagher	WCS Law, LLC	Waiting for Signatures	6/26/2020	

View Settlement Contract
View Terms of Settlement
View Adjustments/Rejections
Print
Follow

Contact Us | Help

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Subsection 7.4.3: Active Settlements I Follow

After having "followed" a settlement, change the view to "Active Settlements I Follow," and the settlements you selected will appear on this screen.

If you would like to "unfollow" a settlement, from the "Active Settlements I Follow" view, click the blue arrow next to the "Last Status Change Date" column and select the "Unfollow" option. This action does nothing to the status of the settlement, but it removes the settlement from this view, for the logged in user.

Active Settlements I Follow

Search Settlements

Initiate Settlement

Case Number (Primary)	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date	
20WC012570	Pln74213, Pfn74213 v. Rln74213, Rfn74213	Ottawa	To Be Assigned	Manoj M	Manoj M	Test	Alan J Stitzer	AJ Stitzer, LLC	Waiting for Signatures	6/25/2020	
19WC000012	Shepard, Aaron v. Taco Bell	Chicago	# Connor Gallagher	Alan J Stitzer	Alan J Stitzer	AJ Stitzer, LLC	Dave Larson	Dave Larson Law	Approved	6/19/2020	

View Settlement Contract
View Terms of Settlement
Print
Unfollow

Active Settlements I Follow

Search Settlements

Case Number (Primary)	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date	
20WC000009	Smith, John v. Toyota Manufacturing	Peoria	# Fran Davis	Frances Davis	Frances Davis	Fran's Solo Practice	Martin Erb	WCS Law, LLC	Rejected	6/4/2020	

Subsection 7.4.4: Archived Settlements

This view will show all approved and rejected settlements from your firm that have had no activity in 45 days. This means that for 45 days after approval, the settlement will show in “My Active Settlements,” after which it will show in the “Archived Settlements” view. The settlements are not really archived, but they are taken off the active view to keep that view as clean as possible.

Archived Settlements

Search Settlements

Q

Initiate Settlement

Case Number (Case)	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date
There are no records to display.										

IMPORTANT: Email Links: CompFile allows only one active log in session per device. When you check emails for your attorney, and there is a notification from CompFile of some action required, you must log out of your LFA CompFile account BEFORE continuing to your attorney’s account. If you are still logged in as an LFA, when you click the link in the attorney’s email, you will get a CompFile error stating you are not authorized. You would simply log out as the LFA, log in as attorney, and click the link again. The email will also have the case ID number, and you can locate the case information in your LFA account in either the My Firm’s Active Settlements or Active Settlements I Follow views.

SUBSECTION 7.5: TRACKING SETTLEMENT STATUS IN COMPFILE

As settlement contracts move through the drafting, signature, submission, and approval steps, they are assigned a status. This allows parties to track where the contract is located within the process.

Subsection 7.5.1: Drafting by Attorneys – Parties Prepare and Submit Settlement Contract for Approval

Status	Begins when	Actions
Draft	<ul style="list-style-type: none"> Parties have informally agreed to a settlement Drafter attorney clicks "Initiate Settlement" button on the "Settlements" screen 	<ul style="list-style-type: none"> Data fields are available to the drafter attorney for editing
Routed for Signatures	<ul style="list-style-type: none"> Drafter attorney completes settlement entry Drafter attorney clicks "Route for Signatures" button on the "Route for Signatures and Submit" screen 	<ul style="list-style-type: none"> CompFile sends "for your e-signature" emails to parties added to the settlement contract and registered in CompFile CompFile sends a registration invitation email to all the petitioner and respondent clients) Non-drafter petitioner attorney can add petitioner, medical records, and deduction amounts to settlement contract before e-signing
Returned by Attorney	<ul style="list-style-type: none"> Drafter or non-drafter attorney clicks the "Changes Needed" button on the "Settlement Review" screen 	<ul style="list-style-type: none"> CompFile removes all signatures CompFile unlocks settlement fields for drafter attorney
Submitted for Approval	<ul style="list-style-type: none"> Settlement contract contains all required signatures and attachments, and the "Submit to IWCC for Approval" button becomes available Attorney clicks "Submit to IWCC for Approval" button 	<ul style="list-style-type: none"> CompFile locks the settlement contract CompFile delivers settlement to IWCC for review Settlement included in all parties' CompFile Views
Submitted for Approval – Post Return	<ul style="list-style-type: none"> Arbitrator or Commissioner returns the settlement contract and requests adjustments/changes Parties discuss requested adjustments, and drafter attorney makes changes to settlement contract Parties re-sign the settlement contract and click the "Submit to IWCC for Approval" button 	<ul style="list-style-type: none"> CompFile locks the settlement contract CompFile delivers settlement to IWCC for review Settlement included in all parties' CompFile Views

Subsection 7.5.2: Arbitrator or Commissioner with Jurisdiction Reviews Settlement

Status	Begins when	Action
Approved	<ul style="list-style-type: none"> Arbitrator or Commissioner reviews and approves the settlement contract 	<ul style="list-style-type: none"> CompFile emails settlement attorney parties notifying them of approved settlement contract Settlement parties may download the settlement contract with e-stamp for files
Returned by Commission	<ul style="list-style-type: none"> Arbitrator or Commissioner reviews settlement contract and requires adjustments/changes Arbitrator or Commissioner returns settlement to parties with comments 	<ul style="list-style-type: none"> CompFile emails settlement attorney parties notifying them of returned settlement contract Drafter attorney and non-drafter attorney can view Arbitrator's or Commissioner's comment Drafter attorney makes the necessary changes to the settlement contract and routes for signatures
Rejected	<ul style="list-style-type: none"> Arbitrator or Commissioner rejects the settlement contract Arbitrator or Commissioner returns settlement to parties with comments 	<ul style="list-style-type: none"> CompFile emails settlement attorney parties notifying them of rejected settlement contract Settlement parties may download a copy of rejected contract for files Attorneys may agree to seek a Commissioner-level review if the Arbitrator rejected the settlement contract; if desired, they would contact IWCC Review Department to request assignment to a Commissioner for review

Subsection 7.5.3: Commissioner Reviews Rejected Settlement

Status	Begins when	Action
Submitted for Approval – Post Rejection	<ul style="list-style-type: none"> Arbitrator rejects the settlement contract and returns it to parties with comments Attorneys request review of settlement contract rejected by an Arbitrator; attorneys follow current procedures and contact IWCC Review Department to request assignment to Commissioner for review 	<ul style="list-style-type: none"> IWCC Review Department assigns the rejected settlement to a Commissioner and sets status to "Submitted for Approval – Post Rejection" Settlement contract is available to the assigned Commissioner for review
Returned by Commission	<ul style="list-style-type: none"> Similar to above Commissioner reviews the prior submission, recommends changes to the settlement contract, and returns to the parties for changes 	<ul style="list-style-type: none"> Similar to above CompFile emails settlement attorney parties notifying them of returned settlement contract Drafter attorney and non-drafter attorney can view the Commissioner's comment Drafter attorney makes the necessary changes to the settlement contract and routes for signatures
Rejected – Returned to Call	<ul style="list-style-type: none"> Commissioner reviews the prior submission, agrees with the outcome, and rejects the settlement 	<ul style="list-style-type: none"> CompFile emails settlement attorney parties notifying them of the rejected settlement contract Settlement parties may download a copy of rejected contract for files

Status	Begins when	Action
Approved Post Rejection	<ul style="list-style-type: none"> • Commissioner reviews the prior submission and approves the settlement contract 	<ul style="list-style-type: none"> • CompFile emails settlement attorney parties notifying them of the approved settlement contract • Settlement parties may download a copy of approved contract with e-stamp for files