COMPFILE USER MANUAL

PART 2

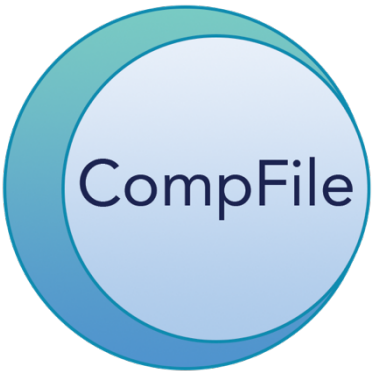


TABLE OF CONTENTS

LEGACY CASES VS COMPFILE CASES 4

WHAT IS A "LEGACY CASE?" 4
LEGACY CASE VERSUS INACTIVE CASE 5

PRO SE SETTLEMENT CONTRACTS 6

STARTING A PRO SE SETTLEMENT CONTRACT IN COMPFILE 6
ADD AMOUNT AND DEDUCTIONS 7
SETTLEMENT DOCUMENTS 7

APPLICATIONS AND CASE CREATION 11

INITIATE APPLICATION 11
APPLICATION INFORMATION 12
EMPLOYEE INFORMATION 14
ACCIDENT/INJURY INFORMATION 14
APPLICATION DOCUMENTS 16
ADD SIGNATURES AND SUBMIT TO IWCC 17
E-SIGNATURE 18
INITIATE AMENDED APPLICATION 19

CLAIM A CASE 20

CASE CLAIM DETAILS 21
APPEARANCE LIST (ADD ATTORNEYS) 22
ADD ATTORNEY 22
REMOVE ATTORNEY 23
CONFIRM AND RETURN TO CASES 25

HOW LAW FIRM ADMINISTRATORS VIEW AND TRACK THE LAW FIRM'S CASES IN COMPFILE 25

ASSIGNING AND REASSIGNING ATTORNEYS WITHIN THE LAW FIRM 26

INFORMATION ABOUT MY CASE 28

NOTICE OF CASE ASSIGNMENT 28
SEARCHING FOR CASE INFORMATION 28
ARBITRATION EVENTS 29
REVIEW CALL EVENTS 30

SETTLEMENTS 30
DECISIONS 31
APPLICATIONS 32

HOW TO FILE & DOCKET AN ARBITRATION MOTION OR PETITION 32

MOTIONS AND OTHER FILINGS 32
INITIATE FILING 34
PETITIONS FOR REVIEW 35
STATUS/REVIEW CALL (NOTICE OF MOTION) 36
ADD FILING DOCUMENTS AND SUBMIT TO IWCC 38
RESULT OF A FILING 40
DOCKETING OF FILINGS 40
FILINGS THAT ARE NOT DOCKETED 41
PETITIONS FOR REVIEW 41

TRANSCRIPTS 46

FILING A TRANSCRIPT AUTHENTICATION 46

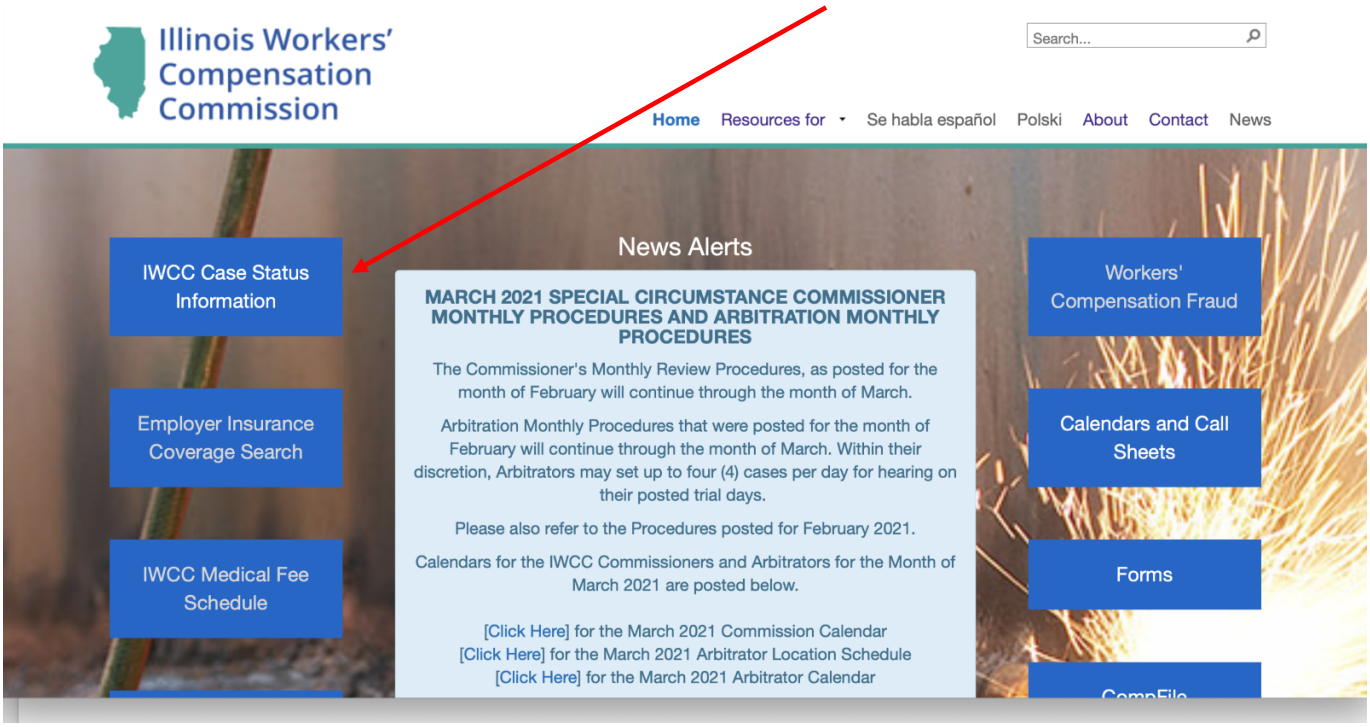
CALL SHEETS 50

VIEWING CALL SHEETS 50
TYPES OF CALL SHEETS 52
WHEN DO CASES APPEAR ON A CALL SHEET? 53
SEQUENCE NUMBERING 53
EXPORTING CALL SHEETS TO MICROSOFT EXCEL AND PDF 53

Legacy Cases vs CompFile Cases

What is a "Legacy Case?"

A "legacy case" is a case in which the Application for Adjustment of Claim was originally filed on paper. In CompFile, you can view information about cases that were open on April 21, 2021, and/or cases that were filed after April 21, 2021. You can continue to view, however, information about legacy cases on the IWCC's website by clicking the "IWCC Case Status Information" button on the homepage.



When you click the "IWCC Case Status Information" button, you can search for a legacy case or a case in CompFile. The two "Case Docket Search" options provide general information about workers' compensation cases, such as case status, the parties, the assigned Arbitrator or Commissioner, consolidations, motions, petitions for review, and settlement contracts.

Case details about activities that occurred prior to CompFile will still appear in the Legacy Case Docket Search, but the Legacy Case Docket Search is no longer updated.

Case activity that occurs in CompFile after April 21, 2021 will NOT appear in the Legacy Case Docket Search.

Description	CompFile Case Docket Search	Legacy Case Docket Search
Example Scenario: The legacy case, 19WC099888, is an active case on the status call in "Continued at Arbitration" status on April 21, 2021. After April 21, 2021, a settlement contract is approved in this case.	Information about the settlement contract will **only** appear in CompFile.	The Legacy Case Docket Search will NOT contain information about the settlement contract or any other activity in the case that occurred after April 21, 2021.
Example Scenario: 18WC099888 is an inactive case in "Decision Issued" status on April 21, 2021. April 21 2021, a Petition for Review under Sect. 19(h) or 8(a) is filed, and the case is docketed for a review call.	Information about the petition will **only** appear in CompFile.	The Legacy Case Docket Search will NOT contain information about the petition filed after April 21, 2021.
Example Scenario: An application for Adjustment of Claim is filed in CompFile after April 21, 2021.	Information about this case will **only** appear in CompFile.	No record of this case will appear in the Legacy Case Docket Search.

Legacy Case versus Inactive Case

A legacy case is a case in which the Application for Adjustment of Claim was originally filed on paper.

An "inactive case" is 1) a case that was dismissed, 2) a case in which a final decision was issued, or 3) a case in which a settlement contract was approved.

There are a few guiding principles to consider when using CompFile to work with both legacy cases and inactive cases.

A. All Legacy Cases must be "claimed" in CompFile before submitting any new filing in the case.
   - By definition, only legacy cases can be claimed.
   - In other words, if the case was filed prior to April 21, 2021, it was created prior to CompFile and must be claimed before submitting a new filing in the case.
B. If a legacy case is inactive, it must be activated prior to being claimed in CompFile.
   - If you need to make a filing in an inactive case, you must contact CompFile Support at wcc.compfile@illinois.gov for assistance with activating the case. Once activated, you can claim the legacy case and proceed with the needed filing.
   - For example:
     Prior to April 21, 2021, an Arbitrator issued a final decision in a case and the case became inactive. Several months later, a Petition for Review under Sect. 19(h) or 8(a) needs to be filed in the case. The attorney needs to claim this legacy case before making a filing. Because the case is inactive, the attorney must first contact wcc.compfile@illinois.gov to activate the case. Then the attorney can claim the case and make the filing.
C. If you filed an appearance in a legacy case, you do not need to file an appearance in CompFile.

- Your contact information in the legacy case will be updated during the case claiming process.
- Once the case is claimed, your appearance will be confirmed in CompFile, and you can make filings in the case.
- If you appeared in a legacy case which is now inactive, the case must be activated as outlined above before claiming the case.

D. If you did not file an appearance in a legacy case, you must file the appearance in CompFile.

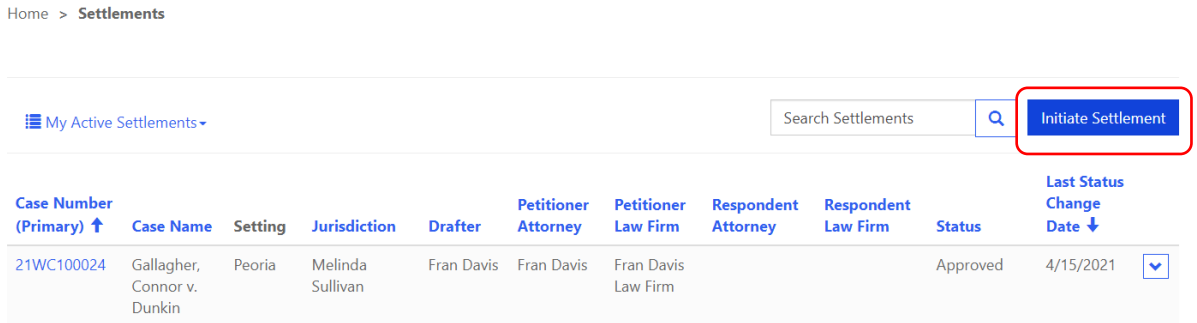
- The case must first be claimed before you file the appearance.
- When you claim the case, do not add yourself during the claiming process, but add the other attorney(s). Complete claiming the case, then immediately file the appearance.
- If you need to file an appearance in an inactive case, you must contact CompFile Support at wcc.compfile@illinois.gov for assistance with activating the case. Once activated, you can claim the legacy case, file the appearance, and proceed with the litigation.

Pro Se Settlement Contracts

A pro se settlement contract is one in which the petitioner is not represented by an attorney. The settlement contract must be drafted in CompFile by the attorney for the respondent. The pro se settlement contract process in CompFile is very similar to standard contracts. The main difference in processing pro se contracts is that the IWCC requires an in-person hearing. Due to IWCC policy changes in 2020 during the COVID-19 pandemic, these hearings can be scheduled virtually via WebEx. The virtual hearing must be set up directly with the Arbitrator (not scheduled in CompFile). The respondent attorney is required to follow the emergency special process procedures and submit the pro se contract in CompFile along with a suitable affidavit and other additional documentation so that the Arbitrator can assess the viability of approving the settlement contract via WebEx.

Starting a Pro Se Settlement Contract in CompFile

After the respondent attorney logs into CompFile, he or she clicks “Settlements” and then clicks “Initiate Settlement" as shown in the screenshot below.



Click “Yes” to the initial “Is this a pro se settlement?” question. Additional set-up questions follow:

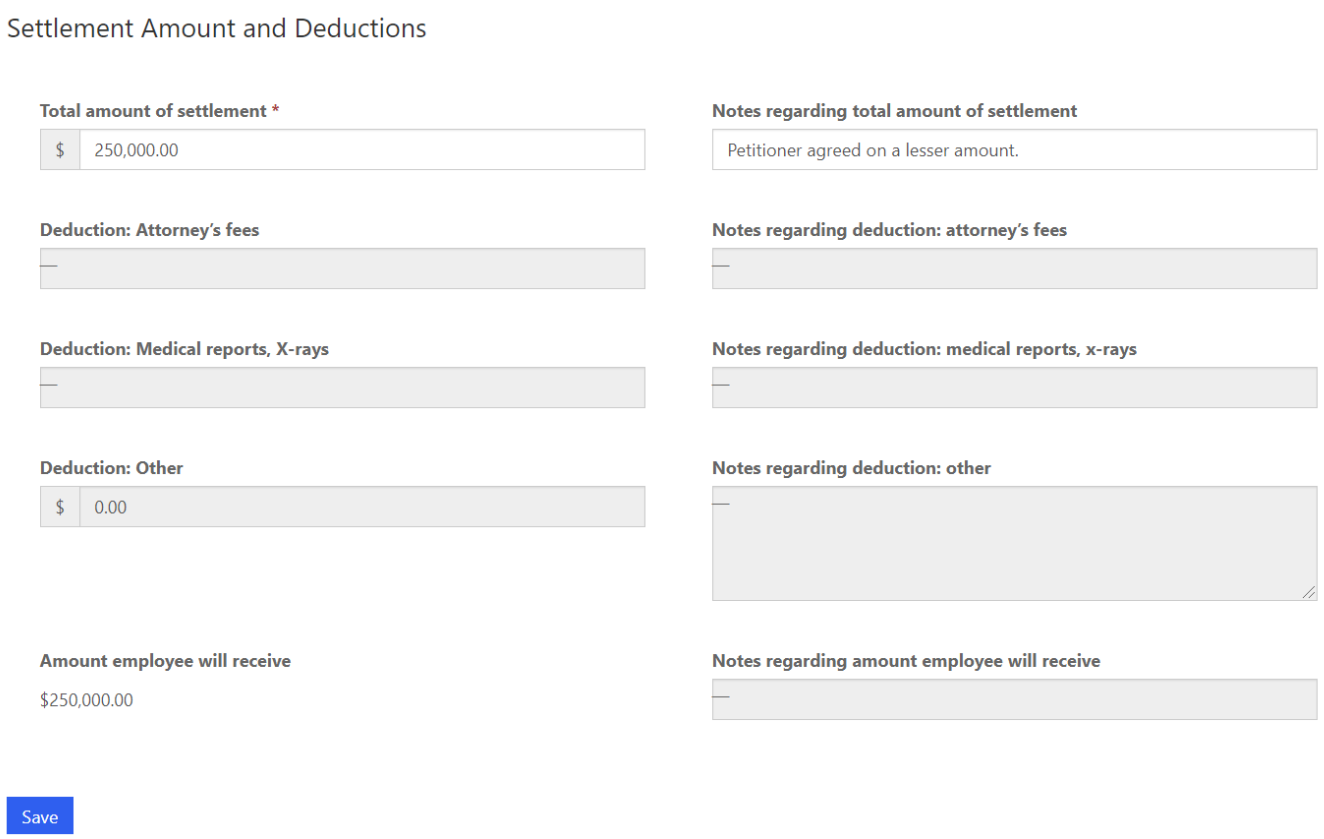
- "Your role on the case." The system automatically defaults to "Respondent Attorney" because it is a pro se settlement contract.
- "Do you have a case number." Most pro se settlement contracts will not have a case number. You select "No" and the case will be assigned a case number and an Arbitrator upon submission to the IWCC. In situations when you already have a case number (in other words an application for adjustment of claim was filed,) you select "Yes" and input the case number on the next screen.

Note:

1. You must have entered an appearance in a case that already has a case number before proceeding with a pro se settlement contract.
2. If the case existed prior to CompFile (a "Legacy Case"), you must complete the case claiming process in CompFile to note your prior appearance.

Add Amount and Deductions

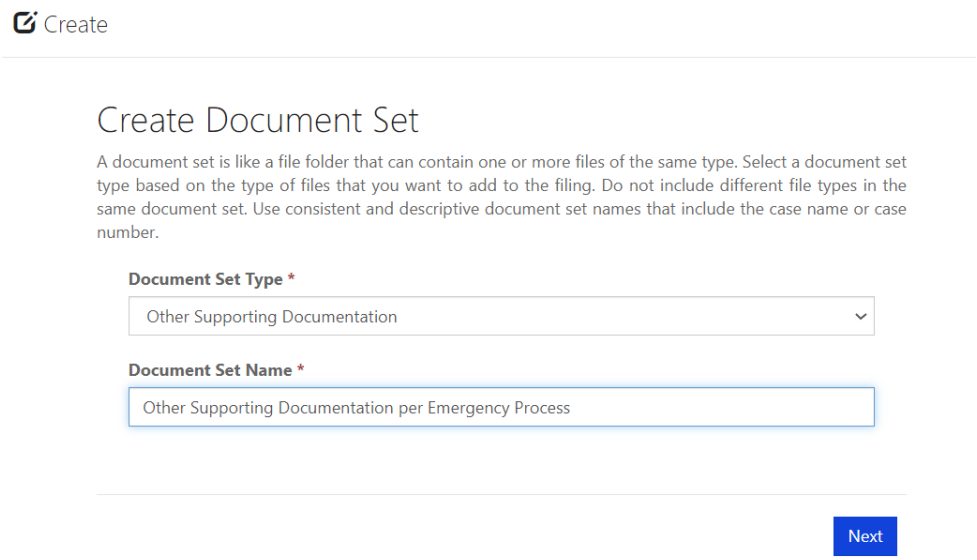
The "Total amount of settlement" field involves only a single monetary entry. Click "Add Amount and Deductions" and input the "Total amount of settlement." The respondent attorney will not input any deductions. If the pro se petitioner has agreed to some type of deduction, then put the reduced amount in the "Total amount of settlement" field and provide an explanation in the terms.



Settlement Documents

The respondent attorney must attach a PDF copy of a recent medical report.

The respondent attorney is also required to attach additional documentation for the pro se settlement contract to be approved. Choose "Other Supporting Documentation" and provide a name for the document you are attaching to the contract. The respondent attorney must follow the IWCC's emergency special process procedures to determine what additional documentation must be attached to the settlement contract in CompFile. Do not contact CompFile support regarding these emergency special process procedures or what additional documents must be attached to the contract. CompFile does not govern what you are required to attach to the contract.



Add Respondent Attorney

If the respondent attorney who drafts the pro se settlement contract needs to add another respondent attorney, he or she can add the second attorney on this screen.

> **Note**: If a case is already created (an application for adjustment of claim was filed), then the second attorney must enter an appearance on that case in CompFile before being added to the settlement contract.

Respondent's Insurance or Service Company

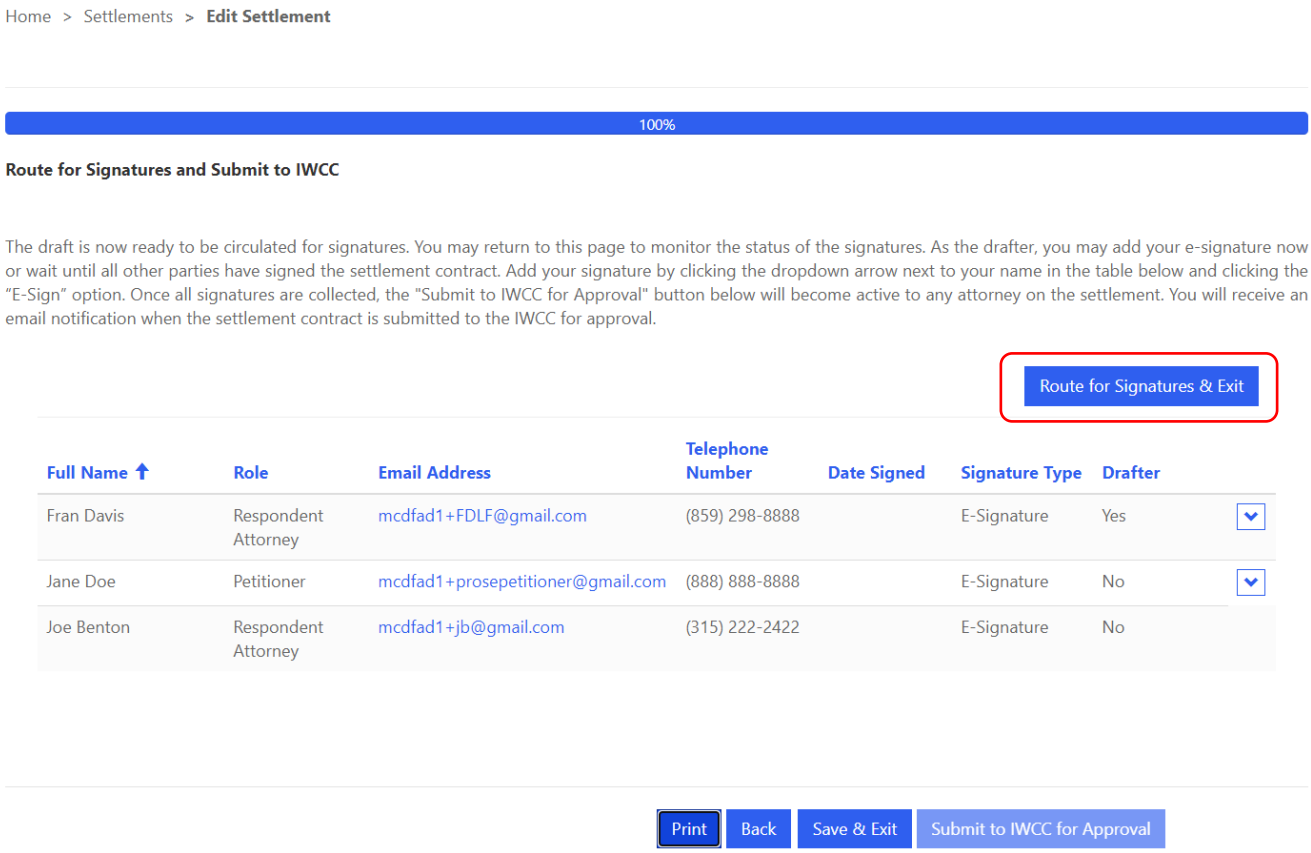
If you want to add an insurance or service company representative as a signer on the pro se settlement contract, you answer "Yes" and add the representative's name and email address. Once the contract is ready, you would route it for the representative's e-signature.

Add Petitioner

A pro se settlement is the only scenario where a respondent attorney adds the petitioner to the settlement contract.

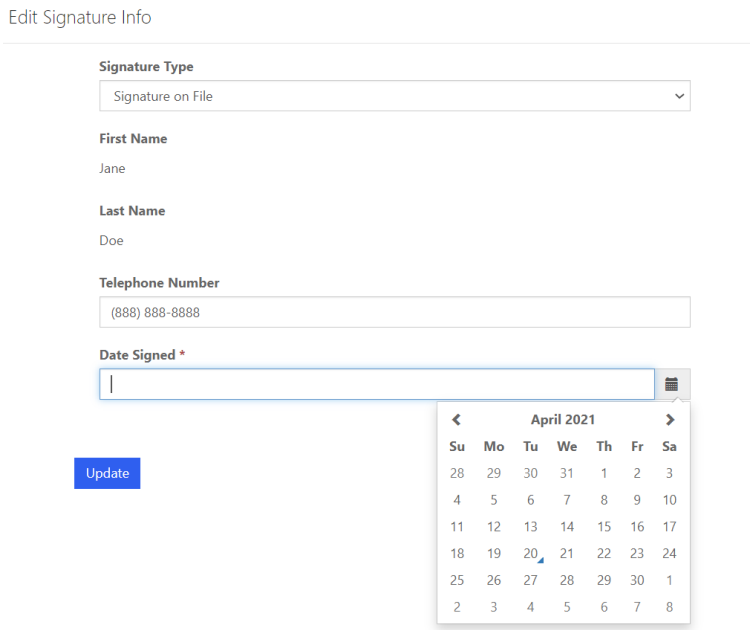
Determine how the pro se petitioner will sign the contract. Like standard contracts, the petitioner can either e-sign the contract, or the drafter can use signature on file.

If you select “E-Signature,” then the petitioner will receive the contract immediately when you click “Route for Signatures” on the final screen.



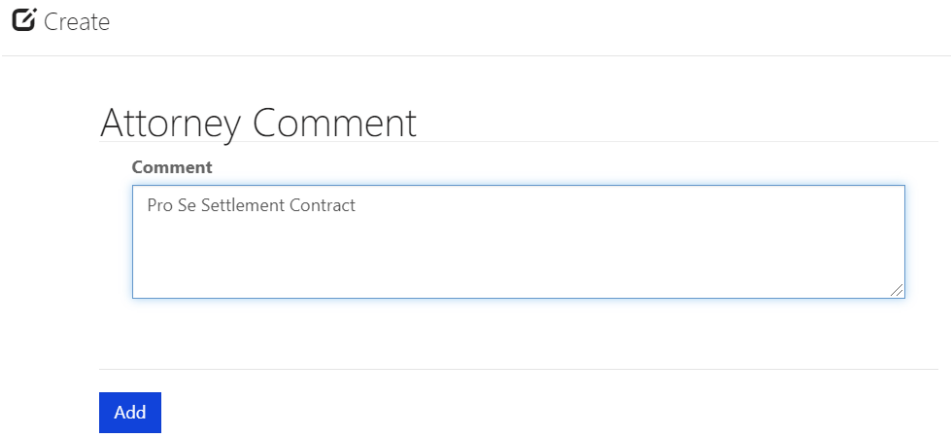
If you select “Signature on File,” print the contract for collecting the petitioner’s signature.

Once the signature is collected, return to this screen, input the date of the signature, and proceed with finalizing the contract, as shown in the following screenshot.



Add a comment

It is always a good idea to point out to the arbitrator or commissioner that this is a pro se settlement contract in the "Add Comment" section.



Schedule the hearing

Immediately upon submitting the contract to the IWCC, the respondent attorney will be notified of the assigned case number and Arbitrator. The respondent attorney must contact the Arbitrator directly (outside of CompFile) to schedule a time for the virtual hearing. At the virtual hearing, the Arbitrator reviews the submitted contract with the parties.

If any changes are required, the Arbitrator can return the contract to the respondent attorney to make the necessary changes, get updated signatures, and re-submit the contract for approval. Depending on the circumstances, the Arbitrator may require a second hearing.

Home > **Settlements**

My 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	
21WC100052	Doe, Jane v. Kroger	Chicago	William McLaughlin	Fran Davis			Fran Davis	Fran Davis Law Firm	Submitted for Approval	4/20/2021	
21WC100024	Gallagher, Connor v. Dunkin Donuts	Peoria	Melinda Sullivan	Fran Davis	Fran Davis	Fran Davis Law Firm			Approved	4/15/2021	

Applying Edits

As the drafter, you cannot edit the settlement if the petitioner's signature is applied. If the contract is still in "Draft" status and the petitioner's signature on file has been applied, the signature will need to be removed before editing.

If the contract has been routed for e-signature, the respondent attorney needs to click "Changes Needed," which will erase any signatures from the contract.

Applications and Case Creation

Initiate Application

From the "Applications" screen, you can start a new Application for Adjustment of Claim by clicking the "Initiate Application" button. When you click the "Initiate Application" button, you are taken to a new screen that contains the identifying information for the case. You must identify whether the Workers' Compensation Act or Occupational Diseases Act applies to the case and indicate if it is a fatal case. Finally, you must identify the geographical location of the accident or last exposure.

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. You can proceed to the next screen after completing all mandatory fields.

Illinois Workers' Compensation Commission

News | Fran Davis

Home > Applications > **New Application**

0%

Workers' Compensation Act *
No Yes

Occupational Diseases Act *
No Yes

Fatal Case? *
No Yes

Date of death *

Location of Accident or Last Exposure

Did the accident or last exposure occur in Illinois? *
No Yes

State *
IL

Locality (City or County) *

Notes regarding location of accident or last exposure

Next

Application Information

The next screen and fields in the electronic application closely mimic the paper application ("Form IC1"). In the "Employee/Petitioner" section, you must identify the employee/petitioner filing the application. In most cases, the injured employee files the application and is referred to as the petitioner. To add the petitioner, click the "Add Petitioner" button, enter the petitioner's first and last name, and click the "Submit" button. You must then enter the employee/petitioner's address. If the injury was fatal, or if the worker is a minor or incapacitated, another person (as allowed by law) may file the application. In those cases, the person filing the application is the petitioner, and the worker is referred to as the injured employee.

You can name multiple petitioners on the application. For example, if the injury was fatal, the application may list all the eligible surviving relatives and dependents of the deceased employee. Repeat the steps above to add multiple petitioners. You can enter parenthetical information that identifies the individual in the "Employee/Petitioner Other Additional Information" field. If you make a mistake adding a petitioner, you can remove him or her by clicking the down arrow at the end of the row (which is circled in red below) and selecting the "Remove" option.

Note: The first petitioner added to the application displays a "Yes" under the "List First" column of the Employee/Petitioner Table. The name of the petitioner marked as "List First" gets displayed in the case name once the application is submitted to the IWCC. Also, the "List First" petitioner is added to the Signature Table for the electronic application. This "List First" petitioner must sign the application using either the "E-Sign" or "Signature on File" option. You can designate a petitioner as the "List First" respondent by clicking the arrow to the right and clicking "List First."

Illinois Workers' Compensation Commission

News | Fran Davis

Home > Applications > **New Application**

Back | Save & Exit | Next

25%

Employee/Petitioner

In most cases, the injured employee files this application and is referred to as the petitioner. If the injury was fatal, or if the worker is a minor or incapacitated, another person (as allowed by law) may file. In those cases, the person filing the application is the petitioner, and the worker is referred to as the injured employee. Please complete information related to age, etc., for the injured employee.

Add Petitioner

Employee/Petitioner First Name	Employee/Petitioner Last Name	Employee/Petitioner Other Additional Information	List First
Susan	Smith	Wife of the deceased	Yes
John	Smith		No

Remove
List First

Does the employee reside in Illinois? *
No Yes

Injured Employee's Name *
John Smith

Street Address *
435 Pleasant Street

In the "Employer/Respondent" section, you identify the employer and/or any other parties that may be liable to pay compensation. To add an employer/respondent, click the "Add Employer/Respondent" button, enter its name and address, and click the "Submit" button. You can name multiple respondents on the application. For example, multiple respondents are often named in cases involving a joint venture, loaning and borrowing employers, and dual employment with two or more independent employers. Repeat the steps above to add multiple respondents. You can enter parenthetical information that identifies the employer or any other parties in the "Employer/Respondent Other Additional Information" field.

Note: The first respondent added to the application displays a "Yes" under the "List First" column of the Employer/Respondent Table. Similar to the "List First" designation for petitioner, the name of the respondent marked as "List First" is displayed in the case name once the application is submitted to the IWCC. You can designate a respondent as the "List First" respondent by clicking the arrow to the right and clicking "List First."

Home > Applications > **New Application**

Back | Save & Exit | Next

25%

Employee/Petitioner

In most cases, the injured employee files this application and is referred to as the petitioner. If the injury was fatal, or if the worker is a minor or incapacitated, another person (as allowed by law) may file. In those cases, the person filing the application is the petitioner, and the worker is referred to as the injured employee. Please complete information related to age, etc., for the injured employee.

Add Petitioner

Employee/Petitioner First Name	Employee/Petitioner Last Name	Employee/Petitioner Other Additional Information	List First
Susan	Smith	Wife of the deceased	Yes
John	Smith		No

Remove
List First

Does the employee reside in Illinois? *
No Yes

Iniured Employee's Name *

Street Address *

Employee Information

The "Employee Information" section covers the employee's personal information, such as gender, marital status, dependents under age 18, birthdate, and average weekly wage. The electronic application screens contain a combination of radio buttons ("Yes/No" answers), drop-down menus (as shown by the down arrow next to the "Marital status" field), and pop-up calendars for selecting dates (as shown by the calendar icon next to the "Birthdate" field) for your convenience. The electronic application screens also contain "Notes" fields. By adding the "Notes" fields, the IWCC has provided a way for you to include additional information or statements that you want to communicate to the IWCC.

Employee Information

State Employee?
No Yes

Gender
Male
Male
Female

Marital status *

Birthdate *

Average weekly wage *

Notes regarding average weekly wage

Accident/Injury Information

The "Accident/Injury Information" section covers information about the injured employee's accident and injury. The fields in this section closely resemble those found on the paper Form IC1. Mandatory fields are marked with a red asterisk (*). There are also character limits on certain fields in the electronic application. For example, the "How did the accident occur?" field has a limit of 500 characters, which includes spaces and punctuation. Once you reach the character limit, you cannot type any additional information into that specific field.

Accident/Injury Information

Date of accident *

10/1/2020

Notes regarding date of accident

The employer was notified of the accident *

orally and in writing

How did the accident occur? *

Motor Vehicle Accident

What part of the body was affected? *

whole body

What is nature of the injury? *

fatality

Return-to-work date

n/a

Is the injured employee currently receiving TTD benefits? *

No Yes

As you complete the electronic application screens, you will see 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. The "Save & Exit" button is the save-a-draft function. This will save your work and take you out of the application altogether. To properly save and exit the application, you must fill in all mandatory fields on the screen. You can then go back to your draft when you are ready to finalize the application.

Return-to-work date

n/a

Is the injured employee currently receiving TTD benefits? *

No Yes

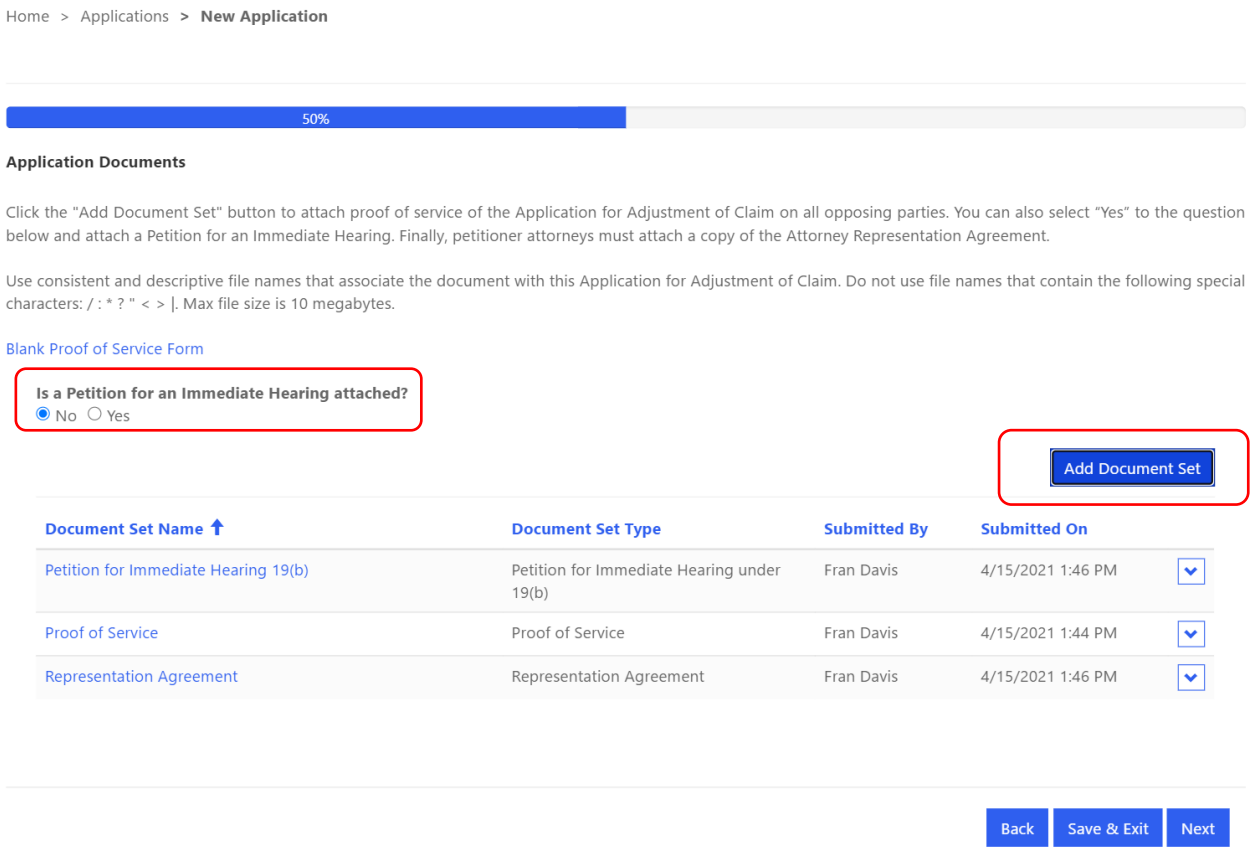
If a prior application was ever filed for this employee, list in the field below the case number and its status. *

n/a

Back Save & Exit Next

Application Documents

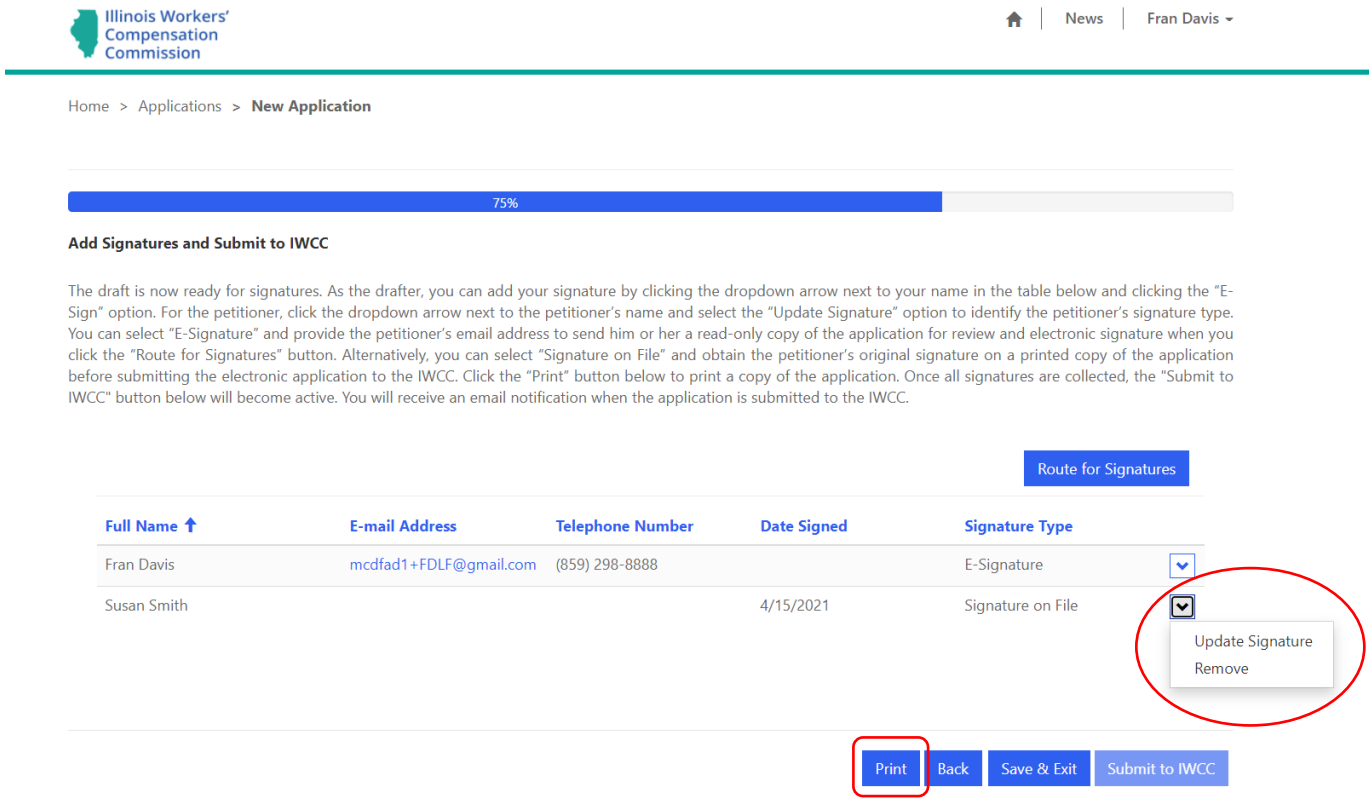
To submit an electronic application, you **must** include proof of service of the Application for Adjustment of Claim on all opposing parties. A petitioner attorney also **must** include a copy of the Attorney Representation Agreement. Finally, you can indicate on the "Application Documents" screen if a Petition for an Immediate Hearing is attached to the application and include a copy of the petition.



Adding documents to the electronic application is a simple, two-step process. In the first step, you need to select and name the document set. The following are the four available options for the types of documents that can be added to the electronic settlement contract: 1) Other Supporting Documentation, 2) Petition for Immediate Hearing under 19(b), 3) Proof of Service, and 4) Representation Agreement. The document set name should reference the application or petitioner and describe the selected document type. For example, an attorney attaching a proof of service would type "Smith Application Proof of Service" as the document set name. In the second step, you need to add the appropriate documents or files. Browse your computer and choose the appropriate files to add to the document set. You can add multiple files to a document set. After choosing the appropriate files, click 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).

Add Signatures and Submit to IWCC

The "Add Signatures and Submit to IWCC" screen is the final screen for the electronic application. In order to add the petitioner's signature, click the down arrow next to the petitioner's name and select the "Update Signature" option to identify the petitioner's signature type. There are two options for the petitioner to sign the electronic application: 1) Signature on File and 2) E-Signature.



Signature on File

The "Signature on File" option involves the petitioner attorney printing a copy of the electronic application 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 application, 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.

The "Add Signatures and Submit to IWCC" screen contains a "Print" button at the bottom of the screen (as shown in the previous screenshot.) If you click the "Print" button, a window appears where you can click the link to a downloadable copy of the electronic application. 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 application.

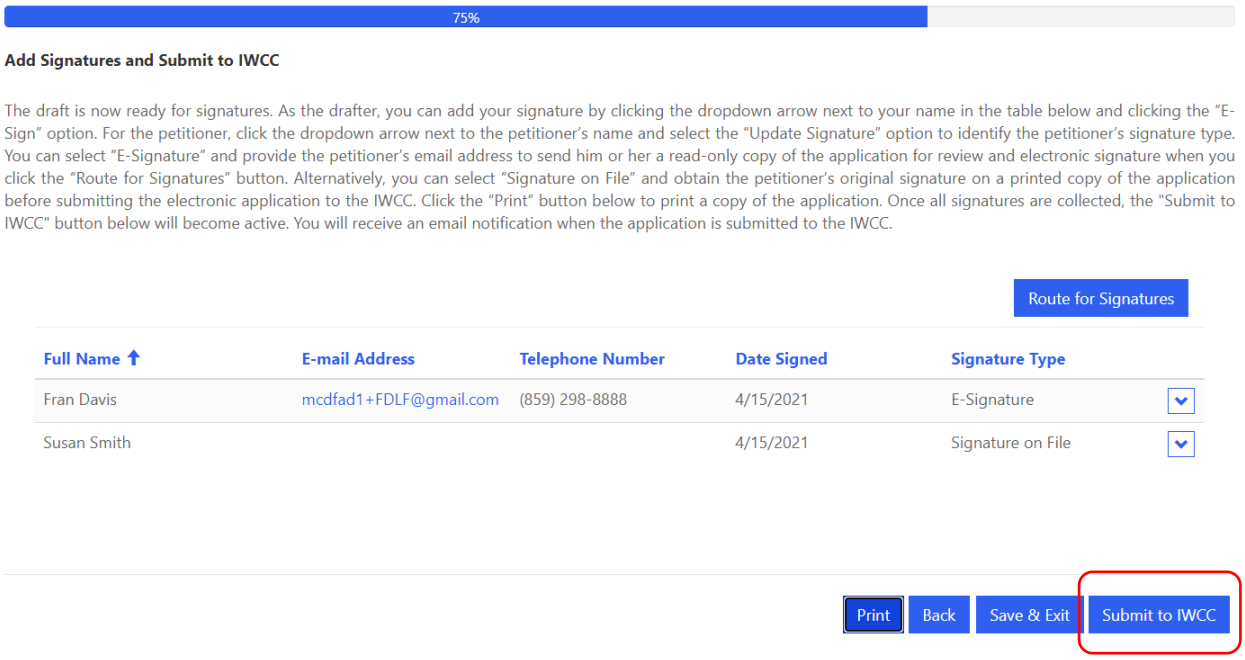
E-Signature

The “E-Signature” option involves having the petitioner e-sign the application. You must enter the petitioner’s e-mail address and click the “Submit” button. You can then route the electronic application to the petitioner by clicking the “Route for Signatures” button. When you click the “Route for Signatures” button, a message is displayed to confirm your request and ensure that you want to route the application for signatures. Clicking the “Yes” button triggers CompFile to deliver the application to the petitioner and send an e-mail notifying him or her that there is an application waiting for review and signature.

The e-mail sent to the petitioner contains 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 the user is not a robot.) Once logged into CompFile, the petitioner can see the “Applications” button. Clicking the “Applications” button takes the petitioner to the “Applications” screen, where he or she can open the application and view a read-only copy of the electronic application to verify the 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 “Date Signed” column of the Signature Table. The application’s status also changes to “Petitioner Signed” when the petitioner e-signs the application.

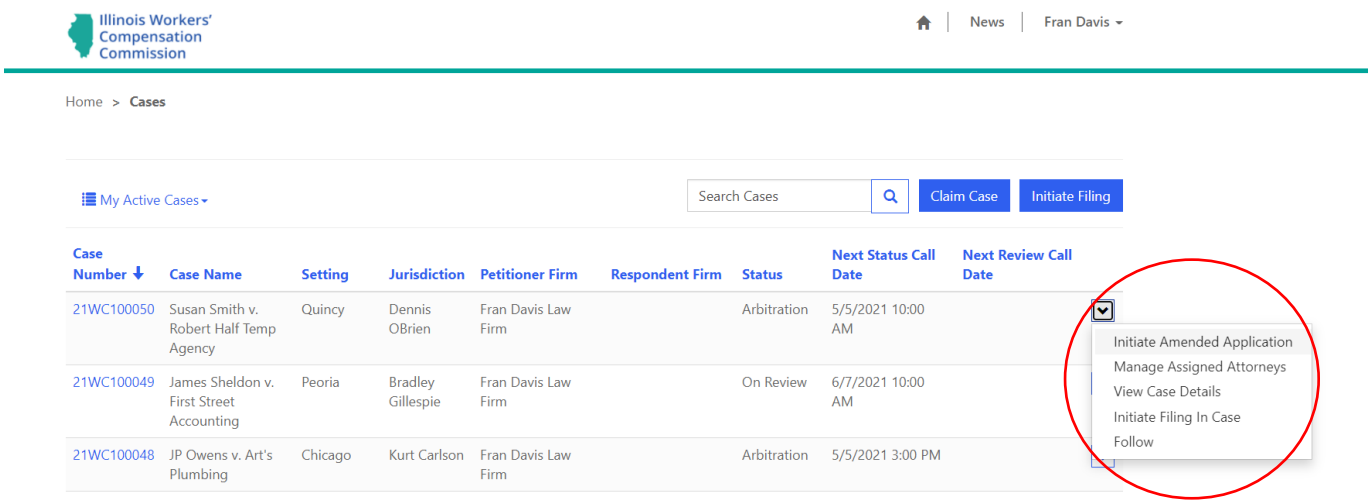
Note: You can edit an application in the “Waiting for Petitioner Signature” or “Petitioner Signed” status using the “Changes Needed” option. From the “Applications” screen, you can view applications in these statuses by clicking the down arrow next to the default “My Draft Application” view to reveal a drop-down menu with the following additional views: “My Firm’s Applications,” “Waiting for Signature Applications,” “Petitioner Signed Applications,” and “My Submitted Applications.” In the “Waiting for Signature Applications” or “Petitioner Signed Applications” view, you identify the application that requires edits, click the down arrow at the end of the row, and select the “Changes Needed” option to make edits or add documents to the application. The “Changes Needed” option also removes any previously applied signatures from the application. Thus, you must re-route the application to the petitioner for review and signature after making the necessary changes.

After adding the petitioner’s signature, you can add your signature by clicking the down arrow next to your name in the table below and clicking the “E-Sign” option. After all parties sign the electronic application in CompFile, the “Submit to IWCC” button becomes active. When you click the “Submit to IWCC” button, you are taken to a new screen with a confirmation that the electronic application was successfully submitted to the IWCC. You also receive an e-mail notifying you that your application was docketed and assigned a case number. The case initiated by your submitted application appears in your list of cases on the “Cases” screen.



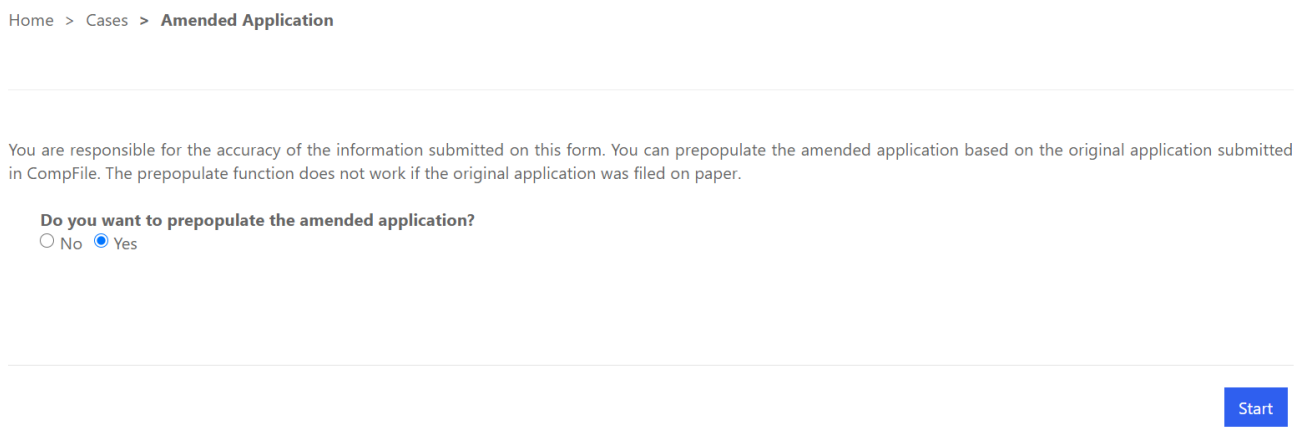
Initiate Amended Application

Applications may be amended prior to a hearing by filing an Amended Application for Adjustment of Claim. You can start an amended application for an existing case from the "Cases" screen. On the "My Active Cases" view, you can search for the case using the "Search Cases" box at the top of the screen. Enter a valid case number in the "Search Cases" box using the ##WC###### format with no spaces between the numbers and letters and leading zeros. For example, 20WC123456 or 20WC000123. After you locate the case, click the down arrow at the end of the row (which is circled in red in the screenshot that follows) and select the "Initiate Amended Application" option to start the amended application.



When you click the "Initiate Amended Application" option, you are taken to the screen below that contains a question about prepopulating the amended application. You can prepopulate the amended application based on the original application submitted in CompFile. The prepopulate function automatically

completes all fields in the “Location of Accident or Last Exposure,” “Employee/Petitioner,” “Employer/Respondent,” “Employee Information,” and “Accident/Injury Information” sections of the amended application. You can then amend/change the information in these fields as necessary and complete the “Application Documents” and “Add Signatures and Submit to IWCC” screens for the amended application following the steps outlined above in the Add Signatures and Submit to IWCC section.



The “Add Signatures and Submit to IWCC” screen contains 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 electronic amended application. 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 amended application. The PDF copy of the amended application is labeled "Amended" and shows any changes with strikethrough text.

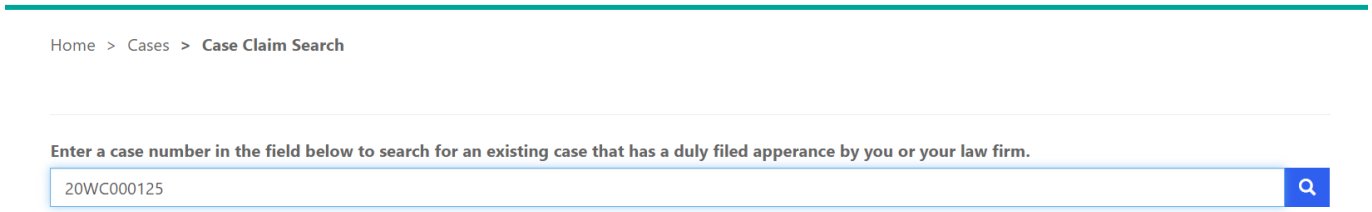
Note: The prepopulate function does not work if the original application was filed on paper. If the original application was filed on paper, you must complete all fields on the electronic amended application and include all prior versions of the application that you filed on paper as an attachment on the “Application Documents” screen.

Claim a Case

CompFile allows you to submit new filings on cases that were originally filed on paper (“legacy cases”). To activate a legacy case in CompFile, an attorney (**either** the petitioner attorney or respondent attorney) must claim the case and identify all other attorneys of record on the case who should receive electronic service of future filings.

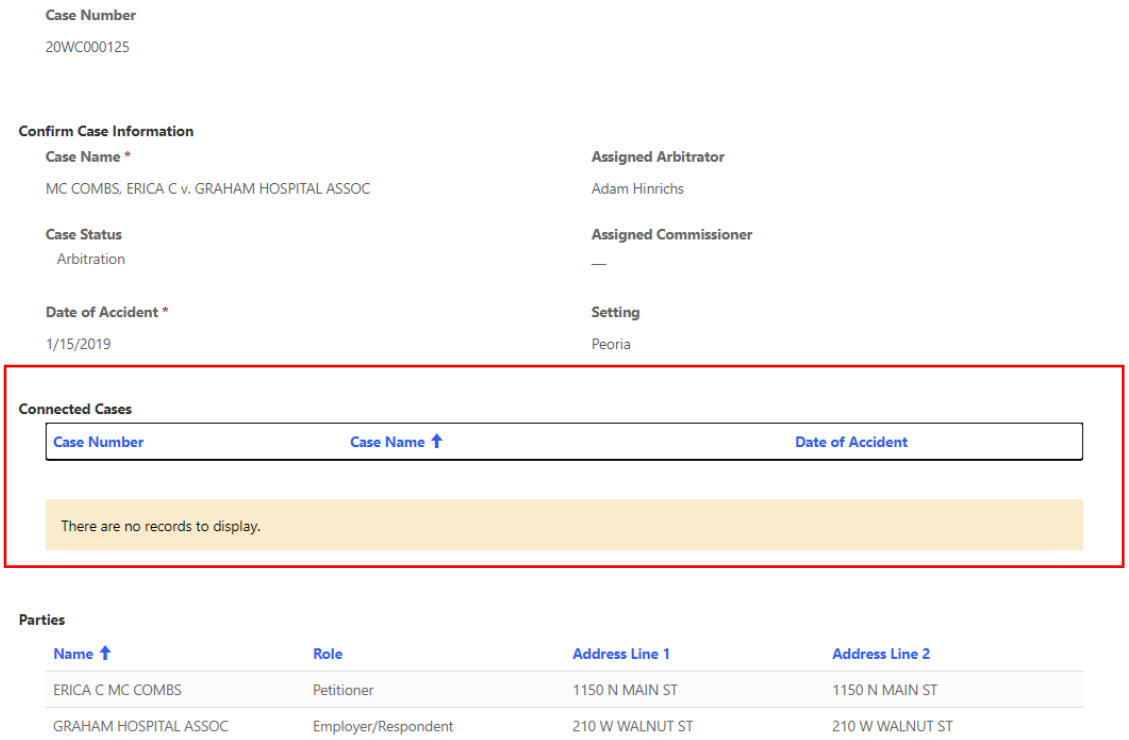
Note: A case only needs to be claimed once. You must add all attorneys of record on the case during the case claiming process. Once the case is claimed, it appears on the “Cases” screen for each attorney added to the case.

From the "Cases" screen, you can claim a legacy case by clicking the "Claim Case" button. When you click the "Claim Case" button, you are taken to a new screen where you can search for the legacy case by its case number. Enter a valid case number in the "Search" box and click the magnifying glass icon. You must enter a valid case number using the ##WC###### format with no spaces between the numbers and letters and leading zeros. For example, 20WC123456 or 20WC000123.



Case Claim Details

The next screen contains basic information about the case that comes from the IWCC's mainframe computer system. You should carefully review these case details in the "Confirm Case Information," "Connected Cases," and "Parties" sections and note any incorrect information (e.g., the wrong assigned Arbitrator or Commissioner, an incomplete listing of the connected or consolidated cases, or a missing petitioner or respondent party). At the bottom of the screen, you can check a box to indicate that the case information appears incorrect and then describe what information the IWCC needs to change in the "Comments" field. A member of the IWCC Data Entry Department will research the comment and make the necessary changes to the case information in CompFile.



Note: You must claim <u>all</u> your active legacy cases. The "Connected Cases" section simply references the other cases consolidated with the case that you are trying to claim. You need to complete the case claiming

process for each consolidated case. If a unique attorney appears on one of the consolidated cases, you must add that attorney to all the consolidated cases to ensure that he or she receives proper notice and electronic service of future filings in the consolidated cases.

Appearance List (Add Attorneys)

The "Appearance List" section displays the legacy law firms listed on the case in the IWCC's mainframe computer system. The IWCC's records indicate that these legacy law firms have previously filed a written appearance on the case.

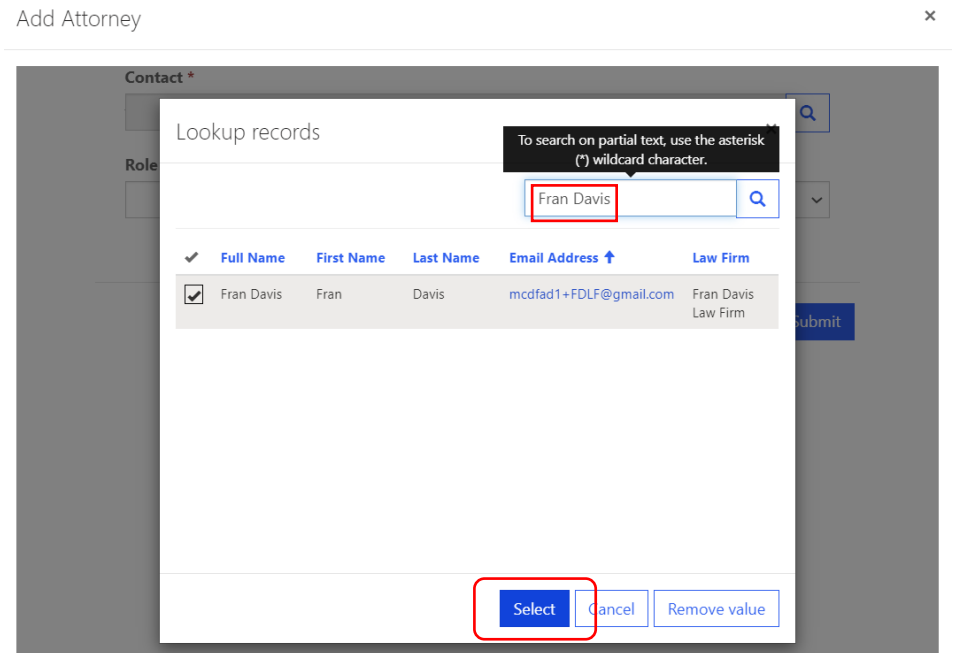
Parties

Name	Role	Address Line 1	Address Line 2
ERICA C MC COMBS	Petitioner	1150 N MAIN ST	1150 N MAIN ST
GRAHAM HOSPITAL ASSOC	Employer/Respondent	210 W WALNUT ST	210 W WALNUT ST

Add Attorney

Prior to claiming a case, you must add yourself and all other attorneys who should receive electronic service of future filings to the case.

To add yourself to the case, locate your law firm in the Legacy Law Firm table, click the down arrow at the end of the row, and select the "Update" option. A new "Add Attorney" window appears with options to either add an attorney from the legacy law firm or remove the legacy law firm. Under the "Add Attorney" label, click the magnifying glass icon in the "Contact" field to open the record lookup pop-up window containing names of attorneys registered in CompFile. Type your name in the search bar and click the magnifying glass icon. You must then check the box next to your name and click the "Select" button to add yourself to the "Contact" field.



Update Legacy law Firm

Add

Click the search icon next to the "Contact" field to search and select an attorney from the legacy law firm so that he or she can be added to the case in CompFile and receive electronic service of future filings.

Contact

Fran Davis

☐ Check here if you could not find the attorney in the search list. 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.

Remove

☐ Check here if the legacy law firm is no longer on the case and should not receive electronic service of future filings.

Submit

In the "Add Attorney" window, click the "Submit" button to add yourself to the Legacy Law Firm table. Repeat these steps to add an attorney from the other legacy law firms that appear in the Legacy Law Firm table.

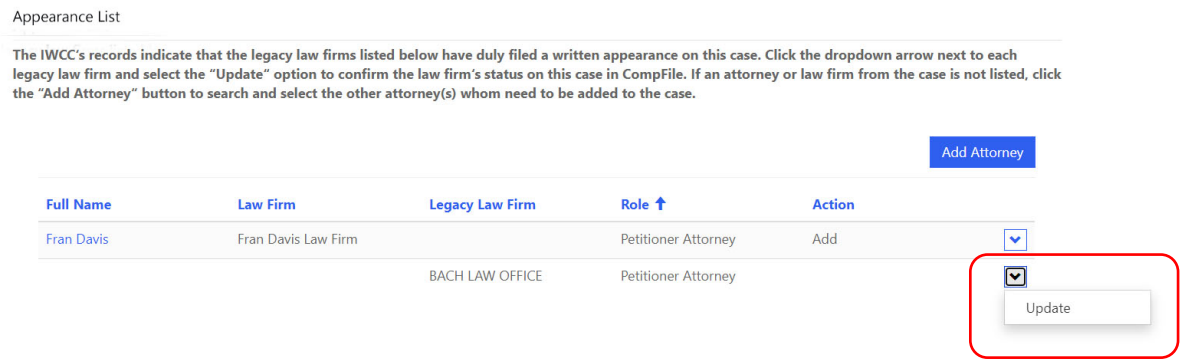
When searching for an attorney from the legacy law firm to add to the case, you may not be able to find him or her in the search list. Only attorneys with registered CompFile accounts appear in the search list. Under the "Add" label, check the box indicating that you could not find the attorney. When you click the "Submit" button, the legacy law firm will update to "Remove" under the "Action" column in the Legacy Law Firm Table. You can then complete the case claim process without adding the attorney or legacy law firm.

Note: You cannot complete **electronic service** of future filings on an attorney if he or she does not appear on the case in CompFile. If you cannot find the attorney in the search list, it is recommended that you contact the attorney directly and encourage him or her to register in CompFile before claiming the case.

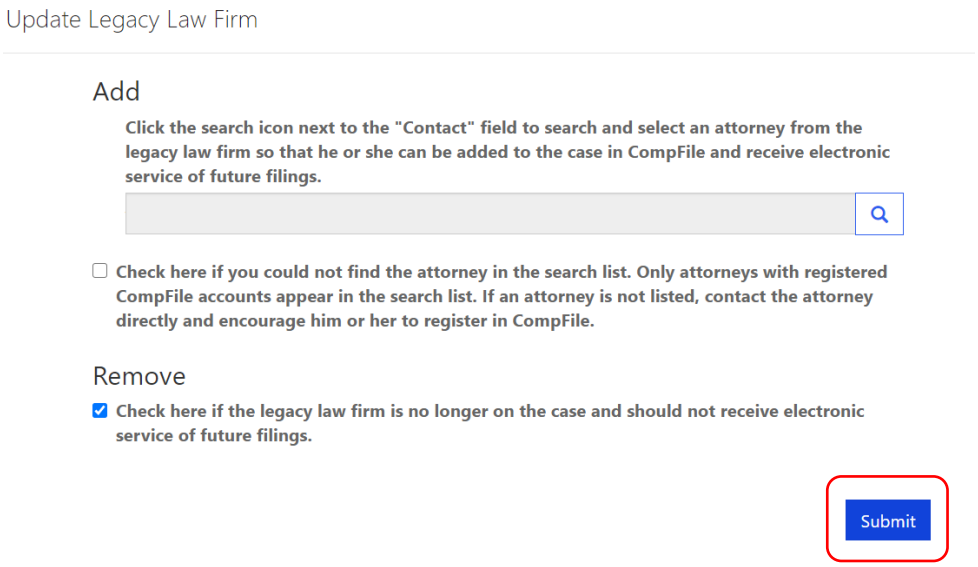
Remove Attorney

You may notice that a legacy law firm listed in the Legacy Law Firm table should no longer appear on the case. For example, the IWCC's mainframe computer system was not properly updated to record the withdrawal, dismissal, or substitution of the legacy law firm from the case. In this situation, you can remove the legacy law firm from the case and add an attorney from the current law firm that should appear on the case.

To remove a legacy law firm from the case, locate it in the Legacy Law Firm table, click the down arrow at the end of the row, and select the “Update” option.



The “Update Legacy Law Firm” window contains a “Remove” option to remove the legacy law firm. Under the “Remove” label, check the box indicating that the legacy law firm is no longer on the case and should not receive electronic service of future filings. When you click the “Submit” button, the legacy law firm gets updated to “Remove” under the “Action” column in the Legacy Law Firm table.



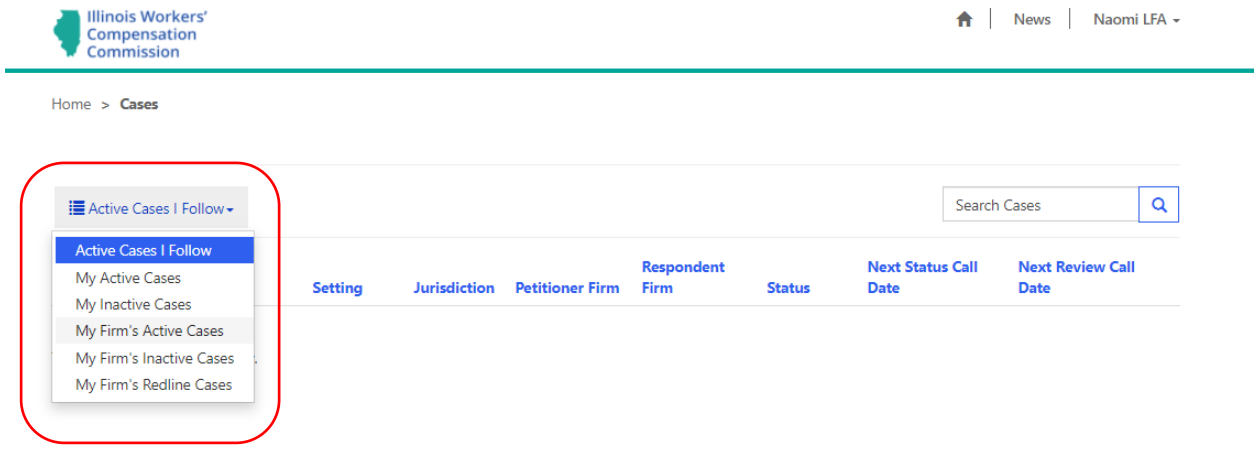
You can now click the “Add Attorney” button to search and select the attorney(s) you need to add to the case. When you click the “Add Attorney” button, a new window appears where you select the role of the attorney (respondent attorney or petitioner attorney) and click the magnifying glass icon in the “Contact” field to bring up a record lookup for searching the name of attorneys registered in CompFile. Type the attorney’s name in the search bar and click the magnifying glass icon. You will be presented with search results containing a list of names that match your search criteria. You must then check next to the appropriate attorney’s name and click the “Select” button to add him or her to the “Contact” field. In the “Add Attorney” window, click the “Submit” button to add the attorney to the case.

Confirm and Return to Cases

After adding all the necessary attorneys to the case, you can complete the case claiming process by checking the box to confirm that you or your law firm has previously filed a written appearance on this case or connected cases and clicking the "Confirm and Return to Cases" button. When you click the "Confirm and Return to Cases" button, you are taken back to the "Cases" screen where the claimed case now appears in your list of cases. You and the other attorneys you added to the case receive an e-mail stating that the case has been claimed in CompFile.

How Law Firm Administrators View and Track the Law Firm's Cases in CompFile

When you log into CompFile as a Law Firm Administrator ("LFA"), click the "Cases" button to see a list of your law firm's cases in CompFile. On the top-left side of the screen, you will see the "Active Cases I Follow'' label with a drop-down arrow next to it. Click the down arrow to reveal a menu that includes the following view options: 1) Active Cases I Follow, 2) My Active Cases, 3) My Inactive Cases, 4) My Firm's Active Cases, 5) My Firm's Inactive Cases, and 6.) My Firm's Redline Cases.



Here is a brief description of what these view options mean for you and your law firm:

Active Cases I Follow: The case is active in CompFile, and the logged in user previously selected the "Follow" option for this case. This allows you as the LFA to keep track of all actions that occur on a particular case listed in this view.

My Active Cases: The case is active, and the logged in user is an active case party (i.e., an attorney who appears as an attorney of record on the case). This view will be empty for users without an ARDC number because they do not have filings permissions and cannot appear as attorneys of record on a case.

My Inactive Cases: The case is inactive, there has been no activity on the case in 45 days from the Last Status Change Date, and the logged in user was an active case party. This view will be empty for users without an ARDC number because they do not have filings permissions and cannot appear as attorneys of record on a case.

My Firm's Active Cases: The case is active, and the logged in user belongs to the law firm on the case. This view allows any user connected to the law firm to view cases in which an attorney at the firm appears as an attorney of record.

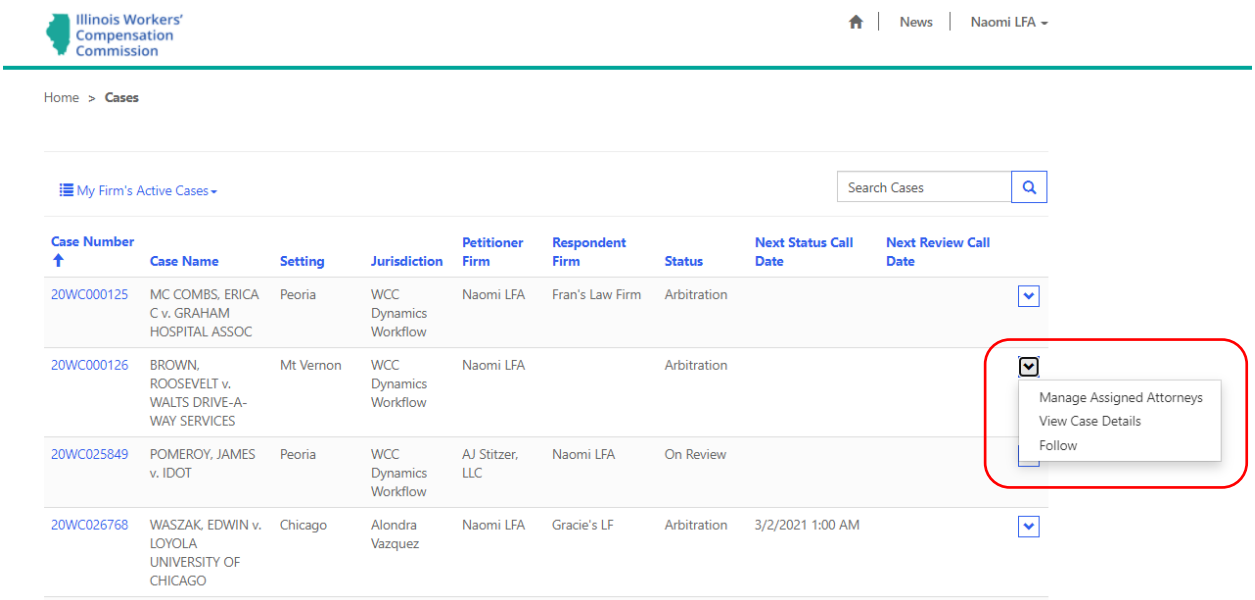
My Firm's Inactive Cases: The case is inactive, there has been no activity on the case in 45 days from the Last Status Change Date, and the logged in user belongs to the law firm on the case.

My Firm's Redline Cases: The case is active, the case is above the redline (i.e., the case has been on file three or more years), and the logged in user belongs to the law firm on the case.

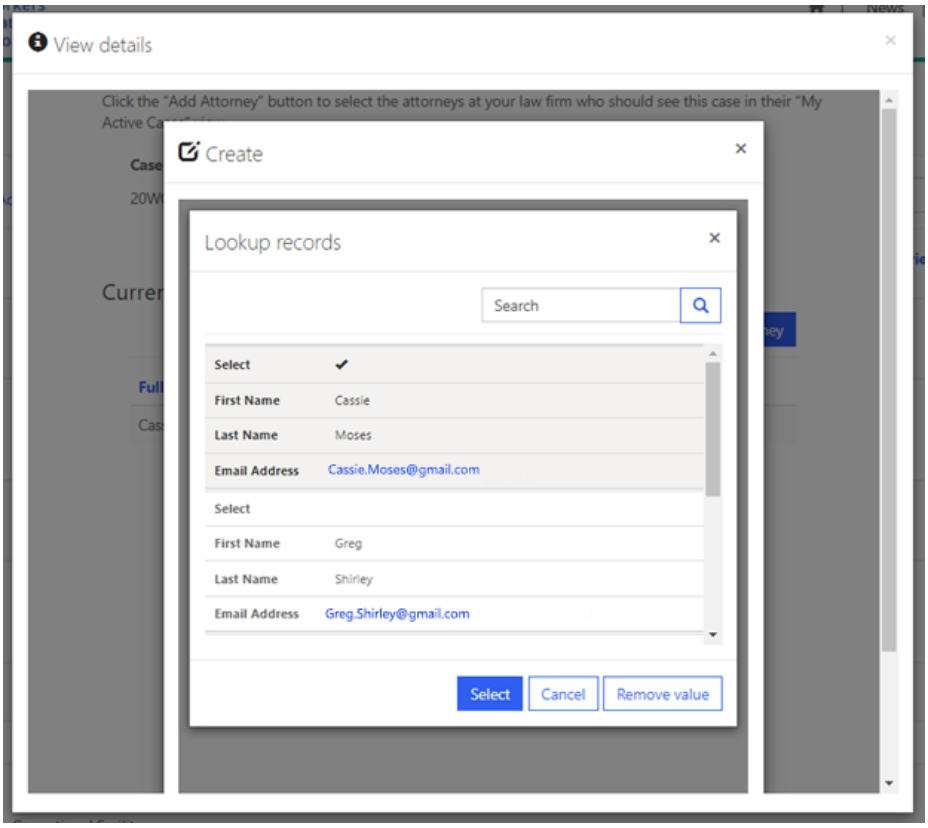
Assigning and Reassigning Attorneys within the Law Firm

The LFA can manage which **attorney within the law firm** should be assigned to a case. Assigning an attorney to a case allows the attorney to see the case in his or her "My Active Cases" view. The assigned attorney also receives email notices of activity or filings in the case.

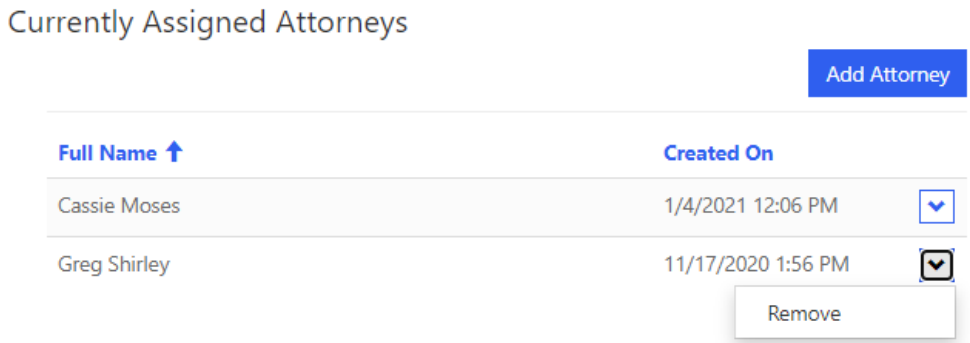
Once you have logged into CompFile, click on the "Cases" button to see a list of your firm's cases. If you select the "My Firm's Active Cases" view, you can see all the active cases in which an attorney from your law firm appears as an attorney of record. From here, you can click the drop-down arrow next to the case you want to reassign and select the "Manage Assigned Attorneys" option.



After you select the “Manage Assigned Attorneys” option, a new “Add Attorney” window appears where you can click the “Add Attorney” button to add a new attorney from your law firm to the case. Select the role of the new attorney who will be working the case, type his or her name in the search bar, and click the magnifying glass icon. You can then choose the appropriate attorney (a check mark appears in the “Select” field) and click the “Select” button to confirm your selection. The name of the attorney now appears in the “Add Attorney” window. Finally, you can click the “Add” button to add the new attorney to the case.



After successfully adding a new attorney to the case, two attorneys now appear in the “Currently Assigned Attorneys” table. If you wish to remove one of them, click the down arrow next to that attorney and select the “Remove” option to unassign the attorney from the case. This case will no longer show up on the removed attorney’s “My Active Cases” view.



Information About My Case

Notice of Case Assignment

After you file an Application for Adjustment of Claim in CompFile, the system will automatically process your application and send an email notification to all the listed case parties. The email notification will provide basic information such as your case number, case name, accident date, accident location, and the date the case was filed in CompFile. The email will also provide you with the name of your assigned arbitrator and details about your initial status call.

Searching for Case Information

CompFile provides users with detailed information about every case they have access to. After logging in to the CompFile portal, click the "Cases" button. Use the dropdown menu located at the top-left of the screen to filter cases through the desired view. The default view is "Active Cases I Follow."

Find the case you are looking for and click on the hyperlinked case number in the far-left column as shown in the following screenshot. This will open the Case Details page for the selected case number. If the case list is large and you know the case number you need more information on, you can use the "Search Cases" feature, also shown in the following screenshot.

Illinois Workers' Compensation Commission

News | Fran Davis

Home > Cases

My Active Cases

Search Cases | Claim Case | Initiate Filing

Case Number	Case Name	Setting	Jurisdiction	Petitioner Firm	Respondent Firm	Status	Next Status Call Date	Next Review Call Date
19WC031396	ABARCA, ANGEL v. COLUMBUS PARK GOLF MANAGEMENT	Chicago	Steven Fruth	Fran Davis Law Firm	Benton Law Firm	On Review	6/14/2021 3:00 PM	
20WC000125	MC COMBS, ERICA C v. GRAHAM HOSPITAL ASSOC	Peoria	Adam Hinrichs	Fran Davis Law Firm		Arbitration	7/12/2021 10:00 AM	
20WC012177	ABADIA, ISABEL v. LETTUCE ENTERTAIN YOU ENT	Chicago	Charles Watts	Fran Davis Law Firm	Joe Benton Law Firm	Arbitration	7/2/2021 3:00 PM	

Arbitration Events

Navigate to the "Arbitration Events" section of the Case Details page. It is located right below the "Arbitration" section and directly above the "Review" section. (You will be within the case details of a particular case number and you will see the associated events of the case.)

Arbitration

Next Status Call Date	Last Status Call Date	First Status Call Date
5/10/2021 10:00 AM	—	5/10/2021 10:00 AM

Arbitration Events

Filing Type	Filing Attorney	Date Filed	Status Call Date	Pre-Trial On	Trial/Hearing On	Status Reason
Appearance of Representative	George Stephanopolis	3/30/2021 10:55 AM				No action taken
Petition for Immediate Hearing under Sect. 19(b)	Fran Davis	3/30/2021 11:17 AM	5/10/2021 10:00 AM			Decision pending
Request for Hearing	Scooby Doo	4/15/2021 1:20 AM	5/10/2021 10:00 AM			On the call

Review

Next Review Call Date	Last Review Call Date	First Review Call Date

The "Arbitration Events" section gives details on motions and petitions that have been filed in the case at the arbitration level. This section gives information on the event type, filing party, file date, current status,

and the hearing date of the motion or petition. You may also view and print the record of the arbitration event by clicking the down arrow (at the far right of the filing type) and selecting "View/Print."

Review Call Events

Navigate to the "Review Call Events" section of the Case Details page. It is located right below the "Review" section and directly above the "Petition for Review" section.

Review

Next Review Call Date	Last Review Call Date	First Review Call Date
5/19/2021 2:30 PM	—	5/19/2021 2:30 PM

Panel Associated w/ Commissioner

—

Review Call Events

Filing Type	Filing Attorney	Date Filed	Review Call Date	Status Reason
Other	Fran Davis	4/15/2021 11:21 PM	5/19/2021 2:30 PM	On the call

Petitions For Review

Filed On	Filed By	Oral Arguments Date
4/6/2021 11:58 AM	Petitioner	

Like the "Arbitration Events" section, the "Review Call Events" section gives details on motions and petitions that have been filed in the case while it was on review. This section gives information on the event type, filing party, file date, current status, and the hearing date of the motion or petition. You may also view and print the record of the review call event by clicking the down arrow and selecting "View/Print."

Settlements

Navigate to the "Settlements" section of the Case Details page. It is located right below the "Consolidated Cases" section and directly above the "Parties" section.

Consolidated Cases

Primary Case

—

Case Number	Case Name	Date of Accident	Case Filed On

Loading...

Settlements

Case Numbers	Case Name	Status	Approved On	§8(a) Rights Reserved?	§19(h) Rights Reserved?
21WC100024	Gallagher, Connor v. Dunkin Donuts	Active	4/15/2021	No	No

Parties

Full Name	Role	Primary Location Address Line 1
Dunkin Donuts	Employer/Respondent	13238 Wood Duck Dr
Connor Gallagher	Petitioner	
George Stephanopolis	Petitioner Attorney	4444 Perry Way

The "Settlements" section gives details on all proposed, rejected, and approved settlements associated with a case. Each item in the list is a different proposed settlement. Each item will list the case number and case name, the status of the proposed settlement, date approved (if it has been approved), §8(a) rights reserved status, and §19(h) rights reserved status. You may also view and print the record of the settlement by clicking the down arrow and selecting "View/Print."

Decisions

Navigate to the "Decisions" section of the Case Details page. It is located right below the "Petitions for Review" section and directly above the "Appeals" section.

Petitions For Review

Filed On	Filed By	Oral Arguments Date
4/2/2021 10:52 AM	Petitioner	

Decisions

Proceeding Type	Decision Type	Commission Decision Number	Proofs Closed/Orals Date	Date Filed	Scheduled Injuries
Motion	Arbitration Decision		4/2/2021	4/2/2021	

Appeals

Decision	Summons Filed On	Summons Filed By	Circuit Court	Circuit Court Case Number	Appealed Beyond Circuit Court	Status	Last Status Change Date

The "Decisions" section gives details on all decisions issued throughout the life of the case. Each item will list the proceeding type, decision type, commission decision number, proofs closed/orals date, date the decision was filed, and the scheduled injuries. You may also view and print the record of the decision by clicking the down arrow and selecting "View/Print."

Applications

Navigate to the "Applications" section of the Case Details page. It is located right below the "Appeals" section and directly above the "Transcripts" section.

Appeals

Decision	Summons Filed On	Summons Filed By	Circuit Court	Circuit Court Case Number	Appealed Beyond Circuit Court	Status	Last Status Change Date

There are no records to display.

Applications

Case Number	Case Name	Amended
21WC100036	Steeley Eagle v. BJ Carpentry	No

Transcripts

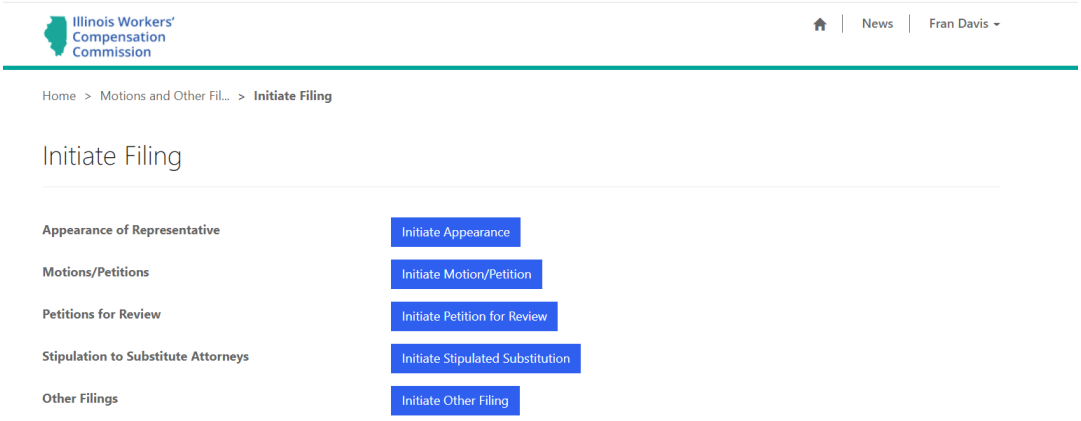
Name	Assigned Court Reporter	Decision	Filing	Return Date on Review	Status Reason
Hearing on April 2, 2021, Joliet	# Fran Davis	Arbitration Decision-2021-04-02T14:45:47Z	Steeley Eagle v. BJ Carpentry- Petition for Review of Arbitration Decision-04/02/2021 09:52 AM	6/4/2021	Delivered - Pending Authentication

The "Applications" section gives details on the original Application for Adjustment of Claim, and all subsequent amended applications associated with the case. Each item will list the case number, case name, and whether the item is an amended application. You may also view and print the record of the application by clicking the down arrow and selecting "View/Print."

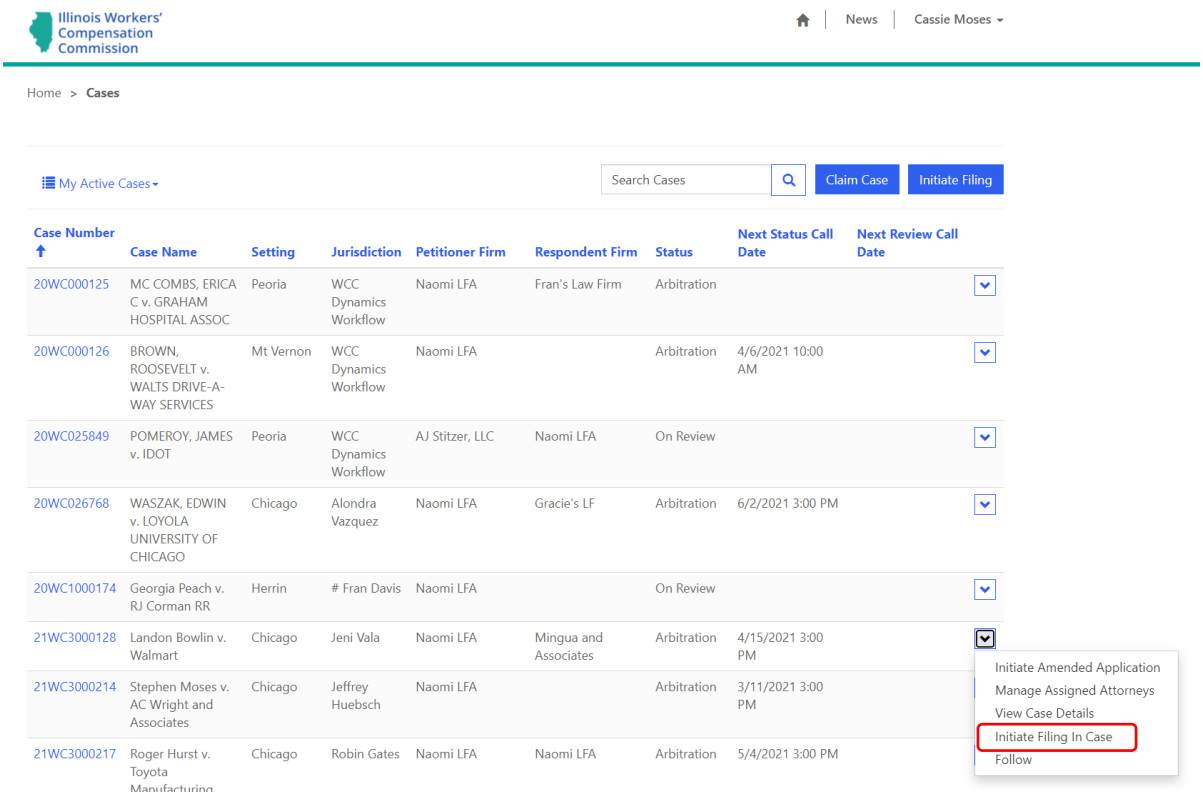
How to File & Docket an Arbitration Motion or Petition

Motions and Other Filings

You can start a filing from two locations in CompFile. From the "Motions and Other Filings" button, you can start a new filing by clicking "Initiate Filing." When you click the "Initiate Filing" button, you are taken to the "Initiate Filing" screen with five filing-type options, as shown in the following screenshot.



Alternatively, you can start a new filing directly from a case on the "Cases" screen. On the "My Active Cases" view, locate the appropriate case, click the down arrow at the end of the row (which is circled in red below) and select the "Initiate Filing In Case" option to start a new filing. When you select the "Initiate Filing In Case" option, you are taken to the "Initiate Filing" screen with five filing-type options.



Note: A filing started directly from a case on the "Cases" screen prepopulates the case information and case parties for the filing.

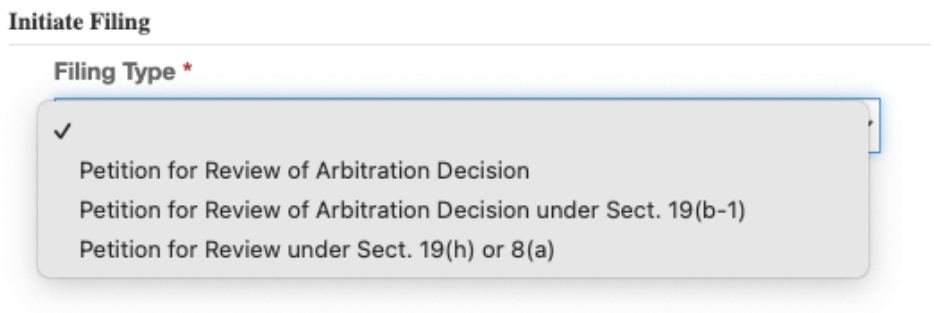
Initiate Filing

The "Initiate Filing" screen contains five filing-type options. The "Motions/Petitions," "Petitions for Review," and "Other Filings" options allow you to select a more specific filing type on the next screen.

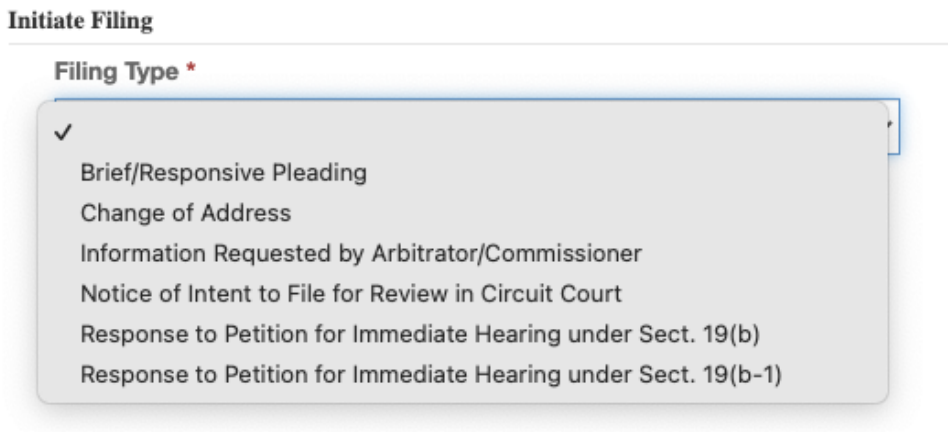
The Screenshots that follow detail the options within the selected button/choice.

Motions/Petitions

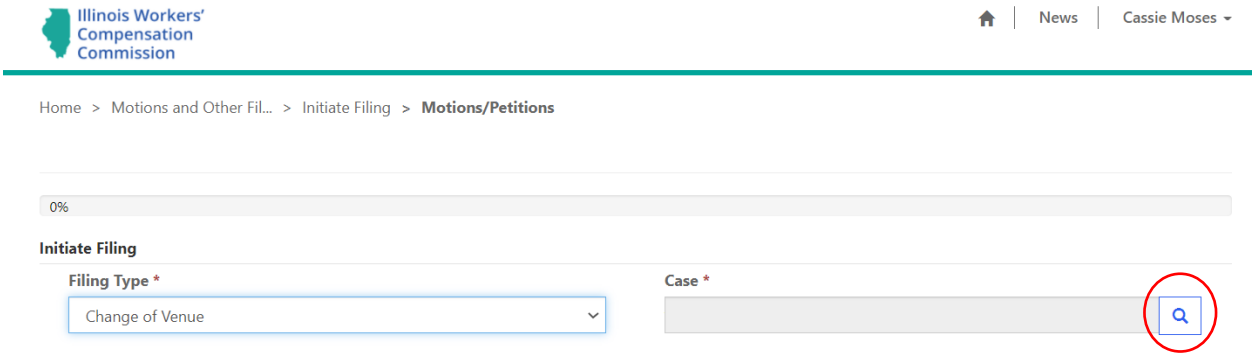
Petitions for Review



Other Filings

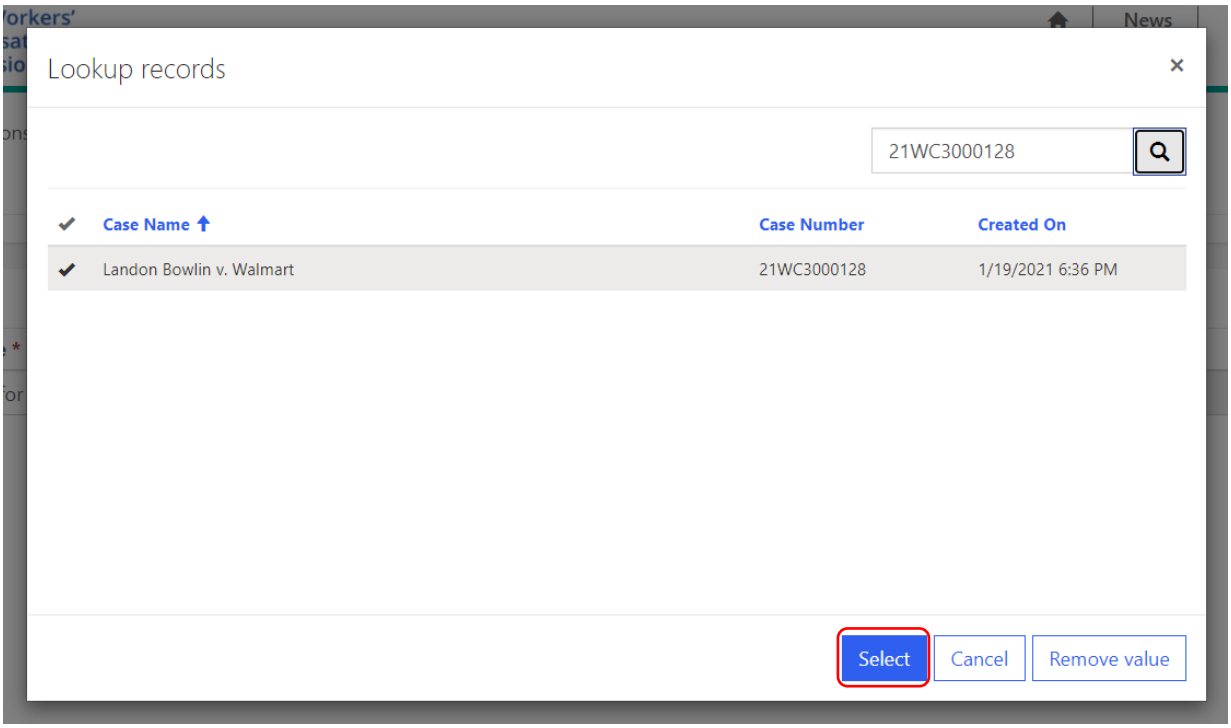


After selecting a filing-type option, you are taken to the screen below that contains the "Filing Type" field where you select the appropriate filing type from a drop-down menu (as detailed in previous screenshots.)



In the "Case" field, click the magnifying glass icon to open a record lookup for searching the case number. Type the case number in the search bar and click the magnifying glass icon. Use the ##WC###### case number format with no space between the numbers and letters and leading zeros when searching for the

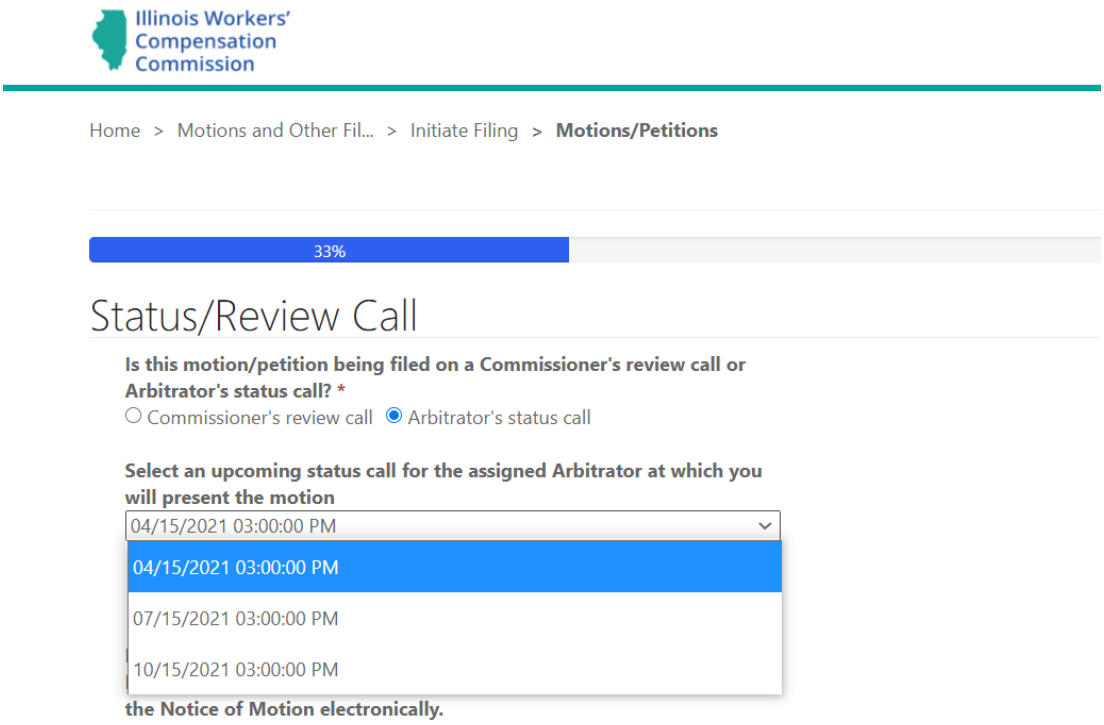
case (e.g., 20WC123456 or 20WC000123). You must then check the box next to the case and click the "Select" button to add it to the "Case" field for the filing. This action populates the screen with information about the case, including the case name, case number, setting, assigned Arbitrator, and assigned Commissioner (if any). It also populates a "Case Parties" table that displays the attorneys who appear on the case in CompFile and can receive electronic service of the filing.



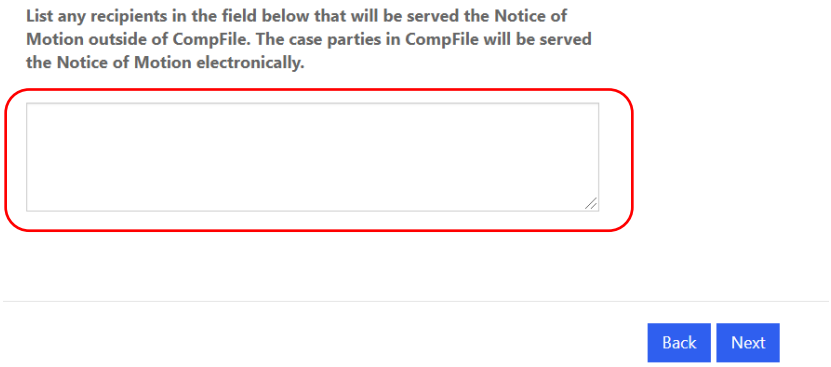
Note: For consolidated cases, you should submit filings and documents **only** under the primary case number (i.e., the case filed first with the lowest case number). You do not need to submit filings separately under each case number.

Status/Review Call (Notice of Motion)

All filing types that appear under the "Motions/Petitions" option, the "Stipulation to Substitute Attorneys" filing type, and the "Petition for Review under Sect. 19(h) or 8(a)" filing type must set forth the date on which the moving party will appear before the Arbitrator or Commissioner to present the motion. The "Status/Review Call" screen allows you to select a status call or review call date at which you can present the motion. First, you must answer whether the motion is being filed on a Commissioner's review call or Arbitrator's status call. If you select "Arbitrator's status call" to the "Is this motion/petition being filed on a Commissioner's review call or Arbitrator's status call?" question, a new field appears where you can select an upcoming status call date for the assigned Arbitrator from a drop-down menu containing a list of the Arbitrator's next three scheduled status calls.



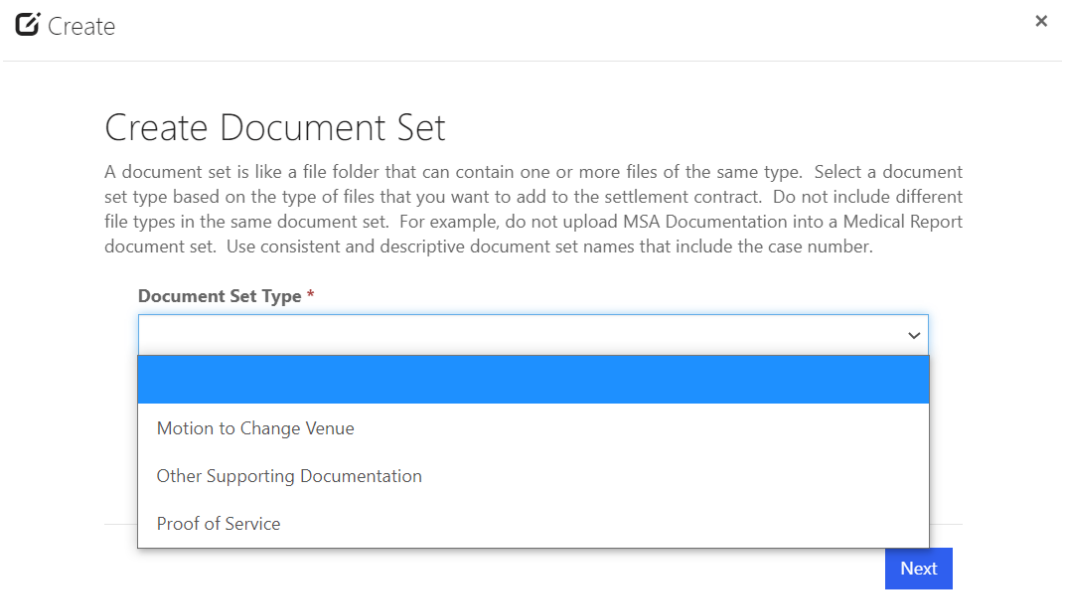
If you select "Commissioner's review call" to the "Is this motion/petition being filed on a Commissioner's review call or Arbitrator's status call?" question, a pop-up warning will appear regarding setting a case for review. You should not choose "Commissioner's review call" if the case is not on review. If the case is on review, a new field appears where you can select an upcoming review call date for the assigned Commissioner from a drop-down menu containing a list of the Commissioner's next three scheduled review calls. Finally, the "Status/Review Call" screen contains a field that allows you to list any recipients that will be served the Notice of Motion outside of CompFile. These recipients will appear on the electronic notice of motion, which you can print on the filing confirmation screen.



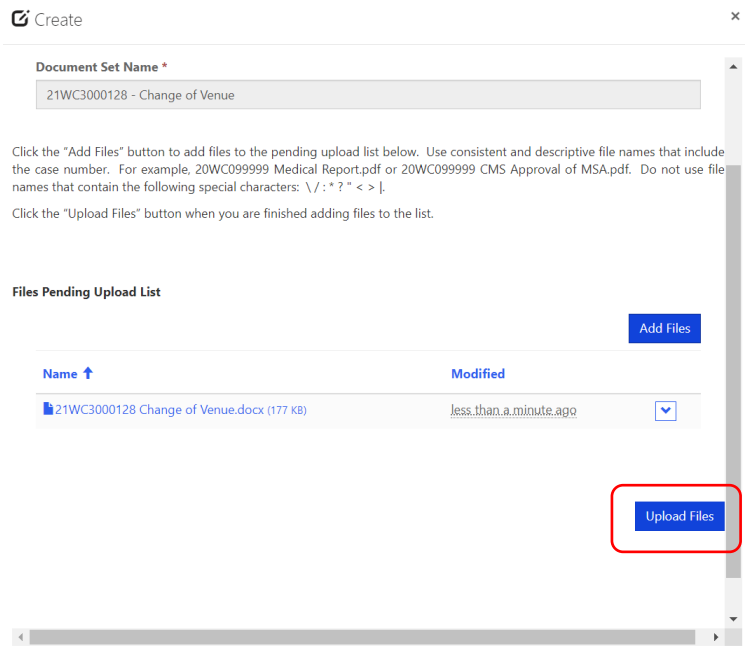
Note: You cannot complete **electronic service** of a filing on an attorney or case party if he or she does not appear on the case in CompFile. If the case includes a case party that does not appear in CompFile, you must serve this additional case party outside of CompFile and include proof of service of the filing to this additional case party on the "Add Filing Documents and Submit to IWCC" screen.

Add Filing Documents and Submit to IWCC

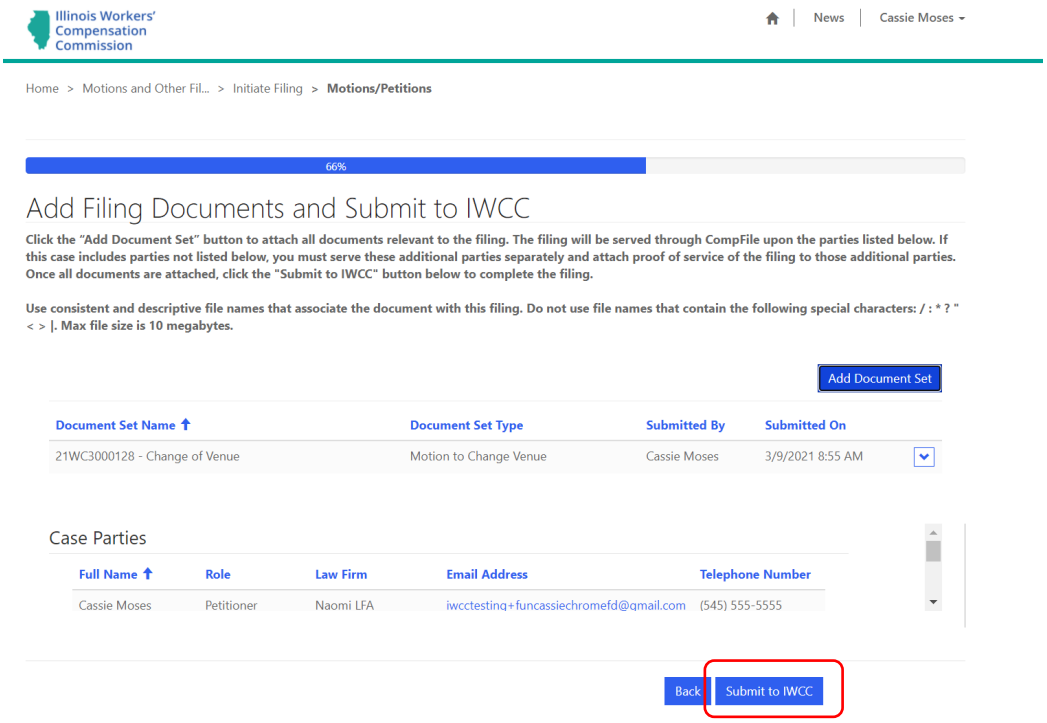
The "Add Filing Documents and Submit to IWCC" screen is the final screen for the electronic filing. You **must** upload a copy of the filing, motion, or petition that you selected in the "Filing Type" field earlier in the electronic filing process. You can also include any other documents relevant to the filing. Adding documents to the electronic filing is a simple, two-step process. In the first step, you need to select and name the document set. The "Document Set Type" field contains a drop-down menu with options based on the selected filing type.



You then enter a name in the "Document Set Name" field that includes the case number and describes the selected document type. For example, an attorney filing a "Change of Venue" motion should select the "Motion to Change Venue" option in the "Document Set Type" field and enter "20WC001234 Motion to Change Venue" in the "Document Set Name" field. In the second step, you need to add the appropriate documents or files. Browse your computer and choose the appropriate files to add to the document set. You can add multiple files to a document set. After choosing the appropriate files, click the "Upload Files" button to complete the process (shown in the following screenshot circled in red.) There are limitations on the document type (.pdf, .doc, .docx) and document size (10 MB max limit).



After adding all necessary documents to the electronic filing, you can now click the "Submit to IWCC" button to complete the electronic filing process (see the following screenshot.) When you click the "Submit to IWCC" button, you are presented with a confirmation that the electronic filing was successfully submitted to the IWCC. An email confirmation is sent to the attorney case parties, notifying them of a filing submission in their case. Finally, the filing now appears in the list of filings on the "Motions and Other Filings" screen.



Note: If you select a filing type that appears under the "Motions/Petitions" option, the **filing confirmation screen** reveals a "Print" button at the bottom of the screen. When you click the "Print" button, a window appears where you can click the link to a downloadable copy of the electronic notice of motion. 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 application.

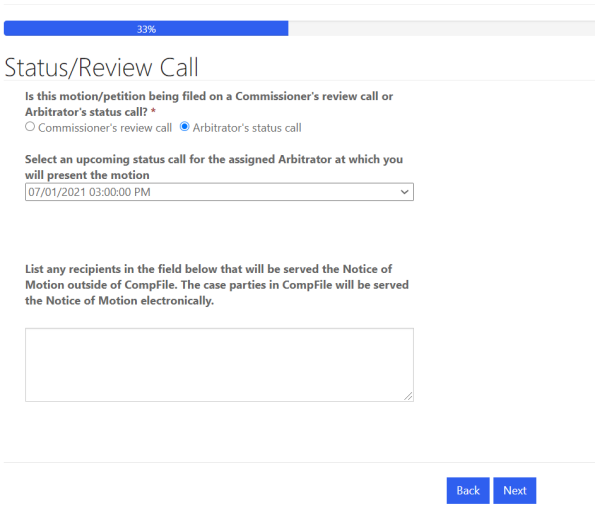
Result of a Filing

After you submit a filing for consideration by your assigned arbitrator or commissioner, all case parties will receive a confirmation email containing details of the filing. The email will list the case number, case name, filing type, date and time it was filed, information about your upcoming status/review call date, and the list of parties the notice of motion was served upon via email.

If a ruling is needed, an arbitrator or commissioner will consider the filing and make their ruling via CompFile. Once they make their ruling, a notice of their disposition will be sent via email to all case parties on file.

Docketing of Filings

After you initiate a filing in CompFile using one of the methods discussed above, you will see a screen titled "Status/Review Call". This is the screen where you will docket the motion or petition being filed.

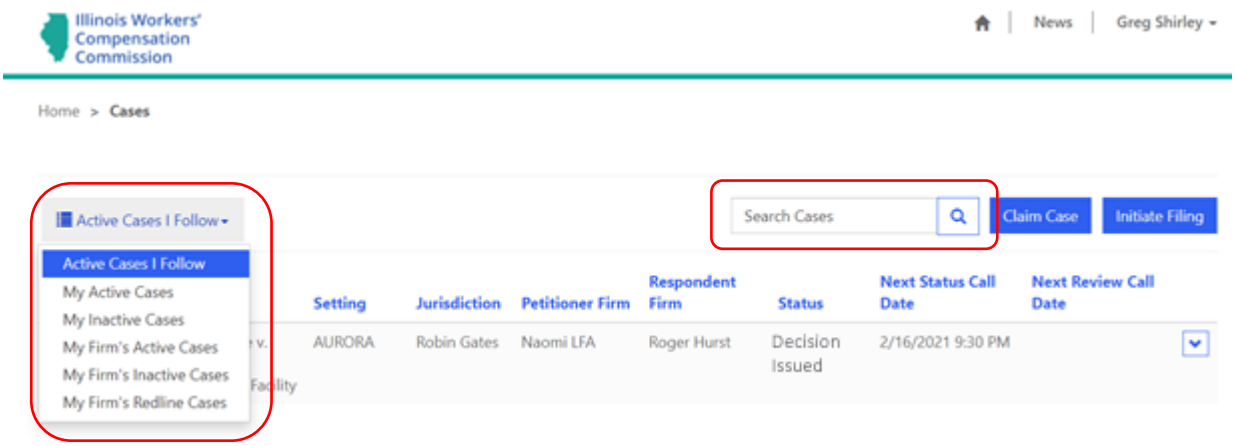


Filings That Are Not Docketed

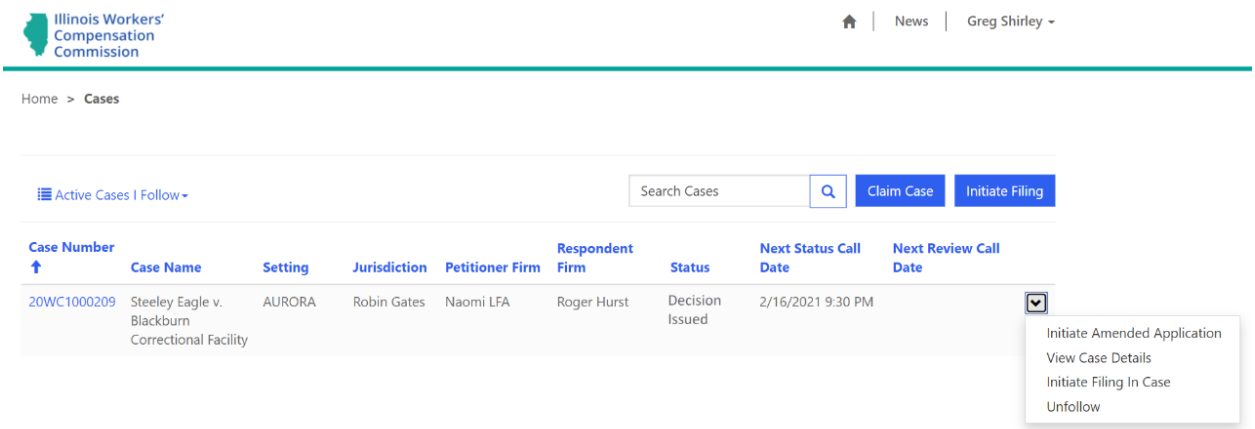
Some filings submitted through CompFile do not require docketing. These filings are found under the "Initiate Other Filing" tab. Filing types include Briefs, Change of Address, Information Requested by Arbitrator/Commissioner, Notice of Intent to File for Review in Circuit Court, Response to Petition for Immediate Hearing under Sect. 19(b), Response to Petition for Immediate Hearing under Sect. 19(b-1). An Appearance of Representative filing also does not require docketing. CompFile users will be able to submit these filings via CompFile without docketing them on a status call or review call date.

Petitions for Review

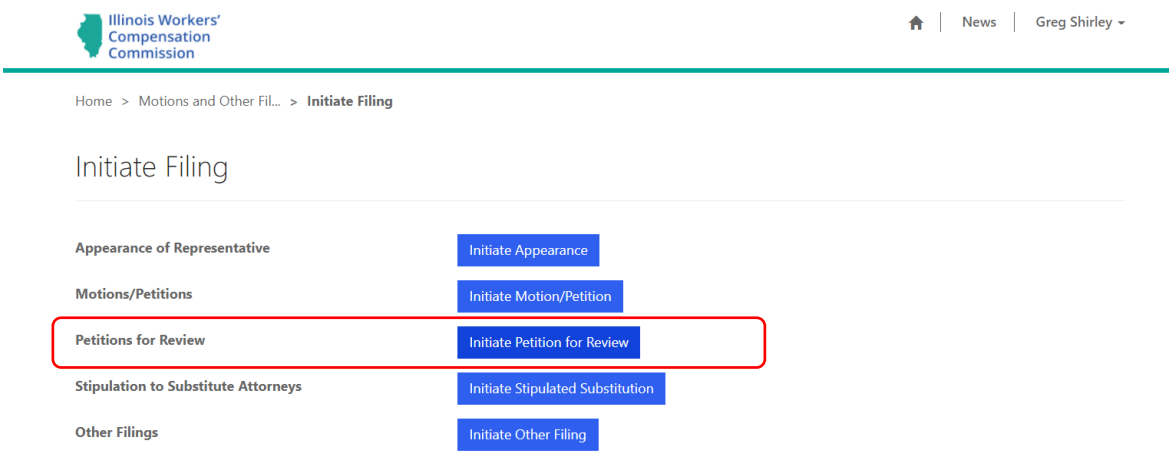
When the arbitrator files a written decision in a case, the case changes to the "Inactive" status. Therefore, you must search within the "My Inactive Cases" or "My Firm's Inactive Cases" view to find the case. Once you are in the appropriate view, type the case name or case number into the search bar and click the magnifying glass icon.



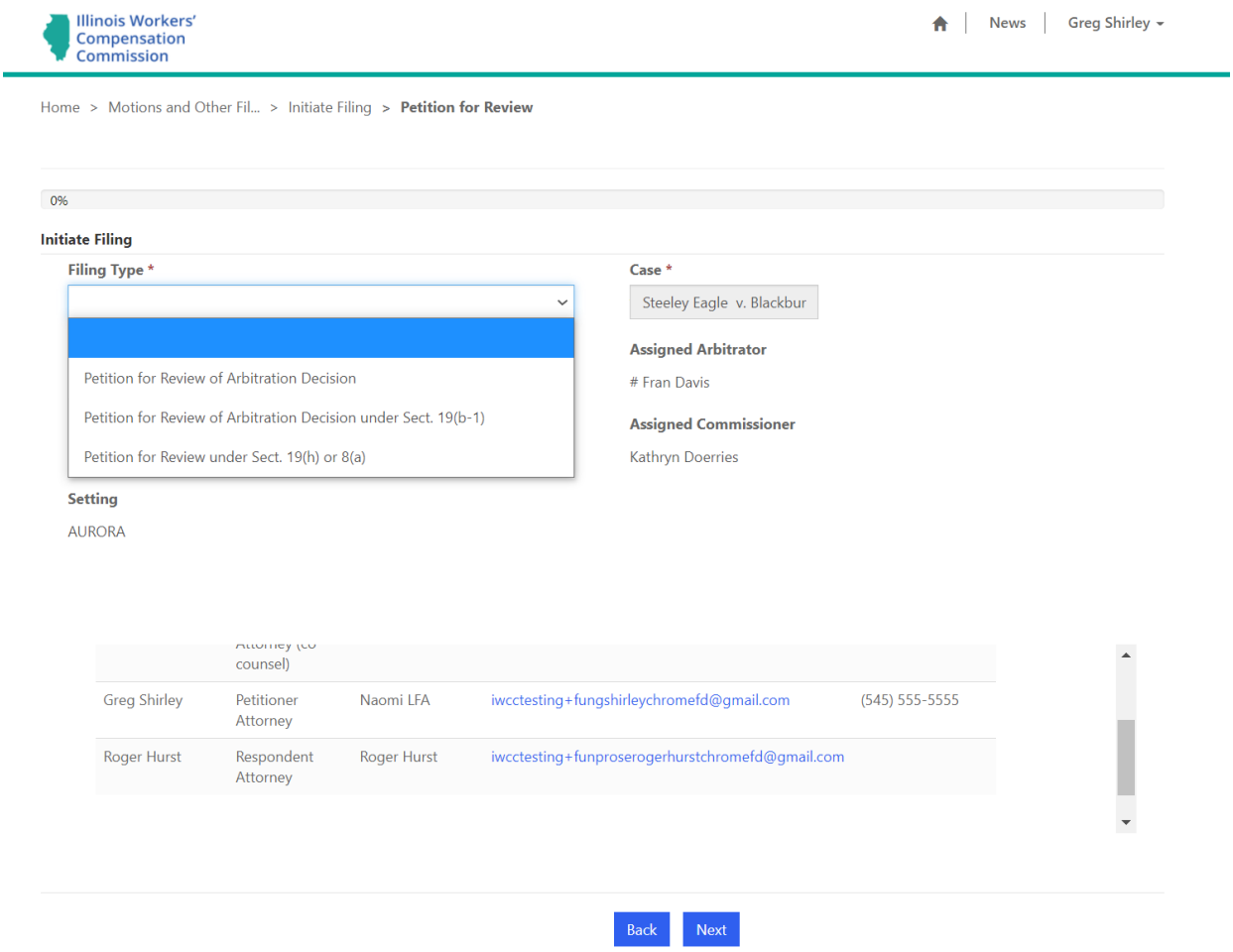
The case is displayed on the screen. Click the down arrow on the far right of the case and select the "Initiate Filing In Case" option.



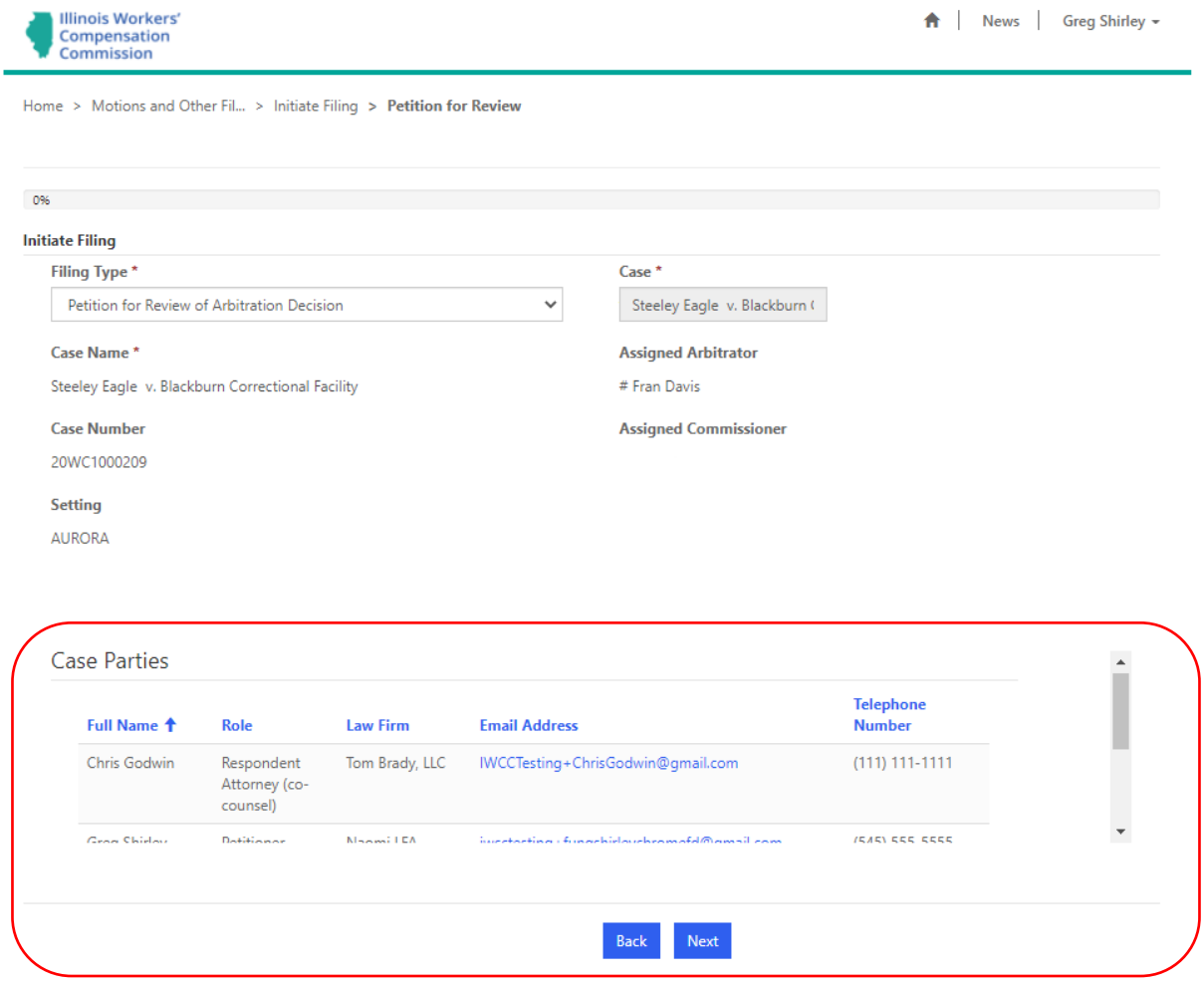
Click the "Initiate Petition for Review" button as circled in the following screenshot to start the filing process.



On the "Initiate Filing" screen, use the drop-down menu to select the appropriate filing type that you wish to submit from the following options: 1) Petition for Review of Arbitration Decision, 2) Petition for Review of an Arbitration Decision under Sect. 19(b-1), or 3) Petition for Review under Sect. 19(h) or (8a).



The selected case's information appears beneath the "Filing Type" drop-down menu and the "Case" field. This information includes the case name, case number, setting, assigned Arbitrator, and assigned Commissioner (if any). It also populates a "Case Parties" table that displays the attorneys who appear on the case in CompFile and can receive electronic service of the filing. When you are ready to continue, click the "Next" button.



If you select the "Petition for Review of Arbitration Decision" filing type, the next screen is the "Petition for Review" screen. Here, you must identify your role on the case: Are you the Petitioner or Respondent? You must also enter the number of transcript copies requested, the date of the decision, and answer whether you are waiving an oral argument. Lastly, an optional field appears on the screen where you can search and select the arbitration decision that you want to review. Click the magnifying glass icon next to the "Select the arbitration decision to review" field to open a record lookup for viewing decisions filed in the case. You then select the decision you want to review and click the "Select" button to confirm your selection. After completing the fields on this screen, click the "Next" button.

Petition for Review

Your role on the case *

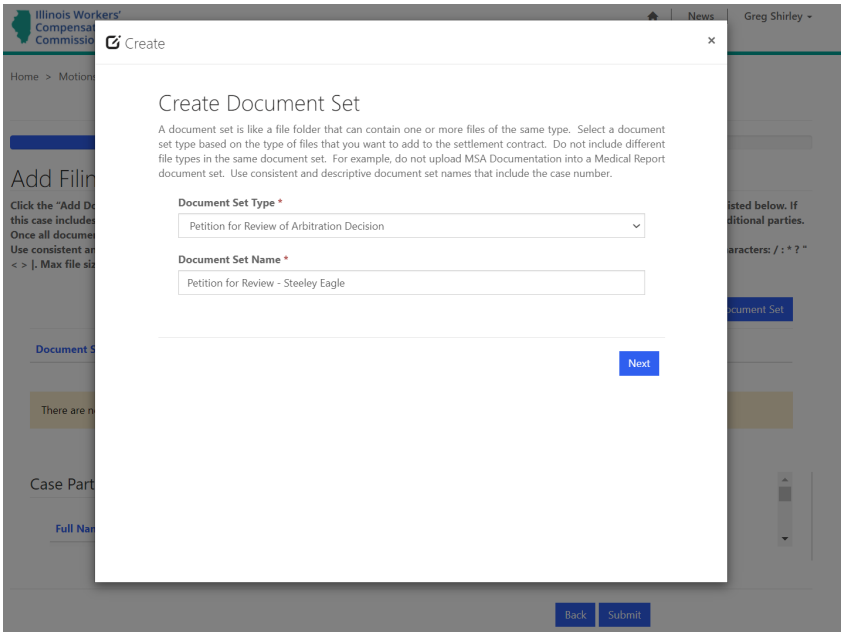
Oral Argument Waived *
No Yes

Number of transcript copies requested *

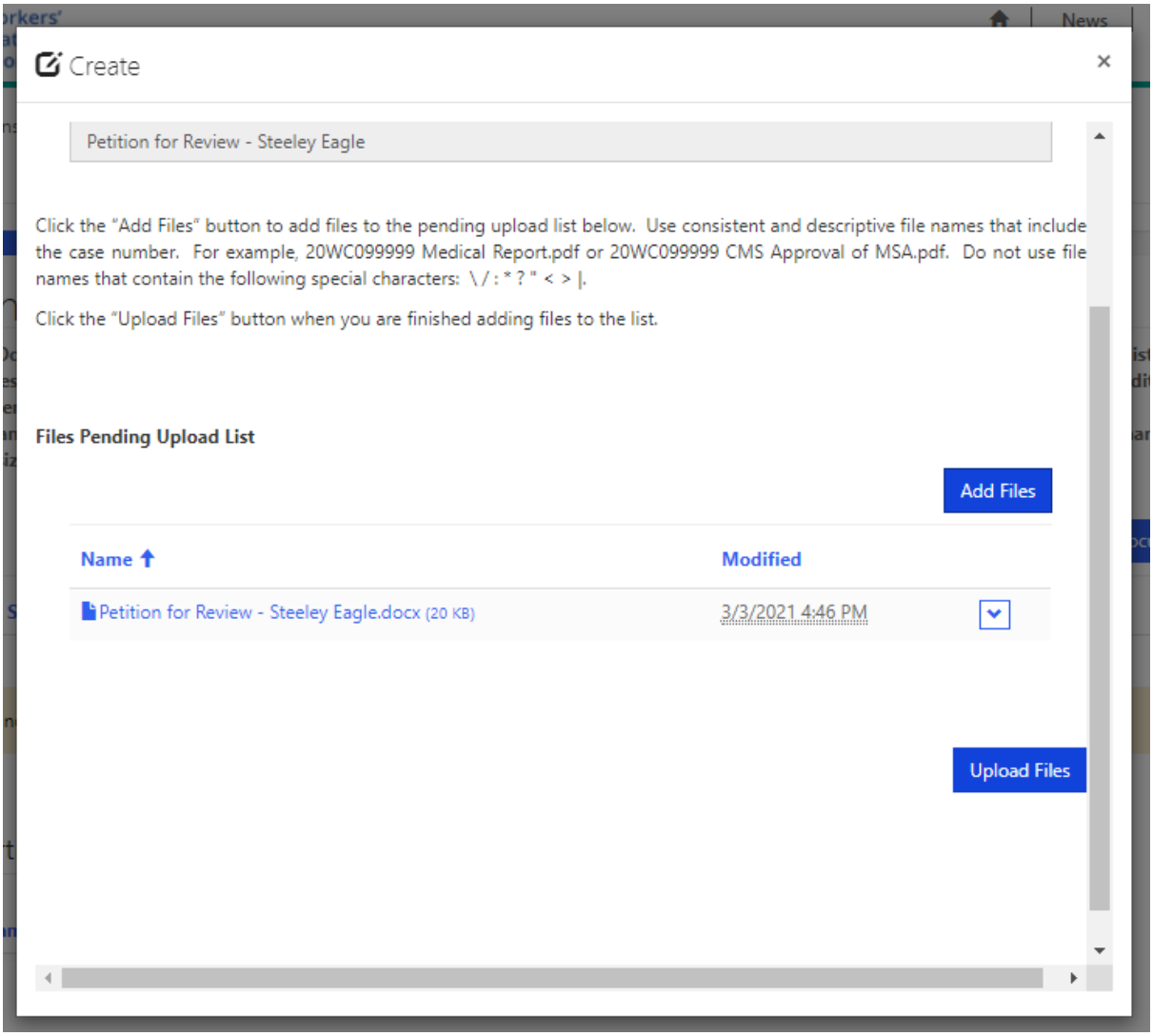
Select the arbitration decision to review

Back Next

The "Add Filing Documents and Submit to IWCC" screen is the final screen for the electronic filing. You must upload a copy of petition that you selected in the "Filing Type" field earlier in the electronic filing process. You can also include any other documents relevant to the filing. Adding documents to the electronic filing is a simple, two-step process. In the first step, you need to select and name the document set. The "Document Set Type" field contains a drop-down menu with options based on the selected filing type. You then enter a name in the "Document Set Name" field that includes the case number and describes the selected document type.



In the second step, you need to add the appropriate documents or files. Browse your computer and choose the appropriate files to add to the document set. You can add multiple files to a document set. After choosing the appropriate files, click 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). Repeat these steps as needed to attach all required documentation to your filing.



After adding all necessary documents to the petition, you can now click the "Submit to IWCC" button to complete the electronic filing process. When you click the "Submit to IWCC" button, you are taken to a new screen with a confirmation that the electronic filing was successfully submitted to the IWCC. You and the other attorneys on the case in CompFile also receive an e-mail stating that a petition was submitted on the case. Finally, the petition now appears in your list of filings on the "Motions and Other Filings" screen.

Transcripts

When a Petition for Review is filed on an arbitrator's decision, the court reporter assigned to the case is responsible for uploading the transcript of the arbitration hearing into CompFile. Once the arbitration transcript is uploaded, the parties will receive notice of the return date on review. The authentication of the transcript is carried out in CompFile.

Filing a Transcript Authentication

After the arbitration transcript is uploaded into CompFile, an email notice is sent to the attorneys on the case. The email provides all pertinent information about the case and a link to the transcript (specifics of which are shown in the screenshot below). After clicking on the link, the attorney is redirected to the "Case Details" screen in CompFile.

Subject: 20WC1000209 - Notice of Return Date on Review

This email is to notify you that a transcript has been filed in the case below. Please upload a completed authentication signature page in CompFile on or prior to the return date on review listed below.

CASE #: 20WC1000209
CASE NAME: Steeley Eagle v. Blackburn Correctional Facility
ASSIGNED COMMISSIONER: Commissioner Kathryn Doerries

RETURN DATE ON REVIEW:	**May 3, 2021**

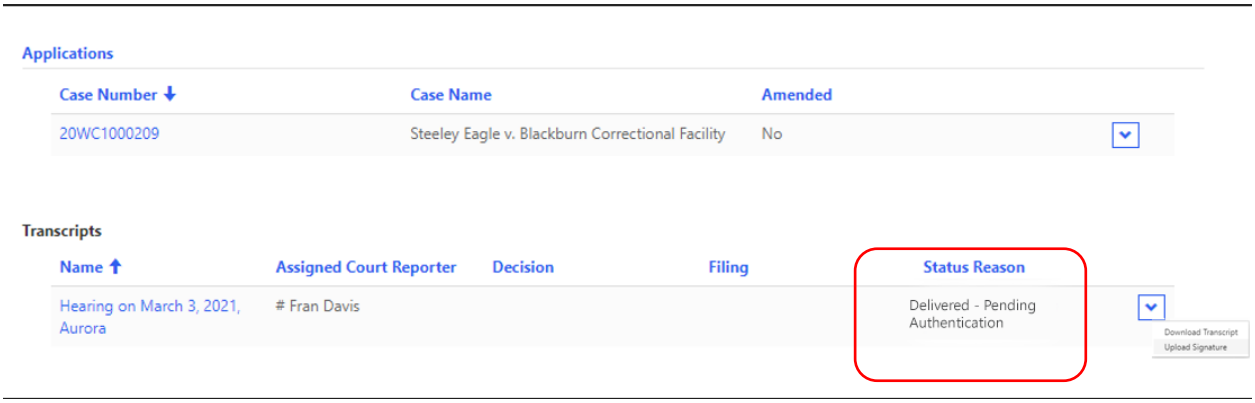
Please log into CompFile and then click the following link to view the transcript: Link

This email was sent to the parties listed below.

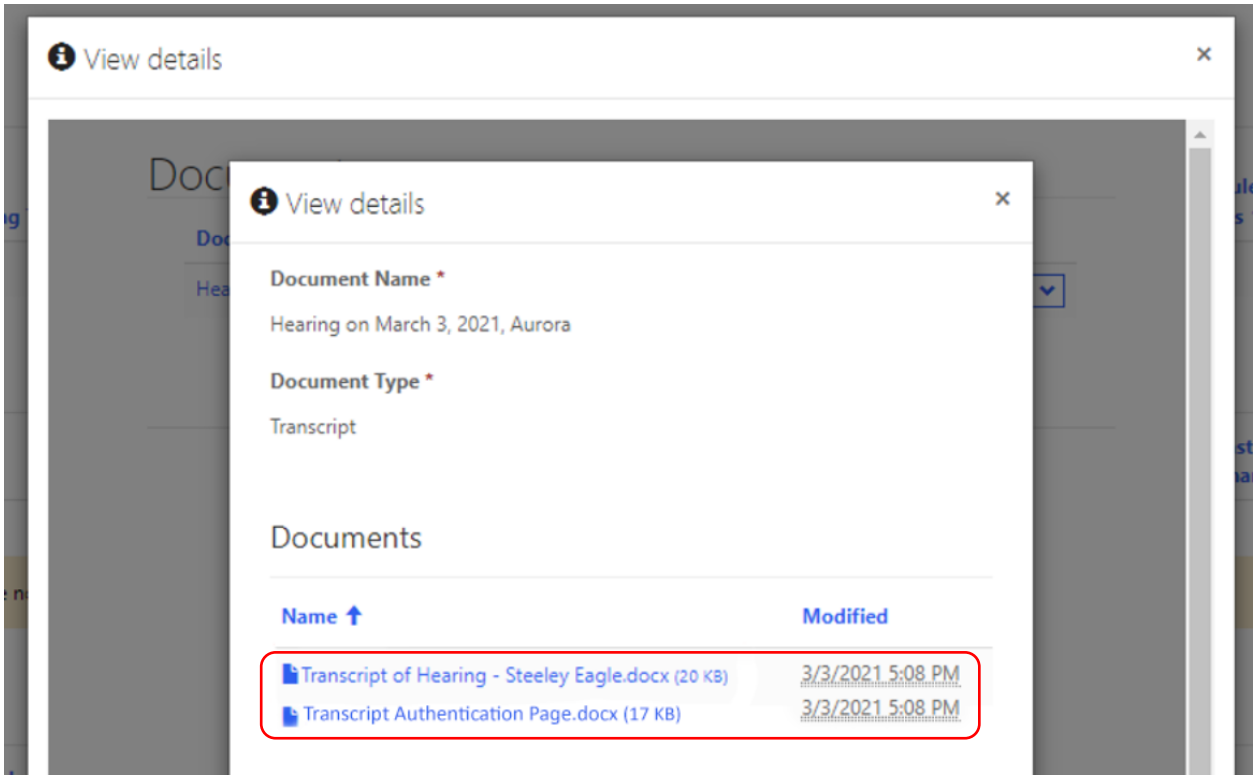
Full Name	Role	Law Firm	Email Address	Telephone Number
Greg Shirley	Petitioner Attorney	Naomi LFA	IWCCTesting+gshirley@gmail.com	545-555-5555
Roger Hurst	Respondent Attorney	Roger Hurst Law Firm	IWCCTesting+rogerhurst@gmail.com	822-382-3333

This is an automated message – Please Do Not Reply

On the "Case Details" screen, scroll to the very bottom of the screen to see the "Transcripts" section (located directly below the "Applications" section). The "Transcripts" section displays the name of the transcript, the court reporter who prepared the transcript, the decision under review, the filing, the return date on review, and the status of the transcript. A transcript that has not been authenticated appears in the "Assigned – Pending Authentication" status.

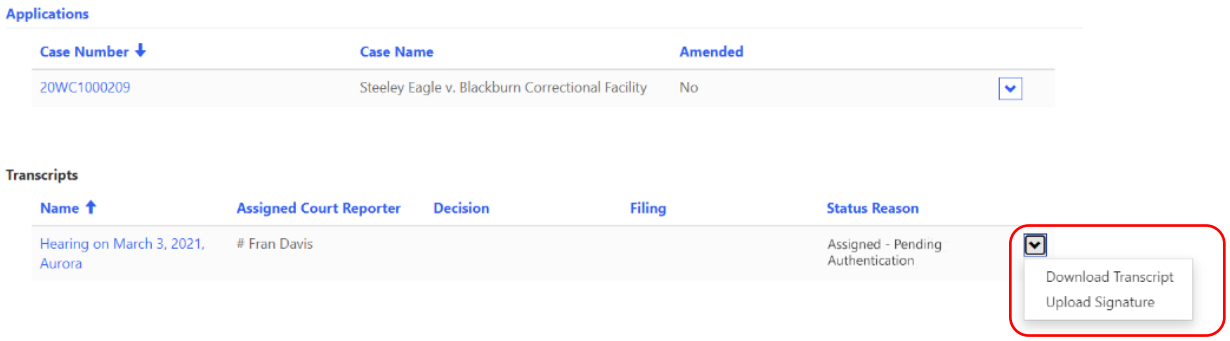


Click the down arrow at the end of the row and select the "Download Transcript" option. A new window appears where you can click the link in the "Document Set Name" column to download a copy of the transcript and the authentication page to your computer.

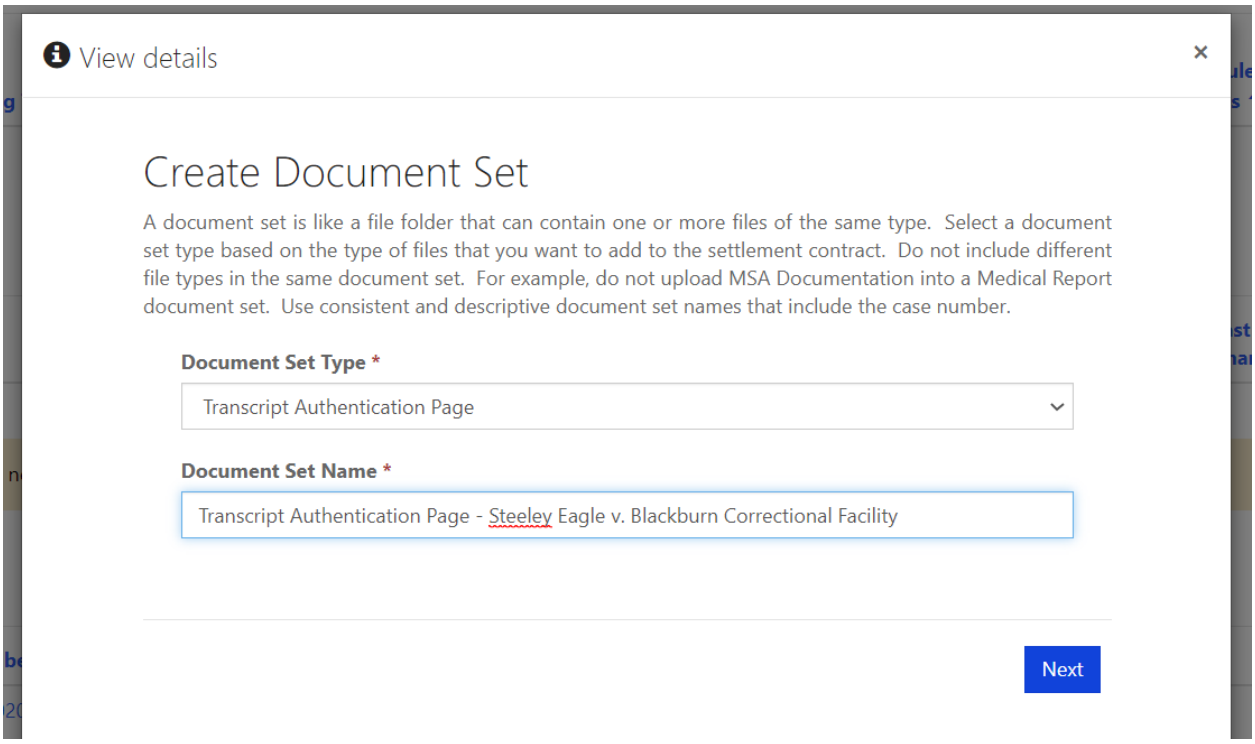


In the previous screenshot, there is an additional document displayed along with the transcript. This is the Transcript Authentication Page. **All attorneys on the case must sign one Transcript Authentication Page before uploading it into CompFile**. Obtaining attorney signatures is done ***outside*** of CompFile.

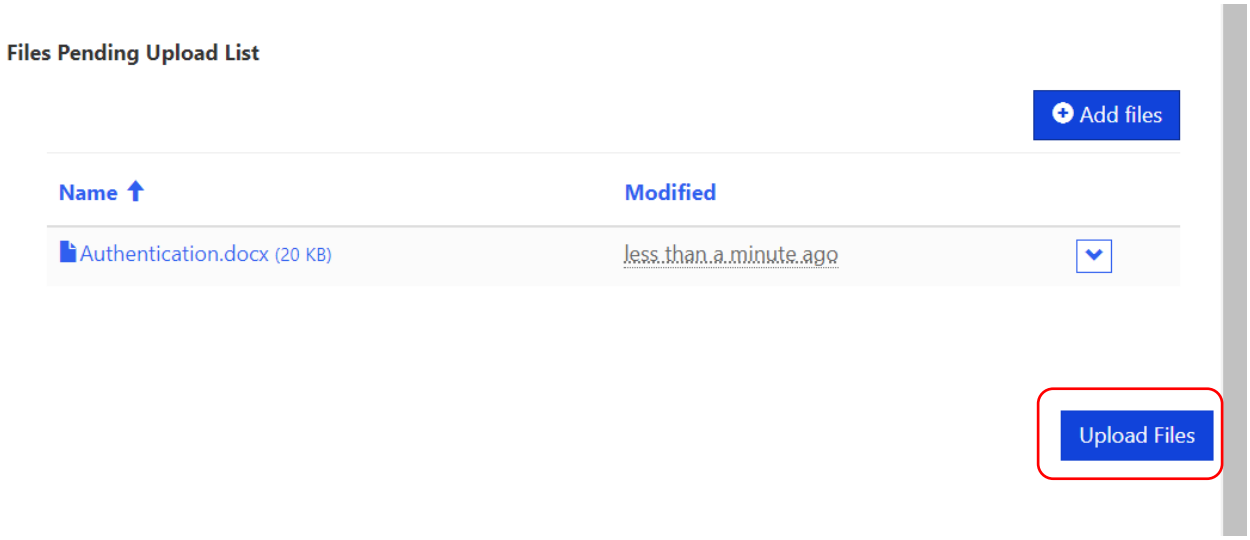
Once you have reviewed the transcript and are ready to sign it, click the down arrow to the right of the transcript information and select the "Upload Signature" option.



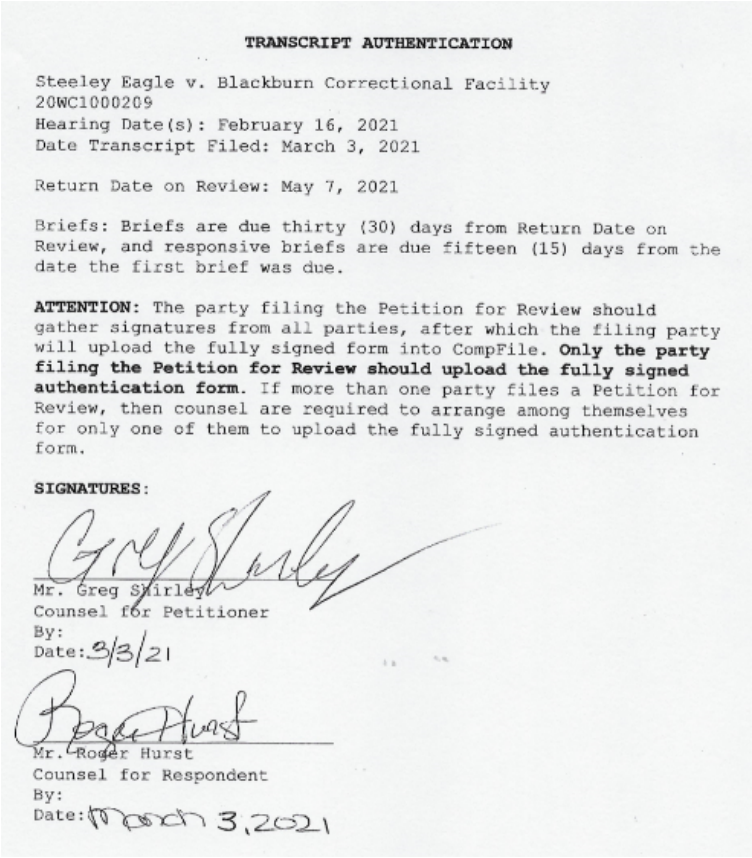
In the "Document Set Type" field, click the drop-down menu and select the "Transcript Authentication Page" option. Type a name in the "Document Set Name" field and click the "Next" button.



Now click the "Add Files" button followed by the "Choose Files" button. Browse your computer to choose the appropriate file and click the "Add Files" button. The chosen file then appears in the "Files Pending Upload List" section. Click the "Upload Files" button to complete the upload process.



An example of a completed Transcript Authentication Page is shown below. Please note the case name, case number, hearing date, date transcript was filed, return date on review, brief due dates, attorney signatures, and attorney signature dates.



TRANSCRIPT AUTHENTICATION

Steeley Eagle v. Blackburn Correctional Facility
20WC1000209
Hearing Date(s): February 16, 2021
Date Transcript Filed: March 3, 2021

Return Date on Review: May 7, 2021

Briefs: Briefs are due thirty (30) days from Return Date on Review, and responsive briefs are due fifteen (15) days from the date the first brief was due.

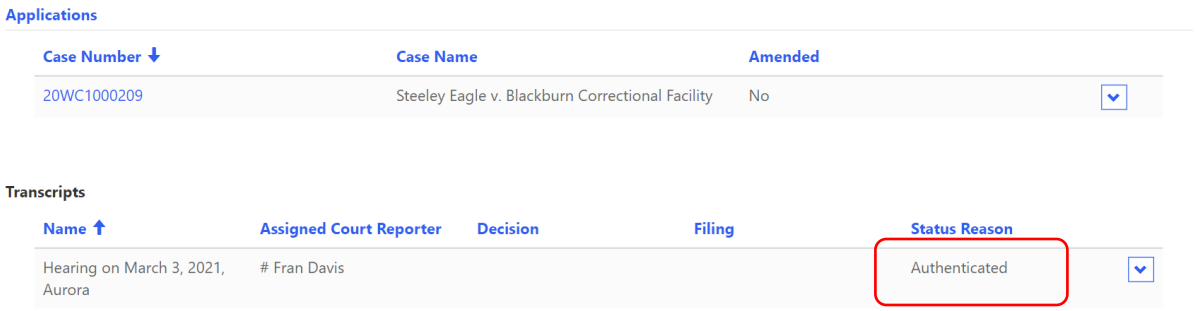
ATTENTION: The party filing the Petition for Review should gather signatures from all parties, after which the filing party will upload the fully signed form into CompFile. **Only the party filing the Petition for Review should upload the fully signed authentication form.** If more than one party files a Petition for Review, then counsel are required to arrange among themselves for only one of them to upload the fully signed authentication form.

SIGNATURES:

Mr. Greg Shirley
Counsel for Petitioner
By:
Date: 3/3/21

Mr. Roger Hurst
Counsel for Respondent
By:
Date: March 3, 2021

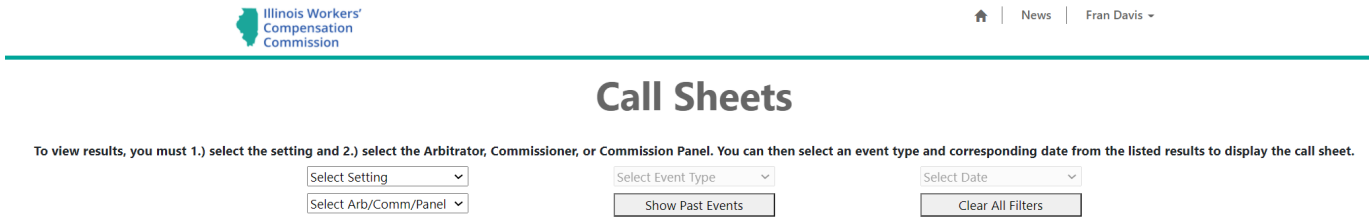
Once you upload the Transcript Authentication Page, you are ready to authenticate the transcript. Click the down arrow to the right of the transcript information again and select the “Authenticate” option. The transcript is now authenticated and appears in the “Authenticated” status.



Call Sheets

Viewing Call Sheets

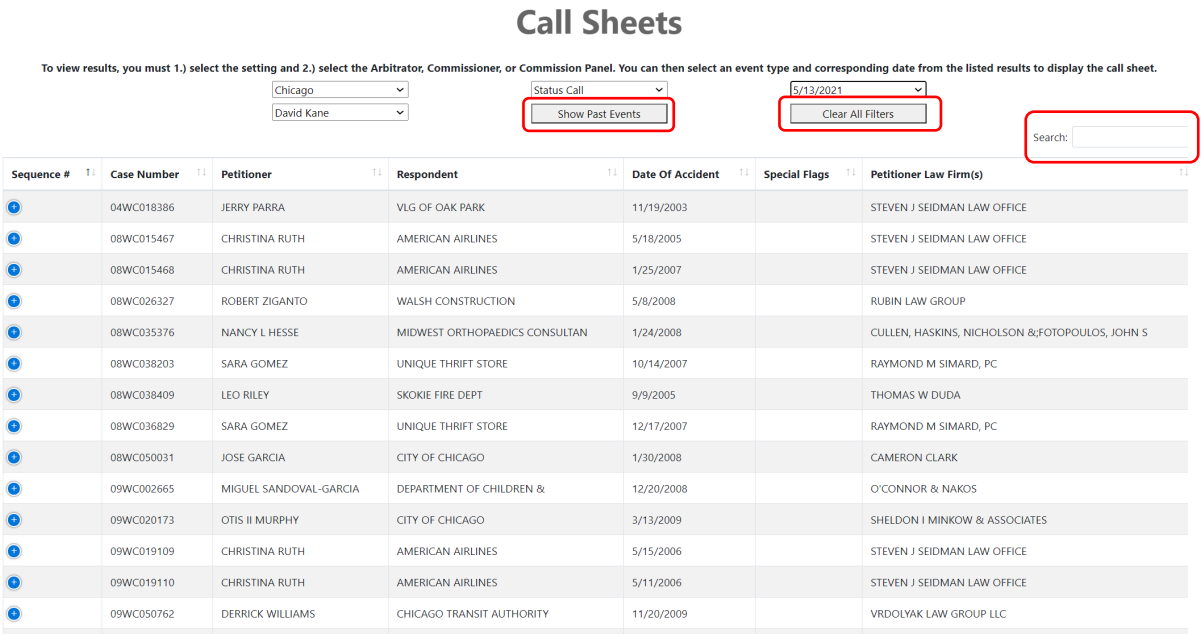
There are two ways to access and view the public call sheets maintained online by the IWCC. First, navigate to the CompFile homepage. Do not log in. Click on the "Call Sheets Search" button located directly above the "News Alerts" section, and directly to the right of the "New Case Docket Search" button. The second way to access call sheet records is to log in to CompFile and click the "Call Sheets" button located on the portal homepage. Both methods will take you to the same destination.



Once you arrive at the "Call Sheets" page, use the four dropdown menu filters to select the desired call sheet information you wish to view. You must populate at least two filters to view any call sheets; see previous screenshot.

Using the "Select Setting" dropdown filter located at the top left, select a desired setting location. Using the "Select Arb/Comm/Panel" dropdown filter, select a desired arbitrator, commissioner, or panel. Using the "Select Event Type" dropdown filter, select a desired event type. Using the "Select Date" dropdown filter, select a desired date. Call sheet records will automatically appear as soon as you populate at least two of the filters and will update as you add or remove any additional filters.

The following screenshot displays a Chicago setting, David Kane as arbitrator, restriction to status calls, and lastly a status call date of 5/13/2021. You can use any of these filters to narrow down the criteria for your call sheets.



Sequence #	Case Number	Petitioner	Respondent	Date Of Accident	Special Flags	Petitioner Law Firm(s)
	04WC018386	JERRY PARRA	VLG OF OAK PARK	11/19/2003		STEVEN J SEIDMAN LAW OFFICE
	08WC015467	CHRISTINA RUTH	AMERICAN AIRLINES	5/18/2005		STEVEN J SEIDMAN LAW OFFICE
	08WC015468	CHRISTINA RUTH	AMERICAN AIRLINES	1/25/2007		STEVEN J SEIDMAN LAW OFFICE
	08WC026327	ROBERT ZIGANTO	WALSH CONSTRUCTION	5/8/2008		RUBIN LAW GROUP
	08WC035376	NANCY L HESSE	MIDWEST ORTHOPAEDICS CONSULTAN	1/24/2008		CULLEN, HASKINS, NICHOLSON &;FOTOPOULOS, JOHN S
	08WC038203	SARA GOMEZ	UNIQUE THRIFT STORE	10/14/2007		RAYMOND M SIMARD, PC
	08WC038409	LEO RILEY	SKOKIE FIRE DEPT	9/9/2005		THOMAS W DUDA
	08WC036829	SARA GOMEZ	UNIQUE THRIFT STORE	12/17/2007		RAYMOND M SIMARD, PC
	08WC050031	JOSE GARCIA	CITY OF CHICAGO	1/30/2008		CAMERON CLARK
	09WC002665	MIGUEL SANDOVAL-GARCIA	DEPARTMENT OF CHILDREN &	12/20/2008		O'CONNOR & NAKOS
	09WC020173	OTIS II MURPHY	CITY OF CHICAGO	3/13/2009		SHELDON I MINKOW & ASSOCIATES
	09WC019109	CHRISTINA RUTH	AMERICAN AIRLINES	5/15/2006		STEVEN J SEIDMAN LAW OFFICE
	09WC019110	CHRISTINA RUTH	AMERICAN AIRLINES	5/11/2006		STEVEN J SEIDMAN LAW OFFICE
	09WC050762	DERRICK WILLIAMS	CHICAGO TRANSIT AUTHORITY	11/20/2009		VRDOLYAK LAW GROUP LLC

The default view is set to display future call sheet events only. To view past call sheet records, click the "Show Past Events" button. Toggle back to future events by clicking the same button, which is now labeled "Show Future Events."

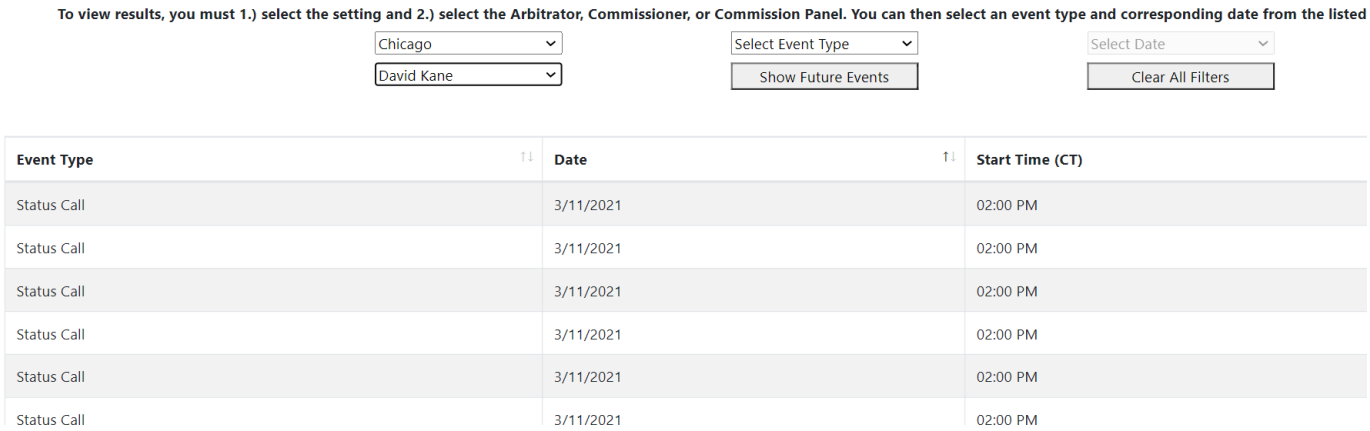
To clear all the filters and begin a new search, click the "Clear All Filters" button, located directly to the right of the "Show Past Events" button. To search for a specific case number or case name, use the text box beside "Search," which is directly to the right of the "Clear All Filters" button (see previous screenshot.)

You can customize how many call sheet records appear on your screen at once by clicking the dropdown menu on the "Show __ entries" field. You can view 25, 50, 100, or all the records at once. The default view is 25 records per page. To flip between pages of records, click the "Next" or "Previous" buttons located at the bottom-right of each screen. You may also click on a page number to go to that specific page.

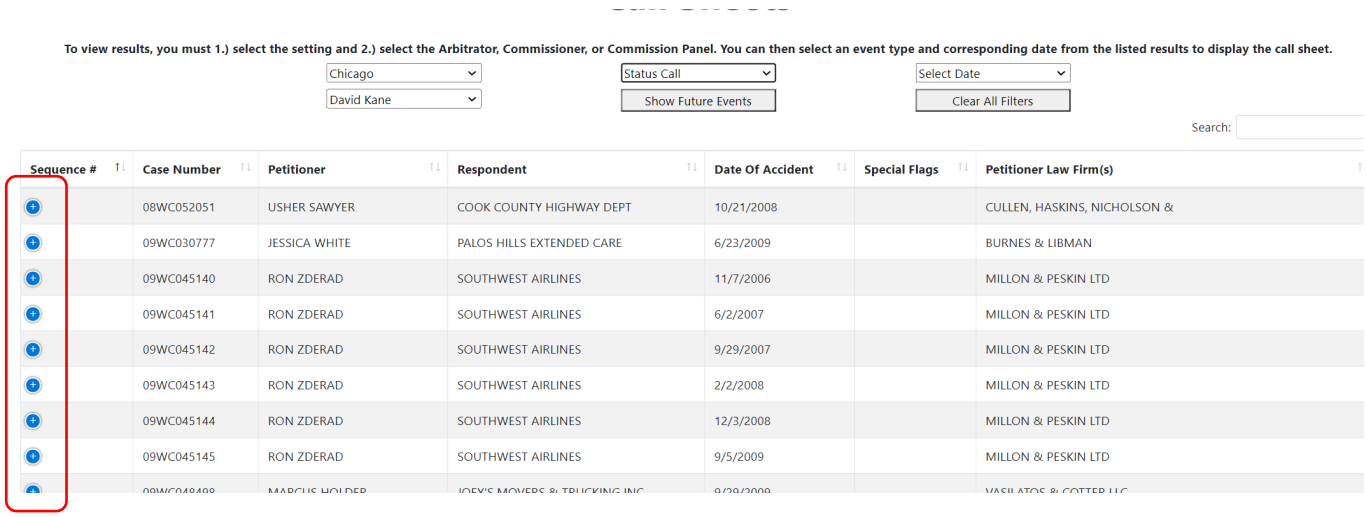
Types of Call Sheets

There are five different types of call sheets, organized by the type of proceeding taking place: status call, review/motion call, oral arguments, pre-trial, and trial date. Generally, every call sheet record will show a case number, case name, petitioner, respondent, date of accident, petitioner law firm(s), respondent law firm(s), motion type, and special flags (if any). If a call sheet record has been sequenced on the call, a sequence number will be displayed in the "Sequence #" column.

If you choose to populate only two filters, just three columns will be displayed: event type, date, and start time. Populating more than two filters will bring up information on specific filings in specific cases.



To see more information on a specific call sheet record, click on the blue dot with a "+" sign at the far left of the record. The record will expand, and information on the motion type, call date, and start time will appear beneath the other columns. To hide this information, click the red dot with a "—" symbol at the far-left of the record. **Note**: This is only available if you make more than two selections.

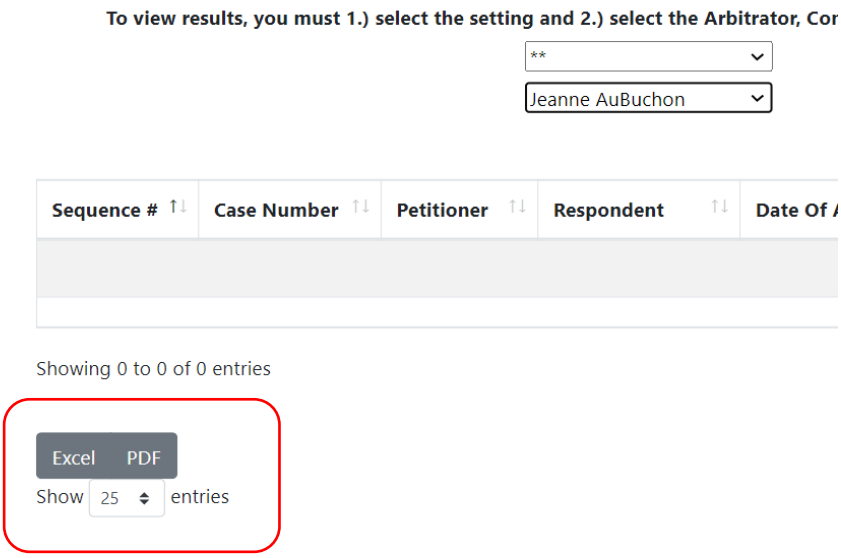


When do cases appear on a call sheet?

Cases appear on a call sheet when there is business to be heard by an IWCC arbitrator, commissioner, or panel. This includes status calls, motions, petitions, oral arguments, and trials.

Sequence Numbering

Five days prior to an upcoming status call, the record will become "locked," and it will be assigned a sequence number. The sequence number will populate to the "Sequence #" column located at the far left of each call sheet record.

Exporting Call Sheets to Microsoft Excel and PDF

To export a desired call sheet to Excel or PDF format, first use the call sheet filters to pull up the desired information you wish to export. Once the information is displayed, scroll down to the bottom of the page. Locate the buttons labeled "Excel" and "PDF." Click the program you wish to export the call sheet records to. The records will automatically download to your Internet browser in the chosen format.