

**PROCEDURE TO BE FOLLOWED WHEN
SUBMITTING PROPOSED SETTLEMENT
DOCUMENTS**

Effective August 1, 2018. Mandatory September 1, 2018

All settlement agreements and proposed orders, as well as supporting documentation should be submitted electronically to the Board in a single PDF document. The Order should be incorporated into the Agreement. Paper documents are no longer accepted at hearing locations or the Board office. All parties should be included on the e-mail, including the injured worker if the e-mail address is known.

Electronic signatures are acceptable.

Proposed settlements in contested claims should be sent to the appropriate mailbox according to the hearing district numbers. All non-litigated claims should be sent to the Accident Files mailbox.

WCBDistrict1@wcb.in.gov - NW District
WCBDistrict2@wcb.in.gov - Central Northern District
WCBDistrict3@wcb.in.gov - NE District
WCBDistrict4@wcb.in.gov - Central/Indianapolis District
WCBDistrict5@wcb.in.gov - SW District
WCBDistrict6@wcb.in.gov - SE District
Accidentfiles@wcb.in.gov - Accident Files

A Receipt of Filing will be generated and e-mailed to the account from which the settlement was received. The date received will also be stamped on the document.

Single Hearing Members will review and approve proposed settlements in their respective districts. An electronic signature of the approver and an approval date stamp will be affixed. Please leave room for this stamp under the signature line for the judge. Court reporters will enter the necessary information into the Board's electronic system and return approved agreements to the parties' e-mail addresses listed on the agreement, including the injured worker if an e-mail was provided.

If the injured worker does not have an e-mail account, it will be the attorneys' responsibility to see that a paper copy is printed out and mailed to the worker.

Keep in mind, this is the only documentation the SHM has when reviewing the proposed settlement and deciding whether to approve it and thus make it an Order of the Board. The file is not available.

Lump sum payment details must be recorded through EDI within 30 days of approval of the settlement. This will be done via "PY" followed by an "FN" filing. (6/10/19)